

## HEALTH AND SAFETY POLICY

### **Health and Safety Policy Statement**

As directors of GEM Compliance Training we are responsible for providing the leadership and resource necessary to achieve the company's business objectives. We recognise that health and safety matters are integral and important to these objectives and we have overall and final responsibility for health and safety as well as day-to-day responsibility for ensuring this policy is put into practice.

We will, where reasonably practicable, pursue progressive improvements in health and safety performance.

We will prevent accidents and cases of work-related ill health by managing the health and safety risks in the workplace.

We will provide clear instructions and information, and adequate training, to ensure employees are competent to do their work.

We will engage and consult with employees and associates on day-to-day health and safety conditions.

We will work closely with those responsible for the premises in which we operate and deliver our training services to ensure;

- safe and healthy working conditions, adequate welfare facilities and suitable equipment are provided and maintained
- emergency procedures are in place, including safe evacuation in the event of fire or other significant incident.

Employees and associates are also responsible for their own health and safety and that of others who may be affected by their acts or omissions. They must recognise their legal obligation to co-operate with the directors of GEM Compliance Training in complying with this policy. We alert them to the importance of this policy and encourage feedback on the effectiveness of our health and safety measures.

This policy will be reviewed on a regular basis, at least annually, and if circumstances change and it may no longer be valid.

**Gavin Milligan**  
**Managing Director**  
December 2021

**Alice Brooksbank**  
**Sales Director**  
December 2021

## HEALTH AND SAFETY POLICY

### Organisation and Responsibilities

#### Introduction

This section of the policy sets out the general responsibilities and duties of individuals, to make the commitment given in the Health and Safety Policy Statement work.

#### Directors

The directors are ultimately responsible for the health, safety and welfare of the company's employees whilst at work, together with visitors, contractors and others who may be affected by the acts or omissions of the company workforce. To fulfil these responsibilities, the directors will in particular:

- Be aware of the overall responsibilities and liabilities imposed upon them, the company and its employees by health and safety legislation
- Ensure the commitment and provision of the financial and physical resources necessary to implement this policy successfully and to achieve the stated objectives
- Ensure there are adequate arrangements for communication and consultation with employees, associates and others who may visit or share the workplace
- Ensure a suitable and sufficient general health and safety risk assessment is conducted, along with specific risk assessments where required, and bring any significant findings to the attention of those who may be adversely affected
- Ensure reasonable progress is made with implementing any measures required to comply with this policy or as identified and required by risk assessment
- Ensure that appropriate arrangements exist to monitor health and safety performance and for remedial action where deficiencies are identified
- Set a good personal example and encourage safe and healthy working practices

They will also ensure that;

- New employees undergo induction training in a timely manner
- Staff understand and adhere to emergency procedures
- Accidents and incidents are reported, investigated and recorded
- Staff receive adequate supervision, instruction, information and training to enable them to work safely
- Regular inspections are carried out to ensure the workplace is adequate as regards health, safety and welfare

- A clean and tidy workplace is maintained, with particular attention to safe access and egress
- Equipment, furniture and the work environment are suitable for the tasks and needs of the users and that they are adequately maintained to a safe and healthy standard
- Comments from staff or visitors about potential hazards or defects are investigated promptly and hazards removed or reduced to an acceptable level

### **Employees & Associates**

All employees have a legal responsibility to work safely, not put others at risk, and co-operate with their employer on health and safety matters. In particular, they should:

- Know and comply with company policies and guidance relevant to their work, position and responsibilities
- Know and comply with emergency procedures and instructions
- Use any systems of work, or equipment, in accordance with the training and instructions received and as necessary for the work activity to be carried out without risk to health and safety
- Report unsafe acts, conditions, or shortcomings that impact on health and safety standards without undue delay. Individuals may only resolve minor matters themselves so far as their level of responsibility and knowledge enables them to do without risk to their or others' health or safety
- Visually inspect work equipment before use and promptly report any defects
- Not bring into the workplace any article or substance that may present or constitute a hazard, without prior approval
- Report all accidents resulting in personal injury or property damage, and near misses, as soon as is reasonably practicable
- Not intentionally or recklessly interfere with, or misuse, anything provided in the interests of health and safety



**This Policy has been approved & authorised by:**

**Name:** Gavin Milligan  
**Position:** Managing Director  
**Date:** 01/12/2022  
**Signature:**

Revisions

| Version | Date Created                  | By             | Reason for change |
|---------|-------------------------------|----------------|-------------------|
| 1       | 1 <sup>st</sup> December 2021 | Gavin Milligan | New document      |
| 2       |                               | Gavin Milligan |                   |
| 3       |                               |                |                   |
| 4       |                               |                |                   |
| 5       |                               |                |                   |
| 6       |                               |                |                   |