

Stepping Stones for Business (SSFB) is committed to pursuing excellence in everything it does and this includes the management of health and safety.

General Principles

1. At SSFB we are committed to achieving high standards of health, safety and environmental practice.
2. The Management Board expects staff, partners, associates, visitors and contractors who work at SSFB to share this commitment by complying with SSFB policies and procedures, and to understand that they too have legal and moral obligations to themselves and to one another.
3. We intend to ensure the health and safety of all persons who may be affected by our activities by:
 - a. Consulting with and involving our staff, partners and associates in matters relating to their own health and safety.
 - b. Providing, managing and maintaining our workplaces, grounds and property so that they are, as far as reasonably practicable, safe and that risks to health are controlled.
 - c. Providing adequate and appropriate facilities and arrangements for welfare at work.
 - d. Ensuring that appropriate first aid arrangements and reporting procedures are in place.
 - e. Providing, managing and maintaining plant and equipment so that it is, so far as reasonably practicable, safe and that risks to health are controlled.
 - f. Identifying hazards and conducting formal risk assessments when appropriate in order to minimise the risk for all activities undertaken by SSFB.
 - g. Ensuring that control measures and emergency procedures are in place, effective, properly used, monitored and maintained.
 - h. Implementing systems of work that are safe and where risks to health are controlled.
 - i. Providing the information, instruction, training and supervision at all levels necessary to ensure that staff, partners and associates are competent to supervise or undertake their work activities and are aware of any related hazards and the measures to be taken to protect against them, and giving adequate information on relevant hazards to any persons whose health and safety might be affected by them.
 - j. Keeping up-to-date with best practice in relation to health and safety and complying with all relevant legislation and authoritative guidance.
 - k. Monitoring the safety performance of contractors who work for us.
4. Where there are no existing company policies or guidance, we expect our staff, partners, associates, visitors and contractors to implement the highest relevant standards and to comply with relevant legislation. Where no standards or legislation exist, we will work with our staff, partners and associates to develop systems which comply with best practice and eliminate or minimise the risks so far as reasonably practicable.
5. We will promote a positive health and safety culture.
6. We undertake to continually review and develop our safety management systems, with the overarching aim of conducting our activities in a manner which does not affect the health and safety of any staff, visitor, contractors, visitors or members of the public, or adversely affect the environment.

Commitment

I and the other members of the Management Board are committed to this Policy and to the implementation and maintenance of the highest standards of health, safety and welfare throughout SSFB. We expect every member of the team to share this commitment and to work together to achieve it.



Rebecca Russell
Managing Director

17th October 2011