



HEALTH & SAFETY POLICY

Health & Safety Mission Statement

“It is the policy of the Extra Learning UK Limited (EXTRA LEARNING) that all activities carried out on EXTRA LEARNING premises or undertaken by EXTRA LEARNING personnel (or their agents) will be managed in such a manner so as to avoid, reduce, or control, all foreseeable risks to health & safety to any person to a tolerable level”.

General Policy Statement

In furtherance of the above statement and the need to ensure compliance with all relevant health & safety legislation EXTRA LEARNING will pay particular attention to the provision of:

- A healthy working environment.
- A safe place in which to work with safe means of access to and exit from it.
- Suitable and sufficient information, instruction, training and supervision to enable all staff and members to comply with the EXTRA LEARNING Health & Safety Policy.
- Safe plant, equipment and systems of work.
- Arrangements for the safe use, handling, storage and transport or articles, materials and substances.
- Appropriate management procedures and consultative arrangements to monitor and audit compliance with EXTRA LEARNING Health & Safety Policy.
- Appropriate arrangements to assess and control the risks associated with work activities undertaken at EXTRA LEARNING or by EXTRA LEARNING personnel.
- Appropriate procurement policies to ensure that only competent contractors and suppliers are engaged by EXTRA LEARNING.

To assist in the implementation of the health & safety policy, not only will appropriate external sources of information be consulted, but EXTRA LEARNING will also seek advice, when and if the need arises by appointing adequate competent personnel to advise on health & safety matters.

1. HEALTH AND SAFETY MANAGEMENT PROCESS

1.1 EXTRA LEARNING believes that consideration of the health, safety and welfare of staff is an integral part of the management process. The provision of the health and safety at work act, associated codes of practice and E.C. directives will be adopted as required standards within EXTRA LEARNING. Responsibility for Health, Safety and Welfare matters shall be explicitly explained during staff induction.



1.2 EXTRA LEARNING requires managers to approach health, safety and welfare in a systematic way, by identifying hazards and problems, planning improvements, taking executive action and monitoring results so that the majority of health, safety and welfare needs will be met from locally held budgets as part of day-to-day management, although many health and safety problems can be rectified at little additional cost.

1.3 For major additional expenditure, cases of need will be submitted by head of administration (Surinder Kaur) to the directors (Harjinder Singh and Pawandeep Singh) deciding the necessary resources and actions to commit to addressing these issues.

2. HEALTH, SAFETY AND WELFARE GUIDELINES

2.1 It shall be the responsibility of the Harjinder Singh the Principal/Director(s) to bring to the attention of all members of his or her staff, the provisions of health, safety & welfare requirements. The directors need to ensure that all members of staff are aware of:

- Regulations governing the work of the department/project.
- Safe methods of working.
- Information about immediate matters of health, safety and welfare concern, such as fire drills, fire exits, first aid.
- Training standards.
- The role and identity of the health and safety representative ie Harjinder Singh.
- Names of specialist advisers who can be approached about the work of the department ie Harjinder Singh & Pawandeep Singh (Directors), Taranjeet Kaur (Head of Quality & Delivery) Surinder Kumari (Head of Administration).
- The person responsible for organisation and control of work ie Harjinder Singh & Pawandeep Singh.
- Accident reporting procedures.
- Departmental/project safety rules.
- Fire procedures.
- Policies agreed by the Company.

3. IDENTIFICATION OF HEALTH AND SAFETY HAZARDS AND PROBLEMS

3.1 It is Extra Learning's policy to require a thorough examination of Health, Safety and Welfare performance against established standards in each department/project at least



annually. The technique to be adopted for such examinations will be the 'Safety Audit'. The Audit requires review of:

- Standards laid down in the policy.
- Relevant regulations.
- Environmental factors.
- Staff attitudes.
- Staff instructions.
- Methods of work.
- Contingency plans.
- Recording and provision of information about accidents and hazards.

3.2 The information obtained by the Audit will be used to form the basis of the plan for the department for the following year. External Audits must be completed by the end of June of each year.

3.3 The responsibility for ensuring that external audit activity is carried out as part of this policy rests with the Directors and will be carried out with the co operation by the relevant department heads ie Taranjeet Kaur (Head of Quality and Delivery) and Surinder Kumari (Head of Administration).

3.4 It is the responsibility of the directors (Harjinder Singh and Pawandeep Singh) to ensure that any deficiencies highlighted in the external audit are dealt with as speedily as possible.

3.5 In addition to carrying out safety audits, it is the responsibility of the individual department heads to check, at least quarterly, all portable equipment, including electrical appliances, in their area and to ensure that all problems are immediately dealt with.

3.6 It must be emphasised that department heads have a continual responsibility for the elimination of hazards in order to maintain a safe working

environment. Any hazard, which is identified by staff, must be reported to the departmental head as soon as possible.

4. TRAINING

4.1 Health and Safety training shall be incorporated within annual training programmes, as part of the development of a systematic training plan. Health and Safety training needs will, therefore, be identified and planned for in the same manner as other training needs.



5. RECORDS, STATISTICS AND MONITORING

5.1 The Company will operate systems for recording, analysis and presentation of information about accidents, hazard situations and untoward occurrences. Advice on systems will be provided by the relevant department head, in conjunction, where appropriate with specialist advisory bodies for example local environmental health departments, and the responsibility for the operation of these systems rests with individual department heads. Information obtained from the analysis of accident statistics must be acted upon and, where necessary bids for additional expenditure made to the company Directors.

6. REPORTS TO THE HEALTH AND SAFETY EXECUTIVE

6.1 The responsibility for meeting the requirements of the reporting of injuries, diseases and dangerous occurrences regulations 1985 to the Health and Safety Executive shall rest with the Directors (Harjinder Singh and Pawandeep Singh) as delegated to the safety office.

7. FIRE

7.1 The Director(s) is responsible for ensuring that the staff receive adequate fire training, and that nominated fire officers are designated in EXTRA LEARNING premises. The Directors delegate the responsibilities to the relevant department heads.

7.2 In addition the Director (Harjinder Singh) will act as a Fire Officer and,

- report and advise on the standard of fire safety in EXTRA LEARNING's premises and the standard of fire training of staff,
- undertake overall responsibility for fire training;
- assist in the investigation of all fires in the company's premises and to submit reports of such incidents.

8. LIFTING AND HANDLING

8.1 The director (Harjinder Singh) is responsible for informing staff of safe lifting techniques.

9. NO - SMOKING ON COMPANY PREMISES

9.1 EXTRA LEARNING has agreed that there will be no smoking in its building. The overall aim is to reduce smoking and so save life, reduce risk of fire, prevent unnecessary illness and chronic disability.

10. CONTROL OF WORKING TIME

EXTRA LEARNING is committed to the principles of the Working Time Regulations (1998). No member of staff is expected to work more than 48 hours per week (including overtime) unless there are exceptional circumstances. Similarly all other requirements of the regulations e.g. in relation to breaks etc. will be complied with.



11. HEALTH AND SAFETY AND THE INDIVIDUAL EMPLOYEE

11.1 The Health and Safety at Work Act requires each employee 'to take reasonable care for the Health and Safety of himself and of other persons who may be affected by their acts and omissions' and co-operate with the directors and relevant department heads to enable them to carry out their responsibilities under the Act.

11.2 The refusal of any employee to meet their obligations will be regarded as a matter to be dealt with under the Disciplinary Procedure. In normal circumstances counselling of the employee should be sufficient. With a continuing problem, or where an employee leaves them or other employees open to risk or injury, it may be necessary to implement the formal stages of the Disciplinary Procedure.

12. PEOPLE WORKING ON COMPANY PREMISES NOT EMPLOYED BY THE COMPANY

12.1 Persons working in the EXTRA LEARNING premises who are employed by other organisations are expected to follow Company Health and Safety Policies with regard to their personal safety and their method of work. This responsibility will be included during the staff induction arrangements. Similarly seconded EXTRA LEARNING employees working in other host premises will be expected to follow the host employers Health and Safety Policy.

13. VISITORS AND MEMBERS OF THE PUBLIC

13.1 EXTRA LEARNING wishes to ensure that as far as is reasonably practicable, the Health, Safety and Welfare of visitors to the Company establishment will be of the highest standard.

13.2 Any member of staff who notices persons acting in a way, which would endanger other staff, should normally inform their Head of Department. If the danger is immediate, common sense must be used to give warning, call for assistance or give aid as necessary. It is equally important not to over-react to a situation.