


# Health & Safety Policy



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| <b>Purpose:</b>                          | This policy sets out the roles and responsibilities of the organisation for the management of Health, Safety as defined in the Policy Statement.   |  |
| <b>Audience:</b>                         | All Inspiro Employees  |  |
| <b>Scope:</b>                            | This procedure applies to all operations and activities within the direct control of Inspiro, regardless of whether the risks arise from Inspiro assets and operations or other third-party Asset and operations (including clients).  |  |
| <b>Legal Entity Document Applies To:</b> | Inspiro Learning Limited<br><br>Remit Group Limited  |  |
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| <b>Cross-referenced policies:</b>        | HSE-P-001 Inspiro Health and Safety Policy Statement   |  |
| <b>Further information:</b>              | Health and Safety at Work Act 1974<br>Management of Health and Safety at Work Regulations 1999.<br>HSG 65 (third edition published 2013) Managing for Health and Safety<br>HSE INDG 232 (rev2 04/13) Consulting Employees on Health & Safety<br>The Health and Safety (Consultation with Employees) Regulations (1996) |  |

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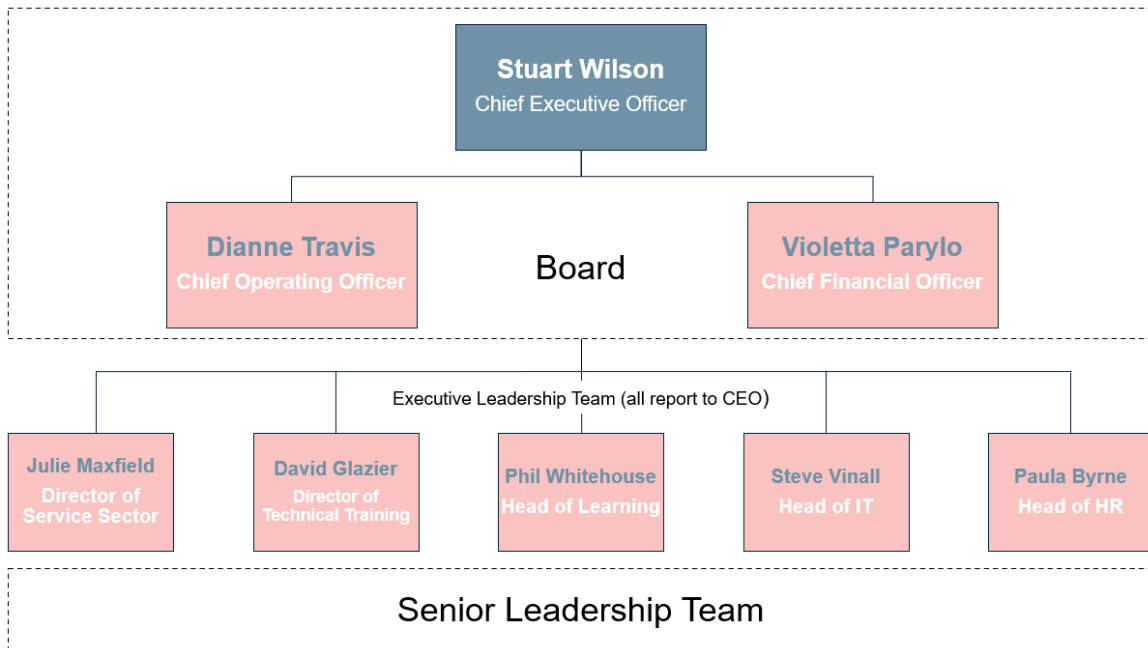
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## 1 Organisation

Inspiro Learning Ltd is committed to ensuring the health, safety, and well-being of all employees, clients, visitors, and any other individuals affected by our operations. We recognise our responsibility to provide a safe working environment and to promote a culture of safety throughout the organisation. Our primary aims are to:

- Prevent accidents and cases of work-related ill health.
- Provide clear health and safety instruction, information, and training, to all Inspiro employees.
- Engage and consult with colleagues on day-to-day health and safety conditions and make available appropriate risk assessments to support this.
- Implement emergency procedures.
- Maintain safe and healthy working conditions, provide, and maintain plant, personal protective equipment, and machinery, and ensure safe storage/use of substances.



Org Chart

## 2 Responsibilities Overview

Inspiro recognises that the Health and Safety of their workforce and the protection of the environment while at work is of primary importance and a clear line management responsibility.

The Inspiro Board will actively monitor matters of safety and health and ensure the business has access to competent advice. The Board will provide clear direction and set annual targeted objectives.

Accountability for the health and safety performance rests ultimately with the CEO for all areas under their control. The CEO delegates daily operational delivery of both its contractual and legal obligations to the Senior Leadership Team.

Every Inspiro employee has a responsibility for health and safety at work and all Line Managers (being anyone with other employees as direct reports within the organization chart) are responsible for ensuring that an effective robust regime for managing all issues is in place for their areas of control.

## 2.1 CEO Responsibilities

The CEO is responsible for ensuring the following:

- that adequate resources in terms of time, finance and personnel are available to implement and manage health and safety.
- provide the positive leadership and personal example to encourage a positive health and safety culture.
- adequacy of fellow SLT members understanding and approach to health and safety.
- that health and safety performance is monitored and reviewed on a regular basis at a board, Exco and SLT level.
- monitoring the effectiveness of Inspiro safety policies and recommending improvements where appropriate.
- annual production of health and safety targets and objectives to be achieved to reduce accidents and occupational ill health and develop the safety culture in the business.
- formation of a health and safety working group to meet at least quarterly.
- review and agree actions to resolve areas of concern and potential risk.

## 2.2 EXCO and SLT Responsibilities

In providing the leadership for the business the EXCO (including the CEO) and SLT members will:

- provide strong and active leadership for health and safety and the necessary support to ensure the health, safety, and wellbeing of all associated with the company.
- members will ensure they are aware of their personal responsibilities under health and safety law and the requirements placed upon them.
- all members are to understand that their actions and attitudes affect the way the message is being delivered. They should always ensure that what they say and do reinforces the standards and behaviours required and reflects this, Policy.
- setting appropriate standards for training and competencies of employees.
- ensure the performance of all areas of business activity are actively reviewed and plans for continual improvement agreed and implemented.
- carry out periodic visits to sites and contracts to monitor the standards of their employees' health and safety.
- actively review the identification and assessment of health and safety risks, monitor and review performance, including the review of audit findings.
- management of the writing and management of risk assessments for their specific contract area.
- ensure premises are maintained and are always kept clean and tidy.

## 2.3 First Line Manager Responsibilities

Individuals that have supervisory or management responsibilities are to:

- apply the risk control systems and workplace precautions applicable to the work under their control. Identify any health and safety deficiencies and bring them to the attention of their Line Manager.
- direct and supervise activities of workers and contractors under their control, consulting with them and ensuring that the work is undertaken safely.
- ensure all employees and contractors receive a site-specific induction and have received the relevant training to ensure their competence.
- ensure all employees have access to and understand relevant risk assessments.
- highlight to the HSE manager where risk assessments are no longer valid or applicable based upon changes to working practices, or if a new risk assessment is required for a new activity.
- ensure all work equipment and personal protective equipment is supplied, maintained and used properly. Ensure users have received the appropriate training.
- monitor on-site safety and compliance with safety requirements through inspections.
- report all accidents, occupational ill health and near-miss incidents immediately and assist in the investigation of the same.
- ensure premises are maintained and are always kept clean and tidy.

## 2.4 Employee Responsibilities

All employees are responsible for their own safety and the safety of their colleagues, clients, and suppliers. This includes complying with safety policies, reporting hazards, and actively participating in safety training. All employees are to:

- be empowered to stop work if not considered safe to continue.
- always work safely giving due consideration to acts or omissions that may affect the safety or health themselves or others.
- ensure safety arrangements and procedures are always followed. Employees should also bring to the attention of their line manager any apparent deficiencies in the safety management system or working practices.
- use all work equipment and personal protective equipment properly and in accordance with training received.
- report any safety deficiencies, accidents, cases of ill health and near misses in line with the company procedure.
- highlight to their line manager and/or HSE manager where risk assessments are no longer valid or applicable based upon changes to working practices, or if a new risk assessment is required for a new activity.
- assist the company during investigations of accidents and safety related incidents.
- notify line management of safety training needs.
- assist in improving safety systems and performance through consultation, co-operation and communication.
- inform their line manager of any physical or mental condition that affects their ability to work safely.
- ensure premises are always kept clean and tidy.

## 2.5 HSE Manager Responsibilities

- Draft the annual Health and Safety plan for approval by Exco prior to the commencement of the financial year.
- Make the annual health and safety plan available to all employees.
- Providing specialist HSE advice
- Identification of local activities and initiatives to support risk reduction within areas of their responsibility.
- Lead the periodic review process for risk assessments.
- Providing specialist advice and assistance including formal auditing of safety management processes.
- Schedule the health and safety working group and make minutes and actions available to all employees.
- Provide incident data and trend analyses; support business cases aimed at HSE improvements.
- Develop, manage, and promote improvement schemes for HSE.

## 3 Risk Assessment and Control

Inspiro Learning Ltd will regularly assess and identify potential hazards in the workplace. Appropriate measures will be implemented to control and mitigate these risks. This may include the use of personal protective equipment, safety training, and the establishment of safe work procedures.

The HSE Advisor will assist operational teams in the creation of task specific Risk Assessments which will be based upon the 5 steps to risk assessing:

- Identify the Hazards
- Assess the risks
- Control the risks
- Record findings
- Review the controls

Risk assessments will be reviewed annually or when risks or working practices change materially and will be stored on the Inspiro Intranet.

## 4 Training and Information

All employees and will receive relevant health and safety training, including induction training for new hires. Information regarding health and safety procedures, emergency evacuation routes, and the location of first aid facilities will be readily available.

All employees will be given specific training for the role they will be undertaking, and, on the equipment, they will be using. The range of training courses that employees may be asked to complete if applicable include:

- Induction health & safety
- DSE & workstation safety
- Lone working
- Driving safety
- Manual handling
- Fire Safety
- Slips, trips, and falls
- COSHH

## 5 Incident Reporting and Investigation

All incidents, accidents, and near misses must be reported promptly. Inspiro Learning Ltd will investigate all incidents to determine root causes and implement corrective actions to prevent reoccurrence.

Please refer to the accident & incident reporting procedures and guidance.

## 6 Emergency Preparedness

Inspiro Learning Ltd will establish and maintain emergency response procedures to address potential emergencies such as fire, natural disasters, or other incidents. Emergency evacuation routes and assembly points will be clearly communicated at all sites.

Inspiro emergency procedures include:

- procedure to raise the alarm and call the emergency services.
- designated meeting place.
- keep emergency doors and escape routes unobstructed and clearly marked.
- nominated competent people to take control.
- training for employees in emergency procedures.
- disaster recovery plans in place for each site and all systems.

## 7 Fire Safety

All premises will have a site-specific Fire Risk Assessment (FRA), the HSE manager is responsible for arranging the Fire Risk Assessment to be undertaken by a competent person. The senior manager at each property is responsible for ensuring any actions identified in the Risk Assessment are completed within the specified time frame.

Each site will have a site-specific Emergency Evacuation Plan (EEP); the HSE manager will assist the senior manager at each premise in the creation of this plan.

As a minimum, the following standards are applied to all premises to minimise the risk of fire starting:

- regular testing of fire alarms.
- regular testing of the emergency lights.

- adequate fire extinguishers and other firefighting equipment which is serviced annually or as required.
- site inspections.
- evacuation drills as specified for each site.

## 8 First Aid

Each Inspiro site will have, as a minimum, 2 trained First Aiders in Emergency First Aid at Work. First Aiders should be identified with appropriate notices positioned in high traffic areas such as next to exits, or within break out facilities.

As a minimum the following first aid equipment will be available at each premise:

- a fully stocked first aid box with all contents in date compliant with BS85991
- other items identified in the premise Risk Assessment

First aid boxes will be checked regularly. Those marked with expiry dates will be replaced, for non-sterile items without dates, they will be checked that they are still fit for purpose and if not, they will be replaced.

## 9 Occupational Health

Inspiro Learning Ltd is committed to promoting the overall health and well-being of its employees. This includes providing access to health resources, promoting mental health awareness, and facilitating a healthy work-life balance.

Resources include the Health Assured Employee Assistance Programme (EAP). Which is available to help employees deal with personal problems that might adversely impact their work performance, health and wellbeing. EAP includes assessment, short-term counselling and referral services for employees and their immediate family - wherever they are in the world and covers the following:



Help @ Hand is available to all employees with a range of services which includes:

- ✓ **Annual health check**
  - Test your risk of diabetes and high cholesterol, as well as your liver, kidneys, and bone health.
- ✓ **Nutritional support**
  - Advice on how to improve your eating habits as part of a healthy lifestyle.
- ✓ **Bupa Anytime Health Line**
  - You can always reach a nurse by phone, no matter what time it is.
- ✓ **Mental health support**
  - You can make your way towards a healthier and clearer mind with the help of qualified therapists.
- ✓ **Second opinion service**
  - Have another expert look at your medical treatment and diagnosis for reassurance.
- ✓ **Bereavement support**
  - Practical support and emotional comfort when you lose someone close to you.

## 10 Asbestos

Inspiro Learning Limited acknowledges the health hazards arising from exposure to Asbestos and will protect those colleagues/stakeholders potentially exposed to Asbestos as far as is reasonably practicable by minimising exposure through proper control measures and work methods. Asbestos is in a safe state providing it is not disturbed. It is only when Asbestos is disturbed and is in dust form that people are at risk.

Asbestos surveys and the removal of Asbestos are to be conducted by qualified contractors. The Health & Safety and Facilities Manager will arrange for any required Asbestos surveys. The Senior Manager at the premises is responsible for ensuring any associated actions are completed within the specified time.

Colleagues should not take risks. If there is a suspicion that Asbestos is present, contact should be made with the Health & Safety and Facilities Manager immediately to guide how to proceed. It should be assumed that Asbestos is present until confirmed otherwise.

## 11 Contractors

No contractor is permitted to work on group premises without the approval of the Health & Safety and Facilities Manager; this is regardless of physical location in the UK.

All contractors who want to work on group premises must:

- Have suitable insurance and have provided a copy of their certificate before attending the premises
- Have no prohibition notices registered against them in the last 5 years
- Have no prior convictions for a breach of H&S legislation
- Have no more than 1 improvement notice issued within the preceding 12-month period
- Provide evidence of suitable training of the operatives that will be working on site
- Provide suitable and sufficient Risk Assessments and Method Statements, and ensure the operative in attendance always has a copy with them
- While on site, contractors must comply with any instructions or directions from Inspiro Learning Limited
- Attend a site induction before the commencement of any work. This induction will include information about the emergency plans, Asbestos, expectations, behaviours and housekeeping at the end of the job, and any specific risks present in the work area
- Contractors must adhere to the stipulations covered in the permissions and permits to work issued

## 12 Review

Inspiro Learning Ltd will comply with all relevant health and safety laws and regulations. The organisation will monitor changes in legislation and update its policies and procedures accordingly.

This procedure will be reviewed as needed in the light of any legislative change, organisational changes and organisational learning. Revisions will be communicated to all employees and the most recent version will be available on the Inspiro intranet.

## 13 Compliance

Compliance with this policy is mandatory for all employees of Inspiro Learning Ltd.