



HEALTH AND SAFETY POLICY

1. Foreword and Terminology

1.1 This policy sets out Pagoda Project's general approach to health and safety. It explains how Pagoda Projects Ltd (Pagoda), as a service provider and an employer, will manage health and safety throughout our operations and organisation. It clearly states who does what, when and how. Pagoda shares this policy, and any changes to it, with all staff, customers, partners, members and participants.

1.2 Terminology

- a) **Delivery Team** Pagoda staff responsible for participants during the programme
- b) **Leadership Team** Pagoda staff in senior management roles
- c) **Member** Internship or placement host company who is a Pagoda Member
- d) **Pagoda Community** Any individuals involved in Pagoda programmes; cultural mentors, company supervisors, event speakers, volunteers, alumni etc.
- e) **Pagoda Staff** Those with a Pagoda employment or working agreement; full-time and part-time employees, apprentices, interns, ambassadors etc.
- f) **Participant** Person on a Pagoda programme i.e. students, recent graduates
- g) **Partner** Universities or 3rd parties who contribute to our programmes
- h) **Programme Destination** City where Pagoda programmes take place in-person
- i) **Subsidiaries** Subsidiaries of Pagoda Projects Ltd, including Intern China Ltd

2. Statement of Intent

2.1 Our goal is to achieve excellent health and safety for all parties involved in our programmes. We will continuously re-evaluate and improve our health and safety management system so that it meets with our values and the expectations of those affected by what we do. We will ensure that our responsibilities for health and safety are clearly allocated, understood, monitored, fulfilled and that legal requirements in the UK and the local laws in our programme destinations respectively, will be regarded as the minimum standard to be achieved.

2.2. Pagoda recognises that complying with The Health and Safety at Work etc. Act 1974 and pertaining regulation is a legal requirement, not a matter of choice. We will act positively to minimise the incidence of all workplace risks and all activities will be carried out with the highest regard for the health, safety and welfare of our staff, members, partners, participants, visitors and the wider public.

2.3. We are committed to providing the financial and physical resources necessary to ensure that a high standard of health, safety and welfare is achieved. We will empower our staff by



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providing quality information, instruction, training and supervision to enable them to work safely and effectively and to ensure they are competent and confident in the work they carry out.

2.4. Pagoda will carry out and regularly review risk assessments to identify hazards and existing control measures; it will prioritise, plan and complete any corrective actions required to reduce risk to an acceptable level. We will also ensure that the premises we occupy and the equipment we provide meet at least the minimum legal requirement.

2.5. We will actively consult with our workforce and nurture an open attitude to health and safety issues, encouraging staff and participants to identify and report hazards and suggest innovative solutions so that we can all contribute to creating and maintaining a safe working environment.

2.6. This policy reflects our commitment to ensuring that health and safety at work is paramount to Pagoda and that effective health and safety actively contributes to our ongoing success. The successful implementation of this policy requires total commitment from all members of staff.

2.7. This policy will be reviewed every year or in the light of legislative or organisational change.

3. Key Objectives

3.1 Our health and Safety Policy is designed to:

- a) Ensure mechanisms are in place to identify, assess and manage risks to health and safety
- b) Ensure everyone is aware of, and can meet their responsibilities for the health and safety of themselves and others
- c) Prevent accidents and cases of project, placement and work-related ill health
- d) Manage health and safety risks in our workplaces and those of members and partners in our programme destinations
- e) Provide clear instructions and information, and adequate training, to ensure staff are competent to do their work
- f) Provide appropriate personal protective equipment for staff where necessary
- g) Consult with our staff and participants on matters affecting their health and safety
- h) Provide and maintain safe workplaces and equipment
- i) Ensure safe handling and use of substances
- j) Maintain safe and healthy working conditions
- k) Work in partnership with other employers or members where facilities are shared or where activities are undertaken in collaboration



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- l) Implement emergency procedures, including evacuation in case of extreme weather, fire or other significant incident
- m) Review and revise this policy regularly

4. Creating a Positive Culture of Health & Safety

4.1 Pagoda is striving to create a positive and inclusive working environment and culture, providing the conditions for individuals and teams to thrive and achieve the highest standard of performance and service, where contributions are fully recognised and valued by all.

4.2 Pagoda is committed to supporting its staff, partners, members and participants, be this via resources, learning and development or through more informal mechanisms such as the development of a productive and positive workplace culture.

4.3 Pagoda believes that all staff and participants should have rewarding and worthwhile jobs, with the freedom and confidence to be empowered to raise health and safety concerns where appropriate. To do this, staff and participants need to be trusted, empowered and actively listened to by those with whom they work and interact. Staff and participants must be treated with respect at work, and be given the tools, training and support to work safely with opportunities to develop and progress.

5. Health and Safety Pledge

All Pagoda policies support the values and pledges created by Pagoda's leadership team:

5.1 Pagoda Pledge: Pagoda commits to provide support and opportunities for staff and participants to maintain their health, well-being and safety.

5.2 Pagoda Staff Pledge: You have a duty to take reasonable care of health and safety at work for you, your team and others, and to cooperate with Pagoda to ensure compliance with health and safety requirements.

5.3 Participant Pledge: You have a duty to take reasonable care of health and safety during your programme for you, your fellow participants, colleagues and other members of the wider Pagoda Community. You agree to cooperate with Pagoda to ensure compliance with health and safety requirements, including at all times maintaining the highest standards of Pagoda's code of conduct.

6. Scope



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6.1 This policy applies to all statutory employees of Pagoda, contractors, interns, placement students, ambassadors and participants.

7. Roles and responsibilities for health & safety

7.1 The following points refer to the specific names of individuals holding positions of authority and responsibility for managing and implementing health and safety measures to protect staff, participants and any person interacting with Pagoda:

7.2 Overall and final responsibility falls to:

Jamie Bettles - Managing Director

Contact information: T: 0161 818 8823. E: jamie.bettles@pagodaprojects.com

7.3 The Delivery Team (day-to-day responsibility for implementation)

Paul Yeandle - Director of Programmes

Clare Harding - Head of Programme Development

7.4 Responsibility within the regions and different programmes has been delegated to other members of the delivery team to ensure this policy and associated procedures, protocols, guidance and management systems are fully understood, applied and resourced within their respective areas of responsibility. All delivery team members should provide leadership by example and proactively promote responsible attitudes towards health and safety by:

- a) Ensuring that suitable and sufficient risk assessments are undertaken, records made as required and significant risks reduced to an appropriate level;
- b) Ensuring the requirements of the health and safety management system are fully embedded within their teams;
- c) Ensuring health and safety is always considered at the planning stage when making any changes that may affect the health, safety or welfare of staff;
- d) Ensuring the reporting and investigation of all accidents/incidents to identify learning or improvements needed to improve safety;
- e) Monitoring the effectiveness of the health and safety system in their area of responsibility.
- f) Ensuring that line managers and supervisors are accountable for health and safety in areas of their control and compliance is reviewed at annual appraisal;

8. Health and Safety Manager

8.1 Current appointed health and safety manager is:



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Clare Harding (Health and Safety Manager)
Contact Information E: clare.harding@pagodaprojects.com

8.2 The Health and Safety Manager fulfils the statutory duty to appoint one or more competent person(s) to assist Pagoda in undertaking the measures needed to comply with the requirements and prohibitions imposed by or under the relevant statutory provisions. This role is responsible for:

- a) Coordination of the health and safety management system and monitoring its overarching effectiveness to meet Pagoda's needs.
- b) The provision of health and safety advice and the implication of the law.
- c) The production and maintenance of this policy and associated health and safety procedures, protocols and guidance.
- d) Assisting in the identification and implementation of health and safety training needs.
- e) Acting as Pagoda's formal link with The Health and Safety Executive, Local Authority, enforcement teams and other external agencies for health and safety matters.
- f) Providing recommendations and reports as and when required.

9. Responsibilities of Staff

9.1 All staff, whether working in UK, one of our programme destinations or other locations, are reminded of their legal duty to:

- a) Take reasonable care of their own health and safety and that of other people who may be affected by their work under the Health and Safety at Work, etc. Act 1974;
- b) Inform their Manager (requested to be followed up in writing) of any danger to health and safety posed by a work activity under The Management of Health and Safety at Work Regulations 1999.
- c) Inform the Pagoda leadership team of any shortcomings in their experiences of Pagoda's policies or protection arrangements under The Management of Health and Safety at Work Regulations 1999.

10. Arrangements to deliver this policy

10.1 This policy will be delivered by:

- a) The development of procedures, protocols and guidance that meet the requirements of health and safety law as applicable to Pagoda.



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- b) Ensuring management conduct suitable and sufficient risk assessments and controls for their areas of responsibility.
- c) The use of Podio to both assist managers to implement the Health and Safety management system and to monitor their progress.
- d) The provision of appropriate health and safety training such as Staff First Aid Certificates, Mental Health First Aid Training, Safety training during programme orientation and onboarding.
- e) The promotion of health, safety and welfare of all colleagues and participants through verbal communications and meetings, participant checkin's, programme feedback and questionnaires.

11. Distribution

11.1 Staff will be made aware of this policy via:

- a) Pagoda staff S.O.Ps on Podio
- b) Pagoda risk assessment days
- c) Training and memos
- d) Verbal delivery team meetings

11.2 Participants will be made aware of this policy via:

- a) Participant Booking Form
- b) Pre-departure meetings
- c) Programme Orientation

12. Monitoring

12.1 This organisation wide policy is monitored by measuring compliance with the Health and Safety legislation and best practises.

- a) **Responsibility for monitoring:** The leadership team are responsible for monitoring;
- b) **Method:** Active monitoring. Programme destination visits, risk assessment days.
- c) **Frequency:** Twice yearly meetings of the Health and Safety processes by leadership team. Risk assessments and member company visits for all in-person programmes.
- d) **Reporting arrangements:** Health and Safety issues to be reported to Health and Safety Manager, including responsibility for action plans and Health and Safety Reports.

13. Equality



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13.1 Pagoda has a commitment to create a positive culture of respect for all individuals including staff, participants and all members of the wider Pagoda Community. The intention is to identify, remove or minimise discriminatory practice in the areas of race, disability, gender, sexual orientation, age and religion, belief, faith and spirituality' as well as to promote positive practice and value the diversity of all individuals and communities. Please see our separate ['Equality and Diversity Policy'](#) for further information.

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