

Juice Learning Health & Safety Policy

Statement

Through the way we work and behave, all our people and stakeholders will be protected from risks of occupational injury or ill health. Juice Learning is committed to providing high quality training services which fully take into account the health and safety of its delegates, its actors / trainers, the public, and any other contractors.

It is our intent to demonstrate an ongoing and determined commitment to improving health and safety at work throughout our organisation.

We will ensure the health and safety at work of all our people and any other people who may be affected by our work activities. We will comply with the requirements of health and safety legislation.

We will lead industry by promoting best practice and exceeding the guidance of the Health and Safety executive and other regulatory bodies.

This policy reflects our commitment to ensuring that health and safety at work is paramount to the business, and that effective health and safety actively contributes to our success.

Planning for safety

During the planning and preparation of any training session / event / filming, Juice Learning will seek to gain relevant information related to health and safety. The necessary arrangements will then be planned for, by means of full consultation with the client organisation and the proposed venue / film shoot location.

The planning of the event / shoot can then take this information into account, so that any health and safety issues have been addressed in advance. This may include:

- Location of the venue / shoot location, relevant travel arrangements, on-site access and parking information
- Planning in enough time for full site inductions and relevant safety briefings to take place
- Any lone-working considerations
- Information re fire exits, fire alarms, and evacuation
- Location of toilets
- Location of first aid
- Location of / access to emergency help, if required
- Information on the safe use of any equipment to be used during the event / film shoot – all relevant training to be provided
- Psychological, emotional, or physical needs of delegates which may be relevant to the topic, the method of delivery and the location or nature of the venue
- Procedure to report any incident, accident, hazard, or near miss.

All premises organised by Juice Learning Ltd will have a full risk assessment carried out to ensure their safe use. Risk assessments will also be carried out for any specific activity. If necessary, risk reduction measures will be put in place accordingly.

Awareness and commitment

Juice Learning will ensure that it fully meet its health and safety duties, both to clients, delegates and its own consultants / employees as described below:

- All actors / trainers / crew to be given all relevant information regarding each event / film shoot and an awareness and understanding of health and safety hazards and risks that affect our business
- Responsibilities are made clear (Producer has overall responsibility on a film shoot and the trainer on an event)
- All actor / trainers / crew to be made fully aware of Juice Learning Limited's Health & Safety Policy and will be expected to share their commitment to it – generating a culture that does not tolerate threats to health and safety
- All actors / trainers / crew to be made aware of the relevant Health & Safety arrangements of its client organisation
- All actors / trainers / crew to be made aware of their general duties under Health & Safety legislation to work safely, work within H&S procedures, to risk assess any activity or venue, and to report any hazard and take action to minimise health and safety risks if necessary
- All actors / trainers / crew to have planned or made themselves aware of any health and safety needs of the delegate group before the start of an event
- As such, all actors / trainers / crew to have familiarised themselves with H&S arrangements at each venue, including location of toilets, fire alarms, fire exits, fire drill arrangements and evacuation arrangements.

Continuous improvement and two-way communications

Juice Learning will encourage client organisations to address with us any health and safety issues within the evaluation and ongoing quality monitoring of training / development events. This will include:

- Making note of any health and safety issues after each event
- Making note of how we, as a company, address such issues
- Making a plan regarding any change we need to make to ensure constantly improving health and safety for delegates, the public, our consultants and partners (actors / trainers / crew).

Investigation & complaints procedure

Matt Cleve (H&S Director) will carry out an investigation into any accidents / incidents or near-misses that have occurred at a training event or film shoot where Juice Learning have provided their services. Our client organisation will be fully informed of this and involved as appropriate.

Any complaint or concern regarding health and safety from a delegate or client or actor will be addressed immediately by either Matt Cleve a Juice Learning Company Director.

The Juice Learning representative will report to the company informing us how the issue has been addressed / rectified from the point of view of the delegate or client.

Matt Cleve will also notify the client in writing of any complaint / concern expressed by a delegate / client / member of the public / contractor.

Where the concern or complaint has not been fully addressed from the point of view of the delegate / client, Matt Cleve will involve the contract manager in deciding how the complaint or concern will be best addressed.

Any concerns or complaints will be analysed fully to ensure that relevant issues are learned from and used to improve the future health and safety of the service provider.

Policy Review

This policy has immediate effect and replaces all previous versions. This policy will be reviewed and amended, as necessary.