



Built on botheredness . . .

the **enquire**
learning trust



Health & Safety Policy

**Apprenticeship
Provision**



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Version History

Approved by:	Trustees
Last reviewed:	
Next review due by:	

Date	Author	Version	Comment
May 2026	Health & Safety Lead		NEW

1. Context of the Policy

The Enquire Learning Trust (ELT) recognises its duty of care under the **Health and Safety at Work Act 1974** and is committed to providing, as far as is reasonably practicable, safe, healthy, and supportive environments for all employees, apprentices, and other partners.

As an **apprenticeship training provider**, the Trust must obtain *reasonable assurance* that all learning—whether on Trust premises, in partner schools, or in employer workplaces—takes place in environments that are healthy, safe, and supportive. Existing policies approved under through the governance of the Enquire Learning trust give further assurances that this is the case for our apprentices.

In addition to this, employer partners have a legal responsibility to assess risks to apprentices in their workplace should apprentices attend placements off-site. The Trust conducts structured reviews with all employers before training begins. Apprentices are also expected to take reasonable care of their own health and safety and cooperate with employer and Trust procedures.

The Trust promotes a culture where health and safety is understood, valued, and embedded across all apprenticeship activity.

This policy is reviewed annually and is available to all staff through the Trust's internal systems.

2. Organisational Responsibilities

The Trust Board and Trustees hold overall responsibility for health and safety. Specific duties are delegated to designated staff across the apprenticeship provision.

All staff with delegated responsibilities receive the training and support they need to ensure that our apprentices attend an environment that is safe, healthy and supportive.

Risk assessments for Trust premises are completed by the Trust's Estates Team. Should, apprentices attend external settings, the Trust ensures that relevant health and safety checks have been made. These areas fall under the health and safety arrangements of the external provider.

3. Individuals with Specific Responsibilities

- **Chief Executive / Senior Responsible Officer:** Darren Holmes
- **Health & Safety Lead:** Matthew Rowley
- **Safeguarding / Prevent Lead:** Rachel Cooper
- **Business Support / Apprenticeship Administration:** Responsible for induction, absence management, and staff H&S - TBA
- **First Aiders:** Listed on the Trust's internal systems

4. Employee Responsibilities

All Trust employees must take reasonable care of their own health and safety and that of others who may be affected by their actions. It is expected that staff conduct themselves in such a way that does not pose risk to themselves or others **and must:**

- Act in the course of their employment with due care for the health, safety and wellbeing of themselves, other employees and other persons.
- Observe all instructions on health and safety issued by the principal or any other person delegated to be responsible for a relevant aspect of health and safety.
- Act in accordance with any specific H&S training received.
- Report all accidents and near misses in accordance with procedures appended to this Policy.
- Co-operate with other persons to enable them to carry out their health and safety responsibilities.
- Inform their Line Manager of all potential hazards to health and safety, in particular those which are of a serious or imminent danger.
- Inform their Line Manager of any shortcomings they identify in the local health and safety arrangements.
- Exercise good standards of housekeeping and cleanliness.
- Know and apply the procedures in respect of fire, first aid and other emergencies.

Compliance with this policy is a contractual requirement. Training is provided at induction and through regular update training using the Trust's online system.

5. Risk Assessment

The Trust aims to reduce or eliminate risks through structured risk assessment.

Assessments cover hazards such as:

- Slips, trips, and falls
- Manual handling
- Display screen equipment
- Hazardous substances
- Fire
- Legionella
- Workplace environment
- Staff activities and tasks

Assessments identify hazards, determine those who may be at risk, evaluate these risks, and record actions so that there is a complete and accurate record of actions and subsequent findings.

Additional assessments are completed for individuals with specific needs (e.g., disability, pregnancy, medical conditions).

6. Emergencies

There is a clear process for evacuation procedures in the event of an emergency. These are communicated at induction and through regular reminders and updates on attendance.

When in schools, learners receive information about the school's protocols and assembly points.

Staff are responsible for the safety of apprentices present during an emergency evacuation.

Visitors and apprentices must be informed of evacuation procedures on arrival.

Routine testing of fire safety and evacuation devices are carried out by school.

Fire Drills are held every term in accordance with the procedure below. All staff, students, visitors and contractors must participate in the fire drill and follow the correct procedures.

In the event of an evacuation no member of staff, student, visitor or contractor should re-enter the building without the permission of the member of staff on duty.

All staff, on entering any area of the Academy, should check that everything is in order.

If it is not, the Principal or Office Manager should be informed immediately. If there is a potential hazard, the room should be vacated, and the principal or the Office Manager informed immediately.

7. Work Equipment

All equipment must be used safely and only for its intended purpose, defective equipment will not be used and reported to the relevant line manager.

Staff receive guidance on safe operation of plant and equipment.

Electrical equipment is tested annually. Repairs are carried out only by qualified personnel. Personal electrical items may only be used with approval.

The Trust have a planned preventative maintenance programme in place, with routine inspections and testing carried out by competent contractors.

8. Housekeeping

All Trust employees are committed to maintaining high standards of housekeeping across all workplace environments. We aim to:

- **Maintain clean, tidy, and well-organised environments at all times** by implementing clear standards for cleanliness, storage, and maintenance across all learning and working areas.

- **Reduce the risk of accidents such as slips, trips, and falls** by ensuring floors are kept clear of hazards, spillages are dealt with promptly, and walkways remain unobstructed.
- **Ensure safe storage and handling of materials and equipment** so that items are stored securely, labelled where necessary, and easily accessible without creating hazards.
- **Promote a culture of responsibility and accountability** where all individuals understand their role in maintaining housekeeping standards and take ownership of their work areas.
- **Support health, safety, and wellbeing** by maintaining environments that are not only physically safe but also clean and conducive to effective learning and working.

Apprentices are expected to:

- **Keep their work areas clean and organised**, ensuring tools, materials, and personal items do not create hazards.
- **Dispose of waste appropriately**, using designated bins and following procedures for general and hazardous waste where applicable.
- **Store tools, equipment, and materials safely after use**, returning items to designated storage areas.
- **Report hazards promptly**, including spillages, damaged flooring, faulty equipment, or blocked walkways.
- **Follow all housekeeping rules and instructions**, recognising their responsibility in maintaining a safe environment.

9. Manual Handling

The Trust ensures that any significant manual handling tasks are risk assessed, and these tasks eliminated where possible. Additional lifting control measures are provided such as trolleys, hoists or mechanical lifting aids.

No member of staff, participant or provider should attempt to lift or move any heavy furniture or equipment themselves but must ask the Site Manager or related staff for assistance.

Support staff who assist learners with physical disabilities must be trained in the safe use of lifting equipment and handling techniques.

Staff will contact the Estates department for specific guidance on Manual Handling tasks

Apprentices in office-based roles rarely undertake heavy lifting, but employer partners must confirm that appropriate manual handling training is provided where relevant.

10. Apprentice Workplace Environment

Prior to any apprenticeship activity commencing, the Trust will obtain:

- Employer's Liability Insurance
- Public Liability Insurance

A Health & Safety Review is completed with every employer to ensure the apprentice's workplace is safe, supportive and appropriate. These reviews consider:

- Work activities
- Workplace environment
- Apprentice age and experience
- Pre-existing medical conditions
- Any additional needs

Where significant risks are identified, employers must implement controls before training begins. If risks cannot be controlled, the Trust will not place an apprentice with that employer. For apprentices under 18:

- Employers must complete a **Young Person's Risk Assessment**
- Under-18s must not be left unsupervised
- Under-18s must not lock or unlock premises

11. Training

All Trust staff and apprentices must complete online induction training covering health, safety, and wellbeing.

Apprentices must report any incident, accident, or near miss immediately to:

- Their employer
- Their apprenticeship coach
- The Trust's Estates Manager

Health and safety will be discussed during regular progress reviews.

12. Incident / Accident / Disease Reporting

Under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR), the Trust has a clear duty to report and record certain specified injuries, diseases and dangerous occurrences, to the Health and Safety Executive (HSE) who are the enforcing authority.

The details of all accidents/incidents should be recorded and, in some cases, 'reported' so that:

- There is compliance with the 'The Reporting of Injuries Diseases and Dangerous Occurrences Regulations 2013' (RIDDOR).
- Information/reports can be supplied to satisfy the requirements of the Social Security (Claims and Payments) Regulations 1979.
- Practical information can be provided, which may be necessary in dealing with claims of negligence.
- Accident/incident statistics can be collated, which are useful in discovering trends, assessing risk, prioritising corrective action, and the allocation of resources.

All accidents resulting in personal injury must be recorded on the Trust Accident electronic platform.

The Trust's Health & Safety Lead is responsible for reporting incidents to statutory bodies. If necessary will also investigate the incident to prevent these type of accidents happening again in the future.

Emergency services will be contacted immediately in the event of a serious incident.

Apprentices with allergies or medical conditions must keep required medication accessible at all times.

Absence due to sickness is monitored by apprenticeship coaches, who maintain contact with employers. Safeguarding concerns are escalated immediately.

13. Display Screen Equipment (DSE)

The Trust complies with the **Display Screen Equipment Regulations 1992**.

All reasonable steps will be taken by the Academy to secure the health and safety of employees, partners and participants who work with display screen equipment.

To achieve this objective the Trust will:

- Carry out an assessment of each user's workstation should they be working there for a significant period of time
- Implement necessary measures to remedy any risks found as a result of the assessment
- Provide adequate information and training to persons working with display screen equipment
- Endeavor to incorporate changes of task within the working day, to prevent intensive periods of on-screen activity
- Review software to ensure that it is suitable for the task and is not unnecessarily complicated
- Advise existing employees, and all persons applying for work with display screen equipment, of the risks to health and how these are to be avoided
- Investigate any discomfort or ill-health believed to be associated with the use of display screen equipment and take appropriate remedial action
- Make special arrangements for individuals with medical conditions that could be adversely affected by working with display screen equipment.

14. Lone Working

Where staff, partners or apprentices visit employer premises or Trust schools, the following applies:

- Outlook calendars must be accurate and shared
- Unusual or remote visits must be reported to managers
- Staff must not enter a learner's home without permission and appropriate support
- Staff mobile phones must be kept on (but not used while driving)
- Staff must sign in/out and wear Trust ID. All visitors must wear the lanyard provided
- Parking should be planned with safety in mind
- 1:1 meetings should be held within sight or earshot of others
- Staff, partners or apprentices must leave immediately if they feel unsafe
- Cars used for work must be insured for business use and maintained appropriately
- Home workers must follow the Trust's Working from Home Framework

15. Supporting Documents

- Trust Self-Assessment Report
- Employee Handbook
- Whistleblowing Policy
- Trust Safety, Health & Environmental (SHE) Policies & Procedures
- Trust and Academy Risk Assessments