

# Apprenticeship Policies Health and Safety Policy

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## Introduction

UKFast 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 and safe learning experience.

UKFast is 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 ESFA, UKFast's Safeguarding Policy and UKFast's Health and Safety Policy. The UKFast will not put learners at risk by placing them in work situations where standards are not satisfactory.

The Board and Apprenticeship Delivery Team 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 and Education Team 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:

## Who the policy covers.

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 UKFast.
- Employers found by learners themselves.
- Employers for learners in their family businesses.
- Learners employed with voluntary organisations.

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

## Purpose

To establish general standards of Health & Safety at work and distribute responsibility for their achievement to all managers, supervisors, assessors, and other employees through the normal line management process. This policy looks to define responsibilities & define procedures for staff, learners and employers involved in the programme.

The core of this policy is to ensure that Health, Safety and Welfare requirements are met and that the arrangements for learners in the workplace meet the specific criteria of awarding bodies where appropriate.

## Objectives

- a. To ensure correct due diligence is in place to fully audit employers who
- b. To assess the suitability of each Apprentice employer and ensure that HASS are met.
- c. To ensure that the Safeguarding Children and Vulnerable Adults Policy is adhered to.
- d. To ensure that learners, Apprentice employers, assessors, trainers, tutors are fully briefed and quizzed / assessed on Apprenticeship procedures.
- e. To maintain health and wellbeing of learners within the provider.
- f. Evacuation procedures are displayed throughout the business in case of emergency.
- g. Accidents and near misses are documented and acted upon so that lessons can be learnt

This policy will be displayed for all staff, apprentices, learners and visitors to see and will be regularly monitored to ensure that objectives are achieved. It will be reviewed annually and, if necessary, revised to take account of any changes.

## Health and Safety Training

### How its recorded/monitored

#### Prior to enrolment

As part of the initial discovery of an employer when agreements are being drawn up, the employer must complete a due diligence form. This is completed via a Microsoft form, checking a variety of information including training needs & policies in place. This will include the health and safety information highlighting any areas the provider must be made aware of. Including any training that the learner must undertake. Information is then stored in the providers database.

A visit will be performed by a member of the leadership team within the provider interrogate the information gathered by the due diligence. If any practises are a concern, it will be noted in the database and learners will not be placed within that

business. If there are any concerns or breaches of health and safety, then the relevant authorities will be informed.

When completing the enrolment on the Bud platform, and after the initial audit meeting has been successfully completed, the skills coaches will collate any relevant health and safety documentation from the learners employer. This is stored against the employers record within bud and an expiration date recorded. If any certifications run out, then this will be requested by the skills coaches. If any issues arise in this then the provider leadership will be informed.

During enrolment learners are asked to declare any additional needs that they may have. IT is then the employer and providers responsibility to ensure the learner has the required materials .

### **Learner on program**

Every 8 weeks both learners and employers are invited to a progress review. Within this health and safety is discussed. If the learner has been involved in any incidents encompassing health and safety. Once employers have left the meeting, learners are able to report is they feel safe in the workplace. this is done away from the employer to ensure learners feel comfortable to speak freely.

Any issues that arise from these conversations are reported directly to our Designated/Deputy Safeguarding lead and action is taken appropriately. These may not involve safeguarding incidents however they are initially logged within the safeguarding process and actions are taken.

## **Training and induction**

Employers will be expected to complete health and safety inductions with apprentices and checks on this will be enforced in enrolment meetings and via the due diligence piece. It is vital that learners on Programme with UKFast must have Health, Safety and Welfare training and, where appropriate, should complete the Health & Safety unit for their framework / Standard /curriculum area before, or whilst in employment. UKFast will also provide resources as part of the apprenticeship induction (see below)

Recommended resources to be used with students:

- Ellis Whittam Health and safety training (fire, office and homeworking all included) this links directly to our H&S policies which are to be reviewed by all that come into the business.
- Induction including assessments and quizzes for their relevant employer.

All learners must complete a workplace, Apprenticeship Agreement Form or “Service Level Agreement” with both UKFast and the learner’s employer. Copies are to be kept by the UKFast, Employer and Learner These are completed within the Bud platform and outline the responsibilities for all involved.

## Responsibilities

### Health and Safety Officer/Team/Committee

- The production and maintenance of the UKFast’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 health and safety officer also acts on behalf of the Board and Education Team 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.

### Board of Directors

- Ensure standards are withheld and processes are in place to allow the safety of apprentices
- To ensure the health and safety committee is fully staffed and trained to implement relevant business related policies.

### UKFast Team

- Report any H&S concerns to the designated H&S officer
- Set a good example in relation to health and safety
- Ensure all learners have completed H&S training
- Help learners to understand their responsibilities, how to adhere to the policy and how to report concerns
- Complete progress reviews in which the safety of the apprentices is discussed and recorded.

## Apprentice Employers (External)

- Comply with and accurately complete the UKFast.Net due diligence documentation.
- Allow UKFast access to the premises to complete relevant health and safety checks (if needed)
- All placement providers employers of learners on Programme with the Company must comply with HASS as defined by the ESFA, 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 learner.
- Employers must provide a thorough induction for learners, including health, safety, first aid, safeguarding 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.

## Learners

- Attending any preparation sessions at the UKFast, 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.

## Identifying and Managing Health and Safety Concerns

### Accident Procedure

Within UKFast if there are any accidents on premises, a first aider will be called. We have fully qualified first aiders within UKFast and one within the apprenticeship delivery team. If any apprentice is involved in an accident the following procedure is to be followed.

- 1) First aider to be called to the scene



- 2) Support delivered to the apprentice and Designated Safeguarding lead/Deputy Safeguarding lead is to be informed.
- 3) The accident must be reported in accident book (kept at the front desk)
- 4) If there are any safeguarding concerns that arise from the accident then the DSL/Deputy will follow safeguarding procedures.

### **Duty of Care**

UKFast has a duty of care for all its learners and apprentices. Particularly, those under the age of 18. We will endeavour to follow the ESFA funding guidance around health and safety. It is our duty of care to ensure that learners are not allowed to work in unsafe environments. By following the above policy UKFast will ensure that learners are supported and looked after in their working environments. If we feel employers do not meet this need then the provider will not allow learners to commence employment.

## **Relevant Policies**

UKFast acknowledges that their legal responsibility for safeguarding the welfare of children and vulnerable adults goes beyond basic child protection procedures. The duty is now to ensure that safeguarding permeates all activity and functions. This policy therefore complements and supports a range of other policies and documents, for instance:

- UKFast OHAS Statement
- UKFast Safeguarding Policy
- Relevant Risk Assessment Documentation