



## Health & Safety Assessment

*It is the policy of you, the employer, including all and any trading names, connected with them, to pursue and promote all levels of engagement, within the employer measures, which shall aim to ensure and protect the health and safety of all and any other persons connected with the operations of the employer.*

### Company/Organisation Details

Company Name:

Company Address:

Number of Employees:

### Employers Liability Insurance

Employers Liability Insurance Provider:

Employers Liability Insurance Policy Number:

Employers Liability Insurance Expiry Date:

The Health & Safety Responsible person for company is:

I confirm that:

A Health & Safety induction is completed with apprentices and staff members.

A Health & Safety poster is displayed.

There is an accident book/system in place for the reporting and recording of accidents and incidents.

***The implementation of this policy will fulfil all and any legislative requirements that the employer is subject to through ensuring the following:***

That all reasonable and practical steps and measures have been taken to safeguard the health, safety and welfare of all whilst at work, including apprentices.

That the safety and health of any members of the public or any other visitors to sites and locations where the employer carries out its business are protected as far as reasonably practicable.

That sufficient measures are implemented by the Employer to prevent accidents and work-related illness, by managing the health and safety risks in the workplace.

Provision of clear and adequate information, instructions and training to all, ensuring that they are competent to carry out their work in a safe and responsible manner.

Implementation of emergency procedures, in case of significant events, such as fire etc, which threaten the health and safety of apprentices.

That the employer maintains safe and healthy working conditions, provides and maintains all necessary equipment, plant, machinery and any other tools necessary to carry out duties aligned with their role.

The employer shall ensure safe storage and handling of any and all substances and products which may cause harm to anyone who is required to use them during the course of their day.

***The relevant actions that will be taken to ensure compliance with health and safety as follows:***

Relevant risk assessments shall be completed and actions arising out of those assessments shall be completed where necessary.

Where working habits or conditions change, risk assessments shall be reviewed. This shall be the responsibility of you, the employer, or designated member of competent staff.

Health and safety inductions will be provided and relevant instructions given and PPE where necessary.

You will ensure that suitable training and relevant arrangements are in place for those who are engaged in work that is not on the employer's main site. This shall be the responsibility you, the employer, or designated member of competent staff.

All relevant and necessary signage for the protection and safety of the apprentice and any other persons entering or present on the employer's premises will be displayed clearly and updated as necessary.

Escape routes shall be well signed and kept clear at all times. Evacuation plans and procedures will be tested periodically and updated as necessary. This shall be the responsibility of you, the employer, or designated member of competent staff.

All relevant facilities such as toilets, washing facilities and drinking water will be provided at all times. The employer shall ensure that these facilities are always safe to use through a system of routine inspection and cleaning and will take appropriate action where any defects are found. This shall be the responsibility of you, the employer, or a designated member of competent staff.

Implementation of systematic inspection and testing of employer's machinery and equipment and ensuring that any necessary action is carried out promptly and efficiently where problems or defects are found. This shall be the responsibility of you, the employer, or a designated member of competent staff.

All persons working with the Employer, have a duty to co-operate in the implementation of this policy through working and conducting themselves in a manner that promotes the safety and wellbeing of themselves and others.

Following and obeying procedures and practices of the Employer that have been designed and implemented to ensure safe and healthy working conditions.

Reporting accidents and any working conditions that they feel are unsafe and that have led or may lead to injury or damage. Some incidents may be RIDDOR reportable.

All relevant health and safety information and equipment must be made available to apprentices.

## **Signatures**

### **For Company/Organisation:**

Name:

Position:

Signed:

Date:

### **For Provider (University of Liverpool):**

Name:

Position:

Signed:

Date: