**Health, Safety & Welfare Checklist – Apprentice Employers**

1. **Company Details**

|  |  |  |  |
| --- | --- | --- | --- |
| Company Name: |       | Employer Reference Number: (EDRS) |       |
| Company Address: |       | Number of Employees: |       |
|  Contact Name:  |       |
| Contact email: |       |
| Postcode: |       | Contact tel: |       |
| Levy Payer: | [ ]  **YES** [ ]  **NO** | Contact mobile: |       |

1. **Health, Safety & Welfare Checklist**

|  |  |  |  |
| --- | --- | --- | --- |
| Risk Level: | [ ]  High | [ ]  Unfamiliar | [ ]  Low |
| * 1. **Employers Liability Insurance**

Name of Insurer:      Policy Number:       Expiry Date**:**       |
| * 1. **Are arrangements in place to manage risks?**
 |
| Induction: | [ ]  **YES** [ ]  **NO** | If No, what actions have been agreed?: |       |
| Training: | [ ]  **YES** [ ]  **NO** | If No, what actions have been agreed?: |       |
| Adequate Supervision: | [ ]  **YES** [ ]  **NO** | If No, what actions have been agreed?: |       |
| Site Familiarisation: | [ ]  **YES** [ ]  **NO** | If No, what actions have been agreed?: |       |
| PPE: | [ ]  **YES** [ ]  **NO** [ ]  **N/A** | If No, what actions have been agreed?: |       |
| The apprentice(s) knows how to raise any health, safety or welfare concerns, including Safeguarding and Prevent?: | [ ]  **YES** [ ]  **NO** | If No, what actions have been agreed?: |       |
| * 1. **What will the apprentice(s) be doing and how will risks be managed?**

**(Complete for HIGH RISK environments ONLY)** |
| Summary of what apprentice(s) will be doing: |       |
| Details of how risks will be managed: |       |
| Instruction, training and supervision properly thought through?: | [ ]  **YES** [ ]  **NO** | If No, what actions have been agreed?: |       |

**Signed on behalf of Company: PRINT NAME:**

**Signed on behalf of Kirklees College: PRINT NAME:**

**Date:**

Completion Guidance Notes *(based on latest advice from the Health & Safety Executive 2019)*

**For all Training Providers who arrange and/or fill apprentice vacancies, including third party subcontractors and also includes those who are only involved in organising the off the job training element of the apprenticeship.**

The employer has the primary responsibility for the health and safety of their apprentice(s) and should be managing any significant risks. As the Training Provider, the College must take reasonable steps to satisfy itself that the employer is doing this. This does not mean trying to second guess an employer’s risk assessment or risk control measures, and the College is not required to carry out its own assessment of the workplace.

We can rely on past experience, for example, if the employer is familiar to us and they have a good track record on health and safety. We must keep checks in proportion to the environment and risk e.g.:

* **Low Risk Environments** - such as an office or shop, with everyday risks that will mostly be familiar to the apprentice, simply speaking with the employer to confirm this should be enough.  This can be part of the wider conversation about how the Apprenticeship works.
* **Environments With Less Familiar Risks** - like light assembly or packing facilities, we should talk to the employer to find out what the apprentice will be doing and confirm the employer has arrangements for managing risks, including induction, training, supervision, site familiarisation, and any protective equipment that might be needed.
* **Higher Risk Environments** - such as Construction, Engineering, Process, Hospitality, we should discuss with the employer what the apprentice will be doing, the risks involved and how these are managed, satisfying yourself that the instruction, training and supervisory arrangements have been properly thought through.

Finally, check the apprentice knows how to raise any health and safety concerns.