

Your Blueprint for Health & Safety

When you employ an apprentice, their safety in the workplace is your responsibility. We will give you a handbook containing guidance on the information you need to meet your responsibilities and your Training Officer will ensure that you have a full understanding of what is required of you.

You must comply with the requirements of all current Health & Safety legislation and approved codes of practice.

Where more than four employees are employed, you must have a written Health & Safety policy document outlining the organisations' arrangements for managing the health, safety and welfare of all employees, including apprentices.

Pre-Placement Vetting

Under JTL'S contract with the LSC/National Council for Education and Training for Wales, we are required to ensure that apprentices are placed in a safe, healthy and supportive environment, and to ensure that the employer complies with all his legal obligations under Health & Safety law before an apprentice is placed. Consequently, JTL will visit the employer in order to carry out a pre-placement vetting assessment. In the event that minor discrepancies are identified, you will be given a Development Plan for completion within three months although the apprentice may be placed with the employer immediately. More serious problems will need to be addressed before the apprentice can start.

Before an apprentice can be funded, the following documents and procedures must be verified:

- 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 5 employees);
- Fire certificate (if required);
- A Fire Risk Assessment (if required);
- Risk Assessments (carried out under Management of Health and Safety regulations) which take into account the Young Persons Regulations (written, if 5 or more employees);
- Supervision arrangements;
- First Aid procedures;
- Fire procedures;

- Accident Book;
- Maintenance of work equipment (including PAT testing);
- Requirements under COSHH Regulations;
- Requirements under the Manual Handling Regulations (written, if 5 or more employees);
- Noise assessment, if required;
- Provision of necessary Personal Protective Equipment, free of charge;
- Health & Safety induction;
- All necessary requirements under Electricity at Work Regulations.

Medicals/Health Screening

Whilst JTL requires candidates to certify that they are not colour blind and to provide medical information when applying, it is your responsibility to ensure the potential employee is fit to do the job. You must also ensure that any health screening necessary is carried out, and will be liable for any associated costs that may be incurred (not the apprentice). As part of the pre-placement vetting the JTL representative will establish that a system is in place to arrange for medicals to be conducted on new apprentices.



Completion of a declaration of medical fitness by a company's own doctor or occupational health nurse will be acceptable. Consideration of the apprentice's medical conditions must be taken into account when completing risk assessments and must include reference to and confirmation of:

- absence of colour vision defects;
- ability to work at heights;
- ability to work within confined spaces;
- no significant respiratory problems that would affect normal employment in the industry.

Induction and Training

You must ensure that there is documented health and safety induction training and that the apprentice will be provided with appropriate information and instruction and will be supervised at all times.

Risk Assessment

You need to ensure that all relevant risk assessments, as required under health and safety law, are carried out, and where necessary (e.g. new risk identified, new plant, machinery or process introduced, new substances in use etc.), updated if there is any reason to believe that the existing assessment is no longer valid. Where significant risks are found, the findings must be documented, employees informed of the risks and appropriate steps taken to reduce the level of risk to which employees are exposed.

Where a prospective apprentice is under the age of 18 years, a risk assessment must be carried out which takes due account of the apprentice's lack of experience or awareness of existing or potential hazards. You should ensure that such a risk assessment is carried out prior to the apprentice joining the company and that the significant findings are made known to the apprentice, and are available to other interested parties such as JTL (in its capacity as training provider) and the LSC/ National Council for Education and Training for Wales.

Documented procedures for action must be in place in the event of serious or imminent danger, such as fire or similar occurrence, and that such procedures are made known to all employees including apprentices. Arrangements for the provision of first aid shall also be made available and updated as necessary.

A fire certificate must be available for any premises that require one and all equipment, escape routes, signs etc., must be maintained in good order. When assessing the risks to the health and safety of employees a fire risk assessment has to be conducted in accordance with the requirements of the Fire Precautions (workplace) Regulations.

Accident Reporting

In addition to your statutory obligations under Health & Safety legislation, in the event of a reportable incident occurring, the employer is required to notify JTL immediately, by telephone or fax, of any accident to an apprentice on JTL's training scheme that results in any of the following:

- death;
- 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 the day of the 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;
- fatal road accidents must also be reported to JTL without delay.

You must also monitor, and report to JTL, any other harm to an apprentice.

JTL reserves the right to carry out an investigation into the circumstances of any accident, injury, illness or incident.

JTL also asks that employers give staff of JTL and the LSC/ National Council for Education and Training for Wales (as appropriate) access to premises and relevant documentation for the purpose of accident investigation, in the event that an accident should occur.

If these requirements seem daunting, it's just because we take our responsibilities very seriously. That's why we'll work closely with you to help you meet your obligations. Remember, your Training Officer will help you throughout and you can also speak directly to our Health and Safety Team on 01689 884100.