

Your Blueprint for health and safety

Health and safety can be a minefield of paper work but JTL provides support and guidance to make it simple. Following health and safety legislation and codes of practice helps protect yourself and the apprentice and sticking to these will help make your responsibility of having a safe workplace easy.

At the start of the apprentice recruitment process, you will receive a handbook which contains the relevant guidance and information you need to meet your responsibilities. JTL will support and guide you from beginning to end - checking everything is understood.

Induction and Training

From the start, it is important to have up-to-date health and safety induction training and that the apprentices are armed with the appropriate information. JTL will give you guidance on inductions and supply an induction form. These will be sent to you by your regional JTL contact.

Pre-Placement Vetting

JTL, the Learning and Skills Council (LSC) and the Welsh Assembly Government (WAG) make sure apprentices work in a safe, healthy and supportive environment and that all the legal obligations are met before an apprentice can be funded.

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

- Registration with the enforcing authority (either HSE or Local Authority) – unless working from domestic premises;
- Employers' Liability Insurance (minimum of £5 million);
- Public Liability Insurance (minimum of £1 million);
- Safety policy – in three parts: general statement, organisation and arrangements (written if more than five employees);

- A Fire Risk Assessments (carried out under Management of Health and Safety regulations) unless working from a domestic premises;
- Risk assessment - which take into account the Young Persons Regulations (written if five or more 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 Regulation (written if five or more employees);
- Noise assessment, if required;
- Provision of necessary Personal Protective Equipment, free of charge;
- Health and Safety induction;
- All necessary requirements under Electricity at Work Regulations.

Medicals and Health Screening

When the apprentice applies JTL requires them to certify they are not colour blind and provide medical information. It is your responsibility to make certain that potential apprentices are fit for the job and that any necessary health screening is carried out. You will be liable for any incurred costs.

When completing a risk assessment, any medical conditions the apprentice has must be noted. JTL can supply a medical risk assessment form and give more guidance on medical and health screening. Again, this is supplied to you by your JTL representative.



Risk Assessment

Keeping your paper work in order is especially required when carrying out and reviewing risk assessments. It is necessary 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. JTL can offer more guidance on this when discussing the funding requirements at the Pre-Placement Vetting.

Health and Safety Team

If you have any queries or need further guidance the Health and Safety team can help you throughout the procedures, you can call on **01689 884100** or email the Health and Safety team at health&safety@jtltraining.com



Accident Reporting

JTL knows accidents can happen, so if the following occurs to your apprentice you must notify JTL immediately:

- Injuries or conditions referred to in the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 1995;
- Other injuries or conditions not covered by RIDDOR, but which lead to an absence from training for four or more consecutive days (including weekends, bank holidays and rest days but excluding day of accident);
- Any loss to the individual of any physical or mental faculty or in any disfigurement;
- Any accident which may give rise to a claim under the Industrial Injuries scheme;
- Death, including fatal road accidents, which must also be reported to JTL with out delay.

After an accident JTL, LSC and/or WAG will possibly need access to your premises and relevant paper work for the purpose of an investigation.