

# Apprenticeship Health & Safety Assessment Process

Relevant to AY 2024/25

Prior to the commencement and enrolment of any apprentices on an apprenticeship programme an in date Health & Safety Assessment should be in place, including Employers Liability Insurance (ELI).

These documents should be reviewed annually and a H&S Assessment annual review conducted in line with the ELI expiry date.



School/Academic Tutor/Post Graduate Student Experience Co-ordinator to discuss the requirement for the completion of a Health & Safety Assessment prior to any apprentices being enrolled on to an apprenticeship programme with the relevant employer contact during the pre-enrolment stage of apprenticeship discussions.



Post Graduate Student Experience Co-ordinator (PGSEC) to send, via email, a Health & Safety Assessment to the employer contact to be reviewed, completed, signed and returned to the PGSEC prior to commencement of the apprenticeship programme, if there is not already an in date H&S Assessment & ELI in place.



Enrolment of an apprentice cannot proceed without an up to date Health & Safety Assessment being in place, including in date Employers Liability Insurance.



All completed H&S Assessments to be emailed to [AppsLiv@liverpool.ac.uk](mailto:AppsLiv@liverpool.ac.uk) with the subject H&S Assessment for the Degree Apprenticeship Manager & Degree Apprenticeship Administrator to record completion, expiry and next review dates and save in the AQSD shared area.

H&S tracking spreadsheet to be shared by AQSD with School.



Any concerns regarding Health & Safety following the completion of the H&S Assessment should be addressed with the employer by the School/PGSEC prior to enrolment of any apprentices.



Concerns and agreed actions along with a review date set for actions to be completed by to be recorded by the PGSEC on the H&S tracking spreadsheet.

PGSEC to review action plans and close down as appropriate by the agreed review date.