

**Last Reviewed: August 2025**

**Next Review Due: August 2026**

## **Health & Safety policy**

### **The Company = The Classroom Partnership**

It is an important duty of The Company, in the conduct of its business operations, to ensure a safe and healthy working environment for all its employees. The organisation accepts the fact that this implies a corresponding duty of ensuring that necessary organisation, equipment, and instruction is provided to fulfil this obligation. An effective health and safety policy requires the full collaboration and co-operation of all employees; everybody is asked to read this policy and accept their own personal responsibility for health and safety at work. The objectives of this policy are fundamental to our business and the Company Directors are responsible for ensuring that the requirements of this policy are achieved.

The Company is committed to operating the business in accordance with the Health and Safety at Work Act 1974 and all applicable regulations made under the Act, as far as reasonably practicable.

- Risk assessments are to be completed by the brand manager/director to assess the office environment to ensure our workplaces are safe for our workers. Completed risk assessments are sent to the Group's head office for central collation and record keeping.
- Provide and maintain facilities, equipment, and systems of work that are safe and without risks to health.
- Provide such information, instruction supervision as is necessary to ensure the health and safety at work of employees and visitors.
- Maintain any place of work under the Company's control in a condition that is safe and without risks to health and to provide

and maintain means of access to and egress from it that are safe and without such risks.

- Provide and maintain a working environment for employees that is safe and without risks to health and is adequate as regards facilities and arrangements for their welfare at work.
- Encourage staff to set exacting standards of health and safety by personal example and to instil an attitude of mind which accepts good health and safety practice as normal.
- Monitor the effectiveness of health and safety provisions within The Company.
- Keep the Health & Safety Policy under regular review and to duly publish any amendments.

Management and staff have responsibility for implementing the specific arrangements made under this policy throughout the Company. All employees are expected to familiarise themselves with its provisions and fulfill their defined responsibilities, a copy of all related policies will be held in the HR department and will be made available to all employees.

This policy will be audited for its effectiveness on a regular basis.

### **Health & Safety Statement from the CEO**

The Company regards the management of health and safety as an integral part of its business and as a management priority. It is our policy that all activities and work will be conducted in a safe manner, and we will ensure the health, safety and welfare of our employees and others who may be affected by our activities.

Proper management of health and safety issues is seen as an integral part of the efficient management of the Company's activities, and critical to developing the professional culture of the Company and establishing and maintaining a solid reputation with all our customers.

The Company is committed to ensure the health, safety & wellbeing of all staff in line with government guidance and legislation.

## **Organisation**

Ultimate responsibility for Health & Safety rests with The Company and its team of directors. The HR Director has specific responsibility for overseeing the implementation of Health & Safety policy and for advising and updating the Board of The Company and CEO on developments and performance.

All employees, contractors and sub-contractors are required to cooperate with the Company and their colleagues in implementing the policy and shall ensure that their own work is without risks to themselves and others as far as reasonably practicable. And to be proactive on health and safety issues as part of the continued development of the health and safety culture of the organisation.

## **Directors**

The Company's directors have responsibility for implementation of the Health & Safety Principles and Policy in their areas of responsibility. They must show leadership by ensuring the organisation, management and conduct of operations is in line with The Company standards and ensuring this is supported by adequate resource allocation to implement this policy across the business.

All employees have the responsibility to co-operate with the directors and management to achieve a healthy and safe workplace and to take reasonable care of themselves and others.

Whenever an employee notices a health or safety problem which they are not able to put right, they must straightaway inform their Branch Director or a member of the Senior Leadership Team.

## Managers

Managers have responsibility for the health, safety and wellbeing of those working within their area of operation and those who may be affected by the activities. They must ensure that adequate systems are in place to ensure delivery of policy and standards and meet local statutory requirements. Those tasked with the supervision of staff, at whatever level, are required to give careful attention to the health and safety of those under their supervision and to ensure that appropriate precautions are taken.

To fulfil its function, the degree of supervision must have reasonable regard to the level of training, experience and expertise of employees being supervised.

The responsibilities of manager(s) within the company shall be:

- To read and understand the company's safety policy and to ensure that its provisions are being effectively conducted.
- To bring the provisions of this policy, as far as they affect the personnel, to the attention of the employees under the control of managers/supervisors.
- To inspect machinery, equipment and structures regularly and to ensure that any defects discovered are remedied forthwith.
- To prevent access by the workforce or other persons to any defective equipment or structures until the faults have been rectified.
- To ensure that employees are adequately instructed in the safe operation of equipment and machinery.
- To ensure that any areas of the site to which the public or visitors may have access, are maintained to ensure their safety.
- To arrange for all necessary insurances, certificates etc., appropriate to the site's size and function.
- To arrange via the responsible person for the reporting of all incidents to the insurers where appropriate.
- To arrange the appropriate fire-certificates for each site, the proper maintenance of firefighting equipment, regular fire drills and adequate access to fire-fighting services.

- Ensure that adequate first-aid facilities are available and adequately maintained.
- To ensure that all accidents are reported in accordance with the provision of this policy.
- Ensure that no unnecessary risks are taken by the employees in pursuance of their duties and to ensure a site disciplinary procedure is in place for offenders.
- Set a personal example.
- To give advice upon this policy when requested by either the directors or workforce.

## **Individuals**

Individual employees have a duty to conduct their work in a safe manner to prevent injury and ill health either to themselves or to others who may be affected by their acts or omissions at work.

Individuals are required to comply with the Company's Health and Safety Policy as it relates to their work activities, and to any action to be taken in case of an emergency.

## **Amendments**

Any amendments will be notified by revision of this document.