

**DOCUMENT CONTROL**

Classification: Public

Issue no: 1.0

Issue date: Not issued

Health & Safety Policy Statement

Bell Educational Services Ltd ("Bell") is committed to creating a safe and secure working and learning environment to support our goal of teaching and learning excellence. Our aim is not only to comply with best practice in health and safety legislation but also to create a positive environment and culture that promotes being healthy, safe and secure. Effective management of health and safety is integral to achieving this aim.

Bell's commitment to excellence applies to the manner in which we discharge our responsibilities for the health and safety of our staff, students, visitors (including contractors) and all those who may be affected by our activities.

In recognising Bell's duties under the Health and Safety at Work Act 1974, the Management of Health and Safety at Work Regulations 1999 and other relevant legislation, we strive to:

1. Manage and maintain our properties and grounds so that they are safe for users and visitors;
2. Provide adequate control on health and safety risks arising from our activities, both on and off site;
3. Provide adequate welfare facilities for all staff, students and visitors;
4. Ensure that our procedures and systems take account of health and safety considerations through ongoing monitoring, risk assessment and staff consultation;
5. Provide staff, students and visitors with appropriate information, instruction, training, and supervision in order to avoid risks to their health and safety;
6. Ensure that all accidents and near-misses are recorded, investigated and appropriate action is taken to reduce the likelihood of a recurrence;
7. Provide and maintain safe plant and equipment for the safe execution of our activities;
8. Ensure the safe use, handling, storage and transport of articles and substances;
9. Keep up to date with best practice in relation to health and safety and complying with all relevant legislation and guidance;
10. Promote effective communication and co-operation between management, staff, students and our suppliers.

We undertake to continually review and develop our safety management systems with the overarching aim of conducting our activities in a manner which does not negatively impact on the health and safety of our staff, students, contractors, visitors or members of the public, or adversely affect the environment.

Bell has several campuses and operates on other sites not directly under our control. Our buildings are shared between more than one department, and in the case of Offsite Programmes, with external organisations. In such circumstances we will establish clear lines of responsibility for their own for the effective coordination of health and safety between users.

Bell is committed to meeting all statutory requirements of The Health and Safety at Work etc. Act 1974 and other relevant legislation, and we remind all our staff of their responsibilities for their own and other people's health and safety.

Signature: 

Review Date: December 2018