

Forever Teaching

Health and Safety Policy

Date policy issued: 08/08/2026

Date policy last reviewed: 08/08/2026

This policy will be reviewed every 12 months (as a minimum).

Review due date: 08/08/2027

Designated Safeguarding Lead contact details:

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1. Statement of intent

Forever Teaching Ltd will, so far as is reasonably practicable, protect the health, safety and welfare of its employees, temporary workers, candidates, visitors and others who may be affected by its activities. The company will identify significant risks, implement proportionate controls, provide suitable information and training, consult workers, investigate incidents and continually improve its arrangements.

2. Responsibilities

Directors: Overall accountability; approving policy and risk controls; ensuring resources, competent advice and insurance; reviewing serious incidents.

Managers / consultants: Following risk controls; communicating assignment information; escalating hazards and incidents; checking worker suitability and training needs.

Employees and temporary workers: Taking reasonable care; following instructions and site rules; using equipment safely; reporting hazards, accidents, near misses and changes in circumstances.

Client schools and settings: Providing a safe workplace, site-specific induction, supervision, risk information, emergency arrangements and prompt notification of incidents affecting supplied workers.

3. Risk assessment and planning

- Carry out and review proportionate risk assessments for office work, home working, travel, lone working and other significant activities.
- Obtain sufficient assignment information from clients, including duties, location, hours, known hazards, required training, supervision and any adjustments.
- Match workers to assignments based on competence, experience, qualifications and known restrictions.
- Review controls after an incident, significant change, new information or concern.

4. Office, hybrid and remote working

- Workstations and display-screen equipment will be set up to reduce musculoskeletal and visual strain.
- Electrical equipment will be maintained in a safe condition and defects reported immediately.
- Walkways, exits and work areas will be kept clear and reasonably tidy.
- Home workers must identify obvious hazards, maintain a suitable workstation and report health or safety concerns.
- Work-related stress, workload and wellbeing concerns should be raised early so that support or adjustments can be considered.

5. Temporary workers at client premises

- Assignment details and material risks will be communicated before work starts where reasonably available.
- Workers must follow the client's induction, safeguarding, emergency, security and health and safety rules.
- Workers must not undertake duties for which they are not competent, trained or authorised.
- Any accident, injury, near miss, violence, threatening behaviour, unsafe condition or material change to duties must be reported promptly to the client and Forever Teaching.
- Forever Teaching may pause or end an assignment where risks are not adequately controlled.

6. Key arrangements

- Fire and emergencies: follow premises procedures, keep exits clear and participate in drills or inductions.

- First aid: ensure access to appropriate first-aid arrangements and record treatment or incidents where required.
 - Accident reporting: record and investigate incidents; cooperate with clients over any statutory reporting responsibilities.
 - Violence and aggression: avoid unnecessary confrontation, withdraw to safety where needed and report incidents immediately.
 - Manual handling: avoid hazardous lifting where possible and use suitable assistance or equipment.
 - Pregnancy, disability and health conditions: consider individual risk information and reasonable adjustments confidentially.
 - Driving for work: drivers must be licensed, insured, fit to drive and comply with road laws.
 - Contractors and suppliers: assess competence and relevant insurance where their work may create material health and safety risks.
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7. Consultation, information and training

Forever Teaching will provide information and instruction proportionate to each role and will encourage workers to raise concerns. Relevant policy changes and lessons from incidents will be communicated promptly.

8. Monitoring and review

The directors will monitor incidents, complaints, client feedback, risk assessments and corrective actions. This policy will be reviewed annually and whenever there is a significant change, serious incident or evidence that controls are ineffective.

Approval

This policy is approved on behalf of Forever Teaching Ltd and takes effect from the date of approval.

Policy Owner: Directors

Approved By: Directors of Forever Teaching

Version: 1.0

Review Date: Annually