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Health & Safety Statement of Policy & Responsibilities

Our Health and Safety Policy Statement

It is the policy of Silverback Security Academy Ltd. (Silverback) to provide and maintain safe and healthy working and learning conditions, safe systems of work, safe premises, safe facilities, safe work equipment, sufficient information, training, supervision and sufficient resource to ensure that commitment to meet the statutory requirements of the Health and Safety at Work Act 1974 and that all other applicable legislation and regulation is achieved and maintained in full at all times.

Silverback recognises the need to control potential hazards and risks in the workplace and associated with the nature of its business, including workshop practical activities and visits to operational sites and facilities, and shall conform to site-specific health and safety requirements and ensure a safe learning environment is maintained at any facility used during workshop activities.

All staff members, including sub-contractors or Facilitators and Associate Facilitators, will be briefed on the Silverback health and safety policy and provided with an electronic copy of the Silverback Health & Safety and Lone Worker Policy documents. Staff will also be instructed to make themselves familiar with any health and safety measures, including emergency procedures, specific to any site used during workshops.

The Directors are responsible for the Health & Safety during Silverback activities however, all other staff members have a duty to co-operate with

supervision and for the on-going management and maintenance of Health & Safety systems in place. Participants have a duty to take care of their own Health & Safety and must accept responsibility for Health & Safety of themselves and anyone participating in workshop activities. All staff shall formally report any hazards or concerns that they have of any unsafe conditions that they may encounter.

This Health & Safety policy is communicated to all members of staff and is available to the public at all times. It is subject to regular review by the Silverback Directors to ensure its on-going relevance and effectiveness to the business.

Policy Organisation and Responsibilities

1. Implementation

Silverback expects that all of its staff members dutifully undertake their responsibilities as detailed in the Company Health & Safety Policy in order that the Directors are able to discharge their legal duties under all relevant Legislation and Approved Codes of Practice. The Health and Safety at Work Act 1974, and The Management of Health & Safety at Work Regulations 1999 places legal duties upon employers, and employees (in the case of Silverback this means any member of staff, whether they be directly employed or sub-contracted). Failure to comply with the requirements of Legislation, Approved Codes of Practice, Safe System of Work procedures etc., could result in serious consequences for both Facilitator and Participant alike, and may result in disciplinary action being taken by Silverback against the person(s) involved.

It is the Policy of Silverback to ensure, so far as is reasonably practicable, the health, safety, and welfare at work of its facilitators, participants and others that may be affected by its activities. In fulfilling this commitment Silverback will ensure that:

- a. A safe and healthy working and learning environment is provided and maintained, along with the provision of suitable and sufficient facilities and equipment.
- b. The provision of information, training, and supervision for all participants in order to achieve the required levels of safety during practical activity and site visits.
- c. Potential risks that may compromise health and safety in the workplace

- are managed and controlled.
- d. Colleagues will be consulted when considering changes to existing or new systems of work in order that risks are minimised, whilst continuously improving the workplace health and safety culture.
 - e. The Health and Safety Policy and procedures thereby generated shall be implemented through the existing management structure and will be reviewed during management meetings that may be convened from time-to-time as directed by the Directors.

2. Responsibilities of the Directors

The Directors are responsible for all matters relating to Silverback Health & Safety. Although the following list is not exhaustive, it defines a number of key issues detailed within their roles:

- a. Responsible for ensuring that Silverback's Health & Safety Policy is effectively implemented and that adequate resources are made available in order to achieve this.
- b. To ensure that the Silverback Policy is reviewed at regular intervals, and to annually communicate the changes to all facilitators, sub-contractors and participants.
- c. To ensure that responsibilities for Health & Safety Management are delegated throughout the Company as required, suiting the needs of the business.
- d. To put in place arrangements for the regular monitoring and inspection of workshop facilities, and for the proportional and periodic auditing of its sites to ensure compliance with all statutory obligations and safe systems of work procedures.
- e. To ensure that risk assessments are regularly undertaken of workshop facilities, and that the results are documented. Any issues arising from the findings of the assessment should be communicated to line-managers, and the appropriate measures taken to control, reduce, or eliminate the risk / hazard as soon as reasonably practicable.
- f. Ensure that effective communications with all Facilitators are maintained in respect of Health & Safety information and documentation.
- g. To ensure that all staff are provided with the necessary levels of information, training, and supervision to allow them to carry out their duties safely.
- h. To ensure that Silverback has access to competent levels of Health & Safety advice and information in order to be able to legally discharge

its statutory obligations.

The Directors of Silverback Security Academy Limited will ensure that:

- a. Consideration is made in relation to the continued Health, Safety, and Welfare of staff and participants, in order to ensure:
 - i. Safe places of work
 - ii. Safe access and egress
 - iii. Safe systems of work including plant and equipment
 - iv. Adequate supervision of work activities
- b. The provision of information, training, and supervision as may be necessary to ensure that staff and learners can undertake learning activity in a safe and healthy manner, free from risk of injury, in so far as is reasonably practicable, or reasonably foreseeable.
- c. That decisions affecting the management of Health & Safety are made in pursuance of the best interests of Silverback and its staff and participants, and in accordance with the provisions of the Management of Health & Safety at Work Regulations 1999.
- d. That Health & Safety issues are correctly addressed and dealt with in a timely manner.
- e. The Directors of Silverback will undertake to discuss matters relating to Health & Safety at regular intervals and will receive a copy of the minutes from each Health & Safety committee meeting for any matters arising.
- f. The Directors of Silverback will ensure that arrangements are made for the provision of any additional consultation or advice as may be required from time-to-time in relation to Health & Safety Legislation.
- g. The Directors will ensure that all Health & Safety documentation is being kept up to date, and that training records are regularly reviewed, and the company is kept up to date with Health & Safety management issues and reflect before taking action on issues affecting the business.
- h. Delegate accountability to each Director, Facilitator and Associate Facilitator for his / her own workshop through the existing management structure.
- i. Ensure that a practical system is in place and functioning effectively for the management of Health & Safety issues.

3. Responsibilities of Associate Facilitators

Each Associate Facilitator has a responsibility to the Directors for the Implementation of this Policy in as much as their individual authority allows, and in particular to:

- a. Maintain responsibility for Health & Safety by ensuring that the Health & Safety Policy and associated procedures are in operation at all times.
- b. Supervise the implementation of the Health & Safety Policy and monitor its effectiveness.
- c. Ensure that a Management System is in place for the effective communication of the Policy to all members of staff, and to detail their responsibilities in respect of a safe system of work procedures, and the duty of care owed to Silverback, and to themselves, their colleagues and participants.
- d. Ensure that a procedure is in place for the communication of Health & Safety information to all participants.
- e. Ensure that a procedure is in place that alerts all visitors, contractors and members of the public to risks that may affect them, and of any controls or restrictions that exist to protect them from the risk or hazard.
- f. Ensure that all suggestions to improve Health & Safety are put forward to the Board for consideration and implementation where applicable.
- g. Ensure that all information and reports in respect of Health & Safety are communicated to the Directors.
- h. Ensure that risk assessments are carried out for practical activities, and that they are fully documented and kept on file pending review.
- i. Ensure that all incidents causing personal injury, or damage to property, machinery, or equipment are thoroughly investigated, reported, and correctly documented.
- j. Ensure that all facilities within workshops are monitored for safe systems of work procedures.
- k. Ensure that all personnel under their control are made aware of the actions to be taken in the event of an emergency and have received adequate levels of training to enable them safely to evacuate the workshop or site visit facility.

- l. A good personal example is set at all times.
- m. Personal Protective Equipment (PPE) is provided to all workshop participants as necessary. Workshop facilitators where necessary will enforce the use of PPE whereby the risks are felt to be sufficiently high to necessitate its use.
- n. All accidents, incidents, near misses are reported and documented, and that a thorough investigation is carried out to establish the cause(s) of any injuries or illnesses.
- o. By continuous vigilance, good housekeeping standards are maintained in the areas they are responsible for.

4. Responsibilities of Participants

All participants attending a Silverback workshop have a duty under the Health & Safety at Work Act 1974, to co-operate with Management and to assist them so far as necessary in meeting their delegate responsibilities. In order to meet this objective all participants should:

- a. Keep themselves conversant with Silverback workshop safety procedures, in particular as it affects their individual role in the workshop.
- b. Take reasonable care of the Health & Safety of themselves and other persons who could be affected by their acts or omissions during the workshop.
- c. Report to their workshop Facilitator all accidents, dangerous occurrences, unsafe systems of work, or damage to equipment as soon as possible once it is brought to their attention.
- d. Follow the Company Procedure for signing in upon arrival at the premises/ venue and signing out before leaving.
- e. To ensure that they are familiar with and comply with the Silverback Lone Worker Policy when conducting personal study outside of workshop hours.

Arrangements for Implementing the Silverback Health & Safety Policy

Identification of Hazards

Silverback utilises hired facilities for the provision of workshops and participates in practical activities during some of the workshops, including commercial site visits. Therefore Silverback will work closely with workshop venue providers to adhere to the formal Health & Safety measures that have been implemented at the venue. In the event of Silverback identifying previously unknown hazards at the venue, we will bring the hazard to the attention of the venue provider and take remedial action, as necessary, to avoid the hazard and prevent anyone else being impacted by the hazard until the venue provide has resolved the issue. All site visits will be carefully managed within the site Health & Safety plan, including the provision of protective clothing and equipment and a safety briefing upon arrival. If any member of the Silverback team considers the Health & Safety measures to be inadequate a decision will be made to withdraw Silverback participants from the site.

Classroom based and practical workshop activities will be risk-assessed to identify any potential hazards and measures implemented to mitigate the risks to an acceptable risk rating. However, the majority of workshop activity is conducted in a formal controlled classroom environment and therefore the risks are unlikely to increase beyond a low-risk rating.

When a risk assessment process is conducted the results will be reviewed by the Silverback Directors to ensure that activities fall within the acceptable risk parameters for Silverback learning before the activity is approved to take place.

Health and Safety Awareness

All of the Silverback Security Academy Facilitators and Associate Facilitators are managers within their own commercial and industry areas. They each have extensive Health & Safety experience and are considered by the Directors to be competent to ensure the safe working practices during workshop activities and are able to ensure the suitable and effective application of measures to guarantee the safety and well-being of staff and participants during workshop site visits.

The Silverback Managing Director is a qualified Health & Safety practitioner

(NEBOSH NGC) and will supervise the overall management of Health & Safety for Silverback activity and ensure changes and developments regarding Health & Safety are communicated across the Silverback team to ensure a level of awareness is maintained.

Information

The Health and Safety at Work Act 1974 emphasises the need to supply comprehensive information on Health and Safety related matters covering both statutory requirements and the means of observing them.

Silverback Security Academy Ltd will provide information necessary to enable staff to fulfill their functions.

A safety brief will be provided to Participants at the start of each workshop to ensure that they are familiar with the facility fire evacuation plan and any other safety related issues.

A site-specific Health & Safety Brief will be provided at the start of each site visit in order to ensure all Silverback personnel are familiar with the site-specific safety plans. Any personal protective equipment will be issued during this time as necessary.

Policy Review

This Health & Safety Policy will be reviewed six monthly by the Directors.

Signed:

Date:

Carl Dakin
Managing Director
Silverback Security Academy Ltd