



Estu Global Ltd

Health & Safety Policy

Introduction

Estu is committed to safeguarding the health and safety of all its employees and learners.

This policy applies to all company employees, learners, volunteers, visitors and other stakeholders.

Estu acts in accordance with the best practices for the promotion of health and safety including the prevention of general and occupational risks.

Our objectives is to maintain at all times:

- A safe and healthy working environment for learners on and off site at all operating locations; risk assessments are carried out for physical hazards.
- Full compliance with National Legislation for the health and safety both for employees at work, learners and the general public.
- Co-operation of employees and learners, in promoting safe and healthy conditions and systems of work is encouraged by discussion and management leadership.

Responsibilities

All associated with Estu have a responsibility to prioritise their own safety and the safety of their fellow learners and trainers. They are expected to follow established safety procedures, report hazards promptly, and actively contribute to maintaining a safe learning environment. They must also:

- Take reasonable care for the health and safety of themselves and of others who may be affected by their acts or omissions.
- Work safely and efficiently by following correct operating procedures and by meeting statutory obligations.
- Not interfere or misuse anything which is provided in the interest's health and safety.
- Report and co-operate in the investigation of all accidents and incidents that lead, or may potentially lead, to injury and any shortfall in the protection arrangements.

Estu management must:

- Maintain an effective programme to ensure that all workplace hazards are systematically identified, and appropriate measures introduced to control these hazards.
- Review and monitor the hazard management programme to take account of changing conditions and circumstances within the workplace, and ensure appropriate records are kept.

- Ensure all employees, learners and other stakeholders have the opportunity to participate in the development of health and safety practices, and that all relevant documentation relating to health and safety issues is made available.
- Ensure that all employees, learners and any contractors are trained, supervised and provided with information to undertake their duties safely.
- Ensure all personal protective equipment needed to secure health and safety is provided to employees and apprentices and that they are adequately trained in its proper use, maintenance and storage.
- Actively support the safe and early return to work of injured employees.
- Encourage all staff and learners to set a high standard of health and safety management by personal example.

Estu's designated Health & Safety Officer must:

- Comply and ensure compliance of Estu staff and learners with all relevant health and safety legislation, standards and codes of practice.
- Ensure that all equipment, substances and work systems used are suitable for their intended purposes and take all reasonable and practicable steps to meet safety requirements.
- Ensure that adequate training, information, instruction and supervision is provided.
- Ensure that contractors and visitors are made aware of safety procedures.
- Ensure a prompt response to any health and safety issues brought to their attention.
- Ensure that all accidents and incidents are investigated promptly.
- Ensure that health and safety objectives and responsibilities are included in individual role descriptions and are reviewed annually.
- Undertake training and / or instruction in health and safety related subjects to ensure they are competent to carry out their health and safety responsibilities.

Training and information

Induction Training

All learners will receive comprehensive health and safety induction training at the beginning of their learning programme. This training will cover safety protocols, emergency procedures, and learning-specific safety information.

Learners will know how to report a health and safety issue/concern and who the best person to contact is on a case-by-case basis.

Continuous Safety Training

Ongoing safety training will be provided throughout the learning program to address specific risks associated with the training environment and to reinforce safe practices.

All incidents, accidents, or near misses will be promptly reported, thoroughly investigated, and documented. The findings of investigations will be used to implement corrective actions and prevent similar incidents in the future.

Estu's designated Health and Safety Officer will lead all investigations supported by Estu's management.

Implications for Estu Operations

- Ensure everyone associated with Estu acts in accordance with the best practices for the promotion of health and safety including the prevention of general and occupational risks.
- Ensure everyone associated with Estu knows their responsibility to prioritise their own safety and the safety of learners, tutors and other staff.
- Ensure management staff know their specific health and safety responsibilities.
- Ensure all learners receive comprehensive health and safety induction training.
- Encourage staff to pursue further health and safety training and provide resources for them to do so.

Continuous Improvement

Estu is committed to a culture of continuous improvement in its health and safety practices. This includes staying abreast of developments in health and safety legislation, incorporating feedback from apprentices and staff, and actively participating in relevant training and initiatives that enhance our ability to provide high quality health and safety procedures.

The Health and Safety Policy will be reviewed as a minimum annually or when there is a change to legislation or guidance.

Estu's Health & Safety Officer

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