



## Head of the Class Ltd

### Health and Safety Policy Statement, Aims & Objectives

Based upon Health and Safety at work Act 1974, this is the Health and Safety Policy Statement of Head of the Class Ltd. Head of the Class is committed to providing a safe environment for workers, children or any other visitors at any Head of the Class centres. The safety procedures in operation are for the protection of people who work at or visit the organisation's premises and compliance with these procedures is mandatory.

1. Head of the Class Ltd's Statement of General Policy is to:

- a. Maintain a safe and healthy working environment.
- b. Identify person/s responsible for monitoring and controlling risks arising from work activities.
- c. Keep employees informed on all matters of Health and Safety.
- d. Provide and maintain safe plant and equipment.
- e. Ensure that substances are handled in a safe manner.
- f. Provide Health and Safety training.
- g. Prevent accidents and cases of work related ill-health.
- h. Review and revise this policy as necessary at regular intervals.

2. Head of the Class is committed to ensuring the health and safety of all staff, students and visitors to our premises and aims to comply with all relevant health and safety legislation including:

- a. The Health and Safety at Work Act 1974
- b. Regulatory Reform (Fire Safety) Order (RRFSO) 2005
- c. The Management of Health and Safety at Work Regulations 1999
- d. The Workplace (Health, Safety and Welfare) Regulations 1992
- e. Control of Substances Hazardous to Health (COSHH) Regulations 2002
- f. Health and Safety (First Aid) Regulations 1981
- g. Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 1995

3. Head of the Class has the major responsibility for health and safety in the workplace but, within this legislation, staff have a duty of care to work safely, undertake all necessary training and to follow the company rules and regulations regarding health and safety.

(A) To ensure Head of the Class complies with these requirements, we will:

- Provide adequate control of the health and safety risk arising from our work activities
- Provide and maintain safe equipment and working conditions
- Provide information, instruction, training and supervision for employees and volunteers
- Maintain safe and healthy working conditions



# Head of the Class

Explore. Discover. Reach

- Work to prevent accidents and cause of ill-health
- Review and revise this policy at least once a year and at regular intervals.
- Provide the resources needed to ensure that we meet our H&S aims.

(B) Staff and volunteers have a duty to:

- Take appropriate care of their own H&S and that of students in their supervision
- Cooperate with Head of the Class to enable us to meet our legal obligations and ensure all remain safe
- Report any H&S concerns to their line manager

## 4. H&S Objectives

- (a) To ensure we meet our H&S aims as an organisation we have set the following objectives:
- (b) To increase H&S training for all employees
- (c) To encourage all accidents to be reported to help us identify potential hazards

## 5. FEEDBACK

It is important for Head of the Class that every staff member plays their part in keeping our premises a safe place to work. If you see anything of concern, or can suggest ways to improve, please speak to the Centre Manager, who will be happy to work with you to incorporate your suggestions into new working practices or update facilities.

The Director has overall responsibility for H&S and the structure chart in the policy organisation section confirms others within the organisation that have specific roles.

Abrar Al-Habtari  
Managing Director

Date: 01.01.2019

### **Health and Safety Declaration**

I have read the Health and Safety Policy and fully understand the health and safety arrangements and my responsibilities and obligations to ensure their compliance.

Print Name:

Signature:

Date: