



Estu Global Ltd

Health & Safety Policy

v3



Policy version control

Issue	Date	Approved By	Position	Revision Notes
V1				New policy
V2	Feb 24	Bruce Storey	COO	Update and revision
V2.1	Feb 25	Bruce Storey	COO	Reviewed and dated
V3	Feb 26	Bruce Storey	COO	• Updated H&S Officer to COO • Updated introduction; alignment to Health and Safety at Work Act 1974 and update to first bullet of Objectives • Update to include scope of environments for Estu • Update to client-site / venue responsibility wording • Added first aid and emergency arrangements • Short RIDDOR reference added • Updated wording on Responsibilities section
Next Review Date: Feb 27			Policy Owner: COO	

Health & Safety policy

Contents

Policy version control	2
Health & Safety policy	3
Introduction	4
Policy objectives	4
Responsibilities	4
Estu management must:	5
Estu's designated Health & Safety Officer must:	6
Training and information	6
Implications for Estu Operations	7
Continuous Improvement	7
Estu's Health & Safety Officer	7
H&S Officer: Bruce Storey, COO	7
Related policies and documents	8

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 applicable UK health and safety legislation, including the Health and Safety at Work etc. Act 1974 and the Management of Health and Safety at Work Regulations 1999, and adopts proportionate arrangements to identify, assess and manage health and safety risks across its operations.

Estu's activities may take place remotely, online, at co-working locations, employer/client premises, hired venues or other agreed delivery locations. Health and safety arrangements will be proportionate to the setting, activity and level of risk.

Our objectives are to maintain at all times:

- A safe and healthy working and learning environment for employees, learners, associates, visitors and contractors, whether activities take place online, at Estu-arranged venues, client/employer premises, co-working spaces or other delivery locations.
- 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.

Estu will undertake proportionate risk assessments for its work and learning activities, including office-based work, remote working, in-person workshops, travel, events and any delivery taking place at employer/client premises or hired venues. Significant findings and agreed controls will be recorded where appropriate.

Policy objectives

The purpose of this policy is to achieve the following:

- To provide a safe and healthy environment for all staff, learners, visitors, and contractors by identifying and managing risks in line with UK health and safety legislation.
- To minimise the risk of accidents, injuries, and ill-health by implementing proactive health and safety measures.

Responsibilities

Everyone associated with Estu has 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 intentionally or recklessly interfere with or misuse anything provided in the interests of 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.

Where Estu staff, associates or learners attend client, employer, co-working or hired premises, Estu will take reasonable steps to understand relevant local health and safety arrangements, including emergency procedures, access requirements, welfare facilities and any site-specific risks. Individuals must also comply with the reasonable health and safety instructions of the host organisation or venue.

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 that any personal protective equipment or other safety equipment required for a specific activity is identified, provided where Estu is responsible for doing so, and used appropriately.
- 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. Where an incident meets the relevant reporting threshold, Estu will ensure that it is reported under RIDDOR by the appropriate responsible person and that records are retained.
- 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 relevant 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.

Estu will ensure that appropriate first aid and emergency arrangements are considered for its activities. For activities held at client, employer, co-working or hired premises, Estu will rely on the venue's local arrangements where appropriate and will ensure relevant information is communicated to staff, associates and learners.

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 learners 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

H&S Officer: Bruce Storey, COO

- **Email:** bruce.storey@estuglobal.com
- **Phone:** +44 7388 362 972

Related policies and documents

This policy is to be read in conjunction with other policies and procedures, including those listed below.

Policy Name	Policy Number
Environmental policy	103
Safeguarding & prevent policy	302
Safer recruitment policy	303

Reviewed and signed on behalf of Estu's Board:

Bruce Storey

Name: Bruce Storey

Role: COO, Estu Global Ltd.

Signing date: 02/02/2026

Date of next review: February 2027