

Your Blueprint for Health and Safety 2020/21



Health and safety can be a minefield of paperwork but JTL provides support and guidance to make it easy to follow.

Following health and safety legislation and codes of practice helps protect yourself and the learner and sticking to these will help make your responsibility of having a safe workplace more robust.

At the start of the learner recruitment process, you will receive a handbook which contains the relevant guidance and information you need to meet your responsibilities. JTL through their support teams, 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 learners 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 oversees that apprentices work in a safe, healthy and supportive environment and that all the legal obligations are met before learner can be funded. JTL will send you a link for you to complete a Pre-Placement Vetting document online and upload as necessary evidence you have to support your answers.



Confirmation Required:

- Employers' Liability Insurance (minimum of £5 million);
- Public Liability Insurance (minimum of £1 million);
- Motor Insurance (only if apprentices will drive company vehicles);
- Safety policy – in three parts: General statement, Organisation and Arrangements (written if more than five employees);
- A Fire Risk Assessment – as required under The Regulatory Reform (Fire Safety) Order 2005 (written if more than five employees and working from a business premises);
- Risk assessment – including Young Persons where applicable (written if more than five employees);
- Supervision requirements;
- First Aid provisions and procedures;
- Accident Book / reporting procedure;
- Emergency procedures;
- Maintenance of work equipment (including PAT testing and compliance with LOLER and PUWER Regulations);
- Requirements under COSHH Regulations;
- Requirements under the Manual Handling Regulations (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 / Plumbing Regulations.

Not all of the above may be applicable to your business and if you are in any doubt or would like assistance in completing the document please contact your regional representative who will be able to assist.

Medicals and Health Screening

When the learner applies, JTL requires them to disclose relevant medical information. It is your responsibility to make certain that potential learners are fit for the job and that any necessary health screening is carried out.

When a learner has disclosed any medical disability that may affect their ability to work safely, JTL will require the completion of the JTL Medical/ Vulnerability Risk Assessment.

When completing this risk assessment, any medical conditions the apprentice has disclosed must be included.

Risk Assessment

Keeping your paperwork in order is especially important 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 during the Pre-Placement Vetting stage.

Accident Reporting

JTL knows accidents happen. If the following occurs to your learner, you must notify JTL immediately:

- Injuries or conditions referred to in the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013 (amended 2019);
- Other injuries or conditions not covered by RIDDOR, but which lead to an absence from training for eight or more consecutive days (including weekends, bank holidays and rest days but excluding 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;
- Death, including fatal road accidents, which must also be reported to JTL without delay.

After an accident, JTL may need to access your premises and relevant paperwork for the purpose of an investigation.



Health and Safety Team

If you have any queries, or need further guidance, the Health and Safety team can help you through the procedures.

You can call [01689 884 100](tel:01689884100)
or email the Health and Safety team at health&safety@jtltraining.com