

Health and Safety Policy and Arrangements

1.1 February 2026

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One Education Health & Safety Policy

1. Policy Statement

One Education is committed to ensuring the health, safety, and welfare of all employees, contractors, visitors, and others who may be affected by our business activities. We aim to provide a safe and healthy working environment by identifying and managing risks, promoting well-being, and fostering a culture of safety awareness and responsibility.

2. Policy Objectives

Our health and safety objectives are to:

- Prevent accidents, injuries, and occupational ill-health;
- Comply with all relevant health and safety legislation and standards;
- Maintain safe working systems, equipment, and environments;
- Provide appropriate health and safety training, information, and supervision.

3. Responsibilities

3.1 Management

- All Managers are individually and collectively responsible for health & safety but overall responsibility has been assigned to the **Chief Executive** who is supported by the **Office Manager**.
- The **Office Manager** is responsible for managing health & safety matters on a day-to-day basis, and in particular should:
 - Ensure this policy is implemented and maintained as well as reviewed annually or when significant changes occur;
 - Conduct regular risk assessments and workplace inspections, ensuring actions and controls are implemented and we stay compliant with safety regulations;
 - Ensuring fire alarms and emergency lighting is checked and serviced;
 - Provide and maintain safe equipment and facilities, liaising with the landlord (MCC) for annual service certificates;
 - Ensure staff receive appropriate health and safety awareness training at Induction;
 - Ensure we stay compliant with the number of First Aiders and Fire Marshals and that training is monitored (every 3 years);
 - Maintain records of incidents, training, and inspections;
 - Inform the Chief Executive of any updates, reports or situations which may affect or incur adverse publicity for the Company.

3.2 Employees

- Take reasonable care for their own health and safety and that of others.
- Follow health and safety instructions and report hazards, accidents, or unsafe practices immediately to their Line Manager or the Office Manager.
- Use equipment and facilities safely and correctly.
- Employees working in schools are required to follow that establishment's safe working procedures and to report any hazards to the school.

3.3 First Aiders

First Aiders are responsible for assisting in meeting the objectives of the health and safety policy, and in particular:

- Being familiar with the emergency procedures and maintaining a valid first aid at work certificate with refresher training taking place every 3 years;
- 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.

3.4 Fire Marshals

Fire Marshals are responsible for 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 i.e. raise alarm, evacuate, sweep of floor, ensure Fire Service called, go to assembly point (Leisure Centre Square), check all accounted for under floor 5, report to senior Fire Marshal;
- Identifying hazards in the workplace - recording and reporting 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.

4. Current First Aiders & Fire Marshalls

First Aiders	Fire Marshalls
<p>Collette Collins – Office Manager - office based on Business Support Team</p> <p>Training completed: 15/01/2026 Refresher training due: 15/01/2029</p>	<p>Collette Collins – Office Manager - office based on Business Support Team</p> <p>Training completed: 19/08/2025 Refresher due: 19/08/2028</p>
<p>Danielle Harden – Business Support Manager - office based on EP & CPE Business Support</p> <p>Training completed: 01/11/2023 Refresher due: 01/11/2026</p>	<p>Keren Callaghan – HR Business Manager - office based on HR Team</p> <p>Training completed: 18/08/2025 Refresher due: 18/08/2028</p>
<p>Lesley Read – Business Support Officer – office based on Business Support</p> <p>Training completed: 09/12/2025 Refresher due: 09/12/2028</p>	<p>Lesley Read – Business Support Officer based on Business Support</p> <p>Training completed: 21/08/2025 Refresher due: 21/08/2028</p>
<p>Daisy Ball – Music Administrator – office/centre based</p> <p>Training completed: 15/07/2025 Refresher due: 15/07/2028</p>	<p>James (Jim) Hodges – Finance Officer - office based on Finance Team</p> <p>Training completed: 05/12/2025 Refresher due: 05/02/2028</p>

<p>Kelly Prause – Music Service Lead – office/centre based</p> <p>Training completed: 19/02/2023 Refresher due: 19/02/2026</p>	<p>Linda Mason – Head of Internal HR – office based</p> <p>Training completed: 15/08/2025 Refresher due: 15/08/2028</p>
<p>Mark Seddon – IT Director – On/offsite (Trained as part of volunteering work so added to list of trained staff)</p> <p>Training completed: 09/12/2025 Refresher due: 09/12/2028</p>	<p>Kelly Prause – Music Service Lead – office/centre based</p> <p>Training completed: 19/02/2023 Refresher due: 19/02/2026</p>
	<p>Daisy Ball – Music Administrator – office/centre based</p> <p>Training completed: 15/07/2025 Refresher due: 15/07/2028</p>

5. Office Safety Arrangements

Workplace Environment

- Maintain clean, well-lit, and ventilated workspaces
- Keep walkways, exits, and emergency routes clear at all times
- Ensure ergonomically appropriate furniture and workstation setups
- Undertake and maintain a **Risk Assessment** through regular reviews

Fire Safety

- Fire exits, alarms, and extinguishers must be clearly marked and unobstructed.
- Fire drills will be conducted at least once per year.
- Employees must familiarize themselves with evacuation procedures.

First Aid

- A qualified First Aider will be available during working hours (see HSE poster at entrance for names of current trained First Aiders).
- First aid kits are located in the kitchen on top of the fridge. They are also found in the Apex storage Unit and Music Centres.
- A defibrillator is held in the reception area of the ground floor.
- All incidents requiring first aid in the Office or surrounding area, including Apex must be recorded in the accident book located in the kitchen. Music Centres keep their

own records, using the accident form agreed with the 3rd party venue. If this involves a member of our staff, the Office Manager should be informed and given a copy of the report.

Electrical Safety

- Only authorized personnel may repair or modify electrical equipment.
- Employees should report damaged cords, sockets, or devices immediately with the Office Manager to report to the Building Supervisor and arranged a fix and isolate any risks.

Display Screen Equipment (DSE)

- Employees are entitled to workstation assessments to reduce risks related to screen use.
- Regular breaks and posture variation are encouraged.
- Hot desks are provided with laptop risers, keyboards and mice to allow for employee comfort whilst using a laptop for prolonged periods.

Mental Health and Wellbeing

- One Education promotes a supportive and inclusive environment.
- Employees are encouraged to discuss wellbeing concerns confidentially with HR or their line manager.

Lone Working

- One Education reduces lone working by keeping lone activities to a minimum.
- Individuals who work by themselves without close or direct supervision, such as IT staff based in schools, are classed as lone workers and will be subject to the setting's risk assessment. If a member of IT is allocated a new setting, the IT Manager should ensure their staff member is considered as appropriate by obtaining a copy of their RA. If the staff member has any concerns, these should be raised with their Line Manager.
- People working from home – this is usually the choice of the employee as we don't have home-based roles and would encourage people to work from the Office where staff are ergonomically catered for.
- People working late in the office can be alone but the building security regularly walk the floors each evening and are on site if any help is required.
- Home visits are classed as lone working where we operate a 'buddy' system. A copy of the process is available from the individual service areas.

Manual Handling

- We have eliminated the need for manual handling by introducing alternative measures such as the use of trolleys or cases with wheels/rucksacks.
- We provide work related training in manual handling for roles that require this.

Working at Height

- We provide kick stools and safety ladders for employees who need to work at height to avoid over-reaching hazards
- IT staff that need to work at height will be added to the risk register and appropriate training arranged so they can carry out their work in a safe manner (no current needs)

Personal Protective Equipment

- In normal circumstances, ICT technicians are subject to relevant PPE as required by the school setting
- In the event of a pandemic, PPE will be provided as advised.

6. 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	Line Managers Collette Collins (Office Manager)	Staff given necessary health and safety induction and provided with appropriate training (including manual handling, working at heights etc as required for role). 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	Collette Collins (Office Manager) Line Managers	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 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) Collette Collins (Office Manager)	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 available. PPE as necessary to help keep staff safe. Action is promptly taken to address any issues.

7. Emergency Procedures

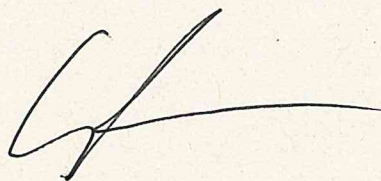
- Emergency contact numbers and procedures are in place with internal HR for critical incidents.
- All staff must know assembly points and follow instructions during evacuations (leisure centre square).
- Accidents, near-misses, and hazardous situations must be reported immediately to the Office Manager.

8. Monitoring and Review

This policy will be reviewed annually and revised as necessary to reflect changes in legislation, workplace conditions, or company practices.

Name: Stuart Fern

Signed:



Position: Chief Executive

Date:

4-2-26

