

# Young Apprenticeship Programme in Business & Administration

**Health & Safety**

**A Guide for Employers**

**This guide** is for employers who are considering offering work placements to Young Apprentices on the Business & Administration programme. It is essential that the correct health and safety measures are in place before a Young Apprentice enters the workplace in order for a valuable and positive experience to occur. This guide is designed to help direct employers; it is not exhaustive and sources of further information are indicated at the end of this leaflet.



## RISK ASSESSMENTS

All employers have a legal obligation to undertake risk assessments in the workplace. It is necessary for all employers offering a work placement to a Young Apprentice to be subjected to an independent rating prior to participating on the programme and to be assessed thereafter, each time an individual Young Apprentice enters the workplace. Risk assessments will be funded by the partnership.

### WHAT DOES A RISK ASSESSMENT LOOK AT?

**People** e.g. people who are affected by a work activity such as the public

**Equipment** e.g. photocopiers, printers and staplers

**Materials** e.g. stationery and toner

**Environment** e.g. desk area, heating, lighting, noise, accessibility

### WHAT TYPE OF RISKS SHOULD BE CONSIDERED IN AN OFFICE ENVIRONMENT?

- Poor desk layout and computer usage
- Hazards such as obstructed passages or walkways
- Poor lighting or excessive glare from computer screens
- Incorrect lifting of items
- Storing items up high causing injury due to accessibility or falling down

### HOW CAN YOU CONTROL AND MANAGE RISKS?

**Eliminate** e.g. Stop use of dangerous equipment or work practices

**Replace** e.g. Change work processes and use safer equipment

**Isolate** e.g. Prohibit access, provide barriers and provide guards on machines

**Control** e.g. Develop safe work practices and provide safety training

## IMPORTANT POINTS TO REMEMBER

- The Young Apprentice's maturity (physical and mental), inexperience and lack of risk awareness must be considered when completing a risk assessment
- Risk Assessments should be completed before the Young Apprentice starts work
- If under 16, their parents must be provided with a copy of the risk assessment
- The programme requires written risk assessments to be produced for all placements
- Your risk assessment should be reviewed before each new Young Apprentice starts work

## HEALTH & SAFETY

### What should you do in an emergency?

- 1 Attend to Young Apprentice's medical or physical needs
- 2 Ensure no other person is in danger and situation is stabilised
- 3 Notify the Young Apprentice's school or college immediately
- 4 Notify parents or guardians, if appropriate
- 5 If appropriate, accompany the Young Apprentice to hospital until a relative or college representative arrives
- 6 Record all the facts - what happened, when it happened, names of people involved, names of witnesses, etc
- 7 Fill in details in Accident Book and on a RIDDOR report form, if appropriate
- 8 Undertake an investigation to determine root causes and measures required to prevent recurrence
- 9 Implement recommendations from the incident report

### IMPORTANT POINTS TO REMEMBER

- You must have Employers Liability Insurance (ELI)
- You should notify your insurer that a Young Apprentice is employed
- You must possess a written Health & Safety policy
- You must display a completed Health & Safety Law poster
- You must have First Aid arrangements in place
- All supervisors and trainers directly involved with Young Apprentice must be CRB (Criminal Records Bureau) checked
- You must adhere to the Data Protection Act and keep all Young Apprentice personal details confidential

## FURTHER INFORMATION

### WEBSITES

Health & Safety Executive (HSE)

[www.hse.gov.uk](http://www.hse.gov.uk)

Health & Safety Executive bookshop

[www.hsebooks.co.uk](http://www.hsebooks.co.uk)

Learning & Skills Council (LSC)

[www.lsc.gov.uk](http://www.lsc.gov.uk)

IOSH Wise up to Work

[www.wiseup2work.co.uk](http://www.wiseup2work.co.uk)

RIDDOR On-Line Reporting

[www.riddor.gov.uk](http://www.riddor.gov.uk)

LSC "Safelearner" website

[www.safelearner.info](http://www.safelearner.info)

Trident Placement Survival Guide

[www.placementsurvivalguide.com](http://www.placementsurvivalguide.com)

### LITERATURE

**Management of Health & Safety at Work:** Approved Code of Practice & Guidance.  
HSE Books. Ref: L21

**Young People at Work:** A Guide for Employers. HSE Books. Ref: HSG165

**Work with Display Screen Equipment:** Guidance on Regulations. HSE Books. Ref: L26

**RIDDOR Explained.** HSE Books. Ref: HSE31

**The Right Start:** Work Experience for Young People: Health & Safety Basics for Employers.  
HSE Books. Ref: INDG364

**An Introduction to Health & Safety in Small Businesses.** HSE Books. Ref: INDG259

**Five Steps to Risk Assessment.** HSE Books. Ref: INDG163

**First Aid at Work.** HSE Books. Ref: INDG214

**Safeguarding Pupils on Young Apprenticeships.** LSC Leaflet. Ref: LSC-P-NAT-050391

**CfA Child Protection Guidance:** [www.cfa.uk.com/ya](http://www.cfa.uk.com/ya)

This information has been produced by the Cfa (Council for Administration) and the Trident Trust. It is not intended as an interpretation of the law but purely as guidance for employers of Young Apprentices, who need to be aware of the main requirements and good practice in providing work placements. No responsibility can be accepted by the producers of this information for any omissions or alternative interpretations of this guidance.

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