



TyneCoastCollege

Health & Safety (Apprenticeship / Industry / Placement Experience) Vetting Policy

This policy is available on-line at www.tynecoast.ac.uk

- We will consider any request for this policy to be made available in an alternative format or language. Please note that the College may charge for this. Please contact: Principal & CEO.
- We review our policies regularly to update them and to ensure that they are accessible and fair to all. We welcome suggestions for improving the accessibility or fairness of this policy.
- All out policies are subject to equality impact assessments*. We are always keen to hear from anyone who wishes to contribute to these impact assessments. Please contact: Principal

*Equality Impact Assessments are carried out to see whether the policy has, or is likely to have, a negative impact on grounds of: age, disability, gender reassignment, pregnancy and maternity, race, religion or belief, sex or sexual orientation.

Approved by:	Version:	Issue date:	Review date:	Contact person:
CMT	1	Oct 2022	Oct 2025	Health & Safety Manager

Equal Opportunities: Impact Assessed

POLICY NUMBER 73

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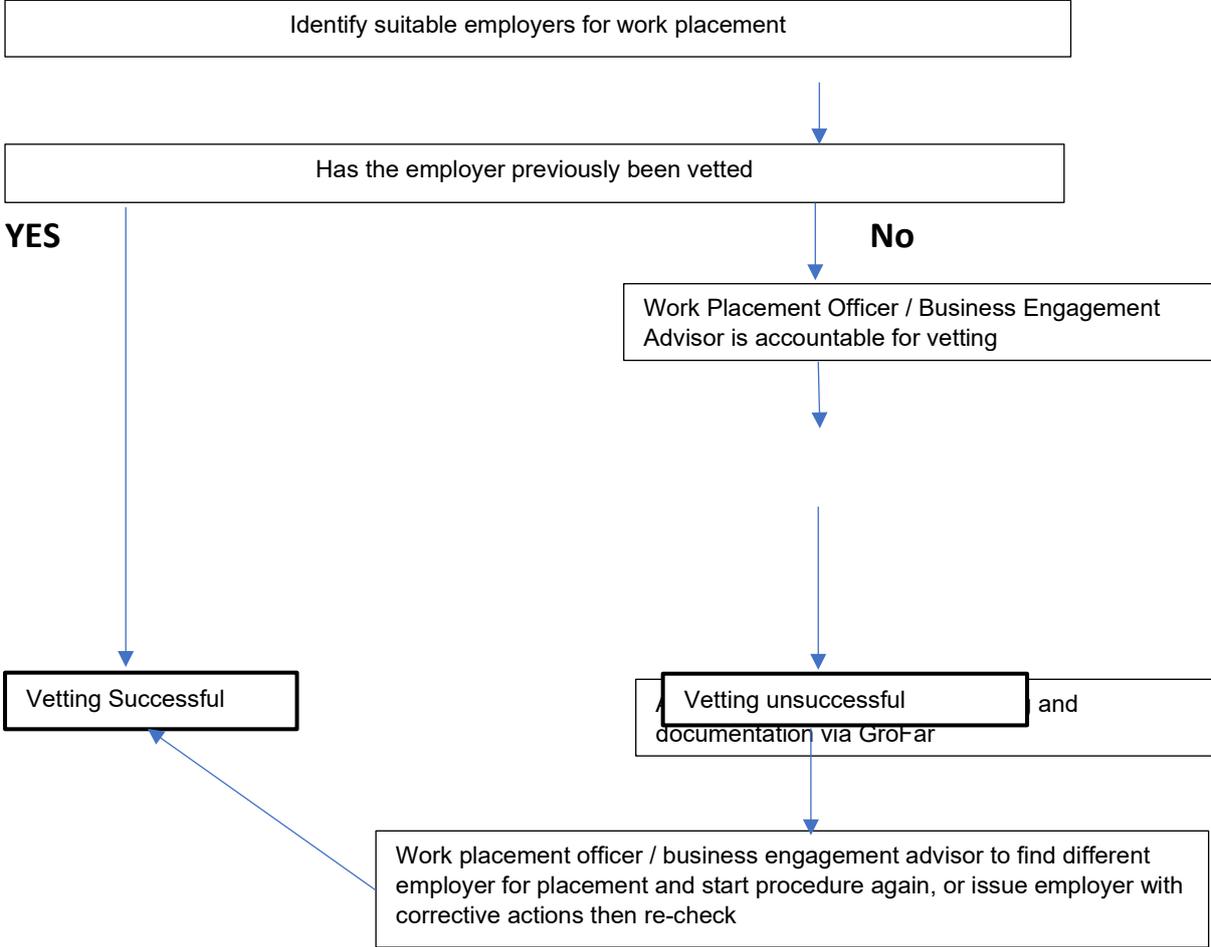
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Appendix 1

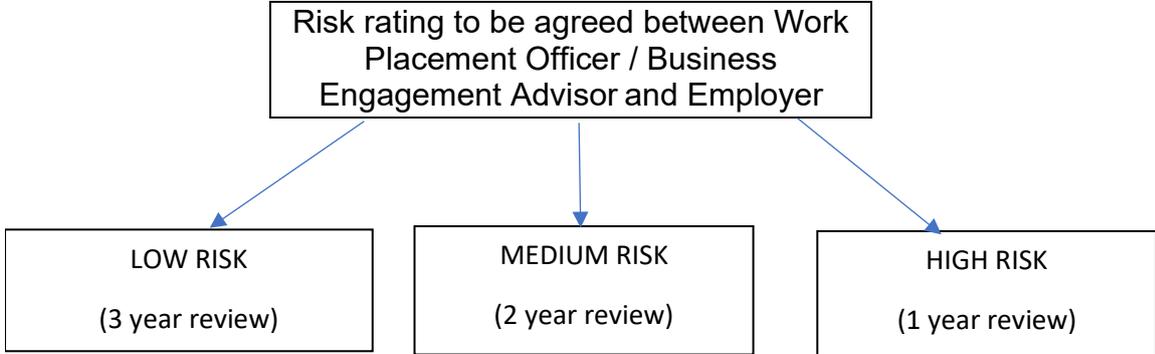
Work Placement Assessment & Vetting form – All risk employers via GroFar

- 1. **Flow Charts**
 - a. Full procedure for Work Placements
 - b. Procedure for risk rating employers

Procedure for Work Placements (Flowchart 1a)



Procedure for risk rating and review of employers (flowchart 1b)



- Schools
- Nurseries
- Childcare at home
- L.A. Controlled Care Homes

- Private care homes
- Offices
- Leisure centres
- Hotels
- Hairdressers
- Nurseries

- Engineering
- Large construction companies
- Factories
- Small construction companies
- Demolition
- Scaffolding
- Roof work
- Dish/Antenna aerial fitters

2. General Policy Statement

a. Policy Statement

The Health and Safety at Work Act 1974 requires employers to ensure the Health, Safety and Welfare at work of their employees and anyone who may be affected by their activities.

Tyne Coast College recognises and accepts its responsibilities to staff and learners involved with work placements including those learners who find their own work placements. The College will endeavour to ensure that risks arising from work placements are reduced to the lowest level so far as reasonably practicable and comply with current best practice.

b. Scope of Health and Safety Vetting

Included: This policy and procedure for health & safety Vetting covers **all off site work placements that are organised by staff** of Tyne Coast College (or Career College). These placements can range from short placements at local employers to placements over a longer term, some of which may be out of the area or abroad. NB: - **Self-placement** – College staff identified above have the same duties towards students who find their own placements or are placed within their own family business if it is part of the curriculum requirements.

Included: Apprentices where TCC arrange or fill apprenticeship vacancies for employers (i.e. advertise for placement employers and matching them up) and where the employer 'invites' the provider to deliver training or assessment on their site. Note however the duty of care is primarily with the employer.

Included: Any work placement related to curriculum also apprenticeships. Where the curriculum does not require work placement as part of an 'organised' event but is deemed additional to the requirements of the programme e.g. similar to advice given to students for say a 'Saturday job' AND the student organises the placement. In those situations, the student and their parents will be deemed responsible for vetting employers. Staff giving advice are seen in an **advisory role only** and therefore not responsible for organising the work placement. TCC staff are advised to state this clearly to students and where under 18 directly to the parents or guardians.

Not included: Work placements on Tyne Coast College premises which must follow policies and arrangements as if the placement candidate is an employee. HR department must be aware of all TCC work placements for suitable induction arrangements to be made. If the work placement candidate

is under 18 then a specific risk assessment must be conducted in line with The Management of Health and Safety at Work Regulations 1999 (Reg19 – ‘protection of young persons’)

Not included: Specific circumstances arise whereby Marine cadets are given placements by their own employers which through contract place no duty on the college to directly arrange those placements.

Third party contracted provision (college partners):

Included: Work placements related to Study Programmes/Traineeships/ Careers college organised on behalf of Tyne Coast College.

Included: Third party providers who arrange or fill apprenticeship vacancies for employers (i.e. advertise for placement employers and matching them up). on behalf of Tyne Coast College

N.B: students on these types of programmes who go on a work placement must follow this policy/procedure or similar policy/procedure via the partner / subcontractor. It is the responsibility of the partner / subcontractor to arrange vetting of employers’ premises at least once and vetting reviews dependent on risk.

c. Objectives

To ensure that learners are placed in a working environment where the associated risks to their health, safety and welfare are suitably controlled and to ensure that the health and safety arrangements for work placements have been adequately vetted and approved.

To provide guidance and support for staff involved with work placements.

d. Relevant Legislation and Guidance

This document has been prepared to comply with legislation and best practice following a review of relevant guidance, including the following.

- Health & Safety at Work etc. Act 1974
- Training for Employment Regulations 1990
- Management of Health and Safety at Work Regulations 1999 (as amended)
- You may find it useful to refer to HSE guidance for placement providers:

- <https://www.hse.gov.uk/youngpeople/workexperience/organiser.htm>
- <https://www.hse.gov.uk/youngpeople/apprentices.htm>
- The Right Start – Work experience for young people: Health and safety basics for employers. **INDG 364** <https://www.hse.gov.uk/pubns/indg364.htm>
- Keeping Children Safe in Education
<https://www.gov.uk/government/publications/keeping-children-safe-in-education--2>
- UCEA Health and Safety Guidance for the placement of Higher Education
https://www.abdn.ac.uk/staffnet/documents/UCEA_hsguidance_placement_of_he_students.pdf

Important Guidance Notes

‘...there are very few work activities a student cannot do due to health and safety law.’ HSE 2016

The level of involvement of any organisation in arranging the placement will in part determine what steps they should take. The obligations will be greatest for those further education colleges which operate Apprenticeship Training Agencies or otherwise directly employ apprentices who are then seconded on placement to local businesses or other organisations.

The essential requirements:

1. Know your employer - Conduct due diligence of the proposed placement provider. What due diligence is proportionate will depend on a range of factors, but may encompass a site visit and a review of their health and safety history. For instance, have they been in receipt of any Improvement or Prohibition Notices or convictions. Consideration could be given to compiling an approved placement provider list. Undertaking due diligence about providers helps to ensure that any concerns are identified and can be acted on as appropriate.
2. Get feedback - Where a placement provider is used ensure that feedback is taken from students about their experience. Within this feedback cover matters such as health and safety on site; training and inductions and the provision of suitable personal protective equipment as required. Feedback may help determine immediate changes which can be made to ensure that any placement runs safely, whether a placement should be terminated early or whether a placement provider should not be recommended in future.
3. Maintain records - Ensure that records for each placement provider are kept up to date and ideally centralised. If different departments of an organisation are using the same placement provider information should be shared between them, especially if there are any concerns.

(Paul Verico Eversheds 2015)

The employer has the primary responsibility for the health and safety of students whilst on a work experience placement. Education or training providers must satisfy themselves that an employer has assessed the associated risks to workers under 18

on their premises and has suitable and sufficient risk management arrangements in place. Checks by education or training providers must be kept in proportion with the risk environment. For low risk environments, assurance can be gained through a conversation with the employer.

(HSE 2016)

NOTE: The duty is primarily with the employer and as long as college/partner staff do not **interfere with activities** of the host employer or present additional hazards as a result of their presence on their premises then no further condition is required to satisfy the duty of care. If however college/partner staff brings to the employers premises equipment or activities which may pose risk then it is essential that permission is gained and a risk assessment has been conducted describing the hazards, risks and suitable controls and that equipment is: a. Suitable for use; b. Maintained; c. Inspected frequently; d. Restricted for use to competent staff; e. Information and instruction available for safe use; f. Conforms to EC requirements; g. Not dangerous; h. suitably controlled.

As part of the government's Red Tape Challenge, ministers have written to employers confirming that the **insurance** industry has committed to treat work experience students as employees so that they will be covered by existing Employers' Liability Compulsory Insurance policies.

If the **voluntary organisation** employs staff, students on work experience placements will be covered by their existing Employers' Liability Compulsory **Insurance** policy. If the voluntary organisation only has Public Liability Insurance, they will need to obtain temporary Employer Liability Compulsory Insurance for the duration of the placement.

(DfE 2015)

e. Definitions Used

Business engagement advisor / work placement officer –other suitable member of TCC staff accredited to conduct work placement assessment and vetting of employers premises and activities

Placement – refers to industry placement / work placement or apprenticeship placement.

3. Roles and Responsibilities

a. Heads of Department (HoD)

The HoD is responsible for ensuring that the H&S vetting policy is fully implemented, that appropriate safety measures are in place and that training needs have been addressed for all learners on placement.

Specifically they should ensure:

- i. that work placements are subject specific.
- ii. the work placement complies with regulations and guidelines, including the College's health and safety policy document;
- iii. that appropriate work placement venues are selected and employers are suitable;
- iv. the venue and employer has a due diligence review conducted in line with the requirements (using a competent TCC staff and using the TCC **Workplace Assessment and Vetting form (see appendix 1 via GroFar)**).
- v. adequate learner protection procedures in place and that all necessary actions have been completed before the placement begins;
- vi. staff are aware of the work placement policy;
- vii. arrangements have been made for the **medical needs** and special educational needs of any learner as required;
- viii. all paperwork necessary to evidence good practice, college policy and legislative requirements will be stored on Grofar.
- ix. students should not be asked to work more than a standard eight-hour day.

b. Work placement officer / Business engagement advisor

Should have overall responsibility for the organisation and conduct of the placement and should have regard to the training needs of the learner. They should:

- i. Identify suitable employers for work placement ensuring the employer is on approved list via GroFar;
- ii. Ensure learners are suitably instructed in their health and safety responsibilities prior to placement. Staff should use any appropriate guidance indicators relevant to their specific industry.
- iii. At the request of the HoD or Health and Safety Manager to stop the placement if the risk to the health and safety of the learner is unacceptable.
- iv. Ensure that a follow up discussion with learner takes place within 4 weeks of placement commencing, to review learner safety;
- i. Ensure that any accidents or incidents involving the student on work placement are adequately investigated, and ensure they are reported to the Health and Safety Manager as soon as possible. (using college accident report form AR1);

c. Health and Safety Manager

The Health and Safety Manager has overall responsibility to ensure that the health and safety element (Employer Workplace Assessments) of the college policy on work placements is current and up to date. The Health and Safety Manager must:

- i. Ensure all college staff Work Placement Officer / Business Engagement Advisor, agency staff and contractors used for assessment and vetting are competent to conduct the work and are aware of their role and responsibilities;
- ii. liaise with college staff Work Placement Officer / Business Engagement Advisor, & contractors conducting assessments to ensure that documentation is being completed and submitted within the time scales required;
- iii. ensure the Health and Safety Vetting Record via GroFar is kept up to date and reviewed;

- iv. report any RIDDOR reportable accidents to students on work placement, see www.hse.gov.uk/services/education

The Health and Safety Manager can be contacted by: Telephone on 0191 4273500 ext. 3535 or in an emergency 3999

d. College staff carrying out health and safety assessment / vetting

College staff that have responsibility for the assessment of College placements should ensure:

- i. Experienced to carry out assessments in the relevant area, and have been authorised to conduct assessments by their HoD or Health and Safety Manager;
 - All accredited staff must receive training on this H&S vetting procedure as part of their induction.
- ii. health and safety assessment on work placements is carried out on all placements prior to the placement taking place using **Work Placement Assessment and Vetting Form** (see appendix 1 via GroFar);
- iii. the health, safety and welfare of learners on work placement is acceptable and that the placement provider has suitable systems in place for the management of health and safety;
- iv. the placement provider has suitably assessed the risks to learners on placement;
- v. that the placement will not be allowed to go ahead if the health, safety and welfare of the learner gives grounds for concern;
- vi. that a copy of the completed work placement assessment and vetting form can be made available when required;
- vii. that the HoD and Health and Safety Manager is informed where the College policy is not being adhered to with regard to the submission of documentation, or the suitability of placements;

e. Learner

All learners must:

- i. understand the necessity for health and safety controls in the workplace;
- ii. understand that their safety and that of others when on placement is their responsibility;
- iii. ensure you receive an induction from the work placement provider where they will provide you with all the information you need; you must follow all rules and policies;

Any learners whose behaviour may be considered to be a danger to themselves or to other employees may be stopped from attending the work placement.

f. Employer responsibilities

Employers must:

- i. ensure a thorough induction is conducted
- ii. ensure safe place of work and safe system of work are in place
- iii. ensure risk assessments and management of risks to young people are in place
- iv. your existing Health and Safety policies and procedures cover placement requirements
- v. the working environment is suitable for students
- vi. whether the tasks you plan to ask students to do on placement are suitable

g. Additional Learner Support

Learning support assistant must:

- vii. ensure a risk assessment is complete which includes their interaction with the employers' premises, activities and student;
- viii. ensure that control measures defined are appropriate for both themselves and for their learner;

- ix. ensure they receive an induction to the employers' premises and activities and follow all rules and policies.

Support workers are to be seen by the Employer as a work placement student for insurance purposes and the 'Employer Agreement' requires the Employer to accept responsibility for the Support Worker in the same manner as the Learner.

4. Documents and Procedures

A record of the arrangements for a placement should be produced to:

- clarify and agree respective roles;
- reduce the potential for misunderstandings, particularly about health and safety responsibilities;
- explain how the learner's work will be planned;
- set out how learners will be instructed and trained before the work starts;
- identify the supervisor and specify the arrangements for supervision.

Appendix 1

**Workplace Assessment and Vetting Form
Low/Medium/High Risk Placements**

Employer Details:

Employer's name:		No. of employees:	
Nature of business:			
Workplace address:	Main contact: (name, role & tel no.)		
	Email:		
Health & safety contact:			
Supervisor(s) name(s):			
Type of work carried out at workplace location:		Normal working hours	
Enforcement action: (prosecutions, notices)			
Health & Safety committee/safety representation:			

Assessor Name:	
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Health and Safety Procurement Standard:

1	Health and Safety Policy	Yes/No	Evidence/Comments	
A	Is there a clear commitment to health, safety & welfare (written policy statement mandatory when 5 or more employees)?			
B	Are the responsibilities for health and safety clearly stated (recorded when 5 or more employees)?			
C	Are arrangements for health and safety clearly stated (recorded when 5 or more employees)?			
D	How are the commitment, responsibilities and arrangements for health and safety (in 1A – 1C above) communicated to employees?			
	Assessment of Standard 1:	Met <input type="checkbox"/>	Part met <input type="checkbox"/>	Not met <input type="checkbox"/>

2	Risk Assessment and Control	Yes/No	Evidence/Comments	
A	Have risk assessments been carried out and significant risks identified?			
B	Have the significant findings and details of any groups identified as being especially at risk been recorded (mandatory where 5 or more employees)?			
C	Have control measures been identified and put in place as a result of the risk assessments?			
D	Do the risk assessments take into account young persons, including giving consideration to their age, inexperience, immaturity and lack of awareness of risks?			
E	Additional control measures that have been put in place as a result of any special needs or circumstances including any disability and/or medical/health condition?			
F	Give details of the risks and control measures relating to the occupations and the specific activities carried out in the workplace.			
G	How are the risks and control measures explained to employees and others?			
Assessment of Standard 2:		Met <input type="checkbox"/>	Part met <input type="checkbox"/>	Not met <input type="checkbox"/>

3	Accident, incidents and first aid	Yes/No	Evidence/Comments	
A	Have adequate arrangements for first aid materials been made?			
B	Have adequate arrangements for trained first aid persons been made?			
C	Are accidents and first aid treatment rendered, recorded?			
D	Are or will all legally reportable accidents, incidents and ill-health be reported to the enforcing authority and the College and will they be investigated?			
E	How are the arrangements for accidents, incidents, ill-health and first aid made known to all employees?			
Assessment of Standard 3:		Met <input type="checkbox"/>	Part met <input type="checkbox"/>	Not met <input type="checkbox"/>

4	Supervision, training, information and instruction	Yes/No	Evidence/Comments	
A	Are employees provided with adequate competent supervision?			
B	Are initial health and safety information, instruction and training given to all new employees on recruitment?			
C	Are ongoing health and safety information, instruction and training provided to all employees?			
D	Are health and safety information, instruction and training recorded?			

E	How is the effectiveness of health and safety information, instruction and training assessed, and is the assessment recorded?	Regular reviews with South Tyneside College assessors.		
Assessment of Standard 4:		Met <input type="checkbox"/>	Part met <input type="checkbox"/>	Not met <input type="checkbox"/>

5	Work equipment and machinery	Yes/No	Evidence/Comments	
A	Is correct machinery and equipment provided to the appropriate standards?			
B	Is equipment adequately maintained?			
C	Are guards and control measures in place as determined through risk assessment?			
D	Are safe electrical systems and equipment provided and maintained?			
Assessment of Standard 5:		Met <input type="checkbox"/>	Part met <input type="checkbox"/>	Not met <input type="checkbox"/>

6	Personal protective equipment and clothing	Yes/No	Evidence/Comments	
A	Is PPE/C provided, free of charge, to employees as determined through risk assessment?			
B	Is training and information on the safe use of PPE/C provided to all employees?			
C	Is the proper use and storage of PPE/C enforced?			
D	Is PPE/C maintained and replaced?			
Assessment of Standard 6:		Met <input type="checkbox"/>	Part met <input type="checkbox"/>	Not met <input type="checkbox"/>

7	Fire and emergencies	Yes/No	Evidence/Comments	
A	Is there a means of raising the alarm and fire detection in place?			
B	Are there appropriate means of fighting fire in place?			
C	Are effective means of escape in place including unobstructed routes and exits?			
D	Is there a named person(s) for emergencies?			
E	Is fire-fighting equipment, preventive measures and emergency arrangements maintained, including thorough tests and practise drills?			
F	Is a fire log/record book kept?			
G	Are there arrangements to provide students with disabilities a Personal Emergency Evacuation Plan?			
Assessment of Standard 7:		Met <input type="checkbox"/>	Part met <input type="checkbox"/>	Not met <input type="checkbox"/>

8	Safe and healthy working environment	Yes/No	Evidence/Comments	
A	Are premises (structure, fabric, fixtures and fittings) safe and healthy (suitable, maintained and kept clean)?			
B	Is the working environment (temperature, lighting, space, ventilation, noise) an appropriate safe and healthy one?			
C	Are welfare facilities (toilets, washing, drinking, eating, changing) provided as appropriate and maintained?			

Assessment of Standard 8:	Met <input type="checkbox"/>	Part met <input type="checkbox"/>	Not met <input type="checkbox"/>
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9	General health and safety management	Yes/No	Evidence/Comments
A	How does the employer consult and communicate with employees and allow them to participate in health and safety?		
B	Does the employer provide medical / health screening as appropriate and any required medical / health surveillance?		
C	Does the employer have access to competent health and safety advice and assistance?		
D	Does the employer review health and safety annually?		
E	Does the employer display the necessary signs and notices?		
F	Is employers liability insurance current and other insurance in place as appropriate to the business undertaking?		
G	How does the employer assess, review and update employees' capabilities?		
H	How does the employer manage employees' work when it is away from the employer's own premises or when employees are placed with another employer / site?		
Assessment of Standard 9:		Met <input type="checkbox"/>	Part met <input type="checkbox"/> Not met <input type="checkbox"/>

Protecting Children and Vulnerable Adults: (This section is applicable to everyone under the age of 16 or classed as a vulnerable adult)			
A	Are standard and enhanced DBS checks being carried out where necessary?		
B	Is effective supervision in place for children and vulnerable groups?		
Assessment of child protection		Met <input type="checkbox"/>	Part met <input type="checkbox"/> Not met <input type="checkbox"/>

Previous dealings with the Health & Safety Executive (HSE) or the courts			
A	Has the employer or any of its directors been prosecuted for any H&S breach or had restrictions placed upon them on their operation?		
B	Has the employer ever been issued with a prosecution or improvement notice or been issued with a Fee For Intervention by the HSE		
Assessment of previous offences		Met <input type="checkbox"/>	Part met <input type="checkbox"/> Not met <input type="checkbox"/>

- ACTIONS: 1. _____
- ACTIONS: 2. _____
- ACTIONS: 3. _____

(All actions to be completed within 1 month. For guidance contact HOD or HSE Manager)

Assessment Outcome:

Recommendation:	Accept <input type="checkbox"/>	Accept with action plan <input type="checkbox"/>	Reject <input type="checkbox"/>
Risk category: (review period)	High <input type="checkbox"/> (1 year)	Medium <input type="checkbox"/> (2 year)	Low <input type="checkbox"/> (3 year)

The Employer or their representative: (please sign to agree that this is an accurate record of assessment)

Signed

Print name:

Job title:

Date:

Tyne Coast College Assessment undertaken by:

Name:

Job title:

Assessment Type:

Initial assessment

Reassessment

Other (please specify):

Next assessment date: