

Your Blueprint for Health and Safety

2017/18



Health and safety can be a minefield of paperwork 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

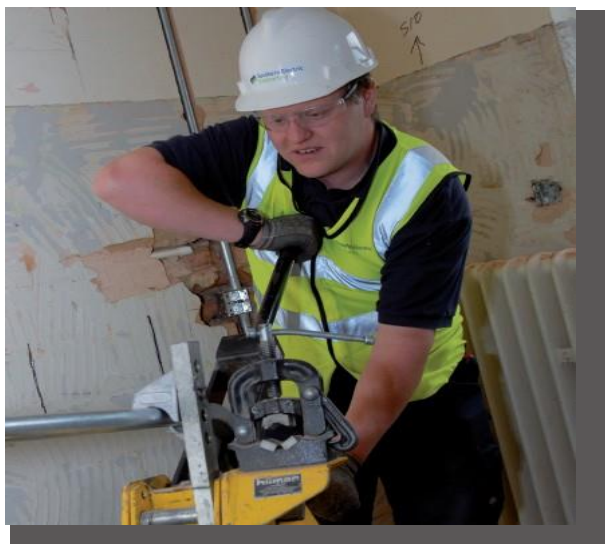
From the start, it is important to have up-to-date health and safety induction training and that the apprentices are armed with the appropriate information. JTL will give you guidance on inductions and supply an induction form. These will be sent to you by your regional JTL contact.

Pre-Placement Vetting

JTL oversees that 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:

- 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;
- 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 disclose relevant 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.

When an apprentice 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 noted.



Risk Assessment

Keeping your paperwork 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 through the procedures.

You can call **01689 884 100** or email the Health and Safety team at health&safety@jtltraining.com



Accident Reporting

JTL knows accidents happen. 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) 2013;
- 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.

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