

## Definitions

“The Company”	The Apprentice and Training Partnership
“The Programme”	The Apprenticeship/ Traineeship or other work placement programme offered by The Apprentice and Training Partnership
“HASS”	Health and Safety Standards

The Apprentice & Training Partnership (“the Company”) fully accepts the obligations placed upon it by the various Acts of Parliament covering health and safety. The Company requires The Board to ensure that the following policy is implemented and to report annually on its effectiveness. The Company is committed to providing its learners appropriate employment opportunities to engage in the Programme and to support a high quality learning experience. The Company equally committed to ensuring the health, safety and welfare of all learners. All employers of learners within the Programme are required to comply with Health and Safety Standards as defined by the Skills Funding Agency, the Company’s Safeguarding Policy and the Company’s Health and Safety Policy. The Company will not put learners at risk by placing them in work situations where standards are not satisfactory.

### 1 Purpose

- a. To establish general standards of Health & Safety at work and distribute responsibility for their achievement to all managers, supervisors, and other employees through the normal line management process.
- b. Define procedures for The Company’s staff, learners and employers involved in the Programme.
- c. To ensure that Health, Safety and Welfare requirements are met.
- d. To ensure that the arrangements for learners in the workplace meet the specific criteria of awarding bodies where appropriate.

### 2 Objectives

- a. To maintain a central database of Apprentice employers.
- b. To assess the suitability of each Apprentice employer and ensure that Health and Safety Standards (HASS) are met.
- c. To ensure that the Safeguarding Children and Vulnerable Adults Policy is adhered to.
- d. To match learners with suitable placements.
- e. To ensure that learners, Apprentice employers, assessors, trainers, tutors are fully briefed on Apprenticeship procedures.
- f. To monitor and evaluate the quality of each programme.

### 3 Management Responsibilities

#### The Board:

The Board has overall responsibility for the implementation of the Company's policy. In particular he is responsible for ensuring that the policy is widely communicated and that its effectiveness is monitored.

#### Safety Officer:

The Safety Officer is a nominated manager responsible for co-ordinating effective health and safety policies and controls across the organisation **and employers associated with the programme.**

The Safety Officer is responsible for:

- The production and maintenance of the Company's policy and ensuring that Department Guidelines are consistent with policy.
- It's application.
- Monitoring and reporting on the effectiveness of the policy.
- The provision of general advice about the implication of the law.
- The identification of health and safety training needs. The safety officer also acts on behalf of the Board, as the Company's formal link with the Health and Safety Executive, Environment Health Departments and other external agencies.
- The production and maintenance of Health and Safety Codes of Practice for each aspect of the services within the Company.

#### **Apprenticeship Advisor/ Recruitment Consultant:**

The Apprenticeship Advisor is responsible for:

- Finding suitable Employers for learners on the Programme.
- Following procedures to arrange placements.
- Ensure Health and Safety Standards are met.
- Complete documentation required. (*please see Health and Safety Assessment Form*)
- Refer any problems or issues to line manager/ apprenticeship assessors/ tutors as appropriate

#### **Apprenticeship/Programme delivery staff:**

The programme delivery staff are responsible for:

- Assist the Apprenticeship Advisor in the preparation of students for the Programme
- Produce Learning Objectives for each programme
- Monitor students during their employment whilst on the Programme and arrange workplace visits

#### **Learner:**

The learner is responsible for:

- Attending any preparation sessions at the Company, or sessions agreed in the workplace whilst on the Programme, including Health and Safety training.
- Return copies of the "Eligibility and Application Form" and any other required documentation prior to placement. *NB placements cannot proceed until this documentation is returned.*
- Treat employers' records and working practices with confidentiality and respect.
- Comply with the employer's Health and Safety Policy.

#### **4 Procedure for Health, Safety and Welfare aspects of work experience/ apprenticeship placement**

This procedure applies to any employer associated in any way with the Company and its learners, including:

- Existing employers held on the Programme database
- New employers identified by the Company staff
- Employers found by learners themselves
- Employers for learners in their family businesses
- Learners employed with voluntary organisations

This procedure is supported by resource packs and assessment forms for both learners and employers of learners on the Programme.

## **5 Placement Health and Safety Checks**

All placement providers/ employers of learners on the Programme must comply with Health and Safety Standards (HASS) as defined by the Skills Funding Agency. Before learners are placed, all placement providers must be visited by a competent member of staff and HASS form completed. HASS form is recorded on the Programme database and any action points are reviewed. HASS forms are monitored and up-dated in the timescale appropriate to the framework/occupational area, depending on the level of risk. "Eligibility and Application Form" must be completed for each individual learner prior to placement and "initial assessment and diagnostic" completed by the assessor/tutor for each individual learner on Programme, to take into account any special needs or other circumstances, including any disability and/or medical/health condition.

## **6 Preparation of Learners**

Learners on Programme with the Company must have Health, Safety and Welfare training and, where appropriate, should complete the Health & Safety unit for their framework/curriculum area before, or whilst in employment.

### **Recommended resources to be used with students:**

- Be Safe booklet (available from SFA)
- Induction for learner on programme checklist

All students must complete a workplace, Apprenticeship or Traineeship Agreement Form or "Service Level Agreement" with both the Company and the learner's employer. Copies are to be kept by the Company, Employer and Learner.

## **7 Responsibility of the Learner's employer**

- All placement providers employers of learners on Programme with the Company must comply with HASS as defined by the Skills Funding Agency, as far as is reasonably practicable.
- Employers must undertake a young person's risk assessment for learners who are under 18 and share it with the student.
- Employers must provide a thorough induction for learners, including health, safety and welfare.
- Learners must have a nominated supervisor as written in the "Service Level Agreement" and arrangements should be in place for cover if the supervisor is absent.
- Learners must be provided with all required protective clothing and equipment free of charge.
- Learners must not be asked to operate machinery/equipment, undertake tasks or work in areas that are unsuitable for their age or level of experience.
- Learner appraisal and quality questionnaire is to be completed by employers at the end of each Programme.

## **8 Monitoring of learners whilst in employment on Programme with the Company**

- The level of monitoring may depend on a range of factors including:
  - Awarding body requirements
  - Length of Programme
  - Ability of learner and/or any special needs or other circumstances, including any disability and/or medical/health condition.
- All visits should be arranged in advance by telephone & visiting staff should be known to the learner.
- Any issues identified during monitoring must be addressed immediately.
- If the learner is considered to be at risk for any reason, the placement must be terminated with immediate effect.
- If the placement is terminated the Company will endeavour to keep the learner on Programme and find alternative employment.

**Apprenticeships:****Workplace Health and Safety Check:**

- Appropriate qualified person to carry out a Health and Safety check of the workplace and complete HASS form agreeing an action plan for any improvements/ changes necessary.
- Where the apprentice has any special needs or other circumstances, including any disability and/or medical/health condition these must be taken into account in assessing risk.
- Employer must provide a copy of current employer's liability insurance certificate.
- Workplace to be subject to an annual health and safety visit (or sooner if there is a significant change to the workplace).

**Assessors will:**

- Visit the apprentice in the workplace at least every 8 weeks.
- Check progress on any health and safety action plan in place.
- Report on any relevant health and safety issues/incidents since last visit.
- Report on any safeguarding issues that have arisen since the last visit.
- Remove any apprentices from the workplace where there is significant and immediate risk.

**Apprenticeship delivery staff/administrators will:**

- Ensure that employers understand their obligations and responsibilities in relation to ensuring the Health and Safety and Safeguarding of apprentices in their employ including adherence to relevant Company policies.
- Ensure that apprentices are aware of their rights and responsibilities with regard to their safety and well-being and that they know who they should contact if they have any concerns.
- Ensure that no apprenticeship is started until health and safety check are satisfactorily completed.
- Record liability insurance renewal dates and request copies of new certificates on those dates.
- Monitor and evidence adherence to any agreed health and safety action plan.
- Respond appropriately to any issues raised by Assessor reports following workplace visits.

**9 Quality Monitoring**

Quality questionnaires completed by learner or employers are to be collated annually by organisers of each area of delivery and results circulated to Senior Management Team, Quality Manager and heads of each programme delivery area.

**10 Monitoring and review**

The Board has ultimate responsibility for this procedure and to this end will keep this overarching policy under review. Given the complexity of the issues contained within this Policy, however, it is to be expected that those managers responsible for individual procedures and aspects of the Policy will also monitor relevant aspects of its implementation and will advise the Board if changes need to be made to the Policy as a result. In any event, the Policy will systematically be reviewed at least every 3 years.

This policy should be read in conjunction with the following:

5.2. Health and Safety Policy – ATP Employees

UPDATED April 2018

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