



**South Gloucestershire and Stroud College**

## **Work Based Learning Health and Safety Procedure**

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Please contact the Human Resource Department**

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<b>Ref. No.:</b>  <b>Q/P 124</b>	<b>Date of this version:</b> July 2018  <b>Review date:</b> July 2021 (Subject to any legislative changes)  <b>Upload to College website?</b> Yes  <b>Upload to e-Campus?</b> Yes
<b>Approved by:</b>	Health and Safety Committee
<b>Date:</b>	11/02/2018

# Impact Assessment



<p><b>Have you consulted on this policy? Details:</b></p> <p><b>What evidence has been used for this assessment?</b></p>	<p>No</p> <p><i>The appended documentation Equality Act 2010 et. al.</i></p>		
<p><b>Could a particular group be affected (negatively or positively)?</b></p>	<p><b>Positive Impact</b> Indicate Y where applicable</p>	<p><b>Negative Impact</b> Indicate Y where applicable</p>	<p><b>Evidence</b></p>
<p><b>Characteristics protected by the Equality Act 2010</b></p>			
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	
<p><b>Characteristics designated by SGS as requiring due regard</b></p>			
Carers and Care Givers	N/A	No	
Persons in Care and Care Leavers	N/A	No	
<p><b>If any negative impacts are identified, are there any related policies, services, strategies, procedures or functions that need to be assessed alongside this screening?</b> No</p> <p><b>If yes, please detail:</b> <i>This policy is E&amp;D neutral it neither provides advantage nor does it breach our equal opportunities statement, the equality Act or other relevant legislation.</i></p>			
<p><b>Should this policy, service, strategy, procedure or function proceed to a full Impact Assessment?</b> <i>No (none required)</i></p>			
<p><b><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></b></p> <p><b><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></b></p> <p><b>Completed by:</b> <i>Patrick Mcleod</i>                      <b>Position:</b> <i>Curriculum Director</i>                      <b>Date:</b> <i>July 2018</i></p> <p><b>Checked by:</b>    <b>Position:</b>    <b>Date:</b></p>			

# Work Based Learning Health and Safety Procedure

## 1. Introduction

- 1.1. This procedure described the operational requirements that are in place to meet the requirements within the Colleges' Work Based Learning Health & Safety Policy.

## 2. Scope

- 2.1. All Work-based learning, including Work Experience, Traineeships and Apprenticeships must be approved by following the operational requirements detailed below.

## 3. Staff Requirements

- 3.1. All staff undertaking the management and assessment of workplace learning must have completed the SGS training for assessors.
- 3.2. Staff carrying out visit based checks to high risk sectors must be occupationally competent in the area in which they are undertaking an assessment or be accompanied by an occupational competent person.

## 4. Mandatory workplace requirements

- 4.1. All Employers must be approved for use by the College prior to any work-based activity starting.
- 4.2. All workplaces / employers must have the following:
  - 4.2.1. Employer liability insurance.
  - 4.2.2. Risk assessments suitable for the age and circumstances of the Learner.
  - 4.2.3. Adequate staff to ensure appropriate supervision is maintained.
- 4.3. Providers who have not been utilised within the last 12 months are to be re-approved prior to placing a learner.

## 5. Responsibilities of the organiser (Business executive, tutor, assessor or placement officer)

- 5.1. The college Work Experience Co-ordinator must be notified of all placements including learner name, programme of study and employers details. This information will be held securely on a central system.

- 5.2. Consider the requirement of a sole mentor / supervisor to have a Disclosure and Barring Service (DBS) check undertaken.
- 5.3. Identify “vulnerable” learners by the completion of a learner assessment form and follow the college safeguarding policy as appropriate.
- 5.4. Arrange DBS checks for learners as appropriate to their study programme and workplace role.
- 5.5. Cancel, withdraw or suspend the placement if they consider a learner’s health & safety is being adversely affected and report this to the work experience co-ordinator as soon as is practical.
- 5.6. For learners under the age of 18 obtain parental consent to take part in the placement (excluding apprenticeships & work-based assessment).

## **6. Low / Medium Risk Occupation Area**

- 6.1. New providers are approved by completion of Part 1 of the Workplace Health & Safety Assessment form. This will be site based for apprenticeships and may be desk based for other provision. **Appendix 1.**
- 6.2. Where the desk based assessment gives rise to concerns, or doubts about the suitability of a potential provider, a visit should be arranged and either the provider approved, via Part 2 of the Workplace Health and Safety Form, or the College Work Experience Co-ordinator and Curriculum Director advised of the reasons for rejection.

## **7. High Risk Occupational Areas**

- 7.1. Approvals of new providers will always include a site visit and completion of the Work Based Health and Safety Form Parts 1 and 2.
- 7.2. At every visit, assessors, tutors or placement officers, will record ongoing compliance on Part 3 of the Workplace H&S Assessment form.
- 7.3. Existing providers will be checked annually, using Part 1 and Part 2.
- 7.4. Copies of all newly completed Work Based H&S Forms must be forwarded to the Work Experience Co-ordinator for central records.

## **8. Learner Assessment Forms – Appendix 2**

- 8.1. Where medical conditions, disabilities, behavioural issues or other individual needs have been identified that may affect the learner's health or safety a copy must be provided to the placement provider. This informs the provider in order to allow them to review their risk assessment accordingly.

## **9. Responsibilities of the Work Experience Co-ordinator**

- 9.1. Manage a central database of learner and employer activity in relationship to work-placements etc.
- 9.2. Reporting to tutors, assessors or placement officer's periods for workplace re-assessment & when insurance details expire.
- 9.3. Providing guidance and support to learners, tutors, assessors and placement officers on the effective management of work experience / placements etc.
- 9.4. Account management of large work experience providers for example district, unitary and county councils.
- 9.5. Re-assessment of work placement providers/employers following notification of:
  - 9.5.1. Major Re-organisation;
  - 9.5.2. Accident or injury to a Learner;
  - 9.5.3. Enforcement action;
  - 9.5.4. Death or serious injury to persons other than the work experience Learner; or
  - 9.5.5. Following H&S complaints or concerns from the Learner

- 9.6. Conforming to the placement organiser that high risk placements can go-ahead

## 10. Overseas work

- 10.1. There are additional risks associated with overseas work experience / employment / placement opportunities. Such opportunities however often provide enhanced benefit to learners.
- 10.2. Overseas work experience placements should be planned in conjunction with the college Health & Safety Adviser. An individual risk assessment for each trip should be completed.
- 10.3. Overseas may take in to account the following factors:
  - 10.3.1. Differences in insurance requirements;
  - 10.3.2. Risks involved in travel including health and vaccination requirements;
  - 10.3.3. Provision of contacts (both local and in the UK);
  - 10.3.4. The additional preparation required; and
  - 10.3.5. That learners will be subject to the health and safety regulations of the country in question
- 10.4. Where the placement is **not** organised under an approved scheme, such as Leonardo's, authorisation for overseas work based learning can only be granted by the Principal.

## Appendix 1

### Work Based Learning Health and Safety Assessment 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?	

<b>Place learner?</b>	<b>Yes</b>	<input type="checkbox"/>	<b>No</b>	<input type="checkbox"/>	<b>On completion of action plan?</b>	<input type="checkbox"/>
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<b>Part 2 – High Risk Sectors</b>		
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 – every visit 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 (working at height, manual handling, 110v etc.)?	
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?	

## Work Based Learning Health and Safety – Occupational Sector Risk Bands

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 2

### WORK PLACEMENT RISK ASSESSMENT FOR INDIVIDUAL LEARNERS

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

	<b>Management of learner's / young person's health and safety</b>	<b>Evidence / comments</b>
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?	

<b>Action plan prepared by: (workplace)</b>		<b>Agreed by: (college)</b>	
<b>Signed:</b>		<b>Date:</b>	

