



# Health & Safety Policy

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## Related Documents

- GDPR Policy/Data Protection
- Apprenticeship Continuity Policy
- Disciplinary Policy

## Policy Statement

In striving to provide the highest quality services the Chartered Institution of Railway Operators (CIRO) acknowledges its responsibility in line with the Health and Safety at Work Act 1974 and all other relevant Health and Safety legislation to provide a safe and healthy workplace for its employees, customers, and learners ensuring that action is taken to minimise hazards and risks.

This policy will be reviewed on an annual basis.

## Purpose of Policy

CIRO recognises that it has responsibilities for Health and Safety to provide a secure and safe working and learning environment. We will assess the hazards and risks faced by our workforce while extending this to our learners.

The purpose of this policy is to:

- Ensure CIRO complies with the Health and Safety at Work Act 1974 and all other health and safety legislation.
- Sets out the responsibility of the employer, employee, apprentices and learner in terms of health and safety.
- Provides employees, apprentices, learners and customers with clear guidance on CIRO's health and safety procedure.

## Definition

The following definitions apply to this policy:

- A hazard is situation or thing that has the potential to harm a person.
- A risk is the chance or probability that a person will be harmed or experience an adverse health effect if exposed to a hazard. It may also apply to situations with property or equipment loss, or harmful effects on the environment.
- A learner is the generic term and includes anyone enrolled on any CIRO apprenticeship or course.
- CIRO Apprenticeship – any apprenticeship programme delivered by CIRO
- A CIRO course is the generic term for short courses and academic courses offered by the Institution.

## Responsibility

Overall responsibility for implementation and overseeing this Policy rests with the CIRO, Chief Executive Officer (CEO) and management team. They are responsible for ensuring that the CIRO complies with Health and Safety legislation and promotes safe ways of working throughout the organisation. They will do this by:

- Providing leadership and adequate control of identifying health and safety risks.
- Actively managing and supervising health and safety at work: preventing accidents and cases of work-related ill-health.
- Ensuring the provision of resources required to make this policy and CIRO's health and safety arrangements effective, including seeking and providing competent health and safety advice.
- Consulting with employees, customers and learners on matters relating to health and safety.
- Providing information, instruction and training where necessary for CIRO employees and learners, taking account of any who do not have English as a first language
- Ensuring that all employees are competent to carry out their role and provide them with appropriate training.
- Aiming for continuous improvement in our Health and Safety performance and management through annual reviews of this policy and keeping abreast of Health and Safety legislation.

- Providing and maintaining safe plant and equipment.
- Providing and maintaining a safe working environment.
- Ensuring the safe handling and use of substance.

Employees and learners shall ensure that they:

- Fully understand and adhere to their personal obligations and any specific rules under this Health and Safety policy.
- Act in a manner that preserves their personal health, safety and welfare and that of others who may be affected by their activities whilst at work within the CIRO premises or any external site.
- Use any equipment, material or substance in accordance with the information, instruction and training given by the CIRO and, under no circumstances, recklessly or intentionally misuse anything provided in the interests of health, safety or welfare.
- Refuse to undertake any work practice, procedure or operate any equipment for which adequate information, instruction or training has not been given and to make reasonable request to the CIRO management for this to be carried out.
- Report any work practice, procedure, item of equipment or material or substance that may give rise to unacceptable risk either to themselves or to others to the relevant Manager.
- Report any accident, ill-health, 'near miss' or dangerous occurrence, however minor, that could give rise to an accident to the relevant Manager without due delay.
- Co-operate with colleagues and the CIRO Management Team to facilitate the effective implementation of the Health and Safety Policy and its requirements.
- Declare any health condition that may affect their ability to perform their duties safely and without an adverse effect on their health.

## Promoting and Implementing the Policy

All employees are responsible for the promotion and advancement of this policy, and they will ensure this policy is promoted by:

- Making all new employees, learners and customers aware of the policy.
- Embedding health and safety into learner induction/training.
- Completing staff training with regards to health and safety as ongoing CPD and as a means of implementing this policy.
- Training employees on how to implement this policy.
- Supplying support materials and resources on company notice boards and in portfolios for employees and learners.
- Covering health and safety issues or concerns with learners through quarterly reviews.

## Working in Customer or External Premises

All CIRO employees have a duty to co-operate with the Health and Safety procedures within customer and external premises. As part of any arrangement to use customer and external premises

CIRO employees would be responsible for ensuring that they are fully aware of any such procedure, understanding the content and reporting immediately to their line manager any conflict of interest that may arise with the CIRO Health and Safety Policy or legislation.

A Risk Assessment will be carried out at any external venue's used for training or teaching purposes. A copy of the venue's Health and Safety Statement and Fire Evacuation procedures will be obtained for each venue.



## Accidents

CIRO has several trained first aiders. All employees will be made aware of who they are and how to contact them in the cause of an accident or ill health. Learners and visitors will be made aware of their designated first aider as part of the health and safety induction on their course or site visit induction.

Our Company First Aid Box and materials are kept in the kitchen at the CIRO Head Office.

At present any accidents or injuries should be reported to a member of the Senior Management Team. They will then record the incident in the accident book. A written report must be completed for all accidents, which must include the following:

- Date and time of incident
- Full name of the person affected and the nature of the injury
- The place where the accident happened
- A brief description of the circumstances and action taken

## Fire/Evacuation Procedures

The procedure for dealing with fire and evacuating the building is displayed at various points in the office and you will be made aware of this during your induction. The key things to remember are:

- Leave promptly by the stairs (under no circumstances should you use the lifts even during a drill)
- Do not stop to collect any of your belongings
- Exit the building in an orderly fashion (Do not run)
- Gather in the designated assembly points located away from the building and do not leave or return to the building until you are given all clear by the New Beacon nominated fire officer.

Fire evacuation drills are carried out without warning. Tests of the alarm occur Thursday mornings.

Please remember that visitors to CIRO are the responsibility of their host so if someone is visiting you when an emergency arises you must ensure that they are escorted from the building and accounted for. All guests must sign in using the visitors book located at the entrance.

To accommodate the needs of a disabled visitor, please make sure that you inform a line manager who will arrange for a Fire Marshall to be allocated to that person.

## Lone Working

If a CIRO employees job role or circumstances require them to work alone (i.e. after hour, home working and visiting clients) they can request a risk assessment if they have any safety concerns about working alone. If they work alone when visiting clients or other sites, please adhere to the following guidelines:

- Ensure the appointment/whereabouts are known to your line manager/colleagues. Ensure that your shared diary is up to date and all appointments are recorded.
- Carry a mobile phone, ensuring it is fully functional and that the batteries are charged before departure.
- If driving, ensure your vehicle is road-worthy, regularly serviced and complies with current road legislation.
- When arriving at your destination try to park the vehicle close to the property, preferably in a busy, well-lit area. Reverse the vehicle in to enable a fast departure to be made if needed.
- After leaving the appointment at the property, quickly check your vehicle before entering.
- If for any reason you are to be delayed, inform your line manager. Always inform your line manager/colleague of your return, or if you are going directly home, phone to confirm everything is okay.



## Identifying Hazards

If you notice any hazards, you should inform the CEO, COO your Line Manager or your designated course tutor immediately. The main potential hazards within the company relate to electrical equipment, lifting objects, slips, trips and falls and your workstation. As such please follow the guideline given below.

## Electrical Equipment

All electrical equipment in the office is checked regularly. Do not use your own electrical appliances in the office.

Do not obstruct any sockets providing power or unnecessarily overload them with extension leads.

Pay special attention when moving any equipment to ensure that any wiring will not create a tripping hazard.

If you accidentally spill any liquids near computer equipment, mop it up straight away and let your line manager know. The equipment will be checked to ensure it is not damaged or dangerous.

You should visually check equipment before use for signs of damage (casing, mains plug and sockets etc) and inform your line manager immediately if any damage is discovered.

## Lifting and manual handling

- There is no legal maximum limit to the weight a person is expected to handle. Therefore, it must be left to each individual to decide. Please approach on the side of caution and if you think the load is too heavy, get help. The following pointers can help you avoid injury:
- Grip with the full palms of both hands and keep the arms straight and close to the body.
- Keep your back straight and bend your knees as you descend to the ground
- Position your feet slightly apart with one foot a little ahead of the other.
- Avoid twisting while carrying a load.
- Store heavy objects on the lower shelves.
- When carrying long objects, keep the front end above head height when approaching corners or doorways.
- If you are uncertain just ask someone for help or training.
- If two or more people are lifting, be clear as to who is in charge of the operation.

## Your Workstation

The use of computer equipment / visual display units (VDUs) is not in itself hazardous or likely to cause health problems. However, problems can occur if you do not follow a few sensible guidelines.

Your chair should have a height adjustment and your computer screen may also be altered to improve comfort. Your Line Manager will give you a Display Screen Self-Assessment Form, which you should complete, detailing any areas that you find problematic. If you ever experience any discomfort, please inform your Line Manger immediately so that an assessment can be carried out and corrective measures taken. If we do not know you have a problem, we cannot help.

## Chair Desk and Posture

Make sure your back is properly supported by adjusting the height and tilt of the back of the chair.

Tilt chair forward and allow to rock if possible.

Have knees at roughly 90°.

Seat depth should support hip to knees with no uncomfortable pressure.

Try to avoid leaning on elbows or forearms while typing.

Make sure you have got enough space to work in.

Make sure you have got enough room under your desk for your feet.

Make sure any cables and so on are out of the way.

Keep your feet flat on the floor or a foot stool.

Keep wrists in a relaxed, neutral position and back straight.

### **Screen positioning**

Adjust the screen height so that it is directly in front of you. It should roughly be an arm length away.

Adjust the contrast or brightness depending on the lighting of the room.

### **Keyboard**

Try to keep your elbows at 90 degrees when at a keyboard

The keyboard itself should be directly in front of you. Approximately 10cm away from the edge of the desk, and away from the screen.

You might find having the keyboard flat (rather than on its legs reduces the wrist strain.

### **Mouse**

Because mouse work is a concentrated activity on one or two fingers and one arm, it is important to limit the time you spend using the mouse to avoid a repetitive strain injury.

Place your mouse close so it can be used with a relaxed arm and straight wrist.

It can help to support your arm on the desk surface or the arm of the chair.

### **Breaks**

Ensure you take regular breaks from your computer screen to reduce eye strain and help prevent headaches and aches and pains. It is recommended that for every hour you are on a computer you should take a 5-minute break. This is not a cigarette break or similar but for you to work on something different.

### **Laptops**

The same guidance that applies to other VDUs applies to laptop use. Because of the small keyboard, you should avoid using a portable on its own when full-sized equipment is or can be made available.

### **Eye tests**

Although extensive research has found no evidence to suggest that VDUs can cause damage to your eyes, the law allows you to ask your Company to provide and pay for an eye test annually. To request this please contact the CEO.



### Authorisation

Signature:	<i>Phil Sherratt</i>	Title:	Chief Executive Officer
Date:	September 2025		

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