

Company Name:	Team Educate Ltd (“the Company”)
Policy Name:	Model Health and Safety Policy
Date:	August 2025
Version:	2

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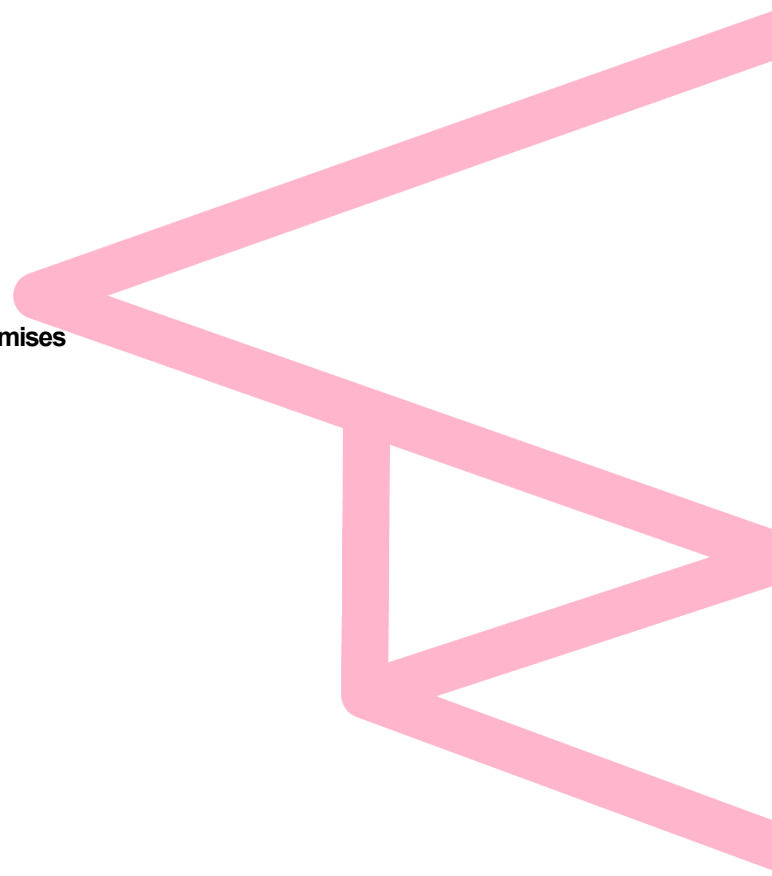
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Company Policy

It is the policy of the Company to provide and maintain safe and healthy working conditions, equipment and systems of work for all our employees, and to provide such information and training as they need for this purpose.

The Company accepts its responsibility for health and safety of other persons who may be affected by the Company's activities.

Following the identification of work related risks and hazards, the Company will take preventative and protective measures. It is also the policy of the Company to ensure that its business is conducted in a manner so as to reduce the risks to members of the public. The Company may require you to attend such training and/or induction programmes in order to meet the aims of the Company.

The allocation of duties for safety matters, the identity of competent persons appointed with particular responsibilities, and the arrangements made to implement this policy are set out in this policy and in associated health and safety records.

This policy will be kept up to date, to reflect changes in the nature and size of the Company. To ensure this, the policy and its effectiveness will be reviewed annually.

Company's responsibilities

It is the duty of management to:

- provide and maintain systems of work that are safe and without risk to health;
- ensure safety and the absence of risks to health in connection with handling of equipment, storage and transport;
- provide information, instruction, training and supervision;
- maintain all places of work in a safe condition;
- provide and maintain a safe working environment.

Your responsibilities

All employees and workers have a duty in law to act responsibly and to take reasonable care for the health and safety at work of both themselves and their colleagues. This duty can be carried out by:

- working safely and efficiently;
- using any protective equipment provided and meeting statutory obligations;
- adhering to the Company procedures for securing a safe workplace. Individuals will be nominated to undertake health and safety duties as required.
- reporting incidents that have led to injury or damage;

All such incidents must be recorded and reported to Jake Welby – Director using the internal report form, which is available from Shared Company Data, Any failure to adhere to this policy



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and the procedures set out in it will be considered a serious disciplinary offence and is one which may lead to dismissal.

Security

If you are responsible for setting the alarm, failure to set the alarm may result in disciplinary action being taken.

Fire & Emergency

You must observe the evacuation procedures laid down in the event of a fire or any other emergency situation. You must be aware of the location of the emergency exits, assembly points and first aid kit. Procedures to be carried out in the event of a fire or emergency will be found on the notice board.

SECTION 2: Responsibilities

Ultimate responsibility for health and safety rests with the Board of Directors, with delegation of duty to managerial employees. Those named must be fully aware of their duties, details of which should be included in their job description.

1. Overall and final responsibility within the Company rests with:

Name: Jake Welby
Status: Director
Telephone extension: 200
Mobile Phone: 07703522666
Email: jake@teameducate.co.uk

2. Person responsible for ensuring this health and safety policy is put into practice on a day-to-day basis is:

Name: Jake Welby
Status: Director
Telephone extension: 200
Mobile Phone: 07703522666
Email: jake@teameducate.co.uk

3. In the absence of the person named in 2 (above), s/he will be deputised by:

Name: Sam Walker
Status: Team Manager
Telephone extension: 201
Mobile Phone: 07552215315
Email: sam@teameducate.co.uk

4. In the event of accidents and dangerous occurrences, such incidents should be reported to:

Name: Jake Welby
Status: Director
Telephone extension: 200
Mobile Phone: 07703522666
Email: jake@teameducate.co.uk

Section 3: Risk assessments



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1. Risk assessments will be undertaken by:

Name: Jake Welby
Status: Director
Telephone extension: 200
Mobile Phone: 07703522666
Email: jake@teameducate.co.uk

2. The findings of the risk assessments will be reported to:

Name: Jake Welby
Status: Director
Telephone extension: 200
Mobile Phone: 07703522666
Email: jake@teameducate.co.uk

3. Action required to remove/control risks will be approved and implemented by:

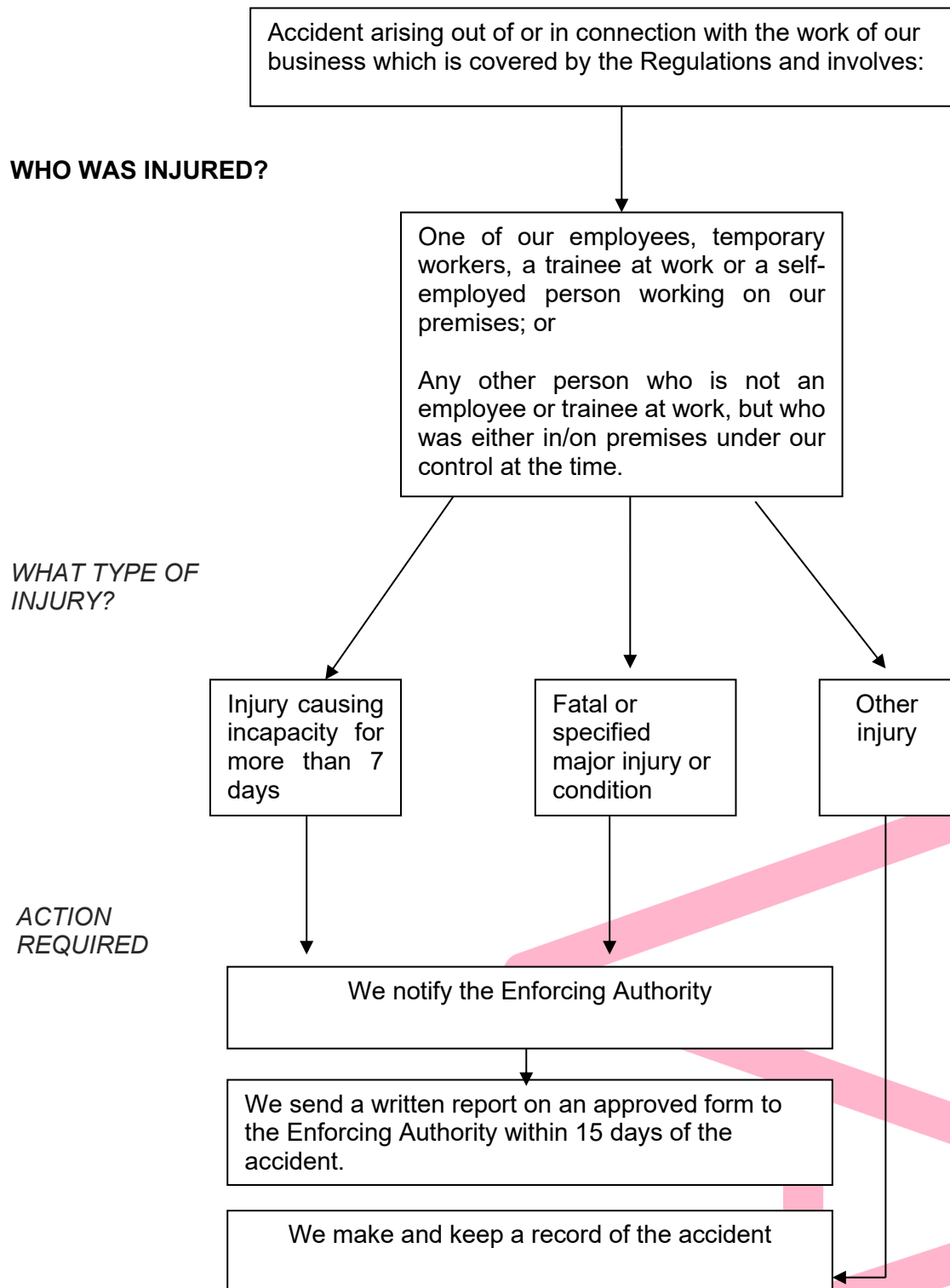
Name: Jake Welby
Status: Director
Telephone extension: 200
Mobile Phone: 07703522666
Email: jake@teameducate.co.uk

4. Risk assessments will be reviewed by:

Name: Jake Welby
Status: Director
Telephone extension: 200
Mobile Phone: 07703522666
Email: jake@teameducate.co.uk



Section 4: Accident reporting





SECTION 5: Emergency services

1 Nearest Hospital with a Casualty Department:

Name: Southmead Hospital
Address: Southmead Road, Bristol, BS10 5NB
Telephone Number: 0117 950 5050

2 *Police Station*

Name: Bristol Central Police Station
Address: Nelson Street, Bristol, BS1 2PY
Telephone Number: 111

5 *Electricity*

Name: Eon Next Business Customers
Address: Westwood Way, Westwood
Business Park, Coventry, CV4 8LG
Telephone Number: 0808 501 5699

3 *Fire Station*

Name: Avon Fire & Rescue
Address: 61 Hartcliffe Way, Bristol, BS3 5RN
Telephone Number: 0117 926 2061

6 *Water*

Name: Bristol Water
Address: Bridgewater Road, Bedminster
Down, Bristol, BS13 7AT
Telephone Number: 0345 702 3797

4 *Gas*

Name: N/A
Address:
Telephone Number:

SECTION 6: Fire safety

It is essential that adequate equipment and staff training is provided on this subject.

1. Facilities:

Number/location of escape routes: 2
Number/location of fire extinguishers: 2
Number/location of fire alarms: 2
Checked by: Jake Welby
Frequency: Yearly

2. Fire Safety Training Officer:

Name: Tracey Wilson
Status: Fire Safety Officer
Telephone extension: N/A
Mobile phone: 07393334809
Email: Tracey@aefireprotection.co.uk

3. Fire Drills are the responsibility of:

Name: Jake Welby
Status: Director
Telephone extension: 200
Mobile phone: 07703522666
Email: jake@teameducate.co.uk
Frequency: quarterly

4. Fire equipment maintenance company:

Name: Bristol Fire
Address: Covert End, Westleigh Close, Yate, Bristol, BS37 4PR
Telephone Number: 01454 315 779
Email: sales@bristolfire.com



SECTION 7: Workplace equipment

All workplace equipment should be treated with respect and checked regularly

Responsibility for inspecting all workplace equipment:

Name: Bristol Fire
Address: Covert End, Westleigh Close, Yate, Bristol, BS37 4PR
Telephone Number: 01454 315 779
Email: sales@bristolfire.com

Frequency of Inspections:

Fixed equipment: 6 months
Portable equipment: 6 months
Records located at: "Company Shared Drive"

Companies/Persons responsible for maintenance and repair:

Name: Bristol Fire
Address: Covert End, Westleigh Close, Yate, Bristol, BS37 4PR
Telephone Number: 01454 315 779
Email: sales@bristolfire.com

General rules governing the safe use of portable electrical equipment:

All electrical equipment will be tested each year by an external company.

SECTION 8: Information, instruction and supervision

Health and safety information can be found:

"Shared Company Data"

Where employees or temporary workers work at locations under the control of another employer, health and safety risk assessments may need to be performed by the other employer.

Person(s) responsible for ensuring any necessary risk assessments are carried out by the other employer:

Name: Jake Welby
Status: Director
Telephone extension: 200
Mobile Phone: 07703522666
Email: jake@teameducate.co.uk

Person(s) responsible for ensuring that all employees and temporary workers, who work at locations under the control of other employers, are given all the health and safety information relevant to the other employer and their assignment (including whether personal protective equipment is required and if so, how it will be supplied):

Name: Jake Welby
Status: Director
Telephone extension: 200
Mobile Phone: 07703522666
Email: jake@teameducate.co.uk



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Person(s) responsible for ensuring all employees and temporary workers working at location(s) under the control of another employer receive the necessary health and safety training:

Name: Jake Welby
Status: Director
Telephone extension: 200
Mobile Phone: 07703522666
Email: jake@teameducate.co.uk

SECTION 9: Noise and temperature

Excessive noise impairs hearing and increases pulse rate, blood pressure and breathing rate. Noise levels will be assessed and any risks prevented. Similarly the temperature inside the premises will be kept at a reasonable level.

Person Responsible for assessing noise and temperature levels:

Name: Jake Welby
Status: Director
Telephone extension: 200
Mobile Phone: 07703522666
Email: jake@teameducate.co.uk

Records located at: “Shared Company Data”

Section 10: First-aid and medical facilities on the Company’s premises

First Aid requirements must be met for all employees whether they are working at the designated premises or elsewhere. Employees must be made aware of the provision, and records must be kept of treatment administered.

First-Aiders

Name: Tom Westray
Status: Secondary Manager
Telephone extension: 205
Mobile Phone: 07793 767388
Email: Tom@teameducate.co.uk

First-Aid Box/First Aid Room is located at:

Kitchen – Bristol Office

The Accident Book is located at:

Kitchen – Bristol Office

The following is a guide to the contents of the Company’s first-aid box:

FIRST-AID BOXES		TRAVELLING FIRST AID KITS	
Guidance Card	1	Guidance Card	1



Individually wrapped sterile adhesive dressings (assorted sizes and appropriate to work e.g. detectable for food handlers)	20	Individually wrapped sterile adhesive dressings	6
Sterile eye pads	2		
Individually wrapped triangular bandages (preferably sterile)	4	Triangular bandages	2
Safety Pins	6	Safety Pins	2
Medium sized individually wrapped sterile unmedicated wound dressings (approx. 12 x 12cm)	6	Individually wrapped moist cleaning wipes	Several
Large sterile individually wrapped unmedicated wound dressings (approx. 18 x 18cm)	2	Large sterile unmedicated dressing (approx. 18 x 18cm)	1
Disposable gloves	1	Disposable gloves	1

SECTION 11: Rules for visitors to the Company's premises

The rules are:

All visitors are to report to a member of the Team Educate team when arriving on the premises. They will then be required to sign in as a "guest" via the tablet located by the entrance to the office.

All visitors will then be asked to sign a declaration to confirm they have received a copy of the Health and Safety policy and agree to abide by the documented practices and procedures as set out.

