Health and Safety Policy

Health and Safety at Work etc. Act 1974

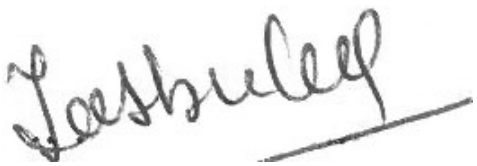
Section 1 - Statement of General Policy

I am aware of my responsibilities in respect to health and safety. It is my aim to provide adequate control of the health and safety risks arising from our work activities.

To achieve this, I will consult with employees, learners and visitors on matters affecting their health and safety, provide and maintain safe equipment, ensure safe handling and use of substances, provide information, instruction, and supervision for employees, ensure all employees are competent to do their tasks (and give them adequate training to do so), prevent accidents and cases of work-related ill health and maintain safe and healthy working conditions.

I will review and revise this policy as necessary at regular intervals

Declaration: I will review and revise this policy as necessary and at regular intervals:



Signature of Jasbir Behal, Managing Director, Gecko Programmes Ltd

Date: 8 January 2026

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Review Date: 08/01/2027

Section 2 - Responsibilities

- Overall and final responsibility for health and safety is that of Jasbir Behal, Managing Director
- Day-to-day responsibility for ensuring this policy is put into practice is delegated to the persons shown below
- To ensure health and safety standards are maintained/improved, the following people have responsibility in the following areas:

Name	Responsibility
Jasbir Behal	Overall Responsibility
John Barton	Health & Safety Advisor
Sarah Speare / Sandeep Dawar / Sandeep Dawar /	Learner/Employee Representatives - Wolverhampton / Birmingham
TBA	First Aid Appointed Person

All employees/learners/visitors must:

a) co-operate with supervisors, managers, tutors and assessors on health and safety matters
b) not interfere with anything provided to safeguard their health and safety
c) take reasonable care of their own health and safety and that of their co-workers
d) report all health and safety concerns to an appropriate person (as detailed in this policy statement)

Health and safety risks arising from our work activities

- Risk assessments will be undertaken by the persons shown in the table above or by other qualified and competent persons appointed to do so.
- The findings of the risk assessments will be reported to Jasbir Behal or the Health & Safety Advisor as appropriate.
- Action required to remove/control risks will be approved by Jasbir Behal or the Health & Safety Advisor.
- Jasbir Behal or the Health & Safety Advisor will be responsible for ensuring the action required is implemented.
- Those carrying out the risk assessment(s) will check that the implemented actions have removed/reduced the risks.
- Assessments will be reviewed every year or when the work activity changes, whichever is soonest.

Consultation with learners and employees

- Consultation, information, and induction of Health & Safety for learners is provided by tutors/assessors.
- Consultations for employees are provided at regular staff meetings chaired by Sarah Speare / Sandeep Dawar
- Meetings will be held quarterly and/or at any time that any member of staff requests it, for example when the work activity changes.
- Due consideration to be given to people with Learning and Language Difficulties, Medical / Health Conditions.

Working alone

Gecko Programmes has the overall and final responsibility for the health and safety of employees working alone.

Gecko Programmes is also responsible for ensuring that employees working alone at another employer's place of work are aware of the risks and control measures at that workplace. It is the duty of Gecko Programmes to provide training where necessary.

Employees working alone are responsible for taking reasonable care of themselves and co-operating with their employer.

Safe handling and use of substances with correct PPE

- Jasbir Behal or the Health & Safety Advisor, as appropriate, will be responsible for identifying all substances which need a COSHH assessment.
- Jasbir Behal or the Health & Safety Advisor, as appropriate, will be responsible for undertaking COSHH assessments.

- Jasbir Behal or the Health & Safety Advisor, as appropriate, will be responsible for ensuring that all actions identified in the COSHH assessments are implemented.
- Jasbir Behal or the Health & Safety Advisor, as appropriate, will be responsible for ensuring that all relevant employees are informed about the COSHH assessments and signed by each employee as understood.
- Jasbir Behal or the Health & Safety Advisor, as appropriate, will check that new substances can be used safely before they are purchased
- Assessments will be reviewed every year or when the work activity changes, whichever is soonest.

Information, instruction and supervision

- The Health and Safety Law poster is displayed in the Main Office
- Health and safety advice is available from Health & Safety Advisor
- Supervision of young workers/trainees will be managed by Sarah Speare / Sandeep Dawar, or by other persons nominated by Sarah Speare / Sandeep Dawar.

Competency for tasks and training

- Where applicable, training will be provided for all employees by Sarah Speare / Sandeep Dawar or another person appointed to do so.

Accidents, first aid and work-related ill health (offices)

- The first aid box is kept in the kitchen area.
- The appointed person is TBA who is also responsible for ensuring the first aid case is complete at all times.
- All accidents and incidents and cases of work-related ill health are to be recorded in the accident book. The book is kept with the First Aid Kit.
- TBA or Jacky Maynard are responsible for Reporting Injuries, Diseases and Dangerous Occurrences to the enforcing authority (RIDDOR)

COVID-19

- Gecko Programmes will provide equipment including hand sanitiser, masks, gloves and PPE as required in line with government guidelines, in respect of the COVID-19 pandemic
- Workplaces will be managed in terms of cleaning, social distancing, ventilation, and one-way traffic demarcation, in accordance with Government guidelines
- Prevention of the spread of the disease will be promoted
- Health & wellbeing of employees, learners and stakeholders will be prioritised

Monitoring

- To check our working conditions, and ensure our safe working practices are being followed, Jasbir Behal, or Health & Safety Advisor will carry out periodic inspections.
- Jasbir Behal or the Health & Safety Advisor are responsible for investigating accidents and incidents.
- Jasbir Behal or the Health & Safety Advisor are responsible for investigating work-related causes of sickness absences
- Jasbir Behal or the Health & Safety Advisor are responsible for acting on investigation findings to prevent a recurrence

Emergency procedures – fire and evacuation (offices)

- The Health & Safety Advisor is responsible for undertaking the fire risk assessment.
- Sarah Speare / Sandeep Dawar is responsible for implementing any findings.
- Escape routes are checked by Health & Safety Advisor every year.
- Fire extinguishers are checked every year.

Section 3 – Arrangements

Gecko Programmes's Offices

Risk Assessments

Risk assessments are carried out or checked annually or when new hazards become apparent or when significant change has occurred. The assessments are recorded, and appropriate action is taken.

Accidents
The appointed persons will co-ordinate any action to be taken as the result of an accident, for example calling emergency services and administering basic first aid if appropriate, in addition to recording the accident in the accident book and replenishing first aid materials as necessary.

Fire
Smoke alarms will be tested monthly.
Fire extinguishers are inspected annually.

Electrical appliances
PAT testing is carried out annually.

Security alarms
Alarms are tested annually.

Display Screen Equipment (DSE)

Display screen operators may suffer from postural difficulties and visual fatigue, in addition to the other hazards of the workplace, such as tripping over cables or carpets, lifting injuries picking up boxes of paper, etc. Although display screen equipment does produce some radiation, the levels produced are no more than those from the environment in many areas.

Postural hazards result from poor ergonomics and working environment. The following may produce fatigue-related conditions:

- sitting in an immobile position for long periods
- high rates of repetitive finger movements, with the wrists bent
- poor circulation to the legs
- pressure from the seat/chair upon the thighs caused by incorrectly adjusted seat.

Visual fatigue may result from the following:
- poor screen display, such as low contrast or flickering
- high levels of ambient light compared to the screen display
- reflections or glare
- the need for a document holder.

These can produce eye strain, headaches, or other related symptoms.

It is our policy to exceed, where possible, the minimum health and safety requirements of the law. We aim to provide a working environment that is both comfortable and maximises the effectiveness of employees. Although the Regulations only apply to DSE users or operators (an operator is a self-employed DSE user), we will try to apply the principles to all DSE workstations regardless of the category of user.

In order to achieve our goals, we will put in place arrangements and procedures for the assessment of risks from the use of DSE. The risk assessment will be followed by the provision, maintenance and monitoring of appropriate control measures to minimise any risks identified.

Manual Handling

The Manual Handling Operations Regulations 1992 state:

1) Each employer shall -

(a) So far as is reasonably practicable, avoid the need for his employees to undertake any manual handling operations at work which involve a risk to their being injured.

Each employer shall:

(b) Where it is not reasonably practicable to avoid the need for his employees to undertake any manual handling operations at work which involve a risk of their being injured:

(i) make a suitable and sufficient assessment of all such manual handling operations to be undertaken by them.

(ii) take appropriate steps to reduce the risk of injury to those employees arising out of their undertaking any such manual handling operations to the lowest level reasonably practicable.

(iii) take appropriate steps to provide any of those employees who are undertaking any such manual handling operations with general indications and, where it is reasonably practicable to do so, precise information on: (a) the weight of each load; and (b) the heaviest side of any load whose centre of gravity is not positioned centrally.

If employees are required to use any manual handling equipment they should, as a minimum, be shown how to use it safely and warned of any dangers. If the equipment is complex or the risks are higher, then such information should also be conveyed in writing. This could be done, for example, by providing staff with a copy of the suppliers' operating instructions.

The main aim of the Manual Handling Operations Regulations is to avoid injury to employees, this can be achieved by avoiding moving loads altogether, but in most circumstances this will be impracticable. The second stage in the hierarchy of control is to try and automate or mechanise the manual handling operations i.e. by using forklift trucks, conveyor belts etc. Lastly if this is not possible the employer will be required to carry out a manual handling assessment, this may be a simple assessment or it may require a more detailed assessment.

A detailed assessment needs to take into account of:

1. The Task
   Is there twisting, stretching, stooping etc involved

2. The Individuals capability
   Does it require unusual height, strength, training etc?

3. The Load
   Is the load, hot, heavy, sharp, difficult to grasp etc?

4. The Environment
   Are there slippery floors, stairs, confined spaces etc?

Our employees are advised not to manually handle loads, which they feel incapable of moving safely.

Short term contract, hired venues

Risk Assessments
Venues are asked to confirm (by use of a written declaration) that certain health and safety requirements are in place for the area(s) to be used before they are used. On satisfactory confirmation, the relevant area(s) are deemed satisfactory for use for a period of one year from the date the confirmation was signed or if changes occur at the venue.

Where a written declaration comes back from a venue with clearly satisfactory responses, the client account holder is authorised to accept it as a satisfactory venue and log the review date (12 months from the date the written declaration was signed) into Gecko Programmes's MIS.

Upon logging any venue against a course, the client account holder will check the venue review date against the course end date – if the review date is earlier than the end date, a further review will be needed to cover the remaining period of the course.

Should either the initial declaration or a subsequent review not be forthcoming from a venue, or be received but be judged to show inadequacies, measures will be taken to attempt to correct this. Should the review still not be forthcoming, or if the inadequacies cannot be corrected, either the pre-course staff or the person shown earlier as having responsibility for ensuring this policy is put into practice in the area of venues used

for non-activity, non residential short courses may make a recommendation to Jasbir Behal that the venue should not be used.

Accidents
As shown in the declaration referred to above.

Fire
As shown in the declaration referred to above.

Electricity
As shown in the declaration referred to above.

Section 4 – Communication of this policy

The signed original of the policy will be held in the Health and Safety folder in the offices in Wolverhampton.

A full copy of this policy will be provided to all staff as soon as possible after each yearly review. This includes both permanent and temporary members of staff, and those who may work only one, or a succession of periods of short-term employment.

Any organisations with which we work and who have a legitimate interest in the policy will be provided with a copy on request.