

BEI Apprenticeship Health and Safety Policy 2026-27

Bellevue Education International Ltd

BELLEVUE APPRENTICESHIPS

Date Updated: August 2026

Date for Review: August 2027

Reviewed by: Sam Selby, Apprenticeship Lead

BEI's Health and Safety Policy aims to ensure that, so far as is reasonably practicable:

- All apprentices are safeguarded in respect of health, safety, and welfare whilst at work.
- No work is carried out that is liable to expose staff or learners to hazards unless suitable and sufficient assessments of risk are made.
- All host employers are required to demonstrate that they have suitable arrangements for securing proper health and safety.

This policy is intended to be implemented alongside the following policies:

BEI Safeguarding Adults

BEI Prevent

BEI Whistleblowing

BEI Complaints Procedure

Schools own Employment Manual in relation to H&S aspects

Purpose and Aims

This policy sets out the means by which BEI will fulfill the requirements for a healthy and safe environment for apprentices, staff, and visitors.

BEI aims to:

- Ensure that everything reasonably practicable is done to safeguard apprentices and staff.
- Maintain a focus on *Apprentice Workplace Safety* acknowledging that the primary learning environment is often an external host employer's setting.
- View Health and Safety as a prerequisite for learner well-being, which directly supports their progression and personal development
- Provide relevant training in health and safety in relation to roles, including risk assessment, E-safety, and fire evacuation procedures for all staff.

Apprentice Workplace Safety

As an employer-provider, BEI recognises that apprentices operate in diverse external settings. For apprentices in external settings, BEI will perform a documented Health & Safety 'Initial Sign-off' during enrollment (effective for new learners onboarded from Sept 2026) This includes verifying that the employer has provided the apprentice with site-specific induction, including fire procedures, manual handling (where applicable), and emergency reporting. BEI L&D Tutors will check the currency of these measures during termly progress reviews.

Health and Safety Management Arrangements

The company has appointed a Health and Safety Committee to plan, monitor, and evaluate Health and Safety needs. The Health and Safety Committee is comprised of:

- Chair - Health and Safety Co-ordinator (HSC) - Steve Wade
- Apprenticeship Lead - Sam Selby
- Designated Safeguarding Lead for Apprenticeships (DSL) - Steve Wade
- Finance Director - Andy Waterson

The Committee will meet termly – with a rolling Agenda to include:

- Review of accidents/incidents/near misses.
- Review of Employer Health and Safety compliance reports.
- Training needs.
- Review of items raised in staff meetings.

Apprentices in BEI settings

Consultation arrangements

Apprentices in BEI settings are able to raise any concerns relating to health and safety directly with the SLT or members of the school's Health and Safety Committee. Concerns relating to maintenance of premises, facilities and equipment can be recorded in the maintenance book or reported directly to the school office. Health and Safety is a regular item on the agenda of staff meetings and apprentices can also use this as a forum to discuss concerns. The school's leadership will communicate information about Health and Safety to staff including apprentices through staff meetings, briefings and INSET days, as well as by email. These occasions will also be used for health and safety training.

Risk Management

Health and safety will be regularly discussed at meetings, and minutes of any discussion and action to be taken, will be kept and passed to the Health and Safety Committee. The SLT will ensure that generic risk assessments are made and kept under review. All staff will make assessments in areas they are responsible for, and will observe the risk controls that have been determined.

All apprentices undertake to inform their setting office of any potential risk as soon as they perceive it. Risk assessments have to be carried out by 'competent' persons. All central BEI apprenticeship staff are classed as competent persons to carry out risk assessments in relevant areas.

Safeguarding Learners

All staff must be aware of their duty to note and report any suspicions that a learner might be subject to abuse.

- For learners under 19, safeguarding procedures must explicitly account for their status as minors and comply with KCSIE (Keeping Children Safe in Education) requirements. This includes the use of the Young Person's Risk Assessment found in Appendix 1 alongside Safeguarding Apprentices guidance, acknowledging that apprentices in the workplace aged 18 are adults.
- Staff in settings are expected to teach risk management to apprentices according to the requirements of their course/standard.

Fire Safety

All apprentices are based in their own external settings which will have their own fire safety protocols. Apprentices must familiarise themselves with the fire procedures of their host employer / own employer. BEI staff visiting these sites should ensure they are briefed on site-specific fire exits and assembly points upon arrival. Apprentices visiting each others' settings should ensure they are briefed on site-specific fire exits and assembly points upon arrival. Apprentices Head Office will be briefed on site-specific fire exits and assembly points upon arrival and a register taken of attendance.

Records and Accidents

Appropriate records of risk management events will be kept by the company office.

- All accidents involving staff and apprentices must be recorded appropriately at the site of work/ placement and be shared with BEI H&S officer. The H&S officer will monitor accident records for patterns and trends.

Appendix 1: Young Person's Risk Assessment (Under 19s)

To be completed for all apprentices under the age of 18 prior to placement. Conducted by the employer and checked during onboarding. For Early Years apprentices, use the more detailed safeguarding apprentices found in Appendix 3 BEI [Safeguarding Apprentices Policy](#)

Young Person Name	Date of Birth and Age	Job Title	Expected Working Hours	
Work Address	Brief Description of Duties	Line Managers Name	Line Managers Position	
Young Persons Back Ground			Yes	No
Has the young person been given detailed information and seen the work activity risk assessments that are associated with the type of work and situations they will be involved in, including the hazards associated with those activities?			☐	☐
Is the young person physically able and mature enough to understand the potential risks and what will be asked of them in relation to the work/situations they will encounter as part of the placement?			☐	☐
If no, give reason(s) and additional controls required:				

Part A: Initial Assessment of Risk

Serial	Potential Risk	Yes/No	Control Measures
1	Has the apprentice been informed of fire evacuation procedures?	[]	
2	Is the apprentice at risk from hazardous substances? (COSHH)	[]	
3	Are there potential trip hazards or manual handling requirements?	[]	
4	Are there risks of exposure to blood/bodily fluids (e.g. nurseries)?	[]	

Serial	Potential Risk	Yes/ No	Control Measures
5	Are they likely to encounter highly stressful/emergency situations?	[]	
6	Have clear guidelines on mobile phone use/safeguarding been given?	[]	
7	Have they been given specific guidance in relation to their job / apprenticeship role? (separate RA as appropriate)	[]	

Declaration of Apprentice:

I am aware of the hazards associated with the work activities I am involved in and will comply with the controls identified within this assessment.

Signature: _____ Date: _____

Line Manager/Employer Signature: _____ Date: _____

Appendix 2: Employer Health & Safety Compliance Checklist

[] Induction: Provide a comprehensive, site-specific induction covering fire procedures, manual handling (where applicable), and emergency reporting protocols.

[] Initial Risk Assessment: Conduct and document thorough risk assessments relevant to the apprentice's role and environment.

[] Young Person's Risk Assessment: For any apprentice under 18, ensure the *Young Person's Risk Assessment* (Appendix 1) is fully completed and signed prior to the start of the placement.

[] Fire Safety: Ensure the apprentice is fully briefed on all site-specific fire safety protocols, including the location of fire exits and designated assembly points.

[] Ongoing Risk Management: Instruct apprentices on hazard identification and risk management specific to the requirements of their course or apprenticeship standard.

[] Accident/Incident Reporting: Ensure all accidents, incidents, or near misses are recorded appropriately at the site office and shared promptly with the BEI Health & Safety Officer.

[] Review Process: Maintain the currency of these health and safety measures to be verified during termly progress reviews with BEI tutors.

Appendix 3: External Apprentice Health & Safety Initial Sign-off

To be completed for all apprentices external to BEI settings during enrollment (effective for new learners from Sept 2026) and verified by BEI L&D Tutors during termly progress reviews.

Apprentice Name	Employer/Setting	Date

Section A: Induction Verification

- ☐ Site-specific induction provided?
- ☐ Fire procedures understood?
- ☐ Manual handling (where applicable) covered?
- ☐ Emergency reporting protocols understood?

Section B: Risk Assessment

Potential Risk	Yes/No	Control Measures
Hazardous substances (COSHH)?	☐	
Trip hazards or manual handling?	☐	
Exposure to blood/bodily fluids?	☐	
Stressful/emergency situations?	☐	
Mobile phone/safeguarding guidelines given?	☐	

Declaration

Employer/Line Manager Signature: _____ Date: _____

Apprentice Signature: _____ Date: _____