



Health and Safety Policy

LCCI GQ is committed to ensure that its working as well as learning environment is conducive to health and safety of its people. By its nature of operation, LCCI GQ offers its programmes through established institutions which are governed by the norms of the government for maintaining various facilities for students including health and safety measure. Though the course offered by LCCI GQ do not require use of any chemicals, equipment, or environment that may be hazardous to the health of its learners, yet LCCI GQ would ensure that minimum health and safety measures are available at its approved sites and would issue necessary notifications in this direction from time to time.

The Management board expects all its staffs, students, visitors or other individuals who work either on regular basis or part time to show their commitment by complying with the policies and procedures, and to understand that they too have legal and moral obligations to themselves and to others.

LCCI GQ intends to ensure the health and safety of all individuals who may be affected by our activities by

- 1) Consulting with and involving our own staff, site staff and students in matters relating to their own health and safety
- 2) Ensuring that the work place is hygienic, neat and clean to ensure that the work environment is safe and that the risks to health and safety is controlled as far as practicable
- 3) Enough air circulation is provided in working area to ensure there is air flow and is not suffocating for staffs
- 4) Ensuring that there is safe and clean drinking water available to working staffs, students and to visitors
- 5) Ensuring that the equipment's used in the office are maintained and repaired regularly to ensure it does not possess any risks to the users
- 6) Nepal being a earth quake prone region, LCCI and its site building are all resistant to earthquake



GLOBAL QUALIFICATIONS

- 7) Staffs are trained on the guidelines they should keep in mind In case of earthquake
- 8) Ensure that the fire extinguishers are placed at important places and are readily usable. Firefighting training shall be provided to staffs and students from time to time.
- 9) First aid box to be kept up-to-date at all times and must be placed at the front office/reception area for each access and use.
- 10) Ensure every staff member is associated with Nepal Government's Social Security Fund, to safeguard future and to provide comfort if there is illness to any staff member
- 11) LCCI GQ ensure that it keeps itself up to date in relation to health and safety and complying with all relevant legislation and authoritative guidance
- 12) LCCI GQ will always promote health and safety culture at LCCI and educate our staff and students in health and safety
- 13) We undertake to continually review and develop our health and safety policy, with the aim of conducting our activities in a manner which does not affect the health and safety of any staff, students, visitors or members of the public or adversely affect the environment.

Measures to protect staffs and students from threat of COVID-19-

- 1) LCCI GQ shall ensure every staff and students are provided induction about COVID-19 and its risk
- 2) Notices to be displayed at the entrance that no one is allowed without proper sanitization and without wearing mask
- 3) Sanitizer to be kept at the main entry gate
- 4) Enough social distancing to be maintained between working station,
- 5) Lunch/refreshments to be provided in shifts to avoid gathering



GLOBAL QUALIFICATIONS

Health and Safety during travel –

Since, LCCI GQ's work is spread across the country, travelling to train, monitor, and for ongoing work is common and hence LCCI GQ shall ensure health and safety measures are taken care during travel of any of its member whether full time, part time or appointees.

- 1) LCCI GQ shall ensure that as far as possible travel outside of Kathmandu valley shall be arranged through flight
- 2) LCCI GQ shall ensure that safe and comfortable local transport is provided to the teachers or staff members
- 3) LCCI GQ shall ensure that the most safe and comfortable accommodation is provided to the LCCI staff members, faculties or other associates. By comfortable accommodation it shall refer to hotel or guest house which follows basic health and safety guidelines, and ensure all basic amenities required for business traveler is provided including A/C, Internet etc
- 4) LCCI GQ shall ensure that the dedicated one point contact shall be provided at the destination where the assignment is being conducted as well as point of contact from LCCI GQ's head office shall be maintained at all times.