



Dentrain

Professionals Ltd

Established Independent Training Provider for Professionals

Health & Safety Policy for apprentices

Version Control Statement

Section	Date	Author	Changes
Written	20/3/2018	YB/ZG	Updated
All	18/3/2019	YB/ZG	Tidy up
All	23/3/2020	MP	Tidy up and update
all	19/3/2021	ZG	Tidy up
	20/3/22	ZG	Tidy up
Reviewed annually if no updates before	Next date for Review	March 2023	By who: ZG and MP

Miss Zoe J. Gee – Director

Health and Safety Policy for Apprentices

As stated by the Health and Safety Executive (HSE) the employer has the primary responsibility for the health and safety of their apprentice and should manage any significant risks.

As a training provider, Dentrain Professionals Ltd will take reasonable steps to satisfy ourselves that the employer is doing this.

Assessors & Learners

Learners shall ensure that they:

- Fully understand and adhere to their personal obligations and any specific rules under Dentrain Professionals Ltd Health and Safety Policy.
- Act in a manner that preserves their personal health, safety and welfare and that of others who may be affected by their activities whilst at work within the site of Dentrain Professionals Ltd or the placement.
- Use any equipment, material or substance in accordance with the information, instruction and training given by the employer / placement and, under no circumstances, recklessly or intentionally misuse anything provided in the interests of health, safety or welfare to self or others.
- Refuse to undertake any work practice, procedure or operate any equipment for which adequate information, instruction or training has not been given and to make reasonable request to the placement/employer management for this to be carried out.
- Make proper use of any PPE, provided for their use and report any defects that may arise immediately on recognition.
- Report any work practice, procedure, item of equipment or material or substance that may give rise to unacceptable risk either to themselves or to others to the relevant Manager.
- Report any accident, ill health, 'near miss' or dangerous occurrence, however minor, that could give rise to an accident to the relevant placement Manager and Dentrain Professionals Ltd without due delay.
- Co-operate with colleagues and the placement Management to facilitate the effective implementation of the Health and Safety Policy and its requirements.
- Declare any health condition that may affect their ability to perform their duties safely and without an adverse effect on their health.
- Abide by the General Dental Council standards and Principles.

Employers / Placement

Employers / placements shall ensure that they:

- Fully understand and comply with the company's standards for health, safety and welfare under the Dentrain Professionals Ltd Health and Safety Policy.
- Communicate any standards and rules within the placement Health and Safety Policy to Dentrain Professionals Ltd.
- Ensure competence of any subcontractor employed to work on any the placement site.

- Liaise with the Company Management in relation to any work carried out and, in particular, any deviations from the planned activity where this may give rise to the need for additional risk assessment.
- Allow Dentrain Professionals Ltd to carry out annual health and safety risk assessments of the company and inform of any changes that may affect the health and safety of staff and visitors.
- Provide apprentices with PPE free of charge.
- Provide Dentrain Professionals Ltd with up to date insurance liability certificates.
- Display a HSE workplace poster.
- Abide by the General Dental Council standards and Principles.

Responsibilities of Dentrain Professionals Ltd

Steps to be taken to ensure the safety of apprentices:

- At the initial sign up to the apprenticeship, Assessors will carry out a full health and safety risk assessment of the placement/work place. This will be repeated every third year with an interim update form completed at year one and year two. Records of this are kept on file for each work place and are checked monthly by management.
- Complete an apprentice risk assessment form for every apprentice at the placement / practice highlighting any risks and management to prevent harm, welfare, and safety to the apprentice and others.
- A health and safety induction checklist will be provided for the employer / placement to document that the apprentice has received a health and safety induction.
- Ongoing risk assessments will be carried out during visits to the placement during observations to ensure fitness to practice is upheld in relation to the General Dental Council standards and principles and Health and Safety at work act 1974.
- Keep up to date records of the employer liability insurance certification. Records of each work place are kept on file and checked monthly by management.
- Provide sufficient underpinning knowledge of legislations and how to abide by the Health and Safety at work act and other laws that may affect the safety and welfare of the apprentice and others.