



# **Bolton College**

## **Health & Safety for Apprentices and Students on Work Experience Policy 2025 - 2026**



## Contents

|  |   |
|--|---|
| 1. Introduction .....                        | 3 |
| 2. Responsibilities .....                    | 3 |
| 3. Training .....                            | 3 |
| 4. Risk assessment .....                     | 4 |
| 5. Personal Protective Equipment (PPE) ..... | 4 |
| 6. Reporting Incidents .....                 | 5 |
| 7. Emergency Procedures .....                | 5 |
| 8. Health and Well-being .....               | 5 |
| 9. Communication .....                       | 5 |
| 10. Continuous Improvement .....             | 5 |

|                                   |   |
|-----------------------------------|---|
| <b>Programme / Business Area:</b> | Business Development  |
| <b>Prepared By:</b>               | Head of Apprenticeships & Business Development and Communications |
| <b>Approval By:</b>               | Assistant Principal Curriculum & Stakeholder Engagement           |
| <b>Approval Date:</b>             | April 2025  |
| <b>Next Review Date:</b>          | April 2026  |
| <b>College Website Link:</b>      |   |

## **1. Introduction**

The purpose of this policy is to ensure the health, safety, and well-being of apprentices and work experience students during their time in the workplace. This policy aims to provide a framework for both the provider and employer by maintaining a secure and conducive work environment.

This policy refers to the content detailed by hse.gov:

<https://www.hse.gov.uk/young-workers/employer/work-experience.htm> [October 2024]

<https://www.hse.gov.uk/young-workers/employer/apprentices.htm> [October 2024]

## **2. Responsibilities**

All employers are responsible for creating a safe workspace and adhering to health and safety guidelines as per hse.gov guidance.

Employers must ensure they have valid Employer Liability Insurance (ELI) for the duration of the apprenticeship and/or work experience.

Employers with apprentices must share a copy of the valid ELI certificate with Bolton College at the start of the apprenticeship and upon request throughout the duration of the apprenticeship.

Employers hosting work experience must share the valid ELI certificate expiry date and policy number with Bolton College prior to the student attending the workplace.

Employers with apprentices must complete the health and safety form, part of the agreement in principal process.

Employers with work placement students must complete the due diligence via Navigate (online WEX platform/the health and safety appraisal form and to be saved on Navigate by the Work Placement Officer/Employer Engagement Advisor)

Employers must ensure that apprentices and work experience students receive proper safety training.

Apprentices and work experience students are responsible for following safety protocols and reporting hazards as per the employer policies.

## **3. Training**

The employer must ensure all apprentices and work experience students undergo health and safety training upon commencement of their employment/work experience.

Training must cover emergency procedures, safe work practices, and the proper use of equipment.

#### **4. Risk assessment**

HSE.Gov states “Employers have the primary responsibility for the health and safety of the apprentice and should be managing any significant risks. Training providers should take reasonable steps to satisfy themselves that the employer is doing this. This doesn’t mean second guessing an employer’s risk assessment or risk control measures. You [provider] are not required to carry out your own workplace assessment. Providers can rely on past experience, for example, if the employer is familiar to them and they have a good track record on health and safety.”

The employer must conduct regular risk assessments to identify and address potential hazards throughout the duration of the apprenticeship and/or work experience.

Adequate measures will be implemented by the employer to mitigate risks and ensure a safe working environment.

##### **Apprentices**

During the stage of Agreement in Principle, Bolton College will share with the employer HSE guidance and inform employers of their responsibility to ensure the health and safety of apprentices.

The employer must complete the health and safety appraisal form per each apprentice. This will last for the duration of the apprenticeship.

Throughout the duration of the apprenticeship, Bolton College will check they remain satisfied with health and safety practices at each formal review. This will be recorded in individual apprentice review paperwork.

Where an apprentice declares they have an Education Health Care Plan, or support needs, the ALS team must be informed to ensure all support needs can be met.

##### **Work experience**

During the agreement of work experience, Bolton College will share with the employer HSE guidance and inform them of their responsibility to ensure the health and safety of apprentices via the work experience platform.

The due diligence function on the work experience platform will be implemented. For T Levels, DfE compliance will remain with Health and Safety due diligence form being completed via the work experience platform.

#### **5. Personal Protective Equipment (PPE)**

Appropriate PPE will be provided by the employer, and its use will be mandatory when required by the nature of the work.

The employer must provide training on the correct usage and maintenance of PPE.

## **6. Reporting Incidents**

All accidents, incidents, or near misses must be reported by the apprentice/student immediately to the employer.

The employer must inform the provider of any serious accidents, incidents or near misses by emailing [Apprenticeship.Admin@boltoncc.ac.uk](mailto:Apprenticeship.Admin@boltoncc.ac.uk).

An incident report system in the workplace must be in place to document and investigate any workplace accidents.

## **7. Emergency Procedures**

Emergency evacuation plans must be clearly communicated to all apprentices and work experience students by the employer.

The employer must conduct regular emergency drills to ensure everyone is familiar with the procedures.

## **8. Health and Well-being**

The employer must ensure adequate facilities, such as first aid kits, must be available, and all incidents will be documented in an injury log.

Mental health support resources will be provided to address the holistic well-being of apprentices and work experience students. The employer can access support from Bolton College via the Safeguarding team - [safeguarding@boltoncc.ac.uk](mailto:safeguarding@boltoncc.ac.uk).

## **9. Communication**

The employer will ensure regular communication channels will be established to keep apprentices and work experience students informed about safety updates and changes.

Feedback from apprentices and work experience students regarding safety concerns will be actively encouraged.

## **10. Continuous Improvement**

The health and safety policy will be regularly reviewed and updated to reflect changes in regulations, technology, and workplace conditions.

Employers will ensure lessons learned from incidents will be used to continually improve safety practices.