

Sutton & District Training Limited

Apprenticeship Health & Safety Policy

Introduction

This overview describes how Sutton and District Training Ltd is committed to ensuring a healthy learning environment for all our employees/apprentices/learners by providing a provision which is contributing to the welfare and physical and mental well-being of all who we work with. We believe that it is important for everyone to be aware of their responsibilities in order to prevent any health or safety incidents. To make our policy work we need commitment from the whole team which will include, employees, learners, apprentices and visitors.

Our Apprenticeship programme will incorporate three parties, the Apprentice, Employer and Training Provider and it is vitally important that each party understands their responsibility in the partnership.

SDT will promote this policy by

- Ensuring we have a safe and appropriate training environment for all employees/apprentices/learners to achieve and progress.
- Having a structured Health and Safety management framework.
- Including Health & Safety as part of learners/employees/apprentice's induction.
 - Which will include:
 - Risk Assessments
 - Fire and Emergency procedures
 - Procedure for reporting a Health & Safety concern
 - PPE
 - How to report an accident or incident
- Including Health & Safety as a standard agenda item.
- Including Health & Safety as part of target setting for employees/apprentices/learners.
- Providing information, training and supervision to promote Health & Safety.
- Ensuring hazards have been risk assessed.
- Making available support and stress management sessions.
- Ensuring we collect feedback from various sources to contribute to the continuous improvement of Health & Safety.

Health & safety roles and responsibilities

Sutton and District Training has a dedicated Health & Safety Director who liaises with a Health & Safety Expert who advises us on our requirements as an organisation. The Director will ensure that Health & Safety is a priority in Sutton & District Training and that the organisation adheres to the Policy. The Director will be responsible for working with the Consultant to manage Health & Safety across the organisation and for ensuring staff are aware of their responsibilities. The Director will make sure that adequate resources are available to comply with all legislation and that the organisation takes Health & Safety very seriously. The Director will oversee the annual Health & Safety audit which is undertaken by our external consultant. The Director will action any finding from the Health & Safety audit and collect feedback from staff regarding safety procedures and safe systems at work. The Director will review accidents, incidents and violence and any near miss events. The Director will report to the Advisory Board on a bi-monthly basis.

We will expect all staff to:

- Include Health & Safety within their vocational area,
- Identify any potential risks within the workplace and report to Management Team.
- Undertake H & S training as identified and agreed with line manager.
- Ensure employees/apprentices/learners are made aware of emergency procedures and safety equipment in the building and how to report any damage to premises or equipment and how to raise concerns.
- Ensure first aid box and accident book location is known to all who use our premises.
- At all times work safely and work alongside colleagues/apprentices/learners.

Training conducted on Employers Premises

Companies wishing to work with our learners or work with an apprentice must complete a thorough and extensive vetting process. Ideally, we would like employers to hold a current valid Safety Schemes in Procurement (SSIP) certificate for the role they hope to recruit the apprentice for.

SDT will

- Ensure any potential employers are competent in managing the Health & Safety of Apprentices and learners.
- Ensure the pre-Engagement questionnaire is completed and compliant before placing the Apprentice/learner.
- Ensure arrangements are in place for risk assessments to be completed.
- Respond to any Health & Safety issues raised by the Apprentice or learner.

- Conduct ad-hoc spot checks

The Employer will

- Complete a pre-Engagement questionnaire and show evidence of their safe working practices.
- Take primary responsibility for health, safety and the welfare of Apprentices and learners whilst at their place of work
- Have a written Health & Safety Policy
- Discuss risk assessments with the Apprentice/Learner
- Have clear accident/incident reporting procedures
- Provide a Health & Safety induction, PPE and emergency procedures
- Inform SDT of any incidents involving the Apprentice/learner

The Apprentice must

- Co-operate with SDT and the employer regarding Health & Safety issues.
- Act appropriately in their place of work and have regard for others' safety and the reputation of the organisation.
- Comply with the rules of the employer regarding attendance, signing-in/out etc.
- Inform the employer or SDT of any changes to personal circumstances,



Employer Health and Safety Questionnaire

Company Name

Date

Employer Name

Employer contact ('phone number(s), email address(es)):

1. Does your organisation have Employers Liability Insurance in place that provides cover for Apprentices YES NO

Insurer

Expiry Date

a) Public Liability Insurance that covers Apprentices (if applicable) YES NO N/A

2. Does your organisation have a written Health & Safety Policy including your commitment to apprentices?..... YES NO

3. Is there someone appointed as a "Competent Person"?..... YES NO
(For health & safety advice and assistance).

Name of Competent Person

4. Does your organisation have an induction that will inform Apprentices of emergency procedures, incident/accident reporting, first aid ?..... YES NO

5. Will you provide PPE if required? YES NO

Risk Assessment

- 8. Is the employer aware of regulations relevant to young people?
(See Health & Safety guidance notes for employers of young people) YES NO
- 9. Are there formal risk assessments in place? YES NO
- 10. Is there a system to up-date Learners/Apprentices of potential risks and The Controls in place to eliminate the risks? YES NO

Supervision

- 11. Are there arrangements for the apprentice to receive appropriate information, instruction and supervision on an on-going basis? YES NO
- 12. Is there a specific person who will undertake overall responsibility for the supervision of the apprentice? YES NO
- 13. Are the supervisors aware of their obligations in respect of apprentices? YES NO

Training

- 14. Are there arrangements of appropriate Health & Safety induction and on-going training? YES NO
- 15. Are there written records of training?
Including Health & Safety YES NO
- 16. Are the Apprentices made aware of their personal responsibilities in respect of Health & Safety? YES NO

Accident Procedures

- 17. Is there an accident report book? YES NO
- 18. Is there an accident investigation procedure? YES NO
- 19. Are there first aiders or appointed persons? YES NO
- 20. Is there an awareness of reporting to RIDDOR?
(Reporting of injuries, diseases and dangerous occurrences regulations of 1995) YES NO

21. Are there adequately stocked first aid kit(s)?

YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
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Safe and Healthy working environment

22. Are there adequate welfare facilities?

YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
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23. Are the premises maintained and kept clean?

YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
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24. Is the working environment appropriate?
(i.e. temperature, lighting, ventilation, noise, space).

YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
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Fire & Emergency Procedures

25. Are there emergency evacuation procedures displayed?
(Including details of alarm and assembly points).

YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
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26. Are there appropriate fire extinguishers?

YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
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28. Are all electrical appliances regularly tested?

YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
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Date last tested:

29. Are there fire alarms?

YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
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Please refer to the HSE website for information about employing young people.
<http://www.hse.gov.uk/youngpeople/apprentices.htm>

**Employer
Signature:**

Date:

**Provider
Signature:**

Date: