

HEALTH AND SAFETY POLICY

This policy document applies to your employment at Best Practice People Ltd, the "Company" and all other Best Practice People sites that you may be asked to work at from time to time.

This policy applies to all staff and learners regardless of position or seniority.

1. Policy Statement

1.1 It is the Company's intention to provide and maintain a healthy and safe working environment for all its employees and learners and for others who work or visit the Company's premises. As well as ensuring that all that is reasonable and practicable is done to prevent personal injury and to comply with the duties laid upon the Company as employer under the Health and Safety at Work etc. Act 1974 and any accompanying regulations.

2. Objectives

2.1 The Company will ensure that management; staff and learners are aware of and accept their individual and collective responsibilities in the care of health and safety of themselves and others.

2.2 All members of management, staff and learners are expected to co-operate in the carrying out of this policy and the Company will encourage full participation of all employees in matters concerning health and safety within the Best Practice People.

2.3 The Company will identify and eliminate or control any situations likely to be hazardous to health and safety or cause damage to persons and/or equipment.

2.4 The Company is responsible for providing the necessary resources for the implementation of health and safety legislation and the objectives identified in this policy.

2.5 The Company also recognises the right of non-smokers to breathe smoke-free air and is conscious of its responsibilities to provide a clean healthy and safe working environment.

3. Responsibility for Health and Safety Matters

3.1 The overall responsibility for the implementation of this policy in health and safety matters rests with Best Practice People Management who will be required to do all that is reasonably practicable to meet the health and safety standards laid down in this policy and in legislation and to implement and carry out the policy and its aims set out in this document under the guidance of senior management.

3.2 The Company will identify any necessary preventative and protective measures and prioritise the actions necessary to comply with the relevant legislation and ensure that all staff is aware of the procedures relating to accident or sickness.

This policy will be reviewed every 12 months by Best Practice People Limited. Last Update: 1st March 2022

3.3 The Company is responsible for overseeing the implementation of this policy, conduct regular risk assessments to identify, control or eliminate risks, providing advice and guidance on its use, and ensuring that the following are implemented:

3.3.1 Updating the Health and Safety Rules for the Staff Manual.

3.3.2 Ensuring that all new members of staff and learners are aware of this policy and any rules.

3.3.3 The systematic assessment of all risks to staff, learners, visitors and others using the Best Practice People's premises.

3.3.4 Issue all new members of staff and learners with the Health and Safety guidelines as published by the Health and Safety Executive.

3.3.5 Provide training and re-training where necessary for staff and learners on health and safety matters.

3.3.6 Ensure that all staff and learners are fully trained to discharge their duties.

3.3.7 Investigate all accidents.

3.3.8 Advise managers on safety policies.

3.3.9 Oversee safety inspections by the Health and Safety Executive and ensure the Best Practice People's premises comply with the minimum requirements.

3.3.10 Co-operate with the local Fire Authority and take adequate steps for fire prevention.

3.3.11 Ensure all staff and learners are made aware of the Safety Regulations in the event of a fire.

3.3.12 Appoint Fire Officers and ensure all staff and learners are aware of who they are.

3.3.13 Ensure there are regular drills and that alarm systems are checked on a regular basis.

3.3.14 Appoint an adequate number of First Aiders and ensure they receive the necessary training to obtain a First Aid Certificate.

3.3.15 Provide a First Aid box and ensure it is adequately stocked at all times.

3.3.16 Ensure that all staff and learners are made aware of who the First Aiders are.

3.3.17 Maintain records of accidents in the Accident Book.

3.3.18 Carry out reporting procedures relating to Health and Safety as required by Statute and the Health and Safety Executive and other authorities.

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3.3.19 Implement and enforce the Best Practice People's no smoking policy or designate "smoke-free" areas.

3.2.20 Conduct regular risk assessments and implement recommendations of risk assessments identified within the Company.

3.2.21 Where appropriate consults with Trade Union Safety Representatives on all matters relating to health & safety.

4. The Responsibility and Role of Employees

4.1 Whilst the duty to ensure compliance with Health and Safety matters remains with Best Practice People, management and staff are expected to take care of the health and safety of their fellow employees, learners and visitors under their immediate supervision. All members of staff are expected to observe all hazards and all accidents involving injury which should immediately be reported to their manager/supervisor or Office Manager.

4.2 Every member of staff and learners must acquaint themselves with the rules governing health and safety within the Company and in addition ensure the following:

- Report any faulty or hazardous fixtures, fittings, furniture or equipment.
- Do not attempt to repair faulty electrical equipment.
- Switch off electrical equipment before leaving the building.
- Report all accidents involving injury to their manager, tutor or supervisor or the Office Manager
- Keep all emergency exits, stairs and corridors free of obstructions.
- Observe all rules and procedures relating to evacuation of premises during an emergency.
- Ensure the kitchen areas and washrooms are kept clean and tidy.

5. Emergency Procedures

5.1 In the event of an emergency during normal business hours, all employees and learners are to follow the procedures set out below:

- On the sounding of a fire alarm or other appropriate warning, leave the building immediately by way of the designated access doors.
- Do not risk your personal safety in recovering any personal items or belongings.
- Meet at the designated meeting point for your building or department.
- Stay together and seek out the most senior member of the group to give further instructions.
- Able bodied staff with the supervision of the most senior member of the group should assist staff, learners and visitor with disabilities.
- Do not re-enter the building until the alarm or warning has ceased and you have been advised that it is safe to return.

6. Stress in the Workplace

6.1 The Company recognises and accepts its responsibility to alleviate any excessive pressure or demands placed on employees, which might cause them to suffer stress, which has a detrimental effect on their health. This does not

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include normal and reasonable pressures associated with a job, which an employee should be able to manage appropriately.

6.2 The Company will carry out regular risk assessments to identify, control or eliminate the risk of stress in the workplace.

6.3 The Company will regularly review its risk assessments. This will include monitoring workloads, monitoring working hours and overtime, monitoring holidays taken to ensure that staff is taking their full entitlement. Ensuring that bullying and harassment is not tolerated within the workplace, ensuring good communication between management and staff and providing additional support to employees by either referral to workplace councillors or specialist agencies.

6.4 The Company will provide training for all managers and supervising staff in good management practices and identifying stress indicators.

6.5 In order for Best Practice People to monitor stress all employees are expected to do the following:

- Raise and report issues of concern to their line manager, management or Human Resource Department.
- Inform the human resource department of any concerns relating to excessive pressures and demands within the workplace.
- Inform their human resource department of any stress related illness associated either with the workplace or outside the workplace, (e.g. bereavement, separation etc).
- Accept opportunities for counselling when recommended.

7. Date of Implementation This policy is effective from 06/01/16 and shall not apply to any actions that occurred prior to this date.

8. Questions If you have any questions regarding this policy document and how it applies to you please consult the Office Manager, contact telephone number, 0800 888 6064

9. Alteration of this Policy This policy will be subject to review, revision, change, updating, alteration and replacement in order to introduce new policies from time to time to reflect the changing needs of the business and to comply with legislation. Any alterations will be communicated to you by the Human Resource Department.

Signed	
Name	Grant Basson
Position	CEO
Date	03/07/2020

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