

# Health and Safety Policy

Last Updated July 2021

## Purpose

The purpose of this document is to provide evidence that requirements under the health and safety policy as required by section 2 (3) of the health and safety at work act 1974 (and any amended documents) are being adhered to.

Zen Educate is committed to providing a safe and healthy working environment for all its employees and other interested parties. Health and safety considerations are integral to our working practice and are critical to our business performance.

The responsibility for health and safety at work rests upon all areas of management. Zen Educate will ensure that this policy is followed throughout the organisation. Each and every employee is expected to make a contribution to ensuring the health, safety and welfare of themselves, their colleagues, clients, visitors and any other people affected by our work.

## Company responsibilities

It is the company's policy to:

- Maintain safe and healthy working conditions
- Prevent accidents and work-related ill-health
- Provide adequate control of the health and safety risks arising from our work activities
- Consult with our employees on matters affecting their health and safety
- Provide information and supervision for employees
- Ensure safe handling and use of substances

All employees have a legal duty to act responsibly at work and take reasonable care for the health and safety of themselves, colleagues and visitors. This duty can be carried out by following (including, but not limited to):

## General

- Working safely and efficiently
- Not removing any guarding from equipment used or deviating from your authorised usage of equipment.
- Reporting any equipment defects immediately and never attempting to repair
- Complying with all hazard/warning signs and notices displayed on the premises
- Making proper use of all equipment and facilities provided to control working conditions/environment.
- Ensuring you keep your work areas clear/tidy
- Disposing of waste in the appropriate bins.
- Never obstructing any fire escape routes, fire equipment or doors.

## Accidents

- Ensuring you are aware of the local first aid representative and/or the location of the first aid kit.
- Seeing a first-aider for any injury you may receive, irrespective of how minor and ensuring details are entered into the accident book in accordance with the Accident/Incident Policy
- Reporting any incident in which damage/loss is caused to premises/property.

## Health

- Not becoming involved with rough or boisterous play or practical jokes.

## Fire and emergency

- Ensure you make yourself aware of, and observe, the evacuation procedures for your premises in the event of a fire or any other emergency situation.
- You must be aware of the location of the emergency exits, assembly points, accident book and first aid kit.

Fire equipment is maintained as necessary.

## Overall responsibility for Health and Safety

Oren Cohen, Chief Customer 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.

Signed:



Oren Cohen, Director

Date: 23/07/2021