

HEALTH, SAFETY AND WELFARE POLICY

The Health and Safety at Work Act 1974 places duties in respect of Health and Safety on employers and employees. The Management of Health and Safety Regulations, 1992 extend these duties in various respects.

Within cHRyos HR the Board will have ultimate responsibility for taking all possible measures to ensure the health and safety of employees, learners/apprentices and members of the public. In practice, the Managing Director will ensure that the appropriate measures are carried out and will co-ordinate health and safety policy and practice within the organisation.

All employees and associates of cHRyos HR must take reasonable care of their own health and safety and that of others who may be affected by their acts or omissions and must co-operate with their employer on health and safety matters.

Statement of Policy for Health, Safety and Welfare

cHRyos HR Solutions Ltd. recognises and accepts its responsibilities to provide a safe and healthy working and learning environment for all its employees, learners and apprentices.

cHRyos HR will, as far as is reasonably practicable, meet this responsibility by the following provisions:

1. Ensuring that plant, equipment and systems of work are safe and without risks to health.
2. Providing safe arrangements for the use, handling, storage and transport of articles and substances
3. Making available sufficient information, instruction, training and supervision to enable all employees, learners and apprentices to avoid hazards and contribute positively to their own safety and health at work.
4. Providing a safe place to work and to learn and safe access to it.
5. Maintaining a healthy working and learning environment.

In addition, cHRyos HR acknowledges its responsibilities towards those who are not employees or learners/apprentices eg. Visitors and contractors and will as far as is reasonably practicable ensure that they are not exposed to risks to their health and safety.

The ultimate responsibility for health and safety rests with the employer, i.e. cHRyos HR. In practice, cHRyos HR will need to delegate its functions in order to achieve an effective link between policy and practice. The Managing Director has responsibility for establishing and maintaining the structures necessary to implement health and safety within cHRyos HR and to ensure compliance with relevant legislation.

Lines of Responsibility

Overall responsibility for health and safety within the organisation rests with the Board. To fulfil this obligation the following arrangements will operate:

- a Responsibility for ensuring the effective implementation of health and safety requirements shall rest with the Managing Director.
- b Each employee and associate has a responsibility to follow the procedures set out in this policy in effectively managing health and safety issues.
- c Each individual employee and associate has a personal responsibility to ensure that as far as possible he or she promotes and maintains:
 - i their own health and safety whilst at work;
 - ii the health and safety of those who work with them;
 - iii the health and safety of learners/apprentices and members of the public visiting cHRyos HR or affected by the work of the organisation.
- d All learners/apprentices have a personal responsibility to ensure their own and others' health and safety as far as possible by:
 - i. Reading or listening to and following any health and safety instructions or advice given, when attending any premises used by cHRyos HR in the delivery of teaching and learning activity, and in their own workplace
 - ii. Thinking about their own actions and behaviours and what is needed to learn and work safely
 - iii. Asking a member of the cHRyos HR staff or an appropriate individual in the workplace if they are unsure how to carry out any task safely
 - iv. Use any personal protective equipment provided either by cHRyos HR or their employer

Management of Risks

The Managing Director will undertake risk assessment of the working and learning environment at least annually to identify hazards and their risks to employees, associates, learners, apprentices or other visitors, considering the likelihood of each risk occurring and severity of the consequences if it were to occur. The findings of this activity will be recorded on the risk assessment document at Appendix 1 and will include the identification of actions to be put in place to reduce or eliminate each hazard.

Appendix 2 sets out arrangements/actions in place for the management of key health and safety risks.

Risk assessment will also be undertaken for specific employees, learners, apprentices or visitors where there is an increased risk to their personal health and safety. Examples of when this is likely to be required are: pregnancy, food allergy and SEND. Any necessary actions will then be put in place to reduce or eliminate any risks identified.

Procedure for Accidents or Ill-health of Employees, Learners, Apprentices and Visitors

- If any employee, learner, apprentice and visitor should have an accident or become unwell and in need of First Aid treatment/hospitalisation the first action must be to make the individual's health and safety priority by taking whatever action is necessary, eg. Administering First Aid, calling for an ambulance, taking action to minimise further risk.
- The next priority must be to notify the individual's Emergency Contact using details held on employee/learner/apprentice records. Emergency Contact details must be checked at least annually.
- In the case of learners and apprentices, the individual's employer must also be notified at the first possible opportunity.
- The cHRyos HR Accident/Incident Logbook kept in Room LN21, Armstrong House, First Avenue, Doncaster DN4 6UY must be completed in full.
- The accident/incident must be reported to the Managing Director as soon as possible, and within 24 hours of its occurrence.
- Where an event is reportable under the requirements of RIDDOR, this will be completed by the Managing Director in line with HSE guidelines.

Health and Safety of Apprentices in the Workplace

cHRyos HR takes its responsibilities for apprentices very seriously and is committed to ensuring their health and safety. All employers of cHRyos HR apprentices must comply with the requirements of current Health and Safety legislation and codes of practice.

Before an apprentice begins their programme, cHRyos HR will establish health and safety arrangements put in place by the employing organisation:

- For low risk environments, such as an office, with everyday risks that will mostly be familiar to the apprentice, cHRyos HR will speak to the employer during the initial diagnostic stage to confirm health and safety policy and arrangements and ensure that the employer is aware of their responsibilities for the health and safety of the apprentice.
- For environments with less familiar risks, eg. light assembly or packing facilities, cHRyos HR will speak to the employer to find out what the apprentice will be doing, ensure that the employer is aware of their

responsibilities for the health and safety of the apprentice and confirm the employer has arrangements for managing risks, including induction, training, supervision, site familiarisation, and any protective equipment that might be needed.

- For higher risk environments such as construction, agriculture or manufacturing, cHRysos HR will discuss with the employer what the apprentice will be doing, the risks involved and how these are managed, ensuring that the employer is aware of their responsibilities for the health and safety of the apprentice, and that instruction, training and supervisory arrangements have been properly implemented.

In all cases cHRysos HR will check that the apprentice knows how to raise any health and safety concerns, either to cHRysos HR or to their employer. This will be discussed at induction when the apprentice and employer will be provided with a copy of this policy.

Ongoing monitoring of health and safety will take place at apprentice review meetings and employer review meetings, when it will be discussed with the apprentice and the employer and any concerns raised and addressed.

Visiting Learner /Apprentice Workplaces

Employees and associates of cHRysos HR visiting learners or apprentices in their workplace must ensure that:

- The environment in which they are working with the learner/apprentice is safe;
- Any general and specific health and safety requirements and rules placed upon visitors to the workplace are established and adhered to;
- Any necessary protective clothing and equipment is worn/used;
- Any concerns about health and safety within the learner's/apprentice/s workplace are raised with the employer;
- Any concerns about health and safety within the learner's/apprentice's workplace are raised with the Managing Director of cHRysos HR;
- Any general and specific health and safety requirements and rules placed upon visitors to the workplace to ensure safety of premises, plant, equipment and practices are established and adhered to;
- Accidents/incidents are reported to the relevant person at the learner's/apprentice's organisation and appropriate Accident/Incident Reporting documentation is completed;
- Accidents/Incidents are reported to the Managing Director of cHRysos HR.

Safeguarding, Prevent and Online Safety

cHRyos HR recognises that its responsibilities for the health and safety of learners, apprentices, employees and associates includes ensuring that safeguarding, Prevent and online safety policy and procedures are in place.

The following separate policies and procedures should be referred to where there are health and safety concerns of this nature:

- Safeguarding Young People and Vulnerable Adults Policy including Prevent Duty
- Equality and Diversity
- Use of IT

RISK ASSESSMENT

ASSESSOR:

DATE:

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to control this risk?	Action by who?	Action by when?	Date Completed

APPENDIX B

ARRANGEMENTS PUT IN PLACE FOR KEY RISKS

KEY RISKS	WHO MIGHT BE HARMED	ACTIONS TAKEN/WILL BE TAKEN
Slips and trips	Employees, learners, apprentices and visitors may be injured if they trip over objects or slip on spillages. •	<ul style="list-style-type: none"> • Good general housekeeping in offices, classrooms and meeting rooms • All areas well lit, including stairs • No trailing leads or cables • Employees, learners and apprentices keep their work areas clear and deliveries are stored immediately • Offices including classrooms cleaned regularly
Manual handling of paper, office equipment, etc.	Employees risk injuries or back pain from handling heavy / bulky objects, eg deliveries of paper.	<ul style="list-style-type: none"> • Trolleys used to transport heavy items • High shelves are for light objects only
Fire	If trapped, employees, learners, apprentices, visitors could suffer fatal injuries from smoke inhalation / burns.	<ul style="list-style-type: none"> • Fire evacuation procedure in place and regularly tested • Plug sockets switched off every evening • Plug sockets not overloaded • Paper and cartridges stored away from any heat sources. • Waste bins emptied weekly • Fire extinguishers in place and maintained annually • Paper and cartridges stored away from any heat sources. • Paper waste regularly emptied from shredder
Electrical	Employees, learners, apprentices, visitors could get shocks or burns from using faulty electrical equipment. Electrical faults can also lead to fires.	<ul style="list-style-type: none"> • Employees know that they must report to their line manager any defective plugs, damaged cables or equipment • Defective equipment is taken out of use

		<p>immediately and replaced</p> <ul style="list-style-type: none"> • Equipment PAT tested • Plug sockets not overloaded.
Display Screen Equipment (DSE)	<p>Employees risk posture problems and pain, discomfort or injuries, eg to their hands / arm, from overuse or improper use or from poorly designed workstations or work environments. Headaches or sore eyes can also occur, eg if lighting is poor.</p>	<ul style="list-style-type: none"> • Workstation and equipment set to ensure good posture and to avoid glare and reflections on the screen. • Job design includes regular change of activity and breaks. • Lighting and temperature suitably controlled. • Adjustable blinds at windows to control natural light on screen. When at office, laptop to be used with docking station and screen, keyboard and mouse. <p>ACTION TO BE TAKEN</p> <ul style="list-style-type: none"> • DSE training • Introduce assessment of workstation for all new starters early on in induction. • Workstation re-assessment to be carried out at any change to work feature, eg equipment, furniture or the work environment such as lighting. • Eye tests for those who need them.
Stress	<p>All employees, learners and apprentices could be affected</p>	<ul style="list-style-type: none"> • Line managers check on wellbeing regularly at 1:1s with employees • Skills coaches check on wellbeing of apprentices regularly at review meetings. • Tutors monitor wellbeing of other learners through tutorials • 'No bullying' policy.