

# HEALTH AND SAFETY STATEMENT OF INTENT AND POLICY 2022/23

## CHANGE CONTROL

<b>Version:</b>	1
<b>Approved by:</b>	Syed Usman Shaukat
<b>Date approved:</b>	29 <sup>th</sup> of September 2023
<b>Name of author:</b>	Syed Usman Shaukat
<b>Next review date:</b>	29 <sup>th</sup> of March 2024

## Contents

1. Policy statement.....	2
2. The SUS Consultancy Services Policy aims .....	3
4. Duties and Responsibilities .....	4
5. Review .....	5
6. Acceptance of policy .....	5

## 1. POLICY STATEMENT

The SUS Consultancy Services accept their legal and moral responsibility and are committed to ensuring the Health, Safety and Welfare of our students, employees and other relevant people associated with us as far as it is reasonably practicable.

The primary objective of this document/policy is to prevent, injury or loss to any person associated with our business.

The company fully accepts responsibility for other persons who may be affected by Company activities such as students, visitors, other employers working on the Company's premises.

The Company is committed to:

- Compliance with The Health and Safety at Work, etc. Act 1974 and associated health and safety legislation, regulations, approved codes of practice and guidance.
- Continuous improvement in health and safety performance and to attaining the highest possible standards of compliance.

To facilitate implementation of this Policy and associated procedures, Occupational Health and Safety Management Systems will be implemented and maintained throughout the Company (Planned).

This Policy will be regularly monitored with help of risk assessment, SLAs, KPIs etc. to ensure that the objectives are achieved and reviewed earliest discovered in the light of legislative or organisational changes.

In my views a positive health & safety culture can only be achieved if everyone plays their part. The Company wants everyone to promote this culture and work towards a safe, secure and healthy working environment as this is the only way we can improve H&S throughout the organisation and our society in broader terms. Further information and support can be provided by the Safety, Health and Environmental Services (SHEs).

Name: Syed Usman Shaukat Position - Director

## 2. THE SUS CONSULTANCY SERVICES POLICY AIMS

At SUS Consultancy Services (the Company) we accept this as our legal and moral responsibility and committed to ensuring the Health, Safety and Welfare of students, employees, so far as is reasonably practicable.

The primary objective of this Policy and associated arrangements are to prevent, injury or loss to any person affected by the Company's activities as much as it is reasonably practicable. The Company fully accepts responsibility for other persons who may be affected by its activities such as students, visitors, other employers working on the Company's premises.

## 3. Company Objectives

- 3.1. Set procedures/guidelines which will meet the relevant statutory requirements for Health, Safety and Welfare related matters.
- 3.2. Provide a safe working and learning environment and the provision of adequate welfare facilities. A place of work including access and egress that is safe and without risk to health. All premises and equipment contained therein are kept in a clean and safe condition, free from risk to health.
- 3.3. Write plans and procedures to incorporate working practices, technology, accidents, incidents, near-misses, or anything discovered.
- 3.4. Undertake risk assessments to identify/mitigate all reasonably foreseeable risks to the business operations and ensure appropriate safeguards are implemented to reduce the occurrence.
- 3.5. Ensure that procedures (SLAs) for consultation with employees, counselling for students, and contractors (and their employees) on matters affecting health and safety at work are established and followed.

- 3.6. Provide necessary information/induction, instruction, training, assignment instruction, and supervision to ensure that all employees are properly informed of their responsibilities for Health, Safety and Environmental matters; any risks they face whilst at work; and the controls and procedures in place and to be followed.
- 3.7. Establish and maintain procedures for the reporting, event/incident reporting.
- 3.8. Ensure that suitable and sufficient training is identified, delivered and maintained to enable employees to discharge their duties safely and competently.
- 3.9. Ensure that this written statement of the Company Health and Safety Policy is brought to the attention of all employees with the help of induction.

To assist in discharging responsibilities for health and safety as required the Company will engage the services of individuals from within the staff body and, as appropriate, additional external consultants to provide specialist competent health and safety support.

#### 4. DUTIES AND RESPONSIBILITIES

All employees and anyone working off-site on SUS Consultancy Services activities are responsible for their own health & safety and that of others who may be affected by their actions/activities. It is important for everyone to always act responsibly and an activity should not be carried out unless it is safe to do so.

Whilst everyone has health & safety responsibilities, listed below are specific responsibilities for individual post holders and different Company's within the organisation.

##### 4.1 SUS Consultancy Services- Director

The Director has overall responsibility to provide a safe working environment, and systems of work ensuring compliance with general duties of the Health and Safety at Work, etc. Act 1974, its delegated legislation and the requirements of these Policy arrangements.

##### 4.2 Teaching Staff

Teaching staff are responsible for:

- Ensuring that they are aware of, the risk assessments and safe working procedures for activities and equipment used in their areas.
- Ensuring risk assessments for their areas are up to date, that safe systems of work are in place.
- The safe evacuation of their class in cases of emergency.

#### 4.3 Individual Employee

All individual employees must:


- Comply with the Health & Safety Policy Statement and arrangements.
- Report any health and safety hazard or unsafe practice within their work area and any defect in any equipment.
- Report all accidents and incidents using the Incident Reporting document.
- Comply with all written or verbal instructions given to them to ensure their personal health and safety and that of others, in addition, always follow the assignment instruction.
- Comply with the health and safety requirements set out in risk assessments (safeguards).
- Only move heavy items after completing a Manual Handling and General Risk Assessment, assessing the need for mechanical assistance, personal protective equipment (PPE), etc.
- Maintain all tools and equipment in good condition and report any defects immediately.
- Attend as requested any training courses, meetings etc., designed to further the interests of health and safety.
- Report any accidents, incidents and near-misses in a timely manner.
- Any other health and safety duties reasonably required of them by the organisation.

#### 5. REVIEW

The Company reserves the right to review this policy at any time.

#### 6. ACCEPTANCE OF POLICY

I confirm that I understand the contents of this Policy and procedure, and I accept responsibility for ensuring the Policy is implemented and followed in the areas within my control.

Name	Department / Position	Signature	Date
Syed Usman Shaukat	Director		29/09/2023