



# Health and Safety Policy 18/19

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## General Statement

The British Institute of Recruiters (BloR) is committed to safeguarding the health, safety and welfare of all its employees and all other persons affected by its operations and undertakings. To this end, the BloR management system promotes a proactive approach to identifying and reducing risks to facilitate a safe working environment for all its employees and those working under its control.

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

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

BloR 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.

This Policy also provides the framework for setting Health and Safety objectives and will be available to all interested parties.


### 1. Scope

This policy applies to all BloR Apprenticeships, operations and activities, and to all BloR employees at all levels. The Aims, Organisation and Arrangements of this policy will equally apply to all BloR operations and activities conducted on sites beyond BloR's control wherever BloR employees are designated to perform their contractual duties.

### 2. Aims and Objectives

BloR 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, employees, contractors and visitors to further reduce Health and Safety risks and impacts associated with working for, with, or on behalf of BloR.
- 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.

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- 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 employees in all Health and Safety matters.
  - Ensure all employees 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 employees to co-operate with BloR in all matters related to health and safety.
  - Ensure, where required, enough resources are made available in the pursuance of maintaining a safe and healthy work environment.
  - Review the Health and Safety policy at least annually.

### 3. Organisation

The Directors, Senior Management Team (SMT), Levy Managers, Leads are responsible for promoting Health and Safety compliance across the organisation and their respective departments or areas of responsibility. Levy Managers, Directors and SMT 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 BloR is delegated to persons in charge of such work in accordance with the organisation's structure and their operational responsibilities.

The Health and Safety Lead has overall operational responsibility for health and safety management and performance across the organisation, with assistance from the Facilities Manager and the Health and Safety Manager.

All employees at all levels of the organisation are responsible for their own Health and Safety performance and levels of compliance. All employees are required to co-operate fully with the organisation in all matters related to Health and Safety to enable BloR 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.
- Using any equipment provided in accordance with training and instruction given.
- 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 Manager is responsible for providing such advice as is necessary to assist BloR and its employees 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. Employees 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 employees have doubts about safe working practices, they should seek advice from their Manager or the Health and Safety Manager.

BloR will update employees on all relevant Health and Safety information, including revised working practices and updates to policies.

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

## **4. 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.

### **4.1 Accidents and Incidents**

All accidents, incidents or near misses must be reported without delay to a relevant Manager or qualified First Aid Person and the Health and Safety Manager. A “near miss” is an event where no injury or damage is caused but did have the potential to do so. Tutors and the Health and Safety Lead will ensure that all accidents, incidents or near misses under their area of control are duly recorded and reported.

The methodology for accident and incident reporting is fully documented in the BloR Accident and Incident Reporting Policy.

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 Manager, in conjunction with Directors, is responsible for submitting the required report to the relevant enforcing authority.

All BloR premises have fully trained First Aid Persons 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 Aid Person, 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 Manager 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 BloR sites.



## 4.2 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.).

Once we have identified and evaluated a risk, there are several potential responses. The response we choose will depend on the probability of the risk occurring and the potential severity of its impact on a project.


- **Avoid:** Avoiding risks is ideal, and especially important if the risk is high impact and likely to occur. Avoidance tactics may require greater investment (in order to develop alternative strategies), but this additional cost and effort is appropriate for high-impact, high-probability negative risks.
- **Transfer:** This method refers to transferring risk to another party (for example, the act of purchasing insurance moves the risk to the insurance provider). This response is common for risks that have a high negative impact but a low probability of occurring.
- **Mitigate:** Mitigation aims to reduce either the likelihood or the level of impact of a risk, and is used for risks that are likely to occur, but also likely to be low-impact.
- **Accept:** Acceptance is an option when there is no other solution, but would only be used for low-impact risks that have a low probability of occurring.

Risks can be internal or external, and projects may face a combination of both. Internal risks may include issues with technology, staffing, financial security, and other factors that can be controlled within your organization. External risks can be harder to predict and control, and may include factors such as issues with suppliers, changes in the political climate or economy, or even the weather. The process of analysing risks and measuring them on a scale of probability and severity can provide the initial framework for determining which of the above

All risk assessments will be recorded and made available to all relevant or interested parties.

## 4.3 Provision of Work Equipment

BloR will provide suitable work equipment as necessary to enable employees to carry out their work effectively. Where work equipment is provided, BloR 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 decide to have the equipment replaced or competently repaired.



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

A BloR Electrical Safety Policy is in place to promote and communicate the ways electrical equipment should be used safely, including arrangements for Portable Appliance Testing (PAT).

#### **4.4 Fire Safety**

To comply with the Regulatory Reform (Fire Safety) Order 2005, BloR will produce a Fire Risk Assessment (FRA) for every academy or premises under its control to identify sources of fuel, sources of heat or ignition, and sources of oxygen. To this end, BloR has implemented a Fire Safety Policy as a statement of intent to prevent fire and to protect employees, apprentices, visitors and premises from the effects of fire.

BloR will implement suitable General Precautions as required by the Order, such as suitable fire-fighting equipment, alarm and detection systems, emergency lighting systems and protected means of escape. BloR will also conduct a practice evacuation at least annually at every academy and premises under its control.

In addition, BloR will nominate and train enough competent persons to assist in undertaking any preventive or protection measures at all academies and premises under its control.

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

BloR recognises that most of its employees are required to use DSE for significant periods of time on a regular basis in carrying out their appointed work duties.


All employees 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 enough information, instruction and training to provide awareness of the potential risks associated with DSE use. To facilitate this aim, BloR has produced a DSE Safety Strategy to communicate suitable and enough 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 enough awareness training embedded into their vocational learning to enable them to use DSE safely.

#### **4.6 Manual Handling Operations**

BloR 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 Manager. The assessment will focus on four key elements using the TILE acronym:

- **T - Task.** What is required to be done in terms of moving something from one area to another.
- **I - Individual.** Individual capability of the person required to perform the task.

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- **L - Load.** Assessment of the nature of the load – weight, size, stability etc.
  - **E - Environment.** Assessment of the surroundings, such as floor condition, lighting, changes in floor level.

There is a likelihood that manual handling operations is required for certain maintenance work performed by the BloR Site Support Officer. Where such a requirement exists, risk assessment for maintenance operations and activities, including manual handling operations must be referred to.

Employees are not required, or expected, to lift and carry objects or loads beyond their individual capabilities. Employees 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.

BloR expects employees 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 employees have a statutory duty to protect themselves, and others, from harm or injury when moving, handling or storing items.

#### **4.7 Other Provisions**

BloR 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.**
- **Control of Substances.**
- **Work at Height.**
- **Personal Protective Equipment.**
- **Stress.**
- **Acts of Terrorism.**
- **Driving for Work.**
- **Violence at Work.**
- **Lone Working.**
- **Working from home.**

### **5. Communication**

This policy sets out BloR's commitment and intent to establish, implement and maintain a safe and healthy environment in all its premises and academies for all who use them, whether they are employees, apprentices, visitors or contractors.

The contents of this policy will be communicated to all employees 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.

## 6. Responsibilities

All employees 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 and Senior Management Team have overall responsibility for Health and Safety and policy implementation across the organisation.

## 7. Contacts

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