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# HEALTH, SAFETY & WELFARE IN EMPLOYMENT LOCATIONS

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## 1. Aim

The aim of this procedure is to ensure that all partners, employers and placement companies, with potential learners or existing learners on GP Strategies Training Ltd, (GPSTL) training programmes, meet and continue to meet all regulatory, statutory and funding partner Health, Safety & Welfare requirements and standards.

## 2. Responsibility

The Vice President and Director of Quality have overall responsibility for ensuring adherence to this procedure.

The Regional Operations Directors or designated Managers have responsibility for ensuring local compliance with this procedure.

It is the responsibility of the designated Employees mentioned to carry out the activities as described in this procedure.

## 3. Method

### 3.1 Employer Health, Safety & Welfare Policy and Procedure Vetting

3.1.1 Prior to commencement of any placement or training programme, the Learner Recruitment Consultant or designated Employee shall determine compliance of the employment location to Health, Safety & Welfare requirements and standards.

3.1.2 Prior to the commencement of any placement or training programme, the Learner Recruitment Consultant or designated Employee shall check the currency and frequency of any Previous Employer Health, Safety and Welfare - Main Vetting Form against the schedule outlined below and where required shall initiate the process outlined within paragraph 3.1.3.

In instances where the Employer Health, Safety & Welfare Vetting is current the Employer Health, Safety & Welfare – Previous Compliance Form shall be completed and returned to the designated Manager for processing to Central Administration where all new learners shall be added to the organisations in learning Health, Safety and Welfare Compliance by Central Administrations.

The vetting frequency of employers involved in delivering GPSTL training programmes is outlined in the schedule below:

<b>Risk Banding</b>	<b>Vetting Frequency</b>
Low Risk Occupations	Every 3 years
Medium Risk Occupations	Every 2 years
High Risk Occupations	Annually

3.1.3 The Learner Recruitment Consultant or designated Employee in conjunction with the Employer shall conduct a Health, Safety & Welfare Vetting of the premises, training environment and learner working practices, as per the vetting guidelines, recording all information within the Employer Health, Safety and Welfare Main Vetting Document Form. If all requirements are satisfactorily met, the Learning Agreement shall be signed and dated by the employer, learner and the Learner

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Recruitment Consultant or designated Employee and all documentation passed to the designated Manager for processing to Central Administration. In instances where the employer occupational risk banding is categorised as high staff should contact the designated GPSTL H & S Nominated Site Contact for further advice, guidance and where necessary the introduction of a more specialised risk assessment.

- 3.1.4 If minor non-conformances are identified these shall be discussed with the Employer, action agreed and recorded within the Employer and Health Vetting Action Plan for ongoing monitoring and review by the Assessor.
- 3.1.5 If major non-conformances are identified the Learner Recruitment Consultant or designated Employee shall discuss further actions required with the Employer. If the Employer is in agreement an action plan for improvement shall be compiled and a date agreed for reassessment. Satisfactory re-assessment must occur prior to the commencement of any training or placement activity. If the employer is not in agreement the employment location shall be judged as unsuitable and the Employer advised accordingly.
- 3.1.6 All major non-conformances shall be referred to the designated Manager for review. In instances where the employment location has been judged unsuitable the designated Manager shall refer the Employer to the Vice President who shall withdraw the organisation from GPSTL's approved employer list and inform the appropriate funding body and centre Managers of any such action.
- 3.1.7 In all instances of major non-conformance as outlined within 3.1.5 the completed Health, Safety & Welfare Main Vetting Document shall be completed with the reasons for rejection recorded and where applicable any corrective action(s) agreed. The completed document shall be returned to the designated Manager for processing to Central Administration.
- 3.1.8 If it is determined that the employment location concerned forms part of a multiple site organisation, which may impact on other GPSTL operating areas, the Vice President shall inform the specific regions and all other parties as is deemed necessary. In such cases a re-assessment of Health, Safety & Welfare Vetting shall be conducted locally.
- 3.2 Ongoing Monitoring
- 3.2.1 During delivery and assessment visits, the Assessor shall informally monitor Health, Safety and Welfare arrangements within the workplace and discuss with the employer and the learner occurrence of any accidents and changes to the working, training environment or practices. In addition the Assessor will determine any learners concerns relating to Equality, Diversity and Safeguarding, the outcome of which shall be indicated within the Assessment Feedback, Planning and Review Record which shall be copied to the Employer and Learner. A Change of Circumstances Form shall be raised to outline the details of any such change, which shall be passed to the designated Manager for processing to Central Administration. Detailed changes to Health, Safety and Welfare arrangements relating to Learners less than 18 years shall be forwarded to parents or legal guardians by the local Administration teams.
- 3.2.2 During learner review visits the Assessor shall initiate a themed discussion with learners on Health, Safety, Welfare, Safeguarding and Equality and Diversity to ensure that the learner's knowledge is developed over time and in doing so ensuring they become better equipped to recognise harmful and non-harmful behaviours. This discussion shall be recorded within the Assessment Feedback, Planning and Review Record which shall be copied to the Employer and Learner. The Assessor shall also re-affirm with the Learner and Employer the need to immediately inform GPSTL of any accidents, dangerous occurrences or incidents involving a learner.

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- 3.2.3 Any concerns identified as an outcome of informal review shall be referred to the designated Manager for review and possible reassessment.
- 3.2.4 A formal Employer Health, Safety and Welfare Review shall be conducted annually by the Learner Recruitment Consultant or Assessor and where possible be scheduled in line with the Employers annual insurance renewal checks. Central Administration shall issue the designated Managers with a Health and Safety review/insurance list schedule on a monthly basis.
- 3.2.5 The reviewer shall ensure that all Health, Safety and Welfare requirements and standards are being maintained and that all required insurance and registrations are current. All findings shall be recorded within the Health, Safety and Welfare Review Form. During the course of the review the reviewer, where applicable shall monitor the progress/closure of any actions identified at the initial vetting. All closed out actions shall be signed off as compliant. Any additional actions resulting from the review shall be agreed and recorded within the action planning segment and passed to the assessor by the designated Manager for processing as outlined within 3.1.4.
- 3.2.6 In instances where there is no significant evidence of improvement or remedial action against previously identified actions the Employer shall be advised by the designated Manager that programme delivery shall be suspended until the appropriate standards have been met.
- 3.2.7 Should any changes to the Learner's circumstances occurred during the review period the reviewer shall complete a Change of Circumstances Form and pass it to the designated Manager for processing to Central Administration as outlined within 3.2.1.
- 3.2.8 On completion of the Health, Safety and Welfare review all parties shall sign and date the document, the completed document shall be passed to the designated Manager for processing and forwarding to Central Administration.
- 3.3 Monitoring of Processes
- 3.3.1 On satisfactory completion of the Employer Health, Safety & Welfare Main Vetting document and completed Learning Agreement, Central Administration shall add the employer's name to the approved employers list, and log the projected future review and Employers Liability Insurance expiry dates for the employment location within the central monitoring system.
- 3.3.2 Central Administration shall issue the designated Manager at each centre with a review and insurance expiry schedule on a monthly basis. A liability insurance renewal form shall be completed locally with the Employer to confirm ongoing compliance and returned to the designated Manager for processing to Central Admin who will update the central monitoring system.
- 3.3.5 Central Administration shall attach the updated insurance confirmation document to the original Employer Health, Safety and Welfare Vetting and update their system accordingly.
- 3.4 Third Party Placements
- In instances where GPSTL approved 3<sup>rd</sup> party organisations place Learners with partner organisations the Learner Recruitment Consultant or designated Employee, prior to placement start shall request a copy of the 3<sup>rd</sup> party Health and Safety Placement Vetting Document and an outline of the planned work related activities, which should be written up to form part of the Learners Individual Learning Plan. Immediately after placement start a copy of the completed 3<sup>rd</sup> party placement Learner Induction Check List shall be requested.

#### **4. Referenced Documentation**

Learning Agreement Pack - Employer Health, Safety & Welfare – Previous Compliance  
Learning Agreement Pack - Employer Health, Safety & Welfare – Main Vetting and Action Plan  
GPSTL-100-OP-03-SF-04 Health, Safety and Welfare Review of Employer Locations  
GPSTL-100-OP-03-SF-02 Change of Circumstances Form  
GPSTL-100-OP-03-SF-03 Confirmation of Employers Liability Insurance Renewal Form  
GPSTL-100-OP-03-SF-05 Health and Safety Non Approved Companies  
GPSTL-100-L4W-OP-01-SF-23 Learner Placement Induction Check List  
GPSTL-100-EMP-OP-01-SF-44 Learner Placement Induction Check List (Scotland)

## **5. Referenced Procedures**

GP-UK-C-01 Equal and Diversity Policy  
GP-UK-HS-01 Health and Safety Policy  
GP-UK-HS-02 General Arrangements for Policy Implementation  
GP-UK-HS-05 Accidents and Incidents  
GPSTL-100-OP-07 Recruitment, Induction and Initial Assessment  
GPSTL-100-OP-08 Learner Review  
GPSTL-100-OP-11 Workplace Training Programmes  
GPSTL-100-OP-15 Equal Access Policy