

Policy statement

Part 1: Statement of intent

This is the health and safety policy statement of:

RobocodeUK Limited

Our health and safety policy is to:

1. **Prioritize Safety Above All:** Place the health and safety of our staff, students, visitors, and anyone involved in our activities at the forefront of all decisions and actions.
2. **Identify and Control Risks:** Continuously assess potential risks and hazards in our facilities and programs and take proactive measures to prevent accidents and incidents.
3. **Provide Training and Resources:** Ensure that all our staff are well-informed, trained, and equipped to carry out their duties safely and to recognize and handle potential safety concerns.
4. **Maintain Open Communication:** Encourage a culture where safety concerns can be raised and addressed openly, without fear of repercussions.
5. **Stay Updated and Compliant:** Regularly review and update our health and safety procedures in accordance with the latest regulations, industry standards, and best practices.
6. **Promote Personal Responsibility:** Everyone at RobocodeUK, from top management to students, is responsible for upholding and promoting health and safety standards. Everyone is encouraged to be vigilant and take action when needed.
7. **Respond and Review:** In the unlikely event of an incident, ensure a swift response, provide support to those affected, and carry out a thorough review to prevent future occurrences.
8. **Foster Continuous Improvement:** Regularly solicit feedback on our health and safety measures and actively look for areas of improvement.
9. **Ensure Equipment Safety:** Regularly inspect and maintain all equipment and tools, ensuring they are in optimal and safe working condition.
10. **Collaborate and Engage:** Engage with external experts, regulatory bodies, and other stakeholders to ensure our health and safety measures are comprehensive and up-to-date.



Signed

KHALED AYAD

Print name

12/08/2023

Date

12/08/2024

Review date

Part 2: Responsibilities for health and safety

1 Overall and final responsibility for health and safety:

Mr. Khaled Ayad, Managing Director of RobocodeUK.

2 Day-to-day responsibility for ensuring this policy is put into practice:

Mr. Ahmed Ayad, Chief Operating Officer of RobocodeUK.

3 To ensure health and safety standards are maintained/improved, the following people have responsibility in the following areas:

- **Equipment and Tools Safety:** Mr. Tareq Ayad, Technical Supervisor
- **Facilities Maintenance and Safety:** Mr. Ahmed Ayad, Facilities Manager
- **Student Safety and Classroom Protocols:** Mr. Ahmed Ayad, Facilities Manager
- **Staff Training and Awareness:** Mr. Khaled Ayad, Managing Director

4 All employees should:

- co-operate with supervisors and managers on health and safety matters;
- take reasonable care of their own health and safety; and
- report all health and safety concerns to an appropriate person (as detailed above).

Part 3: Arrangements for health and safety

Risk assessment

Risk assessments are to be conducted quarterly by the Technical and Facilities teams. Any significant findings will be reported to the Operations Manager and corrective actions will be pursued.

Training

All staff members undergo a comprehensive health and safety training upon induction, and refresher courses will be held annually. The Managing Director oversees the scheduling and completion of these trainings.

Consultation

RobocodeUK will consult with staff on a bi-annual basis to gather feedback and suggestions on health and safety measures. This consultation will be organized by the Operations Manager and HR team.

Evacuation

Evacuation drills will be conducted bi-annually to ensure all staff and students are familiar with emergency exits and assembly points. The Facilities Manager, in coordination with the Head of Instructional Programs, will oversee these drills.