



InOut Academy Health and Safety Policy

This document outlines InOut Academy's approach to ensuring the health and safety of our learners, trainers, and staff during the delivery of our learning programs. This policy sets forth InOut Academy's commitment to maintaining a safe environment while delivering training services to our delegates and other third parties who have contact with our business.

Policy Objectives

This document provides:

- A statement on the general policy of health and safety of the business.
- The responsibilities of relevant persons for specific actions to ensure compliance with health and safety regulations.

Policy Endorsement

The Health and Safety Policy document shall be completed with all relevant information. While there is no legal requirement for it to be signed, signing the policy illustrates our endorsement. It is the duty of InOut Academy management to ensure that all aims, responsibilities, and arrangements contained within the Health and Safety Document are carried out.

Accessibility

This policy shall be accessible at any time to our employees, delegates, and third parties who have contact with our business. It will be provided to our staff.

Policy Review

InOut Academy shall review this policy at least annually. Revisions and alterations shall be communicated effectively to employees at the earliest opportunity.

Commitment to Health and Safety

InOut Academy considers the health and safety of all employees, trainees, and customers to be of primary importance. Our aim is to make our academy a safe and healthy place to work and train. To achieve this, we commit to an active health and safety policy designed to:

- Create a safe and healthy environment for all learners and trainees.
- Prevent accidents involving personal injury and occupational diseases.
- Prevent incidents causing property damage or dangerous occurrences.

Legal Compliance

We will ensure appropriate arrangements to comply with Lebanese legislative duties and any other requirements. Employees are expected to take reasonable care of their own health, safety, and welfare and that of others affected by their actions.

Current Health and Safety Objectives

- Maintain high standards of health and safety during training service delivery and other activities.
- Maintain Covid-19 safety measures.
- Regularly refresh staff induction training.
- Ensure all first aid kits are fully equipped at all times.
- Ensure firefighting equipment is accessible.
- Ensure staff, trainers, and learners are aware of the location of fire assembly points.

Promotion and Communication

We will promote this policy by:

- Making it accessible via our website.