

Appendix B: CILEX Law School specific requirements

Introduction and context

This Appendix outlines how CILEX Law School will manage health and safety matters pertaining to apprentices.

CILEX Law School is committed to promoting the health and wellbeing of our learners. We have adopted a wellbeing culture, encompassing safeguarding and Prevent, as well as broader health and wellbeing considerations. All staff are expected to share our commitment to learner health and wellbeing.

This Appendix covers specific considerations relating to apprentice health and safety in the workplace and at teaching premises, as well as handling apprentice ill-health and accidents. All safeguarding and Prevent matters should be handled in line with the Safeguarding and Prevent policy.

Pre-recruitment Health & Safety checks on employer premises

1. All employers engaging an apprentice through CILEX Law School are required to complete a Health and Safety questionnaire. The standard Health and Safety Assessment & Safeguarding Form (HASS Form) should be used for this purpose. It should be returned to the Customer Services Manager (Acquisition and Onboarding).
2. This questionnaire is reviewed by the Head of Programmes who has completed requisite Health and Safety training.
3. The Head of Programmes will provide an Action Plan and dates for completion on the HASS form to address any areas of potential non-compliance. These will be checked and signed off in line with the timescales given within in each Action Plan.
4. It is important that the Business Development Team, Learning & Development Advisors and Pathway Specialists are updated annually on health & safety. Online courses are available for this purpose. Recording of training completed and any scheduled for the future will form part of staff performance reviews.
5. Apprentice Health and Safety is discussed at Progress Review meetings and during other contact with apprentices. The Wellbeing Toolkit on the CLS Hub provides tips for working from home; these are included at induction for new apprentices.

Apprentice induction and routine monitoring of apprentice health and safety

Apprentice health and safety forms an important part of induction, and all apprentices will complete a health and safety activity as part of their Getting Started tasks.

Learning and Development Advisors complete regular Progress Reviews with the apprentice and their supervisor. Apprentice health and safety forms an important consideration at these reviews. In response to the pandemic, apprentice working arrangements, including working from home, form part of regular reviews throughout the programme.

Use of Third-Party Premises for Teaching

1. Much of CILEX Law School's teaching and assessment occurs on third party premises or remotely through online platforms such as Zoom or Teams.
2. Where CILEX Law School delivers its teaching at the learner's workplace through distance

learning on a non-apprenticeship basis, the responsibility for the learner’s health & safety at the employer’s workplace is wholly that of the employer. To ensure the safety of our own staff, we require the employer to complete the Health & Safety Booking Form prior to the event.

3. Where third party premises other than the learner’s workplace are used by CILEX Law School for a face-to-face teaching event, it is important to complete any proprietary Health & Safety Form issued by the venue. We require the venue operator to complete the CILEX Law School Health & Safety Booking Form¹ prior to the event.
4. The Health & Safety Booking Form includes basic information required to ensure the third party premises are safe and secure. It must be completed before the due date for the event. Ensuring this is completed by the venue and received by CILEX Law School is the responsibility of the Programmes Operations Manager. A trained first aider must be present at every venue; where the venue does not provide a first aider, the Programmes Operations Manager must ensure that a suitably trained member of CILEX Law School staff is on site.
5. Workers should refer to our Remote Working Policy with regard to travel to and from venues.
6. When a CILEX Law School representative is in attendance at a venue that person must have a mobile phone.
7. On arrival, it is important for all CILEX Law School representatives to ensure familiarity with the evacuation procedures for the building. This information must be shared with all attendees at the start of the teaching session.
8. If there is an incident at a venue then:
 - a. Inform the venue’s emergency contact, whose details should be recorded on Health & Safety Booking Form.
 - b. If emergency services are required, call them immediately.
 - c. If necessary, evacuate the building in accordance with the building’s procedures - these should be known to you.
 - d. Contact the manager listed below to explain the situation and take further guidance if necessary.

	Employer premises	Revision/induction premises	day
First contact	Karen Taylor 07769 168497	Simon Cohl 07920 740152	
Second contact (always contact even if the first contact has been informed).	Kim Morrison 07920 740438	Kim Morrison 07920 740438	

¹ The CLS Health & Safety Booking Form can be downloaded from the Corporate Policies SharePoint site.

9. Incidents should be recorded in accordance with the CILEX Accident and Incident Reporting Policy².

Apprentice Accidents or Ill health

Whilst the employer bears the main responsibilities in relation to the health and safety of its employees, CILEX Law School recognises that it has an important role to play in ensuring the health and wellbeing of its apprentices. We are committed to assisting and supporting employers in their health and safety duties.

In the event of an accident or ill health whilst the apprentice is at their workplace CILEX Law School should be notified and, where required, provided with the details surrounding the accident or ill health.

In the event of an accident or ill health outside of the workplace, CILEX Law School should be notified where this might have an impact on the apprentice's ability to make timely progress on the apprenticeship. Notification can be done by:

1. Emailing the apprentice enquiry inbox: apprenticeenquiry@cilexlawschool.ac.uk .
2. Contacting the apprentice's Learning and Development Advisor, or another member of CILEX Law School staff.

CILEX Law School will fully support the apprentice in continuing or returning to learning by:

- continuing regular communication with the apprentice and/or employer, as agreed, throughout the period of ill health or until the apprentice is recovered from any accident;
- supporting the apprentice on a return from a Break In Learning by reviewing their delivery plan and preparing a 'Return To Learning' plan;
- providing any additional learning support and reasonable adjustments required to enable the apprentice to fulfil and complete their apprenticeship. These will be reviewed and in place for as long as necessary;
- providing information, advice and guidance for both the apprentice and employer;
- continuing to monitor the apprentice's progress in all outcomes through the progress monitoring process.

It is the responsibility of the employer to record and report incidents regarding health and safety in line with statutory requirements, however, CILEX Law School will work in collaboration and cooperation with employers of its apprentices and expect that health and safety incidents would be reported to CILEX Law School as soon as possible to ensure the safety and welfare of apprentices.

Staff training

In addition to staff annual health and safety training, the Student Wellbeing Manager will highlight health and wellbeing considerations with both staff and learners through the annual Wellbeing Calendar. Staff are alert to the visible signs of non-disclosed ill health or injury with their apprentices and report this through the correct channel. With the apprentice's permission, CILEX Law School will discuss the matter with the apprentice's employer.

² The Accident and Incident Report Form is available in the Corporate Policies SharePoint site.