

<u>Company Name:</u>	Teach Now Limited (“the Company”)
Policy Name:	Model Health and Safety Policy
Date:	01/09/2020
Version:	003

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SECTION 1: General statement of policy

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 Robbi Coombe, Associate Director using the internal report form, which is available from the Teach Now Main Shared drive. Any failure to adhere to this policy and the procedures set out in it will be considered a serious disciplinary offence and is one which may lead to dismissal, as stated in Teach Now staff handbook.

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 and Head of Departments. 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: Vinesh Varsani
Status: CFO
Telephone extension: 212
Mobile Phone: 07809030327
Email: vinesh@teach-now.co.uk

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

Name: Vinesh Varsani
Status: CFO
Telephone extension: 212
Mobile Phone: 07809030327
Email: vinesh@teach-now.co.uk

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

Name: Robbi Coombes
Status: Associate Director
Telephone extension: 209
Email: robbi@teach-now.co.uk

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

Name: Vinesh Varsani
Status: CFO
Telephone extension: 212
Mobile Phone: 07809030327

Email: vinesh@teach-now.co.uk

Section 3: Risk assessments

1. Risk assessments will be undertaken by:

Name: Vinesh Varsani
Status: CFO
Telephone extension: 212
Mobile Phone: 07809030327
Email: vinesh@teach-now.co.uk

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

Name: Robbi Coombes
Status: Associate Director
Telephone extension: 209
Email: robbi@teach-now.co.uk

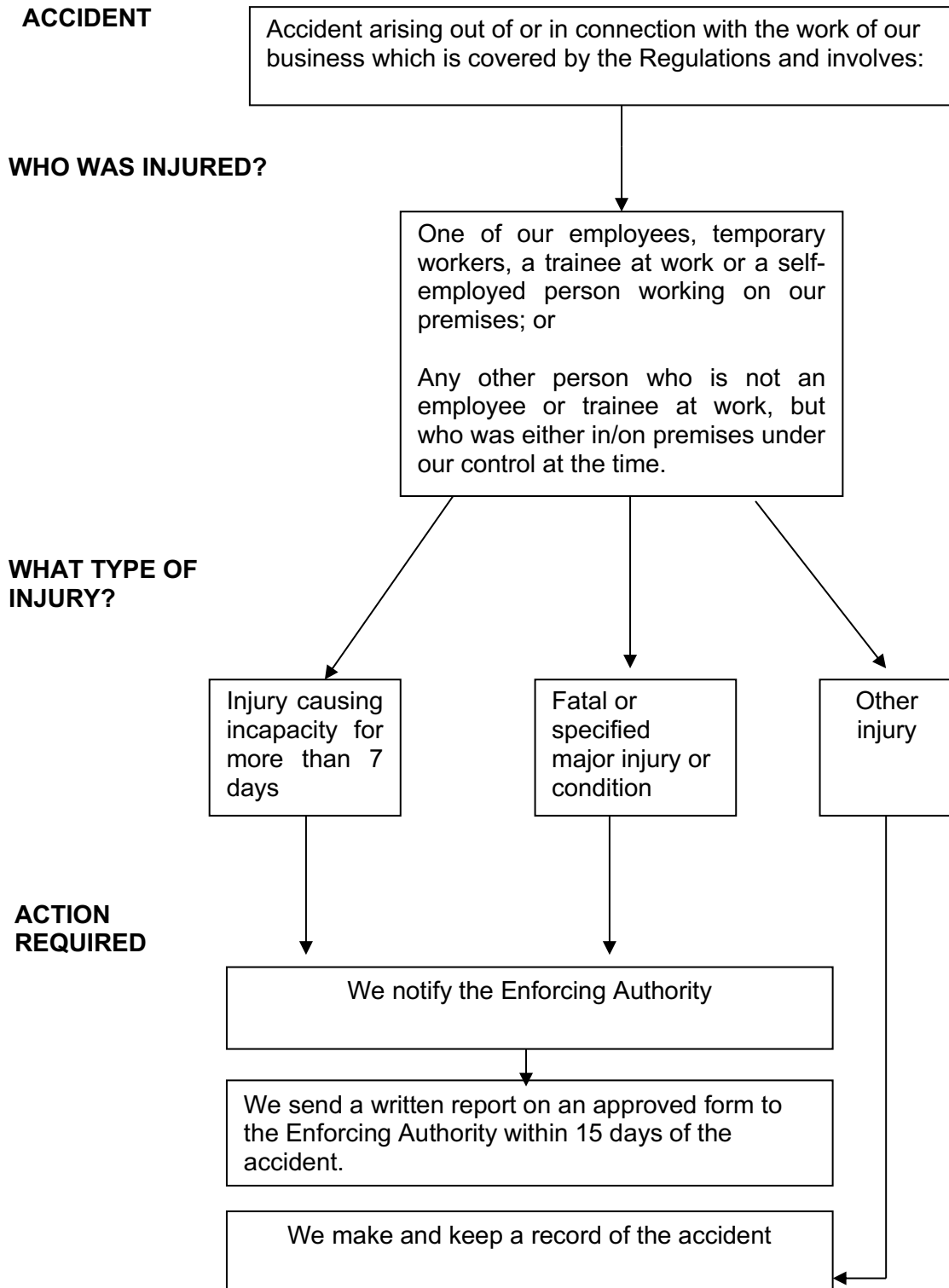
3. Action required to remove/control risks will be approved and implemented by:

Name: Joseph McCann
Status: CEO
Telephone extension: 202
Mobile Phone: 07711 934552
Email: joseph@teach-now.co.uk

4. Risk assessments will be reviewed by:

Name: Vinesh Varsani
Status: CFO
Telephone extension: 212
Mobile Phone: 07809030327
Email: vinesh@teach-now.co.uk
Frequency: Annually

Section 4: Accident reporting



SECTION 5: Emergency services

- | | |
|---|---|
| <p>1 Nearest Hospital with a Casualty Department:
Name: The Whittington Hospital
Address: Magdala Avenue, London, N19 5NF
Telephone Number: 020 7272 3070</p> <p>2 Police Station
Name: Garden Suburb & E Finchley
Address: 113B High Road, N2 8AG
Telephone Number: 999</p> <p>3 Fire Station
Name: Finchley Fire Station
Address: Long Lane, Finchley, London N3
Telephone Number: 999</p> <p>4 Gas
Name: National Gas Emergency Network
Address: NA
Telephone Number: 0800 111 999</p> | <p>5 Electricity
Name: Electricity National Grid
Address: NA
Telephone Number: 105</p> <p>6 Water
Name: Thames Water
Address:
Telephone Number: 0800 980 8800</p> <p>7 Employer Contact
Name: CHP Management
Address:
Telephone Number: 020 7433 3366</p> |
|---|---|

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:
Number/location of fire extinguishers:
Number/location of fire alarms:
Checked by: CHP Management Limited
Frequency: Weekly
- 2. Fire Safety Training Officer:**
Name: Vinesh Varsani
Status: CFO
Telephone extension: 212
Mobile Phone: 07809030327
Email: vinesh@teach-now.co.uk
- 3. Fire Drills are the responsibility of:**
Name: Vinesh Varsani
Status: CFO
Telephone extension: 212
Mobile Phone: 07809030327
Email: vinesh@teach-now.co.uk
Frequency: Annually
- 4. Fire equipment maintenance company:**
Name: CHP Management
Address: 152 West End Road
Telephone Number: 020 7433 3366
Email: jbell@chpmanagment.co.uk

5. Rules/Procedure in the event of a fire:

Please see fire notices located all a round the office and building

SECTION 7: Workplace equipment

All workplace equipment should be treated with respect and checked regularly

Responsibility for inspecting all workplace equipment:

Name: CHP Management
Status: Management Company
Location/address: 152 West End Road
Telephone Number: 020 7433 3366

Frequency of Inspections:

Fixed equipment: Annually
Portable equipment: Annually
Records located at: Office

Companies/Persons responsible for maintenance and repair:

Name: CHP Management
Status: Management and Repairs
Telephone number: 020 7433 3366
Mobile phone:
Email: jbell@chpmanagment.co.uk

Inspection procedure:

Carried out by the company annually by relevant specialist

General rules governing the safe use of portable electrical equipment:

Prem Electricals Limited
24 Avondale Road
Harrow
HA3 7RE
07535573565

SECTION 8: Health and safety training

Good training will ensure that employees are competent to carry out their tasks, thus reducing risk to health and safety.

Person(s) responsible for health and safety training within the Company

Name: Vinesh Varsani
Status: CFO
Telephone extension: 212
Mobile Phone: 07809030327
Email: vinesh@teach-now.co.uk
Frequency: Annually

In hazardous environments special training may be required.

Name: Vinesh Varsani

Status: CFO
Telephone extension: 212
Mobile Phone: 07809030327
Email: vinesh@teach-now.co.uk
Frequency: Annually

SECTION 9: Information, instruction and supervision

Health and safety information can be found:

Teach Now Staff Handbook

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(s): Vinesh Varsani
Status: CFO
Telephone extension: 212
Mobile number: 07809030327
Email: vinesh@teach-now.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: Tabish Ashraf, Alexis Patros, Antonio Orlando, Lucinda Pereira
Status: Recruitment Consultants
Telephone extension: 020 8371 5905
Mobile number: 020 8371 5905
Email: info@teach-now.co.uk

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: Hollie Fenner/ Lisa Prochnik
Status: Compliance
Telephone extension: 020 8371 5905
Mobile phone: 020 8371 5905
Email: compliance@teach-now.co.uk

SECTION 10: Personal protective equipment

An employer has a duty to eliminate or control risk as far as is reasonably practicable before resorting to personal protective equipment. However, many tasks require such precautions, in which case persons at risk must be provided with suitable protective equipment.

Person responsible for assessing and issuing PPE

Name(s): Vinesh Varsani
Status: CFO
Telephone extension: 212
Mobile number: 07809030327
Email: vinesh@teach-now.co.uk

:

Person responsible for maintenance of PPE

Name(s): Vinesh Varsani
Status: CFO
Telephone extension: 212
Mobile number: 07809030327
Email: vinesh@teach-now.co.uk
number:
Email:

Person responsible for training in the use of PPE

Name(s): Vinesh Varsani
Status: CFO
Telephone extension: 212
Mobile number: 07809030327
Email: vinesh@teach-now.co.uk

SECTION 11: 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. *(See Note 9)*

Person Responsible for assessing noise and temperature levels:

Name(s): Vinesh Varsani
Status: CFO
Telephone extension: 212
Mobile number: 07809030327
Email: vinesh@teach-now.co.uk
:

Records located at: Teach Now Staff Handbook

Section 12: 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(s): Alexis Patros
Status: Recruitment Consultant
Telephone extension: 204
Mobile Phone:
Email: alexis@teach-now.co.uk

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

Finance Office

The Accident Book is located at:

Finance Office

The following is a guide to the contents of the Company's first-aid box:
(See Note 11)

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 13: Rules for visitors to the Company's premises

The rules are:

All visitors must sign in and see the health and safety policy located next to the signing in book

