

Health and Safety Policy

Review Date: [1/1/2025]

1. Policy Statement

iQualifyUK is committed to providing a safe, healthy, and secure environment for its students, staff, visitors, and contractors. The institution recognizes its responsibilities under the **Health and Safety at Work Act 1974** and other relevant UK legislation, ensuring health and safety are integral to all operations.

The primary aim of this policy is to minimize risks, prevent accidents, and promote a culture of safety and well-being throughout the organization.

2. Objectives

iQualifyUK is committed to ensuring compliance with all relevant health and safety legislation, fostering a secure environment for all. The institution actively identifies and manages risks through comprehensive risk assessments and effective control measures. To support this, appropriate training and information are provided to staff, students, and visitors, ensuring they are well-informed about safety protocols. Additionally, iQualifyUK maintains safe and accessible facilities, including classrooms, offices, and communal areas, to uphold a high standard of safety. A strong emphasis is placed on promoting health and safety awareness at all levels of the institution, reinforcing a proactive and responsible safety culture.

3. Scope

This policy applies to all iQualifyUK premises and facilities, ensuring a safe and regulated environment for everyone involved. It covers all staff, students, contractors, and visitors, ensuring their responsibilities and rights are upheld. Additionally, it extends beyond physical locations to include all activities conducted on-site as well as those undertaken as part of iQualifyUK's operations, such as field trips, placements, and external events, ensuring comprehensive protection and compliance in all institutional engagements.

4. Responsibilities

4.1. Management

The senior leadership team is responsible for:

- Establishing and implementing the Health and Safety Policy.
- Ensuring adequate resources are allocated for health and safety.
- Conducting regular reviews and audits to monitor compliance.

4.2. Staff

All staff are required to:

- Take reasonable care for their own health and safety and that of others.
- Report hazards, incidents, or unsafe practices promptly.
- Follow health and safety guidelines and participate in training as required.

4.3. Students

Students must:

- Comply with health and safety instructions and procedures.
- Report any hazards, accidents, or unsafe conditions to staff.
- Respect the safety of others while on iQualifyUK premises or participating in activities.

4.4. Contractors and Visitors

Contractors and visitors are expected to:

- Adhere to iQualifyUK's health and safety procedures.



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- Take reasonable care to avoid causing harm or risks to others.

5. Procedures

5.1. Risk Assessments

- All activities, premises, and equipment will be assessed to identify potential hazards.
- Risk assessments will be reviewed regularly and updated as necessary.

5.2. Emergency Procedures

- **Fire Safety:** Clear evacuation procedures will be established, with regular fire drills and checks on alarms, extinguishers, and exits.
- **First Aid:** Adequate first aid facilities will be provided, with trained first aiders available on-site.
- **Incident Reporting:** A system will be in place for reporting, recording, and investigating accidents, near-misses, or dangerous occurrences.

5.3. Facilities and Equipment

- Premises will be maintained to high safety standards, including lighting, ventilation, and cleanliness.
- All equipment will be regularly inspected, maintained, and safely stored.

5.4. Training and Awareness

- Health and safety training will be mandatory for all new staff and students.
- Specialized training will be provided where necessary (e.g., for handling hazardous materials or operating equipment).
- Safety notices and guidelines will be displayed prominently in relevant areas.

6. Monitoring and Review

iQualifyUK is dedicated to maintaining high health and safety standards through regular inspections and audits to ensure ongoing compliance. The Health and Safety Policy will be reviewed annually or whenever significant changes occur in operations or legislation to keep it up to date and effective. Additionally, feedback from staff, students, and external auditors will be actively considered to drive continuous improvements, ensuring a safe and well-managed environment for all.

7. Reporting and Communication

- Health and safety concerns can be reported via email, phone, or directly to the Health and Safety Officer.
- Updates or changes to policies will be communicated through staff meetings, emails, and the iQualifyUK website.

8. Legal Compliance

This policy complies with relevant UK legislation, including:

- Health and Safety at Work Act 1974
- Management of Health and Safety at Work Regulations 1999
- Workplace (Health, Safety and Welfare) Regulations 1992
- Fire Safety Order 2005

Approval

Policy Owner: iQualifyUK

Approved By: Board of Directors

Approval Date: 21/01/2025