



# Health and Safety Policy

## Introduction

SR Apprenticeships regards the promotion of the Health & Safety at Work Act 1974 and the Environmental Protection Act 1990 as an essential objective for all staff. We are committed to safeguarding the health, safety and welfare of all employees and all other persons affected by Company operations and undertakings. To this end, the SR Apprenticeships management team promotes a proactive approach to identifying and reducing risks to facilitate a safe working environment for all staff and those working under its control.

Some SR Apprenticeships service users may be from particularly vulnerable groups and activities are conducted accordingly with emphasis on all apprentices being entitled to a safe, healthy and supportive learning environment.

SR Apprenticeships seeks to make the most effective and efficient use of all resources to encourage staff and apprentices to embrace a positive Health and Safety culture. As part of this commitment, SR Apprenticeships places Health and Safety considerations at the heart of its business activities.

SR Apprenticeships will review this Policy at least annually, ensuring that it reflects both the intentions and the overall direction of the organisation and to also ensure it continues to be appropriate to the nature and scale of its Health and Safety risks and impacts.

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## Policy Scope

This policy applies to all SR Apprenticeships offices, operations and activities, and to employees at all levels. The aims, organisation and arrangements of this policy will equally apply to all SR Apprenticeships operations and activities conducted on sites beyond direct company control wherever SR Apprenticeships staff are designated to perform their contractual duties.

SR Apprenticeships are committed to ensuring staff, learners and all individuals accessing our programmes are able to learn and work in an environment that is safe and has the appropriate risk assessments safeguards, and insurances in place.

## Apprentices in their workplace

The employer of every apprentice has the primary responsibility for their health and safety of the apprentice and should be managing any significant risks. SR Apprenticeships however takes every reasonable step possible to be satisfied that the employer is doing this.

New employers to SR Apprenticeships have their health and safety working practices taken into account prior to a new apprentice commencing their programme.

For low-risk environments, such as an office or shop, with everyday risks that will mostly be familiar to the apprentice, simply speaking with the employer to confirm this should be enough. This can be part of any wider conversation on placement arrangements that may take place

For environments with less familiar risks, like light assembly or packing facilities, talk to the employer to find out what the apprentice will be doing 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, discuss with the employer what the apprentice will be doing, the risks involved and how these are managed, satisfying yourself that the instruction, training and supervisory arrangements have been properly thought through.

## Purpose

In particular, SR Apprenticeships will:

- Comply fully with the requirements of the Health and Safety at work Act 1974, the Management of Health and Safety at Work Regulations 1999 (2006) and all other relevant legislation, regulations, codes of practice and guidance pertaining to Health and Safety in the workplace in all operational activities.
- Ensure that, on a continual improvement basis, Health and Safety hazards and aspects are identified, risks assessed and suitable management controls put in place to prevent injury, ill health or other adverse impacts.
- Develop its management processes to ensure that Health and Safety factors are fully considered during planning and implementation of any project or activity.
- Engage with employers, staff, contractors and visitors to further reduce Health and Safety risks and impacts associated with working for, with, or on behalf of SR Apprenticeships.
- Engage with apprentices and embed sound Health and Safety knowledge and awareness in all learning undertaken for their chosen vocation.
- Provide a safe and healthy learning environment where apprentices feel safe from risk or intimidation.
- Ensure that exercising due diligence in respect of Health and Safety responsibilities is a condition of employment.
- Maintain a commitment to inform, instruct and train all staff in all Health and Safety matters.
- Ensure all staff are aware of, and fulfil, their statutory and contractual duties to safeguard their own health, safety and welfare, and that of others who may be affected by their acts or omissions.
- Require all staff to co-operate with SR Apprenticeships in all matters related to health and safety.
- Ensure, where required, sufficient resources are made available in the pursuance of maintaining a safe and healthy work environment.

- Review the Health and Safety policy at least annually.

Staff, learners and visitors will also be made aware of their responsibilities under the Health and Safety Act and will:

- Take reasonable care of their own health and safety and that of others around them
- Co-operate with the employer on matters of health and safety
- Use work equipment correctly
- Providing guidance to users of the centre and act responsibility to ensure their health and safety

## Organisation

The Directors, Senior Management Team (SMT), and Managers are responsible for promoting Health and Safety compliance across the organisation and their respective departments or areas of responsibility. In particular, Operations Managers and Department Managers have responsibility for ensuring operational compliance with this policy and all Health and Safety arrangements on a day to day basis within their Departments.

The day-to-day management of Health and Safety on sites and premises beyond the control of SR Apprenticeships is delegated to persons in charge of such work in accordance with the organisation's structure and their operational responsibilities.

The Managing Director has overall operational responsibility for health and safety management and performance across the organisation, with assistance from the Operations Director, Operations Manager and Line Managers.

All staff at all levels of the organisation is responsible for their own Health and Safety performance and levels of compliance. All staff are required to co-operate fully with the organisation in all matters related to Health and Safety to enable SR Apprenticeships to fulfil its legal duties. Such responsibilities include, but are not limited to:

- Meeting the statutory requirements set out in section 7 and 8 of the Health and Safety at Work Act, 1974
- Reporting any unsafe act or unsafe condition to the Health and Safety Lead
- Reporting any concerns where there are identified shortcomings in the organisation's Health and Safety arrangements

Such responsibilities are absolute and cannot be transferred to others.

The Health and Safety Lead is responsible for providing such advice as is necessary to assist SR Apprenticeships and its staff to comply with their statutory provisions. Information, instruction and training will be arranged and provided where it is identified that an absence of specific knowledge and/or skills may contribute to an increase in operational risk. Staff with additional specific duties, such as First Aiders and Fire Marshals, will be provided with the required training to enable them to execute their duties correctly and safely.

Where staff have doubts about safe working practices, they should seek advice from their Manager or the Health and Safety Lead.

SR Apprenticeships will update staff on any and all relevant Health and Safety information, including revised working practices and updates to policies.

It is SR Apprenticeships' intention to consult with staff on all matters that may impact on their health, safety and well-being. Equally, the organisation welcomes suggestions, ideas and participation from all staff with regards to improvements in Health and Safety management. Consultative groups will convene periodically, such as team meeting, where Health and Safety will be represented as an agenda item and discussion point to facilitate open communication.

## Arrangements

Suitable arrangements for the management of Health and Safety exist and are dictated by policy. Arrangements for Health and Safety will be reviewed at least annually or where changes in operations are implemented or whenever deficiencies are identified through internal or external audits or by any other means.

## Promotion

- Staff induction
- Staff team meetings
- Staff standardisation meetings
- Learner induction and learner handbook
- Health and safety risk assessment
- Staff health and safety certification (health and safety in the workplace) and ongoing refresh courses
- Employer terms and conditions
- Company website

It is not possible to detail within this policy, all the health and safety risks that come up on a day-to-day basis, so staff and management must constantly be mindful of their responsibilities individually and collectively for the safety of themselves and their colleagues.

Relative policies:

- Lone Workers Safety Guide
- Risk Assessment Policy and Procedures
- Prevent Duty Policy
- Safeguarding Policy
- E-Safety Policy

## Accidents and Incidents

All accidents, incidents or near misses must be reported without delay to a relevant Manager or qualified First Aider and the Health and Safety Lead. A "near miss" is an event where no injury or damage is caused but did have the potential to do so. The accident/incident report form is available from Head Office and from the Health and Safety Lead. Managers will ensure that all accidents, incidents or near misses under their area of control are duly recorded and reported.

Specific injuries, diseases and dangerous occurrences are reportable by law under the Reporting of Injuries, Diseases and Dangerous Occurrence Regulations (RIDDOR) 2013. Where such an occurrence arises, the Health and Safety Lead, in conjunction with Directors, is responsible for submitting the required report to the relevant enforcing authority.

SR Apprenticeships have fully trained First Aiders on site to provide any suitable first aid in the event of an injury or instance of ill health. In the absence of a qualified First Aider, a relevant Manager will act as an Appointed Person to take charge of the situation and, where necessary, summon professional emergency assistance. An Appointed Person may not render any first aid, unless they are qualified to do so. Where any serious accidents or incidents are reported, the Health and Safety Lead will conduct an appropriate and timely investigation to establish cause and determine suitable corrective or preventive actions.

Revised operational controls resulting from such investigations will be communicated to all SR Apprenticeships staff.

## Control of substances hazardous to health (COSHH)

People come into contact with a wide range of hazardous substances at work that may arise from a number of sources, for example:

- Solvents, acids, lead, etc. used directly in processes
- Fungus, mites, etc. that arise naturally
- Cleaning chemicals, etc. used in services
- Exhaust fumes, dust, gases, etc. given off as by-products.

The risk to the staff when coming into contact with a hazardous substance is dependent on the route of exposure. There are a number of routes through which a person may become exposed and substances may prove hazardous through only one or several of these routes:

- Inhalation e.g., dusts, fungus, solvents, paints, exhaust fumes, organisms, etc
- Ingestion e.g., heavy metals, organisms etc
- Contact with the skin e.g., cleaning chemicals, solvents, used engine oil, etc
- Absorption through the skin e.g., solvents
- Injection into the body e.g., drugs
- Introduction into the body via wounds e.g., hepatitis, Weil's disease etc.

In many cases exposure to work related substances may, if it remains uncontrolled, lead to illness or even death in severe cases.

Consequently, the Control of Substances Hazardous to Health (COSHH) Regulations have been formatted to ensure that employers at SR Apprenticeships take reasonable steps to reduce the risk to staff from exposure to hazardous substances in their working environment.

## Risk Assessment

The means to establishing effective operational controls across the organisation will be achieved through risk assessment. Risk assessment will identify potential hazards, who may be harmed and level of risk, document existing controls, and advise on further controls that may be required to reduce such risk to an acceptable level.

Risk assessments will be reviewed at least annually, or where a change to operations has been identified.

The requirement for risk assessments may be generated by, but are not limited to:

- Accident and incident reports or investigations.
- External compliance audits.
- Internal compliance audits.
- Lone Working arrangements.
- Disclosures of medical conditions.
- Introduction of new processes, equipment or substances.
- Works carried out by external contractors.
- Requirements of those more susceptible to risk (young persons, expectant mothers etc.). All risk assessments will be recorded and made available to all relevant or interested parties.

## **Provision of Work Equipment**

SR Apprenticeships will provide suitable work equipment as necessary to enable staff to carry out their work effectively. Where work equipment is provided, SR Apprenticeships will fulfil its statutory duties under the Provision and Use of Work Equipment Regulations (PUWER) 1998 by ensuring the suitability and safety of all equipment in relation to its intended use. Where work equipment is reported to be faulty, defective or unsafe, the organisation will make arrangements to have the equipment replaced or competently repaired.

Equally, all staff are expected to use work equipment correctly and safely and solely for its intended purpose. Staff must not misuse any work equipment provided and must make every endeavour to protect equipment from theft and/or damage.

## **Display Screen Equipment (DSE)**

SR Apprenticeships recognises that the majority of their staff are required to use DSE for significant periods of time on a regular basis in carrying out their appointed work duties. All staff are required to complete a DSE assessment to highlight anyone who may be at risk from harm through using DSE. Users of DSE will be provided with sufficient information, instruction and training to provide awareness of the potential risks associated with DSE use.

To facilitate this aim, SR Apprenticeships has produced a DSE Safety Strategy to communicate suitable and sufficient information and instruction on how to recognise and effectively manage the risks associated with using DSE.

Equally, although not within the scope of The Health and Safety (Display Screen Equipment) Regulations 1992, apprentices will be provided with sufficient awareness training embedded into their vocational learning to enable them to use DSE safely.

## **Manual Handling Operations**

SR Apprenticeships operations does not generally rely on or require any significant manual handling or repetitive movements. However, where the requirement exists to occasionally lift or carry any

items or objects, such as moving archive boxes or furniture, an assessment of risk will be completed by the relevant Manager and/or Health and Safety Lead. The assessment will focus on four key elements:

- Task. What is required to be done in terms of moving something from one area to another.
- Individual. Individual capability of the person required to perform the task.
- Load. Assessment of the nature of the load – weight, size, stability etc.
- Environment. Assessment of the surroundings, such as floor condition, lighting, changes in floor level.

Staff are not required, or expected, to lift and carry objects or loads beyond their individual capabilities. Staff should never attempt to lift or move any load they feel is beyond their own capability or likely to cause them injury. Expectant mothers are prohibited from lifting or carrying any load and should seek assistance from their Manager if they require anything lifting or moving.

SR Apprenticeships expects staff to store items, such as archive boxes, in a safe and orderly fashion. Such items must not be stored above chest height and must only be positioned such that no stretching, reaching or twisting is required to lift them or to set them down.

All staff have a statutory duty to protect themselves, and others, from harm or injury.

## Other Provisions

SR Apprenticeships will constantly monitor and measure all performance against expected standards for Health and Safety and will do this through various mechanisms. Where risk is judged to be present, provision will be made to assess such risk and implement suitable control measures. Such other provisions may include, but are not limited to:

- Safeguarding.
- Personal Protective Equipment.
- Stress.
- Acts of Terrorism.
- Driving for Work.
- Violence at Work.
- Lone Working.

## Control Measures

In certain circumstances it may be necessary to put control measures in place to ensure that exposure to a substance is minimised. In deciding on the control measure to be taken the following hierarchy will be followed:

- Eliminate the hazard altogether
- Use a safer substance (substitution)
- Enclose the process
- Use engineering systems e.g. extraction or ventilation
- Safe systems of work
- Personal protective equipment (this is the last resort)

When using control measures and / or personal protective equipment it is necessary to meet certain requirements of the COSHH Regulations:

- Employers must take all reasonable steps to ensure that staff are using the control measures and the personal protective equipment (PPE) provided
- Employers must take all reasonable steps to ensure that the control system or PPE are being maintained and are working efficiently. This includes keeping suitable maintenance records
- PPE must be suitable for the purpose for which it is provided
- PPE must comply with any design standards laid down
- Staff have a duty to make full and proper use of any control measures and the PPE provided

## Communication

This policy sets out SR Apprenticeships commitment and intent to establish, implement and maintain a safe and healthy environment in all of its premises for all who use them, whether they are staff, apprentices, visitors or contractors.

The contents of this policy will be communicated to all staff during induction and thereafter at each subsequent policy review.

Absolute compliance with this Health and Safety Policy and all associated policies pertaining to Health and Safety matters, is a condition of employment.

This policy is available, and will be communicated, to all interested parties, is agreed by the Board of Directors and will be reviewed at least annually.

## Responsibilities

All staff have a statutory and contractual duty imposed on them to fully comply with this policy and to meet their individual Health and Safety obligations.

All Managers have operational responsibility for ensuring compliance with this policy on a day-to-day basis within their area of control.

The Directors, Managing Director and Senior Management Team have overall organisational responsibility for Health and Safety and policy implementation.

## Commitment

The management considers the matters of such importance, that breach of health and safety procedures by staff constitutes misconduct and will be dealt with as a disciplinary matter.

All staff are required to adhere to the health and safety policy and all other associated policies throughout the duration of their employment.

This policy applies to all aspects services delivered by SR Apprenticeships including recruitment and training.

Staff are fully committed to the policy and adhere to requirements both when representing the company and understand that by not complying with the policy either in part or whole could lead to disciplinary proceedings.

Name: \_\_\_\_\_

Position: \_\_\_\_\_

Signed: \_\_\_\_\_



Date: \_\_\_\_\_

Title: Contingency Plan		Version	2.1
Authorised by:	G.Petley	Date Authorised	Aug 2021
Amendments by:	N. Hughes	Date of review/amend	Oct 2021
Annual check date	Aug 2022	Next full review	Aug 2022