

Health, Safety and Welfare Policy

Purpose This policy has been prepared and published under the requirements of Health & Safety At Work legislation. The purpose of the policy is to establish general standards for health, safety and welfare at work and to distribute responsibility for their achievement to all staff and associates.

Scope All established and temporary employees, associates, learners, contractors, clients and visitors.

Statement The Company fully accepts the obligations placed upon it by the various Acts of Parliament covering health, safety and welfare.

The Business Portfolio (UK) Ltd is committed to this Health, Safety and Welfare policy and will always ensure that we:

- All Employees and Learners are safeguarded fully in respect of health and safety and welfare whilst at work and all reasonable risks are minimised.
- Members of the public who enter premises as contractors, customers, or visitors are not exposed to any health and safety risks during the course of their business.
- We develop and maintain appropriate emergency response procedures.
- No work is carried out by the Company or its contractors that is liable to expose employees, customers or members of the public to hazards to health, unless suitable and sufficient assessments of the risks are made and necessary measures to prevent or control those risks have been introduced This applies also to the storage of articles and substances.
- Involve nominated staff in reviewing and improving Health and Safety within the workplace at pre planned quarterly meetings.
- Monitor the workplace and processes and carry out relevant inspections, surveys and audits to measure compliance and review the effectiveness of the policy.
- Investigate and report accidents, incidents and work related ill health, primarily in order to prevent their recurrence.
- Develop, maintain and test procedures, contingency plans and resources for dealing effectively with emergencies.
- Take account of Health, Safety and Welfare considerations in planning and decision making.

Responsibilities Directors

The Directors have overall responsibility for the implementation of the Company's policy. In particular they are responsible for ensuring that the policy is widely communicated and that its effectiveness is monitored.

Associates

The Health and Safety at Work Act requires each associate 'to take reasonable care for the Health and Safety of themselves and of other persons who may be affected by their acts and omissions' and co-operate with management to enable management to carry out their responsibilities under the Act. Employees have equal responsibility with the Company for Health and Safety at Work. For this reason, all employees have a responsibility to:

- Co-operate fully with the policy and comply with instructions, procedures and standards.
- Take care of their own and other people's health and safety.
- Report accidents, hazards, plant defects or any other aspect of operations likely to cause injury, ill health or damage.

Risk Assessments

Risk Assessments shall be carried out on a quarterly basis by a nominated representative of the premises on which the company is operating.

A risk assessment is a careful examination of what, in our work, could cause harm to people, so that we can assess whether we have taken enough precautions or should do more to prevent harm. The aim is to make sure that no one gets hurt, becomes ill, or is any way placed at risk

First Aid

It is the policy of the Company to make provision for First Aid and the training of 'First Aiders' in accordance with the First Aid Regulations (1982).

Fire

The Directors are responsible for ensuring that they and associates receive adequate fire training, that there is an adequate evacuation procedure in place (where applicable).

Non Smoking on Company Premises

The Company has agreed that there will be a no smoking policy. The overall aim is to reduce smoking, reduce risk of fire, prevent unnecessary illness and chronic disability.

Computer Installations and Visual Display Units

All new computer installations must adhere to the British Standard Specifications and comply with the Health and Safety (Display Screen Equipment) Regulations 1992. All new employees operating VDUs are asked to complete a DSE assessment.

Controlling of Working Time

The Company is committed to the principles of the Working Time Regulations (1998). No member of staff is expected to work more than 48 hours per week (including overtime) unless there are exceptional circumstances.

Clients using The Business Portfolio (UK) Ltd

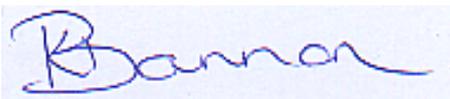
Any clients using The Business Portfolio (UK) Ltd, must follow the Health & Safety guidelines. It is the responsibility of the trainer or meeting chair to ensure these guidelines are adhered to by the members of their party.

Contractors

The Company wishes to ensure that as far as is reasonably practicable, the Health, Safety and Welfare of Contractors working in the Company's client establishments will be of the highest standards. In addition, Contractors and their employees have an obligation so far as is reasonably practicable to ensure all equipment, materials and premises under their control are safe and without risks to health.

Contractors must also observe the Company's Fire Safety Procedures. These obligations will be drawn to the attention of the Contractors in the contract document issued to them. Any member of staff who judges there is a risk where contractors are working, should inform one of the directors immediately.

Signed:



Dated:

01 March 2019