

Health and Safety for Apprentices at Cardiff Metropolitan University

Health and Safety Guidance and Employer Checklist

**Introduction**

An apprenticeship involves a tri-partide partnership between Cardiff Metropolitan University, the Employer and the Apprentice. As part of this it is important that each party has an understanding of their responsibilities for the management of health and safety. This document provides an overview of the responsibilities of the various parties in the management of health and safety and also includes an employer checklist which will need to be completed as part of the apprentice application process and the vetting of employers.

**Responsibilities**

The responsibilities of each party in relation to the management of Health and Safety are outlined below:

**Cardiff Metropolitan University**

Cardiff Metropolitan University is responsible for:

• engaging Employers that are competent in managing the health and safety of Apprentices and have processes in place appropriate to the level of risk

• liaising with the Employer to ensure that health and safety arrangements are in place appropriate for the level of risk

• Vetting the Employer’s health and safety management arrangements including requesting current H&S related documentation.

• taking responsibility for health and safety matters that relate specifically to the University premises, implementing the institutional health and safety policies and procedures relevant to Apprentices

• responding as appropriate to any health and safety issues raised by the Apprentice, the Employer, or a member of Cardiff Metropolitan University staff

**The Employer**

The Employer has the prime responsibility for the health and safety of Apprentices and must ensure all relevant legislative requirements are complied with. In particular this includes, but is not limited to:

• taking primary responsibility for the health, safety and welfare of Apprentices, controlling risks to safety and health appropriately

• having a written Health and Safety Policy in place (where employing 5 or more) that sets out a clear commitment to managing the health and safety of Apprentices

• having procedures for carrying out risk assessments, and bringing the assessment findings to the attention of Apprentices

• having a clear process for reporting accidents and near misses, and health and safety concerns

• ensuring Apprentices receive adequate support and guidance to create a productive and positive experience

• providing an appropriate health and safety induction and ensuring that instruction, site familiarisation, personal protective equipment, training and supervisory arrangements are fit for purpose (to include: fire precautions; emergency evacuations and first aid arrangements; how to report accidents, incidents and unsafe conditions)

• providing a safe working environment and non-discriminatory treatment

• cooperate with the University as far as is necessary when following up on identified health and safety issues

• informing the University of any incidents involving University staff or Apprentices

• ensuring insurance is in place to cover liability for any injuries, ill health or property damage sustained that is attributable to the activities of the Apprenticeship provision

**Apprentices:**

Apprentices are responsible for:

• taking reasonable care of the health and safety of themselves and others

• co-operating with the Employer and University on matters of health and safety

• not bringing the University or the Employer’s reputation into disrepute and to actively work to promote a good reputation for Cardiff Met, the Employer, the Apprenticeship programme and fellow Apprentices

• abiding by the rules and regulations of the Employer

• informing the Employer and the University of any personal factors or changes to personal factors (e.g. health, disability, linguistic or cultural) that may affect the level of risk attached to the Apprenticeship or may require reasonable adjustments to be made

• reporting to the Employer and the University any incidents or issues that occur or anyconcerns regarding health and safety

• confirming that any personal vehicle insurance covers travel to/from work and business use if travel to other locations is required

**Health and Safety Checklist for Employers**

All employers are required to complete the below health and safety checklist prior to apprentices commencing any apprenticeship programme.

Name of Employer:

Name(s) of Apprentice/Apprentices:

Address of Employer:

Employer Health and Safety Representative Contact Details:

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| Questionnaire | Yes | No | NA |
| 1. Does your organisation have a written Health and Safety Policy that includes a commitment to the health and safety of apprentices? |  |  |  |
| 1. Does your organisation have Employers Liability Insurance in place that provides cover for Apprentices?   **Please provide a copy of your certificate to the apprenticeship applicant who will upload it alongside this checklist as part of the application process** |  |  |  |
| 1. Does your organisation have public liability insurance in place that provides cover for apprentices?   **Please provide a copy of your certificate to the apprenticeship applicant who will upload it alongside this checklist as part of the application process** |  |  |  |
| 1. Does your organisation have an induction process that will inform Apprentices of fire / emergency, incident reporting, supervisory, first aid and other necessary arrangements? |  |  |  |
| 1. Does your organisation have a programme of risk assessment that identifies the significant risks associated with Apprentices activities, equipment used and working environment |  |  |  |
| 1. Does your organisation have a process for informing Apprentices of the risk assessment findings and the necessary control measures to be followed? |  |  |  |
| 1. Will apprentices be provided with the necessary information, training and supervision for the tasks/activities, equipment and working environment involved? |  |  |  |
| 1. Does your organisation have a process for identifying the need for Personal Protective Equipment including cleaning, maintenance and replacement of items. |  |  |  |
| 1. Will the Apprentices be provided with required items of Personal Protective Equipment and instructed on it’s appropriate use? |  |  |  |
| 1. Does your organisation maintain items of equipment in accordiance with statatory requirements (where neccesary), manufacturers and other appropriate guidance? |  |  |  |
| 1. Does your organisation have a process for recording and investigating incidents that includes informing the University of incidents involving apprentices? |  |  |  |
| 1. Does your organisation maintain working environments in accordance with the Workplace Health, Safety and Welfare Regulations? |  |  |  |
| 1. Does your organisation have a process for monitoring and reviewing health and safety arrangements that includes the needs of Apprentices? |  |  |  |
| 1. Does your organisation implement measures to protect Apprentices against COVID-19 as specified by the appropriate Government |  |  |  |
| 1. Has your organisation been the subject of enforcement action by the Health and Safety Excecutive and/or Fire and Rescue Service in the last 3 years? If yes, please provide details. |  |  |  |
| Other information (please provide any further information here in regards to the management of health and safety of apprentices) | | | |

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| Employer Declaration  I confirm that the above information in relation to the management of Health and Safety is correct.  I confirm that I have included relevant copies of insurance documents alongside this questionnaire which will be uploaded by the apprentice as part of the University application process.  I confirm that Cardiff Metropolitan University will be informed of any significant changes in the health and safety management system that affects Apprentices and of any incidents involving Apprentices.  I confirm I am authorised to sign on behalf of the employer  Name:  Signiture:  Date: |