

Health and Safety Policy

Organisation: GLAS Business Solutions

Policy Owner: Director

Applies to: All staff, associates, contractors, learners and employers

Version: 1.4

1. Policy Statement

GLAS Business Solutions is committed to ensuring that learners, staff and others involved in its provision operate in **safe, healthy and supportive environments**.

For apprenticeship provision, **the employer is the primary duty holder for health and safety** under the Health and Safety at Work etc. Act 1974.

GLAS Business Solutions does **not replace or duplicate employer responsibilities**, but provides **assurance, oversight and escalation** in line with its role as a training provider.

This policy sets out how GLAS Business Solutions fulfils its responsibilities in a **proportionate and risk-based manner**.

2. Legal Framework

This policy is informed by relevant health and safety legislation, including but not limited to:

- Health and Safety at Work etc. Act 1974
- Management of Health and Safety at Work Regulations 1999
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013

3. Scope and Context

This policy applies to:

- Apprenticeship provision delivered by GLAS Business Solutions
- Staff, associates and contractors engaged in delivery or support
- Employers hosting apprentices

GLAS Business Solutions delivers provision primarily in:

- Employer workplaces
- Remote or professional environments

The organisation does **not** operate manufacturing facilities, workshops or learner premises.

4. Roles and Responsibilities

4.1 Employers

Employers are responsible for:

- Providing a safe working environment for apprentices
- Completing and maintaining appropriate risk assessments
- Providing Health & Safety induction, training and supervision
- Maintaining first aid, accident reporting and emergency procedures
- Providing necessary PPE free of charge



- Reporting notifiable incidents under RIDDOR
- Informing GLAS of serious incidents involving apprentices

4.2 GLAS Business Solutions

GLAS Business Solutions is responsible for:

- Providing Health & Safety assurance prior to, or at the start of, apprenticeship delivery
- Using a **standard Employer Health & Safety Assurance Checklist** to confirm appropriate arrangements
- Discussing Health & Safety expectations with employers
- Escalating concerns where significant risks are identified
- Recording Health & Safety assurance activity appropriately
- Working with employers to resolve concerns where identified

GLAS does not conduct full Health & Safety inspections or audits of employer premises.

4.3 Learners

Learners are responsible for:

- Following employer Health & Safety rules and procedures
- Using equipment and PPE correctly
- Reporting hazards, accidents or concerns to their employer and GLAS
- Acting responsibly to protect their own safety and that of others

5. Employer Health & Safety Assurance

Health & Safety assurance is carried out using a **standard checklist**, which confirms that the employer has appropriate arrangements in place covering:

- Health & Safety management and responsibility
- Risk assessment and control
- Induction, training and supervision
- Accident reporting and first aid
- Emergency arrangements
- Equipment, PPE and working environment

Where concerns are identified:

- Actions are agreed with the employer
- Delivery may be delayed until significant risks are addressed
- Issues are escalated internally where necessary

Where learners work remotely or are based solely in low-risk office environments, with no exposure to operational or higher-risk activities, GLAS Business Solutions applies a light-touch assurance approach and does not require a full workplace Health & Safety audit. The learner context and rationale are recorded as part of onboarding or review activity.

6. Learner Health, Safety and Wellbeing

GLAS Business Solutions recognises the importance of learner wellbeing and safety.

Where a learner:

- Reports a Health & Safety concern

- Experiences an accident or injury
- Raises wellbeing or vulnerability issues

GLAS will:

- Respond promptly
- Liaise with the employer as appropriate
- Provide support and guidance
- Escalate concerns through safeguarding or learner support processes where required

7. Accidents, Incidents and Reporting

Employers are responsible for:

- Recording workplace accidents and incidents
- Making statutory reports under RIDDOR where required

Employers must notify GLAS promptly of:

- Serious accidents or injuries involving apprentices
- Incidents leading to significant absence from training
- Any situation raising safeguarding or serious safety concerns

GLAS will record incidents appropriately and take further action where necessary.

8. Training, Induction and Awareness

- Staff and associates receive Health & Safety awareness as part of induction
- Learners receive Health & Safety guidance during programme induction
- Ongoing awareness is reinforced through reviews and contact

9. Monitoring and Review

This policy is reviewed:

- **Annually**, or
- Earlier if legislation, guidance or delivery arrangements change

Formal approval, version control and review dates are managed through the organisation's policy register.