



Title	Health and Safety for Learners Policy
Owner	Director (Annette Hall)
Review interval	Annually or when there is a change in rules, regulations, or procedures
Date of last review	07/01/2022

Updates		
Every review will not necessarily yield any changes if none are needed. There will only be comments below if a change was made		
Date	Version no.	Comments
17/12/2020	1	
12/01/2021	1.1	Risk Assessment section updated with working from home advice
07/01/2022	1.2	Added specific section on Illness

Intent

Following health and safety legislation and codes of practice helps protect employers and the apprentice and adhering to these will help make employers responsibility of having a safe workplace easy.

At the start of the apprentice recruitment process, employers will receive advice, guidance and information to help meet their responsibilities. Grey Seal Academy will support and guide employers from beginning to end, checking everything they need to know, is understood.

Scope

This policy applies to all Learners (“You”) of Grey Seal Academy (“Us”) as well as how its permanent, temporary, and contracted staff work with and impact the Health and Safety of Learners.

Promotion and Commitment

Grey Seal Academy seeks to promote and gain commitment to its policies in several ways but not limited to the following:

- All Learners receive a standardised programme Induction which includes advice and instruction on Health and Safety
- Grey Seal Academy Trainers will promote good Health and Safety Practices through out all programmes including giving support and advice that is individual to the needs of each programme and Learner
- Learners sign a Commitment Statement at the beginning of their Apprenticeship which among other things includes details of expectations and responsibilities in relation to their Health and Safety
- Trainers conduct 12 weekly Tripartite Progress Reviews which include checks and questions of the Learners Health and Safety, giving parties a forum in which to raise any concerns they may not have raised before, so that any actions to improve safety and wellbeing can be planned and implemented
- Publishing the Policy on Grey Seal Academy’s website

Induction and Training

From the start, it is important for Learners to have up-to-date health and safety induction training and that the Learners are armed with the appropriate information. Grey Seal Academy will give you guidance at programme inductions and refresh this through out your learning with us.

Our Expectations

We expect all Learners and Employers we work with:

- To commit to supporting this Policy and provide a healthy and safe work environment for Learners.
- To sign documentation to this effect before beginning a training programme e.g., Commitment Statement, and fulfil all requirements and obligations contained therein
- Support us in our efforts to conduct workplace risk assessments at appropriate intervals
- To report incidents or potential risks affecting the safety of Learners to us as soon as they are aware of them



- Participate in Grey Seal Academy's efforts to maintain ongoing awareness of safety and wellbeing e.g., Programme inductions, On-Programme Training Activities and Tripartite Progress Reviews

Our Commitment

- We will monitor the application of this Policy through our Internal Quality Assurance process to support ongoing improvement through feedback and advice to our Training Staff.
- We will ensure our staff are trained in implementing this Policy and have appropriate knowledge and expertise to support our Learners and Employers with good quality advice and guidance. We do this by:
 - Staff receive a high-quality induction which includes how to implement this policy
 - Assigning a responsible person to oversee this Policy who will have an appropriate qualification and provide support and advice to our Learners, Employers and the Training Team
 - Group and one to one training meetings
 - Additional support through monthly review meetings with Line Managers

Pre-Placement Vetting

Grey Seal Academy oversees that Learners work in a safe, healthy and supportive environment and that all the legal obligations are met before a Learner can be funded (such as an Apprenticeship programme).

Grey Seal Academy will discuss the following documents and procedures before an apprentice is employed:

- Employers' Liability Insurance
- Motor Insurance (only if apprentices will drive company vehicles)
- Safety policy (written if more than five employees)
- A Fire Risk Assessment – as required under The Regulatory Reform (Fire Safety) Order 2005 (written if more than five employees and working from a business premises)
- Risk assessment – including Young Persons where applicable (written if more than five employees)
- Supervision requirements
- First Aid provisions and procedures
- Accident Book
- Emergency procedures
- Maintenance of work equipment (including PAT testing)
- Requirements under COSHH Regulations
- Requirements under the Manual Handling Regulations (written if five or more employees)
- Noise assessment, if required
- Provision of necessary Personal Protective Equipment, free of charge by employer
- Health and Safety induction
- All necessary requirements under Health and Safety Regulations

Risk Assessment

Employers have responsibilities to carry out and review risk assessments. This is necessary, particularly when new risks are identified, e.g., new plant, machinery, processes, or substances etc.

When there are five or more employees, the risk assessment must be in writing. Grey Seal Academy will offer employers more guidance on this when discussing the funding requirements at the Pre-Placement Vetting.

Due to the Covid-19 Pandemic, Grey Seal Academy recognises more employees are working from home than ever before. The Learners' Trainer will support Learner safety by maintaining an awareness of their home working environment e.g., home working risk assessment, ergonomics / comfort and support them and their employer with advice and guidance.

Medicals and Health Screening

When a potential apprentice applies, Grey Seal Academy requires them to disclose relevant medical information. It is the Employer's responsibility to make certain that potential apprentices are fit for the job and that any necessary health screening is carried out.



When an apprentice has disclosed any medical disability that may affect their ability to work safely, Grey Seal Academy will discuss Medical/ Vulnerability Risks with the employer to ensure that appropriate control measures are in place.

Where these are identified after the placement risk assessment, this will be documented on a separate vulnerable person's risk assessment form (Appendix 1).

Health and Safety Team

Employers and Learners can contact us with any question and expect good information and advice to ensure the safety of Learner's in their placements.

It should be noted, however, that GSA may not be able to provide information and advice in all situations e.g., technical applications requiring specialist or technical knowledge. Where this is the case, Grey Seal Academy will advise employers of this and support employers in finding an appropriate source of advice.

Grey Seal can be contacted using any of the following details:

Responsible Person: Annette Hall:

Telephone: 01773829121

Email: admin@greysealacademy.co.uk

Website: www.greyseal.co.uk

Accident Reporting

Grey Seal Academy knows accidents happen. If the following occurs the Learner or employer must notify Grey Seal Academy immediately:

- Any loss to the individual of any physical or mental faculty or in any disfigurement
- Injuries or conditions referred to in the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013
- Any accident which may give rise to a claim under the Industrial Injuries scheme
- Death, including fatal road accidents
- Other injuries or conditions must also be reported to Grey Seal Academy, without RIDDOR, but which lead to an absence from training for eight or more consecutive days (including weekends, bank holidays and rest days but excluding day of the accident)

After an accident, Grey Seal Academy may need to access employer premises (and relevant paperwork for the accident), for the purpose of an investigation.

Illness

Grey Seal Academy encourages all Learners to report periods of illness so that we might:

- Ensure you are taking steps to get any help and support needed
- Ensure you are keeping yourself safe while unwell e.g., if you have a "fit note" from a doctor, that any recommendations are taken with due regard.
- Ensure we can plan your programme of learning effectively if your illness causes an extended absence from work
- In light of the Covid-19 pandemic, this will help us to ensure you take any appropriate actions in line with up-to-date guidance from the government.



Appendix 1 - Vulnerable personnel risk assessment and control measures form

Vulnerable personnel risk assessment and control measures

Learner Name:		Responsible person (Employer):	
Employer:		Responsible person (Training Provider):	
Area(s) of Employment:			
Nature of Vulnerability:			
Identified Hazards:			
Control Measures – Restrictions - Special Instructions:			
Risk Assessment:			
Further Actions:			
Risk Assessment by:		Date of Assessment:	
Signature:		Date for Re-assessment:	