



South Gloucestershire and Stroud College

Work Based Learning Health and Safety Policy

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Please contact the Human Resources Department

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Approved by:	Health and Safety Committee
Date:	11/02/2018

Impact Assessment



Have you consulted on this policy? Details:	No		
What evidence has been used for this assessment?	<i>The appended documentation Equality Act 2010 et. al.</i>		
Could a particular group be affected (negatively or positively)?	Positive Impact Indicate Y where applicable	Negative Impact Indicate Y where applicable	Evidence
Characteristics protected by the Equality Act 2010			
Age	N/A	No	
Disability	N/A	No	
Gender Reassignment (inc. Transgender)	N/A	No	
Race (inc. Gypsy & Traveller)	N/A	No	
Religion and Belief	N/A	No	
Sex	N/A	No	
Sexual Orientation	N/A	No	
Marriage & Civil Partnership	N/A	No	
Pregnancy & Maternity	N/A	No	
Characteristics designated by SGS as requiring due regard			
Carers and Care Givers	N/A	No	
Persons in Care and Care Leavers	N/A	No	
If any negative impacts are identified, are there any related policies, services, strategies, procedures or functions that need to be assessed alongside this screening? No			
If yes, please detail: <i>This policy is E&D neutral it neither provides advantage nor does it breach our equal opportunities statement, the equality Act or other relevant legislation.</i>			
Should this policy, service, strategy, procedure or function proceed to a full Impact Assessment? <i>No (none required)</i>			
<i>We are satisfied that an initial screening has been carried out on this policy/procedure and a full Impact Assessment is not required</i>			
<i>We understand that the Impact Assessment is required by the College and we take responsibility for the completion and quality of this assessment</i>			
Completed by: <i>Patrick Mcleod</i>	Position: <i>Curriculum Director</i>	Date: <i>February 2018</i>	
Checked by:	Position:	Date:	

Work Based Learning Policy

1. Introduction

- 1.1. The purpose of this policy is to ensure that South Gloucestershire & Stroud (SGS) College's legal and contractual requirements are met.
- 1.2. It describes the requirements for the checking of employers' premises for the purposes of Work Based Learning.
- 1.3. The Health and Safety Executive guidance is clear; the employer has the primary responsibility for the health and safety of the apprentice or learner and should be managing any significant risks. As the training provider, SGS College should take reasonable steps to be satisfied that the employer is doing this.
- 1.4. The college staff are neither health and safety inspectors nor advisors. Their role is to make an informed judgement as to the suitability of the placement.

2. Statement

- 2.1. This Policy relates to work-based learning in all its forms; i.e. when any learning takes place at an employer's premises – including work experience, traineeships, work placements, apprenticeships or NVQs.
- 2.2. Reference to employers includes any organisation which provides a work-based learning venue, including charities and voluntary organisations.

3. Objectives

- 3.1. To define Policy for all College staff and placement providers involved in arranging work-based learning.
- 3.2. To ensure employers have carried out risk assessments specific to the needs of the learner, which take account of any disabilities, medical conditions, behavioural issues, age and inexperience.
- 3.3. To ensure employers have adequate supervision arrangements in place.
- 3.4. To ensure that a safe and supportive learning environment exists for all learners who undertake work based learning.
- 3.5. To ensure the Health and Safety of staff carrying out work based activities on behalf of the College.

4. Implementation

4.1. Workplace Checks

- 4.1.1. Checks will be conducted in line with the Health & Safety Checks Matrix contained within appendix 4 and recorded on the college Health & Safety Assessment Paperwork (appendix 1 & 2).
- 4.1.2. There are two levels of checks which may be applied, Part 1 and Part 2. The level is determined by the risk rating of the occupational sector and the type of learning taking place.
- 4.1.3. For apprenticeships, Part 1 of the form will be completed by a site visit.
- 4.1.4. For work experience and distance learning, Part 1 may be completed remotely by a desk-based assessment. If this raises any concerns regarding the level of risk, the workplace will be visited prior to placing any learner.
- 4.1.5. Following a check, employers will be approved, approved subject to actions or rejected. The Curriculum Director should be advised of any rejections.
- 4.1.6. Every SGS College staff member, at every visit to a work based learning employer or provider, has a responsibility to be alert to any emerging health and safety concerns. For High Risk sectors this is formally recorded on Part 3 of the form. For low and medium sectors this is only recorded if there are any concerns.
- 4.1.7. Any emerging concerns or actions for employers should be escalated to the Curriculum Director for approval.
- 4.1.8. All employers will need to be re-approved prior to use if they have not been utilised by the College within the last 12 months.
- 4.1.9. Where the learner being placed has a medical condition, disability, or other individual need (such as a vulnerable adult) a Work-based Learner Risk Assessment Form must be completed to advise the employer of the needs of the learner. This information **must** then be provided to the employer to allow them to update their risk assessments accordingly. The employers risk assessment will need to be updated and in place prior to the learner starting work-based learning.
- 4.1.10. All employers providing placements, apprenticeships & work-based learning **must** have current Employers Liability Insurance, risk assessments appropriate for the specific learner being placed and effective systems for the supervision of learners.
- 4.1.11. No work-based learning will proceed until the workplace Health and Safety check has been undertaken and the employer deemed suitable for use.

4.2. Staff Undertaking Checks

- 4.2.1. Staff will have completed the in house training for work-based learning checks prior to carrying out checks.
- 4.2.2. When conducting Part 2 assessments at in High Risk sectors, staff must be occupationally competent or be accompanied by an occupationally competent person (subject tutor).

4.3. Preparation of learners

- 4.3.1. It is the responsibility of curriculum managers to ensure learners are suitably prepared for their placement. As a minimum this must include:
 - Understanding the purpose of the placement
 - Contact details on record
 - Employer advised of any individual needs
 - Arrangements for timekeeping, absence reporting, dress code
 - Guidance on safe working practice and keeping safe in work
 - Guidance on safeguarding and reporting any concerns

4.4. Management of Learner/Employer Records

- 4.4.1. Copies of all workplace Health & Safety Assessments (desk and visit based) will be forwarded to Work Experience Coordinator for inclusion within Central database of approved employers.

5. Responsibilities

- 5.1. All staff involved in the management, planning and delivery of work-based learning have a responsibility to follow this Policy.
- 5.2. The Quality team will carry out audit and compliance checks and report findings to the Senior Leadership Team and the Health and Safety Committee.
- 5.3. All staff must ensure their activities have been risk assessed in accordance with SGS Risk Assessment Procedure. This is particularly important where activities are off-site or if lone working.

6. Related Policies, Procedures, Legislation and Guidance

- 6.1. Work Based Learning Procedure
- 6.2. Health & Safety Policy
- 6.3. Risk Assessment Procedures
- 6.4. Single Equality Policy

- 6.5. Safeguarding Children, Young People and Vulnerable Adults Policy and Procedure
- 6.6. Learner Anti-Bullying and Harassment Policy and Procedure
- 6.7. This Policy has been developed in line with the recommendations of the Health and Safety Executive (HSE)

Appendix 1 Work Based Health and Safety Check Form

Work Based Learning Health and Safety Assessment

Employer/Organisation Details			
Name of Employer			
Workplace Address inc. postcode			
Name of contact (supervisor)			
Contact phone no. and email address			
Occupational Sector		Risk banding	
SGS staff		Date of check	

Part 1 – all Workplaces

1.1	Have we used this employer within the last 12 months?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
1.2	Does this organisation have less than 5 staff?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
1.3	Does this organisation employ under-18s?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>

1.4	Employer Liability Insurance (compulsory)		
	Insurance Company name		
	Policy No.	Expiry Date	

1.5	Check on level of housekeeping, access/exit routes kept clear, rubbish disposed of, suitable working environment	
1.6	Check HSE website for any current or recent notifications or prosecutions	
1.7	Is there an appropriate level of supervision in place?	
1.8	Is the employer aware of safeguarding requirements and are these communicated to all staff (share SGS employer guide)	
1.9	Is there a planned workplace induction including arrangements for welfare, first aid, fire & emergency evacuation?	
1.10	Has the employer been advised of any learners with additional needs?	
1.11	Has the employer confirmed there are risk assessments in place, appropriate to the learners needs and age?	

Place learner? Yes No **On completion of action plan?**

Part 2 – High Risk Sectors		
2.1	Record any health and safety accreditations (SSIP) scheme name and cert. no.	
2.2	Is there a written health and safety policy in place (organisations with 5 or more employees)?	
2.3	Are risk assessments in place, which take account of the age, inexperience and any special needs of learners?	
2.4	Are HSE signs displayed?	
2.5	How will any prohibited tasks or areas be communicated to Work based learners?	
2.6	Are there adequate security arrangements for risk areas such as chemical storage?	
2.7	Is any workplace equipment well maintained?	
2.8	Is appropriate PPE provided for employees, work based learners and visitors?	
2.9	Are there adequate arrangements in place for first aid and for fire and emergency?	
2.10	Are effective means of escape in place including unobstructed routes and exits?	

Part 3 – Interim Assessment – visits to High Risk Sectors



Employer/Organisation Details			
Employer/Organisation		SGS Staff carrying out the check	
Contact name		Date of check	

Part 3 – all visits to high risk sectors		
3.1	Does the workplace continue to have a good level of housekeeping?	
3.2	Are welfare facilities (rest rooms, toilets) clean and well maintained?	
3.3	Is there an appropriate level of supervision in place?	
3.4	Are there safe working practices in place and evident (e.g. working at height, manual handling, 110v)?	
3.5	Are employees, work based learners and visitors equipped with PPE and is it used?	
3.6	Any other health and safety concerns?	
3.7	Any required actions?	

Appendix 2 WORK PLACEMENT RISK ASSESSMENT FOR INDIVIDUAL LEARNERS

Learner's Name:
Learner Support Needs (e.g. physical/medical/allergy condition etc.):
<p>Will the learner need to take medication on employer premises YES/NO (Details):</p>
<p>Will the learner be accompanied by a support worker YES/NO (Details):</p>
Company Name:
Company Address:

	Management of learner's / young person's health and safety	Evidence / comments
A	Outline the control measures the employer has taken which take into account any special needs or circumstances including any disability and/or medical health condition	
B	Has the employer assessed the risks to the learner taking into account their age, inexperience, immaturity, any support needs and lack of awareness of risks?	
C	Detail any necessary prohibitions and restrictions identified that apply to the learner	
D	Is the level of competent supervision appropriate for the learner and is there a designated person to take overall responsibility for them?	
E	Does planned workplace induction take account of the learner's support needs?	
F	Are any further adaptations required for this learner?	

Action plan prepared by: (workplace)		Agreed by: (college)	
Signed:		Date:	

Appendix 3 Occupational Area Risk Rating

High Risk	Medium Risk	Low Risk
Agriculture	Care	Administration
Animal Nursing/Animal Care	Electronics	Education
Catering (Kitchen)	Hairdressing & Beauty	Retail Trade
Chemical & Chemical Products	Printing	Sales
Construction	Hotel & Restaurants (non-catering)	
Engineering (Mechanical & Electrical)	Sport / Recreation	
Equestrian	Textiles / Clothing	
Fishing	Wholesale	
Forestry	Warehousing	
Horticulture		
Manufacturing / Craft		
Mining / Quarrying		
Outdoor Pursuits		
Repair of Motor Vehicles & Motorcycles		
Security		
Transport		
Utilities		

Construction Safety Schemes in Procurement (SSIP)

SSIP Schemes	✓	Certificate No.	Expiry	SSIP Schemes	✓	Certificate No.	Expiry
CHAS				Safe-T-Cert			
Exor				NAS			
Safe Mark				Babcock Infrastructure			
SMAS				NASSH Environtec			
Altius				MSL Property Care			
Eurosafe UK				Greenlight Safety Co'			
BCSA				CQMS Safety Scheme			
APS				HSAS			
B&ES				Acclaim Accreditation			
Laing O'Rourke				Worksafe			
SAFEcontractor				PICS Manual Audit			
DW Health & Safety				ARB Approved Contractor Scheme			

Appendix 4 Health & Safety Checks Matrix



	Occupational Area Risk Rating		
	Low	Medium	High
Frequency of checks	Every new employer and after 12 month break in working with SGS	Every new employer and after 12 month break in working with SGS	Every new employer and every 12 months
Apprenticeships – SGS College places the apprentice (or existing employee aged 16-18)	Part 1, site visit	Part 1, site visit	Part 1 and Part 2, site visit
Adult Apprenticeships for existing employees	Part 1, site visit	Part 1, site visit	Part 1 and Part 2, site visit
NVQ/QCF Workplace Assessment where learner already has employed status	Part 1	Part 1	Part 1
Work Placement / Experience 2 weeks+	Part 1	Part 1	Part 1 and Part 2, site visit
Distance or blended learning, full cost or other provision for existing employees, delivered in the workplace	Part 1	Part 1	Part 1
Monitoring records at every assessor visit to workplaces	Record not required at every visit but complete Part 3 and inform Curriculum Director if any emerging concerns		Part 3 completed at every visit