

HTP Apprenticeship College Health and Safety Policy

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1. Introduction

HTP Apprenticeship College has a positive commitment to promoting excellent Health and Safety practice for learners, employers and staff. As a responsible employer and independent training provider we take health and safety duties seriously. This policy guidance ensures HTP complies with its moral and legal obligations to employees, learners, visitors and contractors whilst on HTP premises or any premises under the control of HTP Apprenticeship College or carrying out work elsewhere on behalf of HTP Apprenticeship College.

2. Aim

The aim of HTP's Health and Safety Policy is:

- to provide adequate control of the health and safety risks arising from our work and training activities;
- to consult with our employees, learners and employers on matters affecting their health and safety;
- to ensure a safe and healthy working environment for learners during off the job training;
- to provide information, instruction and supervision for learners and staff;
- to provide and maintain safe plant and equipment;
- to ensure safe handling and use of substances;
- to ensure all staff are competent to carry out their tasks and to give them adequate training;
- to prevent accidents and cases of work-related ill health;
- to maintain safe and healthy working conditions.

3. Additional Guidance and Support

HSE Website www.hse.gov.uk

Incident Contact Centre 0345 3009923

4. Overall Responsibilities

It is the policy of HTP Apprenticeship College to ensure, so far as reasonably practicable, the health, safety and welfare of its employees whilst at work, its learners whilst studying and of others who may be affected by their undertakings and to comply with the Health and Safety at Work Act 1974 and all other related and relevant legislation as appropriate.

1. Overall and final responsibility for health and safety is that of:

Rachael Randall (RR) – Chief Executive and Principal

2. Day to day responsibility for ensuring this policy is put into practice is delegated to:

David Harry NEBOSH

3. To ensure health and safety standards are maintained/improved the following people have responsibility for:

Rachael Randall/Malcolm Randall (RR/MR):

- Approving action plans;
- Authorising capital spend in relation to H&S issues;
- Ensuring adequate training supervision and instruction is made available to staff;
- Ensuring recruitment practices support the H&S ethos of the company.

David Harry (DH):

- Auditing H&S policy and practices and advising on H&S matter;
- Reporting on areas of concern to RR/MR;
- Carrying out spot checks.

HTP employees:

- Co-operate with supervisors and managers on H&S matters;
- Not interfere with anything provided to safeguard their health and safety;
- Take reasonable care of their own health and safety;
- Report all H&S concerns to an appropriate person (as detailed in this policy statement).

Staff Procedures

This section of the policy should be read alongside Health and Safety Guidance in the HTP Apprenticeship College Staff Handbook which forms part of the Contract of Employment for each employee.

1. Health and Safety Risks Arising from Work Activities

Responsibilities/Location	Name/Job Role/Location
Risk assessments	Manager of facility/business area and DH
Findings of risk assessment reported to:	RR/MR/Manager
Action required to remove/control risks approval	RR/MR
Ensuring action required is implemented	Manager of facility/section
Checking implemented actions removed/reduced risks	Manager of facility/section and DH

Assessments in relation to HTP premises to be reviewed:

Every 12 Months or when the work activity and or layout changes, whichever is soonest.

2. Consultation with Employees

Consultation with employees is provided by:

- Employee 1-2-1 with manager
- Staff team meetings
- Staff newsletter
- Companywide Emails

3. Safe Plant and Equipment

Responsibilities/Location	Name/Job Role/Location
Identifying all equipment/plant needing maintenance	Line Manager/Team Members
Ensuring effective maintenance procedures drawn up	RR/MR
Ensuing all identified maintenance is implemented	Line Managers
Problems with plant/equipment to be reported to	Line Manager
Checking new plant & equipment meets H&S standards prior to purchase	MR/MO in conjunction with DH

4. Information, Instruction and Supervision

Responsibilities/Location	Name/Job Role/Location
Health & Safety Law Poster & Leaflets	Notice boards/Staff areas/Reception areas
Health & Safety Advice	HSE Local Environmental Health Office Local Fire & Rescue Service
Supervision of young workers/trainees arranged/undertaken/monitored	HTP sector specific Training Consultants in conjunction with employer and placement supervisor
Ensuring employees working at locations under the control of other employers are given relevant health & safety information	RR/MR/Line Managers

5. Competency for Tasks and Training

Responsibilities	Name/Job Role
Induction training for employees	Line Managers and relevant specialist departments in accordance with Induction Checklist
Job-specific training provided by	Relevant Line Managers or Section Leader.
Whole company training	Rachael Randall, Chief Executive & Principal
Specific jobs requiring special training	Provided as necessary for job functions and personal development of individuals in role
Central Training record maintenance	Lisa Pilbeam, Training Manager
Individual CPD record	Individual member of staff
Training need identification, arrangement and monitoring	Team Leader/Manager/SMT

6. Accidents, First Aid and Work-Related Ill Health

Health surveillance is required for employees carrying out the following jobs:

None considered necessary, but staff awareness training in catering areas and the Nail Bar is ensured through ongoing training and supervision.

Responsibilities	Name/Job Role
Health surveillance arrangements	Where necessary surveillance arranged through Team Managers and approved by RR/MR
Health surveillance records kept by/at	Relevant facility Manager Central record kept at HTP Head Office
First-aid box(es)	As confirmed at induction for individual site locations
Reporting accidents, diseases and dangerous occurrences to the enforcing authority	Malcolm Randall, Finance & Operations Director

7. Monitoring

To check our working conditions and ensure our safe working practices are being followed we will:

- Carry out spot check visits
- Investigate accidents
- Monitor accidents recorded in the accident/incident books
- Monitor sickness rates
- Plan and implement risk assessments

- Facilitate Health and Safety discussion at 1-2-1 meetings and report and issues to DH

Responsibilities	Name/Job Role
Investigation of accidents	Relevant Line Managers and DH
Investigation of work-related causes of sickness and absences	Line Manager
Acting on investigation findings to prevent a recurrence	Line Manager in conjunction with DH

8. Emergency Procedures – Fire and Evacuation

Responsibilities	Name/Job Role
Ensuring the fire risk assessment is undertaken and implemented	Facility/Line Manager & DH
Monthly escape route checks and random spot checks	Facility Manager, DH and designated staff
Fire extinguishers maintained and checked by/every	Approved contractor annually Designated staff member monthly
Alarm tested by/every	By staff in line with company fire safety policy By qualified contractor in line with company fire safety policy
Emergency evacuation will be tested every 12 months as a minimum	In accordance with related Fire Safety Policy. Also see specific Fire Policy documents (Appendix A – C) and HTP Quality Processes (Myhtp-staff VLE).

Learner Guidance

Introduction

HTP Apprenticeship College has a positive commitment to promoting excellent Health and Safety practice for learners. As a responsible employer and independent training provider we take health and safety duties seriously. The following processes are in place to ensure learner safety throughout training.

Everyone involved in your training, including you, has a role to play in ensuring your safety throughout your programme of learning.

As part of your training programme emphasis will be placed on the importance of Health and Safety. You will learn about safe working practices and will need to put all that you learn into practice.

You should make sure you are familiar with all the rules governing health, safety and fire at the places where your training takes place. Guidance is available in the 'Be Safe' booklet on your HTP USB Drive. During training your Training Consultant will be providing you with the knowledge and skills you need to stay safe and will be asking you to complete tasks to confirm that you recognise the importance of these regulations and are able to apply them to the training/work environment.

Current legislation means that if you are in the workplace you are regarded as an employee and are protected by law, however it is your responsibility to:

- take reasonable care for your own Health and Safety and that of other people who may be affected by your acts or omissions at work;
- co-operate as necessary to meet, or comply with, any duties or requirements concerning Health and Safety;
- not operate dangerous machinery unless you have been fully trained and are supervised while using this machinery
- be fully aware of the safety instructions relating to any machinery you may use.

Serious breaches of health, safety and hygiene regulations can result in avoidable accidents and injuries and may lead to disciplinary action if you are found to be negligent.

HTP Apprenticeship College's staff have risk assessed your place of work/training for Health and Safety purposes. If you have any questions or concerns relating to Health and Safety please contact your Training Consultant.

Employer Guidance

HTP Apprenticeship College has a positive commitment to promoting excellent Health and Safety practice in the workplace and share this commitment with employers.

Learners placed with you, whether employed or non-employed status, are regarded as employees for the purposes of Health and Safety.

HTP Apprenticeship College's role is to:

- use competent staff to verify that you provide a healthy, safe and supportive learning environment;
- assist you with Health and Safety requirements and the application to individual learners;
- Provide a safe and healthy working environment for learners at all times during off the job training;
- monitor health and safety practices on an ongoing basis;
- provide Health and Safety training for learners to raise their awareness of risk;
- check learners' understanding of Health and Safety risk awareness;
- investigate any accidents involving learners within the workplace and agree preventative action.

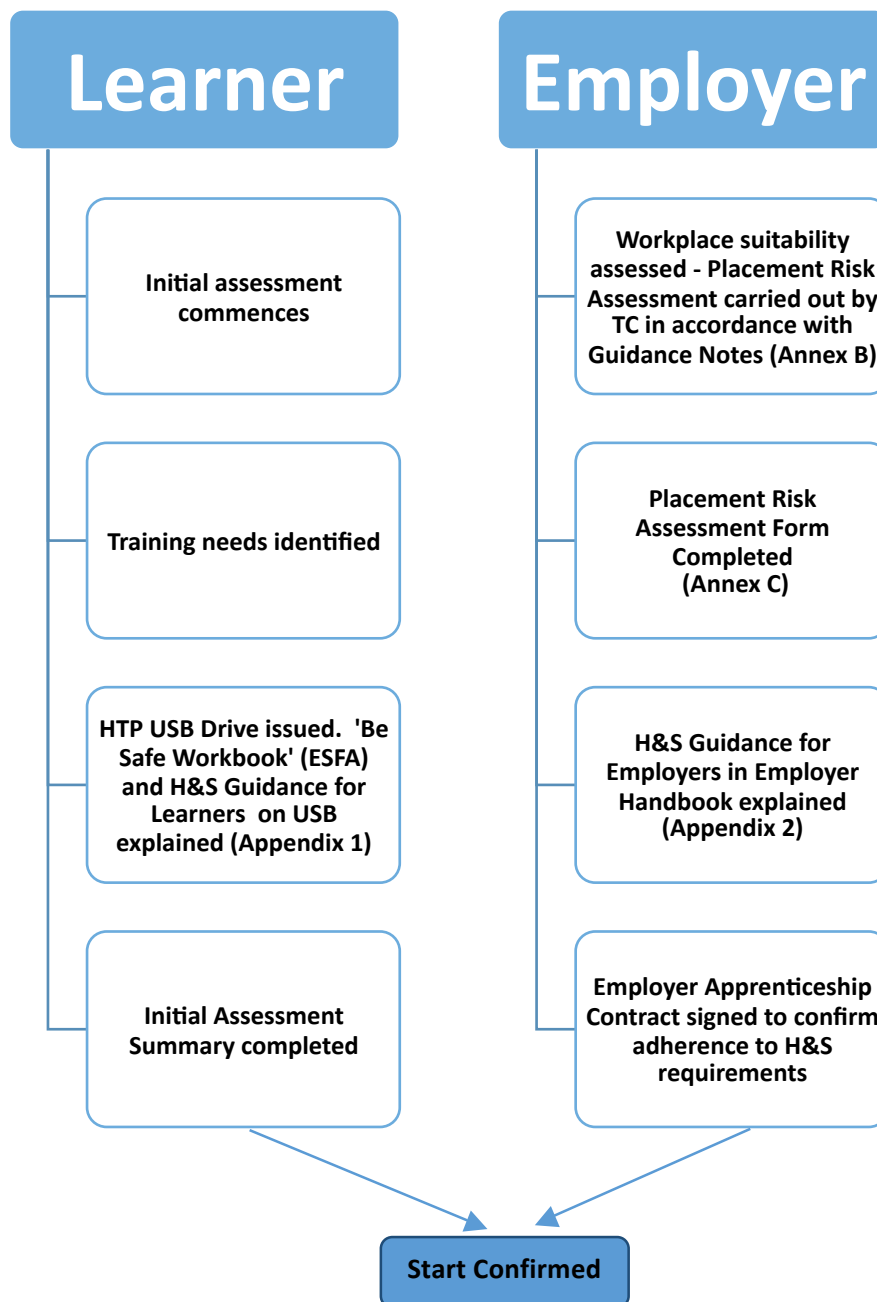
Your role as the Employer is to:

- Confirm the organisation operates a Health and Safety Policy that complies with current legislation, a copy of which is available for staff to view (applicable for establishments with five or more employees).
- Ensure that learners receive full Health and Safety training as outlined in the Learner Workplace Induction and HTP Apprentice/Learner Handbook, and are made aware of who is responsible for Health and Safety matters within the organisation
- Ensure that learners are provided with, and wear, appropriate protective clothing/footwear whilst at work.
- Understand the legal duties under RIDDOR (the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995) and that you are required to report and record some work related accidents by informing the HSE's Incident Contact Centre (ICC) on 0345 300 99 23 for fatal or major accidents/occurrences or online for the other incidents.
- Notify HTP Apprenticeship College within 24 hours should an accident to a learner occur in the workplace directly resulting in the learner being absent from work.
- Ensure that you will assign each learner a competent mentor / supervisor to support them in the workplace
- Not allow learners to use, clean or handle dangerous machinery unless they have received full instruction and training beforehand and this has been formally recorded.
- Ensure that learners working within the organisation are covered by Public and Employer's Liability Insurance.

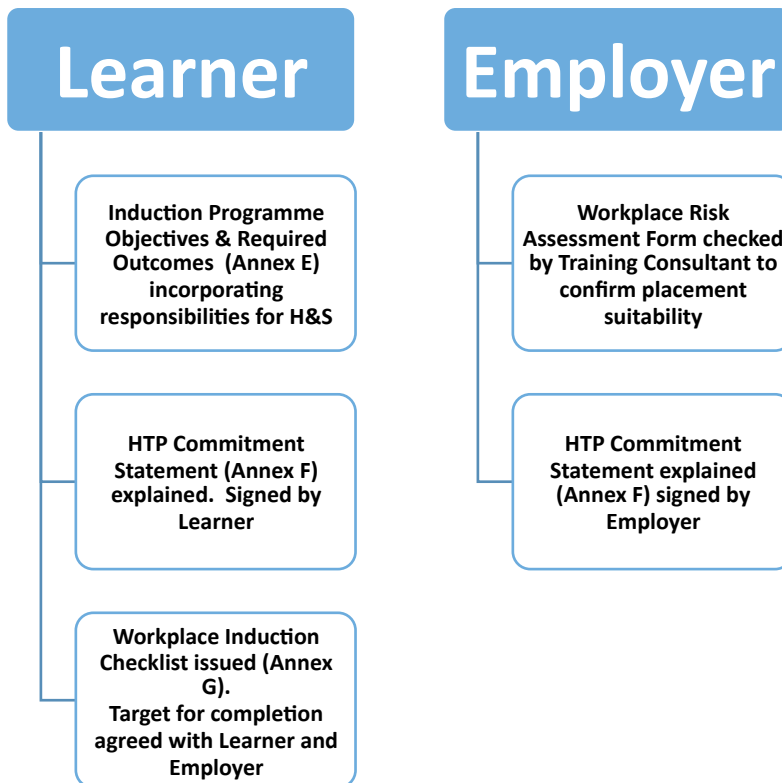
- Ensure that the organisation and its employees operate fairly, without bias as required under the Equality Act 2010.
- Provide ongoing training, guidance and support for employees with regard to Safeguarding, the Prevent Duty and the promotion of British Values.

Learner & Employer Procedures

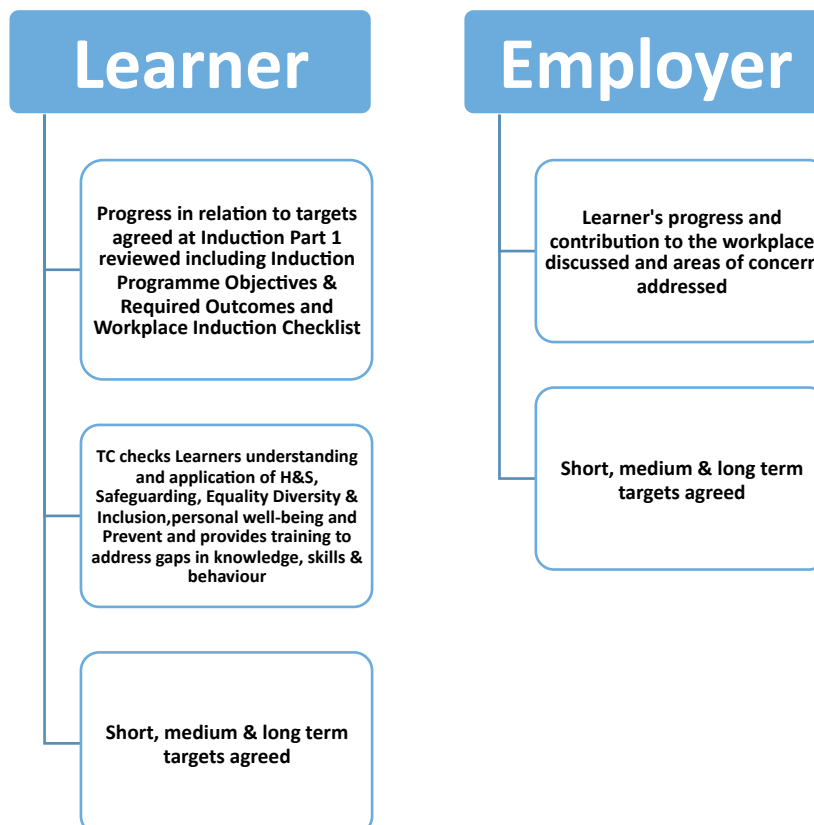
Recruitment and Selection



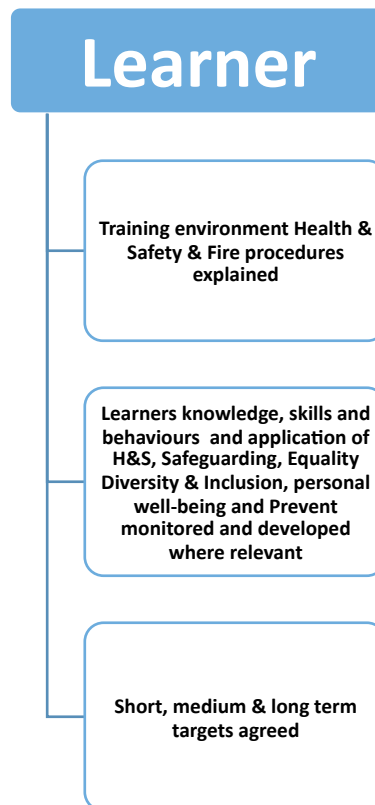
Induction Part 1 - Apprenticeship Start Date



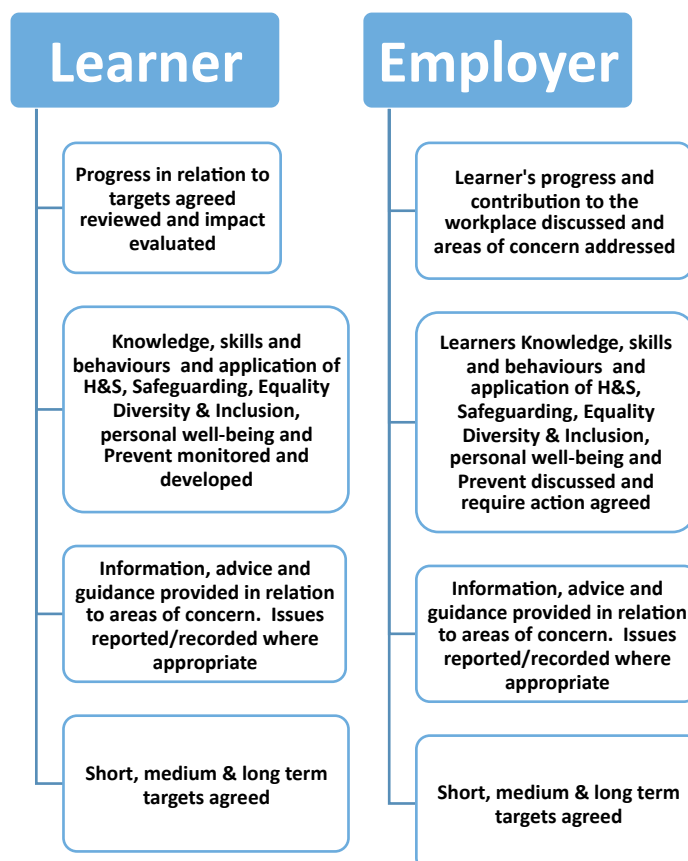
Induction Part 2



Off the Job Training



Progress Reviews (every 6 – 8 weeks)



Annex A

Placement Risk Assessment Guidance

Placement Risk Assessment

All placements must be risk assessed before the learner commences training. The assessment is designed to assess standards in the following areas:

- Working conditions
- Fire precautions
- First aid
- Accident procedures
- Machinery & equipment
- Learner supervision
- Health & Safety management
- Hazards & risks
- Personal protective equipment & clothing
- Equality & Diversity
- Premises registration & Insurance

(Full guidance on each of the above is provided below).

The Vocational Risk Band is to be identified and the assessment is to be used to allocate a Performance Indicator Classification. Any follow up actions are to be agreed and targeted for completion.

Failure to meet Risk Assessment Requirements

If the Performance Indicator Classification is 'poor' or 'very poor' or the employer fails to comply with equality, diversity & inclusion requirements learners are not to be placed.

In the event of failure to meet the minimum required standards for Placement Health, Safety & Equality the employer is to be briefed on the criteria that were not met.

Placement Risk Assessment Reviews

Placement Risk Assessments must be updated every 12 months.

1. WORKING CONDITIONS

The employer must provide the right workplace facilities for everyone in the workplace, including people with disabilities. However, this doesn't have to be complicated or time-consuming.

Basic things to be considered are outlined below.

Employees must be provided with:

- toilets and hand basins, with soap and towels or a hand-dryer;
- drinking water;
- a place to store clothing (and somewhere to change if special clothing is worn for work);
- somewhere to rest and eat meals.

To have a healthy working environment, make sure there is:

- good ventilation – a supply of fresh, clean air drawn from outside or a ventilation system;
- a reasonable working temperature (usually at least 16 °C, or 13 °C for strenuous work, unless other laws require lower temperatures);
- lighting suitable for the work being carried out;
- enough room space and suitable workstations and seating;
- a clean workplace with appropriate waste containers.

To keep the workplace safe the employer must:

- properly maintain your premises and work equipment;
- keep floors and traffic routes free from obstruction;
- have windows that can be opened and also cleaned safely;
- make sure that any transparent (eg glass) doors or walls are protected or made of safety material.

2. FIRE PRECAUTIONS

The Regulatory Reform (Fire Safety) Order 2005 states that employers must provide or undertake the following, at a **minimum**:

- The means of detection and giving warning in the event of a fire
- The provision of means to escape
- The provision of means to fight a fire
- The training of staff in fire safety
- The requirement to undertake a Risk Assessment of fire risks

A Fire Certificate is **no longer** required (for ANY business) BUT full Risk Assessments **MUST** be undertaken by a '**responsible person**' that will take into account ALL fire risks. A responsible person is either the employer OR

someone who has the necessary knowledge or experience in dealing with such matters.

Licensed premises will need to detail their fire safety procedures in their Operating Schedule when applying for a Premises Licence or Variation to a Premises Licence.

Since 1997, all new extinguishers have had to be coloured red with a 5% colour strip indicating their use. UK fire extinguisher regulations recommend that extinguishers should be replaced or given an extended service/overhaul every 5 years. CO2 extinguishers should be replaced every 10 years, unless they are damaged or have been discharged. No extinguisher must ever be more than 20 years old.

The HSE recommend that all fire warning systems are tested on a **weekly** basis along with a visual check of the fire-fighting equipment. An **annual** check by a competent service engineer also needs to be undertaken for both.

3. FIRST AID

Appointed Person

Every workplace should have an Appointed Person as a minimum – this is someone who will take charge of a situation, i.e. telephone for an ambulance, and ensure that the First Aid Box is fully stocked. There are no requirements for an Appointed Person to attend any special training course, however, there are courses available if needed.

First Aider

There are no requirements for a minimum number of First Aiders to be on site at any one time. The number of Appointed Person(s) or First Aider(s) is determined by the Risk Assessment. A First Aider will have attended a training course that will provide them with a First Aid at Work Certificate. A First Aider **can** undertake the role of Appointed Person too.

First Aid Boxes

There is no longer a mandatory list of contents for First Aid Boxes – this is now determined by the Risk Assessment of first aid needs. The HSE have a 'suggested list' but this cannot be enforced. No medication or tablets can be kept in the First Aid Box – however, scissors **CAN BE** provided they are detailed on the Risk Assessment.

4. ACCIDENT PROCEDURES

The workplace must provide an accident book to enable all accidents, near-accidents and over-three-day incapacitations to be recorded. In addition to this, the employer has a responsibility under RIDDOR (Reporting of Injuries,

Diseases and Dangerous Occurrences Regulations) to report the following incidents to the HSE or Local Authority:

Types of reportable injury:

- All deaths to workers and non-workers, with the exception of suicides, must be reported if they arise from a work-related accident, including an act of physical violence to a worker – reportable without delay
- Specified injuries to workers:
 - fractures, other than to fingers, thumbs and toes
 - amputations
 - any injury likely to lead to permanent loss of sight or reduction in sight
 - any crush injury to the head or torso causing damage to the brain or internal organs
 - serious burns (including scalding) which:
 - covers more than 10% of the body
 - causes significant damage to the eyes, respiratory system or other vital organs
 - any scalding requiring hospital treatment
 - any loss of consciousness caused by head injury or asphyxia
 - any other injury arising from working in an enclosed space which:
 - leads to hypothermia or heat-induced illness
 - requires resuscitation or admittance to hospital for more than 24 hours

All specified injuries are reportable without delay.

- Over-seven-day incapacitation of a worker - Accidents must be reported where they result in an employee or self-employed person being away from work, or unable to perform their normal work duties, for more than seven consecutive days as the result of their injury. This seven day period does not include the day of the accident, but does include weekends and rest days. The report must be made within 15 days of the accident.
- Over-three-day incapacitation - Accidents must be recorded, but not reported where they result in a worker being incapacitated for more than three consecutive days. If you are an employer, who must keep an accident book under the Social Security (Claims and Payments) Regulations 1979, that record will be enough.
- Non-fatal accidents to non-workers (eg members of the public) - Accidents to members of the public or others who are not at work must be reported if they result in an injury and the person is taken directly from the scene of the accident to hospital for treatment to that injury. Examinations and diagnostic tests do not constitute 'treatment' in such circumstances.

There is no need to report incidents where people are taken to hospital purely as a precaution when no injury is apparent.

If the accident occurred at a hospital, the report only needs to be made if the injury is a 'specified injury' (see above).

- Occupational diseases - Employers and self-employed people must report diagnoses of certain occupational diseases, where these are likely to have been caused or made worse by their work:
 - carpal tunnel syndrome;
 - severe cramp of the hand or forearm;
 - occupational dermatitis;
 - hand-arm vibration syndrome;
 - occupational asthma;
 - tendonitis or tenosynovitis of the hand or forearm;
 - any occupational cancer;
 - any disease attributed to an occupational exposure to a biological agent.
- Dangerous occurrences - Dangerous occurrences are certain, specified near-miss events. Not all such events require reporting. There are 27 categories of dangerous occurrences that are relevant to most workplaces, for example:
 - the collapse, overturning or failure of load-bearing parts of lifts and lifting equipment;
 - plant or equipment coming into contact with overhead power lines;
 - the accidental release of any substance which could cause injury to any person.

Further guidance can be found on the HSE website.

- Gas incidents - Distributors, fillers, importers & suppliers of flammable gas must report incidents where someone has died, lost consciousness, or been taken to hospital for treatment to an injury arising in connection with that gas. Such incidents should be reported using the online form.

Registered gas engineers (under the Gas Safe Register,) must provide details of any gas appliances or fittings that they consider to be dangerous, to such an extent that people could die, lose consciousness or require hospital treatment. The danger could be due to the design, construction, installation, modification or servicing of that appliance or fitting, which could cause:

- an accidental leakage of gas;
- incomplete combustion of gas or;
- inadequate removal of products of the combustion of gas.

Unsafe gas appliances and fittings should be reported using the online form.

These are not exhaustive lists – but these can be found on the HSE website. All incidents can be reported online but a telephone service remains for reporting fatal and specified injuries **only**.

5. MACHINERY & EQUIPMENT

There are no regulations that limit what machinery and equipment young people can use in our industries – regulations DO however apply for the following:

- Agriculture
- Ship Building & Ship Repair
- Carrying of Dangerous Explosives and Goods
- Power Presses
- Woodworking Machines
- Mechanical Lifting Operations

The employer will need to ensure that **full, documented** training has taken place on ANY machinery or equipment that the learner is intended to use or clean.

6. SUPERVISION & SAFEGUARDING

The employer is to provide employees/learners with effective supervision, training, information, instruction and safeguarding:

- Employees are provided with adequate competent supervision. 16-18 yr old learners and vulnerable adults will require a higher level of supervision.
- Appropriate health and safety information, training and instruction are given to all new employees on recruitment.
- Ongoing health and safety information, training and instruction are provided to all employees and others as appropriate.
- Information, instruction and training are recorded.
- The effectiveness of training and competence in the workplace are both assessed and the assessments recorded.
- The employer is aware of its responsibilities for the safeguarding of learners (please refer to “HTP Apprenticeship College Safeguarding Children and Vulnerable Adults Policy and Procedure”)

7. HEALTH & SAFETY MANAGEMENT

If the employer has 5 or more employees a **written** Health & Safety policy statement is required. This sets out **how** the employer is going to manage health and safety in the workplace, i.e. **who** does what, **when** and **how** they do it.

The Health & Safety Law poster **must** be displayed in the workplace if **anyone** is employed – however, as an alternative, the employer can issue **all** employees with an individual leaflet “Health & Safety Law: What You Should Know”.

Medical Surveillance will generally not be required in our industries, but has been included on our checklist for monitoring if surveillance is required. Typical industries that require medical surveillance (i.e. regular medical checks) are: demolition, heating engineers, plumbers or people working with asbestos.

8. HAZARDS & RISKS

If there are 5 or more employees, risk assessments must be recorded. They also must be recorded if any group of employees are identified as being especially at risk, i.e. young people, women who are pregnant, people who are disabled etc.

9. PERSONAL PROTECTIVE EQUIPMENT & CLOTHING

If a risk assessment has determined the need for PPE/C to be provided, this **will be** at the cost of the employer – under NO circumstance should the learner(s) be expected to purchase their own. As well as the provision of PPE/C, the employer must also provide training in the use of the PPE/C, suitable storage, cleaning and maintenance arrangements.

Chef whites and other uniforms are not considered to be a form of PPE/C.

Employees have the responsibility to take reasonable care of any PPE/C provided, to use it in line with instruction and training given and to report any loss or damage of the PPE/C as per reporting procedures specified by the employer.

10. EQUALITY, PREVENTING EXTREMISM & RADICALISATION

Even though there is no legislation requiring workplaces to have a written Equal Opportunities Policy, it is seen as 'good practice' to set out how they intend to prevent discrimination and promote equality of opportunity.

The Equality Act 2010 is the main piece of legislation protecting employees and customers from unlawful discrimination. The Act protects nine groups of people, namely; age, disability, gender reassignment, pregnancy and maternity, marriage and civil partnership, race, religion or belief, sex (gender) and sexual orientation.

The placement is also to be fully briefed on HTP's responsibilities under the prevent duty whilst the learner is on programme in the placement as an employee. This should be done in conjunction with the "*HTP Apprenticeship College Preventing Extremism and Radicalisation Safeguarding Policy*".

HTP Apprenticeship College helpline is htphelp@htp.ac.uk.

11. REGISTRATION OF PREMISES

A new business is required to register with either the Health & Safety Executive (HSE) or the Local Authority – depending on the sort of business it is. The HSE tend to deal with factories or people involved in manual labour, i.e. ship building, whereas the Local Authority includes businesses such as hotels, restaurants or shops. A copy of the registration certificate is normally displayed although this is not obligatory.

12. INSURANCE

All employers must have **employers' liability insurance** cover – a copy of the certificate **MUST** be displayed or stored electronically (if stored electronically it **MUST** be available to ALL staff) on the premises. This ensures there is cover in case an employee is injured or becomes ill as a result of their work as they may try to claim compensation if they believe the employer is responsible. This insurance is **compulsory**. If an employer does not have current insurance, a learner **MUST NOT** be placed there.

Public liability insurance is slightly different in that the claims are made against the business by members of the public or other business for similar compensation claims as detailed above. This insurance is **voluntary**.

Sources of Advice

HSE Website www.hse.gov.uk

Downloadable Publications from the HSE:

- An Introduction to Health & Safety
- Five Steps to Risk Assessment
- COSHH: A Brief Guide to the Regulations
- RIDDOR Explained
- Getting to Grips with Manual Handling: A Short Guide for Employers
- Noise at Work
- Tackling Stress: The Management Standards Approach
- The Law on VDU's: An Easy Guide
- Managing Sickness Absence and Return to Work
- PPE At Work Regulations: A Short Guide
- Employers Liability (Compulsory Insurance) Act 1969: A Guide for Employers
- Health & Safety Law: What You Should Know

Reporting Incidents under RIDDOR:

Telephone: 0345 300 9923

Online: www.hse.gov.uk/riddor/report.htm

Citizens Advice Bureau

www.adviceguide.org.uk

Equality & Human Rights Commission

www.equalityhumanrights.com

Acas

www.acas.org.uk

Stonewall

www.stonewall.org.uk

Prevent duty guidance www.gov.uk/government/publications/prevent-duty-guidance

Placement Risk Assessment



Name of employer

Address

..... Postcode

Telephone number Fax number

Email address

Contact name Position / Title

Number of employees overall Number of learners in the placement

(If 5 employees or more, the H&S Policy and ALL Risk Assessments MUST be written documents)

Health & Safety

Who is responsible for Health & Safety?

HTP Apprenticeship College Training Consultant
Date of HTP assessment Carried out by
Occupational areas covered by assessment

Vocational Risk Band:	
Performance Indicator Classification:	
Next assessment due:	



1. Working conditions

Are the following areas / facilities satisfactory?

	Yes	No	Comments
Lighting			
Heating			
Ventilation			
Toilets			
Hand washing facilities			
Availability of drinking water			
Staff rest & eating areas			
Clear gangways & stairways			
Safety routed cables & wires			
Out of reach storage safely managed			
Housekeeping standards (inc. outside)			

2. Fire precaution

	Yes	No	Comments
Are extinguishers serviced? (by whom?)			
Are the extinguishers appropriate?			
Who is responsible for taking control of emergency situations (Fire Wardens)?			
Are staff trained on fire procedures?			
Are fire drills carried out?			
Is a fire log kept?			
Are doors / exits unobstructed?			
Are fire hazards minimised?			
Has a fire risk assessment been done?			
Are appropriate signs displayed?			

3. First Aid

	Yes	No	Comments
Is there an Appointed Person on site?			
Is there a Qualified First Aider on site?			
Suitable First Aid box(es) available?			

4. Accident procedures

How are accidents recorded?			
Who will investigate accidents?			
	Yes	No	Comments
Placement aware of their responsibilities under RIDDOR?			
Placement aware of HTP's accident reporting procedure?			

5. Machinery & equipment

Learners may only use machinery / equipment after receiving suitable training.

What tools, equipment or machinery will the learner(s) use?	
What tools, equipment or machinery will the learner(s) be prohibited from using?	
Is machinery and / or equipment properly guarded?	
What systems are in place to ensure electrical safety?	
Are there efficient methods of stopping, starting & isolating fitted?	
When and how will the placement provide training to cover the Health & Safety aspects of all work activities?	

6. Supervision & Safeguarding

For 16-18 yr old learners & vulnerable learners, confirm we have explained and made the placement aware of its responsibilities for safeguarding the learner/s (e.g. they cannot be left on site unsupervised)	Comments		
How will the learner(s) be supervised? And what will be the level of supervision?			
Which part of the premises will be out of bounds to the learner(s)?			
How will the learner(s) be advised of the out of bounds area(s)?			
	Yes	No	Comments
Has appropriate placement induction been agreed with the employer?			
How will information & training be relayed to the learner(s)?			
Where will information & training given to the learner(s) be recorded?			
How will information & training given to the learner be evaluated?			

7. Health & Safety management

The Health & Safety policy can be verbal if there are fewer than 5 employees but MUST BE recorded if there are 5 or more members of staff.

	Yes	No	Comments
Health & Safety policy seen?			
Date of issue of most recent version?			
How will the learner(s) be made aware of the policy and its revisions?			
Is the HASAWA poster displayed, or are HASAWA leaflets given out to staff?			
Is medical surveillance required (ie. Hearing, Lung Functionality)?			
Does the learner(s) receive any ongoing Health & Safety training?			

8. Hazards & risks

Risk Assessments can be verbal if there are fewer than 5 employees but MUST BE recorded if there are 5 or more members of staff.

	Yes	No	Comments
Have RA's been carried out?			
Have RA's been recorded?			
Have any special considerations been taken into account, i.e. age, inexperience, special needs, disability or health condition?			
Have 'actions' been taken?			
Which of the following Risk Assessments have been completed?			
Management of H&S at Works Regs?			
COSHH?			
Display Screen Equipment?			
Manual Handling?			
Noise?			

9. Personal protective equipment & clothing

What PPE/C is provided?	
How is training & information on PPE/C given to the learner(s)?	
How is the use of PPE/C enforced?	
Who is responsible for the maintenance and replacement of PPE/C?	

10. Equality, Preventing Extremism & Radicalisation

To help ensure that HTP offers the placement and the learner our best possible service, we ask employers to participate in the completion of this section. All information they provide will be kept confidential. We are not seeking to be judgemental or critical but with more knowledge we hope to be able to support the placement further.

	Yes	No	Comments
Does the placement have an Equal Opportunities Policy?			
Have we made the placement aware of its responsibilities under the Prevent Duty whilst a learner is in the placement?			

	Yes	No	Comments
Does the placement apply any age restrictions to employment? Please state reason:			
How are the staff and learners made aware of the Equal Opportunities Policy?			
Have you made the placement aware of HTP's Helpline for employers and learners?			

11. Registration of premises

	Yes	No	Comments
Is the placement registered with the Local Authority or the Health & Safety Executive?			

12. Insurance

Indicate the types of insurance held:

	Yes	No	Comments
Public Liability			
Employer Liability			
Combined Liability			

Insurers name(s)	
Policy number(s)	
Date(s) of expiry	

	Yes	No	Comments
Is the learner(s) covered under these insurances?			
Is the Employer Liability Certificate displayed?			

13. Follow up actions

Action agreed	Person responsible	Date to be completed by	Sign / date when completed

Further information/resources or training required

Does the placement require any further training, information or assistance on matters relating to the follow up actions:

	Yes	No	Comments
Health & Safety			
Food Safety			
First Aid			
Equality Legislation			
Employment Legislation			
Licensing Legislation			

14. Vocational Risk Band

The Vocational Risk Band should be recorded on page 1 of this document. If more than one vocational area is being used at the organisation, the highest risk area should be selected:

High risk	Medium risk	Low risk
Kitchen Bakery Housekeeping Fast Food Outlet	Bar Restaurant Porter Hair Salon Nail Salon	Reception Customer Service Retail Administration

15. Performance Indicators

Following the assessment, use the matrix below to determine the most appropriate category that the placement falls into. It is important to include a judgement regarding the employer's attitude towards health, safety and welfare before deciding on the Performance Indicator rating. Please record on page 1 of this document.

Very Good	High standard of compliance with statutory obligations and codes of practice. Conforms to accepted good industry practices, the spirit of the law being considered more important than the letter.
Good	High standard of compliance with statutory obligations and codes of practice, some improvement possible.
Fair	Some non-compliance with statutory obligations and codes of practice, standard being maintained.
Poor	General failure to satisfy statutory obligations and codes of practice, more effort required to prevent falling standards which are already low.
Very poor	Almost total non-compliance with statutory obligations and codes of practice.

16. Declaration

We certify that the information recorded on this checklist was accurate at the time of assessment.

HTP Representative name:

Signature Date

Placement representative name

Signature Date

NOTE: If the performance indicator is 'poor' or 'very poor' the learner should not be placed.



Induction Programme Objectives and Required Outcomes

Learner name: Programme start date:

Learner signature on induction start:

Learner status: Apprentice Full-time Course Work Experience / Placement

Other

Section 1

Welcome to your HTP programme of learning. Whether you are on a full-time course, new to the industry, or are already employed, your induction with HTP is very important. On completion of your induction you should:

1. Have a full understanding of the commitment required by yourself throughout your programme of learning and know how your programme of learning is funded.
2. Know the HTP staff member who is responsible for your programme of learning. This person is your first point of contact at HTP, should you have any problems or questions throughout your programme.
3. Fully understand how your programme of learning is organised including: your Workplace Assessor (if appropriate), Competence Based Qualification and any additional aims that you are working towards and the arrangements and the date you are expected to complete your training. This information will be detailed in your Learning Plan.
4. Know how your off job training (if applicable) will be structured and when you will need to attend.
5. Have an understanding of how to access and use the e-portfolio software (Smart Assessor) and HTP’s virtual learning environment (Myhtp).
6. Be issued with an HTP Apprenticeship College USB Drive pre-loaded with information and support materials.
7. Be able to demonstrate an awareness and understanding of:
 - Cyber Safety
 - Cyber Bullying
 - Safeguarding
 - Hate Crime
 - Extremism & Radicalisation
 - British Values awareness
8. Be aware of your responsibilities under different Health and Safety, Hygiene and Fire Regulations. This also includes your responsibility to report any related accidents, diseases or dangerous situations you may be involved in, to HTP.
9. To be able to demonstrate an awareness and understanding of Equality and Diversity Opportunities legislation and understand your rights and responsibilities. This also includes your responsibility to report any unfair practices.
10. Have completed and signed any documents issued to you, by HTP, which are relevant to your programme of learning.

A checklist is provided over the page to confirm that these and other specific parts of your induction have been completed.

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April 2019





Section 2

Detail action or document issue	Learner signature on completion	Date
Completion of all appropriate relevant government body /HTP start information and documentation		
Explanation of HTP and programme funding arrangements		
Hours of work and conditions of employment		
Cyber Safety/Cyber Bullying awareness		
Safeguarding /Hate Crime & Extremism/Radicalisation awareness		
British Values awareness		
Allowances and expenses (where appropriate)		
Issue of pre-loaded HTP Apprenticeship College USB Drive		
Issue of relevant usernames and passwords		
E-Portfolio built with your Training Consultant		
Issue of Workplace Induction checklist (to be completed prior to first T.C. visit)		
Completed Workplace Induction checklist (signed)		
Parent/Guardian Consent form (where appropriate)		

Your induction programme is complete when the appropriate sections of the above checklist are signed and dated, all induction programme objectives (overleaf) have been met and you have completed the unit as identified by your Training Consultant.

Section 3

Targets – to complete prior to your next Training Consultant’s visit
<ul style="list-style-type: none"> • Review all material on the HTP Apprenticeship College USB Drive. • Watch the Prevent video. • Read through the Be Safe booklet. • Complete the Workplace Induction checklist.

Please sign below when you have completed your induction programme.

Learner signature: Date:

HTP signature: Date:

Workplace Induction Checklist



Introduction

Your employer/placement provider has been asked to provide you with basic information about your employment/placement and your workplace. This checklist is to ensure that you have been given and understand this information. Please complete the checklist during your first week with the employer/placement provider. If you have forgotten, or are unsure of any of the answers, ask your Supervisor. When you have completed the checklist, sign it at the bottom and ask your Supervisor to sign it too. Then return it to your HTP Apprenticeship College Training Consultant by the end of your first week of work. You will be sent a copy of this checklist for your information.

Placement Name

General information

1. What is the name of your Supervisor?
2. What is the name of your Training Consultant?
3. What is the name of your workplace mentor?
4. What are the times of your shifts?
5. What days will you normally be expected to work?
6. How long do you get for breaks?
7. Approximately when do you take your breaks?
8. Where do you take your breaks?
9. Where are the toilet and washing facilities?
10. If you are going to be absent through sickness or other reason
 - a) What time must you ring by?
 - b) What is the number to ring?
 - c) Who do you speak to/leave a message for?

Health and Safety

1. Where is the Health and Safety Poster displayed?
2. Where are the company safety/policy rules?
3. What is the name of the First Aider?
4. How can you contact the First Aider?

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- 5. Where is the First Aid Box?
- 6. Where is the accident book?
- 7. Who should you report accidents to?
- 8. Which accidents must be recorded in the accident book?
- 9. Learner record for use of work equipment:

**Provision and use of Work Equipment Regulations 1998
Electrical Equipment (Safety) Regulations 1994**

Employers/persons are responsible for information, instruction, training and supervision of persons working on or near work equipment tools.

Regulation 8 - Provision of information and instruction

Adequate Health and Safety training and where appropriate written instruction, including risk assessment and specific users, young and those at risk.

Regulation 9 - Training

This includes the starting and stopping of machinery and equipment.

Regulation 11 - Dangerous parts

Preventing access to dangerous parts of work equipment, including the suitable guarding, and information, training and supervision thereof.

It is illegal for any person who has not been sufficiently trained in the use of machinery, equipment and tools for a work activity to use equipment.

Please identify in the table below any machinery, equipment and tools authorised for use (for example a meat slicer, shredder or hoist):

Equipment or machinery	Learner signature	Employer signature	Date

2541- HTP Workplace Induction Checklist(9)



- 10. What is the evacuation procedure?
- 11. How would you raise the alarm in an emergency?
- 12. What noise does the fire alarm make?
(For example Bell, Horn or a Siren)
- 13. Where should you assemble if the alarm is raised?
- 14. List and provide details of the different fire extinguishers seen in your workplace:

Position	Colour of label	Contents	Type of fire to be extinguished

- 15. Where is your nearest exit?
- 16. What areas should you not enter without permission?
- 17. What hazardous substances are used within the workplace?
-
-
- 18. What training have you received to use them?
-
-
- 19. What protective clothing should you use?
-
-
- 20. Have you been shown the safe way to lift/carry objects?
- If yes, briefly describe the correct way to lift/carry
-
-
-
-

2541 HTP Workplace Induction Checklist(9)



Personnel

1. What is your employer's/placement provider's policy on equal opportunities?
.....
.....
.....
.....
.....
.....
.....
.....
.....
.....
2. If you or someone you know is being bullied or harassed, how or where would you get advice/information from?
.....
.....
3. If you were to be subjected to bullying and harassment who would you report it to? And what is your employer's/placement providers' policy on bullying and harassment?
.....
.....
.....
.....
4. If you have concerns about cyberbullying, how or where would you get advice/information from?
.....
.....
5. If you were to be subjected to cyberbullying in the workplace who would you report it to? And what is your employer's/placement providers' policy on cyber safety?
.....
.....
.....
.....
.....
6. If you didn't feel safe for any reason who would you report it to?
.....
.....



Employed learners only

- 2. When do you receive your wages?
- 3. How frequently are you paid?
- 4. How long must you work before you are paid?
- 5. Have you been given your Contract of Employment? Yes No
- 6. Do you understand the Terms & Conditions of your employment? Yes No

Other queries

If you have any concerns about your employer/placement or the training programme, please note them here, continuing on a separate sheet if necessary. Your Training Consultant will ensure they are dealt with by the appropriate person.

I confirm that I have received a formal induction at my place of work/training:

Learner Name

Signature Date

Supervisor Name

Signature Date