Health and Safety Policy
Atlas Star IT Centre

1. Purpose and Scope

At Atlas Star IT Centre, the health, safety, and well-being of all individuals who interact with our Centre—including staff, visitors, and learners—are of paramount importance. This policy outlines responsibilities, reporting mechanisms, and procedures for addressing health and safety concerns to maintain a safe and secure environment for everyone.

2. Responsibilities for Health and Safety

2.1 Management Responsibility
The Centre Manager holds overall responsibility for ensuring compliance with health and safety regulations, providing appropriate resources, and fostering a culture of safety.

2.2 Staff Responsibility
All staff members are responsible for:

- Ensuring their own safety and the safety of others affected by their actions.
- Reporting hazards, unsafe practices, or equipment.
- Following the Centre's health and safety procedures.

2.3 Learner and Visitor Responsibility
Learners and visitors are expected to:

- Adhere to health and safety instructions.
- Avoid behaviour that could endanger themselves or others.
- Report hazards or concerns promptly.

3. How to Raise a Concern

3.1 Reporting Mechanism
If you identify a health and safety issue, you can raise your concern using the following steps:

1. **Immediate Notification:** Report the concern to the nearest staff member or supervisor.
2. **Formal Reporting:** Fill out a Health and Safety Concern Form, available at the reception or through the Centre's online portal.
3. **Emergency Situations:** In case of an immediate hazard or injury, contact the Health and Safety Officer or dial the emergency number posted on safety boards.

3.2 Confidentiality
Concerns will be handled sensitively and, where appropriate, confidentially.

4. Incident Recording and Management

4.1 Incident Recording
All health and safety incidents, whether involving injuries, near-misses, or property damage, must be reported and documented in the Health and Safety Incident Log.

The log will record:

- Date, time, and location of the incident.

- Individuals involved.

- Description of the incident and its cause (if known).

- Actions taken in response.

- Preventative measures recommended.

4.2 Investigation and Follow-Up
All incidents will be investigated by the Health and Safety Officer to determine root causes and implement corrective actions. Major incidents will be reviewed by the Centre Manager, and a report will be submitted to relevant authorities if required.

5. Communication and Training

- Regular health and safety training will be provided to staff and learners.

- Safety notices and procedures will be clearly displayed in communal areas.

- Updates to this policy will be communicated promptly to all stakeholders.

6. Review of Policy

This policy will be reviewed annually or as necessary to ensure it remains effective and compliant with current health and safety regulations.

Contact Information

Health and Safety Officer: Bikash Maharjan
Email: info@atlasstar.com.np

Emergency Contact Numbers: Displayed on safety noticeboards across the Centre.