



**RM Training**  
The Stepping Stones to Your Success

# RM Training Health & Safety Assessment Policy & Guidance

Work based apprentices covering  
**16-19 Learners**  
**19+ Learners**

**Authorised by James MacGregor – Managing Director**



James Mac Gregor

DOCUMENT NAME/LOCATION	Effective Date	Last Review Date	Version	Owned By:	Authorised By:	Page	Next Review Date
Health & Safety Assessment Policy & Guidance	15/02/2022	15 <sup>th</sup> February 2022	1	RM Training (UK) Ltd	James MacGregor	1 of 6	February 2023

## 1. Introduction

1.1 Government Funded Apprenticeships involves a three-way partnership between RM Training, employers and apprentices, therefore a clear understanding of specific roles and responsibilities by each party is essential for the management of health and safety within the scheme. This procedure outlines the various responsibilities of each party and provides information and guidance for managing the health and safety of apprentices in keeping with RM Training's overarching Health and Safety Policy.

## 2. Scope

2.1 This procedure applies to all contracts agreed for Government Funded Apprenticeships.

## 3. External References

- 3.1 The Health and Safety at Work etc. Act 1974
- 3.2 The Management of Health and Safety at Work Regulations
- 3.3 RM Training Health and Safety Policy

## 4. Definitions

4.1 For the purpose of this procedure, the following definitions apply:

**Apprentice** Any person taking part in Government Funded Apprenticeships

**Employer** Any person or organisation engaged with RM Training as part of Government Funded Apprenticeships

**Incident** An occurrence involving an accident, assault, near miss or case of occupational ill health arising out of, or in connection with, the work activities or working environment

**Accident** An undesired event, or sequence of events, resulting in personal injury, property damage or other loss

**Near Miss** An occurrence that did not result in personal injury or damage, but which potentially could have had a much more serious outcome

**Occupational Ill Health** A prescribed occupational disease known or believed to be caused by the work activities or working environment

**Assault** An act of non-consensual aggression which can be either physical or verbal

## 5. Procedure

### 5.1 Training undertaken on RM Training Premises

5.1.1 Where training of apprentices is undertaken on RM Training premises, the approved RM Training procedures, relevant to the nature of tasks, activities, working environment involved with the training, will apply.

DOCUMENT NAME/LOCATION	Effective Date	Last Review Date	Version	Owned By:	Authorised By:	Page	Next Review Date
Health & Safety Assessment Policy & Guidance	15/02/2022	15 <sup>th</sup> February 2022	1	RM Training (UK) Ltd	James MacGregor	2 of 6	February 2023

5.1.2 All apprentices must be provided with information relevant for their health and safety. This will include:

- Risk assessment findings
- Fire safety arrangements
- Emergency procedures
- How to report a health and safety concern
- How to report an accident or incident
- Information relevant to equipment used
- Information relevant to the working environment e.g. laboratory, workshop, workplace

## 5.2 Training undertaken on Employers Premises

- 5.2.1 Where training of apprentices is undertaken at employer's premises, the prime responsibility for the health and safety of the apprentice lies with the employer. However, the training provider has a duty of care to take reasonable measures to ensure apprentices are not put at undue risk when working for employers who engage with RM Training.
- 5.2.2 To fulfil this duty of care, the training provider will obtain initial confirmation from prospective employers that they understand their responsibilities to apprentices and have a robust health and safety management system in place relevant to the apprentices.
- 5.2.3 RM Training will further carry out periodic checks of employers to monitor their ongoing suitability for the scheme in terms of their management of health and safety and fulfilment of the responsibilities outlined in section 5.3 of this procedure.

## 5.3 Responsibilities

- 5.3.1 RM Training 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
  - Obtaining confirmation of the employer's health and safety management arrangements in place
  - 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 RM Training staff
- 5.3.2 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

DOCUMENT NAME/LOCATION	Effective Date	Last Review Date	Version	Owned By:	Authorised By:	Page	Next Review Date
Health & Safety Assessment Policy & Guidance	15/02/2022	15 <sup>th</sup> February 2022	1	RM Training (UK) Ltd	James MacGregor	3 of 6	February 2023

- 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 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
- Co-operate with RM Training as far as is necessary when following up on identified health and safety issues
- Informing RM Training of any incidents involving 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.

5.3.3. Apprentices are responsible for:

- Taking reasonable care of the health and safety of themselves and others
- Co-operating with the employer and RM Training on matters of health and safety
- Not bringing RM Training or the employer's reputation into disrepute and to actively work to promote a good reputation for RM Training, the employer, the apprenticeship programme, and fellow apprentices
- Abiding by the rules and regulations of the employer
- Informing the employer and RM Training 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 RM Training of any incidents or issues that occur or any concerns regarding health and safety

5.3.4 The nature of the three-way partnership between RM Training, the apprentice and the employer places a responsibility on each party to:

- Be partners in planning and management
- Clearly understand the responsibilities and expectations of each party involved
- Collaborate to ensure opportunities are inclusive, safe and supported
- Engage in structured opportunities for learning and development
- Establish sustainable relationships and networks
- Record outcomes and evaluate feedback to enable continuous enhancement

DOCUMENT NAME/LOCATION	Effective Date	Last Review Date	Version	Owned By:	Authorised By:	Page	Next Review Date
Health & Safety Assessment Policy & Guidance	15/02/2022	15 <sup>th</sup> February 2022	1	RM Training (UK) Ltd	James MacGregor	4 of 6	February 2023

## 6. Engaging Employers

### 6.1. Employers Declaration

- 6.1.1 The Engagement of Employers Health and Safety Questionnaire, shown at the end of this procedure, is to be used for obtaining initial information of the Employer's arrangements for managing the health and safety of apprentices. All employers being considered must complete this questionnaire and agree to forward evidence of the health and safety arrangements in place on request.
- 6.1.2 Each questionnaire is valid for the duration of the contract. However, where a contract exceeds one year, confirmation must be obtained from the employer on an annual basis that appropriate insurance and health, and safety management systems remain in place. This includes forwarding current insurance documentation, together with a newly completed questionnaire, or written confirmation that the information provided in the original questionnaire remains valid.
- 6.1.3 Before prospective employers can be engaged, they must satisfactorily complete the Engagement of Employers Questionnaire to indicate they are able to meet the health and safety responsibilities outlined in 5.3.2.

### 6.2 Approval of Employers

- 6.2.1 RM Training staff receiving completed questionnaires must use the information provided to gauge the suitability of the employer. Where further clarification is felt appropriate, request for supporting documentation must be made to provide evidence that the processes indicated are in place. Examples include:
- Copies of risk assessment relevant to the activities of the Apprentice
  - Copies of written procedures
  - Copies of induction / training information
- 6.2.2 Background checks for enforcement action by the Health and Safety Executive can be undertaken through the following links:
- Improvement notices - <http://www.hse.gov.uk/notices/>
  - Prosecutions - <http://www.hse.gov.uk/enforce/prosecutions.htm>
- 6.2.3 In deciding on the initial or ongoing suitability of the employer, the following must be taken into account:
- Answers provided in the Employer Health and Safety Assessment
  - Appropriateness of any supporting documentation provided or requested
  - Promptness of return of questionnaire/request for supporting documentation
  - Previous knowledge of or dealings with the employer
  - Feedback from apprentices working / having worked at the employer's premises
  - Staff visits to the employer's premises
- 6.2.4 Having taken the above into account employers may be:
- Approved – employer is deemed suitable
  - Approved with action plan – employer is deemed suitable with improvements agreed e.g., – alterations to documentation to clarify applicability to Apprentices – other actions relevant to the Apprentices tasks/activities, equipment used, working environment

DOCUMENT NAME/LOCATION	Effective Date	Last Review Date	Version	Owned By:	Authorised By:	Page	Next Review Date
Health & Safety Assessment Policy & Guidance	15/02/2022	15 <sup>th</sup> February 2022	1	RM Training (UK) Ltd	James MacGregor	5 of 6	February 2023

6.2.5 Rejected – employer cannot demonstrate appropriate management of the health and safety of Apprentices 6.2.5 Further advice and guidance can be provided by the RM Training’s Health and Safety Advisors.

DOCUMENT NAME/LOCATION	Effective Date	Last Review Date	Version	Owned By:	Authorised By:	Page	Next Review Date
<b>Health &amp; Safety Assessment Policy &amp; Guidance</b>	15/02/2022	15 <sup>th</sup> February 2022	1	RM Training (UK) Ltd	James MacGregor	6 of 6	February 2023