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‘Health and Safety Policy’

March, 2024	A	UR- P -006	ISSUE FOR USE	COO	CEO
DATE	ISSUE	Doc .No	ISSUE DESCRIPTION	PREPARED	APPROVED

1. **Purpose:** The health and safety of employees, clients, and visitors are of paramount importance to UR Advisory Group. This “Health and safety policy” outlines our commitment to providing a safe and healthy working environment and establishing guidelines for the prevention of accidents, injuries, and the promotion of well-being within our consultancy company.
2. **Responsibilities:** Management: The management of UR Advisory Group is responsible for establishing and maintaining a safe and healthy workplace, ensuring compliance with relevant health and safety legislation, and providing necessary resources to support health and safety initiatives. Employees: All employees are expected to follow safe work practices, report hazards promptly, and actively participate in health and safety training and initiatives. Employees should take responsibility for their well-being and that of their colleagues.
3. **Risk assessment and hazard control:** UR Advisory Group conducts regular risk assessments to identify potential hazards and assess the associated risks. Appropriate control measures are implemented to eliminate or mitigate these risks, and employees are informed and properly trained.
4. **Workplace safety measures:**
 - **Emergency procedures:** Emergency procedures, including evacuation routes and assembly points, are clearly communicated to all employees. Regular drills are conducted to ensure preparedness for various emergencies.
 - **First aid:** Adequate first aid facilities and trained first aid personnel are available on-site. First aid kits are maintained, and employees are informed about their locations.
 - **Equipment safety:** All equipment is regularly inspected and maintained to ensure safe operation. Employees are trained in the proper use of equipment, and safety guidelines are prominently displayed.

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5. Health and well-being:

- Ergonomics: UR Advisory Group strives to provide ergonomic workspaces to minimize the risk of musculoskeletal issues. Employees are educated on proper ergonomic practices, and assessments are conducted as needed.
- Mental Health: UR Advisory Group recognizes the importance of mental health in the workplace. We are committed to promoting a supportive environment and providing resources for employees to maintain their mental well-being.

6. Health and safety training: All employees will receive comprehensive health and safety training upon joining UR Advisory Group, with regular refresher courses provided to ensure ongoing awareness and compliance.

7. Reporting incidents and hazards: Employees are encouraged to report all accidents, incidents, or hazards promptly to their supervisors or the designated health and safety officer. Reports are thoroughly investigated, and corrective actions are implemented to prevent recurrence.

8. Compliance with legislation: UR Advisory Group is committed to complying with all applicable health and safety legislation and regulations. We monitor changes in legislation and update our policies and practices accordingly.

9. Review and revision: This “Health and Safety policy” will be reviewed periodically to ensure its effectiveness and relevance. Updates or revisions may be made as necessary, and the most recent version will be communicated to all employees.