

Safety Statement

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¹ Academic Bridge Limited Safety Statement 2025

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1. Introduction

1.1 General Information

In this document, Academic Bridge Ltd will also be referred to as “the Company”.

It is the policy of the Company to conduct all operations with the greatest regard for safety, health and welfare of its employees, students and the general public.

In our efforts to ensure we continue with an excellent safety record, this document is a revision of our Company’s Health and Safety Statement. This allows us to help identify all risks associated with our business and more clearly document our procedures and controls for all persons concerned.

Health and Safety is a collective effort demanding that all employees willingly work together to adhere to current safety procedures, and practices, and to report immediately any deficiencies or improvements that are considered necessary.

The purpose of this Statement is to set out the Company’s intention: to ensure all work is conducted; so far as is reasonably practicable, in the safest manner possible for employees, clients and the general public.

This Safety Statement will be brought to the attention of all employees, to ensure that best practice is demonstrated at all times. Employees are obliged to read the safety statement. A copy is made available to them upon request.

1.2 Health & Safety Policy

We at Academic Bridge Ltd, strive to promote good practice in all its work. While we do not have an environmental policy, we recognise that we have environmental responsibilities and endeavour to operate our office, as far as is practicable, in a way that conserves the natural environment.

Academic Bridge Ltd will comply with the Safety, Health and Welfare at Work Act 2005, the Safety, Health and Welfare at Work (General Application) Regulations 2007 and other applicable legislation and code of practice to ensure the safety, health and welfare of all

employees in the workplace. We are committed to preventing injury and ill health to all of our staff and we are committed to ensuring the safety of visitors and clients at our place of work.

All employees must take reasonable care for their own safety, and other persons affected by their acts or omissions and co-operate with their employer.

It is the policy of our organisation to:

- The standards of Safety, Health and Welfare will be maintained at the highest level.
- Employees will, at whatever stage as is necessary, be consulted in relation to maintaining high safety, health and welfare aspects of their work to ensure that they are aware of the rules and regulations as laid down by the Company.
- Employees shall be issued with the Safety Statement, including the relevant risk assessments for their individual work areas, on commencement of their employment.
- Each employee will, at all times, comply with the rules of the Company and will follow all environmental and safety rules as they come into force.

This policy will be reviewed annually to ensure it remains relevant to the company's activities.

Signed:



Date: 27/11/2025

CEO

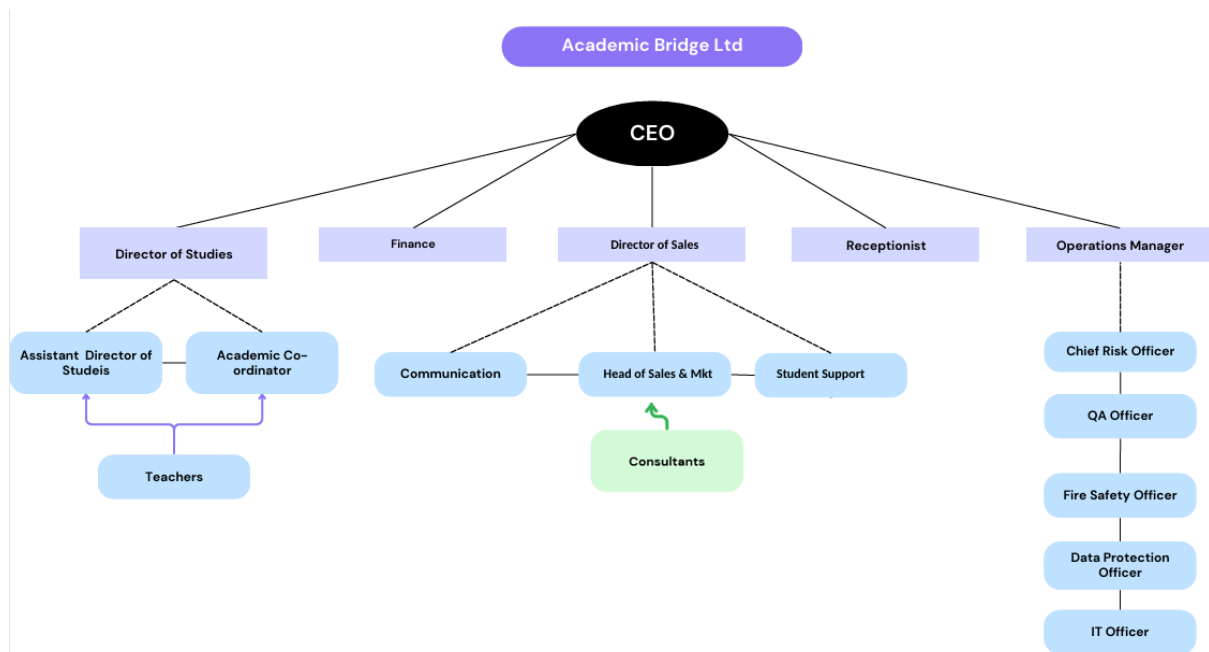
1.3 Document Control

The master copy of the Safety Statement is maintained in soft copy, on the company server. All employees will have access to the safety statement. It is the responsibility of the employer to ensure that all employees have access to those sections of the safety statement that are relevant to them.

Please ref SOP 101 - Document Records Electronic Data Control for document approval, issue and review.

2. Organisation Structure & Responsibilities

2.1 Organisational Chart



2.2 Roles & Responsibilities

2.2.1 Employer

As an employer, Academic Bridge Ltd fully recognises its obligation to provide:

- A safe place of work
- Safe access and egress
- Safe plant and machinery
- The health and safety of persons exposed to exposure to physical agents
- Safe systems of work
- Provision and maintenance of welfare facilities
- Appropriate information, instruction, training and supervision
- Suitable protective clothing and equipment where hazards can't be eliminated. Such measures borne on the employer
- Plans & procedures for emergency response plans
- Reporting procedures and incidents
- A competent resource in the form of trained staff and/or independent experts external to the company, where necessary, to advise on the safety management at work place
 - Determining the number of employees required to protect health and safety, taking into account the "General Principles" of prevention.

2.2.2 Employees

Employees (including Temporary) of Academic Bridge Ltd Ireland shall be aware of the following:

- To protect his/her safety. Health and welfare and that of any person which may be affected by his/her acts or omissions at work.
- To guarantee that employees will not be under the influence of an intoxicant to the extent that would endanger themselves or others.
- Submit to appropriate tests for intoxicants by competent registered medical practitioner.
- Attend health and safety training.
- Wear personal protective equipment where necessary.

- Report to the company any hazardous work/behaviour, defects and any contravention of legal requirements.
- Not be under the influence of any intoxicant so as to endanger their own or others' safety
- Co-operate with the Company to comply with any relevant statutory provisions
- Not engage in improper conduct which will endanger themselves or others

2.2.3 Students & Visitors

While not employed by the College, students and visitors are an integral part of the company.

The company has a responsibility to ensure that they comply with all safety requirements and policies while in the College. Students and visitors are expected to:

- Take reasonable care for their own safety and the safety of those around them
- Abide by safety notices and warning signs where posted
- Comply with fire safety procedures i.e. alarms, evacuation drills and notices
- Never interfere with any of the College services such as water, electricity etc
- Comply fully with the Health and Safety Policy.

3. Training & Communication

3.1 Communication with employees

Consultation with employees in relation to health and safety will occur by:

- Notice Board & Email
- Minutes of meetings
- Company Induction + Internal Training
- Safety Statement

3.2 Safety Representative

The elected Safety Representative may:

- Make representations to Management on any aspect of safety, health and welfare of work
- Investigate accidents and dangerous occurrences
- Make oral or written representations to Inspectors on relevant matters and receive advice and information
- Carry out inspections of the premises at a frequency and duration suitable to Management
- Investigate potential hazards and complaints subject to notifying Management

➤ Accompany an Inspector, during inspections, except in the case where the purpose is to investigate an accident

3.3 Training

The Company will provide such training as required following the internal SOP 106 Human Resources & Training. Specifically, employees will be given the following safety training:

- All workers will receive induction training to ensure that they fully understand the hazards to which they may be exposed within their work area, and the relevant safety precautions and emergency procedures.
- Where risk assessment deems required a competent person will be trained in First Aid. First Aid training will be updated as required on a two year basis.
- All training will be adapted to take account of new or revised hazards, and best practice. In addition to induction, to existing employees in the event of a change of job, introduction of new equipment, new technologies, or any other reason for a change of risk.
- Additional training will be carried out as required by the identified training needs.
- Management personnel will receive all necessary training to reflect that they have the required knowledge of safety and health legislation and codes of practice, necessary to enable them to carry out their duties.

The company will organise refresher training, and all employees are required to attend.

3.4 Records

Training Records will be maintained by the Management Representative and will contain the following information:

- Date of instruction or exercise;
- Name of instructor;
- Person or persons receiving instruction;
- Nature and content of instruction.

3.5 Induction Records

All new employees will receive induction training on commencement of employment, to ensure that they are aware of the hazards of their workplace and the safety precautions and emergency procedures in place. All employees will be included before starting work.

Induction training will be in compliance with: SOP 106 Human Resources & Training

It will include:

- Relevant Legislation
- Safety Statement including Risk Assessments
- Emergency Evacuation Procedures
- Accident Reporting / Investigation Procedures
- First Aid Facilities

4. Company policies

4.1 Disciplinary

Reference Employee Handbook

4.2 Equal Opportunities

Reference Employee Handbook

4.3 Bullying Prevention Policy

Reference Employee Handbook

4.4 Personal Harassment Policy

Reference Employee Handbook

5. Procedures

5.1 Health & Welfare

Periodic reviews of working conditions will take place with a view to establishing any adverse working conditions which may exist. Should a need arise, employees will be referred for examination to a doctor. Employees suffering from any medical condition which could adversely affect their work, e.g. a stress, depression etc. must come forward and discuss the situation with Management, who will endeavour to assist you.

- Any employees aware that a fellow worker may have been exposed to disease or contamination should bring this matter to light.
- All certified and short-term absences should be reported to the relevant Manager as soon as possible.
- Employees must maintain a high standard of personal hygiene at all times.
- Fair policies for accommodation of clothing and protective equipment should be respected by all employees i.e. “everything has a place and everything in its place”.
- First Aid kits are located in all common areas and are under constant supervision.

5.2 Smoking Policy

The Workplace is prohibited in any enclosed workplace, including units under construction. If employees go outside to smoke, they must ensure that they do not pose a risk to any member of the public or staff, for example by standing at or near entrance doors. Smoking is also prohibited in designated flammable / combustible materials stores.

5.3 Stress at Work

The Company will take all necessary steps to ensure so far as reasonably practicable that employees are not exposed to excessive stress levels. Employees must approach their manager if they are suffering from excessive stress levels; measures will be taken internally to relieve the workload and to identify the origin of the stress.

5.4 Protection of pregnant post-natal or breast feeding mothers

The Company will take all necessary steps to comply with the Safety, Health and Welfare at Work general application (Pregnant Employees) Regulations 2007, Part 2 Chapter 2.

Employers should inform management if they are pregnant, as early as possible in the pregnancy. Management should identify those exposed to any risks that could affect the mother or child etc. Steps should be taken to remove exposure to this risk; or if necessary discharge the employee for the term of the pregnancy. If discharge of risk is not physically possible, flexible working arrangements, and facilities should be made to facilitate nursing mothers.

5.5 Protection of young workers

The Company will comply with the Protection of Young Persons (Employment) Act 1996, No. 16, and Chapter 1 · Safety, Health and Welfare at Work (General Application) Regulations 2007, Part 6, Chapter 1· Protection of Young Children and Young Persons. The Act provides for the protection of young persons at work in general, including risk assessments for young persons as required. Night Work – a young person should not do work between 9pm and 6am. Risk control measures must be taken.

5.6 Bullying/Harassment/Equal Opportunities

Each employee of the Company must be free to perform his/her work without harassment from another employee or any other source on the grounds of sex, race, national origin, sexual orientation or disability. As an equal opportunity employer, the Company will not accept any behaviours such as unwelcome comments, remarks, jokes or physical contact that might be considered objectionable, offensive or stressful under any of the above headings, and this also applies with regard to customers.

Harassment is not defined, in terms of the intent of the offender, but in terms of the impact on the recipient.

- The company clearly states that should any employee have a worry or complaint about harassment, you should report it immediately to any member of Management.
- The company also acknowledges that it considers harassment of its employees by its customers unacceptable and such cases should be reported to Management.
- Furthermore, if you are aware of a colleague being harassed, you should report it to Management. All complaints will be dealt with in strict confidence.
- harassment is considered a serious breach of the company's code of conduct and will be treated sympathetically and dealt with promptly.

Those who breach the guidelines on harassment will be dealt with under the Company's Disciplinary Procedure. The company acknowledges the need to deal with issues of harassment from customers directed at employees. In addition, the company will take a very

serious view of behaviour, which is proven to be offensive verbally, physically or in gesture to a customer or their representative during or outside working hours

Sexual harassment can be defined as conduct towards another person, which is sexual in nature, or has sexual dimension, and is unwelcome to the recipient.

5.7 Violence at Work

Violence at work is not tolerated. The following behaviour is implemented, and may also lead to dismissal. Aggressive or violent behaviour includes:

- Physical or verbal aggression – intention to injure.
- Assault – intention to harm the other person.

5.8 Working hours & Rest Periods

The Company will fully comply with the provisions of the Organisation of Working Time Act 1997. Maximum hours in any one day is 13. “Driving to / from employment” is considered as part of the work day.

Compensation for travelling to rest periods by an arrangement in accordance with the Organisation of Working Time Act 1997.

The Company will comply with the terms of the Maternity Protection Act, Adoptive Leave Act, Paternal Leave Act, Safety, Health and Welfare at Work (General Application) Regulations 2007.

5.9 Workplace

Employees are provided with a safe place to work, taking into consideration the nature of the tasks of work. Employees are obliged to observe the safe working practices as outlined in the Risk Assessment, the Safety Statement, and Risk Assessments that they may be required to acknowledge and understand.

5.10 Work Equipment

Work equipment will be provided for specific tasks and account will be taken of:

- Compliance of equipment with safety standards
- The need to minimise risks to safety.
- Restrictions of use to trained, competent employees in certain cases.
- The need to appropriately train employees and to provide necessary guidelines and codes of practice.
- Following a risk assessment, the provision of adequate personal protective equipment

and the erection of appropriate warning and other safety signs to protect workers when in vicinity.

5.11 Safety Signage

The company will comply with provisions of the Safety Health and Welfare at Work Act 2005 in respect of signage requirements and the Safety, Health and Welfare at Work (General Application) Regulations 2007, Part 7, Chapter 1 (Safety Signs at Places of Work), and Schedule 9. Parts 1 to 5 Safety and Health Signs at Work. The company will provide safety signage for any hazard where hazards cannot be avoided or adequately reduced by preventative or protective measures. Signage will be appropriately erected and located, following a Risk Assessment of the location/activity. The company will advise its employees of information on the risks and hazards associated with any work specific behaviour required. Where signage is erected it will only include information authorised by regulators or legislation.

5.12 Personal Protective Equipment

Following a risk assessment it was established that this could not be totally eliminated. Controls are in place to control this risk. Personal Protective Equipment will be supplied as required and a record of the equipment issued will be kept. we comply with the Safety, Health and Welfare at work act 2005 and the Safety, Health and Welfare at work (General Applications) Regulations 2007

5.13 Manual Handling

It is obvious to us that lifting heavy or awkwardly shaped objects can cause injuries. If care is not taken. The information of the regulations is that manual handling should be minimised, if such tasks are required it must be broken into smaller parts where possible to reduce the risk of injury. Employees are encouraged to use mechanical aids where possible. we comply with the Safety, Health and Welfare at work act 2005 and the Safety, Health and Welfare at work (General Applications) Regulations 2007

6. Emergency Preparedness & Responses

This section applies to the work activities of the staff of the Company at the premises. The hazard and risk assessment section of this Safety Statement and controls contains control measures which apply to emergency situations which may arise under special operational conditions.

6.1 First Aid

Training

Should any staff member sustain an injury, an Occupational First-Aider should be called upon to administer treatment and for the purposes of minimising treatment and for the purposes of minimising the consequences of injury or illness until the services of a medical practitioner are obtained and to gain assistance for injured persons.

First Aid Kits and Equipment

A full First Aid kit is provided at the office. The contents of First Aid kits should be in line with recommended guidelines.

N.B. Staff should note that tablets or other medicines must never be placed in First Aid boxes. Nobody is permitted to issue medicines or tablets to other persons.

6.2 Accident & Incidents

All accidents, without exception, are to be notified to the Quality Rep and recorded in the Accident Book.

The injured person should complete this, or have it completed on their behalf. Serious injury or dangerous injuries, visits to doctor or hospital, and accidents which result in property damage to plant or equipment must be recorded.

A local First Aider must be contacted and informed of an accident/incident. While awaiting a doctor/ambulance, the victim should be made as comfortable as possible. Stretches are provided. In the First Aid cabinet to keep the victim warm and First Aid supplies are provided to treat injuries which may occur.

Injuries at work, however minor, must receive treatment as soon as possible. When an injury is sustained, a local First Aider must be notified so they can evaluate the extent of injury and treat it if necessary.

If the First Aider feels the injury should be treated by a doctor, a senior Manager must be notified. Repeat contact with the victim is important in order that a doctor can be contacted and informed that the injured person needs to be seen. The victim should then be driven to the doctor's surgery in the company car, either by a senior Manager or the first aider.

Accident investigations should be carried out for all accidents to identify the root cause of the accident.

6.3 Fire

When it comes to “fire safety” prevention is better than cure” that is why there is a detailed fire risk assessment contained within this safety statement. The following is general actions when we carry any training in the area of fire occurring.

- Smoking is strictly prohibited in all areas of the building and within 20 metres of the building.
- Smoking is strictly prohibited in all areas of the building and is against the law
- There will be a proper waste receptacles and these will be emptied on daily basis
- Equipment is fully serviced and maintained as per manufacturer's instructions

Fire detection and prevention equipment is tested and inspected regularly. Staff should be familiar with this equipment. Management and staff should be aware of how long it takes to fully evacuate the office, and conduct a fire drill to establish this. Fire drills will be conducted twice a year by fire wardens.

There are designated fire wardens and their duties are as follows:

- Inspect fire extinguishers on a monthly basis to ensure that they have not been discharged and are hung correctly (Not too high, approx. 1 metre off ground for heavy extinguishers).
- Determine assembly points in case of fire and arrange appropriate signage of the same.
- Notify people at the location when a fire drill has been arranged.

7. Risk Assessment Methodology

7.1 Introduction

Risk Assessments was carried out with a view to establishing the nature of hazards present, assessment of the risks and Preventative Procedures to eliminate the risk or reduce to acceptable levels.

7.2 Risk Matrix & Definitions

Probability

Category	Definition
1	Practically Impossible
2	Not Likely
3	Possible
4	Possible
5	Very Likely

Severity

Category	Definition
1	First Aid, Near Miss
2	LTA (1 Day), Medical Treatment
3	LTA (3 Day), Dangerous Occurrence
4	Single Fatality
5	Multiple Fatality

Risk Level Definitions

Category	Definitions
Low	Acceptable level of risk. Risk is controlled as far as reasonably practicable. Existing Controls to be continuously monitored.
Medium	Should aim to reduce risk further to As Low As is Reasonably Practicable (ALARP).
High	Unacceptable level of risk. Hazard MUST be avoided or level of Risk reduced significantly & reliably by controls.

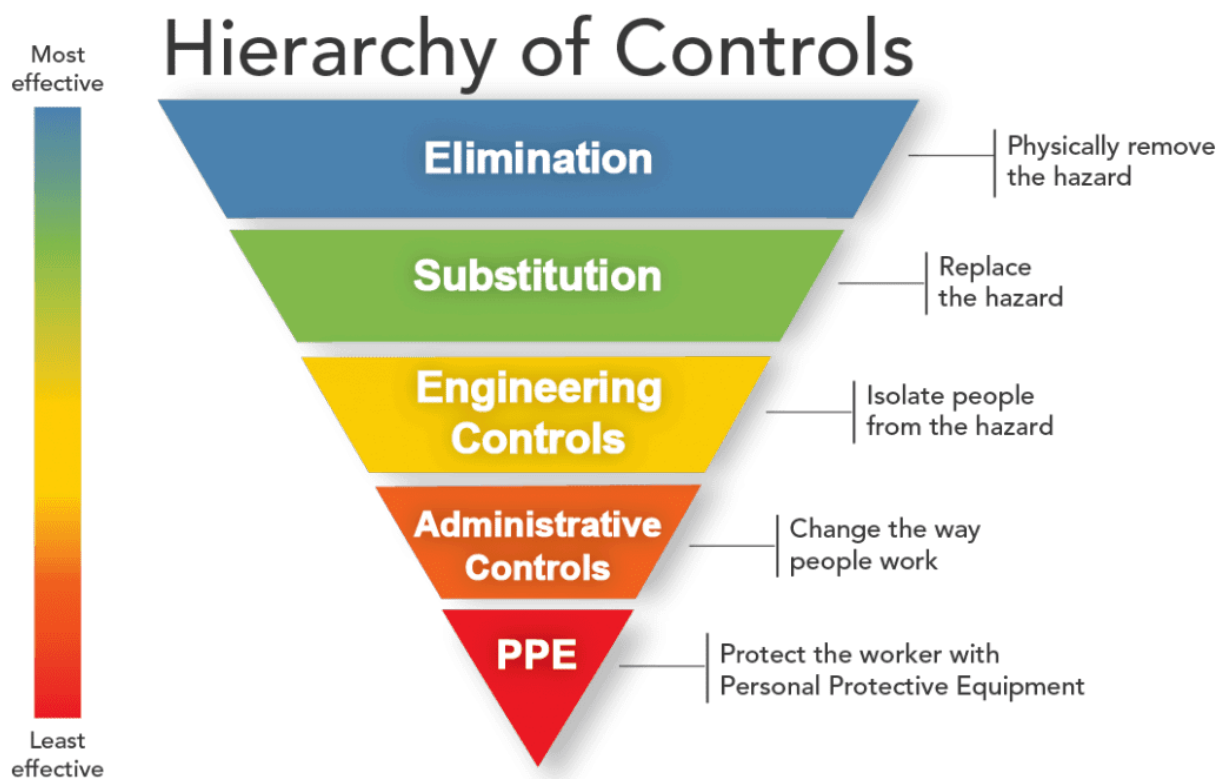
Risk Matrix

PROBABILITY

	Probability	1	2	3	4	5
Severity	5	Low	Med	High	Med	High
	4	Low	Med	Med	High	High
	3	Low	Med	Med	Med	High
	2	Low	Low	Med	Med	Med
	1	Low	Low	Low	Low	Low

7.3 Control Measures

When determining the controls to be implemented the hierarchy of control is used in the following order:



8. Risk Assessments

8.1 Housekeeping / Slips, Trips, and Falling

Activity / Hazards	Risks	Likelihood	Severity	Grade	Control Measures
<i>Housekeeping / Slips, Trips, and Falling / Access and Egress</i>	• <i>Slips, Trips, Falls & Collisions.</i> • <i>Articles Falling.</i> • <i>Fire.</i> • <i>Injuries.</i> • <i>Obstruction of access routes, emergency exits.</i>	3	5	<i>High</i>	• Materials to be stored and stacked safely away from access/egress routes. • All steps, stairs, floors and passageways of sound construction are properly maintained (clean) and free from slip, trip and fall hazards. • Control of persons/systems when removing waste from premises. • Provided Training, Information, Instruction and Supervision. • Sufficient and suitable bins and skips available for storage of various materials. • Designated storage areas provided. • Space around the workplace to be kept clear. • No running in the workplace. • No smoking in the workplace, it is illegal. • Appropriate lighting provided. Stairways, steps and exits are suitably sign-posted and lit • No obstructions in access/egress ways etc. as far as is reasonably practicable.

					• Clear and unobstructed access provided at all times to emergency exits and fire extinguishers.
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8.2 Fire

Activity / Hazards	Risks	Like lihood	Se verity	Grade	Control Measures
Fire	• Fire. • Electric shock. • Death. • Burns. • Fumes. • Asphyxiation. • Explosion	3	5	High	• Assembly points delegated as follows: • Gardiner Campus: Rooms 0,1, 2, 3, 4,5,6 go to the end of Gardner Street & Rooms 7, 8, 9, 10,11,12,13 go to Hill Street. • Harcourt Campus: All the rooms go to opposite of Dicey's Garden. • Firefighting equipment provided in the workplace. • Firefighting equipment serviced on a minimum annual basis or as soon as possible in the event of usage. • Emergency vehicles will have clear access and/or egress routes around the company building and at all places of work. • Emergency lighting available within buildings. • Only competent and authorised to operate firefighting equipment. • Appropriate personal protective clothing for the task at hand, particularly hot work. • Ensure good ventilation during work operations. • Company inductions cover all aspects of emergency procedures.

8.3 Manual Handling

Activity / Hazards	Risks	Likelihood	Severity	Grade	Control Measures
Manual Handling	• Back, Neck, Shoulder injury. • Prolapsed Disk. • Permanent Injury. • Trip/Fall.	3	4	Medium	• The company will always ensure to use mechanical devices when necessary and strenuous manual handling is avoided as much as possible. • Lifting equipment is provided for all employees for all aspects of work when required. • Employees assess loads prior to manual handling to reduce the risk of injury. • PPE is provided including safety footwear with steel toecaps. • All injuries are reported to management/the person in charge

8.4 Display Screen Equipment

Activity / Hazards	Risks	Likelihood	Severity	Grade	Control Measures
Activity / Hazards	Musculoskeletal	3	4	Medium	• Perform an analysis of the workstation in order to evaluate the safety and health

Display Screen Equipment	Disorders. • Eyesight disorders				conditions to which it gives rise for the employees, particularly as regards possible risks to eyesight, physical problems and problems of mental stress, and, on the basis of that evaluation, take appropriate measures to remedy any risks found, taking account of: (i) the minimum requirements specified in Schedule 4, and (ii) any additional or combined effects of any such risks so found. • Plan the activities of the employer's employees in such a way that daily work on display screen equipment is periodically interrupted by breaks or changes of activity which reduce workload at the display screen. • Work station analysis will include ensuring appropriate lighting, humidity and temperature for employees in these areas. • Provide information to the employees in relation to the measures applicable to workstations which have been implemented. • Provide training to employees in the use of workstations before commencing work with display screen equipment and whenever the organisation of the workstation is substantially modified. • Perform a further analysis of the workstation when an employee transfers to a new workstation, or significant new work equipment, change of equipment or new technology is introduced at an individual's workstation. • Ensure that the provision of an appropriate eye and eyesight test, carried out by a competent person, is made known to and is made available to every employee before commencing display screen work, at regular intervals thereafter, and if an employee experiences visual difficulties which may be due to display screen work.
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					If the results of a test show that it is necessary, an ophthalmologic examination is to be carried out on the employee concerned, and where the results of a test or an examination show that it is necessary, and if normal corrective appliances cannot be used, the employee concerned is provided with special corrective appliances appropriate to his or her work.
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8.5 Office Environment

Activity / Hazards	Risks	Like lihood	Seve rity	Grade	Control Measures
Office Environment	- Slipping, Tripping and Falling. - Electric Shock. - Poor Housekeeping, trailing leads. - Floor surfaces i.e. wet floors, uneven floors. - Struck by or against objects, cuts. - Manual	3	3	Medium	- Good maintenance of floor covering, checked regularly. - Clear access and egress routes. - Floor area kept clear: no stacking or storage of boxes, files, paper etc. on floors. - Regular inspection of all electrical appliances & fittings. - All electric cables on equipment suitably tied (tie wraps). - Provision of height/back adjustable seating for VDU users and training provided.

	Handling, Arm, Shoulder, Wrist, Neck Injury. • Ventilation, Temperature, Lighting, Workstations.				• Positioning of VDU screens at the recommended location relative to windows, lighting, to avoid glare or reflection. • Appropriate luminance levels. • Provision of suitable breaks from VDU work. • Proper consideration of humidity levels. • Proper use of metal waste bins to help prevent fire. • No smoking policy implemented. • Provision of fire extinguishers at fire points. • Manual Handling Training. • Risk assessment of workstations carried out.
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8.6 Stairs

Activity / Hazards	Risks	Like liho od	Sev erity	Grade	Control Measures
Stairs	• Slips, trips and falls. • Access and egress	3	4	Medium	• All stairways suitably illuminated and maintained in good condition. • Stairways, steps and handrails of sound construction and free from defects.

					• Torn or damaged covering on stairways and steps repaired, replaced as soon as possible. • Manual handling of heavy or bulky loads, up or down stairways, avoided as far as is reasonably practicable. • Slip resistant measures incorporated on stairs in the building areas with secure carpeted surfaces. • Staff and students are encouraged to use the handrail when using the stairs. • There is no running permitted in the building.
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8.7 Large Circulation of People

Activity / Hazards	Risks	Likelihood	Severity	Grade	Control Measures
Large Circulation of People	Risk of slips, trips, falls, and collisions	3	4	Medium	• All entrance and exit points are clearly marked throughout the College. • Good sign posting of all locations, departments and facilities. • All walkways, corridors, and passageways to be kept clear and free from obstruction. • Floor surfaces are provided with non-slip finishes where possible.

					• Floor mats used at all doorways/walkways shall be of the non-slip variety with self-adhesive strips fitted. • Lighting shall be suitable and adequate both inside and outside the College buildings and in the college grounds. • All tutorial rooms shall have clear and safe access and egress. • Adequate and clear aisles (1 meter wide) shall be provided. • Floor cleaning operations shall be carried out at quiet times and in such a manner as not to endanger those walking in the area.
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8.8 Shelving & Stacking

Activity / Hazards	Risks	Likelihood	Severity	Grade	Control Measures
Shelving / Stacking	Lacerations • Fractures • Head Injuries	3	4	Medium	• Where employees are involved in heavy lifting operations, suitable and appropriate safety footwear will be worn. • All items will be stored/stacked in such a way as to prevent rolling or collapse. • All heavy items will be stored at knuckle to shoulder height level. • All racking and shelving will be suitable and capable of supporting the weight of the intended load.

					• For all off-floor activities, where an employee may injure themselves if they fall, then suitable fall protection must be in place. • Employees will not block passages, stack loose items on the top shelves, or overload shelving units.
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