



Health and Safety Policy (for Apprentices)

1. Context

Government-funded apprenticeships are a three-way partnership between the provider (Manor Green Apprenticeships), the employer and the apprentice. This policy outlines the responsibilities of each party for health and safety. **It should be read in conjunction with Manor Green School's Health and Safety policy** which covers issues relating the wider school and its employees.

2. Aim

The aim of this policy is to ensure the health and safety of apprentices and assessors both in their workplace and when they undertake or carry out training at other premises.

3. Related legislation and links with other documents

- The Health and Safety at Work etc. Act 1974 and all legislation listed in the MGS Health and Safety Policy
- MGS Health and Safety Policy
- MGS Sickness and Absence Policy
- MGA Break in Learning Policy
- Worker Protection Act
- Updates to the HSE Mental Health and First Aid Guidelines

4. Responsibilities

4.1. Provider responsibilities

a) The Provider is responsible for:

- maintaining appropriate insurance for risks arising from its training delivery, staff and provider-led activities.

b) The Apprenticeship Manager is responsible for:

- Before completion of the partnership agreement, obtaining confirmation that each employer has processes in place appropriate to the level of risk that the apprentice will be exposed to;
- checking and confirming each employer has robust health and safety arrangements that are valid for the duration of the contract;
- Checking work settings are physically secure from potential access by dangerous or extremist external parties before any placement begins;
- liaising with the appropriate authorities and responding to any health and safety issues raised by the apprentice, the employer or a member of MGA staff;
- overseeing and following up of any reports of incidents at Manor Green School.

b) The Assessor is responsible for:

- as part of the course, providing scenarios to confirm employees understanding of their employer's health and safety policy;
- providing evidence to MGS that any personal vehicle insurance covers travel to/from work and business use if travel to other locations is required, and putting the correct insurance in place if necessary;
- recording any long term absence, sickness or incident likely to impact the learning of apprentices, following the procedure in the Break in Learning Policy if appropriate;
- if issues are noticed during a visit to an apprentice's place of work, raising any concerns about health and safety with the employer and Apprenticeship Manager immediately.

4.2. Employer responsibilities

The responsibilities of the employer include but are not limited to:

- taking primary responsibility for the health, safety and welfare of apprentices, controlling risks to health and safety appropriately;
- having a written Health and Safety Policy in place (where employing five or more) that sets out a clear commitment to managing the health and safety of apprentices;
- having a written Sickness and Absence Policy in place that sets out a clear procedure for apprentices to use in the event of ill health;
- 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;
- providing an appropriate health and safety induction for all apprentices as employees. This should include as a minimum: fire precautions; emergency evacuations and first aid and mental health arrangements; how to report

accidents, incidents (including harassment or discrimination in the workplace) and unsafe working conditions;

- ensuring that instruction, site familiarisation, personal protective equipment, training and supervisory arrangements are fit for purpose;
- providing a safe working environment;
- co-operating with MGA as far as is necessary when following up on identified health and safety issues;
- maintaining appropriate insurance cover (including Employers' Liability Insurance) for risks arising from the apprentice's employment and workplace activities under the employer's control;
- notifying MGA when significant changes are made to their Health and Safety policy.

4.3. Apprentices are responsible for:

- taking reasonable care of the health and safety of themselves and others;
- co-operating with their employer and MGA on matters of health and safety;
- signing the Apprentice Training Plan to confirm that they have read, understood and agree to abide by the MGA Health and Safety policy and their employer's health and safety policy;
- abiding by the rules and regulations of their employer relating to health and safety;
- informing the employer and MGA of any personal factors or changes to personal factors (e.g. health, disability, linguistic or cultural) that might affect the level of risk attached to the apprenticeship or that might require reasonable adjustments to be made;
- In the event of accident or ill health, the apprentice should refer to their employer's accident policy and/or sickness/absence policy, as appropriate. All incidents and absences that impact on completion of learning should also be reported directly to the Apprenticeships Manager.

5. Promoting awareness of this policy

We will raise awareness of this policy via:

- Staff and apprentice induction
- Publication on the MGS website (MGA staff and internal apprentices)
- Publication on Qualsdirect (external apprentices)
- Employer sign up process

6. Public Sector Equality Duty (Equality Act 2010)

MGA believes this policy does not prioritise or disadvantage any apprentice, member of MGA staff or partnering employer.

7. Monitoring and review

This procedure will be reviewed annually, taking into account any changes to legislation and guidance.

The Governing Board approved this policy on 5 February 2026.

Signed: Colin Hayfield, Chair of Governors

Signed: Helen Hannam, Headteacher and Principal

Date of review or revision	Description	Author or reviewing officer
April 2024	Guidance updates; clarification on wording and accountability	Apprenticeship Manager
November 2024	Early review to bring timing in line with legislative update release	Kate Hartup
January 2026	Annual review; no legislative changes	Kate Hartup