



Authorised for issue:	Author: Angela Westacott Author Position: Head of Performance Management Centre	Approver: Alan Ovenden Approver Position: Director of Apprenticeship Services																						
Purpose:	The purpose of this policy and its associated documents is to provide guidance on procedures we will adopt to support learner health & safety, ensuring learners receive their apprenticeship training in supportive environments that meet all legislative requirements and promote health & safety best practice.																							
Audience:	Our employees and anyone working on behalf of Babcock, within our training capabilities. This policy must also be shared with our learners, employers and those representing Babcock through sub-contracted provision.																							
Scope:	Babcock has a statutory duty to ensure that it has appropriate mechanisms in place to ensure the health and safety of government funded learners both while they are attending training in Babcock Academies and on any work experience placements or apprenticeship co-ordinated by Babcock. Health & safety applies to all areas that deliver or support government funded workplace/apprenticeship training within Babcock Emergency Services & Training and our representatives, based in the UK and covered by UK laws and legislation.																							
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Last modified:	01/08/2017	Review due: 01/08/2020																						
Reference number:	C349																							
Cross-referenced policies:	<table border="0"> <tr> <td>C349w</td> <td>Learner Health & Safety – Wales region</td> </tr> <tr> <td>C1144</td> <td>Prevent Duty and Promoting British Values Policy</td> </tr> <tr> <td>C197</td> <td>Welfare & Safeguarding Learners Policy</td> </tr> <tr> <td>OP197</td> <td>Operating Procedure for Safeguarding Learners</td> </tr> <tr> <td>ES&T</td> <td>Disclosure & Barring Service (DBS) HR Policy and Procedures</td> </tr> <tr> <td>Babcock Group (BIG)</td> <td>Social Media Policy</td> </tr> <tr> <td>Babcock Group</td> <td>Whistle Blowing Policy</td> </tr> <tr> <td>Babcock Group</td> <td>Code of Conduct Policy</td> </tr> <tr> <td>Babcock Group</td> <td>Modern Slavery Transparency Statement</td> </tr> <tr> <td>BIG, Land & ES&T</td> <td>Health & Safety Policies and Procedures</td> </tr> <tr> <td>BIG, Land & ES&T</td> <td>Security, Information Assurance and Data Protection Policies</td> </tr> </table>		C349w	Learner Health & Safety – Wales region	C1144	Prevent Duty and Promoting British Values Policy	C197	Welfare & Safeguarding Learners Policy	OP197	Operating Procedure for Safeguarding Learners	ES&T	Disclosure & Barring Service (DBS) HR Policy and Procedures	Babcock Group (BIG)	Social Media Policy	Babcock Group	Whistle Blowing Policy	Babcock Group	Code of Conduct Policy	Babcock Group	Modern Slavery Transparency Statement	BIG, Land & ES&T	Health & Safety Policies and Procedures	BIG, Land & ES&T	Security, Information Assurance and Data Protection Policies
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Further information:	Regulations and procedures noted in this policy relate to England apprentices, regional variations will apply.																							

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Organisation positioning statement

Babcock has a firm conviction that as well as complying with our statutory duty and UK-wide contractual requirements, we also have a moral obligation to prevent injury and ill health to learners. At a Group level, Babcock operates in a range of safety critical environments and providing a safe, responsible and healthy work environment is critical to our success. Since 2009, when we launched our Home Safe Every Day behavioral safety programme, our aim has been to send every person who works for us home safely at the end of each working day. These commitments transcend our work and underpin our approach to promoting best practice in learner health and safety management.

There is a statutory duty on Babcock employees to act responsibly and to comply with documented health and safety procedures at all stages of our learners' programmes. Processes and procedures underpin this policy and provide instruction and guidance for the management of health & safety across both academy and workplace led provision. Training, guidance and support is provided to all Babcock employees to support the application of these learner health & safety procedures. Any wilful breaches of health and safety procedures, instructions or rules by employees will be dealt with under the Company's disciplinary procedures.

This policy is based on HSE apprentice and workplace organiser guidance published in 2015, and covers all learners who may be affected by the Company's operations and activities. It sets out the arrangements Babcock has put in place to manage its responsibilities as a training provider for its learners. The policy is supported by Babcock's Emergency Services and Training Health & Safety Policy Statement.

This policy statement should be displayed prominently on all Babcock ES&T's training operational sites.



Policy aims

The aims of this Learner Health & Safety Policy are to:

- Confirm our commitment to providing the necessary processes and procedures to ensure apprenticeship training provides and promotes safe working environments.
- Provide a systematic means of managing and monitoring risk.
- Emphasise the need for good levels of communication between all employees, our representatives, our learners and their employers.
- Support the structured procedure that must be followed by all employees and our representatives in cases of a suspected health & safety risk.

Employer and learner Health & Safety Apprenticeship requirements

Babcock will ensure that:

- All employers are made aware of their responsibilities prior to apprentice enrolment. The employer induction provides full details of the employer's requirements in providing healthy and safe working environments, including their range of responsibilities to provide appropriate systems training to cover:
 - Line of supervision and responsibilities;
 - Emergency evacuation procedures;
 - First Aid procedures;
 - Accident, Incident and near miss reporting procedures;
 - Risk Assessments and safe systems of work;
 - Provision and use of Work Equipment;
 - Manual Handling;
 - Control of Substances Hazardous to Health (COSHH);
 - The use, provision and maintenance of Personal Protective Equipment/clothing.

This list is not exclusive.

- All employers understand their legislative duties to provide ongoing health & safety training across a range of health & safety areas, including those already described.



Policy and risk management – Academy provision

Babcock will ensure that:

- Risk assessments are routinely completed, monitored and reviewed in order to reduce learner risk and promote safe systems of work. All risk assessments are contextualised to reflect the training activities being undertaken and the level of apprentice ability.
- All staff conducting risk assessments are appropriately trained to conduct risk assessments.
- Regular review by the compliance/health & safety function will be conducted to ensure compliance.
- All apprenticeship training takes place in accordance with Health and Safety Policy and procedures.
- All learners are given appropriate induction into Babcock Academy Health and Safety procedures.
- All learners will receive formal training in the use of all machinery and equipment, underpinned by safe systems of work.
- All learners will receive specific Health & Safety training related to their apprenticeship framework/standard.
- All health and safety training and induction will be regularly reviewed to ensure that it reflects current legislation and good practice.

Policy – workplace led learning

As per the Health and Safety at Work etc Act 1974, learners' employers have ultimate responsibility for the Health & Safety of their employed learners.

Babcock will:

- Ensure all employer placements used are vetted prior to learners joining a work-based learning programme and will work with employers that continually demonstrate a healthy, safe and supportive environment for their learners. This includes a range of checks to cover the legislative requirements of employers, who are ultimately managing the assessment and reduction of risk to learners. Refer to Employer Health & Safety Assurance Checklist (D045) and associated Work Instructions (D045wi) for full details.
- Ensure all employers are aware of the requirement to inform Babcock if any learner incident related to Health and Safety occurs.
- Facilitate that all apprenticeships are reviewed if there are any concerns around the health and safety of learners.
- Conduct regular learner health & safety reviews (D356 in England). Refer to Learner HS Review Work Instructions (D356wi).



Learner accident / incident / near miss reporting

All learner accidents, incidents or near misses MUST be reported to your line manager; once information has been completed using the report form below.

All occurrences must be reported using the electronic Learner Accident_Incident Notification Form (D354) and emailed to the Health and Safety Function @

SLHealthandSafety@babcockinternational.com.

Ill-health reporting

Babcock will monitor learner attendance and health related illness on an ongoing basis by:

- Ensuring all learners are informed of the need to report illness during induction and within their Commitment Statement.
- Ensuring all employers understand their role in reporting any learner illness.
- Completing trainer-led support visits and welfare review processes that monitor and track learner attendance.
- Maintaining comprehensive attendance monitoring systems, processes and procedures across residential academy provision, underpinned by a dedicated safeguarding officer resource.
- Applying ISO 9001 accredited learner 'break-in-learning' processes and procedures.

Monitoring & review

The effectiveness and compliance with this policy will be audited and evaluated through the internal audit process.

The management team and the compliance and health and safety function will review this policy and the supporting procedures and systems as required to meet contractual and legislative requirements.



Procedural references

Employees should read this policy in conjunction with its associated policies noted on the cover page, and procedures, including:

Learner and employer health & safety

- Health & Safety Employer Assurance Checklist (D045)
- Employer Health & Safety Management Action Plan (D045_annex)
- Learner Health & Safety Review Form (D356)
- Learner Accident_Incident Notification Form (D354)

Learner welfare & safeguarding

- Operating Procedure for Safeguarding Learners (OP197)
- Welfare and Safeguarding Flowchart (C200)
- Designated Persons for Safeguarding Flowchart (C200dp)
- Diary of Issues Form (C199) and work instructions (C199wi)

Legal references and compliance

- Health and Safety at Work etc Act 1974
- Health and Safety at Work (Northern Ireland) order 1978
- HSE apprentice and workplace organiser guidance published in 2015
- Current data protection laws
- Modern Slavery Act 2015
- Those legal references and compliances cross-referred in Babcock's Welfare & Safeguarding policies