



Health & Safety Policy

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1 **About this policy**

Althaus digital are committed to ensuring the health and safety of all Staff, Learners/Apprentices and anyone affected by our business activities, and to providing a safe and suitable environment for all those attending our premises. To achieve this, we demonstrate a proactive approach to identifying and reducing risks in order to facilitate a safe working and learning environments for all our Employees and Learners/Apprentices.

This policy sets out our arrangements in relation to:

- (a) assessment and control of health and safety risks arising from work activities.
- (b) preventing accidents and work-related ill health.
- (c) consultation with Employees on matters affecting their health and safety.
- (d) provision and maintenance of a safe workplace and equipment.
- (e) information, instruction, training and supervision in safe working methods and procedures.
- (f) emergency procedures in cases of fire or another major incident.

This policy does not form part of any Employee's contract of employment, and we may amend it at any time. We will continue to review this policy to ensure it is achieving its aims.

2 **Scope**

This policy applies to all althaus digital offices, learning hubs, operations and activities, and to all althaus digital Employees, Learners/Apprentices, Officers, Consultants, Contractors, Volunteers, casual Workers and agency Workers.

3 **Responsibility for Health and Safety matters**

Our Board of Directors (the board) has overall responsibility for health and safety and the operation of this policy. The Chief Executive Officer (CEO) is the Principal Health and Safety Officer with day-to-day responsibility for health and safety matters. Managers and Senior Managers are responsible for promoting Health and Safety compliance across the organisation and their respective departments or areas of responsibility.

The day-to-day management of Health and Safety on sites and premises beyond the control of althaus digital is delegated to persons in charge of such work in accordance with the organisation's structure and their operational responsibilities.

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 althaus digital 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 Manager.

- Reporting any concerns where there are identified shortcomings in the organisation's Health and Safety arrangements.

The Principal Health and Safety Officer (CEO) will ensure that this policy is reviewed annually. Recommendations for any amendments are reported to the Board.

| Area | Person Responsible | Contact Details |
|-----------------------------------|----------------------------------------|--------------------------------------------------------------------------------------------|
| Overall Responsibility | Pete Buller, CEO | pete@althausdigital.co.uk 07900 561667 |
| Staff on premises | David Wastie, Chief Operations Officer | david@althausdigital.co.uk 07946 200882 |
| Apprentices and Bootcamp Learners | Barbs Rothery, Head of Delivery | barbs@althausdigital.co.uk 07534 859931 |

4 Your responsibilities

All staff share responsibility for achieving safe working conditions. You must take care of your own health and safety and that of others, observe applicable safety rules and follow instructions for the safe use of equipment.

You should report any health and safety concerns immediately to your Line Manager or the CEO.

You must co-operate with Managers on health and safety matters, including the investigation of any incident.

Failure to comply with this policy may be treated as misconduct and dealt with under our Disciplinary Procedure.

5 Information and engagement

In order to promote commitment to this policy we will inform and consult directly with all staff regarding health and safety matters, we will ensure any health and safety representatives receive the appropriate training to carry out their functions effectively and we will adapt this policy based on staff feedback.

The CEO is responsible for informing and consulting Employees about health and safety matters. This policy is included in the staff handbook provided to all new employees and it is gone through with their Line Manager during their induction period.

This policy is also provided to all our Employers when we enter a contract for services and sits alongside the Health and Safety Risk assessment, we carry out people placing an Apprentice in a workplace.

Training

We will ensure that you are given adequate training and supervision to perform your work competently and safely. A Health and Safety training module is included in our mandatory training and Line Managers will be trained to ensure they can effectively administer this policy.

Staff will be given a health and safety induction and provided with appropriate safety training. You must use any provided equipment in accordance with any instructions given to you. Any equipment fault or damage must immediately be reported to your Line Manager.

No member of staff should attempt to repair equipment unless trained to do so.

The CEO is responsible for ensuring equipment safety and maintenance.

6 Apprentices at work arrangements

Our training delivery model is fully remote. Our Learners/Apprentices access all their live sessions, on-demand content and mentor reviews from their workplace via our online training platform, the Skills-Hub. This means that Learners/Apprentices are not required to travel to our premises and that they remain in workplace for all learning.

- Apprentices are Employees of other companies and therefore whilst participating in training in their main workplaces the Employers' Health & Safety policy and practices will apply.
- All Learners/Apprentices Employers sign up to Health & Safety statements in their contract and Training Plan. We also conduct an Employer Health and Safety Risk assessment as part of our onboarding process.
- Apprentices are made aware of their responsibility for their own Health & Safety practice during the sign-up process and acknowledge this in their commitment statement. We ensure that this awareness remains in place by check-ins during their reviews.
- Alongside the Employer, we embed Health & Safety awareness related to the Learner/Apprentices' specific sector/job role throughout the Apprentice training period.
- If an Apprentice is injured or off sick at work, then it is the responsibility of the Apprentice let us know. They will do this by contacting their Skills Coach, or in the case of missing a live session, the relevant Trainer. If the absence is likely to be long term, the need a break in learning will be discussed with all parties.

7 Accidents and first aid

Details of first aid facilities and the names of trained first aiders are displayed on the notice boards in offices and learning hubs.

All accidents and injuries or nearer misses at work, however minor, should be reported to the relevant Manager and recorded in the Accident Book which is kept in office 20. A "near miss" is an event where no injury or damage is caused but did have the potential to do so.

The CEO is responsible for investigating any injuries or work-related disease, preparing, and keeping accident records, and for submitting reports to the relevant authorities if required under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR).

All althaus digital premises have fully trained First Aiders 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 Aider, 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.

On the rare occasion Apprentices or potential Apprentices visit our site we will follow the same procedures for accidents and ill health as our team members. There will always be a trained first aider on site for these occasions.

Where any serious accidents or incidents are reported, the CEO will conduct an appropriate and timely investigation to establish cause and determine suitable corrective or preventive actions.

8 National health alerts

In the event of an epidemic or pandemic alert we will organise our business operations and provide advice on steps to be taken by staff, in accordance with official guidance, to reduce the risk of infection at work as far as possible. Any questions should be referred to your Line Manager.

It is important for the health and safety of all our Staff that you comply with instructions issued in these circumstances.

Fire safety

All staff should familiarise themselves with the fire safety instructions, which are displayed on notice boards and near fire exits in the workplace.

If you hear a fire alarm, leave the building immediately by the nearest fire exit and go to the fire assembly point [shown on the fire safety procedure]. Do not stop to collect belongings and do not use the lifts. Fire wardens will assist in the evacuation of the building, and you must follow their instructions. Do not re-enter the building until told to do so.

If you discover a fire do not attempt to tackle it unless it is safe, and you have been trained or feel competent to do so. You should operate the nearest fire alarm and, if you have sufficient time, call reception, and report the location of the fire.

Nominated individuals will be trained in the correct use of fire extinguishers.

You should notify your Manager if there is anything (for example, impaired mobility) that might impede your evacuation in the event of a fire. A personal evacuation plan will be drawn up and brought to the attention of Colleagues working in your vicinity.

Fire drills will be held at least every 12 months and must be taken seriously.

The CEO is responsible for ensuring fire risk assessments are undertaken and implemented, and for ensuring regular checks of fire extinguishers, fire alarms, escape routes and emergency lighting.

9 Risk assessments and measures to control risk.

We carry out general workplace risk assessments periodically. The purpose is to assess the risks to health and safety of Employees, Visitors and other third parties as a result of our activities, and to identify any measures that need to be taken to control those risks. 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.).

The use of hazardous substances at work will be avoided wherever possible and less hazardous alternatives will be used where available. Training on the control of substances hazardous to health (COSHH) will be provided as necessary.

10 Manual Handling

Althaus digital's activity 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, a dynamic assessment of risk should be completed by the individual concerned and their Line Manager.

You are not required, or expected, to lift and carry objects or loads beyond your individual capabilities. You should never attempt to lift or move any load you feel is beyond your own capability or likely to cause you injury. If you are an expectant mother, you are prohibited from lifting or carrying any load and should seek assistance from your Manager if you require anything lifting or moving.

You have a statutory duty to protect yourself, and others, from harm or injury.

The CEO is responsible for workplace risk assessments and any measures to control risks.

11 Computers and display screen equipment

If you use a computer screen or other display screen equipment (DSE) habitually as a significant part of your work:

- (a) You should try to organise your activity so that you take frequent short breaks from looking at the screen.
- (b) You are entitled to a workstation assessment.
- (c) You are entitled to an eyesight test by an optician at our expense.

You should contact your manager or Head of People to request a workstation assessment or an eye test. Eye tests should be repeated at regular intervals as


advised by the optician, usually every two years. However, if you develop eye problems which may be caused by DSE work (such as headaches, eyestrain, or difficulty focusing) you can request a further eye test at any time.

We will not normally pay for glasses or contact lenses, unless your vision cannot be corrected by normal glasses or contact lenses and you need special glasses designed for the display screen distance. In such cases we will pay the cost of basic corrective appliances only.

Process for booking eye tests

Employees requiring an eye test for Display Screen Equipment (DSE) use should contact the Head of People. A Specsavers eye care voucher will be issued through our corporate account, covering the cost of an eye test and providing a contribution towards DSE-specific glasses if required.

Policy Management

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|------------------|-----------------------------------------------------------------------------------|------------|--------------------------|---------------------------------------------|-----|
| Policy Name | Health and Safety Policy | | | Policy no. | 301 |
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| Date of revision | 06.02.2025 | Revised by | Grace Shaw & Pete Buller | | |
| Signed off |  | | Name / Role | Pete Buller / Chief Executive Officer (CEO) | |
| Date Review Due: | 06.02.2026 | | | | |

| Version History | | | | |
|-----------------|-------------|---------------|-------------------------------------------------------|--------------|
| Version | Approved by | Revision Date | Description of change | Author |
| 1 | Pete Buller | 04.01.2022 | New policy management practice | Chris Poole |
| 2 | Pete Buller | 03.03.2022 | Update contact details | David Wastie |
| 3 | Pete Buller | 19.08.2022 | Update of titles | Lisa Simpson |
| 4 | Pete Buller | 01.08.2023 | Update of apprentice's responsibility under section 3 | Lisa Simpson |
| 5 | Pete Buller | 29.01.2024 | Update of section 3 | Lisa Simpson |
| 6 | Pete Buller | 06.02.2025 | Additional clause: process for booking eye tests | Grace Shaw |
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