



Health & Safety Policy

Yellow Tree WD Business Health and Safety V1;
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GGs Salon Ltd T/A Yellow Tree WD Workforce Development Ltd. Company Registration Nos: 11373957

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Health and Safety Policy Statement

Statement

Yellow Tree WD fully accepts its legal obligation under the Health and Safety at Work Act 1974 to provide a safe and healthy working environment for its employees. The Venue also accepts its "duty of care" to visitors, contractors, Learners and members of the public whilst on our premises and those who may be affected by our activities.

All staff must co-operate with Yellow Tree WD to enable all statutory duties to be complied with, and to promote good Health and Safety practice.

All staff and visitors have a legal obligation to take reasonable care for their own Health and Safety, and others who may be affected by their activities.

Organisation

The Board of Directors accept overall responsibility for all matters regarding health, safety and welfare within Yellow Tree WD. The Board of Directors is also responsible to ensure the management team implement the Health and Safety Policy.

The Health and Safety Policy will be regularly monitored to ensure that the objectives are achieved. It will be reviewed and, if necessary, revised in light of legislative or organisational changes.

Yellow Tree WD Health and Safety Policy is available to all staff and customers on request.

Signed by



Ellis Bailey
Managing Director

1. Introduction

Yellow Tree WD has produced this Health and Safety Policy to comply with its legal duties under section 2 of the Health and Safety at Work Act 1974 and the requirements of Regulations 4 of the Management of Health and Safety at Work Regulations 1992. The Health and Safety defines the responsibilities for implementing Health and Safety throughout the company.

2. Statement of Intent

Yellow Tree WD recognises the importance of providing a working environment that is safe and healthy for all employees, contractors, Learners and visitors and undertakes to comply with all relevant legal requirements. The Health and Safety Policy Statement and associated organisational arrangements apply to employees, contractors and visitors including Learners and Apprentices. Yellow Tree WD will liaise with their employees and stakeholders to ensure they are aware of the requirements of this policy.

Yellow Tree Health and Safety Policy aims to:

- Promote the policy with all stakeholders.
- Ensure full commitment to the policy and provide regular and ongoing updates and training and development for all staff, learners, apprentices and stakeholders.
- Ensure employers and apprentices in our care are supported and covered in the policy arrangements.
- Have a designated H&S officer responsible in the organisation.
- Identify and manage risks within the organisation and for those in our care.
- Embed the principles into our training as part of induction and delivery in collaboration with employers and apprentices.
- Ensure an ongoing review of the policy in response to change and legislative updates. Formal updates at least annually in line with quality processes.

3. Duties

The Health and Safety at Work Act 1974 imposes stringent obligations upon the business. Within the bounds of this legislation, Yellow Tree WD will, so far as is reasonably practicable, safeguard the health of employees, contractors, learners, apprentices in our care and visitors by:

- Implementing and maintaining safe systems of work
- Providing safe plant equipment
- Providing and maintaining access and egress routes in a safe condition
- Provide suitable supervision, information, instruction and training.
- Provide adequate facilities and arrangements to ensure the welfare of employees, learners, contractors and visitors.
- Providing in specific cases the best reasonably practicable standards of protective clothing and equipment following consultation with employees or their representatives to ensure optimum protection against hazards and adequate welfare of employees at work.
- Reviewing and, where possible, improving security arrangements.
- Ensure that all working environments and practices comply with Covid-19 safety measures.

The management team will inform employees, customers, learners and apprentices of changes and updates in health and safety legislation and will work closely with employees to improve and develop health and safety at work.

Duties of Employees

Section 7 of the Health and Safety Act requires every employee whilst at work:

- To take reasonable care for their own health and safety and that of other persons who may be affected by their acts or omissions at work; and:
- As regards any duty or requirement imposed on their employer or any other person by or under any of the relevant health and safety legislation to co-operate so far as is necessary to enable that duty or requirement to be performed or complied with.

Yellow Tree WD expects and requires all employees to comply with Section 7 of the Health and Safety Act.

Section 8 of the Health and Safety Act states: no person shall intentionally or recklessly interfere with or misuse anything provided in the interests of health and safety or welfare in pursuance of any of the relevant statutory provisions. Yellow Tree WD expects all employees to comply with Section 8 of the Health and Safety Act. Any employee found to be in breach of Section 8 will be subject to disciplinary action in accordance with Yellow Tree WD disciplinary procedure regardless of whether action is taken against said employee by any other person or organisation.

Duties of Contractors and Agency Staff

Yellow Tree WD requires contractors and agency staff to abide by the Health and Safety Regulations and whilst on the premises to:

- Take reasonable care of themselves or others who may be affected by their acts or omissions and co-operate with Yellow Tree WD employees
- Comply with Yellow Tree WD's safety policy, associated safety regulations and codes of practice in respect of health and safety matters.
- It will be the responsibility of Yellow Tree WD employee's responsible for engaging contractors or agency staff to draw these requirements to their attention.

Supply, Design and Installation of Equipment

It is the responsibility of Yellow Tree WD, when initiating the purchase, design and installation of materials and equipment, to ensure that the requirement of Section 6 of the Health and Safety Act that the materials and equipment are safe when properly used is complied with.

With respect to substances, all suppliers must ensure that chemicals are properly labelled and marked with the appropriate hazard-warning symbol and information. In some cases it may be necessary to obtain information on hazards, regarding precautionary measures for storage, emergency first aid, fire, and spillage procedures.

All equipment/plant and installation should be effectively safeguarded by the manufacturers/installers as required by Section 6 of the Health and Safety Act. (This places specific duties on those who can ensure that articles and substances for use at work are as safe and without risks to health as it is reasonably practicable to make them before they are used and to ensure that articles are properly erected and installed).

It should be made clear to all prospective suppliers that Yellow Tree WD expects their products to comply fully with statutory requirements and for the necessary safety measures to be fully integrated into design and construction. An authorised and competent person, to ensure compliance with statutory requirements before the equipment is commissioned for use, should check new equipment.

Orders for supply of equipment will normally indicate that it is a condition of contract that all such equipment is effectively safeguarded upon delivery or commissioning. Where appropriate, references to the relevant statutory or other standards should be made within the order to ensure that equipment is provided to the correct health and safety specification.

4. Organisation and Levels of Responsibility

Executive Responsibility

The executive responsibility for ensuring compliance with this policy rests with The Board of Directors who will ensure that employees, contractors, learners, apprentices and agency staff are aware of their own responsibility for health and safety whilst working. The H&S Officer is also responsible for ensuring risk assessments are carried out and actions taken as necessary.

Employee Responsibility

All members of staff have legal responsibility under the Health and Safety at Work Act 1974 to safeguard their Health and Safety and that of all other people who maybe affected. This includes other members of staff and visitors. Staff must also co-operate with the management of Yellow Tree WD to enable the effective carrying out of its duties.

ALL employees must:

- Work in accordance with information and training provided.
- Following the Venue Health and Safety Procedure – eg evacuation procedure
- Refrain from intentionally misusing or recklessly interfering with anything that has been provided for health and safety reasons.
- Report any hazardous defects in equipment and furniture, or shortcoming in the existing safety arrangements, to Management without delay.

5. Reporting Arrangements

Yellow Tree WD will provide first aid facilities in accordance with the requirements of the Health and Safety (First Aid) Regulations 1981. A list of all first aiders is displayed on the Health and Safety notice board. Yellow Tree WD will ensure that nominated persons regularly inspect and maintain first aid boxes which are provided as appropriate in addition to their own first aid equipment. Yellow Tree WD will encourage suitable employees to be nominated as first aiders. Yellow Tree WD will ensure that all employees are fully conversant with the procedure to be adopted in the case of an accident occurring at work.

Reporting of Accidents

The management team will ensure that site policies and procedures are in operation for the proper reporting of accidents both on and off site and Health and Safety Executive requirements. Yellow Tree WD has an accident and incident report form which should be filled in every time there is an accident. Yellow Tree WD will keep an accident book to record all accidents. It will be the responsibility of the management to ensure that all new and existing employees are aware of and understand the procedures for reporting accidents. This procedure also applies to apprentices in our care and it is the responsibility of the management to ensure the procedure is followed to record and report accidents and ill health of all apprentices.

Reporting of Injuries, Diseases and Dangerous Occurrences

The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 also require that the local authority environmental health department be notified of injuries resulting in an employee being absent from work or on light duties for more than three days and major injuries and dangerous occurrences, etc. by the quickest practicable means. The responsibility for notifying the local authority environmental health department will rest with the H&S officer. Major accidents and deaths must also be reported to the ESFA in relation to staff and apprentices in our care.

6. Fire Protection

- The management team will ensure that all policies and procedures are in operation and up to date.
- Yellow Tree WD will provide the necessary fire fighting equipment in accordance with the requirements of the local fire officer. All employees are required to familiarise themselves with the fire drill before commencing work. Practice fire drills will be arranged regularly.
- The fire warden will visually inspect fire-fighting equipment weekly. Fire alarm systems will be tested weekly.
- Fire alarms and fire fighting equipment will be inspected and certified by a competent company every 12 months.
- Fire exits must be kept clear at all times. No fire door may be locked in any occupied room.
- No fire doors are to be propped or held open in any way.

Fire Safety

- You should know where each extinguisher is in your immediate place of work. In particular you should ensure that combustible waste materials are not accumulating around your workstation.
- Report any gas or electrical defects to the management team without delay.
- In the event of fire follow the fire drill as posted on the health and safety board.
- Fire extinguishers should only be removed from the wall bracket provided in an emergency. It is misconduct to use an extinguisher to hold open a door for any other use than its intended purpose.

7. Electrical Safety and Testing Policy

Yellow Tree WD will ensure that site policies and procedures are in operation and up to date. Yellow Tree WD requires all staff, contractors and visitors (using their own equipment) to ensure that all electrical equipment is in good working order. All defects must be reported immediately. Yellow Tree WD will ensure that a qualified

person will carry out all maintenance work to the electrical system. All portable electrical appliances should be tested annually (PAT testing).

8. Protective Clothing

Yellow Tree WD will ensure that site policies and procedures are in operation and up to date. When protective clothing is provided it must be worn. It is a statutory offence under the provisions of the Health and Safety Act 1974 and the Personal Protective Equipment Regulations 1992 to either interfere with or refuse to use equipment supplied.

9. Manual Handling

Yellow Tree WD will ensure that site policies and procedures are in operation and up to date. Lifting and moving a load by hand is the biggest single cause of injury. Lifting should be carried out in accordance with the following guidelines.

- If a load is awkward or beyond your capability you must get help.
- Check all packaging and articles for sharp edges and projections before lifting.
- Ensure that there are no obstructions in your path before lifting any article.
- Ensure that you can see around the load when carrying it.
- Ensure that there is adequate room to put down the load when you have moved it.
- When lifting, stand close to the load, feet slightly apart. Keep your chin in, bend your knees and keep your back straight at all times. Straighten your knees using your thigh muscles. Always lift in stages (e.g. floor to knee, knee to carrying positions).

10. Display Screen Equipment

Yellow Tree WD will ensure that site policies and procedures are displayed, in operation and up to date. All DSE equipment in the general office will be assessed as high usage equipment.

Guards are designed to protect you. It is not only dangerous but illegal to remove a guard from a machine unless you need to clean or repair it. If any part of the electrical equipment you are using is missing (e.g. damaged casing) it should be reported.

11. Control of Substances Hazardous to Health

Yellow Tree WD will ensure that site policies and procedures are in operation and up to date to the full requirements of the *Control of Substances Hazardous to Health Regulations 2002*. It is Yellow Tree WD responsibility to ensure that there shall be not work carried out that may expose employees to risk unless an assessment of risk and steps make to meet these regulations have been undertaken. It is the responsibility of Yellow Tree WD to decide upon measures for the prevention or control of exposure to substances hazardous to health and to show that the necessary steps have been taken.

12. Risk Assessment

The Health and Safety at Work Act 1974 and Regulation 3 of the Management of Health and Safety at Work Regulations 1992 requires Yellow Tree WD to undertake risk assessments of its operations in order to ascertain the significant risks to health and welfare of its employees, apprentices and customers. It is a requirement that we identify risks and that the findings from such risk assessments are recorded, for the purpose of providing documentary evidence that an acceptable level/adequate control measures were in place to reduce the risk to the lowest level. It is the responsibility of Yellow Tree WD to select such persons who are suitably qualified and knowledgeable to assist with the producing of risk assessments. Risk assessments will be carried out monthly. In case of new environments or changes to the environment, risk assessments will be carried out immediately.

Specific Management Risks

Yellow Tree WD will ensure that procedures are written and in place for dealing with risks (if any) such as: ionising radiation, noise, biological hazards, selection, storage and transport of gases and toxic chemicals and disposal of toxic waste.

Cleanliness and good housekeeping

Good housekeeping in all areas is an essential feature of safety and the prevention of accidents. Staff working in all areas must have regard to the following:-

- Ensure that loose or worn flooring is reported to Management or representative immediately.
- Ensure all entrances, corridors, walkways and exit doors are clear of obstructions at all times.
- Close cupboards and drawers securely after use.
- Switch off all electrical equipment after use. Do not overload sockets. Certain computer equipment should not be switched off. If in doubt consult a Manager.
- Never overload shelving or store heavy items above head height.
- Do not allow wires to project into the walkways where they present a tripping hazard.
- No items should be placed on top of cupboards (ie items not to be stored in the area above head height).
- Clear away immediately any dangerous substances by using appropriate cleaning equipment. Dangerous substances include all flammable, harmful, toxic and irritant substances and other risk items such as broken glass.
- Dust and fumes should not be inhaled. If dust or fumes are produced by an activity, stop work until adequate protective measures have been taken.
- Ensure that equipment taken away from store areas is kept under your control at all times. Equipment should not be left where it can be a tripping hazard.

Training

Yellow Tree WD will arrange appropriated training for existing and new employees, eg general health and safety training as well as that directly relating to the carrying out of their duties.

13. Premises

Using the premises outside normal working hours.

Yellow Tree WD must be given adequate warning to enable out of hours cover for the building.

Office Codes of Practice

Yellow Tree WD will be required to produce health and safety policies covering specific hazards where these are not covered in the general policy. These should be drawn to the attention of all employees and all others having a need to know, including contractors and visitors as required. Where common hazards are faced throughout the Venue (e.g. electricity, fires etc), then Yellow Tree WD will ensure the publication of special codes of practice where appropriate and will require all employees to comply with any relevant published Codes of Practice issued by the Health and Safety Executive and any other relevant organisations.

Visits by enforcing authorities

The Health and Safety Executive (HSE) are the enforcing authority for the Venue building. The HSE must be given free access at any reasonable time during working hours. The HSE inspector has wide ranging powers; close a building, stop a process, take samples, close off areas, take documents and any other power necessary.

Mobility/ Sensory impaired

Yellow Tree WD fire marshal/ H & S officer has the responsibility to ensure that all learners, apprentices, staff members or visitors with mobility and, or sensory impairment are allocated a buddy in the event of a health and safety matter. The fire marshal/ H & S officer are made aware of the individuals of whom these matters might effect.

The H & S officer will also have the responsibility to ensure the correct equipment is available for these learners.

APPENDIX I – EMERGENCY PROCEDURES

1. FIRE

If you discover a fire:

- Immediately operate the nearest fire alarm call point.
- Attack the fire, if possible, with the appliances provided but without taking personal risks.
- The fire brigade will be called by the relevant member of staff on the sounding of the alarm.

Hints on Dealing with Fire

- If a person's clothing is on fire, use a blanket, rug or other similar article and wrap it around the person who then should be laid on the ground to prevent flames reaching the head.
- If electrical fittings are involved in a fire, be sure the current is switched OFF before they are touched or the fire dealt with.

Evacuation Procedure

- Leave the building by the NEAREST convenient route and exit.
- DO NOT USE LIFTS.
- DO NOT STOP TO COLLECT PERSONAL BELONGINGS.
- DO NOT RE-ENTER THE BUILDING until instructed by the Fire Brigade or a responsible officer of the Venue.
- Assembly points are indicated on notices displayed.
- Staff should, where possible, assist in conducting visitors out of the building to the assembly point.

It is in your own interest

- To study these emergency procedures to know what to do in the event of a fire, and to know how to use the fire appliances.
- To make certain that you are familiar with all the means of escape in case of fire and to ensure that staircases, landings and other exits are kept clear from obstructions at all times.
- To check fire and bomb notices posted in buildings to ascertain local conditions of evacuations.

2. SUSPICIOUS OBJECTS

If you discover a suspicious object (parcel, box, case etc)

- DO NOT TOUCH IT.
- Report the object to a member of management.
- Await further instructions and keep people at a safe distance.

3. BOMB WARNING

If you receive a bomb warning

Try to ascertain from the caller where the bomb has been placed, e.g. location in the building, and what time it is due to go off.

Report the warning to a member of management.

Management will decide on what action should be taken.

4. ACCIDENT OR ILLNESS

In the event of a serious accident or serious illness

- Call an ambulance by dialling 999.
- Obtain assistance from the nearest available first aider. Names and numbers are on the health and safety notice board.
- Inform security guards and reception that an ambulance has been called to avoid delay.
- If the ambulance is required it is essential that someone is assigned to meet it and accompany the crew to casualty.

In the event of Minor Accidents

- Obtain assistance from the nearest first aider.
- The first aider will decide if an ambulance is required.
- In instances of both major and minor accidents an accident report form must be completed.

APPENDIX II – HEALTH AND SAFETY SELF-ASSESSMENT FORM

Name of centre: _____

No	H&S Requirement	Assessment	Date
1	Health & Safety Notice Board		
2	Health & Safety Policy		
3	Insurance Certificate Displayed		
4	Health and Safety Law Poster displayed		

Fire Procedures

No	H&S Requirement	Assessment	Date
5	Fire Evacuation Procedure on Display		
6	Weekly fire alarm testing and records		
7	Fire Fighting equipment installed & maintained		
8	Trained Fire Wardens and Rota displayed		
9	Senior person on site and Rota displayed		
10	Fire evacuation practice records		
11	Emergency exit signs to Fire Exits Fire action signs Fire exit routs clear of obstructions		
12	Emergency lighting fitted and tested		

First Aid

No	H&S Requirement	Assessment	Date
13	List of First Aiders displayed and Rota		
14	Contact numbers or location of First Aiders		
15	First Aider Training records		
16	First Aid boxes Contents sufficient		
17	First Aid room available		
18	Accident Procedure displayed		

Toilet Facilities

No	H&S Requirement	Assessment	Date
19	Male & Female toilets		
20	Provision of toilet paper		
21	Provision of soap		
22	Provision of hand drying facility		
23	Provision of hot and cold water		
24	Maintained and cleaned		
25	Male & Female signs on doors		
26	Disabled persons toilet available		
27	Toilets ventilate		

Electrical & Mechanical Safety

No	H&S Requirement	Assessment	Date
28	Trip Hazards with electrical wiring		

APPENDIX III – SUMMARY OF HEALTH AND SAFETY LEGISLATION

- **Health and Safety at Work Act 1974:** The basis of British health and safety law is the Health and Safety at Work etc Act 1974. The Act sets out the general duties which employers have towards employees and members of the public, and employees have to themselves and to each other. These duties are qualified in the Act by the principle of 'so far as is reasonably practicable'. In other words, the degree of risk in a particular job or workplace needs to be balanced against the time, trouble, cost and physical difficulty of taking measures to avoid or reduce the risk. What the law requires here is what good management and common sense would lead employers to do anyway: that is, to look at what the risks are and take sensible measures to tackle them.
- **The Management of Health and Safety at Work Regulations 1992 (the Management Regulations):** Require employers to carry out risk assessments (companies with five or more employees), make arrangements to implement necessary measures, appoint competent people, set up emergency procedures and arrange for appropriate information and training. Work together with other employers sharing the same workplace.
- **Workplace (Health, Safety and Welfare) Regulations 1992:** Covers a wide range of basic health, safety and welfare issues such as ventilation, heating, lighting, workstations, seating and welfare facilities.
- **Health and Safety (Display Screen Equipment) regulations 1992:** Set out requirements for work with Visual Display Units (VDUs).
- **Control of substances hazardous to health regulations 2002:** Require employers to assess the risks from hazardous substances and take appropriate precautions. In addition, specific regulations cover particular areas, for example asbestos and lead.
- **The Health and Safety Information to employees regulations 1998:** Require employers to display a poster telling employees what they need to know about health and safety.
- **Manual handling operations regulations 1992:** Cover the moving of objects by hand or bodily force.
- **Personal protective equipment at work regulation 1992:** Require employers to provide appropriate protective clothing and equipment for their employees.
- **Provision and use of work equipment regulations (PUWER) 1992:** Require that equipment provided for use at work, including machinery, is safe.
- **Health and safety (first aid) regulations 1981:** Cover requirements for first aid.
- **Employers' Liability (Compulsory Insurance) Regulations 1969:** Require employers to take out insurance against accidents and ill health to their employees.
- **Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1985 (RIDDOR):** Require employers to notify certain occupational injuries, diseases and dangerous events.
- **Noise at Work Regulations 1989:** Require employers to take action to protect employees from hearing damage.
- **Electricity at Work Regulations 1989:** Require people in control of electrical systems to ensure they are safe to use and maintained in a safe condition.



Accident and Incident Report form

Name:

Date:

Date of Incident/Accident:

Location of Incident/Accident:

Was the incident/Accident report verbally: Yes/No

If so, to whom:

Please give as much detail as you can of the actual incident /accident:

Please use a separate sheet if necessary and attach it to this form.

Received by:

Date:

Action Taken:

APPENDIX IV -Employer Health & Safety Risk Assessment for Workplace

1. Introduction

Yellow Tree WD has produced this Health and Safety Employer Risk Assessment Policy to comply with its legal duties under section 2 of the Health and Safety at Work Act 1974 and the requirements of Regulations 4 of the Management of Health and Safety at Work Regulations 1992. The Health and Safety defines the responsibilities for implementing Health and Safety throughout the company.

2. Statement of Intent

Yellow Tree WD recognises the importance of providing a working environment that is safe and healthy for all Learners and undertakes to comply with all relevant legal requirements. The Health and Safety Policy Statement and associated organisational arrangements apply to employers, and learners. Yellow Tree WD will liaise with their learners and employers to ensure they are aware of the requirements of this policy.

3. Duties

Duties of host employers

The Health and Safety at Work Act 1974 imposes stringent obligations upon the business. Within the bounds of this legislation, Yellow Tree WD and Employers will, so far as is reasonably practicable, safeguard the health of employees, contractors, learners and visitors by:

- Implementing and maintaining safe systems of work
- Providing safe plant equipment
- Providing and maintaining access and egress routes in a safe condition
- Provide suitable supervision, information, instruction and training.
- Provide adequate facilities and arrangements to ensure the welfare of employees, learners, contractors and visitors.
- Providing in specific cases the best reasonably practicable standards of protective clothing and equipment following consultation with employees or their representatives to ensure optimum protection against hazards and adequate welfare of employees at work.
- Reviewing and, where possible, improving security arrangements.

The management team will inform employees and customers of changes and updates in health and safety

legislation and will work closely with employees to improve and develop health and safety at work.

Duties of Employees/ Apprentices/ learner

Section 7 of the Health and Safety Act requires every employee whilst at work:

- To take reasonable care for their own health and safety and that of other persons who may be affected by their acts or omissions at work; and:
- As regards any duty or requirement imposed on their employer or any other person by or under any of the relevant health and safety legislation to co-operate so far as is necessary to enable that duty or requirement to be performed or complied with.

Yellow Tree WD expects and requires all employees to comply with Section 7 of the Health and Safety Act.

Section 8 of the Health and Safety Act states: no person shall intentionally or recklessly interfere with or misuse anything provided in the interests of health and safety or welfare in pursuance of any of the relevant statutory provisions. Yellow Tree WD expects all Employees/ Apprentices/ learner to comply with Section 8 of the Health and Safety Act. Any employee found to be in breach of Section 8 will be subject to disciplinary action in accordance with Yellow Tree WD disciplinary procedure regardless of whether action is taken against said Employees/ Apprentices/ learner by any other person or organisation.



Employer Health & Safety Risk Assessment for Workplace

Section 1: Employer Details

PLEASE COMPLETE CLEARLY AND IN CAPITAL LETTERS

Company/Employer's Name			
Nature of Business		Date Completed	
Number of employees			
Type of work carried out at workplace location:			
Employer Workplace Address			
Postcode			
Employer Main Contact		Employer Tel	
Main Contact Email		Mobile Number	
Health & Safety Contact		Email Address	
Learners Supervisors Name		Email Address	

Section 2: Employer Health & Safety Details

1	General Health, Safety and Welfare Management	Yes / No	Evidence / Comments		
A	Are the employer's liability insurance current and other insurance in place as appropriate to the business undertaking?		Insurers Name		
			Policy Number		
			Expiry Date		
			Insurer informed of learners	YES	NO
B	Does the employer review health and safety statement, policies, produces and risk assessments annually, If so when?				
C	Does the employer have access to competent health and safety advice and assistance either internally or externally?				
D	Does the employer display the appropriate and necessary health and safety signs / notices, including the health and safety law poster?				
E	Does the employer consult and communicate with employees and allow them to participate in health & safety				
	Does the employer provide medical / health screening as appropriate and any required medical / health surveillance?				

Assessment of Standard 1 (please tick)	Met		Part Met		Not Met	
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2	Health & Safety Policy	Yes / No	Evidence / Comments			
A	Is there a current Health and Safety policy in place? (A written policy statement mandatory when there are 5 or more employees)					
B	Dose it clearly state the company's commitment to health and safety clearly by containing; <ul style="list-style-type: none"> • A statement of intent • A responsibilities section • An arrangement section 					
C	How are the commitment, responsibilities and arrangements for health and safety communicated to employees?					
Assessment of Standard 2 (please tick)		Met		Part Met		Not Met

3	Risk Assessment and Control	Yes / No	Evidence / Comments			
A	Have risk assessments been carried out to identify significant risks and have adequate control measures been by in place?					
B	Have any control measures been identified and put in place as a result of the risk assessment?					
C	Do the risk assessments take into account young persons? notably including; <ul style="list-style-type: none"> • Consideration to their age • Their inexperience and immaturity • Lack of awareness of risk 					
D	For medium and high risk area please give details of the risk and control measures associated activities carried out in the workplace?					
Assessment of Standard 3 (please tick)		Met		Part Met		Not Met

4	Personal Protective Equipment & Clothing	Yes / No	Evidence / Comments			
A	Is PPE/C provided, free of charge to employees and learners if identified as a control measure through risk assessment?					
B	Is training/ information on the safe use of PPE provided to all employees and the proper use, maintained and replaced of PPE enforced?					
Assessment of Standard 4 (please tick)		Met		Part Met		Not Met

5	Accident, Incidents and First Aid	Yes / No	Evidence / Comments			
A	Are there adequate arrangements for first aid? <ul style="list-style-type: none"> • First Aid Box 					

	<ul style="list-style-type: none"> Trained First Aiders/Appointed Pearson First Aid Facilities 			
B	Are accidents and first aid treatment recorded in an appropriate format?			
C	Is all RIDDOR reportable events evidence and reported to the enforcing authority?			
Assessment of Standard 5 (please tick)		Met	Part Met	Not Met

6	Fire and Emergencies where applicable	Yes / No	Evidence / Comments	
A	Has a risk assessment been carried out?			
B	Is there a means of raising the alarm and fire detection in place?			
C	Are there appropriate means of fighting fire in place?			
D	Are effective means of escape in place including unobstructed routes and exits?			
E	Is there a named person(s) for emergencies?			
F	Is fire-fighting equipment, preventive measures and emergency arrangements maintained, including alarm tests and practice drills?			
G	Is a fire log/record book kept?			
Assessment of Standard 6 (please tick)		Met	Part Met	Not Met

7	Supervision, Training, Information, Instruction & Guidance	Yes / No	Evidence / Comments	
A	Will all learners be adequate competent supervision?			
B	Are all employees and learners given initial induction, with ongoing instruction and training?			
Assessment of Standard 7 (please tick)		Met	Part Met	Not Met

8	Work Experience and Machinery	Yes / No	Evidence / Comments	
A	Is the machinery and work equipment provided to the appropriate standard, including appropriate guards and other control measures?			
B	Is all equipment adequately maintained and serviced as appropriate?			
C	Are all electrical equipment and systems subject to PAT testing where appropriate and records maintained?			
Assessment of Standard 8 (please tick)		Met	Part Met	Not Met

9	Safe and healthy working environment	Yes / No	Evidence / Comments	
A	Is the premises and working environment (suitable, maintained, temperature, lighting, space ventilation, noise and kept clean) an appropriate safe and healthy one?			
B	Are there adequate welfare facilities (toilet, washing, drinking, eating,			

	changing) provided as appropriate and maintained?			
C	Is exposure to hazards from physical, chemical and biological agents adequately controlled?			
Assessment of Standard 9 (please tick)		Met	Part Met	Not Met

10	Management of learner / young person's health & safety	Yes / No	Evidence / Comments	
A	Does the learner have any learning difficulties, disability, medical/health conditions or special needs that the employer needs to be made aware of so that additional risk can be assessed?			
B	Does the employer have an induction programme in place for learners and will they provide ongoing support, information and training?			
C	Are there any prohibitions or restrictions that have been identified by the risk assessments that apply to the learner? Refer to HSE Guidance: http://www.hse.gov.uk/youngpeople/risk/index.htm & http://www.hse.gov.uk/youngpeople/law/			
D	Does the employer provide competent supervision for the learner and do they have a designated person to take overall responsibility for them?			
Assessment of Standard 10 (please tick)		Met	Part Met	Not Met

11	Safeguarding & Child Protection Considerations	Yes / No	Evidence / Comments	
A	Is the employer aware of their duty of care to ensure employees and learners are free from harm or abuse?			
B	Are procedures in place for reporting cases of harm, abuse, bullying and harassment?			
C	Does the apprenticeship involve significant 1:1 or lone working?			
D	Does the apprenticeship involve a high degree of travelling?			
E	Does the apprenticeship involve a residential element?			
F	If YES to question C, D or E and the learner is under 18 years of age- Has the employer must carry out DBS (CRB) checks on the employees working or traveling with the learner			
Assessment of Standard 11 (please tick)		Met	Part Met	Not Met

Assessment Summary and Recommendation

