



Health and Safety Policy

GLOBAL EDUCATION PLATFORM
(GEP)

Global Education Platform - Health and Safety Policy

1. Introduction and Policy Statement

Global Education Platform (GEP) is committed to providing a safe and healthy working and learning environment for all employees, students, visitors, contractors, and the public. This policy outlines the standards for health and safety in compliance with the Health and Safety at Work Act 1974 and related regulations. The aim is to proactively identify, manage, and mitigate risks, ensuring the well-being of everyone involved in GEP's activities. The CEO is responsible for overseeing policy implementation and providing an annual review of its effectiveness.

2. Management Responsibilities

2.1. Directors

The Board of Directors delegates the responsibility for health and safety to the CEO, who ensures the effective implementation and communication of this policy across the organisation.

2.2. Senior Management

Senior Managers are responsible for integrating health and safety considerations into their daily operations and decision-making processes. They must lead by example, prioritising safety within their respective areas.

2.3. Health & Safety Officer (HSO)

The HSO coordinates GEP's health and safety efforts, with responsibilities including:

- Developing and maintaining the health and safety policy.
- Conducting and monitoring risk assessments.

- Advising on legal obligations and best practices.
- Reporting on policy effectiveness and overseeing corrective actions.

3. Health and Safety Management Process

3.1. Proactive Safety Management

Health and safety must be treated as an integral part of daily management, with issues addressed using local resources wherever possible. This includes:

- Identifying and mitigating potential hazards.
- Developing safety plans for each department.
- Engaging staff in regular safety discussions.

3.2. Major Expenditure

For significant health and safety improvements that require substantial investment, Senior Managers must prepare proposals for review by the CEO, ensuring that necessary actions are taken to prevent accidents.

4. Hazard Identification and Risk Assessment

4.1. Regular Risk Assessments

GEP conducts risk assessments quarterly, focusing on identifying new risks and addressing them promptly. The process involves:

- Annual safety audits to review compliance with regulations, workplace conditions, and staff behaviour.
- Heads of Departments conducting quarterly checks of safety-critical equipment.
- Using the Health and Safety Executive's 5-step approach for regular assessments.

4.2. Corrective Actions

Findings from audits and risk assessments must be addressed within 30 days. The HSO tracks the status of corrective actions and reports progress to Senior Management.

5. Training and Awareness

5.1. Continuous Learning

Health and safety training is integral to GEP's staff development, including:

- Annual refresher training for managers and safety representatives.
- Tailored induction training for new staff, focusing on safety protocols.
- Scenario-based training for emergency situations.

6. Reporting and Monitoring

6.1. Incident Reporting System

GEP uses a user-friendly digital system to record and analyse incidents, near-misses, and hazardous occurrences. Follow-up actions are documented and reviewed within 7 days, and serious incidents are reported to the Senior Management as required by RIDDOR.

6.2. Monthly Safety Reviews

Managers conduct monthly reviews of incident data to identify trends and address root causes. Findings are shared during management meetings to promote a culture of continuous improvement.

7. Fire Safety

7.1. Proactive Fire Safety Measures

The CEO ensures that fire safety protocols are established, including:

- Installation and regular testing of fire alarms and extinguishers.
- Mandatory fire drills as required, with feedback collected to improve evacuation procedures.

8. First Aid

8.1. Accessible First Aid Resources

GEP ensures that first aid provisions comply with the Health and Safety (First Aid) Regulations 1981. The HSO is responsible for maintaining stocked first aid kits are available.


9. Responsibilities of Individual Employees

9.1. Encouraging a Safety Culture

All employees are expected to:

- Follow safety procedures and use personal protective equipment (PPE) as required.
- Report any safety concerns to their manager.
- Act responsibly to protect their own health and safety, as well as that of their colleagues.



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