

Health and safety policy for apprenticeship programmes

General policy statement

Juice Talent Development Ltd (hereinafter called Juice) recognises that the effective promotion and management of health and safety at work is of critical importance. Juice fully accepts its responsibilities under all current, relevant legislation and guidelines. Juice undertakes to:

- provide and maintain a safe workplace and the means for every employee to work safely in a healthy environment and with suitable welfare facilities
- encourage and enable safe working practices amongst all employers it engages with to deliver apprenticeships
- fully accept it has an unequivocal responsibility for the health and safety of all apprentices in its care
- develop apprentices' understanding and awareness of health and safety so they can take appropriate responsibility for their own safety and that of people around them
- continually promote this policy to enhance understanding and engagement among all stakeholders, including apprentices, staff, employers and other interested parties
- ensure that equipment and facilities can be operated and maintained without risk of injury or death

Policy implementation

Juice will take all practicable steps to implement its health and safety policy, including:

- working closely with employers to ensure good health and safety practice is given a high priority
- assessing good health and safety practice in the workplace when supporting learners
- effectively intervening and reporting any potential breaches of safe practice
- maintaining a log of accidents, incidents and near misses and analysing same for lessons learnt
- reviewing our learners' understanding of health and safety at frequent intervals
- ensuring staff are appropriately trained and qualified in health and safety
- ensuring staff are appropriately trained and protected when using equipment
- cooperating and complying with all relevant legislation, external bodies and other stakeholder requirements
- maintaining an active management overview of health and safety through regular staff meetings and data analyses

Policy promotion

Juice will promote this health and safety policy by:

- discussing it with all employers prior to commencing any learning to ensure appropriate arrangements are in place and that its importance is understood and accepted
- discussing it with all apprentices prior to the commencement of all learning during the recruitment and selection process
- including and highlighting it in all welcome webinars for apprentices
- highlighting its importance through specific learning modules within each apprenticeship standard and curriculum delivered
- discussing and highlighting it during quarterly progress reviews with apprentices
- including it in the induction of all new staff
- including it in the monthly performance reviews with all delivery staff
- including policy promotion (methods, checks, values etc.) in quarterly staff meetings
- maintain it as a standard agenda item on all internal meetings at SMT, board and governance level
- ensuring all staff have annual refresher training in health and safety
- including an evaluation of health and safety in regular quality assurance and monitoring activities
- ensuring all staff, apprentices and employers are aware of the HSE's online reporting facility, so that direct contact may be made if preferred

Policy commitment

Juice will engage stakeholders to gain commitment to its health and safety policy by:

- setting apprentices key assignments and tasks relating to health and safety in their working and personal lives
- requiring apprentices to complete online modules in health and safety
- recommending to apprentices wider reading and reflection opportunities relating to health and safety to contextualise its importance to current affairs, changes of legislation and relevant news
- ensuring all employer health and safety policies and procedures are examined and discussed, as appropriate, with employers
- including health and safety in our regular reviews and discussions with employers
- offering staff specific health and safety qualifications to enhance their skills and knowledge
- collecting regular feedback from staff, apprentices and employers to check levels of understanding and individual ownership of health and safety responsibility

Responsibility for this policy

Ultimate responsibility for this policy rests with Matt Trott, Juice's CEO and Founder. Operational responsibility for this policy is undertaken by Kevin Culver, Managing Director, Apprenticeships and Qualifications.

Director of Professional Development.

Identifying and managing health and safety concerns

Health and safety concerns will be identified and managed, as follows:

- the effective training of staff to observe, enquire about and identify possible health and safety issues during their engagements with apprentices and employers in particular
- the continual training and awareness-raising of apprentices and their employers about the importance of reporting all accidents, incidents, and near misses
- through directly questioning apprentices and employers about health and safety issues during quarterly reviews
- through maintaining health and safety on the agenda of all internal meetings and performance reviews at all levels of the business
- through a clear and easily accessible procedure for reporting any concerns, which includes the formal recording of the incident (accident, illness, event or near miss)
- by the immediate investigation into any reported incident that has, as its principal aim, the continued safety of apprentices through prompt and appropriate interventions with all interested parties
- by notifying external authorities where breaches of health and safety have occurred and submitting to the respective of authority of such bodies in all their investigations
- by recording the outcome of all investigations and making such records to authorised parties

Review of this Policy

The effectiveness and validity of this policy was last reviewed in January 2024 and revised as appropriate. This policy will expire 31st December 2024 and will be reissued 1st January 2025 after appropriate review.

Policy signed by:

A handwritten signature in black ink, appearing to read "Matt Trott".

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Matt Trott – CEO & Founder
Jan 24