

## Health, Safety & Wellbeing Policy

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### Policy Overview

LEAP places fundamental importance on the health, safety, and welfare of apprentices, staff, and other stakeholders.

We consider that all stakeholders are entitled to learning that takes place in a safe, healthy, and supportive environment. We are committed to providing suitable and sufficient arrangements for health and safety as a critical element of our legal Health & Safety legislation and company obligations. We see this as essential both to maximising a positive experience of learning and to promoting achievement

### Health & Safety Policy Statement

The 'safe apprentice' concept is central to our policy and we consider health and safety to be an integral part of our quality delivery of training. We will promote risk awareness and the learning of health and safety as an integral part of any learning and seek to encourage and support all our apprentices in becoming safe and healthy workers.

This statement forms part of our health and safety policy required under Health and Safety legislation. This safety policy also includes the organisation's responsibilities for health and safety, the completion of risk assessments, and protective and preventive measures for health and safety.

It is our policy that organisations comply with all health and safety legislation, including Regulations, Codes of Practice, and other guidance where learners will have a safe and healthy working environment.

We will provide suitable and sufficient information, instruction, and training for employees and apprentices to ensure our policy is understood and implemented. Staff and apprentices must comply with any training and information which is given and follow safe systems of work including the use of any necessary personal protective equipment/clothing.

We accept our responsibility for the health, safety, and welfare of others (public, contractors, and visitors) that may be affected by our business.

This policy will be brought to the attention of all staff, apprentices and employers, and other stakeholders, with whom we work.

The policy will be kept up to date by periodical reviews (at least annually) and will take account of any new equipment, processes, or changes to work that affect health and safety. This policy can be viewed on our website.

### Roles and Responsibilities

#### LEAP Senior Management Team

- Ensure compliance with legal requirements and relevant standards

- Provide adequate resources to implement the policy effectively
- Regularly review and update the policy and supporting procedures

### **LEAP Designated Safeguarding Lead**

- Oversee implementation of the Safeguarding Policy
- Conduct and review referrals in line with the Safeguarding Policy
- Provide advice and training on health, safety, and wellbeing matters

### **LEAP Apprenticeship Coaches**

- Promote a culture of safety and wellbeing in all activities
- Ensure that apprentices are aware of relevant health and safety procedures
- Report concerns and incidents promptly

### **Employers / Workplace Managers, Supervisors**

- Provide a safe working environment in line with legal requirements
- Conduct risk assessments and ensure appropriate supervision
- Cooperate with their individual organisation on health and safety matters

### **Health and Safety at Work Act 1974**

All employers have a duty to maintain a safe working environment so far as reasonably practicable for their employees under the Health and Safety at Work Act. This means that employers are expected to protect their workers against risks to their health and safety.

The Act also expects that the working environment is safe and that training to ensure the health and safety of workers is carried out. These requirements are not only for office-based staff but lone workers and the environments they encounter too.

<https://www.hse.gov.uk/legislation/hswa.htm>

### **Apprentices**

- Refer to their own organisations health and safety policy and procedures
- Take reasonable care of their own health and safety
- Follow health and safety procedures at all times
- Report any hazards, injuries, or concerns immediately

### **Health and Safety Measures**

LEAP will assume that each Organisation will:

- Ensure all workplaces and training venues are risk assessed
- Maintain safe equipment and facilities
- Provide appropriate PPE (Personal Protective Equipment) where necessary
- Deliver induction and ongoing training on health and safety

***LEAP will however follow up any reasons to believe this is not the case with the individual organisation.***

### **Wellbeing Support**

**LEAP will:**

- Promote a culture of openness and support for mental health and emotional wellbeing
- Offer access to pastoral and counselling services, either in-house or through referral
- Encourage a healthy work-life balance and reasonable adjustments where needed
- Address bullying, harassment, and discrimination promptly and effectively

### **Training and Communication**

- All staff and apprentices will receive regular training on health, safety, and wellbeing
- This policy will be made available publicly online
- Changes to the policy or procedures will be communicated promptly

### **Monitoring and Review**

- Regular audits and reviews of health and safety practices will be conducted
- Feedback from apprentices, staff, and employers will inform policy updates
- This policy will be reviewed annually, or sooner if legislation changes

### **Ill health**

Apprentices must inform the employer/ workplace as well as the apprenticeship Coach if illness or absence occurs and they are unable to attend either work or off the job delivery sessions by the provider and/ or workplace reviews.

Attendance is a key component in apprentice retention, progression, achievement, and employability. Regular attendance and achievement are closely linked. Apprentices who actively participate in their learning by attending sessions regularly are more likely to enjoy a rewarding experience in which their knowledge, skills, and abilities are developed and successfully complete their apprenticeship.

Apprenticeships delivered by LEAP vary in length and type and include both remote (including online) and face-to-face learning.

We responded to the pandemic with a wide remote learning offer to support attendance and are flexible in providing support to our staff, apprentices, and other stakeholders.

Attendance is recorded within our system. Aptem. An apprentice is recorded as present even if they arrive late.

Please refer to the Code of Conduct / Attendance Policy available on request for further guidance.

### **Fire**

- If an employee or apprentice discovers a fire, they should follow the advice provided by their own organisation. Untrained staff should not tackle a fire but proceed safely to the assembly point via the escape routes.
- Employees and apprentices must keep fire routes and exits clear and not interfere with any fire safety arrangements..

### **Accidents**

- All employees and apprentices who have an accident at work or are ill because of work must report it and follow their own organisation reporting lines.
- Any visitor, contractor, or apprentice who has an accident must also report the matter via the organisation's reporting lines.
- All near misses should also be reported via the organisation's reporting lines.

### Recording

A record of first aid will be kept in the appropriate form in the Health and Safety file.

The Law and Health and Safety Executive (HSE)

The Company will fulfil all legal obligations

<https://www.hse.gov.uk/legislation/index.htm>

<https://www.gov.uk/government/publications/2010-to-2015-government-policy-health-and-safety-reform/2010-to-2015-government-policy-health-and-safety-reform>

### Health and Safety Executive

[www.hse.gov.uk](http://www.hse.gov.uk)

Health and Safety Executive

Redgrave Court

Merton Road

Bootle

Merseyside L20 7HS

If you need to report an incident or have a complaint about a health and safety matter in the workplace [contact HSE](#) for help and guidance on how to do this.

### Training

#### Employer Responsibilities

It is the responsibility of the employer to ensure that their employees including apprentices and volunteers receive an adequate induction into health and safety, and on-going information, instruction, and training in matters relating to health & safety in connection with their job role. The employer is responsible for ensuring that significant risks are identified, recorded, and reviewed and for putting in place safe systems of work to minimise risks to the safety of individuals. Risk assessments for apprentices must be carried out.

Certain health and safety matters reside with the Employer and will vary from site to site.

Normally these include:

- Fire instructions.
- Evacuation procedures and assembly points.
- Fire-fighting appliances.
- Fire drills and tests.
- Information on key people e.g. supervisor, first aider, fire warden, safety advisor, or representatives.
- Supervision arrangements and the procedure for reporting hazardous or faulty conditions or work equipment.
- The risks are identified by risk assessments, and the measures are in place to prevent or control the risks for all the tasks to be undertaken.

- Arrangements for reporting an accident, incident, or illness and for obtaining first aid assistance.
- Arrangements for the provision, use, and wearing of personal protective equipment and clothing.
- Precautions and instructions for the safe use of hazardous substances.
- Measures in place for preventing or reducing risks associated with manual handling or lifting.
- Details of the controls in place for the safe use of work equipment and machinery and the safe operation of workplace transport.
- The importance of good housekeeping, keeping the work area tidy and safe storage of materials.
- Arrangements for personal safety, welfare, and personal hygiene arrangements
- Details of any prohibited or restricted tasks, activities, areas or work equipment.
- Specific or additional requirements related to the employer e.g. company rules or procedures Employer Health & Safety Assessment/ Vetting Procedure and Monitoring Arrangements/visits.

The Coach will also identify if there are any significant risks presented to staff and will document the risk control measures.

All staff working on the premises of other employers i.e. apprenticeship Coaches will report to their Line Manager any concerns or hazards which could put themselves or the apprentices at risk.

### **Reporting of Incidents**

Employers and Partner organisations are required to keep records of all accidents, incidents, 'near misses', and reports of bullying and harassment involving apprentices on LEAP funded programmes.

### **Supervision**

Supervision levels must be appropriate to the risk identified and the individuals' capability, needs, and experience. Once the learning plan is in place, the apprentice should receive ongoing information, instruction, and training to enable him or her to work and learn efficiently and safely.

### **Apprentice Assessment**

The apprentice developing understanding and awareness of key health, safety, and welfare issues should be assessed and evaluated on an ongoing basis. Staff should be aware of the responsibilities when employing under 18's. <https://www.hse.gov.uk/youngpeople/index.htm>

### **A Safe Apprentice will demonstrate:**

- Hazard Awareness

Safe apprentices will be aware of the hazards within their environment, their activities and the work being carried out around them and their responsibilities to others

- Understanding

Safe apprentices will understand the concepts of hazard and risk and the measures that are required to control risks

- Confidence

Safe apprentices will be confident, not only in their ability to learn and work safely but also to challenge any situation or instruction that could be unsafe to them or other people. Safe apprentices will know their limitations and when to seek further advice

- Contribution

By developing these skills and knowledge, safe apprentices will be able to contribute ideas and input into their learning and work, and become more involved in the day to day operation of the organisation and their learning activity

- Behaviours

Safe apprentices will have developed a set of behaviours to enable them to play an active part in the learning process and acquire practical, value-added and transferable skills from their experiences

### **Apprentice Induction, assessment and monitoring procedures**

We will ensure that apprentices are informed about their rights and responsibilities as part of their induction onto their learning programme. Additionally, the apprentice's initial assessment will be carried out and documented and will consider the individual's training and support needs in relation to health and safety, and safeguarding.

The Coach will ensure that the apprentice has received induction into working safely by their employer before the assessment takes place. The induction will consist of ensuring that the apprentice is aware of their own organisation's policies and procedures and establishing their current level of understanding and identifying any training they may require.

The Coach will ensure that apprentices demonstrate a good understanding of health and safety as well as demonstrate the safe practice and safe behaviours in their work and learning. It is the responsibility of the Assessor/ Coach to establish any additional training or support needs and arrange this with the employer throughout the learning programme.

The Coach will ascertain at meetings with apprentices if they have been involved in any accidents at work and will check if this has been reported and relevant documentation completed (i.e. accident and incident reports, RIDDOR reportable) and will discuss with the manager any investigation carried out and the outcomes. It is, however, expected that employers and apprentices will notify the Health & Safety Team immediately of any accidents and incidents that apprentices are involved in.

The Coach will also check the apprentice's understanding of health and safety and the concept of the safe apprentice during the formal progress reviews by asking specific questions and will document their responses. The Coach will also ask the apprentice how safe they feel in their work environment and give them the opportunity to raise concerns around bullying or harassment and give them the opportunity to be able to speak to someone privately about this subject.

The Coach will identify if the apprentice needs further training, advice, or guidance in relation to health and safety and safeguarding. Any concerns about health and safety or safeguarding

must be reported immediately to the Designated Safeguarding Lead or Line Manager who will take appropriate action.

On programme learner feedback will also be collected and questions are asked about how safe apprentices feel in their environment and if they are receiving the support required to complete their apprenticeship. This information is analysed and informs the self-assessment report (SAR).

All employees including apprentices and apprentices will be informed of this policy, risk assessments, and control measures. All new employees will complete a programme and have health and safety arrangements explained to them by their line manager. Employees and apprentices will be coached in the correct use of equipment prior to its use, where appropriate.

A record of employees' training and instruction will be kept in the individual's Training/ Personnel file.

The provider/ employer will ensure that employees and apprentices can carry out every required task in Health and Safety terms to the required standard, demonstrating competency.

### Guidance

Any employee / apprentice who is uncertain of how to do a job safely must ask the relevant responsible person. Anyone who wants further training in health and safety is encouraged to request it.

### POLICY REVIEW

**Related policies** Safeguarding & Prevent Policy

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Policy/Process Owner:	Apprenticeship Leadership Team Andy Rayner, Director Of Apprenticeships & Early Careers.

Signed by	Andy Rayner - Director of Apprenticeships and Early Careers
Signature	<p>Signed on behalf of Leap Apprenticeships</p> 

