



## **Health and Safety Policy**

AKR Growth Limited recognises that the health and safety of its employees and customers, and the protection of the environment are an integral part of its business and business objectives and a prime responsibility of management.

AKR Growth Limited will uphold high standards in all Health, Safety and Environmental matters by utilising effective management systems which will ensure that all Health, Safety or Environmental risks associated with its business activities are either eliminated or reduced to as low as is reasonably practicable.

This will include complying with all legislation and codes of practice whilst constantly seeking to improve on the performance standards they specify where it is reasonably practicable and cost effective to do so.

The aims of this Policy will be achieved through consulting with and enlisting the positive support and co-operation of each of our employees who will be trained, empowered and encouraged to perform their duties so as to ensure the safety of themselves and others who may be affected by their acts or omissions.

The Health & Safety Policy of the company is to;

- Provide and maintain a healthy working environment at all times
- Ensure adequate control of health and safety risks arising from work activities, this includes communication with customers and any use of sub-contractors.
- Provide all required instruction, training, supervision and other relevant health and safety information to employees
- Ensure that all employees are competent in the work activities they are engaged in
- Continue to consult with and update employees on all Health and Safety issues
- Provide, as a minimum, 'generic' risk assessments for all common tasks engaged in by employees where risk is involved and potential danger has been identified.
- Encourage all employees to take reasonable care for the health and safety of him/herself, fellow employees and all persons accordingly and to report any hazard which cannot be controlled personally to appropriate personnel.

Overall and final responsibility for health and safety is that of:

Dayo Ogunjobi

### **Proprietor's Responsibilities**

The Proprietor has ultimate responsibility for ensuring the effective implementation of the Health & Safety Policy, which will include ensuring that the necessary resources are made available to do so.

In addition, he is responsible for ensuring the health, safety and welfare of all employees throughout his area of control. He will ensure that appropriate resources are provided so that health, safety and environmental commitments can be met and that appropriate standards and performance targets are achieved. He will ensure that health, safety and environmental matters are given equal prominence with all other business decisions and that the implications of health, safety and environmental issues are assessed before entering into any new business activities.

In addition, he will ensure that within his area of control there is appropriate liaison with Government Agencies, Regulatory Authorities and other parties in order to promote the development of improved health, safety and environmental legislation, standards and procedures.

### **Manager's Responsibilities**

If you manage people you have a legal responsibility for their health and safety whilst they are at work. Day to day health, safety and environment matters within your areas of control must therefore be considered in conjunction with all your other business decisions. You must ensure as far as you are able that effective arrangements are put in place to protect the health and safety of customers, contractors and your workforce, paying particular attention to young and inexperienced workers. You will make sure that all relevant operational procedures, codes of practice, instructions and legislation are adhered to. You must formally identify any hazards and then assess and formally record health, safety and environmental risks and take all possible action that you can to either eliminate or reduce those risks to as low as is reasonably practicable.

### **All employee's responsibilities**

**(including contract, temporary, part time and agency staff)**

- Co-operate with managers and co-ordinators on health and safety matters.
- Not interfere with anything provided to safeguard their health and safety
- Take reasonable care of their own health and safety
- Report all health and safety concerns to an appropriate person (as detailed in this policy statement)

(These duties are in addition to any which may relate to your position i.e. as a Manager.)

## **Arrangements**

### **Health and safety risks arising from work activities**

- Risk assessments will be undertaken
- The findings of the risk assessment will be reported to: Dayo Ogunjobi
- Action required to remove/control risks will be approved by: Dayo Ogunjobi
- Dayo Ogunjobi will be responsible for ensuring the action required is implemented

- The designated Health & Safety employee will check that the implemented actions have removed/reduced the risks.

### **Health**

If you have an accident at work, assistance will normally be provided, in the first instance, by trained First Aiders. The incident must be recorded in the accident book at the office where the accident happened, or if the accident happened elsewhere, at the office where you normally report to. A First Aid box is located in the main office. If working outside the office, it is the employee's responsibility to locate the nearest First Aid box and the whereabouts of a trained First Aider.

### **Consultation with employees**

Management will consult regularly with representatives of the staff in order to anticipate and solve any potential health, safety or environmental problem.

### **Training**

Training will be provided for the work involved with your job. In particular, when you start with the AKR Growth Limited you will receive induction training which will inform you of basic safety procedures such as, what to do in the event of fire, manual handling, how to use your workstation and the handling or storage of hazardous substances. You will also be advised of any special precautions that you should take or any personal protective equipment you must use or special clothing you should wear. If you change your job or if you are expected to use new equipment, or machinery, or a new procedure, you will be consulted and appropriate training will be provided.

### **The public & business associates**

People who do not work for AKR Growth Limited but with whom we have contact during our working day will not be aware of our health and safety procedures. You have a special responsibility for their safety. If they come to our premises you should inform them of what to do in the event of fire and also ensure they are aware of areas they cannot go or things that they must do to comply with local rules. Similarly, whenever you yourself visit unfamiliar sites you should ensure that you are aware of local emergency procedures and site rules and comply with them at all times.

### **Contractors**

Contractors undertaking work for us must at all times work to health, safety and environmental standards compatible with our own. Health, safety and environmental provisions should be agreed with AKR Growth Limited concerned before any work commences. Where two or more different contracting companies work on the same project or at the same premise, allocation of responsibilities, co-operation and agreement must be sought and understood by all parties.

### **Learners**

It is our policy to ensure that our employed learners work in environments where health and safety is a priority and will ensure that a health and safety checklist is completed in each workplace prior to the learner's enrolment. Health and Safety within the workplace is ultimately the employer's responsibility but eTraining undertake to support the employer with this where possible.



### **Welfare facilities**

Suitable and appropriate welfare facilities are provided. Appropriate arrangements will need to be made where work is carried out elsewhere.

### **Environmental Considerations**

AKR Growth Limited will take all feasible opportunities to eliminate emissions and waste which may have an adverse affect on the environment. In particular, AKR Growth Limited procedures apply to the disposal of waste (including hazardous waste) and local waste recycling schemes may operate. You should comply with these procedures and practices and do whatever else you can to minimise the use of energy and natural resources.

### **Security**

Detailed AKR Growth Limited security procedures aim to minimise risk to AKR Growth Limited employees and eTraining property. Instruction in the procedures to be adopted is given at the time of induction to AKR Growth Limited staff and at frequent intervals thereafter. Staff are required to read the Lone Working Policy

### **Emergency procedures – fire and evacuation**

- All staff are made aware of fire and evacuation procedures at the office
- Fire extinguishers and Alarms are maintained, checked and tested regularly by qualified personnel.

### **Information, instruction and supervision**

- The Health and Safety Law poster is displayed in the Office.
- Health and safety advice is available from Dayo Ogunjobi and your line Manager
- Supervision of young workers/trainees will be arranged /undertaken /monitored by: Dayo Ogunjobi and their direct line Manager.
- The qualified Health & Safety representative is responsible for ensuring that employees working at locations under the control of other employers are given relevant health and safety information.

### **Review of this Policy**

This health & safety policy statement is kept under regular review by AKR Growth Limited's management team and is updated and amended as necessary.

Approval Date: 09 Sep 2024  
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