

# **Health and Safety Procedure for Apprenticeships**

## 1. Introduction

1.1 Government Funded Apprenticeships involves a three-way partnership between the University of South Wales, Employer and Apprentices, therefore a clear understanding of specific roles and responsibilities by each party is essential for the management of health and safety within the scheme. This procedure outlines the various responsibilities of each party and provides information and guidance for managing the health and safety of Apprentices in keeping with the University's overarching **Health and Safety Policy**.

## 2. Scope

2.1 This procedure applies to all contracts agreed for Government Funded Apprenticeships.

## 3. References

- 3.1 The Health and Safety at Work etc. Act 1974
- 3.2 The Management of Health and Safety at Work Regulations
- 3.3 UCEA Health and Safety Guidance for the placement of Higher Education students
- 3.4 University of South Wales Health and Safety Policy

## 4. Definitions

4.1 For the purpose of this procedure, the following definitions apply:

Apprentice	Any person taking part in Government Funded Apprenticeships
Employer	Any person or organisation engaged with the University as part of Government Funded Apprenticeships
Incident	An occurrence involving an accident, assault, near miss or case of occupational ill health arising out of, or in connection with, the work activities or working environment
Accident	An undesired event, or sequence of events, resulting in personal injury, property damage or other loss
Near Miss	An occurrence that did not result in personal injury or damage, but which potentially could have had a much more serious outcome
Occupational Ill Health	A prescribed occupational disease known or believed to be caused by the work activities or working environment
Assault	An act of non-consensual aggression which can be either physical or verbal

## 5. Procedure

### 5.1 Training undertaken on University of South Wales Premises

5.1.1 Where training of Apprentices is undertaken on USW premises, the approved University procedures, relevant to the nature of tasks, activities, working environment involved with the training, will apply.

5.1.2 All Apprentices must be provided with information relevant for their health and safety. This will include:

- risk assessment findings
- fire safety arrangements
- emergency procedures

- how to report a health and safety concern
- how to report an accident or incident
- information relevant to equipment used
- information relevant to the working environment e.g. laboratory, workshop, workplace

## **5.2 Training undertaken on Employers Premises**

- 5.2.1 Where training of Apprentices is undertaken at Employer's premises, the prime responsibility for the health and safety of the apprentice lies with the host Employer. However, the University has a duty of care to take reasonable measures to ensure Apprentices are not put at undue risk when working for Employers who engage with the University.
- 5.2.2 To fulfil this duty of care, the University will obtain initial confirmation from prospective Employers that they understand their responsibilities to Apprentices and have a robust health and safety management system in place relevant to the Apprentices.
- 5.2.3 The University will further carry out periodic checks of Employers to monitor their ongoing suitability for the scheme in terms of their management of health and safety and fulfilment of the responsibilities outlined in section 5.3 of this procedure.

## **5.3 Responsibilities**

- 5.3.1 The University of South Wales is responsible for:
- engaging Employers that are competent in managing the health and safety of Apprentices and have processes in place appropriate to the level of risk
  - liaising with the Employer to ensure that health and safety arrangements are in place appropriate for the level of risk
  - obtaining confirmation of the Employer's health and safety management arrangements in place
  - taking responsibility for health and safety matters that relate specifically to the University premises, implementing the institutional health and safety policies and procedures relevant to Apprentices
  - responding as appropriate to any health and safety issues raised by the Apprentice, the Employer, or a member of USW staff.
- 5.3.2 The Employer has the prime responsibility for the health and safety of Apprentices and must ensure all relevant legislative requirements are complied with. In particular this includes, but is not limited to:
- taking primary responsibility for the health, safety and welfare of Apprentices, controlling risks to safety and health appropriately
  - having a written Health and Safety Policy in place (where employing 5 or more) that sets out a clear commitment to managing the health and safety of Apprentices
  - having procedures for carrying out risk assessments, and bringing the assessment findings to the attention of Apprentices
  - having a clear process for reporting accidents and health and safety concerns
  - ensuring Apprentices receive adequate support and guidance to create a productive and positive experience
  - providing an appropriate health and safety induction and ensuring that instruction, site familiarisation, personal protective equipment, training and supervisory arrangements are fit for purpose (to include: fire precautions; emergency evacuations and first aid arrangements; how to report accidents, incidents and unsafe conditions)
  - providing a safe working environment and non-discriminatory treatment
  - cooperate with the University as far as is necessary when following up on identified health and safety issues

- informing the University of any incidents involving University staff or Apprentices
- ensuring insurance is in place to cover liability for any injuries, ill health or property damage sustained that is attributable to the activities of the Apprenticeship provision

#### 5.3.3 Apprentices are responsible for:

- taking reasonable care of the health and safety of themselves and others
- co-operating with the Employer and University on matters of health and safety
- not bringing the University or the Employer's reputation into disrepute and to actively work to promote a good reputation for USW, the Employer, the Apprenticeship programme and fellow Apprentices
- abiding by the rules and regulations of the Employer
- informing the Employer and the University of any personal factors or changes to personal factors (e.g. health, disability, linguistic or cultural) that may affect the level of risk attached to the Apprenticeship or may require reasonable adjustments to be made
- reporting to the Employer and the University any incidents or issues that occur or any concerns regarding health and safety
- confirming that any personal vehicle insurance covers travel to/from work and business use if travel to other locations is required

#### 5.3.4 The nature of the three-way partnership between the University, the Apprentice and the Employer places a responsibility on each party to:

- be partners in planning and management
- clearly understand the responsibilities and expectations of each party involved
- collaborate to ensure opportunities are inclusive, safe and supported
- engage in structured opportunities for learning and development
- establish sustainable relationships and networks
- record outcomes and evaluate feedback to enable continuous enhancement

## 6. Engaging Employers

### 6.1 Employers Declaration

- 6.1.1 The *Engagement of Employers Health and Safety Questionnaire*, shown at the end of this procedure, is to be used for obtaining initial information of the Employer's arrangements for managing the health and safety of Apprentices. All Employers being considered must complete this Questionnaire and agree to forward evidence of the health and safety arrangements in place on request.
- 6.1.2 Each Questionnaire is valid for the duration of the contract. However, where a contract exceeds one year, confirmation must be obtained from the Employer on an annual basis that appropriate insurance and health and safety management systems remain in place. This includes forwarding current insurance documentation, together with a newly completed Questionnaire, or written confirmation that the information provided in the original Questionnaire remains valid.
- 6.1.3 Before prospective Employers can be engaged, they must satisfactorily complete the *Engagement of Employers Questionnaire* to indicate they are able to meet the health and safety responsibilities outlined in 5.3.2.

## 6.2 Approval of Employers

- 6.2.1 University staff receiving completed questionnaires must use the information provided to gauge the suitability of the employer. Where further clarification is felt appropriate, request for supporting documentation must be made to provide evidence that the processes indicated are in place. Examples include:
- copies of risk assessment relevant to the activities of the Apprentice
  - copies of written procedures
  - copies of induction / training information
- 6.2.2 Background checks for enforcement action by the Health and Safety Executive can be undertaken through the following links:
- Improvement notices - <http://www.hse.gov.uk/notices/>
  - Prosecutions - <http://www.hse.gov.uk/enforce/prosecutions.htm>
- 6.2.3 In deciding on the initial or ongoing suitability of the employer, the following must be taken into account:
- answers provided in the *Engagement of Employers Questionnaire*
  - appropriateness of any supporting documentation provided or requested
  - promptness of return of questionnaire/request for supporting documentation
  - previous knowledge of or dealings with the employer
  - feedback from Apprentices working / having worked at the employers premises
  - staff visits to the employers premises
- 6.2.4 Having taken the above into account employers may be:
- Approved – employer is deemed suitable
  - Approved with action plan – employer is deemed suitable with improvements agreed e.g.
    - alterations to documentation to clarify applicability to Apprentices
    - other actions relevant to the Apprentices tasks/activities, equipment used, working environment
  - Rejected – employer cannot demonstrated appropriate management of the health and safety of Apprentices
- 6.2.5 Further advice and guidance can be provided by the University's Health and Safety Advisors.

## Health and Safety for Apprenticeships Engagement of Employers Questionnaire

The University of South Wales has a duty to confirm that employers engaged with Apprenticeships have appropriate arrangements in place to manage the health and safety of Apprentices. Please could you complete Section 1 of the self-assessment questionnaire below and return this, together with any requested documentation. Please note that your apprenticeship cannot progress until this Questionnaire is returned.

### Section 1 Employers Declaration

Name of Employer:
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Address of Employer:
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Main Contact Name:
Tel. / E-Mail:

Questionnaire	Yes	No	N/A
Does your organisation have a written Health and Safety Policy that includes a commitment to the health and safety of Apprentices?			
Does your organisation have Employers Liability Insurance in place that provides cover for Apprentices			
Does your organisation have Public Liability Insurance in place that provides cover for Apprentices?			
<b>Please forward copies of insurance details</b>			
Does your organisation have an induction process that will inform Apprentices of fire / emergency, incident reporting, supervisory, first aid and other necessary arrangements?			
Does your organisation have a programme of risk assessment that identifies the significant risks associated with Apprentices activities, equipment used and working environment			
Does your organisation have a process for informing Apprentices of the risk assessment findings and the necessary control measures to be followed?			
Will Apprentices be provided with the necessary information, training and supervision for the tasks/activities, equipment and working environment involved?			
Are those supervising Apprentices suitably trained, qualified and experienced for the nature of the tasks/activities, equipment and working environment involved?			
Does your organisation have a process for identifying the need for Personal Protective Equipment, including cleaning, maintenance and replacement of items?			
Will the Apprentices be provided with required items of Personal Protective Equipment and instructed on its appropriate use?			
Does your organisation maintain items of equipment in accordance with statutory requirements (where necessary), manufactures or other appropriate guidance?			
Does your organisation have a process for recording and investigating incidents that includes informing the University of incidents involving Apprentices?			
Does your organisation maintain working environments in accordance with the Workplace Health, Safety & Welfare Regulations?			
Does your organisation have a process for monitoring and reviewing its health and safety arrangements that includes the needs of Apprentices?			
Has your organisation been the subject of enforcement action by the Health and Safety Executive and / or Fire & Rescue Service in the last 3 years? If yes, please provide details.			

Other information (please provide any other information you feel is applicable to the management of health and safety of Apprentices):

**Employer confirmation:**  
 I confirm the above information is correct and that supporting documentation can be provided on request.  
 I confirm copies of valid insurance documents are included with the Questionnaire.  
 I confirm that the University of South Wales will be informed of any significant changes in the health and safety management system that affects Apprentices and of any incidents involving Apprentices  
 I confirm I am authorised to sign on behalf of the employer.

Name (print): \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Section 2 Approval** (For University use only)

<b>Employer Returns</b>	Yes	No	N/A
Has the employer indicated in the Questionnaire that processes are in place for managing the health and safety of Apprentices?			
Has the employer provided evidence that valid insurance is in place e.g. copy of a current Employers Liability Certificate, details of Public Liability Insurance?			
Where requested, has the employer provided relevant documentation as evidence of their management processes?			
Where the employer has been the subject of health and safety /fire safety enforcement action, have they indicated that necessary remedial action has been implemented?			

Employer is approved	
Employer is approved with the following actions agreed (include timescales and details of person(s) responsible for completion)	
Employer is rejected	

Name (print)	Job Title:
Signature:	Date:

<b>Title:</b> Health and Safety Procedure for Apprenticeships					
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