

# Skills4Stem Ltd. Health and Safety Policy

Skills4Stem Ltd is a global skills and succession planning consultancy delivering training and consultancy services worldwide. CEO and founder Sarah Davis delivers all the Skills4Stem services by associate trainers (sub-contracted to Skills4Stem) worldwide with a total of three sub-contracted members of the internal support staff: an operations director, an administrator and a virtual assistant. Skills4Stem uses a registered virtual office. All members of the Skills4Stem team work remotely.

The trading hours are Monday to Friday 9.00-5.30 and Sundays 9.00-3pm in the Middle East.

Sarah Davis has prepared her own health and safety policy statement, using the combined template available on the HSE website at [www.hse.gov.uk/risk/risk-assessment-and-policy-template.doc](http://www.hse.gov.uk/risk/risk-assessment-and-policy-template.doc) Sarah genuinely cares for her sub-contractors and wants to portray this in his health and safety policy.

Sarah downloaded the template and referred to the example policy statement and other guidance available on the HSE website at [www.hse.gov.uk/risk](http://www.hse.gov.uk/risk). This helped Sarah to think about the things that should be documented and built into the Skills4Stem health and safety policy, such as remote working, personal protective equipment, staff consultation and training etc.

Skills4Stem Ltd. will review and update the document every year or straightaway if there are any major changes.

Please Note: Employers with less than five employees don't have to write down their health and safety policy.  
For further information and to view our example risk assessments, see [www.hse.gov.uk/risk](http://www.hse.gov.uk/risk).  
Example health and safety policy published by the Health and Safety Executive 08/14

<b>This is the statement of general policy and arrangements for:</b>		<b>Skills4Stem Ltd.</b>
<b>Sarah Davis – CEO</b>		<b>has overall and final responsibility for health and safety</b>
<b>Sarah Davis – CEO</b>		<b>has day-to-day responsibility for ensuring this policy is put into practice</b>
Statement of general policy	Responsibility of: Name/Title	Action/Arrangements (What are you going to do?)
Prevent accidents and cases of work-related ill health by managing the health and safety risks in the workplace	<b>Sarah Davis – CEO</b>	Relevant risk assessments completed and actions arising out of those assessments implemented. (Risk assessments reviewed when working habits or conditions change.)
Provide clear instructions and information, and adequate training, to ensure employees are competent to do their work	<b>Sarah Davis – CEO</b>	Staff and subcontractors given necessary health and safety induction and provided with appropriate training. We will ensure that suitable arrangements are in place to cover sub-contractors working in high risk environments.
Engage and consult with employees on day-to-day health and safety conditions	<b>Sarah Davis – CEO</b>	Staff routinely consulted on health and safety matters as they arise but also formally consulted at regular health and safety performance review meetings or sooner if required.
Implement emergency procedures – evacuation in case of fire or other significant incident. You can find help with your fire risk assessment at: <a href="https://www.gov.uk/workplace-fire-safety-your-responsibilities">https://www.gov.uk/workplace-fire-safety-your-responsibilities</a>	<b>Sarah Davis – CEO</b>	Escape routes well signed and kept clear at all times. Evacuation plans are tested from time to time and updated as necessary.
Maintain safe and healthy working conditions.	<b>Sarah Davis – CEO</b>	Toilets, washing facilities and drinking water provided were required.

Signed:	<b>Sarah Davis</b>	Date:	<b>14 March 2018</b>
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You should review your policy if you think it might no longer be valid, eg if circumstances change. If you have fewer than five employees, you don't have to write down your policy.

Health and safety law poster is displayed at (location)	Office door
First-aid box is located:	Office bookcase
Accident book is located:	Office bookcase

Accidents and ill health at work reported under RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations) <http://www.hse.gov.uk/riddor>