

## Accident Reporting

### Introduction

As an employer and training provider, Welcome Skills Limited is committed to health and safety in every aspect of its activities and aims to provide a safe, healthy, and supportive environment wherever learning takes place.

Welcome Skills, being a provider of Work Based Learning and apprenticeships in receipt of Education and Skills Funding Agency funding recognises that it has a duty to ensure, so far as is reasonably practicable, for the health and safety of apprentices. Some of the information in this policy has been taken and adapted from the Education and Skills Funding Agency document 'Apprentice Health, Safety & Welfare: Safe Apprentice Blueprint.'

The health and safety of learners is of paramount importance. The 'safe learner concept' is central to our policy and Welcome Skills Limited will promote and expect those we work with to promote this at all times. We believe that learners are entitled to learning that takes place in a safe, healthy and supportive environment. In addition, we consider that safe learning is essential to maximise apprentices' experience and achievement.

Welcome Skills Limited and those we work with have a primary duty of care for the health and safety of apprentices. We have a full expectation that this duty will be fully met. We will apply four core principles:

- To expect, first and foremost, that Welcome Skills Limited and delivery partners will fully meet legal obligations and duty of care to apprentices.
- Seek assurance that Welcome Skills Limited have suitable and sufficient arrangements for learner health and safety.
- To take appropriate action where expected standards are not met or maintained.
- To promote the raising of standards for learner health and safety through support, and challenge, as appropriate.

### Seeking assurance from Employers for Work Based Training and Apprenticeships

It is the responsibility of the employer to ensure that their employees 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 their workers must also be carried out. Welcome Skills Limited is responsible for ensuring that employers have

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discharged these duties through the monitoring of health and safety of remote employer workplaces.

Prior to the agreement of a training contract with an employer, a representative from Welcome Skills Limited will arrange to visit the person responsible for the health and safety of any potential apprentices. The purpose of this visit will be to assess the Health & Safety Arrangements and complete a risk assessment of the premises. It may be necessary to agree an action plan to make improvements before a contract to deliver training can be agreed.

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 identified by risk assessments, and the measures 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 procedure and monitoring arrangements**

Welcome Skills Limited will provide information, advice and guidance to employers about their health and safety and other legal responsibilities. Welcome Skills Limited will also make arrangements for a workplace health and safety assessment to be carried out by a member of staff who is competent and trained to do so.

The trainer will make recommendations as to whether training and assessment can proceed in the workplace and will communicate any recommendations to the employer as well as the

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Administration Manager. The Trainer will identify if the workplace is accepted, accepted with an action plan or rejected. Where the Trainer accept the employer with an action plan, the action plan will be clearly communicated to the employer and agreed objectives/actions documented with a timescale for each and a review date will be agreed.

The Trainer will also identify if there are any significant risks presented to Welcome Skills Limited staff and will document the risk control measures and ensure the risk(s) are communicated to the Administration Manager. The Administration Manager will ensure this information is passed to the relevant delivery staff.

All staff working on the premises of remote employers will report to the Administration Manager any concerns or hazards, which could put them or learners 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 learners on funded programmes. They are required to report these to the Administration Manager and the Quality Manager as part of the contract monitoring process. These records may also be examined in the course of Assurance and Support visits

Serious incidents covered by the RIDDOR legislation must be reported to the HSE and the Skills Funding Agency.

### Teaching and Learning Observation and Support Scheme

Welcome Skills Limited carries out Teaching and Learning observations as part of its Quality improvement system. As part of their role, observers check that courses take place in a healthy and safe environment. All health and safety issues arising from observations are monitored. All serious health and safety concerns that constitute a threat to learner safety are reported to the Quality Management Team

### Apprentice Responsibilities

All learners are entitled to work and learning experience that takes place in a safe and healthy environment. All learners are entitled to be informed through induction, instruction training and supervision in order to minimise risks to their health, safety and welfare and that of others in their work placement. If a learner chooses to attend a training session, they will be given an induction to ensure their health and safety whilst learning. This will include:

- Apprentice responsibilities
- Emergency exits
- Smoking policy of location
- Location of fire extinguishers
- Trainers Responsibilities

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- Safe Apprentice concept (all learners will be issued with a copy of the SFA Be Safe booklet)

Whilst learners are on their programme of training, they shall be responsible for:

- Maintaining their own work area in a safe and healthy manner.
- To report any dangerous or potentially hazardous situations they become aware of.
- Not to endanger themselves or others through their acts or omissions.

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## The Safe Apprentice Blueprint

The Safe Apprentice Blueprint has been developed by the Education and Skills Funding Agency to support sound principles of Health and Safety. The key elements are supported by inputs, which contribute to positive Apprentice outputs in relation to health, safety and welfare of apprentices.

### Inputs

- *Environment*  
Apprentices should be accommodated in a safe, healthy and supportive learner environment.
- *Initial Assessment*  
All learners must have an initial assessment that includes identifying their health, safety and welfare needs and any additional help or support that they may require.
- *Learning Plan*  
The results of the initial assessment should be used to develop an individual learning plan (ILP), which must include the apprentice's initial and on-going health, safety and welfare training needs.
- *Supervision*  
Supervision levels must be appropriate to the risk identified and the individuals' capability, needs and experience.
- *Information, Advice, guidance, instruction, and training*  
Once the learning plan is in place, the learner should receive on-going information, instruction and training to enable him or her to work and learn efficiently and safely.
- *Assessment*  
The apprentice' developing understanding and awareness of key health, safety and welfare issues should be assessed and evaluated on an on-going basis.

### Outputs

A Safe Apprentice will demonstrate;

- *Hazard Awareness*  
Safe learners 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 learners will understand the concepts of hazard and risk and the measures that are required to control risks.
- *Confidence*  
Safe learners 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 learners will know their limitations and when to seek further advice.
- *Contribution*  
By developing these skills and knowledge, safe learners will be able to contribute ideas and input into their learning and work, and also become more involved in the day to day operation of the organisation and their learning activity.

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- *Behaviours*  
Safe learners will have developed a set of behaviours to enable them to play and active part in the learning process and acquire practical, value added and transferrable skills from their experiences.

### Apprentice Induction, assessment and monitoring procedures

Welcome Skills Limited will ensure that Apprentices are informed about their rights and responsibilities.

- Welcome Skills Limited will ensure that learners are informed about their rights and responsibilities as part of their induction onto their learning programme. In addition, learner initial assessment will be carried out and will consider the individuals training and support needs in relation to health and safety and safeguarding. This will be documented in their individual Learning Plan (ILP).
- The Trainer will ensure that the learner has received an induction into working safely by their employer before QCF assessment takes place. The induction will consist of ensuring that the learner is aware of their own organisations policies and procedures and establishing their current level of understanding and identifying any training they may require.
- The Trainer must ensure that learners demonstrate a good understanding of health and safety as well as demonstrate safe practice and safe behaviours in their work and learning. It is the responsibility of the Trainer to establish any additional training or support needs and arrange this with the employer throughout the learning programme.
- The Trainer will ascertain at meetings with learners 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. The Trainer will report this to the Administration Manager within 24 hours. It is however, expected that employers and learners will notify Welcome Skills Limited immediately of any accidents and incidents that learners are involved in.
- The Trainer/tutor will also check the learners understanding of health and safety and the concept of the safe learner during the formal progress review by asking specific questions and will document their responses. The Trainer will also ask the learner 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 Trainer/tutor will identify if the learner 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 Administration Manager & Safeguarding Officer and appropriate action will be taken.
- Apprentices will be invited to complete surveys, which help Welcome Skills Limited to monitor the effectiveness of inductions and learning programmes in providing information, advice and guidance.

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- On programme interviews will also be carried out with learner randomly and questions are asked about how safe learners feel in their environment if their awareness of health and safety has been raised and what could be improved. They are also asked if they have experienced any form of bullying and harassment in their workplace.

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## Accident Reporting Log

Date	Premises Name and Location	Name and Address of Person(s) Involved	Brief Description of Incident	Outcome Identified for Prevention	and Measures for further	Person Completing this Entry

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RIDDOR Reporting Log	Apr 2018	2	K.Hussin	Apr 2019