



Health and Safety Policy and Procedure

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1. Policy Statement

- 1.1. Courage Consultants UK Limited recognises its responsibilities under the Health and Safety at Work Act 1974 and associated legislation. We acknowledge our legal duty of care for the health, safety and general well-being of our staff, Learners, visitors and others who may be affected by our activities.
- 1.2. Our responsibilities are additionally contained within the Regulatory Reform (Fire Safety) Order 2005. In line with HSE's published guidance - "HSG65 Successful Health and Safety Management" - Courage Consultants UK Limited is dedicated to doing everything possible to encourage and maintain a positive, proactive health, safety and environmental Culture, safe working conditions, equipment and systems of work.
- 1.3. Health, safety, and welfare is an integral component in delivering a quality education to our students as well as ensuring the safety and wellbeing of our employees and anyone else who visits or works on our premises.
- 1.4. Courage Consultants UK Limited will ensure progressive improvements in Health and Safety in line with legal requirements which define our minimum level of achievement in addition to that arising from our internal monitoring processes, reports, and feedback.
- 1.5. We aim to provide such systems, procedures, information, training and supervision as is necessary to achieve this. We will encourage our staff and students to participate in the development of a safety conscious culture across all our sites.

2. Purpose

- 2.1. The purpose of this policy is to ensure a common sense and practical management approach to identify significant risks associated with our work activity through:
 - Training, instruction, information, and supervision to all staff to ensure their competence in performing their role safely at the same time keeping students safe during their educational journey with us.
 - Provision of risk assessed safe systems of work to reduce the likelihood and severity of accidents and ill health.
 - The implementation of relevant documentation and records required to achieve, maintain, and continually improve our management system.
 - Effectively communicating this policy to all our employees, students, and other stakeholders.
 - Providing adequate control of the health and safety risks arising from our work activities.
 - Providing adequate resources to ensure the highest possible standards of health and safety are achieved in all our campuses.
 - Ensuring every staff member and student knows his/her legal responsibilities in taking care of the safety and wellbeing of themselves and other people who may be affected by their actions.

3. Scope

- 3.1. This policy applies to all Courage Consultants UK Limited staff, students, visitors, and contractors whilst on our sites. This policy does not form part of an employee's contract of employment and may be amended by Courage Consultants UK Limited at any time.

4. Roles and Responsibilities

4.1. Centre Manager

- 4.1.1. The Centre Manager has executive responsibility for all health and safety matters and for ensuring the implementation of relevant Training Centre policy.
- 4.1.2. The Centre Manager reviews and receives assurance on health and safety implementation. The Centre Manager is fully responsible and accountable for managing safety and health within own area of jurisdiction.
- 4.1.3. To ensure that statutory regulations and Training Centre procedures are adhered to in the areas of their responsibility and highlight any irregularities to the Health and Safety Manager.
- 4.1.4. To work closely on all issues with Courage Consultants UK Limited Centre Manager to implement the Safety Policy and annual safety targets as they apply to their area of control.
- 4.1.5. To ensure that Courage Consultants UK Limited's Health & Safety Policy is brought to the attention of all employees within their area of control and to ensure that all staff are aware of their duties and responsibilities.
- 4.1.6. To ensure that all employees under their control receive sufficient instruction and training to enable them to undertake competently the work for which they are employed.
- 4.1.7. To ensure that all Learners under their control receive appropriate information and training where necessary to enable them to operate safely while on Training Centre premises and that a safe working culture is promoted.
- 4.1.8. To ensure that all necessary risk assessments are carried out for all areas of responsibility and that all staff see and understand them.
- 4.1.9. To follow reporting procedures for accidents and dangerous occurrences, whether or not involving personal injury. To ensure the circumstances surrounding such accidents are properly and fully investigated. To advise the Safety Manager if further control measures / precautions are needed to prevent re-occurrence.
- 4.1.10. To ensure that all safety records and registers are properly maintained, kept up-to-date and actioned where necessary and are readily available. To keep risk assessment records safe and up-to-date.
- 4.1.11. To ensure that in the areas under their supervision there is adequate provision and arrangement for welfare, personal protective equipment, barriers, signage and other items designed for accident and loss prevention.

4.1.12. To ensure that all equipment purchased is suitable and adequate for the job, regularly maintained and results recorded.

4.2. Chairman of the Executive Board

4.2.1. is responsible for overseeing and authorising all operations and management of the Health and Safety department.

4.3. Director/Managing Director

4.3.1. To ensure Courage Consultants UK Limited has in place the appropriate organisation and methods for the implementation of the Health & Safety Policy and for making all persons aware of their responsibilities.

4.3.2. To be responsible for the management of Health and Safety in the workplace and must maintain a safe environment for staff, students, contractors, and visitors to Courage Consultants UK Limited. They must also promote good working practices and high standards of occupational health and hygiene.

4.3.3. To ensure that the Health & Safety Committee complies with its terms of reference.

4.3.4. To receive immediate verbal advice followed by written reports from the appropriate Manager on any fatality or serious occurrence out of or in connection with operations controlled by Courage Consultants UK Limited (including off-site collaborative provision and work placements) and to ensure that all statutory bodies are notified and relevant forms are completed.

4.3.5. To ensure that the correct emphasis is maintained on health and safety matters by all managers and ensure that correct standards of safe working are maintained for all staff and Learners and that appropriate resources are allocated to achieve this.

4.3.6. To ensure that appropriate reports on health and safety are submitted to the Centre Manager on an annual basis.

4.4. Executive Board

4.4.1. Will review and be consulted on new and/or revised Health and Safety policies and procedures.

4.4.2. They will allocate necessary resources in respect of progressing compliance issues in relation to both Health and Safety and Fire Safety.

4.5. Safety-Related Committees

4.5.1. The Staffing/Management Team meets once a term. The main purpose of the committee in respect of health and safety is to ensure that there is an appropriate health and safety policy, that arrangements laid down in the Health and Safety Policy are met, annual safety targets are set and a system of auditing progress is put in place.

4.5.2. The Centre Manager has the responsibility for health and safety which it discharges through the Staffing/Management and Assessment Team. The Management Team meets at least once in 6 months, or when necessary.

4.5.3. Any recommendations that are made are passed to relevant staff to be acted upon.

4.6. Resource Committee

4.6.1. considers and discusses standing health and safety issues and those requiring urgent attention to resolve.

4.6.2. The Committee:

- Monitors health and safety issues including accidents, incidents and near misses
- Reviews issues relating to fire safety.
- Provides solutions to departments
- Reports to the Executive Board of issues that may affect the Health and Safety of Courage Consultants UK Limited community.

4.7. Employees

4.7.1. Staff are required to undertake their work in a safe manner having due regard for their own Health and Safety and that of others who may be affected by their work.

4.7.2. Undertake work for which they have received adequate information, instruction, or training.

4.7.3. Notify their manager of any work situation which represents serious or imminent danger or any short comings in protection arrangements.

4.7.4. Raise a disability (or change in existing disability) that may affect their health and safety so that an assessment can be undertaken to identify any necessary modifications or additional protective measures.

4.7.5. They must co-operate with Courage Consultants UK Limited and follow Health and Safety rules. Failure to do so could render the employee liable to disciplinary or legal action.

4.7.6. Familiarise themselves with Fire Alarm call points, emergency exit routes and assembly points.

4.8. Students

4.8.1. Courage Consultants UK Limited will take all reasonable steps to ensure the health, safety and welfare of Learners, and to promote the concept of the safe learner, throughout the learning program.

4.8.2. All Learners will receive Health and Safety information during the induction process and will receive specific training as required. Suitable information, instruction, training and supervision will be provided throughout the Learners experience at Courage Consultants UK Limited.

4.8.3. All students must co-operate with Courage Consultants UK Limited and follow their Health and Safety rules. Failure to do so could render them liable to disciplinary action.

4.8.4. Students are encouraged to report any matters which may impact their health, safety, or welfare to ensure appropriate action is taken to mitigate the risk. It is a condition of enrolment that students agree to abide by Courage Consultants UK Limited Health and Safety Policy and procedures, especially in relation to emergency preparedness and general safe behaviour.

4.8.5. Risk assessments will be carried out to reduce risks to the lowest level practicable. This may include personal Learner assessments and will take into account the skills and experience of

young persons (under 18). Specific procedures will be in place to cover health and safety in work-based learning and work placements.

- 4.8.6. Courage Consultants UK Limited will endeavour to anticipate the requirements of Learners with a full range of disabilities and adjustments made. Where risks cannot be eliminated prior to the Learner attending Training Centre, an assessment will be made and adjustments made to reduce the risk.
- 4.8.7. Follow the Fire Evacuation procedures including evacuating the premises promptly on hearing the fire alarm, and following instructions given by Fire Wardens or other members of staff.
- 4.8.8. Familiarise themselves with any notices detailing Health and Safety procedures.
- 4.8.9. Behave in a correct and safe manner by complying with all relevant statutory regulations, codes of practice and Courage Consultants UK Limited safety rules and standards.
- 4.8.10. Wear personal protective equipment and must not intentionally or recklessly interfere with or misuse any equipment provided in the interest of safety.
- 4.8.11. Report all accidents, ill-health, any recognised hazards, defective equipment, and unsafe conditions to the Health and Safety department.
- 4.8.12. Familiarise themselves with the Health and Safety Policy as well as support procedures.
- 4.8.13. Accidents and dangerous incidents to Learners are reported and acted upon to prevent recurrence.

4.9. Courage Consultants UK Limited Estates and Facilities Manager

- 4.9.1. The Estates and Facilities Manager will be responsible for informing the Contractor and their employees on attending a Courage Consultants UK Limited managed site of any risks and instructions relevant to their health and safety.
- 4.9.2. Where significant contractual work is being undertaken, a copy of this Health and Safety Policy and any Contractors Procedures will be provided to the contractor. In turn, Courage Consultants UK Limited must request a copy of the Contractor's Health and Safety Policy and information regarding their management of risks they may be introducing to the workplace including Risk Assessment Method Statements (RAMS) at work.

4.10. Academic Staff

- 4.10.1. Academic staff must include health and safety as a standard agenda item at any team meeting.
- 4.10.2. This will provide a forum for day-to-day issues to ensure they are addressed and feedback to the employees.
- 4.10.3. This will contribute to a positive health and safety culture.

4.11. Assessors/Internal Quality Assurer Health and Safety

- 4.11.1. Courage Consultants UK Limited will take all reasonable steps to ensure the health, safety and welfare of Assessors, Trainers, Internal Quality Assurer etc, and to promote the concept of the safety throughout the assessment process.
- 4.11.2. All Staffs will receive Health and Safety information during the induction process and will receive specific training as required. Suitable information, instruction, training and supervision will be provided throughout the Staff assessment period at Courage Consultants UK Limited.

- 4.11.3. Courage Consultants UK Limited will ensure that safety training needs are addressed and met, to maintain staff safety competency.
 - 4.11.4. All staffs are required to complete a Risk assessments form when assessing at Learner's workplace to reduce risks to the lowest level practicable.
 - 4.11.5. Specific procedures will be in place to cover health and safety in work-based assessments.
 - 4.11.6. All Staffs are required to be aware of and comply with the health and safety legislation and other Centre requirements that are relevant to his/her post.
 - 4.11.7. All employees have a general duty in law to take reasonable care for the health and safety of themselves and of other persons who may be affected by their acts or omissions.
 - 4.11.8. Understand and be committed to the Centre's Health and Safety Policy statement and the Centre's safety priorities and be aware of his/her contribution to such priorities.
- 4.12. All roles identified above must ensure work carried out within Courage Consultants UK Limited conforms to the relevant legislation, and that risk assessments are carried out where appropriate. It should be noted that by Section 8 of the Health and Safety at Work Act 1974, it is an offence for anyone to "intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety or welfare".

5. Health and Safety Management: Overview

- 5.1. The main focus for implementing and maintaining health and safety at Courage Consultants UK Limited is the RAG (Red, Amber & Green) Scorecard which comprises the following elements:

5.2. Information Instruction and Training

- 5.2.1. Courage Consultants UK Limited recognises that information and training operate at the heart of good health and safety management.
- 5.2.2. Heads of department are expected to ensure that they and their staff fully access training initiatives to ensure the safety of everyone including staff and Learners.

5.3. Evidence of Positive Safety Culture

- 5.3.1. A variety of strategies are used to promote a positive health and safety culture and this is seen as being of at least equal importance to legal compliance.

5.4. Safety Responsibility and Communication

- 5.4.1. Health and safety is seen as a line management responsibility and the main focus of communication is the Safety Committee.

5.5. Accident / Incident Investigation and Reporting

- 5.5.1. All staffs are required to report any accident or incident (actual or near miss) immediately.
- 5.5.2. All such occurrences are reported in accordance with RIDDOR, and where appropriate investigated, root causes identified and suitable measures taken to prevent a recurrence.

5.6. Performance Measurement and Improvement

- 5.6.1. Courage Consultants UK Limited's health and safety performance in monitored closely and improvements periodically implemented.

5.6.2. Good health and safety is good business and Courage Consultants UK Limited constantly seeks opportunities to promote this concept.

5.7. Policies and Procedures

5.7.1. Detailed safe operational arrangements governing key safety topics are summarised in the documents accompanying this statement.

5.8. Emergency Planning

5.8.1. Emergency arrangements in respect of fire and first aid are in position.

5.8.2. Staff must be fully conversant with all related arrangements.

5.9. Risk Assessments

5.9.1. Arrangements in respect of risk assessments are summarised within the appropriate policy and accompanying procedures.

5.9.2. All staff must ensure that they are familiar with significant findings and that they apply appropriate control measures

5.10. Control of Visitors, Suppliers and Contractors

5.10.1. The safety of contractors and visitors is of critical importance.

5.10.2. The competence of contractors is comprehensively assessed before they are retained by Courage Consultants UK Limited and their actions monitored whilst on site.

5.11. Routine Monitoring

5.11.1. Appropriate arrangements are in position regarding the auditing of Courage Consultants UK Limited safety management system.

5.11.2. Assessment Centres checks are actively encouraged and occupational health arrangements are in position via HR or the Centre Manager.

6. Communication of Health and Safety

6.1. The Centre Manager accepts the need to consult with staff and will endeavour to meet the requirements of the Health and Safety (Consultation with Employees) Regulations 1996.

6.2. The Centre Manager must ensure that all employees are issued with a copy of the Health and Safety Policy, which staff are required to sign to say that they have read and understood.

6.3. The Centre Manager is also required to pass on any safety information relayed through the Management Team.

6.4. The Centre Manager is responsible for keeping Health and Safety data for reference by all staff. The files should contain general Training Centre work procedures, risk assessments, training information / records, general safety advice and Training Centre policies.

6.5. The Centre Manager is required to update and discuss safety issues at relevant meetings, or when necessary.

6.6. Safety information will be displayed on the Health and Safety notice board and Courage Consultants UK Limited intranet.

6.7. Staff wishing to bring safety issues to the Health and Safety/Management Team are able to do so.

7. Health and Safety Instructions

7.1. Incident Reporting

- 7.1.1. All incidents must be reported to ensure that Courage Consultants UK Limited complies with its legal requirement to notify serious incidents and to help identify preventative measures so that similar incidents do not happen in the future. Most crime can be prevented by taking common-sense precautions and staying vigilant. Staff, students, and visitors must be aware of their own safety and are encouraged to report anything that looks suspicious to a member of Courage Consultants UK Limited staff.

7.2. Courage Consultants UK Limited Contractors

- 7.2.1. Courage Consultants UK Limited through the Head of Estates and Facilities will ensure that contractors are competent for the work they undertake and must ensure suitable systems are in place to manage the risks associated with having contractors working on our premises.

7.3. Courage Consultants UK Limited Employees

- 7.3.1. All newly appointed staff receive Health and Safety, Fire Safety and evacuation procedural inductions which form part of their overall onboarding process. This provides full information on how Health and Safety is managed and details any significant risks associated with their role.
- 7.3.2. Following commencement on their workstation, all designated computer users will either self-assess using the online system or be assessed to identify changes to layout or additional equipment necessary to ensure safe working environment. HR department can advise on reimbursement costs associated with eyesight tests and lenses for display screen equipment (DSE) designated users. Employees are reminded to adhere to safe working conditions when working from home or remotely.

7.4. Courage Consultants UK Limited Students

- 7.4.1. All new students will receive appropriate Health and Safety, Fire Safety, and evacuation procedural inductions. Students using a display screen equipment (DSE), or a computer should be aware of the dangers involved in their use. Breaks from activity should be taken away from screens on a regular basis and each user should adjust chairs and screens before use to ensure maximum comfort. Any issues should be reported to staff in order to be addressed. Students using display screen equipment should undertake a DSE assessment at their workstation.

7.5. Courage Consultants UK Limited Visitors

- 7.5.1. All visitors to Courage Consultants UK Limited report to Reception on arrival.
- 7.5.2. They are required to obtain a visitors pass and sign the Visitors book.
- 7.5.3. Reception staff are required to ask that all visitors read the emergency information when signing in.
- 7.5.4. Visitors should be collected from Reception by their host.

7.6. Out of Hours Access

7.6.1. Courage Consultants UK Limited employees and students are encouraged to review each campus opening times as times may vary for each location. Under no circumstances should a student be alone on the premises. Any activities that occur within normal hours but involve high or medium risks should be organised and in the presence of a full-time member of staff.

7.7. Security Arrangements

- 7.7.1. Courage Consultants UK Limited will implement suitable security arrangements to manage the safety of all persons on our sites, ensure lawful access and to reduce the opportunity for unlawful entry.
- 7.7.2. In addition, computer systems will be protected as far as is reasonably practicable to prevent hacking and the loss or corruption of data.
- 7.7.3. The users of dangerous or high value items such as chemicals, radioactive sources, TVs and videos, computers etc. must ensure that those items are secure on completion of use.
- 7.7.4. It is the responsibility of all staff to ensure that rooms containing high value equipment are kept locked when not in use.

7.8. Personal Protective Equipment (PPE)

- 7.8.1. When hazards cannot sufficiently be controlled by other means, Personal Protective Equipment (PPE) will be provided – i.e. as a last resort.
- 7.8.2. It is the responsibility of Line Managers to ensure that all PPE is suitable and adequate for the purpose, displays all appropriate standards, and is suitably stored and well maintained.
- 7.8.3. All staff have a general duty to ensure that PPE is worn where required, and kept clean and in good condition. A signed record is required in evidence of this.

8. Fire Drill Procedure

8.1. In compliance with current Fire Safety legislation and good working practice, Courage Consultants UK Limited requires fire evacuation drills to be carried out in each campus at least once every twelve months. If anyone discovers a fire or suspects the presence of a fire must immediately inform any member of staff the location and nature of the fire. The appointed Fire Marshal must go from room to room to inform all students and staff to evacuate the building.

8.2. Purpose of Fire Evacuation Drills

8.2.1. To allow the building occupants to learn or be reminded of the:

- sound of the alarm
- location of fire exit routes
- location of the fire assembly point; and
- fire action procedures
- to identify any areas where the alarm is not sufficiently audible.
- to ensure that all fire exit routes are available and free from obstruction.
- to assess the speed and efficiency with which a building can be evacuated.

- to comply with the statutory requirement to carry out fire evacuation drills.

8.3. Fire Risk Assessment

8.3.1. The Fire Warden must regularly review a Fire Risk Assessment on the premises and document this using a fire safety maintenance checklist.

8.4. Drill Procedure

8.4.1. The Fire Warden will determine the frequency, date, and time of the drill. They may supervise the drill themselves or appoint a Fire Drill Supervisor. The Fire Drill Supervisor will:

- Inform Estate Patrol of the date, time, and place of the drill. This will prevent the Fire Service being called unnecessarily.
- Appoint staff to control entrances to the building to prevent people entering or re-entering the building during the drill.
- Appoint staff to search the building to ensure that all staff have heard the alarm and are in the process of evacuation. In all cases other than fire drills (when prior notice will have been given) staff must not search the building, this is a task for the fire service.
- Time the evacuation from the activation of the alarm until the last person leaves the building. Total evacuation should occur in under three minutes.
- Remind the assembled evacuees of the correct method of raising the alarm for their particular building and, if necessary, advise them not to use lifts.
- On completion of the drill, instruct the maintenance staff member to reset the alarm, permit occupants to re-enter the building and inform Estate Patrol. Occupants must not re-enter the building until instructed to do so by the Fire Drill Supervisor.
- Complete a Fire Evacuation Drill Report Form. The report must be kept for at least five years.

8.5. First Aid

8.5.1. Courage Consultants UK Limited will make available adequate and appropriate first aid arrangements led by a qualified and suitably equipped First Aider(s) at each of our campuses as identified from a risk assessment. The First Aid kit is located at Courage Consultants UK Limited Reception at each campus. In cases where First Aid is given to an individual for a medical reason only and not to an accident or incident as defined by Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) then only a short record is required.

9. Risk Assessments

- 9.1. Courage Consultants UK Limited will ensure that all work activity has been subjected to suitable and sufficient risk assessment.
- 9.2. Detailed arrangements in respect of the risk assessment process are comprised within the relevant Policy & Procedures document.
- 9.3. Risk assessment involves identifying all hazards, assessing the risks, and putting in place measures to reduce risk to an acceptable level and we constantly assess risks in our day-to-day life.

- 9.4. As an employer with a duty of care, Courage Consultants UK Limited arranges the undertaking of risk assessments and conveys findings to those concerned before work commences and in Training and Assessment premises.
- 9.5. Risk assessments are a suitable and sufficient assessment of risk to employees, volunteers and others who could be affected by our activities and identification of control measures necessary to make the activity as safe as possible to undertake.
- 9.6. A written record of the assessment, identifying any significant hazards must be completed and provided to those undertaking the work.
- 9.7. The assessment should describe the preventative and protective measures required to avoid, eliminate, reduce, or control the risks identified to an acceptable level.
- 9.8. The control measures must be implemented and adequately maintained and records kept of any monitoring or maintenance of equipment undertaken.

9.2. General Process

- 9.2.1. Risk Assessments will be carried out on all areas where a significant risk is identified by the Centre Manager.
- 9.2.2. This person will approve action required to eliminate, rectify or make safe any risks identified.
- 9.2.3. Assessments will be reviewed every 3 months or as changes to working practices or staff occur.
- 9.2.4. All assessments will be kept at the Centre.

9.3. Accident Incident Investigations

- 9.3.1. Courage Consultants UK Limited will ensure that all accidents and incidents are fully investigated without delay. Serious accidents and incidents must be brought to the attention of the Director of Estates and Facilities or in their absence, another Senior Staff member without delay in order that an initial investigation can be undertaken promptly, that appropriate authorities are informed, and as necessary media interest is managed.
- 9.3.2. Records must be kept as long as required by the relevant statutory provision. Risk assessments must be reviewed annually or when any significant changes occur either to the process or the requirements for assessment.

9.4. New and Expectant Mothers

- 9.4.1. Courage Consultants UK Limited accepts that in some areas of work there may be additional risks to new or expectant mothers.
- 9.4.2. Courage Consultants UK Limited will ensure that upon notification of pregnancy by a staff member, a risk assessment will be undertaken, and any reasonable adjustments implemented.
- 9.4.3. A reassessment will be undertaken in relation to new mothers who return to work. This will also encompass students.

9.5. Young Persons

- 9.5.1. Where there is considered to be an additional risk to young persons working at Courage Consultants UK Limited (16 – 18 years old), an assessment of those risks is required.
- 9.5.2. This could apply to Modern Apprentices, Learners on work experience, casual holiday staff etc.
- 9.5.3. It is the responsibility of Line Managers to ensure that risk assessments consider any additional risks, due to a lack of experience, to young persons working in their section.

9.6. Contractors

- 9.6.1. All contractors must report to the Centre Team on their arrival.
- 9.6.2. It is the responsibility of the Centre staff to ensure that contractors sign the Contractor Permit to Work book on arrival and sign out when they leave.
- 9.6.3. If staff feel any contracted work is dangerous or safety procedures are being overlooked, they must report it to the Centre Manager.
- 9.6.4. Appropriate segregation of work areas must be maintained at all times.

9.7. Staff and Students Welfare

- 9.7.1. Courage Consultants UK Limited will take all reasonable steps and appropriate action to assist any staff member or student in a discreet and confidential manner in relation to any work, educational or associated matter which has a negative or detrimental impact on their welfare. This includes by no means exhaustive, stress, alcohol and drug, harassment, bullying and equal opportunities issues.
- 9.7.2. Arrangements relating to pandemic diseases will be subject to individual risk assessments based on Government and Medical legal requirements and advice.

9.8. Noise at work

- 9.8.1. Courage Consultants UK Limited will as far as reasonably practicably provide an environment where staff and students can work free from excessive noise. Should contractual building work generate excessive noise exposure which could cause damage to their hearing, Courage Consultants UK Limited will take necessary steps in accordance with the hierarchy of risks to prevent that damage occurring.

9.9. Equality and Diversity

- 9.9.1. Courage Consultants UK Limited has a responsibility to ensure that any disabled person is not discriminated against or unfairly hindered in any way, by their disability. If you feel that you have cause for concern in relation to this, please report your concern to a Courage Consultants UK Limited member of staff in order to be addressed. Courage Consultants UK Limited will make suitable arrangements to facilitate access to our sites in addition to those relating to work and or learning. Individual Personnel Emergency Evacuation Plans (PEEP) will be generated in relation to fire evacuation procedures.

9.10. Training

- 9.10.1. All staff will be trained appropriately. Some training will be general advice from Managers. Where more specific training is required, Managers must request this from Professional Development, who will make appropriate arrangements.
- 9.10.2. Managers are required to ensure staff complete all allocated training modules. All employees have a responsibility to attend safety training when required.
- 9.10.3. Learners will receive specific induction and training in health and safety as part of the curriculum and generally as required.

10. Defect Reporting Procedures

- 10.1. Employees and students will be encouraged to report hazardous conditions and routine building and equipment defects as soon as possible after identifying these. Hazards can cause harm to people, equipment, or the working environment. Hazard spotting is essential to minimising accidents. We encourage everyone around Courage Consultants UK Limited to be vigilant and report all hazards to a member of staff.

10.2. Asbestos

- 10.2.1. Depending on the lease arrangements between the site Owner/Managing Agents and Courage Consultants UK Limited, asbestos surveys of all sites will be undertaken. Where that survey is undertaken by the Managing Agents, they will supply that survey information in order to generate an asbestos register pertinent to those premises. Identified actions from those surveys will be carried out by the agreed organisation.

10.3. Chemical Substances

- 10.3.1. Courage Consultants UK Limited will ensure that any use of or contact with any chemical substance which have a potential health or safety hazard to the user, as identified from the data sheet is risk assessed and suitable controls are put in place. The use of low-risk chemical products or alternative environmentally friendly products will be sourced where possible.

10.4. Electrical Equipment

- 10.4.1. Courage Consultants UK Limited will ensure all electrical equipment and services provided are compliant and appropriate to the working environment and adequately maintained, tested, and inspected.
- 10.4.2. Courage Consultants UK Limited makes regular inspections of electrical equipment to ensure that it is safe and fit to use.
- 10.4.3. If you bring in any electrical equipment in campus, you must inform the Receptionist and receive permission to ensure safe usage.
- 10.4.4. Students must ensure any electrical equipment is in good condition prior to use.
- 10.4.5. Electricity can be very dangerous and even fatal if not used correctly.

10.4.6. If you are using electricity as part of your studies, then you should follow any guidance/instructions given to you by the member of Courage Consultants UK Limited staff or course lecturer.

10.4.7. All electrical systems, conductors and equipment must be soundly constructed and maintained with all records kept.

10.4.8. At the centre, it is the responsibility of the Centre Manager to ensure 5 yearly tests are carried out and recorded by a competent person.

10.5. Portable Appliance Testing (PAT)

10.5.1. All equipment up to 13 amps which is deemed to be a portable appliance, is tested once a year, or more frequently depending on its use, by an appointed competent person.

10.5.2. Computers will be tested every 2 years.

10.5.3. All tested items will display a small test sticker stating the last test date. Any item which does not display this sticker or has not been tested with in the last year should not be used until it has been checked by a competent person.

10.5.4. No portable appliance should be used if it displays a red FAIL label, or is believed to be faulty by the user. All faulty equipment must be reported to the appropriate Manager immediately and the item withdrawn from use.

10.5.5. Portable appliances should not be moved to a new location without informing the person responsible for testing in that area.

10.6. Display Screen Equipment (DSE)

10.6.1. In accordance with the Display Screen Equipment Regulations 1992, all user workstations are subject to a risk assessment which will be recorded and reviewed as necessary.

10.6.2. Line Managers are responsible for ensuring that staff are adequately trained to assess their own workstations.

10.7. Water Supply

10.7.1. Courage Consultants UK Limited will provide water that is suitable and safe for drinking purposes. Suitable water treatment procedures will be undertaken using competent contractors.

10.8. Provision and Use of Work Equipment

10.8.1. It is the responsibility of Line Managers to ensure that all work equipment is safe and suited to its task. When equipment is purchased, consideration should be given to the standard, suitability for the user (i.e. ergonomic design) and general safe use of the equipment.

10.8.2. Instruction and training should be given to all staff in the use of new equipment, where appropriate, from the manufacturers, and a record kept.

10.8.3. Line Managers should ensure that equipment is regularly maintained, and that records of results are kept in a maintenance register held within the department concerned.

- 10.8.4. No potentially hazardous equipment should be used by untrained staff or Learners. Certain equipment should not be used by young persons.

11. Illegal Substances

- 11.1. All suspicious handling or use of controlled or illegal drugs or substances should be reported to the Campus Co-Ordinator in the first instance, so that an appropriate investigation can take place. Courage Consultants UK Limited has a zero-tolerance policy to the use or abuse of drugs and/or alcohol. Students failing to observe the terms of these policies will be considered to be in breach of Courage Consultants UK Limited rules and may be subject to action taken under Courage Consultants UK Limited Disciplinary Procedures.

11.2. Smoking/vaping at work.

- 11.2.1. Smoking is prohibited in any Courage Consultants UK Limited building. Staff and students wishing to smoke must do so in designated areas. We would ask that smoking takes place away from building entrances in order to prevent smoke from drifting back into the building.

12. Manual Handling

- 12.1. Courage Consultants UK Limited will provide the necessary online training, instruction, and supervision to academic and professional employees where the role, despite a risk assessment still involves residual significant manual handling activity to ensure they perform safely. Staff and students have a responsibility to take care of their back and should not lift or move any item if they are not comfortable and competent to do so. If a heavy item requires moving, assistance should be sought or lifting equipment used if available.
- 12.2. Courage Consultants UK Limited will ensure all PPE identified from risk assessments for use in the workplace is provided at Courage Consultants UK Limited expense, fit for purpose, and used, stored, and maintained correctly.
- 12.3. Courage Consultants UK Limited will ensure that all equipment and machinery provided for use in the workplace is suitable for the intended purpose, only used by authorised, trained and as necessary supervised persons and is appropriately inspected, serviced, and maintained by competent persons in accordance with manufacturer's guidelines. This includes any Fitness Centre equipment provided for use of staff and students.
- 12.4. Courage Consultants UK Limited will implement suitable procedures and guidance to ensure that vehicles meet the requirements of road traffic legislation, vehicle safety, maintenance, and current best practice standards.
- 12.5. Courage Consultants UK Limited will require significant working at height to be properly planned, supervised, and carried out by competent people to do the work. Where low risk working at height cannot be avoided common sense precautions will still be taken using the right equipment.

13. Measuring and Reviewing Performance

13.1. Courage Consultants UK Limited will monitor health and safety performance in each of our campuses, ensuring that improvement can be judged, and resources allocated to where they can provide the optimum impact. The focus on being proactive is vitally important to identify issues before they impact of staff, students, or visitors to our premises. Likewise, the reactive monitoring and or investigation of accidents and incidents to identify learning and sharing of improvements will be undertaken.

13.2. Proactive Monitoring

13.2.1. All Courage Consultants UK Limited managers, staff and students are encouraged to be alert to health, safety and welfare issues daily and take appropriate action immediately when hazards are identified.

13.3. Reactive Monitoring

13.3.1. Courage Consultants UK Limited has an effective accident/ incident reporting procedure is in place for staff to and that all accidents, incidents and near misses are recorded.

13.4. Recorded accidents and incidents will be reported both internally to the Director of Estates and Facilities or in their absence another Senior Staff member and where required to external organisations such as the HSE in compliance with Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR).

13.5. Letters received by Courage Consultants UK Limited which relate to threatened or actual legal proceedings being brought against Courage Consultants UK Limited arising from an accident or incident will be brought to the immediate attention of the Managing Director in order that the necessary documents, witness statements can be collated and supplied to solicitors acting for Courage Consultants UK Limited as soon as practicable.

14. Breach of this Policy

14.1. Courage Consultants UK Limited will take seriously any instances of non-adherence to its policy by its staff, students and visitors and will be investigated, where appropriate, suitable action will be considered.

15. Key Legislation / Regulations

15.1. Please find a list of associated legislation/regulations listed below

- The Health and Safety at Work etc. Act 1974
- The Management of Health and Safety at Work Regulations 1999
- The Workplace Health, Safety and Welfare Regulations 1992
- The Manual Handling Operations Regulations 1992
- The Personal Protective Equipment Regulations 1992
- The Display Screen Equipment Regulations 1992
- The Provision and Use of Work Equipment Regulations 1992
- Lifting Operations and Lifting Equipment Regulations
- The Regulatory Reform (Fire Safety) Order 2005
- The Control of Substances Hazardous to Health Regulations 2002

- Control of Asbestos at Work Regulations 2006

16. Monitoring and Review

- 16.1. This policy may be amended by Courage Consultants UK Limited at any time and will be reviewed annually to ensure continuing suitability for business needs and compliance with relevant legislation. The policy may be displayed on a notice board. The policy will be available online to all employees on induction and to visitors, contractors, and students on request.
- 16.2. An annual check of the health and safety management system will be carried out with a biannual audit either in house or using an independent external auditor to monitor implementation and progress of the Courage Consultants UK Limited policy on safety.

17. Data Protection and Confidentiality

- 17.1. Courage Consultants UK Limited is registered with the Information Commissioner's Office as a Data Controller. Details of the School's registration are published on the Information Commissioners website. Courage Consultants UK Limited as a Data Controller shall implement appropriate technical and organisational measures to ensure that processing of personal information is performed in accordance with the UK General Data Protection Regulations (UK GDPR) and under the Data Protection Act 2018 (DPA).

18. Alternative Format

- 18.1. This policy can be provided in alternative formats (including large print, audio and electronic) upon request. For further information, or to make a request, please contact: courage@courageconsultants.co.uk

Annex 1 – Courage Consultants UK Limited Organisational Chart for Health and Safety Department

Executive Board Chairman

- Responsible for overseeing and authorising all operations and management of the Health and Safety department.

Executive Board

- Review and be consulted on new and or revised health and safety policies and procedures.
- Allocate necessary resources in respect of progressing compliance issues in relation to both health and safety and fire safety.

Managing Director

- Responsible for the provision of a health and safety environment for the Courage Consultants UK Limited community.
- Nominated Chair of the Health and Safety Committee.

Health and Safety Manager

- Safe/compliant practice within individual departments
- Ensure compliance
- Delivery and review of Courage Consultants UK Limited Health and Safety Policy
- Identify appropriate levels of training and advising on implementation

Administrative Department Heads

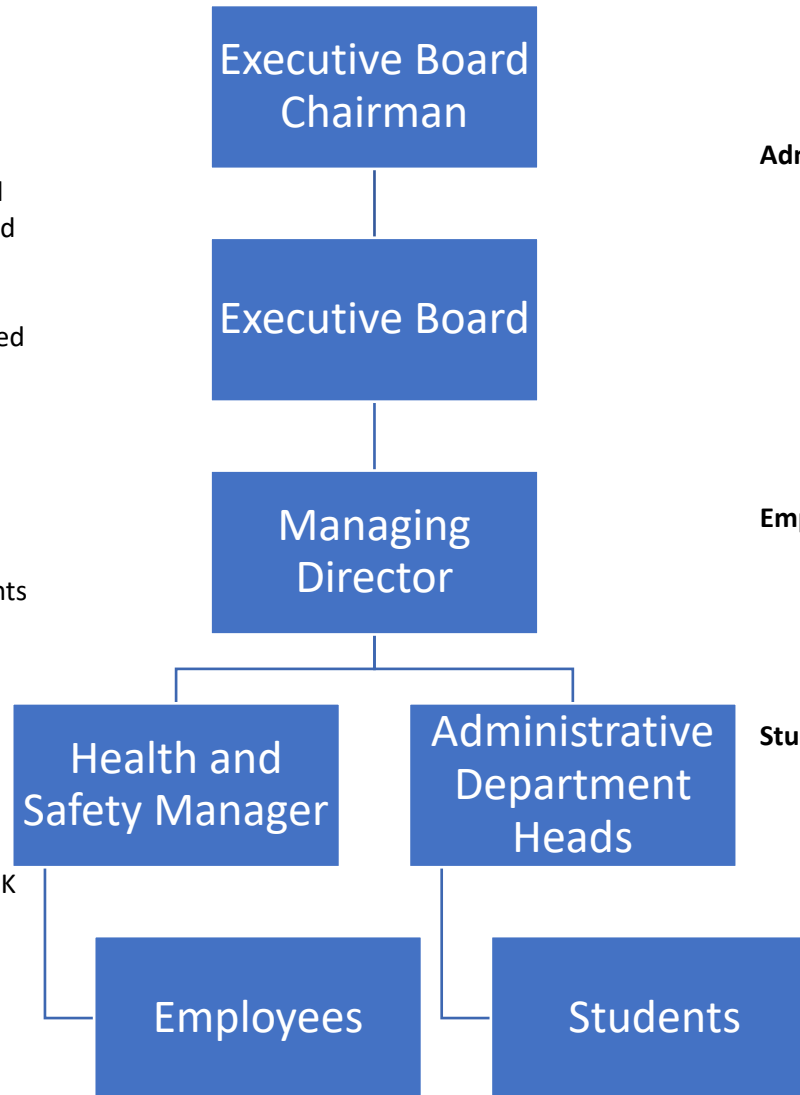
- Responsible for operational day to day health and safety ensuring that specific and departmental policies and procedures are implemented.
- Ensure all employees receive appropriate safety training, information, and instruction relevant to their employment

Employees

- Undertake work in a safe manner with due regard their own health and safety and for any others affected by their work
- Cooperate with Courage Consultants UK Limited and follow health and safety rules

Students

- Cooperate with Courage Consultants UK Limited and follow health and safety rules
- Report any matters that may impact their health and safety or any others in a Courage Consultants UK Limited managed site



Annex 2 – Courage Consultants UK Limited Incident Reporting Form

Use this form to report any workplace accident, injury, incident, close call or illness. Please return completed form to the Managing Director or Head of Facilities or your Campus Co-Ordinator in the first instance.

This is documenting an: (tick the corresponding box)				
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lost Time/ Injury	First Aid	Incident	Close Call	Observation

Details of person injured or involved: (To be filled in by person injured/involved if possible)			
Person Completing Report:			
Person(s) Involved:			
Equipment ID:		Date:	

Event Details:			
Date of Event:		Time of Event:	
Location of Event:		Witness(es):	

Description of Events: (Describe tasks being performed and sequence of events)
*if more space is required, please use the back of this sheet

<p>Was event/injury caused by an unsafe act (activity or movement) or an unsafe condition (machinery or weather)? Please explain:</p>
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<p>To be completed ONLY if lost time/injury or first aid was required:</p>

Type of injury sustained:	
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Cause of lost time/injury or first aid:	
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Was medical treatment necessary?	YES/NO
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If yes, name of hospital or physician:	
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<p>Signatures:</p>

Signature of Employee:	
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Date:	
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Signature of Managing Director/Senior Management:	
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Date:	
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