



UniHaven Limited Health and Safety Statement

UniHaven Limited (the Company) takes health and safety issues seriously and is committed to protecting the health and safety of its staff and all those affected by its business activities and attending its premises. This statement is intended to help the Company achieve this by clarifying who is responsible for health and safety matters and what those responsibilities are.

This is a statement only and does not form part of staff contracts of employment. This policy may be amended at any time by the Company at its absolute discretion. The Company will review this statement at regular intervals to ensure that it is achieving its aims effectively.

Achieving a healthy and safe workplace is a collective task shared between the Company and staff. This policy and the rules contained in it apply to all staff of the Company, irrespective of seniority, tenure and working hours, including all employees, directors and officers, consultants and contractors, casual or agency staff, trainees, homeworkers and fixed-term staff. Specific responsibilities of staff are set out in the section headed "Responsibilities of all staff" below.

Company responsibilities

The Company is responsible for:

- Taking reasonable steps to safeguard the health and safety of staff, people affected by the Company's business activities and of people visiting its premises.
- Identifying health and safety risks and finding ways to manage or overcome them.
- Providing a safe and healthy place of work and safe entry and exit arrangements, including during an emergency.
- Ensuring that the landlord provides and maintains safe working areas, equipment and systems and, where necessary, appropriate protective clothing.
- Providing safe arrangements for the use, handling, storage and transport of articles



and substances.

- Providing adequate information, instruction, training, and supervision to enable all staff to do their work safely, to avoid hazards and to contribute positively to their health and safety at work. The Company will allow staff to ask questions and advise who best to contact in respect of those questions if you are unsure about how to safely carry out your work.
- Ensuring any health and safety representatives, if relevant, receive appropriate training to carry out their functions effectively to include a health and safety induction and appropriate safety training to your role.
- Promoting effective communication and consultation between the Company and staff concerning health and safety matters and will consult with staff directly relating to health and safety.
- If an epidemic or pandemic alert is issued, providing instructions, arrangements, and advice to staff as to the organisation of business operations and steps to be taken to minimise the risk of infection; and
- Regularly monitoring and reviewing the management of health and safety at work, making any necessary changes, and bringing those to the attention of all staff.
- The Board of Directors of the Company has overall responsibility for health and safety and has appointed the CEO as the Principal Health and Safety Officer with day-to-day responsibility for health and safety matters.
- The CEO checks that the landlord makes sure that fire risk assessments take place and changes are made where required, and for making sure there are regular checks of fire extinguishers, fire alarms, escape routes, signage, and emergency lighting.
- Any concerns about health and safety matters should be notified to the CEO.

Responsibilities of Staff

All staff must:

- Take reasonable care for their own health and safety and that of others who may be affected by their acts or omissions.
- Co-operate with the Company generally to enable compliance with health and safety duties and requirements.
- Comply with any health and safety instructions and rules, including instructions on



the safe use of equipment.

- Keep health and safety issues in the front of their minds and take personal responsibility for the health and safety implications of their own acts and omissions.
- Keep the workplace tidy and hazard-free.
- Report all health and safety concerns to the CEO promptly, including any potential risk, hazard, or malfunction of equipment, however minor or trivial it may seem; and
- Co-operate in the Company's investigation of any incident or accident which either has led to injury or which could have led to injury, in the Company's opinion.
- Use equipment as directed by any instructions given by representatives of management or contained in any written operating manual or instructions for use and any relevant training.
- Report any fault with damage to or concern about any equipment (including health and safety equipment) or its use to the CEO, who is responsible for maintenance and safety of the equipment.
- Ensure that health and safety equipment is not interfered with.
- Not attempt to repair equipment unless suitably trained and authorised.
- Promptly report any accident at work involving personal injury, however trivial, to the CEO so that details can be recorded in the Accident Log and cooperate in any associated investigation.
- Familiarise themselves with the details of first aid facilities and trained first aiders, which are available from the CEO.
- If an accident occurs, report the accident to your line manager and/or ask for the services of a first aider, giving name, location, and brief details of the problem.
- The CEO is responsible for investigating any injuries or work-related accidents, preparing, and keeping accident records, and submitting reports under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR), where required.

National Health Alerts

If an epidemic or pandemic alert is issued, all staff must comply and cooperate with all instructions, arrangements and advice issued by the Company as to the organisation of business operations and steps to be taken by staff to minimise the risk of infection. Any



questions should be referred to the CEO.

Fire and Emergency Procedure

UniHaven staff work in an office in Naas and the College in Maynooth. UPRO004 UniHaven Fire and Emergency Procedure Rev 1 details the procedures to be followed for fire and other emergencies, including student emergencies.

Risk assessments, hazardous substances, display screen equipment and manual handling

Risk assessments are simply a careful examination of what in the workplace could cause harm to people. The Company will assess any risks and consider measures to best minimise any risk. The Company will carry out general workplace risk assessments when required or as reasonably requested by staff. Managers must ensure that any necessary risk assessments take place and the resulting recommendations are implemented. The CEO is responsible for workplace risk assessments and any measures to control risks.

The use of hazardous substances at work will be avoided where possible and less hazardous alternatives will be used where available. Training on the control of substances hazardous to health (COSHH) will be provided if required. Personal Protective Equipment (PPE) is provided where risks cannot be otherwise effectively controlled.

Staff who use a computer for prolonged periods should try, where possible to organise short breaks every few hours away from the computer screen but may request a workstation assessment and/or an eye test by an optician by contacting the CEO. The CEO will then provide you with more details and decide if you would like to proceed. Guidance on the use of display screen equipment can also be obtained from the CEO.

Guidance on manual handling (for example, lifting and carrying heavy objects) can be obtained from the CEO and where necessary training will be provided by the Company, but the Company will try to minimise or avoid the need for manual handling where there



is a risk of injury.

Non-compliance with the UniHaven Health and Safety Statement

Any breach of health and safety rules or failure to comply with this policy will be taken very seriously and is likely to result in disciplinary action against the offender, under the Company's disciplinary policy, up to and including immediate dismissal.