

Purpose

It is our responsibility as the training provider, to take all reasonable steps to ensure when arrangements are being made for a learner to undertake any form of work (including: Apprenticeships, Work Placement, Work Experience and Internships) with an employer, that a risk assessment is carried out to determine the level of risk associated with the work and work environment and ensure the employer is taking all appropriate measures, as the health and safety is their primary responsibility.

Risk Assessments and Young People

Employers should be managing the hazards and risks associated with their workplace and the work activities carried out. This however should not be second-guessed, as the extent of risk assessments can considerably vary employer to employer.

It is often the case that employers may not have considered the potential risks or hazards associated with having a learner and particularly a new young person (those under 18) join them, as such it is our responsibility as the training provider to check the measures already in place and support the employer to identify anything addition which may need to be put in place.

Procedure

It is imperative that the full risk assessment is carried out **prior** to the commencement of the work/programme with the employer. This is to ensure that the work environment has been deemed safe, with appropriate measures in place in order to minimise any potential of risk.

QD 993 (Employer Health and Safety Assessment Checklist) needs to be fully completed, with a comment in each and every box (in some instances, the comment may be repetitive which is perfectly acceptable as long as the comment is fit for purpose against the question being asked).

It is the responsibility of the person undertaking the risk assessment, to where possible, see evidence that the standards are being met – for example, are fire extinguishers visible and can you see the serviced sticker. The questioning to the employer, can be fairly informal as this is not an inspection on their company in order to scrutinise their ways of working it is a check to ensure that all the required

policies and procedures are in place in order to ensure that there are minimum risks associated with a learner and particularly a young person working within the environment.

Risk Rating

For environments which are **low-risk**, such as offices or shops, **with everyday risks** that will mostly be familiar to the learner, the employers existing health and safety arrangements for other employees should suffice.

For **environments** with **risks less familiar** to the learner (eg in light assembly or packing facilities), the employer will need to make arrangements to manage the risks. This must include induction, supervision, site familiarisation, and any personal protective equipment needed.

For environments which are deemed **higher-risks** such as construction, agriculture and manufacturing the employer will need to:

- consider what work the learner will be doing or observing, the risks involved and how these are managed
- ensure that the instruction, training and supervisory arrangements have been properly thought through and that they work in practice

In the instance where a site is deemed medium or high risk, but the employer does not yet have the appropriate measures in place to minimise the risks, it will be necessary to mark the site/employer as 'suitable with conditional action plan'. There will then be a requirement to create an action plan with a target date and revisit the inspection to confirm the actions have been successfully completed.

Employers Liability Insurance

The Health and Safety document, asks you to witness and record the information relating to the employers liability insurance. It is best practice to also take a photocopy of the insurance certificate, to accompany the Health and Safety Inspection report.

The Liability Insurance can expire at any time, where a learner is currently working with an employer a current in date Employers Liability Insurance certificate should be held by the employer and we as the training provider should have updated policy information.

Frequency

Once a health and safety risk assessment has been carried out with the employer with a recommendation of 'suitable', it is imperative that a re-assessment is scheduled for no more than 12 months' time from the original inspection visit.

In the instance where an additional young person is placed with the same employer, a re-assessment of standards 1-9 is not required if the additional young person is of a broadly similar level of maturity and understanding and has no particular or additional needs.

Where there has been an accident, dangerous occurrence or a notifiable disease, a re-assessment should take place as soon as possible – (ensuring it is safe to do so).

If there is a serious incident that has led to someone being badly injured or death, the area should be treated as a crime scene and not be touched until the HSE or local authority inspectors have seen it.

Confirmation of Inspection

Once the inspection has been carried out, the training provider and employer should both sign and date the document on the day the inspection is carried out. This confirms the information captured is a true and accurate reflection of the employer's health and safety measures currently in place.

Individual Assessment

The Individual Assessment, is an appendix to QD 993 which assesses the individual Health and Safety of each young person. This is to be completed by us as the training provider based on the information gathered as part of the health and safety inspection where it relates to the individual young person.

Where multiple learners are placed with the same employer, there **must be** an Individual Assessment completed for each learner.

Policy Review Log

This policy is to be reviewed annually with additional updates should new legislation be provided.

Approved/Authorised by:



Tim Armitt
Managing Director



Nicola Dodsley
Operations Director



Health and Safety Inspection

Employer's Details

Company Name:	Contact Name and Position:	
Type of Business:		
Workplace Address:	H&S Contact:	
	Number of Employees	
E-mail Address:		
Tel No:	Mobile No:	

1	Basic Health and Safety Requirements	Yes / No	Comments
1.1	Is the employer's liability insurance policy current, adequate and displayed?		Insurer: Policy number: Expiry date:
1.2	How does the employer keep up-to-date with the requirements of health and safety legislation?		
1.3	Does the employer display appropriate health and safety signs? <i>(have a look around for fire, PPE, first aid etc)</i>		
1.4	Child protection: What child protection issues have been considered and appropriate actions implemented to safeguard young people? <i>(explain safeguarding)</i>		
2	Health and Safety Policy	Yes / No	Comments
2.1	Is there a current health and safety policy in place? <i>(if there are less than 5 employees this is not necessary)</i>		
2.2	Is there a H&S poster displayed?		
2.3	Are there any arrangements already in place for the health and safety of young people? If so what?		



3	Risk Assessment and Control	Yes / No	Comments
3.1	What risk assessments have been carried out to identify significant risks and put adequate risk control measures in place? <i>(not a legal requirement if less than 5 staff but a risk assessment for young person is recommended)</i>		
4	Accidents, Incidents and First Aid	Yes / No	Comments
4.1	What arrangements for first aid equipment and/or facilities have been made? Is there a first aid box – where is it stored?		
4.2	What arrangements have been made for first aiders and/or appointed persons? Is there a first aider (please name)?		
4.3	How are accidents and first aid treatment recorded? <i>(First aid book or printed sheets)</i>		
4.4	Is there an accident/incident reporting and investigating procedure? How is this shared with employees/learners?		
4.5	How will apprentice accidents and work related ill health be reported to Lavender International and where required, a RIDDOR report made? <i>(this must happen)</i>		
5	Supervision, Information, Instruction and Training	Yes / No	Comments
5.1	Does the company have an induction procedure, does it cover H&S, First Aid/Incident, Prohibitions/restrictions? Will the learner receive an induction?		
5.2	How will apprentices be supervised? <i>(i.e. is it one-to-one?)</i> Will they have a mentor?		Mentor Name:
5.3	What on-going health and safety information, instruction and training will be given to the student during course of work experience?		



6	Work Equipment and Machinery	Yes / No	Comments
6.1	Is the machinery and work equipment provided to the appropriate standards, including appropriate guards and other control measures and is it compliant with the various HSE Machinery regulations?		
6.2	How is machinery and work equipment adequately maintained? Is there a maintenance schedule?		
6.3	Are safe electrical systems and electrical equipment provided and maintained?		
6.4	Is all electrical equipment PAT tested and details kept in a register		
7	Personal Protective Equipment and Clothing	Yes / No	Comments
7.1	Will PPE be provided free of charge if necessary?		
7.3	What arrangements are in place to ensure that PPE is used properly and effectively? (Is there training in use of PPE?)		
8	Fire and Emergencies	Yes / No	Comments
8.1	Has a suitable and sufficient fire risk assessment been carried out?		
8.2	Is there an emergency evacuation procedure in place?		
8.3	Are there fire extinguishers, fire exit signage and a fire alarm in the premises?		
8.4	Are effective means of escape in place including unobstructed routes and exits?		
9	Safe and Healthy Working Environment	Yes / No	Comments
9.1	Are premises and the working environment safe and healthy?		
9.2	Is there a designated person responsible for Safeguarding and Child Protection?		
9.3	Does it look and feel safe and would you work for this employer and/or at this work site? <i>(If you have any doubt then seek second opinion)</i>		



9.4	Are welfare facilities (toilets, washing, drinking, eating, changing) provided as appropriate and maintained?		
9.5	Are adequate welfare facilities and arrangements provided? <i>(toilets, eating area, drinks etc)</i>		
9.6	What measures are in place to ensure that the risks presented by transport and travel are properly controlled?		
9.7	Which of the following conditions if any would put the student at risk in this environment? <i>(please circle)</i> If a condition is identified, please complete 'Learner Risk Assessment'.	Hearing Visual Colour blindness Skin conditions Epilepsy Allergies Physical disabilities Breathing disabilities Other (please specify)	

**Assessment Outcome and Type:**

Recommendation:	Suitable <input type="checkbox"/>	Suitable with conditional action plan <input type="checkbox"/>	Unsuitable <input type="checkbox"/>
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Risk category:	High <input type="checkbox"/>	Medium <input type="checkbox"/>	Low <input type="checkbox"/>
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Assessment Dates

Date of this assessment:	Date of next assessment: (12 monthly)
Re-assessment Y / N: If yes, date agreed:	

Assessment undertaken by:

Name:	Job title:
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ACTION PLAN

Ref	Notes/Further action required (if necessary)	Target Date	Confirmation of completed actions

The Employer or their Representative: *Please sign to agree that this is an accurate record of the assessment*

Employer Signature:		Provider Signature:	
Employer Name:		Print Name:	
Job Title:		Job Title:	
Date:		Date:	



QD 993 Appendix 1 – Individual Assessment

To be completed for each individual apprentice

Apprentice’s name: -----

Employer’s name and learner’s work location(s): -----

10	Management of apprentice’s / young person’s health and safety	Yes / No	Comments	
A	Has the employer assessed the risks to the apprentice / young person taking into account their age, inexperience, immaturity and lack of awareness of risks?			
B	Have the assessments taken into account any other special needs or circumstances including any disability and/or medical/health condition?			
C	Has the employer put in place control measures for apprentice / young person as a result of the assessments and have they informed the apprentice and their supervisor(s)?			
D	Detail any necessary prohibitions and restrictions identified by the risk assessments that apply to the apprentice/young person.			
E	Does the employer provide competent supervision for apprentices / young persons and do they have a designated person to take overall responsibility for them?		Supervisor(s) name(s):	
F	Does the employer provide an induction and ongoing information, instruction and training to apprentices / young persons reflecting the findings of the risk assessment, working environment, work activities, age, experience and any special needs?			
G	Does the employer provide, free of charge, any necessary personal protective equipment and clothing (as determined by the risk assessment) and ensure its proper and effective use?			
Assessment of individual requirements		Met <input type="checkbox"/>	Part Met <input type="checkbox"/>	Not Met <input type="checkbox"/>



Action Plan				
Ref	Action Required	By Who	Target Date	Completed (signed off)

Action plan prepared by: Agreed by:

Signed: Date:

Action plan review dates: