



SkillsReach Health & Safety Policy

Introduction

SkillsReach is a business with a real passion for supporting business and local economies to succeed through best investment in Skills, HR and Business Development. As part of our core values, we aim to be a professional, ethical business that sets and meets high standards of health and safety. To ensure the achievement of this mission, the management of SkillsReach is fully committed to the principles and practices of this Health & Safety Policy.

Legal issues:

SkillsReach will comply with the terms of current Health & Safety legislation, any applicable Codes of Practice and any guidance from official bodies, to provide and maintain a healthy and safe working environment for all staff, contractors, clients and visitors.

The organization of health and safety is designed to meet legal requirements and to go further by actively promoting a healthy working environment, encouraging safe behaviour and a positive approach to health and safety.

SkillsReach Policy Aims:

1. To provide and maintain safe facilities and equipment
2. To provide adequate control of the health and safety risks arising from our work activities
3. To consult with our employees on matters affecting their health and safety
4. To ensure safe handling and use of equipment and substances
5. To provide information, instruction and supervision for employees
6. To ensure all employees are competent to do their tasks
7. To prevent accidents and cases of work-related ill health
8. To maintain safe and healthy working conditions; and to review and revise this policy as necessary at regular intervals

Our objective is to minimize instances of occupational illness and accidents and to achieve an accident-free work environment. It is also our objective that our staff, clients and contractors are not placed at personal risk during the course of their work with us.

All employees will be provided with such equipment, information, training and supervision as is necessary to implement the policy and achieve the stated objective.



SkillsReach recognises and accepts its duty to protect the health and safety of all visitors to the company, including clients, contractors and temporary workers, as well as any members of the public who might be affected by our operations.

Senior Leadership responsibilities:

Overall responsibility for Health and Safety rests with SkillsReach Managing Director who will ensure:

- Instigation and monitoring of all procedures adopted by the company
- Communication of any impending/actual breach of regulations
- Day-to-day implementation of health and safety procedures
- Records are available to health and safety inspectors who may ask to see them
- Health & Safety policies and procedures are regularly reviewed

Safety is everybody's concern:

Whilst SkillsReach leadership will do all that is within its powers to ensure the health and safety of its employees, health and safety at work is the responsibility of each and every individual associated with it. It is the duty of each employee, contractor and visitor to take reasonable care of their own and other people's welfare and to report immediately any situation that could jeopardise the well-being of themselves or any other person.

The management of SkillsReach will provide every employee with the information and/or training necessary to carry out their tasks safely. If an employee is unsure how to perform a certain task or feels it would be dangerous to perform a specific job, then it is the employee's duty to report this to their manager immediately.

Employees and associates working at other premises are similarly responsible for ensuring that their work area is safe. All staff and associates are responsible for ensuring that they work in a manner that is safe to themselves and to others, and to comply with the relevant requirements of this Health & Safety Policy.

In particular each person:

- Has a legal obligation to take reasonable care for their own health and safety and for the safety of others who may be affected by their actions or inactions
- Must use, but not misuse, any protective clothing, equipment materials provided
- Comply with health and safety instructions, both oral and written, which are issued to them
- Co-operate with colleagues and clients to enable them to carry out their own health and safety duties



- Report to supervisory staff any situation, working practice or procedure, which they may suspect, is potentially hazardous
- Attend Health and Safety training as required

Those who act in a managerial or supervisory role must also make sure that those who work under their direction abide by any relevant health and safety arrangements.

Risk Assessments

These will be undertaken by and on behalf of the Leadership team. Any assessments will be reviewed annually or when the work activity changes, whichever is the soonest.

Key areas of risk include:

Display screen equipment
Electricity
Falling objects/collapsing structures
Fire
Machinery
Manual handling
Noise
Slips, trips and falls
Stress
Substances hazardous to health (including dust, fumes)
Transport
Work equipment
Working alone

Reporting Accidents:

All accidents, injuries, incidents (including near misses) sustained by a person at work must be reported to the Managing Director. Accident and incident records are maintained, retained in the main SkillsReach office and are crucial to the effective monitoring and revision of this policy and must therefore be accurate and as comprehensive as possible.

First Aid:

A fully stocked first aid kit is available if required in the main SkillsReach office. It is stored with the accident reporting records.

Disability:

Persons who have any form of disability that they feel might have particular relevance to their health and safety should bring this to the attention of the Managing Director. Systems of work



and precautionary measures relevant to each individual situation may then be discussed, and implemented as required.

Fire Safety:

Fire is one of the most serious dangers and can break out almost anywhere and can affect everyone.

Effective fire prevention routines are one of the simplest and most efficient means of preventing fire. The value of the routine of switching off and unplugging all unnecessary electrical equipment, and closing all doors to rooms and staircase enclosures cannot be overstressed.

Fire Procedures:

Staff and associates must familiarise themselves fully with the fire procedures of the buildings they occupy or visit, including the location of fire doors and fire exits, so that they know the means of escape from the building/s. They should know the location of their nearest fire extinguishers and fire alarm points.

Emergency exit routes must remain tidy and free from obstacles. Staff and associates must not leave or store combustible materials on emergency exit routes or block access to fire alarms, fire equipment or electrical switchgear.

Staff and sub-contractors are often based on other sites such as at their own homes or on client premises. It is your responsibility to know how to:

- Prevent fires – be very careful with smoking materials and electrical appliances
- Act in emergencies – make sure you are aware of evacuation procedures
- Get out quickly when the fire alarm sounds
- Never tackle a fire unless you are trained to do so

All staff should familiarize themselves with Fire Procedures for all SkillsReach office /work locations.

PAT (Portable Appliance Testing):

In order to ensure the electrical safety of business equipment, mains electrical items will undergo regular PAT testing.

Working alone:

By the nature of our business), it is likely that for long periods of time staff may be working on their own or at client's premises. You have a responsibility to ensure that your manager is kept informed of your work location, travel times and contact details. Staff and associates will be provided with telephone contact details for SkillsReach Senior Leadership in case of emergency.



Unsafe /threatening situations:

If staff feel that they are in an uncomfortable/unsafe and potentially threatening situation at a client premises, they must remove themselves from that situation (as politely as possible given the circumstances), but at the earliest opportunity. Other arrangements will, if need be, be made to service the needs of that client.

The safety of our staff is paramount to SkillsReach.

Vehicles:

Where own vehicles are used, these must be safe, roadworthy and suitable for purpose and be insured for the purpose of driving on business. All expenses payments are provided on this basis. All drivers must be suitably competent to drive particular vehicles and must hold an appropriate licence.

At client sites:

Whilst at client sites, staff and contractors must take reasonable care for the health and safety of themselves and others. They should:

- make themselves aware of Health & Safety rules and company procedures and comply with these
- ensure clients are made aware of any unsafe working practices such as trailing cables or poor seating
- abide by the requirements/contents of this Health and Safety Policy. Failure to do so may result in disciplinary action

Policy monitoring and review:
SkillsReach Policies are continually monitored and updated, particularly in light of new legislative guidance or when changes in the scale and nature of our operations occur. Staff are expected to raise any health and safety concerns that they may have at the earliest point, and communicate these to the Managing Director. A policy review will take place regularly to monitor the effectiveness of this Health and Safety Policy. This will be undertaken by the Leadership team and specialist advisors, as necessary.

Endorsed by: Roy Harper – Managing Director - SkillsReach

Signature:

Date: 06.07.2017