

Health and Safety Policy Statement

Statement of intent

This is the health and safety policy statement of Pupa Training and Consultation Services Limited Liability Company.

We take ownership of this health and safety policy designed to achieve;

- a safe and healthy environment (lighting, heating and ventilation etc) for all employees and learners.
- the prevention of accidents and work-related ill health cases.
- managing health and safety risks.
- co-ordinated interpretation and implementation of statutory and other requirements to achieve good practices.
- establishment of an appropriate health and safety management system.
- provision of clear instructions and information, adequate training and supervision to ensure employees are competent to do their work.
- provide personal protective equipment.
- consulting with employees and on matters affecting their health and safety, all employees and learners will have the opportunity to address safety problems and health related matters.
- provision and maintaining safe plant, premises, facilities and equipment.
- ensuring safe systems of work, including safe use of display screen equipment and other office equipment, handling equipment and office documents.
- maintaining safe and healthy working conditions.
- implementing emergency procedures, including evacuation in case of fire, earthquake and other significant incident.
- reviewing and revising this policy regularly to ensure continual improvement in the management of health and safety, minimising the possibility of any liability.

Responsibilities for health and safety

a - Overall and final responsibility for health and safety:

- Rengin Genç İnal (Managing Director – Owner)

b - Day-to-day responsibility for ensuring this policy is put into practice:

- Rengin Genç İnal (Managing Director – Owner)

c - To ensure health and safety standards are maintained/improved, the following people have responsibility in the following areas:

- Rengin Genç İnal (Managing Director – Owner)

d – All employees and tutors should:

- co-operate with managers on health and safety matters;
- take reasonable care of their own health and safety and health and safety of learners;
- keep equipment and facilities safe and report any faults;and
- report all health and safety concerns to an appropriate person as mentioned above.

Arrangements for health and safety

Risk assessment

- We will conduct relevant risk assessments and take action accordingly.
- We will review risk assessments when working conditions, (working place, working habits) change.

Training

- We will deliver employees and learners relevant health and safety induction, emergency procedures.
- We will provide employees adequate training including working with display screen equipment, office equipment, office ergonomics and stress management.
- We will provide personal protective equipment to be used when necessary (e.g.;in clients' premises)
- We will provide suitable arrangements for employees who work remotely.

Consultation

- We will consult employees and learners on health and safety matters as they arise and formally when we review health and safety.

Violence/Bullying/Abuse

- Any allegation will be thoroughly investigated by manager and where necessary the appropriate action taken.

First aid

- We will provide adequate first-aid and first-aid facility to employees and learners. Tutors/managers in charge will be responsible to direct injured person to the trained first-aiders until more medically qualified person arrive.

Health and well-being

- We will provide as far as is reasonably practicable measures for as long as is necessary to any pandemic in order to protect everyone's health and well-being.

Evacuation

- We will make sure escape routes are well signed and kept clear at all times.
- Evacuation plans are tested from time to time and updated if necessary.

To ensure commitment to this Policy, all employees and apprentices sign a declaration to confirm they have received a copy of, have access to updates, and have read and understood the Policy. We request that our employees and learners, customers and visitors respect this Policy. A copy of this Policy can be obtained by customers and visitors on request.