

HEALTH & SAFETY POLICY STATEMENT

The Health and Safety of all **"UGMT"** (**Up Grade Me Training**) employees and learners is of prime importance to the wellbeing of the Company.

It is our aim to make **"UGMT"** a safe place in which to learn and work. We believe that we can achieve this by agreeing on standards both for individuals and the Company as a whole by the allocation of adequate resources and by encouraging effort and commitment to this end.

We make it clear to managers, leaders and all employees, including our learners that the priority given to Health and Safety performance is such that it is always included when setting our Strategic Objectives and sits well within all our Core Values.

Our objective is a strong commitment to Health and Safety. The company's main objective is the provision of safe and healthy working conditions for the prevention of any injury or ill health caused by our activities. We will ensure continual improvement in the management and performance of Occupational Health and Safety, minimising the possibility of any liability. We shall maintain safe systems of work, equipment and methods of working both on/off our premises and ensure venues used will also maintained a high standard of Health & Safety Practices and Procedures.

"UGMT" is committed to ensuring that learners are entitled to learning that takes place in a safe, healthy and supportive environment. We also consider that safe learning and working are essential to maximise their experience and achievement. Our policy is to adopt a 'best practice' approach with regard to hazards reducing occupational risks to as low a level as practicable.

Up Grade Me training will:

- Fully meet and wherever possible exceed all relevant legal requirements and any other requirements to which we subscribe and meet our 'duty of care' to staff and learners, including responsibilities for Child Protection, Safeguarding and Prevent duty.
- Seek assurance that we have suitable and sufficient arrangements for learner health and safety.
- Take appropriate action where expected standards are not met or maintained.
- Promote the raising of standards for learner health and safety through support, and challenge, as appropriate.

Responsibility for Health and Safety rests with everyone including our employers, sub-contractors, employees, learners and clients. We must all co-operate with each other to enable all statutory duties are complied with. **"UGMT"** is strongly committed to providing employees, learners and any interested parties with systems, processes and meetings which allow open consultation, participation and communication on health and safety matters. The successful implementation of our policies requires total commitment from all levels. Health and Safety is an integral part of all functions and activities. Elements that are identified as safety-critical are routinely revalidated to ensure that competency is

maintained. Employees and learners are informed of any hazards to health or safety which may be inherent in the workplace.

This policy statement, **"UGMT"** Health and Safety infrastructure and its subsequent arrangements, is kept up-to- date. Its effectiveness shall be monitored and acted upon by leaders in the workplace and by the HSE representatives at Company level.

Introduction:

It is the policy of **"UGMT"** to take all reasonable steps to ensure the health, safety and welfare of its Employees and it will, so far as is reasonably practicable, establish procedures and systems necessary to implement such a policy. **"UGMT"** will also ensure that all relevant statutory duties and obligations are satisfied, including those duties set out in the Health and Safety at Work Act 1974.

"UGMT" will provide and maintain a healthy and safe working environment with the objective of minimising the number of instances of occupational accidents and illnesses, ultimately achieving an accident-free workplace also recognising its duty to protect the health and safety of all visitors to the company, including contractors and temporary workers, as well as clients, customers and learners.

Whilst the Company will take all reasonable steps to ensure the health and safety of its Employees, health and safety at work is also the responsibility of the Employees. It is the duty of each Employee to take reasonable care of their own and other people's welfare and to report any situation which may pose a threat to the wellbeing of themselves or of any other person. If an Employee is unsure how to perform a certain task or feels it would be dangerous to perform a specific job, then it is the Employee's duty to report this to his or her Line Manager or to the Director of the Company. An effective health and safety programme requires continuous communication between workers at all levels.

The Head of Centre have overall responsibility for health and safety in **Up Grade Me training** and will be responsible for overseeing, implementing and monitoring the policy.

Communication and Co-operation:

"UGMT" will endeavor to communicate to Employees its commitment to health and safety and to ensure that Employees are familiar with the contents of this policy. co-operation between workers at all levels is essential.

All Employees are expected to co-operate with Line Managers and Directors of the Company and to accept their duties under this policy. Employees have a duty to take all reasonable steps to preserve and protect the health and safety of themselves and of all other people affected by the operations of **"UGMT"**.

Training

It is essential that every employee is trained to perform their job effectively and safely. All employees will be trained in safe working practices and procedures prior to being allocated any new role. Training will include advice on the use and maintenance of personal protective equipment appropriate to the task concerned and the formulation of

emergency contingency plans. Training sessions will be held as often as is deemed necessary and will provide another opportunity for Employees to express any fears or concerns they might have about their jobs.

Inspections

"UGMT" believes that regular systematic inspections of the workplace are an important instrument in ensuring that it demonstrates compliance with the law. Regular inspections of the workplace/Classroom will be conducted by Upgrade Me Training Staff where appropriate. In addition, inspections will be conducted in the relevant areas whenever there are significant changes in nature and/or scale of **Up Grade Me training's** operations. Workplace inspections will also provide an opportunity to review the continuing effectiveness of the policy and to identify areas where revision of the policy may be necessary.

Work Equipment

"UGMT" will take all reasonable steps to ensure the safety of all employees using work equipment provided by the Company, as well as to ensure the safety of others who may be affected by the equipment.

"UGMT" will seek to liaise with suppliers to ensure that any new machinery is designed and supplied to work in a safe manner, and will seek to inform and train employees to use the equipment in a safe and efficient manner. Should employees have any problems relating to the operation of equipment, or the safety of that equipment, they should immediately inform the Centre Manager, so that steps can be taken.

All work equipment procured, hired or used by **"UGMT"** will comply with statutory requirements and is to be maintained in good working order and repair. **"UGMT"** will endeavour to ensure, in liaison with equipment suppliers and manufacturers that all equipment used in the workplace is safe and suitable for the purpose for which it is used.

All employees will be provided with such protection as is adequate to protect them from dangers occasioned by the use of work equipment. All work equipment will be clearly marked with health and safety warnings where appropriate. The use of any work equipment which could pose a risk to the wellbeing of persons in or around the workplace will be restricted to authorised persons. Equipment should only be used by personnel properly trained and authorised. Disciplinary action under the Company's Disciplinary Procedure may result from improper or unauthorised use of work equipment.

Personal Protective Equipment

"UGMT" recognises the duties and obligations established by legislation. **"UGMT"** will provide personal protective equipment (PPE) where risk assessment identifies the requirement for worker protection where the risk presented by a work activity cannot be adequately controlled by other means. All reasonable steps will be taken to secure the health and safety of employees who work with PPE. All personnel required to use PPE will be provided with adequate information and training to enable a fuller understanding of the issues associated with its use.

Up Grade Me training will where considered appropriate:

- Carry out an assessment of proposed PPE to determine whether it is suitable;
- Take appropriate action following the assessment of risk
- Ensure that where two or more items of PPE are used together, these are compatible and are as effective used together as they are separately
- Provide accommodation for correct storage of PPE
- Arrange for the maintenance, cleaning and repair of PPE (this includes training individuals to undertake before use and after use checks)
- Train staff or Ensure staff have adequate knowledge to use the PPE in a safe manner.
- Provide adequate information to every Employee in respect of any risks which may exist
- Re-assess as necessary if substances used or work processes or equipment change.

Manual Handling Operations

"UGMT" will endeavor to avoid the need for manual handling activities, so far as is reasonably practicable. Where it is not possible to avoid manual handling operations, an assessment of the operation will be made taking into account the task, the load, the workplace and the capability of the individual concerned. "UGMT" will then introduce controls to reduce the risk of accident or injury to the lowest extent reasonably practicable.

Assessments will be reviewed when there is a significant change in:

- An activity or process
- The working environment
- The number of abilities of personnel
- The nature of any loads to be handled.

Re-assessment may also be required where accident/absence statistics show that the original control measures were not sufficiently effective.

Display Screen Equipment

Many employees are required to routinely use Display Screen Equipment (DSE) as part of their daily work. All reasonable steps will be taken by "UGMT" to secure the health and safety of employees who work with DSE. "UGMT" will conduct health and safety assessments of all workstations staffed by employees who use DSE as part of their usual work and will ensure that all workstations comply with statutory requirements, thus reducing risks to DSE users to the lowest extent reasonably practicable.

Control of Substances Hazardous to Health

Within the working environment, some substances may be used that could potentially be hazardous to health if not properly stored, handled or used correctly.

"UGMT" is required by law to assess the risks from the use of substances at work. A risk assessment will be conducted of all work involving exposure to hazardous substances. The assessment will be based on manufacturers' and suppliers' health and safety guidance and the Company's own knowledge of the work process.

"UGMT" will ensure that exposure of workers to hazardous substances is minimised and adequately controlled in all cases. All employees who will come into contact with hazardous substances will receive training or ensure they have the knowledge and information on the health and safety issues relating to that type of work (i.e. if they have already been trained on the relevant activity prior to employment with **"UGMT"**). Assessments will be reviewed periodically whenever there is a substantial modification to the work process.

Employees at Special Risk

"UGMT" recognises that some workers may from time to time be at increased risk of injury or ill- health resulting from work activities. **"UGMT"**, therefore, requires that all employees advise their Line Manager if they become aware of any change in their personal circumstances that could result in their being at increased risk. This could include medical conditions, permanent or temporary disability, taking medication and pregnancy. Where personnel at special risk are identified, a further assessment of risk in addition to the general risk assessment will be undertaken.

Fire Safety Precautions

Fire is a significant risk within the workplace. **"UGMT"** staff/trainers are responsible for keeping their operating areas safe from fire, ensuring that proper fire prevention practices and emergency procedures are practiced. This involves keeping any combustible materials separate from sources of ignition and avoiding unnecessary accumulation of combustible materials. Employees must use electric fires and other heaters with caution and keep flammable materials away from sources of heat. Employees must report any faulty electric cable or loose connection immediately to **"UGMT"**. All electrical equipment which does not require continuous operation should be switched off when not in use and plugs removed from socket outlets. Employees should never attempt to repair or interfere with electrical equipment or wiring themselves and should not use dual or other socket outlets unless these have been properly authorised by a **"UGMT"** Management.

"UGMT" will ensure any facility/venue used for work purposes or to conduct courses have adequate fire safety precautions in place. Smoke detectors and manually operated fire alarms will be located at strategic points throughout the buildings used. If a smoke detector sounds, it is the responsibility of any employee present to activate the alarm and evacuate the building. Fire extinguishers are also located at strategic points throughout the workplace. Employees are expected to tackle a fire themselves only if it would pose no threat to their personal safety to do so. If the situation is dangerous or potentially dangerous, the employee should activate the alarm and evacuate the building immediately.

Fire doors designed to slow the spread of fire and smoke throughout Buildings. Fire doors must never be blocked, jammed or tied open. Fire exits are located at strategic points throughout the buildings used. Exit doors and corridors must never be locked, blocked or used as storage space. Emergency lighting has been installed in exit corridors, above emergency exit doors and throughout the workplace in case of power failure employees should ensure that they are familiar with the position of the nearest fire-fighting equipment, alarms and emergency exits.

In event of a bomb scare, all employees must leave the building by the nearest available and safest exit in an orderly fashion and assemble at the designated assembly point. The designated assembly point is sign posted in the buildings.

Reporting of Accidents, Diseases and Dangerous Occurrences

The legislation requires that certain prescribed events, injuries and diseases be formally reported. Notwithstanding our legal obligations, **"UGMT"** views accident investigation as a valuable tool in the prevention of future incidents. In the event of an accident resulting in injury, a report will be drawn up by the Line Manager detailing:

- The circumstances of the accident including photographs and diagrams wherever possible
- The nature and severity of the injury sustained
- The identity of any eyewitnesses
- The time, date and location of the incident
- The date of the report.

All eyewitness accounts will be collected as near to the time of the accident as is reasonably practicable. The completed report will then be submitted to the Centre Manager who will attempt to discover why the accident occurred and what action should be taken to avoid a recurrence of the problem. A follow-up report will be completed after a reasonable period of time examining the effectiveness of any new measures adopted. The Head of Center/Director is responsible for reporting cases of accident and disease to the relevant enforcing authority.

First Aid

"UGMT" facilities whether hired or otherwise will have first aid stations clearly marked and will be easily accessible by all employees during all working hours. All trainers who are first aid trained and have a valid first aid certificate will be responsible to enquire about first aid provisions in the venue they are holding courses at. In the event the trainer is not first aid trained they must ensure there is a first aider on site and find out how they are to be contacted in an emergency. They can do this by Asking the venue manager to highlight the first aiders are.

Company Safety Rules

All employees should respect and adhere to the rules and procedures contained in this policy.

- All employees must immediately report any unsafe practices or conditions to **"UGMT"**

- Horseplay, practical joking, misuse of equipment or any other acts which might jeopardise the health and safety of any other person are forbidden
- Any person whose levels of alertness and/or ability are reduced due to illness or fatigue will not be allowed to work if this might jeopardise the health and safety of that person or any other person
- Employees must not adjust, move or otherwise tamper with any electrical equipment, machinery or air or water lines in a manner not within the scope of their duties unless instructed to do so by their Line Manager
- All waste materials must be disposed of carefully and in such a way that they do not constitute a hazard to other workers
- No Employee should undertake a job which appears to be unsafe
- No Employee should undertake a job until they have received adequate safety instruction and is authorised to carry out the task
- All injuries must be reported to a Centre Manager, or to the head of centre
- Employees should take care to ensure that all protective guards and other safety devices are properly fitted and in good working order and shall immediately report any deficiencies to their Line Manager or to the Director of the Company.
- No employees should use chemicals without the knowledge required to work with those chemicals safely
- Suitable clothing and footwear will be worn at all times. Personal protective equipment must be worn wherever appropriate.

Housekeeping

- Work sites must be kept clean and tidy
- Any spillage must be cleaned up immediately
- Waste materials and rubbish must be placed in the receptacles provided and removed routinely
- All combustible waste materials must be discarded in sealed metal containers
- All holes must be covered when not in use and clearly marked with warning signs when in use
- All materials must be properly and safely used and when not in use properly and safely secured.

Access and Egress

- Walkways and passageways must be kept clear from obstructions at all times
- If a walkway or passageway becomes wet it should be clearly marked with warning signs and/or covered with non-slip material.
- Any liquid spilt on the floor should be wiped up immediately
- Trailing cables are a trip hazard and should not be left in any passageway

- Any change in the floor elevation of any walkway or passageway must be clearly marked
- Where objects are stored in or around a passageway, care must be taken to ensure that no long or sharp edges jut out into the passageway in such a way as to constitute a safety hazard
- Where a passageway is being used by any vehicles or other moving machinery, an alternative route should be used by pedestrians wherever possible. If no alternative route is possible, the area should be clearly marked with warning signs.

Tools and Equipment

- **"UGMT"** machinery and tools are only to be used by qualified and authorised personnel.
- It is the responsibility of all Employees to ensure that any tools or equipment they use is in a good and safe condition. Any tools or equipment which are defective must be reported to **"UGMT"** so they can be repaired or replaced
- All tools must be properly and safely stored when not in use
- No tool should be used without the manufacturer's recommended shields, guards or
 - attachments
- Approved personal protective equipment must be properly used where appropriate
- Persons using machine tools must not wear clothing, jewellery or long hair in such a way as might pose a risk to their own or anyone else's safety
- Employees are prohibited from using any tool or piece of equipment for any purpose other than its intended purpose.

Learners:

"UGMT" is committed to ensuring learners are safe and high-quality learning is delivered, learner will.:

- We expect colleagues, Learners to share this commitment by complying with our policies and, where appropriate, our procedures and to understand that they too have legal and moral obligations to themselves and to one another.
- All venues where courses are held will have the appropriate level of health and safety check and ongoing monitoring carried out through the Workplace Suitability Risk Assessment Process.
- Must report accidents, incidents and hazards they observe to their manager/team leader/supervisor.
- Any risks reported on the risk assessment form will be adequately controlled and documented.