

## **HEALTH, SAFETY AND WELFARE POLICY**

### **Statement of Policy for Health, Safety and Welfare**

cHRyos HR Solutions Ltd. recognises and accepts its responsibilities within the Health and Safety at Work Act 1974 and supporting Management of Health and Safety Regulations to provide a safe and healthy working and learning environment for all its employees, apprentices, and learners.

cHRyos HR's commitment to health, safety and welfare includes the following practices:

- Identifying, evaluating, and managing risks to health, safety and welfare within the work we undertake.
- Discussing and consulting with the cHRyos HR Board of Governance and employees on issues relating to their health, safety and welfare.
- Ensuring procedures are in place for recording, reporting and investigating any health, safety and welfare incidents so that lessons are learnt, and appropriate action taken to prevent recurrence.
- Ensuring that plant, equipment and ways of working are safe and without risks to health, safety and welfare.
- Providing safe arrangements for the use, handling, storage and transport of articles and substances
- Providing sufficient information, instruction, training, and supervision to our employees, associates, apprentices, learners and visitors to enable them to work and learn in ways that support their health, safety and welfare.
- Providing a safe place to work and to learn and safe access to it.
- Maintaining a healthy working and learning environment that supports the wellbeing of our employees, learners and apprentices.
- Maintaining first aid at work and emergency procedures including fire and electrical safety.
- Co-operating and liaising with employers to ensure the health and safety of our employees, associates, apprentices and learners.
- Providing any necessary personal protective equipment or clothing.

The ultimate responsibility for health and safety rests with the cHRyos HR Board of Governance. The Board expects however, that all its employees, associates, apprentices, learners, visitors, and others working with us will take reasonable care of their own and others' health and safety welfare, follow any instructions given in implementing this policy and report any health, safety or welfare concerns they may have.

### **Scope of Policy for Health, Safety and Welfare**

This policy applies to all employees, apprentices, and learners.

All employees work virtually from their own homes and self-assessments are in place to support safe working environments. These are undertaken annually and reviewed

by the Quality Lead for any necessary and adjustments and actions.

Employers of apprentices studying an apprenticeship programme with cHRyos HR are obligated to have their own policy and procedures in place under the requirements of the Health and Safety at Work Act 1974 and supporting regulations. Whilst these policies and procedures do not fall under the scope of this policy, cHRyos HR will have processes in place to ensure the health, safety and welfare of apprentices in their workplace.

### **Safeguarding, Prevent and Online Safety**

cHRyos HR recognises that its responsibilities for the health, safety and welfare of employees, associates, apprentices, and learners include ensuring that Safeguarding, Prevent, use of IT and online safety policies and procedures are in place.

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

Safeguarding and Prevent Policy

Equality and Diversity Policy

Online Learning Policy

Use of IT Policy

Lone Working policy

### **Other Related Policies**

Data Protection Policy

Employee Code of Conduct and Ethics

Disciplinary Policy and Procedures

Employee Development Policy

Personal and Professional Safety Policy

Whistleblowing Policy

### **Mental Health and General Wellbeing**

The mental health and general wellbeing of our employees, apprentices and learners is a key aspect of our commitment to health, safety and welfare. cHRyos HR has team members trained in Mental Health First Aid and confidential support can be provided if required.

### **Roles and Responsibilities for Health, Safety and Welfare**

<b>Scope</b>	<b>Roles and responsibilities</b>
<b>Board of Governance</b>	Leadership responsibility for health, safety and welfare strategy. Monitor organisational performance for health, safety and welfare and holding the Managing Director to account through key performance indicators.
<b>Managing Director</b>	Leadership responsibility in line with Board of Governance requirements. Ensure appropriate health and safety policy and practice

	<p>is in place and implemented and promoted.</p> <p>Identify, evaluate and monitor risks to health, safety and welfare.</p> <p>Provide feedback to the Board of Governance on organisational performance for health, safety and welfare and any incidents occurring.</p> <p>Provide mental health first aid support as required.</p>
<b>Safeguarding and Prevent Lead and Deputies</b>	<p>Provide safeguarding and Prevent training and support to employees, associates, apprentices and learners as required.</p> <p>Provide support with the reporting and actions relating to any health, safety and welfare issues.</p> <p>Provide mental health first aid support as required.</p>
<b>Employees</b>	<p>Responsible for following procedures set out in this policy and following instructions given by the Managing Director and employers when visiting apprentices/ learners at their workplace.</p> <p>Attend health, safety and welfare training as required.</p> <p>Promote and maintain their own health, safety and welfare, and that of colleagues, apprentices, learners and visitors.</p> <p>Report any concerns about health, safety and welfare.</p> <p>Complete annual self-assessment homeworking questionnaires and report any concerns</p>
<b>Apprentices and learners</b>	<p>Personal responsibility for ensuring their own and others' health, safety and welfare.</p> <p>Attend training in health, safety and welfare as required by cHRysos HR or their employer.</p> <p>Read or listen to and follow any health and safety instructions or advice given, when attending any premises used by cHRysos HR and in their own workplace.</p> <p>Think about their own actions and behaviours and what is needed to learn and work safely.</p> <p>Ask a member of the cHRysos HR staff or an appropriate individual in the workplace if they are unsure how to carry out any task safely.</p> <p>Use any personal protective equipment provided either by cHRysos HR or their employer.</p> <p>Report any concerns about health, safety and welfare.</p>

## Identification and Management of Risks

### **General**

- The Managing Director will undertake relevant risk assessments, including those where there is an increased risk to an individual's personal health, safety or welfare, eg. apprentices under 18 who are attending training on cHRysos HR premises, pregnancy, food allergy and SEND. Any necessary actions will then be put in place to reduce or eliminate any risks identified.

- The risk assessment regime will include working from home/workstation assessment.
- Risk assessments will be reviewed annually or when circumstances change.
- 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.

### ***Apprentices in the Workplace***

Whilst the apprentice's employer is responsible for conducting their own workplace risk assessments, before an apprentice begins their programme cHRyos HR will undertake due diligence activity to establish that suitable health and safety measures have been put in place by the employing organisation and promote cHRyos HR's policy and practices for health, safety and welfare.

### ***Employer Due Diligence***

Due diligence checks to ensure appropriate workplace management of apprentice health, safety and welfare will include:

- 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, cHRyos 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.
- Verification of signed apprenticeship contract.
- Verification of signed commitment statement.
- Verification of signed apprenticeship agreement.
- Verification of employee contract of employment.
- Verification that induction into the organisation and job role includes health and safety.

In all cases cHRyos HR will check that the apprentice knows how to raise any health and safety concerns, either to cHRyos 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 be undertaken by Skills Coaches at apprentice and employer review meetings through discussion with the apprentice and employer, and any concerns raised and addressed.

### **Promotion, Commitment and Training**

#### ***cHRysos HR employees***

- Promotion of and commitment to health, safety and welfare will begin at employee recruitment and selection through questioning at interview about personal responsibility for health, safety and welfare.
- New employees will complete health, safety and welfare training as part of their induction programme.
- All employees will be given access to and briefing on this policy.
- Ongoing commitment and training will be promoted through employee supervision sessions and Team Meetings, as well as consultation with employees on health, safety and welfare matters.
- Health, safety and welfare training for employees will also include First Aid at Work, Safeguarding and Prevent, Equality and Diversity, Mental Health.

#### ***Apprentices***

- Promotion of and commitment to health, safety and welfare by apprentices and employers will begin at enrolment stage through due diligence activity.
- Apprentices and employers will be given access to and briefing on this policy at enrolment.
- Health, safety and welfare training will be provided for apprentices at induction and will also include Safeguarding and Prevent, Mental Health and Equality and Diversity.
- Whilst it the responsibility of the employer to provide apprentices with training in health and safety as part of their organisational induction process, this will be checked by cHRysos HR in discussion with the employer.
- Ongoing commitment, promotion and health and safety training will be provided by Skills Coaches and recorded on the apprenticeship review documentation/ APTEM learning management system.

### **Procedure for Accidents or Ill-health of Employees, Apprentices, Learners.**

- If any employee, apprentice or learner has an accident or becomes 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, e.g., self-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 cHRysos HR Accident/Incident Log sheet is held on SharePoint and must be completed in full and a copy of the log sent to Business Support Team.
- The accident/incident must also 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.

#### ***Additional Procedures for Accidents or Ill-Health Involving an Apprentice***

- Whilst the employer has a responsibility to record and report incidents relating to the health and safety of their apprentices in the workplace, there is an expectation that cHRysos HR will be notified of any such incidents so that the health, safety and welfare of apprentices can be ensured.
- In a situation where an apprentice has an accident or becomes unwell at their place of work, cHRysos HR will fully support the apprentice and employer in their health, safety and welfare responsibilities. Communication will be maintained between the Skills Coach and apprentice/employer throughout the period of recovery, any required break in learning or reasonable adjustments facilitated and any information, advice and guidance provided.
- Skills Coaches are expected to monitor the health, safety and welfare of apprentices through apprenticeship review sessions and other communication and should report any concerns to the Safeguarding and Prevent Lead.
- Should an apprentice have an accident or ill health that does not occur in their workplace, the cHRysos HR team member who identifies this should notify the Managing Director or Safeguarding and Prevent Lead. With the apprentice's permission, the employer will be notified and impact on the apprenticeship and ability to be in the workplace discussed. The Skills Coach will maintain communication throughout the period of recovery, facilitate any necessary break in learning and reasonable adjustments, and provide advice and guidance as appropriate.

#### **Visiting Learner /Apprentice Workplaces**


On the rare occasions that employees of cHRysos HR visiting apprentices or learners 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 identified and adhered to
- Any necessary protective clothing and equipment is worn/used
- Any concerns about health and safety within the apprentice's or learner's workplace are raised with the employer
- Any concerns about health and safety within the apprentice's or learner's workplace are raised with the Managing Director or Safeguarding and Prevent Lead.
- 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 identified and adhered to

- Accidents/incidents are reported to the relevant person at the apprentice's or learner's workplace and appropriate Accident/Incident Reporting documentation is completed
- Accidents/Incidents are reported to the Managing Director of cHRysos HR.

**Policy Review**

This policy will be reviewed annually by the Managing Director, or when changes to legislation or organisational circumstances occur.

Author	Sheila Moore
Position	Managing Director
Last reviewed	June 2024
Date for next review	June 2025
Signature	

**APPENDIX 1**

**RISK ASSESSMENT**

**ASSESSOR:**

**DATE:**

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

Reviewed September 2024  
Next review September 2025



**APPENDIX B****ARRANGEMENTS PUT IN PLACE FOR KEY RISKS**

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

	to fires.	<p>taken out of use immediately and replaced</p> <ul style="list-style-type: none"> <li>• Equipment PAT tested</li> <li>• Plug sockets not overloaded.</li> </ul>
Display Screen Equipment (DSE)	<p>Employees risk posture problems and pain, discomfort or injuries, e.g., to their hands / arm, from overuse or improper use or from poorly designed workstations or work environments. Headaches or sore eyes can also occur, e.g., if lighting is poor.</p>	<ul style="list-style-type: none"> <li>• Assessment of workstation for all new starters early on in induction.</li> <li>• Workstation re-assessment carried out at any change to work feature, e.g., equipment, furniture or the work environment such as lighting.</li> <li>• Workstation and equipment set to ensure good posture and to avoid glare and reflections on the screen.</li> <li>• Homeworking assessment undertaken.</li> <li>• Job design includes regular change of activity and breaks.</li> <li>• Lighting and temperature suitably controlled.</li> <li>• 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.</li> <li>• Eye tests for those who need them.</li> </ul>
Stress	<p>All employees, associates, learners and apprentices could be affected</p>	<ul style="list-style-type: none"> <li>• Line managers check on wellbeing regularly at supervision sessions.</li> <li>• Skills coaches check on wellbeing of apprentices regularly at review meetings.</li> <li>• Tutors monitor wellbeing of other learners through tutorials</li> <li>• 'No bullying' policy.</li> </ul>