Health & Safety Policy

Health and Safety at Work Act 1974

Our statement of Health and Safety is about KBM Training & Recruitment Ltd (KBM) - 1 Concord Business Centre, Concord Road, London, W3 0TJ.

Our task is to contribute to the success of the KBM through the promotion of a safe and healthy place to work, study, and visit and enjoy. Accordingly, our mission is to assist KBM in managing health and safety by delivering professional services supporting our core goals of education, training, recruitment, and operational needs. KBM have made compulsory the H&S training to its staff and H&S awareness is embedded for learners.

All of us in KBM believe that health and safety must enable learners to achieve their goals and not inhibit or stifle them. We do this by:

- Giving help, advice and support needed to manage health and safety effectively.
- Producing clear, sensible and proportional guidance and codes of practice on a wide range of topics.
- Providing training courses developed and delivered for learners needs.
- Undertaking an audit to ensure learners and stakeholders achieve legal compliance and support the management needs.
- The first point of contact with the regulatory authorities and support KBM during visits and inspections.
- Carrying out comprehensive environmental monitoring.

By working together, we integrate health and safety into the overall good KBM management and a specific part of the duties and responsibilities. If any learner or stakeholder experience is otherwise, we will continue to improve our service. We are committed to:

- Provide adequate control of the health and safety risks arising from our work activities
- Consult with our employees and learners on matters affecting their health and safety
- Provide and maintain safe equipment
- Provide information, instruction and supervision for employees and learners
- Ensure all employees and learners are competent to do their tasks and to give them adequate training
- Prevent accidents and cases of work-related ill-health
- Maintain safe and healthy working conditions
- Review and revise this policy as necessary at regular intervals

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HEALTH AND SAFETY MANAGEMENT PROCESS

KBM 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 KBM. Responsibility for Health, Safety and Welfare matters shall be explicitly stated in management job descriptions.

KBM 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.

For major additional expenditure, cases of need will be submitted by managers to the CEO/Director, Salman Khan

If unpredictable Health and Safety issues arise during the year, the Board of Directors must assess the degree of risk, in deciding the necessary resources and actions to commit to addressing these issues.

Management Responsibilities

This policy has been prepared and published under the requirements of Health and Safety legislation. The purpose of the policy is to establish general standards for health, safety and welfare at work and to distribute responsibility for their achievement to all managers, supervisors, and other employees through the normal line management processes.

The H&S Lead Waqas Yaqoob and Jacinth Thomas are responsible for health and safety.

The Health & Safety Representative is responsible for ensuring that the policy is widely communicated and that its effectiveness is monitored. KBM's robust Health and Safety Policies must be regularly reviewed to ensure so far as is reasonably practicable:

- That the declared statement of the Health and Safety at Work Policy is achieved
- That all employees within KBM are made fully aware that health and safety is regarded as having equal ranking with other management responsibilities

The Health and Safety at Work Policy is reviewed regularly and any changes are brought to the attention of The H&S Lead Waqas Yaqoob and Jacinth Thomas.

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Day-to-day responsibility for ensuring this policy is put into practice is delegated to Waqas Yaqoob.

To ensure that health and safety standards are maintained / improved, the following people have responsibility in the following areas:

Consultation with employees is provided by: The H&S Lead Waqas Yaqoob and Jacinth Thomas. The appointed Managers are wholly accountable to the CEO/Director, Salman Khan for the implementation and monitoring of the policy within the area of their specified responsibility.

Appointed Managers will ensure that regular Safety Audits are carried out within their Departments, covering premises, workplaces and work activities throughout the sphere of their operations.

Assigned Managers will support, consult and co-operate in developing, educating and encouraging a health and safety culture throughout their departments and effectively be working towards KBM's overall strategy on Health and Safety.

HEALTH AND SAFETY REPRESENTATIVE

The H&S Lead Waqas Yaqoob and Jacinth Thomas are responsible for coordinating effective health and safety policies and controls across the organization.

3.4 The Health and Safety Representative is responsible for:

- the production and maintenance of KBM's policy and ensuring that all guidelines are consistent with the policy;
- its application;
- monitoring and reporting on the effectiveness of the policy;
- the provision of general advice about the implication of the law;
- the identification of health and safety training needs. The Health and Safety Representative also acts on behalf of the Board of Directors, as KBM's formal link with the Health and Safety Executive, Environment Health Departments and other external agencies;
- the production and maintenance of Health and Safety Codes of Practice for each aspect of the services within KBM.

RESPONSIBILITIES FOR SPECIFIC WORKPLACES

The Health & Safety Representative will ensure, as far as is reasonable and practicable the health, safety, security and welfare of all persons employed by KBM. It is the responsibility of all employees to accept their personal involvement in the practical application of this Health and Safety policy.

However, a Health and Safety Representative must be appointed at each site so as to ensure all procedures are adhered to.

Any problems with equipment will be reported to

The Health and Safety Law poster is displayed in all KBM premises. First aid equipment is located at all premises and is clearly marked.

The accident book is kept at the front of the office.

All employees and learners must:

- Co-operate with supervisors and managers on health and safety matters
- Not interfere with anything provided to safeguard their health and safety
- Take reasonable care of their own health and safety
- Report all health and safety concerns to an appropriate person (as above)

Risk assessments will be undertaken by The H&S Lead Waqas Yaqoob and Jacinth Thomas and findings will be record and, in the case of employed learners, to their employer.

Actions to remove/control risks will be approved by the H&S Lead Waqas Yaqoob and Jacinth Thomas or the learner's employer, who will also be responsible for ensuring actions required, are implemented.

RECORDS, STATISTICS AND MONITORING

KBM 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 Health and Safety Representative, 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 managers and supervisors at all levels. Information obtained from the analysis of accident statistics must be acted upon and, where necessary, bids for additional expenditure made to the CEO.

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REPORTS TO THE HEALTH AND SAFETY EXECUTIVE

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 Board of Directors, as delegated to the Health and Safety Representatives.

Waqas Yaqoob is responsible for reporting incidents

SPECIALIST ADVISORY BODIES

Certain bodies and the individual members of those bodies have always had a Health and Safety role, most notably, the Health & Safety Executive, or local Environmental Health Departments. If further specialist advice is required, this may be obtained by Managers from expert individuals or bodies outside of KBM.

THE OCCUPATIONAL HEALTH SERVICE

It is the policy of KBM to provide Occupational Health Services for all staff. Such services are provided confidentially to the individual employee and include counseling on Health and associated matters, investigation of hazards and accidents, environment studies, health interviews and employment medicals.

FIRST AID

It is the policy of KBM to make provision for First Aid and the training of 'First Aiders' in accordance with the First Aid Regulations (1982). The Health and Safety Representative is responsible for ensuring the Regulations are implemented and for identifying training needs.

FIRE

The Managing Director is responsible for ensuring that staff receive adequate fire training, and that nominated fire officers are designated in all Company premises.

In addition the Company will nominate a Fire Officer (this may be the Health and Safety Representative or this may be an external body to the Company) to:

- report and advise on the standard of fire safety in the Company's premises and the standard of fire training of its 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.

Fire equipment is maintained regularly. KBM arranges testing and drills.

CONDEMNATION AND DISPOSAL OF EQUIPMENT

Procedures for the, condemnation and disposal of equipment are set out in the KBM's Standing Financial Instructions. Managers introducing new equipment should have new equipment checked by the Health and Safety Representative.

FOOD HYGIENE

The Health and Safety Representatives shall be responsible for any food acquisition, storage, processing and serving, and staff induction and training. In addition, the Health and Safety Representative shall be responsible for ensuring that these functions are undertaken to the necessary legal standards. Any suspected outbreak of food poisoning or other unexplained and possibly food related incidents must be reported to the Health & Safety Representative.

LIFTING AND HANDLING

Managers are responsible for informing staff of safe lifting techniques. The Health and Safety Representative will identify specific training needs. The Health and Safety Manager will ensure training in lifting and handling is provided to staff.

NON-SMOKING ON COMPANY PREMISES

In line with legislation, KBM has agreed that there will be no smoking in its buildings. The overall aim is to reduce smoking and so save life, reduce risk of fire, prevent unnecessary illness and chronic disability. The rules relating to smoking are available from the Health and Safety Representative.

CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH

The Control of Substances Hazardous to Health Regulations (COSHH) requires KBM TR to identify those substances which are in use and which are hazardous to health (as legally defined) and to assess the risk of those substances. KBM TR must also provide and use controls to prevent exposure to substances hazardous to health; maintain controls by monitoring exposure or by health surveillance of employees; and provide information, instruction and training for employees on all these matters. The appointed Health and Safety Representative is responsible for implementing these Regulations.

COMPUTER INSTALLATIONS AND VISUAL DISPLAY UNITS

All new computer installations must adhere to the British Standard Specifications and comply with the Health and Safety (Display Screen Equipment) Regulations 1992. All new employees operating VDUs are issued with a copy of the Health and Safety Executive Booklet entitled 'Working with VDUs'. New employees who regularly use VDUs will be required to undergo sight screening.

CONTROL OF WORKING TIME

KBM 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, night workers etc. will be complied with.

HEALTH AND SAFETY AND THE INDIVIDUAL

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 management to enable management to carry out their responsibilities under the Act. Employees have equal responsibility with KBM for Health and Safety at Work.

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 counseling of the employee should be sufficient. With a continuing problem, or where an employee leaves them self or other employees open to risk or injury, it may be necessary to implement the formal stages of the Disciplinary Procedure.

PEOPLE WORKING ON COMPANY PREMISES NOT EMPLOYED BY THE COMPANY

Persons working in KBM TR premises who are employed by other organizations 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 in contracts or working arrangements. Similarly seconded Company employees working in other host premises will be expected to follow the host employers Health and Safety Policy.

VISITORS AND MEMBERS OF THE PUBLIC

KBM wishes to ensure that as far as is reasonably practicable, the Health, Safety and Welfare of visitors to Company establishments will be of the highest standard.

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.

CONTRACTORS

KBM wishes to ensure that as far as is reasonably practicable, the Health, Safety and Welfare of Contractors working in the Company's establishments will be of the highest standards. In addition, Contractors and their employees have an obligation so far as is reasonably practicable to ensure all equipment, materials and premises under their control are safe and without risks to health.

Contractors must also observe KBM TR's Fire Safety Procedures. These obligations will be drawn to the attention of the Contractors in the contract document issued to them. In addition the Directors will be identified in the contract as having authority to stop the work of Contractors who are placing themselves, other staff, or visitors at risk. Any member of staff, who judges there is a risk where contractors are working, should inform their Manager immediately.

In tendering, Contractors will be asked to confirm they have a written Health, Safety and Welfare Policy. The Company's Manager responsible for managing the Contract will also be responsible for monitoring the Health and Safety performance of the Contractor and the Contractor's performance will be a factor in deciding whether or not to invite the Contractor to tender again.

THE SAFE LEARNER

KBM commitment is to support the Safe Learner practice, following the six Key Elements. All learners have the same rights as employees regarding working in a safe and healthy environment. Following are the six elements that reflect our strategy to meet the learners' safety:

1. **Environment:** This means that the learner should be in a safe, healthy and supportive learning environment. When they start in their learning environment, they should feel welcome (part of the team) and given a mentor/supervisor.

2. **Initial assessment:** Before learning commences, all learners must have an initial evaluation that includes identifying their health, safety and welfare needs and any additional help or support that they may require.

3. **Learning plan:** The initial assessment will help develop an individual learning plan, including the learner's initial and ongoing health, safety and welfare training needs. The detail required will depend on the risks associated with the learning and any specifics for the learner. Some training of short duration may not require a detailed plan.

4. **Supervision:** Supervision levels must be appropriate to the risks identified and the learner's capability, needs and experience.

5. **Information, instruction and training:** Once the learning plan is in place, the learner should receive ongoing information, instruction, and training to work and learn efficiently and safely.

6. **Reassessment:** The learner's understanding and awareness of key health, safety and welfare issues should be assessed and evaluated continually.

HEALTH AND SAFETY STRATEGY

KBM health and safety strategy focuses on 5Cs - culture, competence, communication, contractors, and controls:

1. **Culture:** Ensure a culture of care and concern by developing the entire workforce's leadership skills and creating a culture that enables people to stand in their commitment to a culture of respect. Focus on learner, worker, wellbeing and workplace.

2. **Competence:** Develop health and safety education that inspires and empowers people to work and learn safely. Develop an equal emphasis on occupational health. Develop skills in learners and staff to preserve, protect, and promote health and safety so they can be 'the best they can be'.

3. **Communication:** Create an environment to enable collaboration and open discussion. Ensure clear, consistent communications utilising a range of channels to reach all stakeholders.

4. **Contractors:** Engage our supply chain to align them to our vision and values fully. Promote two-way dialogue to create an equitable learning experience with precise competency requirements.

5. **Controls:** Ensure we have adequate systems in place and consistently adhere to our integrated business management system. Ensure inclusion of rules and procedures in the management of process risks.

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SAFEGUARDING

This Policy and procedure should also be looked at in relation to the safeguarding policy and procedures. Any items within the areas of concern within Health and Safety that may reflect on the learners safeguarding and or wellbeing should be also logged on the Safeguarding form

POLICY REVIEW

This policy shall be reviewed annually and amended accordingly at intervals not exceeding 12 months.

You will see other Policy and Procedures which link to this such as workplace assessment's and Fire assessments and other items.

This health and safety policy has two annexures, Annex-1 explains accident/ill health procedures, and Annex-2 provides an action plan/form.

Agreed/signed by: Salman Khan

Position: CEO/Director

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Annex-1

Accident/ill health procedures

Despite preventative measures being in place, accidents in the workplace do unfortunately happen. It is important that when such incidents occur you find out what happened and why. This allows you to control the risk and prevent further accidents.

You must record certain cases of work-related injuries, illnesses, or incidents to the Health and Safety Officer (HSO) under the legislation RIDDOR (The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013). If you are what the HSO refers to as a 'responsible person', such as an employer, manager, or supervisor, you have a legal responsibility to correctly follow RIDDOR at your workplace.

What Must I Report under RIDDOR?
You only need to report certain types of work-related incidents under RIDDOR. Incidents must fall into one of the following categories:

- Fatal and non-fatal injuries.
- Occupational diseases.
- Dangerous occurrences (often referred to as 'near misses').
- Incidents that result in more than seven days' absence from work.
- Incidents involving gases.

How Do I Report an Accident at Work?
This information explains how you should report any relevant incident or accident under RIDDOR. For certain incidents, such as occupational, the first two steps may not be necessary so you may need to follow the guidance from step three onwards. Remember, only responsible persons, such as employers, are able to report to the HSO through RIDDOR. Every employee should report incidents or accidents to their manager.

Step 1: Check there is no immediate risk of danger
Immediately after the incident has occurred you must assess the situation and decide whether there is a risk of further damage or injury. Ensure that you do not put yourself in danger. Your own health is the most important thing to consider here, so do not act unless it is safe to do so. If you are able to remove the source of danger then carefully do so to manage the risk. For example, you may be able to safely turn off equipment or vehicles.

Not all RIDDOR incidents will occur in high risk environments such as factories or warehouses. RIDDOR can apply to any employment sector, including health and social care. For example, RIDDOR incidents in this sector could

include an employee who has contracted any disease attributed to an occupational exposure to a biological agent, such as blood contaminated with hepatitis B. In this instance, an appropriately trained person may reduce the risk of further danger by following the correct procedure to isolate and contain the blood.

Step 2: Ensure that the colleague receives the appropriate medical assistance as necessary

Next, you should have the qualified first aider look at the injured person. It is a legal requirement for every workplace to have both a designated first aider and first aid kit. Having assessed the situation, the first aider should be able to determine whether the situation is serious enough for those involved to receive medical care.

You should call the emergency services on 999 for very serious accidents, or 111 for medical advice if it's a non-emergency.

Step 3: Report to a manager or supervisor

This is the final step that can be carried out if you are a general employee. Once the manager has been informed of the incident it becomes their responsibility to report under RIDDOR if necessary.

Step 4: Record the incident in the company's log

You should keep details of the accident in the company's records, such as in an accident book or Occupational Health records. This is necessary because it allows the company to identify what types of accident are common occurrence. Knowing this, you can then carry out an assessment to determine what can be done to prevent similar incidents from happening in the future.

Step 5: Report the incident under RIDDOR

If the incident falls under RIDDOR you, as the responsible person, have a legal duty to report it correctly. You need to send a report without delay, as reports must be received within 10 days of the incident. However, if the incident resulted in more than seven days' absence from work it can be submitted within 15 days. In the case of occupational illnesses and diseases, the report should be submitted as soon as a diagnosis is received.

You must submit the report with all the relevant details of the incident. You may use the telephone service for fatal or major incidents and can report by post if you have no other means of doing so. The report must include:

- The date of the recording.
- Their personal details (name, job title, phone number).
- The details of their company (name, address, email).
- The location, date and time of the incident.
- The personal details of the person(s) involved (name, job title, etc.).
- A description of the injury, illness or incident.

Step 6: Carry out an investigation

You should also make sure that an investigation into the accident is carried out as soon as possible. Ideally, this should be completed by an impartial employee who knows the workplace procedures and the health and safety legislation. The investigation should determine how the accident happened and whether it was preventable. If the incident was avoidable then your investigation should conclude with a suggestion of measures to be put in place to avoid future accidents.

Do I Need to Keep RIDDOR Records?

It is a legal requirement for companies with more than ten employees to keep an accident book, and this needs to contain all the details of an incident that you would report to RIDDOR. When you submit to RIDDOR, a copy of the form is sent to the email address provided and you have the option to print and/or save a copy of the online form.

To ensure you are legally compliant, you must keep records of reported RIDDOR incidents. Not only is this necessary for abiding by the law, but also for aiding your health and safety management. Records of past incidents offer insight into where risks are high in the business and how employers can reduce these risks. During risk assessments, this information is useful for identifying hazards and assessing existing controls.

It's important to note that the HSO will not pass on information to insurance companies if you need to make an insurance claim. Therefore, it's crucial that you retain records, which contain vital details that may be requested during claims.

You must keep records for a minimum of three years, although good practice recommends keeping them for six in case of any legal issues that require them being presented.

Don't overlook the requirements of the Data Protection Act, however. Records of RIDDOR incidents – and any incidents kept in the accident book for that matter – contain personal information and so must be stored confidentially. Protecting people's privacy is just as important as protecting their health and safety by complying with the essential principles of the Data Protection Act 1998 amended in 2018.

RIDDOR is in place to keep you and your centre(s) safe at work. It is important that you accurately report to the HSO and keep records of incidents for your company to assess. This will help to prevent future accidents from happening in the workplace.

Annex-2
Action Plan

Safety issue or hazard	Action required	Person responsible	Date of action to be completed	Review date and comment
High priority				
Medium priority				
Low priority				