

Health and Safety Policy

Last Updated December 2024

About this policy

We are committed to ensuring the health and safety of staff and anyone affected by our business activities, and to providing a safe and suitable environment for all those attending our premises.

The purpose of this policy is to set out our arrangements in relation to:

- assessment and control of health and safety risks arising from work activities;
- preventing accidents and work-related ill health;
- consultation with employees on matters affecting their health and safety;
- provision and maintenance of a safe workplace and equipment;
- information, instruction, training and supervision in safe working methods and procedures;
- emergency procedures in cases of fire or other major incident.

This policy does not form part of any contract of employment or other contract to provide services and we may amend it at any time.

Who does this policy apply to?

This policy applies to all employees, officers, consultants, self-employed contractors, casual workers, agency workers, volunteers and interns. It also applies to anyone visiting our premises.

Who is responsible for this policy?

The Company Directors have overall responsibility for the effective operation of this policy. The Company Directors have delegated responsibility for overseeing its implementation to the Health and Safety Officer. Suggestions for changes to this policy should be reported to the Health and Safety Officer. The post of Health and Safety Officer is held by Lucy Georgerson, and they can be contacted at lucy.georgerson@zeneducate.com.

Any questions you may have about the day-to-day application of this policy should be referred to your line manager or Chief of Staff in the first instance.

This policy is reviewed annually by the Health and Safety Officer.

Your responsibilities

All staff share responsibility for achieving safe working conditions. You must take care of your own health and safety and that of others, observe applicable safety rules and follow instructions for the safe use of equipment.

You should report any health and safety concerns immediately to your line manager or Chief of Staff.

You must cooperate with managers on health and safety matters, including the investigation of any incident. Failure to comply with this policy may be treated as misconduct and dealt with under our Disciplinary Procedure.

Information and consultation

We will inform and consult directly with all staff regarding health and safety matters.

We will ensure any health and safety representatives receive the appropriate training to carry out their functions effectively.

The Health and Safety Officer is responsible for informing and consulting employees about health and safety matters.

Training

We will ensure that you are given adequate training and supervision to perform your work competently and safely. Staff will be given a health and safety induction and provided with appropriate safety training.

Equipment

You must use equipment in accordance with any instructions given to you. Any equipment fault or damage must immediately be reported to your line manager or The Health and Safety Officer.

No member of staff should attempt to repair equipment unless trained to do so.

The Health and Safety Officer is responsible for ensuring equipment safety and maintenance.

Accidents and first aid

Details of trained first aiders are displayed on the notice boards.

All accidents and injuries at work, however minor, should be reported to the Health and Safety Officer and recorded in the Accident Book which is kept online

[+ Accident Record](#)

The Health and Safety Officer is responsible for investigating any injuries or work-related diseases, ensuring that accident records are kept, and submitting reports to the relevant authorities if required under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (*SI 2013/1471*) (RIDDOR).

National health alerts

In the event of an epidemic or pandemic alert, we will organise our business operations and provide advice on steps to be taken by staff, in accordance with official guidance, to reduce the risk of infection at work as far as possible. Any questions should be referred to your line manager or Chief of Staff.

It is important for the health and safety of all our staff that you comply with instructions issued in these circumstances.

Fire safety

All staff should familiarise themselves with the fire safety instructions, which are displayed on notice boards and near fire exits in the workplace. If you hear a fire alarm, leave the building immediately by the nearest fire exit and follow the instructions according to your office;

- London office go to the parking lot directly outside of the main reception
- Nottingham office outside in the car park by the gates
- Liverpool office outside the Pumphouse pub

- Manchester office St Johns Gardens between lower Byrom st, Byrom St and Quay St.
- Birmingham office underneath the bypass outside the front of the mailbox
- Turo office go to the pavement opposite the main entrance
- Cardiff office, there are 3 assembly points in the visitor's car park, as you come out of reception straight opposite.
- Bristol is out the back of the building

Do not stop to collect belongings or use any lifts. Fire wardens will assist in the evacuation of the building and you must follow their instructions. Do not re-enter the building until told to do so.

If you discover a fire do not attempt to tackle it unless it is safe and you have been trained or feel competent to do so. You should operate the nearest fire alarm and, if you have sufficient time, call reception and report the location of the fire.

Nominated individuals will be trained in the correct use of fire extinguishers.

You should notify your line manager or Chief of Staff if there is anything (for example, impaired mobility) that might impede your evacuation in the event of a fire. A personal evacuation plan will be drawn up and brought to the attention of the relevant fire wardens and colleagues working in your vicinity.

Fire drills will be held regularly and must be taken seriously.

The Health and Safety Officer is responsible for ensuring fire risk assessments are undertaken and implemented, and for ensuring regular checks of fire extinguishers, fire alarms, escape routes and emergency lighting.

Risk assessments and measures to control risk

We carry out general workplace risk assessments periodically. The purpose is to assess the risks to the health and safety of employees, visitors and other third parties as a result of our activities, and to identify any measures that need to be taken to control those risks.

Measures will be taken to avoid or reduce the need to lift or carry items which could cause injury (manual handling) and to provide training on manual handling as necessary.

The use of hazardous substances at work will be avoided wherever possible and less hazardous alternatives will be used where available.

Training on the control of substances hazardous to health (COSHH) will be provided as necessary.

Personal protective equipment (PPE) is provided where there are risks that cannot be adequately controlled by other means.

The Health and Safety Officer is responsible for workplace risk assessments and any measures to control risks.

Computers and display screen equipment

If you use a computer screen or other display screen equipment (DSE) habitually as a significant part of your work:

- You should try to organise your activity so that you take frequent short breaks from looking at the screen.
- You are entitled to a workstation assessment.
- You are entitled to an eyesight test by an optician which can be expensed with our Health insurance provider Vitality.

Further information on the use of DSE can also be obtained from the Health and Safety Officer.

The company is committed to the continual improvement of health and safety within the organisation, and to conforming to all applicable health and safety legislative requirements and other requirements imposed upon it. A copy of this document has been and will continue to be provided to Zen Educate employees. This policy will be reviewed on a regular basis and revised as appropriate.

