

<b>Version</b>	<b>Author</b>	<b>Comments</b>
V3	Katie Fowler	Inclusion of version control. Delayed review due to Ofsted inspection and COVID.

<b>Summary of Key Changes</b>	
<b>Page number</b>	<b>Change</b>
<b>4</b>	Update on organisational structure

**STATEMENT OF INTENT**

The Apprentice & Training Partnership ("The ATP") embraces the obligations set out within Acts of Parliament pertaining to health and safety. The ATP aims to provide a safe, healthy environment for employees, clients, and all those who visit or work on its premises (including apprentices attending the centre for training). The ATP therefore manages its business in a way that is designed to aim for the highest standards in health and safety which are reasonable to achieve throughout our operations.

The ATP is also committed to collaborating with employers to help ensure the health, safety and welfare of apprentices whilst in employment. The ATP will not put apprentices at risk by placing them in work situations where health and safety are not satisfactorily addressed. The ATP will undertake due diligence to ensure employers have their own health and safety policies in place.

Our commitment to Health and Safety includes the following:

- Having processes, procedures and governance arrangements in place to identify, evaluate and control relevant health and safety risks which may arise within our operations
- To ensure all employees and visitors to our offices have access to our health and safety information
- To work in partnership and cooperation with our employers to ensure that health and safety measures are in place and maintained
- Provide clear instructions, information and adequate training to ensure employees are competent to do their work in a safe manner
- Provide health and safety information and training to our apprentices including embedded training during their apprenticeship learning
- Provide Personal Protective Equipment/ Clothing where required
- Aim to consult with our employees on matters affecting their health and safety
- Provide and maintain safe equipment
- Ensure safe handling and use of substances
- Maintain safe and healthy working conditions
- Maintain emergency procedures, including evacuation in case of fire or other significant incidents
- Seek to prevent accidents and cases of work-related ill health
- Ensure all health and safety incidents are properly and promptly recorded, reported and investigated in order, amongst other things, to prevent recurrence

We expect anyone working for, or with the ATP, to maintain the highest health and safety standards for themselves and others and adhere to any instruction our policy proves.

Thank you for your support



Martin Burr  
Director

Date: 28/02/2022

**SCOPE**

This policy applies to all service users of the ATP.

The ATP primarily delivers its provision remotely. Employees operate from their own homes. Offices are provided for the purposes of occasional meetings and inspections. These are in a managed services building, The Colony. Therefore, whilst attending the Colony offices we observe their health and safety policy which can be found in the V drive "Colony H&S Policy".

All employers with apprentices on programme with The ATP have their own obligations to comply with Health and Safety Legislation, as defined by their own policies and the ESFA Funding Regulations, which are not set out in the scope of this policy. However, The ATP will conduct appropriate due diligence for all new employers with the aim to ensure that employers of apprentices comply with the legislation and all apprentices are safe whilst at work. This policy will set out the ATP's aims to complete due diligence and the actions that will be taken to provide satisfactory facilities within our offices and working environments for our apprentices.

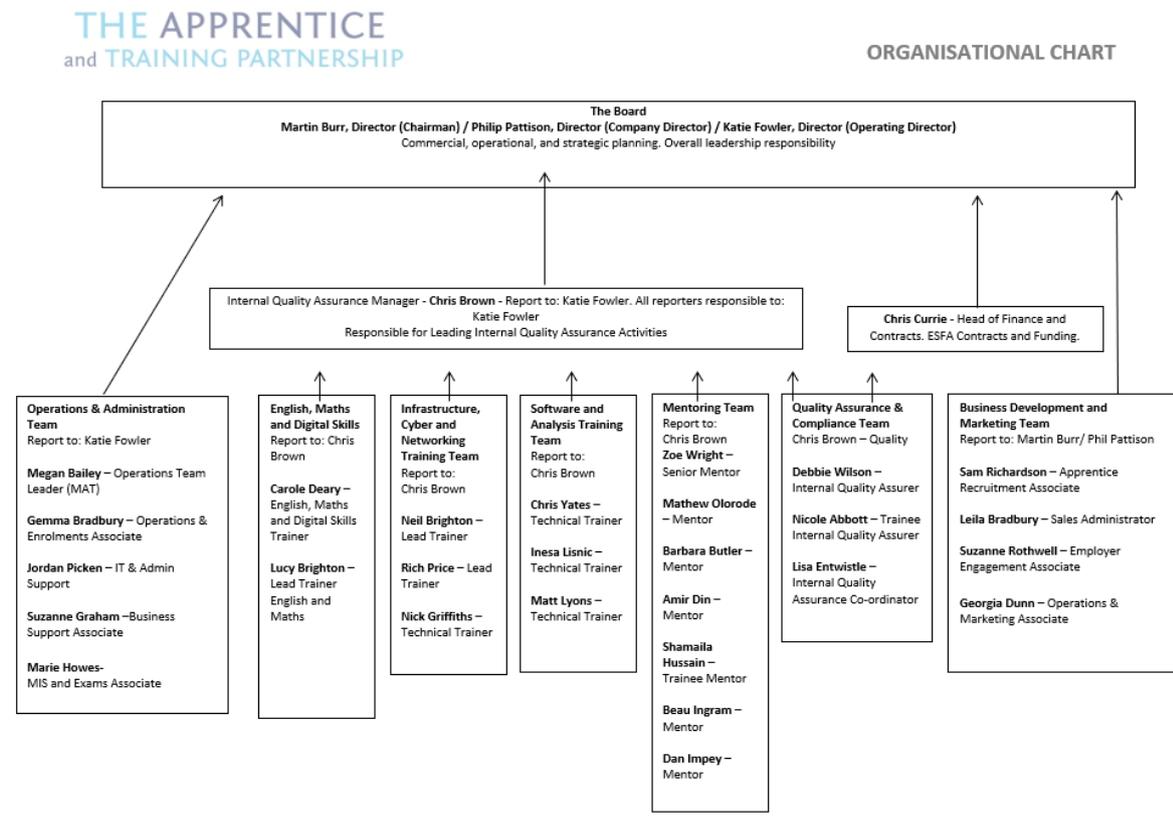
**RELATED POLICIES**

The Health and Safety policies should be read in conjunction with the following policies:

- Equality Opportunities & Diversity Policy
- Data Protection Policy
- Data Retention Policy
- Data Privacy Policy
- CPD Policy
- Safeguarding Policy

**ROLES AND RESPONSIBILITIES**

The following roles have specific Health and Safety responsibilities within the organisation and for ATP apprentices.



**THE BOARD OF DIRECTORS (Policy Authority)**

The Board of Directors has overall responsibility for the implementation, communication and effectiveness of this policy and aims that a report on its effectiveness is completed annually.

**EMPLOYEES, APPRENTICES AND VISITORS**

- All employees, apprentices and visitors to our offices should:
- Co-operate with the leadership team on Health and Safety matters.
  - Take reasonable care of their own health and safety
  - Report all health and safety concerns to a leadership team member

**IMPLEMENTATION - Arrangements for Health and Safety**

**RISK ASSESSMENT**

**Risk assessment – Internal**

- The ATP will complete relevant risk assessments and take actions
  - This includes for apprentices under 18 attending training or completing examinations at The ATP offices
  - This includes DSE assessments for staff
- The ATP will review risk assessments when working habits or conditions change
- The ATP will use the relevant Risk Assessment templates from HSE in completing a Risk

Assessment, recording and reviewing findings.

Risk assessment- apprentices:

- A risk assessment will be completed in collaboration with the employer, for each apprenticeship programme job role, as part of the apprentice's induction.
- This risk assessment will take into consideration age and vulnerability where required, or a separate risk assessment will be undertaken
- It is the responsibility of the employer to conduct their own risk assessments on their sites, however, The ATP conduct due diligence which checks employer's completion of relevant risk assessments and reporting of control measures to The ATP
- Job role specific risk assessments will be revisited when changes in circumstances are identified

## **TRAINING**

### **Staff Training**

- The ATP staff will complete mandatory health and safety training as part of their induction to the company

Fundamentals of Health and Safety in the workplace

<https://alison.com/courses/health-and-safety>

- The ATP will provide health and safety training to all employees on the first day of employment and at intervals thereafter
- The ATP will make suitable arrangements for employees who work remotely

### **Apprentice Training**

- The apprentice will be given health and safety training as part of their induction onto programme, including the above risk assessment to be complete with the employer
- The apprentice will be directed to and given access to this policy during their enrolment
- It is the responsibility of the apprentice's employer to conduct their own staff induction including health and safety and give their staff access to health and safety training. The ATP check employers induction and training processes meet the relevant standards as part of the due diligence and enrolment process
- Mentors provide apprentices with ongoing health and safety support and training throughout the apprenticeship journey and this is recorded on the apprentice teaching, learning and assessment plan on OneFile [TLAP]

### **Consultation**

We will aim to consult staff routinely on health and safety matters as they arise and formally when we review health and safety.

### **Employer Due Diligence**

The ATP keeps a central database of all apprentice employers.

The ATP aims to ensure that all health and safety standards are met by conducting employer due diligence prior to apprentice enrolment. This may include:

- Contract for Services (including Mandatory Policies section)

- Commitment Statement (Schedule 5 of Contract for Services)
- Verification of the following policies in place:
  - Health and Safety
    - Including Risk Assessment that includes for young persons and vulnerable groups
  - Safeguarding and Prevent
  - Equality and Diversity
  - Bullying, Discrimination and Harassment
  - Employer Liability Insurance
  - Employee Handbook
  - Employee Contract of Employment
  - Apprenticeship Agreement
- Induction into employment

***Should an employer identify that they do not have these in place, an apprentice cannot be enrolled on programme.***

### **Ill Health and Accidents for apprentices on programme**

In the event of an accident or ill health whilst the apprentice is at their normal place of work whether undergoing apprenticeship training at the time or not, The ATP would seek to be notified of such event and where required the details surrounding the accident or ill health. The ATP would fully support the employer and the apprentice where required and or necessary. The ATP would continue regular communication throughout the period of ill health or until the apprentice is recovered from any accident providing any information, advice and guidance along with support for both the apprentice and employer. In the event of a break in learning to cover any period of ill health or as a result of an accident; as and when the learner and employer are ready for the return, The ATP will assist in preparing both parties for this. Whilst the employer bears the main responsibilities in relation to the health and safety of its employees, The ATP recognises that it has an important role to play in ensuring the health and wellbeing of its apprentices. We are committed to assist and provide a supporting role to employers in their health and safety duties.

In the event of an accident or ill health whilst the apprentice is not at their normal place of work we would seek to be notified. We expect our staff to recognise visible signs of ill health or injury with their apprentices and notify the leadership team. The ATP would notify the apprentice's employer of the matter with the apprentice's permission following an assessment of the impact the ill health or injury may have on both their ability to continue with the apprenticeship and their ability to complete their duties at work. The ATP would aim to fully support the employer and the apprentice where required as necessary. The ATP would continue regular communication throughout the period of issue or until the apprentice is recovered to provide information, advice and guidance along with support for both the apprentice and employer.

Following a report of an accident or ill health involving an apprentice, The ATP will continue to monitor the apprentice's progress in all outcomes for a period of time and provide the necessary support and reasonable adjustments to enable the apprentice to fulfil and complete their apprenticeship.

**Monitoring of apprentices whilst in employment:**

- The level of monitoring may depend on a range of factors including:
  - Awarding body requirements
  - Length of programme
  - Ability of apprentice 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 apprentice.
- Any issues identified during monitoring must be addressed immediately.
- If the apprentice is identified to be at health and safety risk, the placement must be terminated with immediate effect.
- If the placement is terminated The ATP will endeavour to keep the apprentice on programme whilst aiding them in seeking alternative employment.

**Recording and reporting of health and safety**

The ATP will ensure systems and procedures are in place for incident reporting, escalation, investigation and where applicable, notification to the local authority.

It is the responsibility of the employer to record and report incidents regarding health and safety, however, it is the intention of The ATP to work in collaboration and cooperation with all its employers and expect that all health and safety incidents would be reported to The ATP as soon as possible to ensure the safety and welfare of our apprentices.

**Health and wellbeing**

The ATP aims to recognise the importance of both physical and mental wellbeing of its employees and apprentices. The ATP acknowledges that to recognise, predict and adapt to the changing needs of its people is an important and valuable contribution and example to uphold. We provide employees and apprentices with confidential assistance where required.

**Monitoring and review**

This policy including its procedures set out within will be monitored and reviewed annually or in response to changes in legislation.

Reviewed: February 2022

For review: January 2023