



Health and Safety Policy

Bell Educational Services Limited is committed to:

- creating a safe and secure working environment;
- complying with best practice in health and safety legislation;
- create a positive environment and culture that promotes being healthy, safe and secure.

The Board has put in place an effective team to manage the health and safety within the organisation as this is integral to achieving our shared goal.

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

We require everyone:

1. To promote and comply with our Health & Safety Policy, and to lead by personal example.
2. To be responsible for their own personal safety and health, and for the safety and health of those they work with or might impact through their work activities.
3. Whether directly employed by Bell Educational Services Ltd or the Bell Foundation or, or working with us, to work responsibly to our health and safety standards, whilst complying with applicable laws, regulations and good practice; to identify hazards, and to assess and manage risks so that we perform our work safely.
4. To challenge any unsafe acts and conditions, and any practices which could give rise to unsafe or unhealthy situations; to report every near miss or incident which may cause, or causes an injury or harm so that root causes can be identified, recurrence prevented and control measures implemented.
5. To share good practice and safety information with all stakeholders, and to support continual improvement.

Bell Educational Services Ltd will strive to:

1. Manage and maintain work spaces so that they are safe for staff and visitors.
2. Provide adequate control of health and safety risks arising from our activities, both on and off site where reasonably practicable to do so.
3. Provide adequate welfare facilities for all staff 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 and visitors with appropriate information, instruction, training and supervision 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 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 legislations and guidance.
10. Promote effective communication and co-operation between management, staff, and our suppliers.

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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, contractors, visitors or members of the public, or adversely affect the environment.

The Bell Foundation occupies offices on the Bell Cambridge site and follows the detailed health and safety policies, practices and risk assessments of Bell Educational Services Limited in operation in relation to these sites.

Bell Educational Services Ltd 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.

The person with overall responsibility for Health and Safety at Bell is the Head of UK Operations, Frank Pinner.

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