



Health and Safety Policy

Date: 08/11/2025

We, Lily Bloom Tutoring C.I.C, Leeds, LS8, 16768323 ("we", "Company"), including all directors and executives, is committed to ensuring the health and safety of all employees and providing a safe environment to any other persons on premises. We are committed to maintaining safe and healthy working conditions through control of the health and safety risks arising from our work activities, the provision and maintenance of safe plant and equipment, the safe handling and use of substances, and steps to prevent accidents and cases of work-related ill health.

Employees will be safeguarded through training, provision of appropriate work surroundings, and procedures that foster protection of health and safety. All work conducted by COMPANY's employees will take into account the intent of this policy. No duty, no matter what its perceived result, will be deemed more important than employee health and safety.

This policy applies to all employees. It is non-contractual and, for the avoidance of doubt, does not form part of any employee's contract of employment.

In accordance with our health and safety duties, COMPANY subscribes to the following:

1. To prevent accidents and cases of work-related ill health and provide adequate control of health and safety risks arising from work activities. COMPANY will assess risks to health and safety and identify ways to overcome them.

2. To provide and maintain a safe and healthy place of work and means of entering and leaving the premises safely, including implementing emergency procedures for evacuation in case of fire or other significant incidents.
3. To provide employees with adequate information, training, instruction and supervision in safe working methods and procedures.
4. To provide and maintain safe plant, equipment and machinery, and to ensure the safe storage / use of substances. All plant, equipment and machinery will have the necessary safety devices installed and appropriate protective clothing will be provided.
5. To comply with all safety and health regulations which apply to the course and scope of operations. This includes providing adequate resources to implement this policy.
6. To promote co-operation between employees to ensure safe and healthy conditions and systems of work through discussion and effective joint consultation [and the establishment of a health and safety committee, safety representatives and accident investigations where applicable].
7. To monitor and review health and safety performance, working environment and conditions to ensure that programme objectives are achieved.

Everyone at COMPANY must be involved and committed to safety. This must be a team effort. Together, we can prevent accidents and injuries. Together, we can keep each other safe and healthy in the work that provides our livelihood. Any health and safety concerns should be reported to your supervisor.

The Director (Principal Health and Safety Officer) is responsible for the overall and final implementation and compliance with the Health and Safety Policy of COMPANY and is accountable for results as measured by criteria such as incident rates. The Principal Health and Safety Officer is properly trained in health and safety to provide competent advice to COMPANY. If an area is outside of the Health and Safety officers' expertise, an external source will be brought in for assistance.

Operational Manager (Associate Health and Safety Officer) is in charge of day-to-day responsibilities for ensuring this policy is put into practice. If there is no Associate

Health and Safety Officer assigned, then the Principal Health and Safety Officer is also in charge of day-to-day responsibilities.

Employee Safety Responsibilities

1. The primary responsibility of the employees of COMPANY is to perform their duties in a safe manner in order to prevent injury to themselves and others. This includes taking reasonable care of their own health and safety and that of others by observing applicable safety rules and following instructions for the use of equipment.

2. Employees must co-operate with the management, health and safety officers and the safety committee on health and safety matters and comply with any health and safety instructions.

3. Any health and safety concern, however trivial it might seem, including any potential risk, hazard or malfunction of equipment, must be reported to your direct supervisor.

4. Employees must specifically be trained and authorised by their supervisor to operate vehicles and use machinery. Before operating/using any equipment or machinery, employee should visually check that all safeguards are in place and there are no maintenance issues. If employee sees any issues or have any concerns, they should contact their immediate manager immediately. No employee should ever attempt to repair equipment or machinery unless specifically trained and authorised to do so.

5. Employees must co-operate in the investigation of any accident or incident that has led, or which we suspect might have led, to injury.

6. Failure to comply with health and safety rules and instructions or with the requirements of this policy may be treated as misconduct and dealt with under our disciplinary procedure.

Accidents and First Aid

1. If you suffer an accident at work, it must be reported to the Principal Health and Safety Officer or your supervisor as soon as possible. All accidents should be reported, however trivial (this includes all work-related injury, suspected injury or near-misses). The accident will be recorded in our Accident Book. All employees must cooperate with any resulting investigation.
2. COMPANY will follow all guidelines and requirements of RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations) when dealing with any accidents or ill health at the workplace.
3. The act of reporting a false injury or accident will be viewed by the Company as an act of misconduct and will result in disciplinary action being taken against you.
4. There are a sufficient number of first aiders and/or appointed persons to help you in the event of a medical injury or emergency.
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There are numerous first aid boxes strategically placed throughout the workplace. These first aid boxes are marked with a white cross on a green background. Please make yourself aware of the nearest first aid box and how to contact a first aider.

Fire Prevention and Emergency Evacuation

1. Principal Health and Safety Officer is in charge of conducting a fire risk assessment and implementing fire safety procedures. This risk assessment will be reviewed every six months , and as circumstances in the workplace change.
2. You should familiarise yourself with the instructions about what to do in the event of fire. Fire extinguishers are located throughout the building. Also ensure that you are aware of your nearest fire exit and alternative ways of leaving the building in an emergency.

3. Fire wardens are responsible for the effective evacuation of designated areas. In the event of a suspected fire or fire alarm you must follow their instructions.
4. You should notify the Principal Health and Safety Officer or your supervisor as soon as possible if there is anything (for example, impaired mobility) that might impede your evacuation in the event of a fire.
5. If you discover a fire you should not attempt to put it out unless you have been trained or feel competent to do so. You should operate the nearest fire alarm.
6. On hearing the fire alarm you should remain calm and walk quickly (do not run) and evacuate the building immediately following the instructions of the fire wardens. Do not stop to collect personal possessions, do not use the lifts and do not re-enter the building until you are told that it is safe to do so.

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 employees, in accordance with official guidance, to reduce the risk of infection at work as far as possible. Any questions should be referred to your supervisor.

Safety and Equipment Training

1. COMPANY is committed to providing health and safety related orientation and training for all employees at all levels of the facility. COMPANY will maintain and support a programme to educate and familiarise employees with health and safety procedures, rules and work practices. The training subjects and materials have been developed using industry best practices criteria and site-specific data. A record of training will be kept and made available as well.
2. All employees must use equipment in accordance with operating instructions, instructions given by managers and any relevant training. Any fault with, damage to or concern about any equipment or its use must immediately be reported to Principal Health and Safety Officer. Employees must ensure that health and safety equipment is not interfered with and that any damage is immediately reported.



3. No employee should attempt to repair equipment unless trained and authorised to do so. Failure to report damage to or a fault with equipment or failure to use it as directed may result in action under our disciplinary procedure.

Information and Consultation

We are committed to providing information, instruction and supervision on health and safety matters for all employees as well as consulting with them regarding arrangements for health and safety management.

Risk Assessments

COMPANY has conducted a 'suitable and sufficient' risk assessment of all workplace hazards, as required by the Health and Safety at Work etc. Act 1974. General workplace risk assessments are carried out when required or as reasonably requested by members of staff or management. Principal Health and Safety Officer is responsible for ensuring that any necessary risk assessments are undertaken and that recommended changes to the workplace and working practices are implemented.

DSE and Manual Handling

1. If you use a computer for prolonged periods of time you can request a workstation assessment by contacting the Principal Health and Safety Officer or your line manager. Information on the use of display screen equipment can also be obtained from the Principal Health and Safety Officer.
2. Information on the regulation of manual handling can be obtained from the Principal Health and Safety Officer.



Review of Policy

The Principal Health and Safety Officer will ensure that this policy is reviewed every 6 months. We will continue to review the effectiveness of this policy to ensure it is achieving its stated objectives.