

## TopUp Learning London (TTI) Health & Safety Policy Statement 2025-26

The Management Team of TopUp Learning London (Tti) School is committed to achieving, so far as is reasonably practicable, the highest standards of health, safety and welfare for its employees, students, visitors, contractors and any other person who may be affected by its activities or operations.

It is the belief that accidents, injuries, occupational illness and damage to property and the environment can often be avoided with good management and training. We are determined to ensure safe working practices in all departments through good management, training and awareness of our procedures and policies.

Our Health & Safety management structure is in place and has been enhanced further by the Management team, lead by the Principal.

All staff are tasked with ensuring the Health & Safety Policy is implemented and maintained. The Principal has been appointed to co-ordinate all health & safety issues; carry out accident investigations and report writing in conjunction with the other staff members. They will also report directly to the Directors any failings in the Health & Safety policy with suitable solutions.

An Incident reporting procedure and Fire Wardens have been appointed who will ensure that all fire safety issues are brought to the attention of the Directors.

All employees have a responsibility for their own and that of others health, safety and welfare whilst at work, they also have a responsibility to their employers to work safely and ensure that others work safely.

The Principal will establish and maintain procedures for consultation with staff on health, safety and welfare issues. This is a topic brought up in each weekly meeting for staff to report and to be reminded of the importance.

This Health & Safety procedure sets out the management of health, safety and welfare, and details the arrangements made by the Management Team to achieve the aims of the policy statement. The arrangements cover areas where risks have been identified and recorded, or are likely to occur, and can be reduced by carrying out or applying the correct procedures, thus reducing the risk to an acceptable level.

Our COO, Director of Studies and other senior staff in London and other campuses also take responsible for Health & Safety. They, along with the Principal will ensure that suitable systems of work, suitable procedures, training and training records, risk assessments, monitoring of risks and reporting dangerous practices, accident procedures, fire procedures, and welfare matters are in place within their area of responsibility. They are to ensure that all members of staff are conversant with such procedures, that staff are appropriately trained or retrained, and consultation with staff on health, safety and welfare is conducted on a regular basis.

As part of the ongoing monitoring of Health and Safety matters, the Principal meets weekly with the Administration Team and Health and Safety forms part of the meeting agenda, likewise when the teaching team meets on a weekly basis. Here, actions are allocated and recorded via minutes.

Health and safety failures, such as accidents, fires, and damage to property etc, will be reported to the Principal who will take the appropriate action. Where necessary, incidents will be investigated. The Principal will work with the relevant staff, specialist Health and Safety advisors and School Directors to determine causes and appropriate action to prevent future occurrences.

It is the intention of the Management Team to provide safe access to all working, teaching, storage and residential properties owned, rented or leased by the company, to all employees, students, visitors, contractors etc. It is also the intention to ensure a safe working environment for employees through the employment of safe systems of work.

This policy will be the subject of constant review and updating as circumstances and legislation change to ensure that the policy remains relevant to the company's activities.

**Specifically the company undertakes:**

- that adequate resources will be provided to ensure that proper provision can be made for health & safety;
- that risk assessments will be carried out and periodically reviewed
- that systems of work will be provided and maintained, that are safe and with minimal risk to health;
- that arrangements for use, handling, storage and transport of articles and substances for use at work will be safe and with minimal risk to health;
- that all employees will be provided with such information, instruction, training and supervision as is necessary to ensure their health, safety and welfare at work, and ensure the safety of all others that may be effected by their actions;
- that where appropriate, health surveillance will be provide to employees;
- that the weekly meetings at all levels are used as a forum to discuss Health and Safety-related issues and allocated actions accordingly;
- that the provision and maintenance of equipment is completed so they are safe and with minimal risk to health;
- that the working environment of all employees will be safe and with minimal risk to health, and that adequate provision will be made with regards to facilities and their arrangements for their welfare at work;
- that the place of work will be safe and that there is safe access to and from the work place;

- that monitoring activities will be undertaken to maintain agreed standards
- that the Health & Safety Policy will be reviewed at least annually and updated as and when necessary. Communication of any such changes will be made to all employees on all matters of health, safety and welfare.

**Policy created:** January 2015 -

**Latest review:** January 2025

**Policy Review:** TopUp Learning Policies are reviewed annually. This policy will be reviewed by the Principal and Directors in January 2026.

