

## North Bristol Apprenticeship Centre Health and Safety Policy

### Document No: [NBTAC-003]

<b>Specific staff groups to whom this policy <u>directly</u> applies</b>
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Apprentices, Apprenticeship Centre Staff
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<b>Summary of changes since the previous version</b>	N/A
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## 1. Executive summary

- 1.1 North Bristol NHS Trust Apprenticeship Centre is the apprenticeship training arm of North Bristol NHS trust.
- 1.2 NBT apprenticeship centre exists to provide a high standard of training for all our apprentices and other learners and to deliver a return on our investment and added value to our Trust.
- 1.3 This policy is for Apprentices, Learners, Line Managers and Apprenticeship Centre Staff to follow in relation to the Health and Safety of all apprentices under the protection of the North Bristol NHS Trust Apprenticeship Centre.
- 1.4 The policy is to be read in conjunction with North Bristol NHS Trust Policies for Health and Safety
- HS01 Health and Safety Policy
  - HS17 Protocol for the role of Safety Representatives
  - HS19 Procedure for the completion of Health and Safety Risk Assessment
  - HS20 Policy for the management of Health and Safety of young people at work
  - HS24 Policy for the management of lifting operations and lifting equipment
  - CG01a Incident Reporting and Management Policy
- 1.5 For apprentices that are not employed by North Bristol NHS Trust – where appropriate the above NBT policies and procedures will be always followed. This will be reviewed in conjunction with the employers H&S policies during the enrolment process.

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## 2. Policy statement

- 2.1 North Bristol NHS Trust Apprenticeship Centre recognises in conjunction with North Bristol NHS trust that under the Health and Safety at work etc. Act 1974.
- 2.2 It has a legal duty to ensure, so far as is reasonably practicable, the health, safety, and welfare of all its employees and apprentices and that it has the same duty towards patients, members of the public, contractors and other persons affected by its activities and is therefore committed to this duty.
- 2.3 This policy will ensure so far as reasonably possible, the health and safety and welfare of all apprenticeship centre staff, apprentices, and all those who may be affected by the apprenticeship centre activities in relation to health and safety hazards

## 3. Purpose of the policy

- 3.1 The purpose of this policy is to bring together all the trust policies in relation to Health and Safety and relate it directly to all NBT apprentices and the NBT apprenticeship centre
- 3.2 This policy aims to establish, implement, and maintain procedures for the ongoing hazard identification, risk assessment and determination of necessary controls to prevent accidents, injury, and ill-health and to protect all from foreseeable work hazards.

## 4. Scope of the Policy

- 4.1 This Policy will apply to all apprenticeship training and education activities and will incorporate all North Bristol NHS Trust Policies for Health and Safety.
  - HS01 Health and Safety Policy
  - HS17 Protocol for the role of Safety Representatives
  - HS19 Procedure for the completion of Health and Safety Risk Assessment
  - HS20 Policy for the management of Health and Safety of young people at work
  - HS24 Policy for the management of lifting operations and lifting equipment
  - CG 01a Incident Reporting and Management Policy
  - CG 01B Serious Incident reporting policy and procedure

## 5. Roles and responsibilities

### 5.1 NBT Apprenticeship Centre Staff

As part of our commitment to good health and safety management we have.

- 5.1.1 Appointed a Health and Safety Representative, to keep us informed of and alert to, Health and Safety & Risk Management issues.
- 5.1.2 Ensure that we meet our statutory requirements and implement measures to reduce risk, including absolutes, practicable, and so far, as reasonably practicable depending on the requirements of law
- 5.1.3 Promote a health and safety management style which is committed to continual improvement and prevention of accidents and cases of work-related ill health

- 5.1.4 Provide suitable and adequate control of the health and safety risks arising from our work activities
- 5.1.5 The provision and maintenance of systems of work that are, so far as is reasonably practicable, safe and without risks to health
- 5.1.6 The provision of such information, instruction, training, and supervision to staff to implement the policy to apprentices as is necessary to ensure, so far as is reasonably practicable, the health and safety at work of apprentices and learners
- 5.1.7 The provision and maintenance of a working environment for apprentices that is, so far as is reasonably practicable, safe, without risks to health, and adequate as regards facilities and arrangements for their welfare at work
- 5.1.8 Ensure that all apprentices/ learners are competent in the tasks expected of them and provide instruction, information, supervision, and training.
- 5.1.9 All apprentice/learners are reminded that they have a legal responsibility to co-operate with and assist in maintaining healthy and safe in the workplace in accordance with NBT health and Safety Policies.

## 5.2 Apprentices/ Learners

- 5.2.1 Acknowledge and comply with Trust Policies on health and Safety including safe systems of work, training and advice given, and reporting any reasons for failure to comply with the manager.
- 5.2.2 Conduct any activity whilst at work with the due regard for the safety of themselves and others, and within the scope of their knowledge and training.
- 5.2.3 Use any Machinery, equipment, dangerous substances, transport equipment and protective Equipment (PPE) provided in accordance with training and instruction received.
- 5.2.4 Report all incidents, near misses or dangerous occurrences to their line manager and the NBT apprenticeship centre staff in accordance with the Trusts Incident reporting policy (CG01)
- 5.2.5 Report any matters of concern regarding Health and Safety such as workplace hazards and failures in safety arrangements to their line manager, risk assessor and NBT apprenticeship centre.

## 6. Policy Arrangements

- 6.1 All staff including learners and apprentices receives Mandatory and Statutory Health and Safety Training as per the trust MaST Policy.
- 6.2 Significant health and Safety Risks are well known in the Healthcare Sector, these include,
  - 6.2.1 Manual Handling
  - 6.2.2 Work related stress
  - 6.2.3 Violence and Aggression
  - 6.2.4 Exposure to Biological and hazardous substances
  - 6.2.5 Slips trips and falls
- 6.3. All these risks have specific policies included within NBT Health and Safety Policies- Guidance and Procedures Manual Identifying the arrangements for managers to put into place to eliminate or reduce Risks.

## 7. Working with Employers

- 7.1 NBT apprenticeship centre ensures that it only works with employers that have adequate Health and Safety processes in place.
- 7.2 During the enrolment process NBT apprenticeship centre staff will carry out initial checks to ensure that adequate Health and Safety provision is in place.
- 7.3 It is the responsibility of the designated NBT member of staff completing the enrolment – to ensure that the Welfare/Equal Opportunities/Health & Safety form is completed. A copy of this form can be found in the section 12 of this document.

## 8. Review Period

- 8.1. This policy will be reviewed after 3 years or at the request of either management or staff side or external quality assurances agents such as Ofsted.

## 9. Associated policies/documents

9.1 This policy should be read in conjunction with the list of NBT policies below,

- HS01 Health and Safety Policy
- HS17 Protocol for the role of safety Representatives
- HS19 Procedure for the completion of Health and Safety Risk Assessment
- HS20 Policy for the management of Health and Safety of young people at work
- HS24 Policy for the management of lifting operations and lifting equipment
- CG01a Incident Reporting and Management Policy
- CG 01B Serious Incident reporting policy and procedure

## 10. Monitoring and Auditing

- 10.1 The centre recognises its statutory duty to effectively monitor its health and Safety Provision and management system.
- 10.2.0 On a day-to-day basis, all managers and Teachers monitor health and safety and safe practice. Where necessary take/ensure remedial actions are completed.
- 10.3 Formal review of Health and Safety is undertaken via annual performance monitoring.

## 11. References: North Bristol NHS Policies

- 11.1. HS01 Health and Safety Policy
- 11.2. HS17 Protocol for the role of safety Representatives
- 11.3. HS19 Procedure for the completion of Health and Safety Risk Assessment
- 11.4. HS20 Policy for the management of Health and Safety of young people at work
- 11.5. HS24 Policy for the management of lifting operations and lifting equipment
- 11.6. CG01a Incident Reporting and Management Policy

11.7. CG 01B Serious Incident reporting policy and procedure

11.8. MaST Policy

11.9. Health and Safety at Work etc. Act 1974

## 12. Welfare/Equal Opportunities/Health & Safety Form

### 19. Welfare/Equal Opportunities/Health & Safety Form

<i>Apprentice Name:</i>	
<i>Employer/Company Name:</i>	
<i>Name of Line Manager:</i>	
<i>Name of Person Responsible for H&amp;S:</i>	
<i>Date Complete:</i>	
1a What does Equality and Diversity mean to you?	
1b. Have you had any concerns relating to Equality and Diversity within your workplace? If so what	
2a. What types of bullying, harassment and discrimination might you come across in your everyday work?	
2b. Have you experienced any of the above since your last review? If yes, what action was taken?	
3a What types of materials displayed might you find offensive	
3b. Have you found any materials displayed in your workplace or training offensive? If yes, what action was taken?	
4a. What is your understanding of safeguarding children and vulnerable adults?	
4b. Have you got any concerns relating to safeguarding children and vulnerable adults in your work area or training? If yes, what action was taken?	
5. Have you had access since your last review to assessment?	
6. Do you have any concerns or issues relation to the learning materials? If yes, what action have you taken?	
7. What support do you get within the workplace?	
8. When did you last receive any Health and Safety training?	
9. Briefly describe the evacuation procedure in the event of a fire in your workplace	
10. What Health and Safety checks occur within your workplace?	
11. What health and safety and alarm checks are provided during training?	
12. Have you any Health and Safety concerns? If yes, what action was taken?	
13. Who is the Health and Safety representative in your work area?	

14. Who is the first aid person in your work area?	
15. What personal protective equipment do you use? Is it adequate?	
16. What is your understanding of employer liability?	
17. Is public liability cover in place for the learner's workplace? Provide details and ensure copy is sent to: <a href="mailto:staffdevelopment@nbt.nhs.uk">staffdevelopment@nbt.nhs.uk</a>	
Once all questions asked update as required comments	