

Health and Safety Policy

Introduction

It is the policy of the Company to take all reasonable steps to ensure the health, safety and welfare of its consultants and future employees, and it will, so far as is reasonably practicable, establish procedures and systems necessary to implement such a policy. The Company will also ensure that all relevant statutory duties and obligations are satisfied, including those duties set out in the Health and Safety at Work etc. Act. 1974.

The Company will provide and maintain a healthy and safe working environment with the objective of minimising the number of instances of occupational accidents and illnesses and ultimately achieving an accident-free workplace.

All employees will be provided with such equipment, information, instructions, training and supervision as is necessary to implement the policy and achieve the stated objective.

The Company also recognises its duty to protect the health and safety of all visitors to the Company, including contractors and temporary workers, as well as any members of the public who might be affected by the Company's work operations.

While the Company will take all reasonable steps to ensure the health and safety of its consultants and future employees, health and safety at work is also the responsibility of the consultants and future employees. It is the duty of each consultant and employee to take reasonable care of their own and other people's welfare by their acts and omissions and to report any situation which may pose a threat to the well-being of themselves or of any other person. All Employees or Consultants representing Biomechanics Education Ltd will comply with the risk assessments and policies of the venue / facility at which they are engaged. If a consultant or employee is unsure how to perform a certain task or feels it would be dangerous to perform a specific job, then it is the consultant or employee's duty to report this to the director of Biomechanics Education Ltd.

An effective health and safety programme requires continuous communication between workers at all levels. Biomechanics Education Ltd takes direction from a recognised, qualified Health and safety professional.

All injuries, however small or slight, sustained by a person at work must be reported to the owner, Rachel France and recorded in the Accident book located on site of the venue. Accident records are crucial to the effective monitoring and revision of the policy and must therefore be accurate and

comprehensive. A review of the accident books will be undertaken every quarter.

The specific arrangements for the implementation of the policy are detailed below.

Organisation

The Owner of the Company has overall responsibility for health and safety in the Company with Rachel France being the main person responsible.

Communication and co-operation

The Company will endeavour to communicate to consultants and employees their commitment to safety and to ensure that employees are familiar with the contents of this policy.

If the Company is to build and maintain a healthy and safe working environment, co-operation between workers at all levels is essential. All employees / consultants are expected to co-operate and to accept their duties under this policy. Consultants and employees have a duty to take all reasonable steps to preserve and protect the health and safety of themselves and of all other people affected by the operations of the Company.

Training

Safety training is an indispensable part of an effective health and safety programme. It is essential that every consultant and employee is trained to perform his or her job effectively and safely. All consultants and employees will be trained in safe working practices and procedures prior to being allocated any new role. Competency and a commitment to safety shall be demonstrated by any employee / consultant before representing Biomechanics Education Ltd. Training will include advice on formulation of emergency contingency plans.

Training sessions will be held as often as is deemed necessary and will provide another opportunity for employees to express any fears or concerns they might have about their jobs.

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Inspections

Inspections of Venues will be carried out prior to engagement of Biomechanics education Ltd. This inspection will take into account number of leaners expected, fire and emergency procedures, first aid facilities, environmental conditions, accessibility, welfare facilities, general condition and risk assessments produced by the venue.

Work equipment

The Company will take all reasonable steps to ensure the safety of all consultants and employees using work equipment provided by the Company, as well as to ensure the safety of others who may be affected by the equipment. PUWER will be adhered to

Fire safety precautions

All consultants and employees are under a duty to report immediately any fire, smoke or potential fire hazards to the fire service.

The venue is responsible for the maintenance and testing of fire alarms and fire-fighting, prevention and detection equipment.

In the event of the fire alarm being activated, or in any other emergency situation (such as a bomb scare), all consultants and employees must follow the directions supplied by the Venue management.

Smoking

Smoking is prohibited in all areas of the workplace at all times.

Reporting of accidents, diseases and dangerous occurrences

Legislation requires that certain prescribed events, injuries and diseases be formally reported. Notwithstanding our legal obligations, the Company views accident investigation as a valuable tool in the prevention of future incidents. In the event of an accident resulting in injury, a report will be drawn up by the Consultant / Employee representing Biomechanics Education Ltd detailing:

- The circumstances of the accident including photographs and diagrams wherever possible
- The nature and severity of the injury sustained
- The identity of any eye witnesses
- The time, date and location of the incident
- The date of the report.
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All eyewitness accounts will be collected as near to the time of the accident as is reasonably practicable. The completed report will then be submitted to the Director of Biomechanics Education Ltd who will

attempt to discover why the accident occurred and what action should be taken to avoid a recurrence of the problem. A follow up report will be completed after a reasonable period of time examining the effectiveness of any new measures adopted.

The Director will report any reportable incidents / occurrences to the relevant authority as soon as possible.

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First aid

First Aid stations will be supplied and identified by the Venue. First aiders will be identified at venue inductions

In an emergency, if speed is considered essential, an ambulance should be called.

- Qualified first aid personnel are: *The Master Trainer on site along with any identified venue personnel*

Company safety rules

- All consultants and employees should be aware of, respect and adhere to the rules and procedures contained in this policy
- All consultants and employees must immediately report any unsafe practices or conditions to their line manager, their health and safety representative or to the Director of Safety
- Horseplay, practical joking, misuse of equipment or any other acts which might jeopardise the health and safety of any other person are forbidden
- Any person whose levels of alertness and/or ability are reduced due to illness or fatigue will not be allowed to work if this might jeopardise the health and safety of that person or any other person
- Consultants and employees must not adjust, move or otherwise tamper with any electrical equipment, machinery or air or water lines in a manner not within the scope of their duties, unless instructed to do so by their line manager
- All injuries must be reported to the Biomechanics Education Representative at the Venue

- Suitable clothing and footwear will be worn at all times.
- **Housekeeping**
- Work sites must be kept clean and tidy
- Waste materials and rubbish must be placed in the receptacles provided and removed routinely

Access and egress

- Walkways and passageways must be kept clear from obstructions at all times
- Trailing cables are a trip hazard and should not be left in any passageway

Equipment

- It is the responsibility of the Consultant / Employee to determine who is authorised to use equipment after establishing competence to do so
- It is the responsibility of all employees to ensure that any equipment they use is in a good and safe condition. Any equipment that is defective must be reported to the Owner so they can be repaired or replaced

Biomechanics Education Limited Health & Safety Policy May 2018

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