



Health & Safety Policy

Purpose

To protect the health, safety, and welfare of all staff, volunteers, visitors, and service users.

Policy Statement

Everyday English Ltd will provide a safe and healthy environment for all, complying with all relevant legislation and best practice.

Legal Framework

- Health and Safety at Work etc. Act 1974
- Management of Health and Safety at Work Regulations 1999
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)

We will:


- Appoint a competent person to oversee health and safety.
- Carry out regular risk assessments for all activities and premises.
- Maintain an accident book and report incidents as required under RIDDOR.
- Provide training and information to staff and volunteers on health and safety.
- Ensure emergency procedures are in place and tested.
- Keep equipment and facilities in safe working order.

Breach of Policy

Failure to follow health and safety procedures may result in disciplinary action and, where necessary, legal enforcement.

Review

This policy will be reviewed annually by the Board of Directors.

Signed: 

Chair, Board of Directors

Date: 30th September 2025