

## Health And Safety Policy

### SUMMARY

The Health and Safety Policy is a document that outlines how OELS intends to implement and manage the requirements of the Health and Safety Act.

### PART ONE: Preliminary Information

#### 1. INTRODUCTION

OMNES Education London School (OELS) works profoundly to achieve the highest ethics of occupational health and safety for its staff, faculty, student body, visitors and service contractors to offer a safe working environment, which supports high standards in education. In achieving these standards, the management of OELS accepts the regulations governing the health and safety statutory provisions.

OELS consents that it is its duty and responsibility to warrant the wellbeing, as far as is practical, of its staff, students, contractors and visitors.

#### 2. SCOPE

OELS does this by ensuring the following:

- Setup of management and reporting structures to fulfil the requirements of the Health and Safety at Work Act 1974, Management of Health and Safety at Work Regulations 1999 and OfS condition E2 on Management and governance.
- Maintenance of the working structure to allow a safe learning environment.
- Provision of and maintenance of a safe plant and systems of work.
- Training and informing the staff, faculty and students about the safety procedures and measures applicable to their fields, and the use of the existing equipment and tools available to them in order to achieve their goals.
- Dissemination of the culture of safety within and outside the school.

This policy is to be used by all stakeholders at OELS.

This policy should be read in conjunction with the following OELS Policies: the Incident & Accident processes and reporting procedures, the Privacy and Data protection Policy, the EDI Policy, the Appeals and Complaints Policy, the Student Disciplinary Policy.

### PART TWO: Implementation

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| Document title: Health & Safety Policy     |                            |                  |
| Owner: International IT & Building Manager |                            |                  |
| Approving Body: Board of Directors         | Date of approval: Jul-2025 |                  |
| Version: V2                                | Next review date: Jun-2026 |                  |
| Public use: no                             | Staff use: yes             | Student use: yes |

OELS manages the activities of staff, students, faculty, visitors and contractors by conducting a global risk assessment and implementing an emergency planning system that is reviewed and updated on a yearly basis. Additionally, specific risk assessments are conducted when it is not under the general risk assessment and is dealt with case by case taking into account its specificity by members of the management and with consultation with accredited third-party bodies.

Staff and contractors are kept informed of this policy and it is included in their induction.

OELS is devoted to continuously improve its health and safety related processes in order to provide a safe working environment.

### 1. Health and Safety Policy Statement

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| This is the statement of general policy and arrangements for: European Education Centre Ltd T/A OMNES Education London School   |   |   |
| Caroline Gautier – OELS Director, London School has overall and final responsibility for health and safety  |   |   |
| Zoheir Mouaziz – International IT & Building Manager and Health & Safety Officer has day-to-day responsibility for ensuring this policy is put into practice (Health & Safety Officer). |   |   |
| Prevent accidents and cases of work-related ill health by managing the health and safety risks in the workplace.  | <ul style="list-style-type: none"> <li>• Health &amp; Safety Officer</li> </ul>   | 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 and faculty are competent to do their work.  | <ul style="list-style-type: none"> <li>• Health &amp; Safety Officer</li> <li>• Assurity Consultant (<a href="#">Workplace Compliance Consultancy</a> - <a href="#">Assurity Consulting Ltd</a>)</li> </ul> | Staff and subcontractors (in particular faculty) are given necessary health and safety induction and provided with appropriate training (including working at height, asbestos awareness and electrical safety) and personal protective equipment. OELS ensures that suitable arrangements are in place to cover employees engaged in work away from the main company site. |
| Engage and consult with employees on day-to-day health and safety conditions  | <ul style="list-style-type: none"> <li>• OELS Director</li> <li>• Health &amp; Safety Officer</li> <li>• All staff</li> </ul>   | Staff is routinely consulted on health and safety matters as they arise but also formally consulted at regular health and safety performance review meetings or sooner if required.   |
| Implement emergency procedures - evacuation in case of fire or other significant incidents.   | <ul style="list-style-type: none"> <li>• Health &amp; Safety Officer</li> <li>• All staff</li> </ul>  | Escape routes well signed and kept clear at all times. Evacuation plans are tested yearly and updated when necessary.   |
| Maintain safe and healthy working conditions, provide and maintain plant,   | <ul style="list-style-type: none"> <li>• Health &amp; Safety Officer</li> </ul>   | Toilets, washing facilities and drinking water are provided.  |

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| equipment and machinery, and ensure safe storage/use of substances | <ul style="list-style-type: none"> <li>• Bespoke Cleaning</li> <li>• Birdsall</li> <li>• Churchill</li> <li>• Pest control</li> </ul> | System in place for routine inspections and testing of equipment and machinery and for ensuring that action is promptly taken to address any defects. |
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### 3. ROLES AND RESPONSIBILITIES

#### 3.1 Staff:

Given the small number of employees, OELS has adopted the view that all employees take part in the health and safety management. It is headed by the Director and managed by the Health & Safety Officer. Instructions are that any problem must be reported to the Health & Safety Officer initially who after analysis, will take the appropriate action or forward it to the OELS Director depending on the outcome of his analysis.

Consultation with the staff is conducted via the weekly staff meeting on a monthly basis and can be called upon in the event that a new health and safety matter needs updating.

In order to carry out these statutory duties, OELS provides experienced advice by retaining the expertise of a health and safety consultant to train the staff who are therefore able to assess matters related to health and safety and report findings to Health & Safety Officer who will further investigate and report his findings to the OELS Director. After consultation with the Director or expert consultant OELS can implement a risk containment of the problem.

The OELS Director takes over the responsibilities of the day-to-day running of matters related to health and safety in the event of the Health & Safety Officer being unavailable.

#### 3.2 Faculty:

All new Hourly Paid Lecturers benefit from a comprehensive induction including health and safety with the Health & Safety Officer. For current faculty, this is organised at any core meeting at the start of the semester so they can be aware of matters related to the health and safety at work especially when students are taken outside the campus on tours or visits.

An assessment of the risks involved is provided by the faculty member through the use of an event risk assessment form. The risks involved are analysed and the right measures to reduce these risks to a safe level are applied, which is the ultimate goal of the OELS management. This session is conducted by the Health & Safety Officer.

#### 3.3 Students

Students are, during their induction, informed about risk assessments and shown fire evacuation procedures. This session is mandatory and indicated in their timetable. It is expected from students to manage their individual risks and comply with the health and safety matters through the Health and Safety Policy Statement of the school. Students taking part in specific activities are provided with a Health & Safety training customised to address the risks involved in these activities. This is managed by the health and safety officer.

### 3.4 Contractors

Contractors are given a permit to work once they have submitted a risk assessment, method statement and their valid liability insurance documents. The authorisation is sent to the contractors as an email and a copy is stored on the administrative share.

An induction session is provided upon arrival to make them aware of the policies in place.

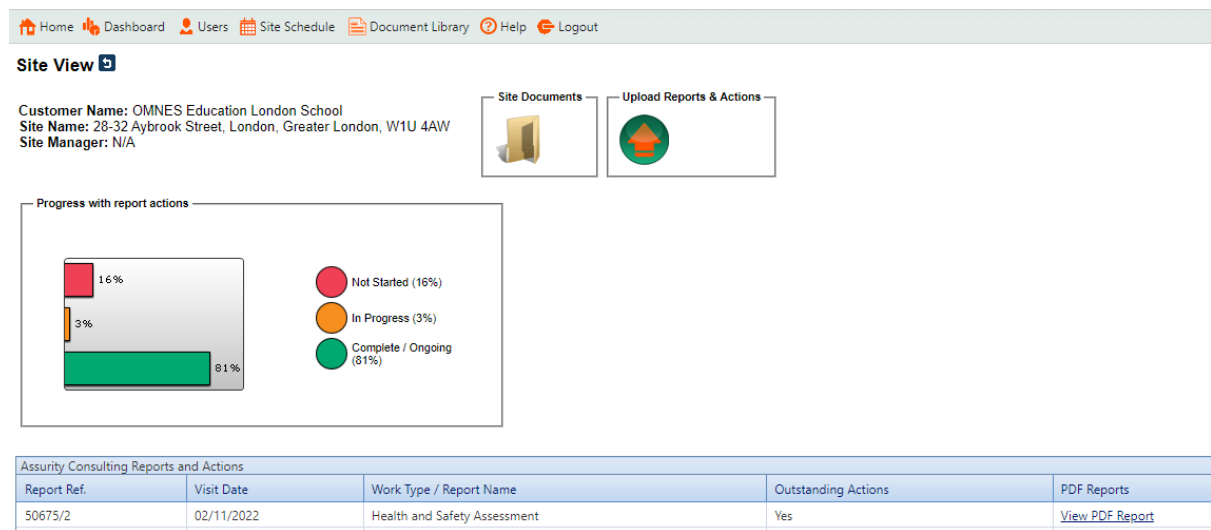
### 3.5 Board of Directors

The Board of Directors is provided with the required information and statistics related to the implementation of the health and safety policies and the yearly incident and accident RIDDOR report.

## 4. TRAINING, DISSEMINATION AND IMPLEMENTATION

### 4.1 Risk Assessment

OELS uses the help of a consultant. This consultant who is certified, is contracted on a yearly basis in the matter of risk assessment. An audit is carried out annually and a report is produced with its findings and resolutions through an online platform where all identified risks and the actions that need to be taken are logged using the platform provided by Assurity Consulting. The risk containments are then implemented either by the staff or by involving a third-party service provider. Below is a screenshot of a sample of the logged items and reporting platform



### 4.2 Fire Assessment

Every 3 year, OELS makes use of a certified fire risk assessor who produces a report of their finding with the risks and expected resolution. This is then analysed and solutions implemented are checked for compliance by the Health & Safety Officer.

#### 4.2.1 Fire Warden Training

All employees are trained on the fire warden tasks and responsibilities. A training related to the fire evacuation procedure and related regulations is provided yearly by the Health and Safety officer. A list of the training sessions and trained staff is kept by the Health & Safety Officer and the HR Officer.

#### 4.3 Accident and Incident Reporting

All accidents and incidents must be reported. The details of the procedure are noted in the document *Incident & Accident monitoring processes and reporting procedures*.

The Health & Safety Officer holds overall responsibility for monitoring, managing, and reporting accidents and incidents, as well as ensuring that all necessary follow-up actions are implemented effectively.

In the event of a serious situation, 999 must be dialled immediately to obtain further instructions on how to proceed.

#### 4.4 First Aid Arrangements

##### 4.4.1 First Aiders

OELS ensures that a minimum of five permanent staff members are trained in Emergency First Aid at Work. Additionally, we guarantee the presence of at least one certified Emergency First Aider on campus during all official opening hours. Furthermore, the campus coordinator holds a First Aid qualification.

The list of first aiders and emergency first aiders is accessible from the network share ("M:\London Campus\08. HEALTH & SAFETY\00. Compliance\First aid, mental health and Wellbeing records.xlsx" and a copy is available in the faculty room, at reception and displayed on each floor.

First aiders are also present when students are taken off campus for visits and events organised by the Student Experience Manager. When lecturers are taking student on field trip, a risk assessment is conducted before the outing.

##### 4.4.2 First Aid toolbox

First aid boxes are provided across all 3 floors and are checked for contents and their expiration dates by the health and safety officer on a yearly basis (at the start of the academic year) or when used. A record of the First Aid boxes is kept on the compliance folder on the share (M). At least one first aid toolbox is located at the reception and easily accessible. A first aid box is also taken when a sports event outing is programmed.

#### 4.5 Mental Health and Stress at Work

The Campus coordinator is certified as a Mental Health first Aider certificate.

The Mental health and stress at work are at the base of the OELS provisions for its Health and Safety Policies. OELS will continue working to ensure that its staff and students are working and studying in the right framework especially since most of the students are away from their hometown when they come to study in the London School. The management provides the necessary support to accompany them during the duration of their studies. OELS hires the services of a Psychological Coach & Counsellor who attends weekly on demand sessions, with students with prior appointments.

For further information about support offered to students, please refer to our [Student Welfare and Wellbeing Policy](#)[Student Welfare and Wellbeing Policy](#).

OELS provides support by offering individual sessions to the students and staff with a certified mental health first aider. In this case the affected student or member of staff is seen by the mental health first aider for a private talk before being advised.

Staff and students have access to Eutelmed; founded in 2010, Eutelmed has become a key international player in mental health and quality of work life.

Their network includes more than 300 highly qualified and experienced healthcare professionals and psychologists, located throughout the world and capable of working in more than 60 languages.

Respect for the person and their wellbeing is at the heart of what they do.

<https://caring.eutelmed.com/> OMNESEDUCATIONSTUD21

#### 4.6 Implementation

The Health & Safety Officer is allocated a dedicated annual budget to support the effective implementation and maintenance of health and safety measures across the campus. This budget covers essential activities including training, equipment maintenance, and compliance-related tasks. A key element of this provision is the engagement of an external contractor, who provides support in performing health and safety tasks.

### 5. MONITORING AND REVIEW

#### 5.1 Inspections

It is through inspections that we can identify and correct working conditions before injury occurs. Especially work practices that have deviated from their original work methods either because the job does not meet the guidelines or through other reasons.

The Health and Safety Officer conduct annual inspections with support of external provider if need be. The list of these inspections is included in the Assurity platform.

These findings are reported to the Health & Safety Officer who through consultation with the Director implements updated safer working methods.

#### 5.2 Audits

Global audits on various matters pertaining to health and safety are performed yearly through the use of a consultant to establish if the organisation is compliant with the regulations and to assess how efficient are the current established processes as far as reducing injury to staff and students. These audits include but are not limited to:

- Documentation of risk assessments.
- Results of maintenance of the various machinery used within the premises.
- Results of the various tests performed as per compliance monthly tests.
- Fire evacuation procedures and tests.

#### 5.3 Review

Based on the findings of the audits the OELS Director and the Health & Safety Officer, meet to discuss the status of the implementation of the findings in order to improve the results of

the audit and consequently reduce the number of injuries, if any, sustained during the previous year.

#### 5.4 Health and Safety Training

Training is provided by our consultant “Assurity Consulting” who is also our consultant in the matter of health and safety implementation. They perform OELS’ yearly audit as well. They train the Health & Safety Officer who in turn trains on demand and when new members of staff are recruited.

This includes manual handling, risk assessment, fire warden, workstation assessment, and accident/incident reporting.