



<b>Title</b>	Health and Safety for Learners policy
<b>Owner</b>	Director (Annette Hall)
<b>Review interval</b>	Annually  or when there is a change in rules, regulations, or procedure
<b>Date of last review</b>	07/01/2023

<b>Updates</b>		
Every review will not necessarily yield any changes if none are needed. There will only be comments below if a change was made		
<b>Date</b>	<b>Version no.</b>	<b>Comments</b>
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 sticking 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 it’s permanent, temporary, and contracted staff work with and impact the Health and Safety of Learners.

## Promotion

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 inducting 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.
- Learner’s sign a Commitment Statement at the beginning of their Apprenticeship which among other things includes details of expectations and responsibilities in relation to their safety.
- Trainers conduct 12 weekly Tripartite Progress Reviews which includes 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 that is publicly available.

## Induction and Training

From the start, it is important 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.



## 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 visit your premises to discuss the following documents and procedures before an apprentice is employed:

- Employers' Liability Insurance (minimum of £5 million);
- Public Liability Insurance (minimum of £1 million);
- Motor Insurance (only if apprentices will drive company vehicles)
- Safety policy – in three parts: General statement, Organisation and Arrangements (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

Where a potential Apprentice is aged 16-17 we will conduct an individual risk assessment at the point of initial assessment (skill scan) stage with the employer

## Risk Assessment

Employers have responsibilities to carry out and review risk assessments. It 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. Apprentice's Tutors will support Learner safety by maintaining an awareness of their home working environment ie. Ergonomics / comfort and support them and their employer with any advice.

## Medicals and Health Screening

When a candidate 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 Grey Seal 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 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](mailto:admin@greysealacademy.co.uk)

Website: [www.greyseal.co.uk](http://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 are able to 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

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