



Apprenticeships & Work Placements - Employer Health and Safety Guidance

As a reminder, as an employer when you have an apprentice or are offering a work placement, there are certain duties which you will need to undertake to ensure the apprentice, or work placement student is kept safe and to ensure you are complying with health and safety law (employer duties).

What you as an employer must do

- Decide what could harm employees when doing their job and the appropriate precautions to stop it. This is called **risk assessment**.
- In a way your employees can understand, explain to employees how risks will be controlled and tell them who is responsible for controlling these risks.
- Consult and work with employees your health and safety representatives in protecting everyone from harm in the workplace.
- Free of charge, provide any health and safety training employees need to do their job safely.
- Free of charge, provide any equipment and protective clothing employees need, and ensure it is properly looked after.
- Provide toilets, washing facilities and drinking water.
- Provide adequate first-aid facilities.
- Report major injuries, accidents and workplace illnesses to the Health and Safety Executive (HSE).
- Have insurance that covers employees and other in case they get hurt or made ill due to the company's activities.
- Display a hard copy or electronic copy of the current insurance certificate where employees and others can easily read it.
- Work with any other employers or contractors sharing the workplace or providing employees (such as agency workers), so that everyone's health and safety is protected.
- Report all RIDDOR reportable accidents to The Sheffield College.

What The Sheffield College students must do

- Follow the training they have received when using any work items you have provided them with.
- Take reasonable care of their own and other people's health and safety.
- Co-operate with you on health and safety.
- Understand your accident reporting process, and report all accidents and near-misses.
- Tell someone (you, their supervisor, their health and safety representative or The Sheffield College H&S Team) if they think the work or lack of appropriate precautions are putting anyone's health and safety at serious risk.

If you have any questions about health and safety in relation to an apprenticeship or work placement, please contact your internal H&S team, or The Sheffield College H&S team at **healthandsafety@sheffcol.ac.uk**
