

Risk Assessment and Health and Safety Policy

This is the statement of general policy for the Extreme Commerce College (ECC). Overall and final responsibility for health and safety is that of the Head of Centre.

Our policies are:

1. To prevent accidents and cases of work-related ill health and provide adequate control of health and safety risks arising from work activities
2. To provide adequate training to ensure employees are competent to do their work
3. To engage and consult with employees on day-to-day health and safety conditions and provide advice and supervision on occupational health
4. To implement emergency procedures – evacuation in case of fire or other significant incident
5. To maintain safe and healthy working conditions, provide and maintain equipment and ensure safe storage / use of substances

Aim:

- To fulfil duties as an employer and learning provider to protect the health, safety and welfare of its employees, learners, visitors and others who may be affected by its undertaking, in so far as is reasonably practicable.
- To proactively manage health and safety within the workplace not only as a legal duty but also as good practice which will prevent work related incidents/accidents and ill health, and increase employee and learner morale and motivation.
- **In order to do this, the centre will:**
 - Conduct Risk Assessment for continual improvement of health and safety management and performance and prevention of injury and ill health.
 - Promote standards of health and safety that will, as a minimum, comply with the provisions and requirements of the local acts, all other statutory provisions as well as our own standards.
 - Provide and maintain appropriate systems to ensure a safe and healthy working/learning environment and to protect employees, learners and others from harm, in so far as is reasonably practicable



- Make available such resources to fulfil this policy; in the form of finance, equipment, personnel and time as are necessary
- Define individual responsibilities for health and safety matters
- Provide all employees and learners, including temporary staff, with sufficient information, instruction, training and supervision that they need to work safely and efficiently.
- Ensure that all work placement providers or external partners are checked for suitability in terms of health and safety
- Provide and maintain a system to ensure that accidents and 'near misses' are fully investigated and appropriate action taken to reduce the likelihood of their reoccurrence.
- Conduct periodic reviews and revise the policy where necessary to ensure it remains relevant and effective, and to make policies easily available to all employees and learners.

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