

Xyrius Training Limited

Health and Safety Policy

Purpose Statement:

We all need a healthy and safe environment to live in and consequently we all take responsibility for achieving this in our private lives according to our priorities and needs. However, at work we are not just responsible for ourselves but the health and safety of colleagues, contractors, and clients. Our individual actions at work set the tone for health and safety and we must all accept our responsibilities for minimizing the risks in everything we do. Being alert to the risks for others that our actions pose, and constantly on the lookout for that drawer that has been left unclosed, the spilt coffee that might cause somebody to slip up, or the jack handle left to catch the next person to walk by. Safe working is a way of life made up of constant awareness of lots of little things to create the positive safety culture we want in Xyrius Training Limited, whether that be in an office, on a client's premises, or whilst driving on the highway.

Xyrius Training Limited will ensure provision of skills, training, and equipment to deliver its services correctly and safely. Xyrius Training Limited is a leader in aiding compliance in the ISO industry and will apply these high standards to everything we do as an organisation. Our objectives are totally appropriate here – setting and achieving good standards of safety in all we do.

To achieve this, our organisation will:

- ensure effective communication of health and safety matters throughout the organisation
- provide the necessary information, instruction and training to employees and others, including temporary staff to ensure their competence in health and safety
- devote necessary resources to ensure the health and safety of all staff, and visitors so far as is reasonably practicable
- seek constant improvement in health and safety standards and performance and endeavour to ensure that all relevant statutes, regulations, and codes of practice are complied with, the minimum standards adopted will be those required by law but where appropriate we will do our best to do more
- ensure health and safety management becomes an integral part of the manager's function and will monitor their performance along with their other duties
- ensure all incidents are documented, fully investigated and appropriate action taken to reduce the likelihood of their recurrence
- ensure procedures are established so safe equipment and plant are provided for employees and non-employees
- ensure this policy statement and the effectiveness of our actions are regularly reviewed and improved as required

Promoting Our Health And Safety Policy:

We promote our health and safety policy by providing all employees a copy upon induction, we keep an updated copy on the company website for learners to access, we provide yearly eLearning training for all staff and through 1-2-1 reviews and Performance and Development reviews.

Getting Commitment To Our Health And Safety Policy:

We get commitment from our staff, employers, suppliers, and learners to our health and safety policy via:

1. Mandatory eLearning
2. CPD
3. Inductions
4. Enrolment
5. 1-2-1 reviews
6. Performance and Development reviews
7. Staff meetings or standardisation

Training Our Employees To Implement Our Health And Safety Policy:

All our employees are trained to implement our health and safety policy by undertaking mandatory health and safety training. Every staff member of Xyrius Training Limited, upon joining, receives a general introduction to health and safety related to their area of activity and our health and safety policy. All staff will receive basic health and safety training every 1 year, and staff training activities will be recorded to ensure health and safety competency is maintained through refresher training. If a staff member has not met health and safety training requirements, managers will be responsible for ascertaining the reason why and ensuring compliance is met at the earliest opportunity. Health and safety training is an integral part of our effective health and safety program. It is essential that all our employees are trained to perform their jobs safely. All employees will be trained in safe working practices and procedures, and training will include instruction on the safe use of any equipment provided.

Xyrius Training Limited accepts its responsibility for the health and safety of all personnel that come onto site. Visitors will be required to sign in and out upon each site visit and must always be supervised by a member of staff. Visitors to Xyrius Training Limited, learners, and contractors are given a summary of our health and safety policy and regulations. Learners must not use equipment for which they have not been trained and only carry out technical and practical work under supervision.

Covering Learners In Our Care:

We cover Learners in our care with regards to health and safety by:

1. Covering our health and safety policy during IAG and enrolment.
2. Completing health and safety checks at all learning sessions and reviews. These checks cover health and safety alongside other areas such as safeguarding, equality and diversity, Prevent, and British Values.
3. Completing observations of teaching and learning, to ensure trainers are embedding health and safety into their learning sessions.
4. Issuing feedback surveys every 12 weeks to learners and employers.

Responsibilities:

Safety is the responsibility of everyone within the organisation and is not just a function of management. Managers will have specific duties and responsibilities to comply with the letter and spirit of Xyrius Training Limited policy. We all have responsibility to take reasonable care of ourselves and others who could be affected by our actions and to co-operate with management in achieving a safe and healthy working environment. To ensure that health and safety is successfully managed within the organisation, the following responsibilities have been allocated:

Overarching responsibilities: The Operations Director accepts overall responsibility for all matters, including those regarding health, safety, and welfare. The directors have responsibility for overseeing, implementing, and monitoring health and safety procedures and for reporting back to the Xyrius Operations Director on health and safety matters. Our Operations Director must monitor the workplace to ensure that safe conditions are maintained. Where risks are identified, our health and safety representative, Operations Director, must ensure that these are rectified so far as is reasonably practicable. Other management duties include the following:

- Ensuring that employees, contractors, and visitors are aware of safety procedures.
- Establishing all equipment, plant and substances used are suitable for the task and are kept in good working condition; this includes the regular maintenance and servicing of equipment.
- Providing adequate training, information, instruction, and supervision to ensure that work is conducted safely.
- Taking immediate and appropriate steps to investigate and rectify any risks to health and safety arising from the work activity.
- Bringing to the prompt attention of senior management any health and safety issue that requires their attention.
- Ensuring that all incidents and 'near misses' are properly recorded and reported and that an investigation is carried out to determine causal factors.
- Maintaining safe access to and egress from the workplace at all times. Managers dealing with particular topic areas will be advised of any specific health and safety duties.

Employee responsibilities: All employees must:

- Take reasonable care for their own health and safety.
- Consider the safety of other persons who may be affected by their acts or omissions.
- Work in accordance with information and training provided.
- Refrain from intentionally misusing or recklessly interfering with anything that has been provided for health and safety reasons.
- Report any hazardous defects in plant and equipment, or shortcomings in the existing safety arrangements, to a responsible person without delay.
- Not undertake any task for which authorisation and/or training has not been given.

Identifying And Managing Health And Safety Concerns:

We identify health and safety risks and concerns through our risk assessments, which will be undertaken to identify and prioritise areas of health and safety concern within the workplace. Measures will subsequently be taken to minimise risks. Copies of our risk assessments will be located within the relevant section on our health and safety intranet. Examples of areas for which documented risk assessments will be undertaken include:

- Display screen equipment
- Health, safety, and welfare hazards
- Manual handling
- Noise
- Personal protective equipment
- Substances hazardous to health
- Work equipment
- Lone or remote working

We manage health and safety concerns by:

- Keeping up to date with legislation via information from the Health and Safety Executive (HSE). Information is disseminated to relevant individuals.
- Raising any concerns identified to our Health and Safety representative. who will add this to the internal NCCI register and determine any further actions required.
- Reviewing all health and safety concerns raised at quarterly senior management meetings.

Xyrius has a contract in place:

1. Fire equipment and procedures
2. First aid equipment and procedures
3. Health and safety posters

The following section provides a summary of our organisation's policy in respect of key areas of health and safety. Further details can be obtained from the Health and Safety Committee.

Display screen equipment: DSE 'users' will be identified by Xyrius Training Limited and risk assessments will be undertaken. Information, training, eyesight tests, and corrective appliances will be supplied where appropriate.

Employees at special risk: Xyrius Training Limited recognises that some workers may from time to time be at increased risk of injury or ill-health resulting from work activities. Xyrius Training Limited therefore requires that all employees advise their line manager if they become aware of any change in their personal circumstances which could result in them being at increased risk. This could include medical conditions, permanent or temporary disability, taking medication, and pregnancy.

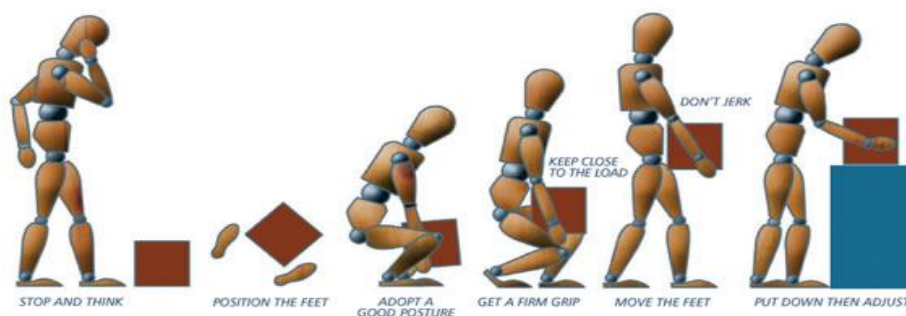
Emergency procedures: It is our policy to eliminate or minimise risks arising from work activities. However, emergency procedures have been developed to cope with incidents such as fire. Emergency drills will be carried out on a regular basis, where reasonably practicable.

Fire prevention: Our organisation will take all reasonably practicable steps to minimise fire risks. There will be regular inspection of fire precautions such as exits, alarms, firefighting equipment, and drills. Employees can minimise fire risks by keeping working areas clean, following company smoking rules and ensuring that electrical equipment is switched off when not in use.

First aid: Xyrius Training Limited will maintain suitable numbers of first aid personnel to deal with minor incidents and emergencies in the workplace. Currently, they are Monica Roadknight – Training Manager and there is also first aid support from our building manager as we have a serviced office. These personnel will have sufficient training and qualifications in accordance with statutory requirements. Identities of first aiders will be displayed throughout the workplace and on the Intranet.

Manual handling: Lifting and moving of objects should always be done by mechanical devices rather than manual handling wherever reasonably practicable. The equipment used should be appropriate for the task at hand.

- The load to be lifted or moved must be inspected for sharp edges and wet patches
- When lifting or moving a load with sharp or splintered edges, gloves must be worn
- The route over which the load is to be lifted should be inspected to ensure it is free of obstructions
- Employees should not attempt to lift or move a load which is too heavy to manage comfortably. Employees should ask for assistance if there is any danger of strain
- When lifting an object off the ground, employees should assume a squatting position, keeping the back straight. The load should be lifted by straightening the knees, not the back
- Employees should not attempt to obtain items from shelves which are beyond their reach.
- A ladder or stepping stool should be used. Employees should not use chairs or any makeshift device for climbing and should never climb up the shelves themselves



Noise: There are no areas that have been designated Hearing Protection Zones within Xyrius Training Limited. Any request for hearing protection may be made to a line manager in the first instance.

Smoking: Smoking is only permitted in designated outside areas.

Alcohol and drugs: Xyrius Training Limited endeavours to ensure our employees' use of alcohol does not impair their health and wellbeing or the safe and efficient running of our organisation. We do not allow or support the use of illegal drugs during or outside of working hours. Attending work unfit because of the consumption of alcohol or illegal drugs is a serious disciplinary offence and may be regarded as gross misconduct which may result in summary dismissal. Consuming illegal drugs or excessive alcohol on Xyrius Training Limited premises is not permitted and may also be treated as gross misconduct. We prohibit the drinking of alcohol by employees, assessors, learners, and contractors in the workplace or on company business other than reasonable drinking of alcohol in connection with approved social functions. All employees must inform their line manager regarding any prescribed medication that may have an effect on their ability to carry out their work safely and must follow any instructions subsequently given. Drugs that cause drowsiness must not be used whilst at work. The health and wellbeing of our employees, assessors, and learners is of paramount importance and Xyrius Training Limited considers alcohol and drug dependency as an illness. Any employee or learner reliant on drugs or alcohol should declare their dependency, and Xyrius Training Limited will subsequently provide reasonable assistance, treating absences for treatment and/or rehabilitation as any other sickness absence. Failure to accept help or continue with treatment will render the employee, assessors, and learners liable to normal disciplinary procedures.

Protective equipment: Learners are introduced to the requirements for protective clothing and equipment during induction. This may include overalls, safety helmets, eye protectors, ear defenders, protective boots, and a range of specialist items – for example, heavy gloves or welding goggles – which are used when carrying out particular tasks. It is every one’s duty to ensure that they wear the appropriate items at all times when they are required to do so. Even where there may appear to be little risk of immediate injury, long-term exposures can impair such vital senses as hearing.

Personal safety when staying away from home: Xyrius Training Limited is aware that many staff and client employees will be required to stay away on company business as part of their normal duties and that this may pose an increased risk to their health and safety. For this reason, our remote working policy has been devised that sets out our approach to both identifying these risks and adequately managing them.

Staff required to stay away should read, and where possible, follow our remote working policy which is detailed below.

Our Remote Working Policy:

Be aware of your safety at all times – ultimately this is your responsibility.

- Choose hotels sensibly, advise anyone booking hotels for you of the minimum safety Requirements – if necessary, ask them to change your reservation
- Choose hotels with more than 30 rooms, it is easier to blend into the crowd and be anonymous
- Choose hotels which have a 24-hour desk service – all the large chains will provide this service.
- Hotels should have room phones in case of emergency; mobile signal may not always be available
- Check the hotel phone works properly
- Choose hotels where rooms open from an interior hall not from a car park. This makes it more difficult for others to find out your room number or follow you to your room unnoticed
- Second and first-floor rooms are safer than ground floor rooms. Confirm on check-in which floor your room is allocated. If allocated a first or ground floor room, check the window and if it cannot be secured, refuse to stay in the room. Female staff should not stay on the first floor or near the entrance to the hotel. If they are allocated these rooms, they should ask to be moved
- Do not accept a room which does not have a functioning door lock - seek alternative accommodation if no other room is available
- Electronic keys are more secure than traditional door keys. Instruct the hotel that no other keys are to be issued for your room or ask for the duplicate key
- If issued with a traditional door key bear in mind that there are likely to be several missing door keys to your room and that staff have access to your room. Do not leave laptops and other valuables in your room
- Try to choose hotels which have additional deadbolt or bar locks on the doors and if supplied, use them
- Do not allow others to become aware of your room number

- Do not allow strangers into your room, do not worry about seeming rude
- If you are uncomfortable eating alone in the restaurant, order room service, if available
- When room service is delivered, use the spyhole if available, open the door and verify it is room service before allowing entry to your room, hold the door open while the tray is deposited
- Act on your instincts if anything feels wrong or if you are uncomfortable ask for a member of the front desk staff to check or accompany you to your room
- If you feel uncomfortable with the hotel – check out and go elsewhere
- Do not compromise your safety through shyness or fear of causing a fuss
- If you wake and find an intruder in your room, pretend to be asleep. Do not confront them. When they leave, call reception, and report the incident. You are more valuable than anything they could steal
- Check out the fire escape route. This should be detailed in your room, if not ask for reception to advise you of the escape route
- Report any incidents or bad experiences to the senior management team


Our Procedure For Accidents Or Ill Health:

In the case of accident, illness or injury in the workplace, Xyrius will ensure a qualified first aider is available to provide support to the individual. Qualified first aiders include:

1. Margaret Brewer – Operations Director
2. Monica Roadknight – Training Manager

The first aider on-scene will decide with the support of emergency services what steps are required. An accident book is kept by Monica Roadknight – Training Manager for the reporting of all accidents leading to personal injury, as required by law. The first aider will complete the accident book with the details of all incidents they attend. All accidents or near misses must also be reported to Margaret Brewer – Operations Director as soon as possible via our online reporting system and will be reviewed at the next management meeting.

Document Control

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This document should be a reviewed a minimum of annually.