

B-Skill Ltd recognises that the effective management of health, safety & well-being is an important part of operating a successful business. The Company is committed to ensuring that its activities do not adversely affect the health & safety of its employees, associates, apprentices, learners on other B-Skill programmes, employers, partners, subcontractors, clients or visitors.

At B-Skill we comply with all relevant UK law and, so far as is reasonably practicable, we will:

- 1 Follow recognised codes of practice and funding body requirements, and develop our own standards for performance
- 2 Eliminate hazards and reduce risks in the workplace
- 3 Control the impact of the work environment and work activities on our employees, associates, apprentices and learners on other B-Skill programmes
- 4 Protect the health and safety of our apprentices, learners on other B-Skill programmes, partners, sub-contractors, clients, visitors and other third parties
- 5 Provide appropriate information, instruction and training to enable employees, associates, apprentices, learners on other B-Skill programmes and others to work safely
- 6 Encourage positive contribution and participation by all employees and associates in order to develop a positive safety culture
- 7 Define clear responsibilities for employees at all levels to ensure that everyone is able to contribute effectively
- 8 Actively monitor our health & safety performance and seek to make continuous improvement in our standards
- 9 Regularly review our strategy to maintain continuous improvement
- 10 Provide adequate resources to ensure that this Policy can be fully implemented

It is only through the commitment and teamwork of all those who work for B-Skill that the health and safety of everyone can be assured on an on-going basis. All employees are expected to assist the Company and its managers to meet its health & safety commitments and to contribute to the effective implementation of this Policy.

This policy will be reviewed at least on an annual basis and in line with legislative, business, vocational or geographic requirements and changes.

A handwritten signature in black ink, appearing to be 'Paul Wileman'.

Paul Wileman
Chief Executive Officer

FOREWORD BY PAUL WILEMAN

“Managing health & safety effectively is important for B-Skill Ltd for a number of reasons:

- 1 We owe it to our employees, associates, apprentices and learners on other B-Skill programmes (and others who may be affected by what we do) to provide, as far as we are able, a workplace that is safe and which presents minimal risks to health or well-being.*
- 2 It makes good business sense. When health & safety matters are properly controlled the workplace is more efficient and our business will run more smoothly.*
- 3 There are many Laws in the UK/Europe that require us to manage health & safety effectively.*
- 4 The funding bodies with which we work require us to operate to high standards.*

We are committed to ensuring that high standards of health & safety management contribute to a successful business, but we must continue to work hard at maintaining and improving those standards. The management team will continue to drive improvement, but in order for us to be successful, everyone within the Company must contribute.

This Policy document outlines the Company’s commitment to improving health & safety standards and the responsibilities and obligations that each person in the Company has and it is important that employees at all levels are aware of our objectives and their own responsibilities for helping to achieve them.

The Policy is implemented through our management standards, through employee safe working practices and through the general rules contained within the B-Skill Safety Management System.

In order that we continue to provide a safe and healthy working environment and control the hazards and risks from our activities it is vital that everyone contributes by ensuring that the management standards are fully implemented and that health & safety rules and procedures are followed by everyone at all times.

Any director, manager, specialist, employee or associate found to be persistently or wilfully disregarding company health & safety rules will be subject to disciplinary action.”

Remember: health & safety is everyone’s responsibility and we all have a duty to contribute to ensuring the safety and wellbeing of themselves and others working with and around them.

A handwritten signature in black ink, appearing to read 'Paul Wileman', with a long horizontal stroke extending to the right.

**Paul Wileman
Chief Executive Officer**

RESPONSIBILITY AND ACCOUNTABILITY FOR HEALTH, SAFETY & WELL-BEING

Chief Executive Officer (CEO)

The CEO is ultimately responsible and accountable for all standards of health and safety within B-Skill. The CEO will:

- Ensure compliance with the requirements of B-Skill's health and safety management system, policy, procedure and standards.
- Monitor the Company's health & safety performance
- Ensure the provision of adequate resource to enable compliance and health & safety objectives to be achieved
- Demonstrate visible commitment to this Policy on health & safety and set a good example to others within the Company.

The Executive Team

The members of the Executive Team will be responsible and accountable for ensuring that standards of health & safety are maintained and improved across the business. The Executive team will:

- Ensure compliance with the requirements of B-Skill's health and safety management system, policy, procedure and standards
- Ensure that operational delivery managers, managers, team leaders and specialists are fully aware of their responsibilities for compliance with health, safety and welfare across the business
- Demonstrate visible commitment to this Policy on health & safety and set a good example to others within the Company

Appointed Health & Safety Person

The Appointed Health & Safety Person is responsible and accountable for ensuring that standards of health safety and wellbeing are maintained and improved across the business, ensuring that senior managers and directors actively promote our health safety and wellbeing culture with all partners working with B-Skill, on a day to day basis.

In particular, the Appointed Person will:

- Work closely with Heads of Operations and delivery managers to ensure they drive and promote with managers and staff within their areas of responsibility, to take responsibility for health, safety and wellbeing and that it is embedded within delivery, teaching and training practices with learners, employers and colleagues and partner organisations
- Ensure that this Policy is brought to the attention of all employees and associates by members of the management team within their area of control
- Ensure that the Policy and associated management standards are implemented effectively
- Ensure that risks are assessed on and that appropriate risk reduction measures are developed for all work tasks and activities
- Ensure that the Quality team, managers, team leaders and specialists take responsibility for auditing and assessing of partner and subcontractor health & safety practices and that appropriate risk reduction measures are in place for staff, apprentices and learners on other B-Skill programmes

Operational Delivery Managers/Managers/Team Leaders and Specialists

All operational managers, team leaders and specialists are responsible and accountable for ensuring that standards of health, safety and wellbeing are maintained and improved within their areas of responsibility and control.

In particular, operational delivery managers, team leaders and specialists must:

- Ensure that this Policy is brought to the attention of all employees and associates within their area of responsibility and control
- Ensure that the Policy and associated management standards are implemented effectively
- Ensure that risks are assessed and that appropriate risk reduction measures are developed for all work tasks and activities
- Ensure that employees, associates, apprentices and learners on other B-Skill programmes are provided with:
 - Safe equipment to use
 - A safe and healthy workplace and working environment
 - Appropriate safe working methods and procedures
 - Appropriate supervision, instruction, training and development to enable them to fulfil their health & safety responsibilities and to work safely
 - Access to the health & safety policy, documentation, and the safety management system either in paper form or by intranet access
 - Appropriate protective clothing and equipment
- Monitor the performance of their own staff to ensure Policy requirements and Company standards are being met
- Ensure that all accidents, incidents and cases of work-related ill health are advised to the Human Resources Manager and the Appointed Person to ensure that a full investigation can be carried out and that corrective actions are implemented efficiently to prevent reoccurrence
- Ensure that all reported hazards are recorded and clearly documented, and that effective action is taken to address health & safety risks identified by employees, apprentices or learners on other B-Skill programmes
- Set a good example and promote responsible attitudes among employees, apprentices and learners on other B-Skill programmes

IQAs, Learning & Development Coaches/Tutors & Learner Support Staff

IQAs, L&D coaches, tutors and other learner support staff are responsible and accountable for the effective implementation of this policy and associated arrangements and procedures within their own areas of responsibility and control. In particular, they must:

- Ensure adequate supervision is available for all apprenticeship and learner activities
- Ensure that apprentices and learners on other B-Skill programmes are made aware of relevant B-Skill health & safety rules and procedures
- Ensure that apprentices and learners on other B-Skill programmes have an adequate supply of protective equipment
- Ensure that apprentices and learners on other B-Skill programmes comply with relevant health & safety rules and safe working practices at all times
- Ensure that apprentices and learners on other B-Skill programmes are provided with copies of the Learner Handbook and other information they need to work safely
- Ensure that appropriate risk assessments are carried out for all apprenticeship and learner placements and activities
- Ensure that all accidents, incidents and cases of work-related ill health are advised to their immediate manager in the first instance, and to human resources/the Appointed Person for Health & Safety so that a full investigation can be carried out and that corrective actions are implemented efficiently to prevent reoccurrence
- Ensure that all reported hazards are recorded and dealt with effectively

- Set a good example and promote responsible attitudes among apprentices and learners on other B-Skill programmes
- Inform their own manager of any problems and difficulties that they are unable to resolve successfully.

All Employees, Associates, Apprentices and Learners on other B-Skill Programmes

All employees, associates, apprentices and learners on other B-Skill programmes are responsible and accountable for looking after their own safety and the safety of those around them. They must:

- Comply with the Health & Safety Policy and all appropriate legislation
- Follow health and safety rules at all times
- Follow any training or instructions they have been given
- Use correctly, any protective equipment or clothing provided
- Keep their own work areas clean and tidy
- Cooperate with directors, managers, specialists, officers, team leaders, learning & development coaches and tutors on matters of health & safety
- Act in a safe and responsible manner at all times
- Report all accidents, incidents, cases of suspected work-related ill health and any concerns you may have about someone to your manager or to your coach/tutor as quickly as possible
- Not do anything that may put themselves or anyone else in any danger

First Aiders

First Aiders will be provided with appropriate training and facilities to allow them to carry out their function effectively. They will be granted time off with pay to receive such training. Accordingly, they must:

- Provide first aid for any employees, associates, apprentices or learners on other B-Skill programmes suffering an accident or injury at work
- Report to managers or the Appointed Person for H&S, necessary improvements needed to first aid provision on site
- Complete associated paperwork – such as the **Accident, Incident and Ill Health Reporting and Investigation Form** (Found in the H&S Section, Library SharePoint System), in a timely manner and ensure these are passed to the Appointed Person for Health & Safety, the Human Resources Manager or Head of Quality, as soon as possible
- Ensure the first aid box in their area of responsibility is regularly checked, maintained and stocked

Fire Wardens

Fire Wardens will be provided with appropriate training and facilities to allow them to carry out their function effectively. They will be granted time off with pay to receive such training. Accordingly, they must:

- Carry out regular checks of their area to ensure that fire safety is not compromised – check that fire exits are not blocked, broken or wedged doors, missing equipment.
- Ensure that apprentices, learners on other B-Skill programmes, staff and associates in their area are aware of the fire and evacuation procedures, in particular the means of raising the alarm, and the assembly point and carry out inductions for new people in the area
- Checking the adequacy of means of evacuation if a disabled person is in their area
- Checking that fire safety equipment in their area has been tested as required and is present and not obscured or otherwise compromised

- Advise your immediate manager in the first instance of any problems or defects in the fire safety precautions or procedures in their area of responsibility
- Ensure problems or defects in the fire safety precautions or procedures are documented in the appropriate health and safety paperwork.

ORGANISATION OF HEALTH & SAFETY

In order to encourage employee participation and to monitor the effectiveness of procedures, directors, heads of operations, operational delivery managers, managers, team leaders, specialists and staff within B-Skill make up a working group who are responsible for health and safety. They have specific responsibilities for aspects of health & safety management in addition to their line management responsibilities.

Relevant training and instruction will be provided to the members of these groups to ensure they are able to operate effectively.

Health & Safety Group

The health & safety working group (made up of representatives from the above) will meet quarterly to raise and discuss health safety and wellbeing issues. The meeting will be chaired by the Appointed Health & Safety Person (or deputy) and information from these meetings is shared with the Board of Directors at quarterly Board meetings, monthly Executive Team meetings, and cascaded to operational delivery managers and team meetings. The purpose of meetings includes:

- Discuss or raise any health, safety, well-being matters that may have arisen and to look at and agree how improvements may be made
- Review and provide feedback and comments on the update or development of company policy, procedures and plans
- Identify and develop appropriate company standards to ensure compliance with legislation and policy requirements
- Monitor performance in relation to compliance with legislation and policy requirements through the review of:
 - Independent audits
 - Internal audits and inspections
 - Accident and ill health statistics
 - Other appropriate indicators
 - Inform staff of any changes in legislation

The Health, Safety & Well-being meetings are minuted and copies of the meeting minutes are displayed on the Company SharePoint system. Health and safety issues and updates are reported into the Board, executive and delivery team meetings.

The Appointed Person may seek advice and guidance externally, from the HSE and other health & safety specialist organisations to keep up to date with legislative requirements and share this information with the health & safety group members, executive, heads of operations, managers, team leaders and specialists as appropriate.

Employee Consultation & Team Meetings

Health, safety and well-being will be an agenda item at all regular Team Meetings. Employees and associates will be encouraged to participate in such team meetings and discussions and to contribute actively to the effective management of health & safety.

Team meetings will be used to:

- Report, discuss and share health, safety & well-being concerns or issues that may have arisen and can be used as role play with staff to drive improvement
- Provide and examine information relating to health & safety matters that may arise
- Provide and examine information relating to performance
- Maintain a regular line of communication on health, safety & well-being issues

Appointed Person for Health & Safety

The Appointed Person will:

- Provide appropriate advice and guidance on:
 - Legal requirements and compliance
 - Relevant standards and good practice
 - Assessment and control of risks
 - Recording information in appropriate formats
- Provide guidance and support to the Health & Safety Group;
- Work closely with the Board, heads of operations and human resources to monitor and report on the overall effectiveness of the safety management system
- Chair the Health & Safety Group meetings
- Ensure the health & safety management system is kept up to date and reviewed on a regular basis and in line with changes in legislation, business, vocational or geographic requirements and changes
- Ensure that appropriate documentation and records are maintained
- Liaise with enforcing authorities and other appropriate bodies on matters relating to health & safety as appropriate
- Ensure representation at regional and national health & safety forums as appropriate



DECLARATION

I confirm that I have read the B-Skill Company Health, Safety and Well-being Policy, and that I will make myself familiar with the Health & Safety Management Standards and all relative health and safety documentation and systems.

As per the policy statement, all employees and associates are expected to assist the Company and its managers and specialists to meet its health & safety commitments and to contribute to the effective implementation of this Policy.

By signing this declaration, I confirm that I will play my part in ensuring the health, safety and welfare of myself, my colleagues, apprentices and learners on other B-Skill programmes, and each person I come into contact with.

Signature:

Name:
(Print)

Job Title:

Date: