



HEALTH & SAFETY

POLICY V4

SBA Nationwide Ltd

SBA NATIONWIDE LTD

Health & Safety Policy

V4 – Sept 2019

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10. Health & Safety Policy

The maintenance of a safe, healthy and supportive working environment and safe working practices is a fundamental policy of SBA LTD. All staff, learners, associates and visitors to SBA LTD are responsible for safety.

10.1 Introduction

SBA LTD does not expect anyone to take risks that could result in an accident, injury or possible death. SBA LTD consider negligence regarding safety, breaches of safety procedures or operating without regard to safety seriously and will take appropriate disciplinary action against staff and learners. Serious incidents may be considered gross misconduct and lead to immediate dismissal or expulsion from programme without notice.

To adhere to the Health and Safety at Work Act 1974 we have appointed a competent person to deal with all aspects of Health and Safety, the appointed person for SBA LTD. However, it is important that you are aware of your responsibilities as an individual, as detail in the Health & Safety at Work Act 1974, particularly with regard to taking reasonable care for the health and safety of yourselves and others, and to co-operate with the Company in meeting its legal responsibilities.

The Health and Safety at Work Act 1974 requires an employer;

“To prepare, and as often as may be appropriate, revise a written statement of this general policy with respect to the Health and Safety at work etc of how employees and the organisation and arrangements for the time being in force for carrying out that policy, and to bring the statement and any revision of it to the notice of all employees”

The policy will be supported by appropriate risk control and audit activities that will confirm performance against the policy, plans and systems. As your employer, we have a Duty of Care, to look after, as far as is reasonably practicable, your health safety and welfare whilst you are in work.

The policy explains how SBA LTD intends to comply with Health and Safety legislation.

10.2 Statement of Intent

SBA LTD intends to comply with current, relevant health and safety legislation. SBA LTD is aware of its responsibilities in relation to its staff, learners, associates, visitors and others affected by its work. With this in mind SBA LTD has created the following statement.

It is the general policy of SBA LTD to:

- Ensure, so far as is reasonably practicable, the health and safety at work of all staff and learners.
- Ensure, so far as is reasonably practicable, that persons who may be affected by activities, such as learners, associates and visitors are not exposed to avoidable or unacceptable risks to their health and safety.
- Maintain safe systems of work for staff and learners, through risk assessment processes
- Maintain procedures for action to be taken in the event of injury and for the reporting of accidents and hazards.
- Maintain procedures for consultation between staff and management on health and safety
- Provide information, instruction, training and supervision to ensure the health and safety of staff, learners, associates and visitors
- Promote safety awareness and encourage a responsible attitude to health and safety through SBA LTD and its learners.
- Provide adequately maintained plant and equipment
- Provide suitable arrangements for the safe use, handling, storage and transport of articles and substances
- Provide safe premises and workplaces including access to and egress from them, with adequate communication and welfare facilities
- Observe legal requirements through regular Health and Safety audits
- Conduct risk assessments in accordance to the SFA contractual obligations and ensure a safe healthy and supportive working environment for all learners
- Ensure all actions identified from a risk assessment are recorded, monitored and completed by the agreed timescale

All Staff are required to:

- Ensure yourself and SBA LTD remains Health and Safety compliant by completing and returning all relevant training and documents within deadlines as and when required.
- Comply with Company Rules, procedures and instructions to promote Health and Safety at work.
- Report all damage (including accidental damage) to company property / equipment which should be returned to your Line Manager or to Head Office.
- Know which activities are covered by permits to work and safe system of work within your own working areas.
- Maintain good housekeeping standards.
- Report all injuries (in the Company accident book), dangerous occurrences and practice, defective equipment, and "near miss" workplace incidents.
- Use, handle and store all substances in the prescribed manner. Any new substances or chemicals should be assessed and authorised by the appropriate person prior to their use and should be recorded on the data sheet.
- Co-operate with members of the management team in all safety matters. Raise all questions and concerns with your immediate Line Manager.
- Observe and comply with all safety warning signs.
- Take all reasonable steps to ensure your own safety and the safety of others who may be affected by your acts and omissions.
- Ensure risk assessments are completed for all activities undertaken internally and externally and ensure evaluations are completed post activity.
- Ensure that all visitors are aware of safety and emergency evacuation procedures.
- Advise the Company of all reportable illnesses/diseases as required by the Company rules.
- Personal mobile phones must not be used during working time or whilst you are driving a Company vehicle or your own vehicle for work purposes.

Learners are required to:

- Take care for the health and safety of themselves and others who may be affected by the way in which they carry out their daily duties and learning
- Co-operate with training staff to enable them to carry out their statutory duty, and any health and safety inspection, monitoring or auditing
- Promptly report to their assessor or tutor any situation, working practice or procedures that is potentially hazardous or which has been reported to them as such
- Promptly report to their assessor or tutor any accident, incident or dangerous occurrences
- Use machinery or equipment only when they have been authorised to do so and when the appropriate instructions have been issued and safety systems are in operation.
- Comply with health and safety instructions, both verbal and written that are issued to them
- Adhere to the prohibitions identified in any health and safety procurement standard documentation.

For additional information log on to <http://www.legislation.gov.uk/>