



Health and Safety Policy and Arrangements

October 2023

Version 0.10

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1. INTRODUCTION

- 1.1. A copy of the Company's current statement of health and safety policy can be found at section 2 of this document. This sets out our commitment to provide and maintain safe working conditions for our team members and others who may be affected by our activities.
- 1.2. We will ensure that the objectives of this statement are communicated to our team members, initially through induction training and the employee handbook. We will monitor progress towards these objectives at senior management level and review them annually in consultation with our team members and relevant parties.
- 1.3. The policy is supported by our health and safety management system which details arrangements for the effective management of significant risks and exposures. This includes detailed policies and procedures, our process for assessing risk, and our arrangements for emergencies, fire and first aid etc.
- 1.4. To meet the objectives of the health and safety policy we have established and implemented clear responsibilities for health and safety; see section 3
- 1.5. All Managers are individually and collectively responsible for health and safety. Overall responsibility for health and safety has been assigned to the Chief Executive.
- 1.6. The Chief Executive is supported by the Finance Director who is responsible for managing health and safety matters on a day to day basis; the Finance Director may also be assisted by other managers. The Finance Director will manage health and safety programme, ensuring that all the essential elements of the system are implemented, monitored and reviewed.
- 1.7. One Education is aware that we can only meet our objectives through the efforts of our team members. We have established clear lines of communication and encourage our team members to cooperate with us in achieving our objectives. One Education has established a clear policy on consultation.
- 1.8. We recognise that the key to successful health and safety management is to ensure that each team member is competent to carry out their responsibilities. To this end we have developed and implemented a training and development policy which clearly defines who is responsible for training and identifies what training each individual requires, based on the results of our risk assessments.

2. STATEMENT OF HEALTH AND SAFETY POLICY

2.1 It is our policy to ensure, so far as is reasonably practicable, the safety of all employees and any other persons who may be directly affected by the activities of One Education.

2.2 One Education will, so far as is reasonably practicable:

- Achieve compliance with legal requirements through good occupational health and safety performance
- Provide adequate resources to implement this policy
- Establish and maintain a safe and healthy working environment
- Ensure that significant risks arising from work activities under our control are eliminated or adequately controlled
- Develop and implement appropriate occupational health and safety procedures, and safe working practices
- Include the management of health and safety as a specific responsibility of managers at all levels
- Ensure this policy is understood and implemented throughout the organisation
- Involve employees in health and safety decisions through consultation and co-operation
- Maintain workplaces under our control in a condition that is safe and without risk to health
- Regularly review compliance with the policy and the management system that support it
- Provide sufficient information, instruction and supervision to enable all employees to avoid hazards and contribute to their own health and safety at work
- Ensure that managers receive appropriate training, and are competent to carry out their designated responsibilities.

Signed: Dated:.....

Stuart Fern, Chief Executive of One Education

3. RESPONSIBILITIES FOR HEALTH AND SAFETY

- 3.1 The following responsibilities have been assigned to competent people to enable us to meet the objectives of our health and safety policy.

Chief Executive

- 3.2 The Chief Executive has overall responsibility for the formulation and implementation of the One Education Health and Safety policy, and in particular for:
- Ensuring that the necessary arrangements are in place for managing health and safety effectively, and that senior managers are accountable for health and safety
 - Considering health and safety during the planning and implementation of business strategy
 - Ensuring there are sufficient resources for meeting the objectives of the health and safety policy
 - Ensuring arrangements are in place for consultation with employees and that they are involved in decisions relating to health and safety, and that progress in relation to health and safety is communicated to them
 - Including health and safety on the agenda of Board meetings and executive team meetings
 - Ensuring arrangements are in place to monitor and review health and safety performance across the organisation, including accidents and incidents; and ensuring that the necessary amendments are made to relevant policies, procedures and processes
 - Reviewing the objectives of the health and safety policy on an annual basis.

Signed: Dated:
Stuart Fern, Chief Executive of One Education

Finance Director

3.3 The Finance Director is responsible for, in addition to any duties set out in this document or elsewhere, the day to day management of health and safety and ensuring that the objectives of the health and safety policy are implemented, and in particular:

- Ensuring that health and safety is considered prior to the implementation of new processes
- Ensuring that suitable policies and procedures are provided and implemented to meet the objectives of the health and safety policy
- Ensuring that there is a training policy in place so that team members are competent for their respective roles and their health and safety responsibilities
- Ensuring that arrangements are in place for the elimination or control of risks in relation to health and safety
- Ensuring suitable emergency arrangements are in place in relation to fire, accidents and first aid
- Ensuring suitable controls are in place for the effective management of contractors
- Ensuring that contractors are competent for the work they carry out, to operate an effective permit to work system, and to monitor contractors' performance
- Promptly informing the Board and executive team of any significant health and safety failure
- Ensuring that reports and recommendations provided by enforcement bodies, external consultants and other such bodies are evaluated and actioned without delay
- Monitoring performance in relation to health and safety and reporting to the Chief Executive and the Board of progress against the objectives of the health and safety policy
- Reviewing accidents and other incidents in relation to health and safety and reporting to the Chief Executive and the Board on the outcome of these investigations
- Informing the Chief Executive of any situation which may affect or incur adverse publicity for the Company.

Signed: Dated:

Finance Director of One Education

Office Manager

3.4 The Office Manager is responsible for, in addition to any duties set out in this document or elsewhere, assisting the Chief Executive and Finance Director in meeting the objectives of the health and safety policy, and in particular:

- Monitoring and reviewing the implementation of the health and safety policy;
- Ensuring that responsibilities for health and safety are clearly allocated, and that the correct level of competence and training is identified for employees;
- Ensuring team members under their control comply with relevant health and safety legislation and follow approved procedures and systems of work;
- Ensuring that risk assessments are provided for all significant work activities and the results of these assessments are implemented and communicated appropriately;
- Ensuring that the arrangements for fire, first aid, accidents and emergencies are implemented;
- Ensuring that the health and safety management system is implemented;
- Ensuring that relevant policies, procedures, and safe working practices are provided;
- Ensuring that appropriate procedures are in place for the purchase, maintenance and use of work equipment, and that the health and safety aspects are fully assessed;
- Ensuring appropriate personal protective equipment is provided, worn and maintained;
- Implementing the recommendations made by external auditors, enforcement officers and other relevant parties, within the timescales allocated;
- Ensuring that the arrangements for communication, cooperation and consultation are maintained;
- Investigating accidents and incidents and ensure that any improvements identified in relation to working practices are implemented, and informing senior management immediately of any significant failures;
- Monitoring health and safety standards on site at regular intervals and ensure remedial action is implemented;
- Ensuring that team members receive adequate training, information, instruction and supervision to discharge to their specific health and safety responsibilities;
- Providing the Executive Team with health and safety updates as necessary, including accident reports and recommendations for improvements;
- Ensuring that health and safety records and documentation are complete and are systematically stored.

Signed: Dated:

Office Manager of One Education

All employees

3.5 It is the duty of all employees to take all reasonable care for the health and safety of themselves, and any other persons who may be affected by their acts or omissions at work. They must also co-operate with managers and other team members in fulfilling objectives and statutory duties. In particular, they must:

- Comply with any training, information and instruction they have been given;
- Not attempt to carry out hazardous work or use hazardous machinery unless they have been trained and authorised to do so;
- Carry out their work safely and without undue risk to themselves, colleagues and others who may be affected by their actions, and not intentionally interfere, misuse or ignore arrangements, controls and items provide for health and safety purposes;
- Check tools and equipment before using them, and not to use equipment which they know to be faulty;
- Ensure that any damaged equipment is reported immediately to their manager and removed from service until it is repaired;
- Not bring any equipment, tools, radios or electronic equipment, etc. onto company premises without first obtaining permission from their manager;
- Conduct themselves in a responsible manner while on company business, be alert for hazards and refrain from any form of horseplay;
- Take responsibility for knowing the arrangements for emergencies and fire and act as they have been instructed;
- Use appropriate personal protective equipment, clothing or safeguards provided and ensure that personal protective equipment is stored correctly and kept in good condition;
- Co-operate with managers, colleagues, safety representatives and advisors promoting safe working practices;
- Keep their work areas tidy and clear of hazards;
- Report accidents, incidents and hazards they observe to their manager;
- Keep to third party health and safety policies and procedures whilst out on-site and report potential hazards they encounter to an appropriate authority of the third party.

Fire Marshals

3.6 Fire Marshals are responsible for, in addition to any duties set out in this document or elsewhere, assisting in meeting the objectives of the health and safety policy, and in particular:

- Being familiar with the emergency procedures;
- Taking responsibility to ensure training is complete and refresher training takes place every 3 years;
- Taking appropriate and effective action if a fire or related incident occurs;
- Identifying hazards in the workplace and recording and report their observations;
- Ensuring that escape routes and doors are kept clear and are available for use;
- Ensuring fire doors are kept closed;
- Checking suitable and sufficient notices are displayed;
- Ensuring appropriate extinguishers are in place and are subject to regular maintenance;
- Ensuring fire alarms and emergency lighting is checked and serviced.

If a fire is discovered, the Fire Marshals should:

- a. Ensure that the alarm has been raised;
- b. Evacuate people from the building or area involved and check that anyone with disabilities is assisted as planned;
- c. Conduct a sweep to ensure the premises are empty;
- d. Ensure the fire service has been called;
- e. Go to the designated assembly point - Assembly point 3 – 2nd railway arch after coming through the barrier. In the event of this being inaccessible, an alternative meeting point is the security hut at the front gate;
- f. Ensure all persons have been accounted for as far as possible and remain at the assembly point until instructed otherwise;
- g. Report to the senior manager to confirm all persons are accounted as far as possible for and report any persons missing.

FIRE MARSHALS MUST NEVER PUT THEMSELVES AT RISK WHILE UNDERTAKING THEIR ROLE

Signature: Date:

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First Aiders

3.7 First Aiders are responsible for, in addition to any duties set out in this document or elsewhere, assisting in meeting the objectives of the health and safety policy, and in particular:

- Being familiar with the emergency procedures and ensuring suitable and sufficient notices are displayed detailing the procedures;
- Maintaining a valid first aid at work certificate issued by an HSE approved first aid training centre with refresher training taking place every 3 years;
- Attending appropriate additional courses to maintain their expertise as required remain up-to-date on the latest treatments;
- Being aware of the various hazards likely to be the cause of injury and the appropriate first-aid treatment necessary;
- Taking charge when someone is injured or falls ill, and providing treatment or advice within the limits of their training and experience and referring any cases of doubt to a GP or Hospital A&E department;
- Checking that appropriate and sufficient first-aid boxes are sited about the premises and they are properly stocked and maintained;
- Recording details of all accidents and treatments in the appropriate accident book;
- Ensuring the relevant manager is advised of all accidents or incidents to ensure the appropriate investigations can be completed.

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Current First Aiders & Fire Marshalls

First Aiders	Fire Marshalls
<p>Danielle Harden – Business Support Manager - office based on Finance Team</p> <p>Training completed: 11/11/2020 Refresher due: 11/11/2023 – attending 1/11/23 external course with HR</p>	<p>Collette Collins – Office Manager - office based on Business Support Team</p> <p>Training completed: 23/08/2022 Refresher due: 23/08/2025</p>
<p>Collette Collins – Office Manager - office based on Business Support Team</p> <p>Training completed: 18/08/2022 Refresher training due: 18/08/2025</p>	<p>Keren Callaghan – HR Business Manager - office based on HR Team</p> <p>Training completed: 23/08/2022 Refresher due: 23/08/2025</p>
<p>Emma Callaghan – Marketing Assistant based on Marketing Team</p> <p>Training completed: 18/08/2022 Refresher due: 18/08/2025</p>	<p>Emma Callaghan – Marketing Assistant based on Marketing Team</p> <p>Training completed: 23/08/2022 Refresher due: 23/08/2025</p>
<p>Tusmeia Saleem – Business Manager based on Music</p> <p>Training completed: 18/08/2022 Refresher due: 18/08/2025</p>	<p>James (Jim) Hodges – Finance Officer - office based on Finance Team</p> <p>Training completed: 23/08/2022 refresher due: 23/08/2025</p>
	<p>Tusmeia Saleem – Business Manager based on Music</p> <p>Training completed: 23/08/2022 Refresher due: 23/08/2025</p>

Training policy

- HR and line managers should ensure new starters are directed to the health and safety policy and accident reporting procedure as part of their induction training.
- The Office Manager is responsible for ensuring all team members with Health & Safety responsibilities have current training abilities (First Aid and Fire Marshal) and any leavers are replaced as soon as reasonably possible.
- First Aid and Fire Marshal training needs will be reviewed regularly and relevant training arranged to ensure we adhere to our training objectives on health and safety.
- Any risk gap concerns should be referred to the Office Manager in the first instance and escalated as necessary to the Finance Director

Accident Reporting Procedure

All companies have a duty to monitor the effectiveness of the measures put in place to control the risks in the workplace. As part of that monitoring, we should investigate incidents to ensure that corrective action is taken, learning is shared and any necessary improvements are put in place.

Investigations help us to:

- identify why our existing control measures failed and what improvements or additional measures are needed
- plan to prevent the incident from happening again
- point to areas where our risk assessment needs reviewing
- improve risk control in our workplace in the future

Reporting incidents should not stop One Education from carrying out our own investigation to ensure risks in the workplace are controlled efficiently. An investigation is not an end in itself, but the first step in preventing future **adverse events** that includes:

- **accident:** an event that results in injury or ill health
- **incident:**
- **near miss:** an event not causing harm, but has the potential to cause injury or ill health (in this guidance, the term near miss will include dangerous occurrences)

- **undesired circumstance:** a set of conditions or circumstances that have the potential to cause injury or ill health, eg untrained nurses handling heavy patients
- **dangerous occurrence:** one of a number of specific, reportable adverse events, as defined in the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)

Local accident reporting

In the event of an accident or incident that has resulted in an injury, a record should be made in the Accident Report Book which is located in the kitchen near the first aid kits. This should then be passed to the Office Manager, currently Collette Collins, to complete the recommendation section. In the event of an accident or incident in Collette's absence, First Aiders should be approached.

Croner are used to provide support to H & S questions. We can liaise with Croner via HR where we feel advice/help maybe required but it is not necessary to discuss all instances with them.

First Aid boxes are located in the kitchen. A shared defibrillator is held in reception on the ground floor.

Each report should be numbered and the details securely locked in the safe to keep personal information out of reach.

The Office Manager should note the details and ensure any necessary action or recommendation is completed, including reporting to RIDDOR as necessary.

A quarterly report on the Manchester Site is made to the Board.

Health & Safety reporting procedure

Half-yearly health and safety inspections will take place (December and July) to assess working areas and activities to ensure any new risks are identified, documented and controlled. Reviews of all controls are also essential and these will be reviewed more frequently. Both are reported to the Board.

If anyone has any concern outside of these times, this should be raised with the Office Manager (Collette Collins) in the first Instance.

GENERAL HEALTH & SAFETY ARRANGEMENTS

Introduction

Although every day is different there are a number of issues central to the way we manage health, safety and welfare. For these, we can plan in advance and develop arrangements for the control of the risks that arise. They are set out in the following paragraphs. Our workforce has been made aware of them at induction or during team and individual briefings.

We will monitor and review the operation of these arrangements from time to time making changes to the procedures identified as necessary. This will support one of our key objectives – to work continuously to prevent work related injury and ill-health to our employees and other people.

All our workers are required to follow documented safe working procedures (where these have been adopted) and to report hazards.

Risk Assessment

We undertake risk assessments of all identified hazards related to work undertaken by our workforce. We eliminate these risks wherever possible. Where we cannot achieve this we implement suitable and sufficient control measures, based on these assessments, to reduce and manage, so far as is reasonably practicable, the risks to our workers and others. Our risk assessments are reviewed periodically and new work activities are risk assessed, as above.

We have listed the specific activities undertaken by our employees that are likely to carry significant risk. We have considered the risk from each of these activities and assessed whether the control measures are adequate or whether further action is necessary.

The results of all significant and completed risk assessments have been made known to our employees and are available for their reference.

Risk assessments are reviewed annually and updated as required. They are also reviewed whenever circumstances have changed and following the investigation of any accidents or incidents that may occur.

Appropriate members of staff have been appointed to act as Fire Marshals to assist in building evacuations and regular inspections of fire equipment.

If First Aid is required, a list of qualified first aiders can be found listed on the HSE poster in the kitchen area.

Consultation

We have a duty to consult with our workforce on matters affecting their health, safety and welfare whilst at work. To meet this obligation, we have established a process for Managers to consult with employees about work-related health, safety and welfare issues. We also use this system to deliver simple safety messages and rules through 'one to one' meetings and short training periods.

Defect Reporting

To ensure our workplace is maintained in a safe state, regular inspections are carried out. We encourage employees to let us know, through their managers or representatives, about their concerns for health and safety at work.

We also maintain a system whereby defects which may cause an accident can be reported. This system is checked on a regular basis and defects corrected.

Display Screen Equipment (DSE)

Most employees are users of display screen equipment. We provide standard equipment and all users are given information about the correct adjustment of the workstation and the correct posture for using it.

All display screen users complete a Self-Assessment Questionnaire. Where these identify issues we work to resolve them or seek further advice. We recognise our obligation to provide employees with eye sight tests and corrective spectacles for DSE work if necessary.

Lone Working

We employ people who may, as part of their duties, have to work alone for all or part of the working period.

We identify the risks to which these employees are exposed with the aim of eliminating these risks wherever reasonably practicable and reducing lone working activities to a minimum.

Where lone working does take place we identify and implement systems to ensure that safe working and communication exists between the lone worker and their management. People Safe devices are used for lone visits to places of residence. Affected workers have been notified of our arrangements for the management of lone working activities and that we require them to notify management of their concerns in this area so that we can improve our ability to make work operations and travel safer for them.

Manual Handling

From time to time some employees have to manually handle loads on site or off site. In such cases we have assessed the risks to their health from this type of work. Where possible we have eliminated the need for manual handling by introducing alternative measures. Where we have been unable to do this we have provided work related training and instruction in manual handling techniques and have instructed employees not to attempt to lift items beyond their capabilities.

Work at Height

We have made arrangements to protect the health, safety and welfare of our employees and others against the risks involved in working at height. Wherever possible we avoid work at height. When it cannot be avoided, we consider the risk to our workforce ensuring that we train and instruct them to adequately plan, organise and carry out the work in a safe manner.

Young Persons

When we employ young people (under 18 years old) we use a checklist to assess and guide the measures we need to take to ensure their health and safety at work. Young

people are closely supervised whilst at work. Where children under 16 take part in work experience programmes we will prepare a specific job description and risk assessment in agreement with the local Education Authority.

New and Expectant Mothers

Should any of our employees become a new or expectant mother we will take steps to ensure their continued health and safety at work. We use a checklist to assess and guide the measures we need to consider and undertake 'one to one' discussions and seek formal agreement, wherever possible, with the expectant or new mother to reduce their exposure to work related hazards.

First Aid

We have taken action to provide suitable first aid arrangements for our employees whilst at work and visitors who may be affected by our activities. We have assessed the reasonable level of first aid provision required for our business and have made the appropriate arrangements.

Accidents, Accident Reporting and Investigation

Employees are instructed to report all personal injury accidents and near miss incidents that happen in the course of their work. All accidents are recorded and investigated, and where possible additional control measures or a safer system of work are implemented.

We understand our duties to report incidents under statutory regulations within the appropriate timescales. Details are set out in the Accident Book, located in the kitchen.

Training

For our business to operate efficiently and effectively we need to have a trained and competent workforce. We recruit employees with the specific skills and qualifications appropriate for their job. On starting work they are given induction training, using the induction training pack which tells them about and how to recognise hazards and risks and what they need to do to eliminate, reduce and avoid identified risks. We also provide any additional training that may become necessary. All training is recorded.

Managing Temporary or Migrant Employees and Volunteers

Temporary and migrant employees or volunteers are only taken on if they have the specific skills and qualifications appropriate for their job. They receive induction training, using the induction training pack, including health and safety information and instructions and details of emergency and first aid procedures. We check that employees who do not have English as their first language understand what we tell them and our procedures. If they are involved in safety critical tasks, we assess their abilities ensuring they have the competence and understanding to perform in their role and communicate clearly with colleagues.

Equipment

We try to ensure that all equipment used in the course of our business is maintained in good condition.

Employees have been given responsibility for ensuring that equipment issued to or used by them is maintained in good order (mobile phones, wheel trolleys). They have been told to report any defects or problems to their manager. It is our policy that defective equipment will be withdrawn from use until repaired or replaced.

Hazardous Substances and Occupational Health

In the course of business, we may use potentially hazardous substances such as printer toner. These are used in such small quantities that they present no risk to health unless deliberately misused.

Personal Protective Equipment

In normal circumstances, just ICT technicians are subject to relevant PPE as required by the setting but we do hold basics such as gloves, goggles, high vis vests and steel toe capped boots.

During the COVID-19 pandemic, PPE has been extended to all staff as requested for going into schools and the office has been made COVID secure with an additional Risk Assessment completed. PPE is provided throughout the office space including meeting rooms.

Stress

We recognise that we have a duty to take action to reduce and where reasonably practicable to eliminate ill health which is caused by work related stress. Where we believe an employee is showing signs of work related stress we have in place systems to discreetly monitor and assess individuals. Where appropriate we seek to provide the necessary occupational health assistance and counselling programmes where required.

PREMISES MANAGEMENT ARRANGEMENTS

Premises

We manage our premises to provide a safe place of work. We maintain the means of access and egress, the fabric of the building, ensure good house-keeping and provide suitable welfare arrangements that include adequate hot and cold water, drinking water, sanitary conveniences, hand washing facilities, facilities for eating and food preparation and heat, light and ventilation. The workplace is regularly cleaned, maintained, adequately lit and ventilated. Sanitizer, wipes and regular deep cleans have been introduced due to COVID-19.

Electricity

The fixed electrical systems used in our premises have been inspected, tested and certificated by a competent electrical contractor. Our employees are instructed to make a visual safety check of portable electrical equipment each time that it is used. They report defects to us for repair or replacement. We have also implemented a formal system for the more thorough inspection and electrical test of portable electrical equipment. We keep an inventory of equipment and records of these inspections.

Gas

Gas appliances and supply pipes are subject to an annual safety check by a GasSafe™ registered engineer. Copy safety certificates are provided by the building management company, MCR Property Ltd.

Legionella

The building management company, MCR Property Ltd, have a duty to protect the health of our workforce and others affected by our activities from the risk of infection by Legionella Pneumophila from our hot water and cooling systems. They have to assess the risk of infection and attempt to eliminate that risk or implement suitable control measures. The control measures are reviewed at least every 12 months and the risk assessment every 2 years. A copy of relevant certificates or review sheets are provided to us as tenants.

Waste

We have suitable arrangements in place for the collection and disposal of our waste.

SUMMARY OF ARRANGEMENTS

Statement of general policy	Responsibility of: Name/Title	Action/Arrangements (What are you going to do?)
Prevent accidents and cases of work-related ill health by managing the health and safety risks in the workplace	Collette Collins (Office Manager)	Relevant risk assessments completed and actions arising out of those assessments implemented. (Risk assessments reviewed when working habits or conditions change.)
Provide clear instructions and information, and adequate training, to ensure employees are competent to do their work	Stuart Fern (Finance Director)	Staff given necessary health and safety induction and provided with appropriate training (including manual handling, use of Peoplesafe devices etc). We will ensure that suitable arrangements are in place to cover employees engaged in work remote from the main company site.
Engage and consult with employees on day-to-day health and safety conditions	Stuart Fern (Finance Director) Collette Collins (Office Mgr) All Staff	Staff routinely consulted on health and safety matters as they arise but also formally consulted at regular health and safety reviews or sooner if required.
Implement emergency procedures – evacuation in case of fire or other significant incident.	Collette Collins (Office Manager)	Escape routes well signed and kept clear at all times. Evacuation plans are tested from time to time and updated as necessary or feedback to building manager.
Maintain safe and healthy working conditions.	Stuart Fern (Finance Director)	Toilets, kitchen facilities and drinking water provided. System in place for routine inspections of fire safety equipment, first aid supplies and safety ladders/kick stools. Self-assessments for Display Screen Equipment introduced. PPE of gloves, sanitizer and wipes introduced to help keep staff safe. Action is promptly taken to address any issues.

Stuart Fern
One Education Chief Executive

Review date: November 2023