HEALTH & SAFETY POLICY

OF PIED PIPER EDUCATIONAL RESOURCES LTD.

April 13, 2026

Introduction

This document sets out the Health & Safety arrangements we have established in conjunction with the Health and Safety Executive. We have adopted this standard policy and tailored it to represent our organisation.

The following is a description of the type of work that our Company undertakes:

This document sets a base level of health & safety awareness, and through consultation with the Health and Safety Executive (HSE) our organisation will develop and improve health and safety knowledge, standards and performance.

PART 1 - General Statement of Policy

1.1 Pied Piper Educational Resources Ltd. acknowledges and accepts its legal responsibilities for securing the health, safety and welfare of all its employees, of sub-contractors working on its behalf and all others affected by their activities.

1.2 Pied Piper Educational Resources Ltd. recognises and accepts the general duties imposed upon the company as an employer under the Health and Safety at Work Act and subsequent health and safety regulations appertaining to it's operation

1.3 Pied Piper Educational Resources Ltd. will do all that is reasonably practicable to provide and maintain:

- Safe places of work
- Safe methods and systems of work
- Safe plant and equipment
- Personal protective equipment relevant to working tasks
- A safe and healthy working environment

1.4 The Company will carry out a regular review of this policy to ensure that these standards of health and safety are maintained.

Signed: 

Date: April 13, 2026

Name: Richard Lambert **Position:** Executive Director

PART 2 – Organisation and Responsibilities

2.1 **Head of Company**

Richard Lambert has overall responsibility for health and safety in the Company, and will:

- Ensure suitable financial provision is made for health & safety obligations
- Provide appropriate information and instruction to employees
- Ensure work is planned to take into account health & safety issues
- Ensure that staff at all levels receive appropriate training
- Monitor and assess risk to health and safety
- Understand the company policy for health and safety and ensure it is readily available for employees
- Set a personal example when visiting site by wearing appropriate protective equipment
- Actively promote at all levels the company's commitment to effective health and safety management

2.2 **Health and Safety Co-ordinator / Representative**

Named person responsible for H&S: Richard Lambert

The Health and Safety Co-ordinator / Representative will undertake and be responsible for:

- Monitoring the implementation of the health and safety policy throughout the company and reviewing its appropriateness by regular safety audits/inspections carried out in various workplaces
- Investigating accidents and implementing corrective action
- Reviewing health and safety legislation and implementing any new requirements pertaining to the company's undertaking
- Liaising with managers, employees, sub-contractors and specialists as and when appropriate
- Collating and reporting any accidents reportable under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (R.I.D.D.O.R.)

2.3. **Employees**

Section 7 of the Health and Safety at Work Act 1974 states the following:

It shall be the duty of every employee while at work -

(A) to take reasonable care for the health and safety of himself and of other persons who may be affected by his acts or omissions at work; and

(B) as regards any duty or requirement imposed on his employer or any other person by or under any of the relevant statutory provisions, to co-operate with him so far as is necessary to enable that duty or requirement to be performed or complied with.

In order for all employees to comply with their legal duties, they will undertake and be responsible for:

- Reading and understanding the Company's health and safety policy and carry out their work safely and in accordance with it requirements

- Ensuring that all protective equipment provided under a legal requirement is properly used in relation to any instruction / training given and in accordance with this health and safety policy

- Reporting any defects to work equipment immediately to the Site Supervisor

- Reporting to the management any incidents, which have led or might lead to injury or damage

- Reporting any accidents or near misses however minor to the Site Supervisor

- Using the correct tools and equipment for the job in hand and in accordance with training and instructions

- Co-operating with any investigation, which may be undertaken with the objective of preventing reoccurrence of incidents.

PART 3 – Arrangements

3.1 **Communication**

In order to meet the legal requirements of the Safety Representatives and Safety Committees Regulations and the Health and Safety (Consultation with Employees) Regulations, the company will communicate and consult with all employees on the following issues:

- The content of this policy
- Any rules specific to a site or job
- Changes in legislation or working best practice
- The planning of Health and Safety training
- The introduction or alteration of new work equipment or technology

This communication and consultation will take place directly with the employees via regular safety meeting, tool-box talks, e-mails and memo's posted on the staff notice board.

3.2 **Training**

All employees are given training appropriate to their responsibilities in accordance with the Management of Health and Safety at Work Regulations. Training will be provided for the following situations:

- Induction training for new employees (Health and safety awareness, company procedures etc)

- The introduction or modification of new/existing machinery or technology

- A change in employee position/work activity or responsibility

Training is also specifically provided for work with hazardous substances, use of PPE and manual handling. Any training provided by the company will be formally recorded with a hard copy kept on file.

3.3 **Risk Assessments**

Richard Lambert will carry out and record formal risk assessments. In addition risk assessments are carried out continuously by employees throughout their work. Hazards are considered and work methods established to minimize the risk of injury to themselves and others affected by the work. Where the employee does not have sufficient knowledge about a specific hazard, such as work in confined spaces, they will take further advice from Richard Lambert if required. Richard Lambert ensures operators are provided with appropriate instruction and training on risk assessments.

3.4 **Method Statements**

Formal method statements (safe working procedures) will be prepared in writing where the risk is particularly high. The method statements will provide site specific information on the task to be undertaken including site set up, chain of responsibility and will detail a clear sequence of work that would be followed in order to undertake the given task safely.

3.5 **Co-operation with Clients**

Employees will always familiarise themselves with client procedures when first attending site, in particular general site access, emergency procedures and high risk work activities including permit to work systems. Clients site procedures and specific instructions will be followed at all times.

3.6 **Welfare Facilities**

Wherever possible arrangements will be made with the Client and/or Principal Contractor for the use of Welfare facilities at sites under their management. As a minimum the following requirements will be adhered to:

- Toilet/washing facilities accessible on site
- Eating/rest facilities accessible on site

3.7 **Work Equipment**

All work equipment (including Electrical equipment) used at work, as part of the Company's undertaking will comply with the Provision and Use of Work Equipment Regulations (P.U.W.E.R.).

Before new equipment is introduced into the working environment, an assessment will be made by: Richard Lambert In order to ascertain that the equipment is suitable for its intended use.

No employee will use work equipment for which they have not received specific training.

No employee will knowingly misuse work equipment or remove any guards that are in place to minimise a specified risk.

All work equipment will be maintained and inspected at suitable intervals either internally by a competent person or by specialist external companies. The frequency of work equipment maintenance or inspection will be based on manufacturers' guidance and industry best practice. Any maintenance / inspections undertaken on company equipment will be formally recorded with a hard copy left on file.

If any faults or damage are found on any equipment, stop using the work equipment and report the fault to your Site Supervisor.

3.8 **Personal Protective Equipment (P.P.E.)**

Appropriate personal protective equipment will be issued to employees as and when necessary for work activities.

Training will be provided for employees on the safe use, storage and maintenance of the relevant equipment before issue, and a written record detailing what PPE has been issued will be signed by the employees on receipt of the equipment and the hard copy kept on file.

Employees have a legal duty to wear PPE as specified in relevant site rules, risk assessments and method statements.

Any defects or malfunction of PPE must be reported to: **Richard Lambert**

3.9 **Hazardous Substances**

The risks associated with hazardous substances are considered for all work activities. Alternative less harmful substances are used wherever possible. In case of risks to health, PPE is provided and used by employees, and health surveillance undertaken where necessary.

Before any hazardous substances are used during a work process, a material safety data sheet (MSDS) will be requested from the supplier and an appropriate assessment made of the risks from that substance undertaken by Richard Lambert, in line with the Control of Substances Hazardous to Health Regulations (COSHH).

An inventory of all substances and materials hazardous to health is held at head office.

3.10 **First Aid & Accident Reporting**

Adequate first aid provision will be made at every place of work occupied by the Company.

Each first aid box shall be suitably marked and be easily accessible to all employees at all times when they are at work.

Qualified First Aider / Appointed Person: **Richard Lambert / Richard Munkley**

On Project Sites – wherever possible arrangements are made with clients/principle contractors to use their first aid facilities. Where this is not possible, a member of the project team will nominated as the appointed person for first aid and a first aid box supplied, which will contain adequate supplies for the total number of employees on site.

All accidents MUST be reported to your Site Supervisor and the details recorded in the accident book (held at head office). Serious accidents where hospital treatment is required must be reported to Richard Lambert as soon as possible after the incident.

Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (R.I.D.D.O.R.):

Certain accidents are reportable to the HSE's Incident Contact Centre. The Health and Safety Co-ordinator must be notified as soon as practicable after incidents causing the following injuries:

- any work related injury that leads to an employee being absent from work for more than 3 working days
- fracture other than to fingers, thumbs or toes;
- amputation;
- dislocation of the shoulder, hip, knee or spine;
- loss of sight (temporary or permanent);
- chemical or hot metal burn to the eye or any penetrating injury to the eye;
- injury resulting from an electric shock or electrical burn leading to
- unconsciousness or requiring resuscitation or admittance to hospital for more than 24 hours;
- any other injury: leading to hypothermia, heat-induced illness or unconsciousness; or requiring resuscitation; or requiring admittance to hospital for more than 24 hours.

3.10 **Asbestos**

Before any work commences on a client's site, all employees are to make a request to view the site-specific asbestos register.

The position and condition of any asbestos that may be in the area where you will be working should be noted within the asbestos register. If asbestos is noted within your potential work area, contact Richard Lambert for further instruction.

Due to the nature of our works on older buildings, there could be a risk of exposure to asbestos

If, during your works, you see a fibrous material that you think may be asbestos, you should:

- stop work immediately
- prevent any dust/fibres being released e.g. turn off power tools, minimise air movement etc
- evacuate the immediate area and prevent access by others e.g. the public
- inform those responsible for the premises and the Health and Safety Co-ordinator, so that the necessary sampling can be arranged
- do not return to that area until informed that it is safe to do so

Remember, if you are uncertain as to the content of the material, stop work and seek advice.

3.11 **Manual Handling**

Manual handling risks are considered prior to each work activity. The method of work is adapted to minimise manual handling risks wherever possible, including use of alternative lifting and carrying methods. Our employees are advised not to manually handle loads which they feel incapable of moving safely.

3.12 **Fire Safety & Emergency Procedures**

It is the Company's policy to take account of fire hazards in the workplace. All employees have a duty to conduct their operations in such a way as to minimize the risk of fire. This involves compliance with the Company's no smoking policy, keeping combustible materials separate from sources of ignition and avoiding unnecessary accumulation of combustible materials.

Site Supervisors are responsible for keeping their operating areas safe from fire, ensuring that their staff are trained in proper fire prevention practices and emergency procedures.

The person with responsibility for the maintenance and testing of fire alarms and fire fighting equipment is: Richard Lambert

In the event of the fire alarm being activated, or in any other emergency situation (e.g. bomb scare), all employees must leave the building by the nearest available exit and assemble at the designated assembly point.

3.13 **Sub-Contractors**

Sub-contractors are instructed primarily on the basis of their technical capability, though due regard is also taken of health and safety. Serious breaches of health and safety and the contractors capability for specific risks will be taken into account during the selection process.

- Activities that we sub-contract include:

- Sub-contractors health & safety arrangements are assessed by requesting the following documents:

Sub-contractor Assessment Questionnaire

- We manage / supervise / monitor sub-contractors activities by the following means:

Sub-contractors are selected on the basis of their suitability for the project to ensure a seamless quality provision of service. Supply chains remain flexible throughout the life of the contract. Our suppliers are appointed through an approved supplier process. Suppliers are managed through an approved vendor process and our team

have the experience, staff resources and capacity to manage suppliers at each stage of the supply chain. Richard Lambert also has the responsibility of monitoring the performance of our sub-contractors using regular six-month appraisals.

3.14 **Public safety**

The safety of members of the public and other contractors is considered at all times whilst on site. Any work area that could place others at risk due to the Company's activities will be closed off by appropriate means (e.g. safety signage, bollards, tape, hoarding) in order to restrict access.

3.15 **Other Important Health & Safety information**

Pied Piper Educational Resources Ltd. is committed to working towards the CHAS Accreditation Scheme