



We Make You A Global Citizen

Health and Safety Policy

SPRS Consulting India Pvt Ltd T/A GloPass Study Abroad

1. Purpose of Policy

1.1. GloPass Study Abroad (the Employer) is committed to protecting the health and safety of its staff, clients, visitors, and all those affected by its business activities. This policy outlines responsibilities and procedures to achieve this commitment.

1.2. This policy is a statement of intent and does not form part of any employment contract. It will be reviewed regularly and may be amended at the Employer's discretion.

2. Who is Responsible for Workplace Health and Safety?

2.1. Health and safety is a shared responsibility between the Employer and staff. This policy applies to all staff, including employees, directors, consultants, contractors, and temporary staff.

2.2. Specific responsibilities are detailed in the "Responsibilities of All Staff" section.

3. Employer Responsibilities

3.1. The Employer is responsible for:

- a. Taking reasonable steps to safeguard health and safety.
- b. Identifying and managing health and safety risks.
- c. Providing a safe workplace and safe entry/exit arrangements.
- d. Providing and maintaining safe work areas, equipment, and protective clothing (where applicable).
- e. Ensuring safe handling and storage of materials.
- f. Providing adequate information, training, and supervision.
- g. Ensuring health and safety representatives receive appropriate training.
- h. Providing health and safety induction and training, including:
 - * Ergonomics and workstation safety.
 - * Electrical safety.
 - * Fire safety and emergency procedures.
 - * Manual handling (if applicable).
 - * Slips, trips, and falls prevention.
 - * Use of Visual Display Units.
- i. Promoting effective communication and consultation on health and safety matters.
- j. Providing guidance during epidemics or pandemics.
- k. Regularly monitoring and reviewing health and safety management.

3.2. The Board of Directors has overall responsibility for health and safety. Mr. Thangam Karthick is appointed as the Principal Health and Safety Officer with day-to-day responsibility for health and safety matters.

3.3. Health and safety concerns should be reported to the Principal Health and Safety Officer.

GloPass- Study Abroad is trading name of SPRS Consulting India Private Ltd & FinAds Consulting Ltd UK

No 22, Bypass Road, Near Jeyasakthi Hotel, Kalavasal, Madurai-625016,

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Company registered in India. CIN: U70200TN2025PTC176567 & UK 15570803

4. Responsibilities of All Staff

4.1. General Staff Responsibilities:

- a. Take reasonable care for their own and others' health and safety.
- b. Cooperate with the Principal Health and Safety Officer and the Employer.
- c. Comply with health and safety instructions and rules.
- d. Maintain awareness of health and safety implications.
- e. Keep the workplace tidy and hazard-free.
- f. Report health and safety concerns promptly.
- g. Cooperate in accident investigations.

4.2. Staff Responsibilities Relating to Equipment:

- a. Use equipment as instructed.
- b. Report equipment faults or damage.
- c. Do not interfere with health and safety equipment.
- d. Do not attempt repairs unless authorized.

4.3. Staff Responsibilities Relating to Accidents and First Aid:

- a. Report accidents promptly to the Principal Health and Safety Officer.
- b. Familiarize themselves with first aid facilities and trained first aiders.
- c. Follow emergency first aid procedures.
- d. Cooperate with accident investigations and reporting.

4.4. Staff Responsibilities Relating to Coronavirus (COVID-19) (or other relevant health crisis):

- a. Follow all guidelines to minimize infection risk.
- b. Adhere to social distancing and hygiene practices.
- c. Report any symptoms or potential exposure.

4.5. Staff Responsibilities Relating to Emergency Evacuation and Fire:

- a. Familiarize themselves with fire safety procedures.
- b. Know the location of fire extinguishers, exits, and alternative routes.
- c. Comply with fire warden instructions.
- d. Participate in fire drills.
- e. Keep fire exits and signage clear.
- f. Notify the Principal Health and Safety Officer of any mobility issues.
- g. Follow fire alarm procedures.
- h. The Principal Health and Safety Officer is responsible for fire risk assessments and safety checks.

5. Risk Assessments, Display Screen Equipment, and Manual Handling

5.1. The Employer will conduct risk assessments and implement control measures.

5.2. Personal Protective Equipment (PPE) will be provided where necessary.

5.3. Staff using computers for prolonged periods can request workstation assessments and eye tests.

5.4. Guidance on manual handling is available from the Principal Health and Safety Officer.

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6. Staff Returning to Work - Coronavirus (COVID-19) (or other relevant health crisis)

- 6.1. Follow government and company guidelines.
- 6.2. Work from home where possible.
- 6.3. Follow social distancing guidelines in the workplace.
- 6.4. Adhere to hygiene practices, including handwashing and sanitization.
- 6.5. Follow meeting room and protective clothing guidelines.
- 6.6. Address mental health concerns with management.

7. Non-Compliance with Health and Safety Rules

- 7.1. Breaches of health and safety rules will result in disciplinary action.

8. Contact Information

- Principal Health and Safety Officer: Thangam Karthick
- Contact details: +91 76677 11335, thangam@glopass.in

9. Review

- This policy will be reviewed annually or as required by changes in legislation or circumstances.

Date: 14/02/2025

A handwritten signature in black ink, appearing to read "K. Thangam", is placed over a white rectangular box.

Signature:

Thangam Karthick

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