



## Health and Safety Policy Statement

The Health and Safety at Work etc., Act 1974 imposes legal duties on employers and employees to take care of their own and others safety at work, as far as is reasonably practicable. To enable these duties to be carried out, it is The Company's intent to ensure that responsibilities for health, safety, fire, and hygiene matters are effectively assigned, accepted, and fulfilled at all levels within the organisational structure. Adequate funds will be budgeted to ensure that proper provision can be made for health, safety, fire, and hygiene and so that appropriate action can be taken without delay when necessary. We will also ensure that all reasonable steps are taken, and due diligence exercised to safeguard the safety, health and welfare of all employees, children, visitors, and members of the public who may be affected by our operations.

It is the policy of Melrose Education Limited, so far as is reasonably practicable, to ensure that:

- Adequate resources are provided to ensure that proper provision can be made for Health, Safety and Food Safety.
- Risk Assessments are carried out and periodically reviewed.
- The provision and maintenance of plant and systems of work are safe and without risks to health.
- Arrangements for use, handling, storage, and transport of articles and substances for use at work are safe and without risks to health.
- There is adequate information on articles and substances used at work detailing the conditions and precautions necessary to ensure that when properly used they will be safe and without risk to health.
- Where appropriate health surveillance will be provided to employees.
- The maintenance of all plant, machinery and equipment is safe not only for employees and subcontractors but also for any person who may be affected by our operations or premises under our control.
- The working environment of all employees is safe and without risks to health.
- That adequate provision is made to the facilities and arrangements for their welfare at work.
- Access to and egress from the workplace is safe.
- Monitoring activities are undertaken to maintain agreed standards.

It shall be the duty of all employees at work:

- To take reasonable steps for the health and safety of themselves and of other persons who may be affected by their acts or omissions at work.
- To co-operate with their principal and Melrose Education Limited, in pursuance of health and safety.
- Not to interfere with or misuse anything provided in the interests of health and safety.

### General

- All employees will be provided with such information, instruction, training, and supervision as is necessary to secure their safety and health at work and the safety of others who may be affected by their actions.
- The Health and Safety Policy will be reviewed, amended, and updated as and when necessary. Communication of any such changes will be made to all employees.
- There are established and maintained effective procedures for consultation and communication between all levels of management and employees within Melrose Education Limited, on all matters relating to health, safety, and welfare.

A handwritten signature in black ink, appearing to read 'Tracey Storey', is positioned above the printed name and title.

**Tracey Storey**  
**Chief Executive Officer**  
**Melrose Education Limited**  
**1 September 2024**