

Health and Safety Policy

Organisation: Forde's First Recruitment Ltd (trading as First Class Teachers)

Legislation: Health and Safety at Work Act 1974, Management of Health and Safety at Work Regulations 1999, DSE Regulations 1992, RIDDOR 2013

Effective: May 2026

Review Due: May 2027

1. Purpose

This policy sets out First Class Teachers' (FCT) commitment to health and safety in its own operations and its obligations as an employment business placing staff into schools. FCT is committed to providing a safe working environment for its own operations and to ensuring that placed staff are aware of their health and safety responsibilities when working on school premises.

2. Scope

This policy applies to:

- FCT's own operations, including the home office and any FCT-organised events (e.g. Tapas for Teachers)
- Placed staff in relation to their pre-placement briefing and their obligations while on placement
- The FCT Managing Director and any contractors acting on FCT's behalf

Important: Schools are responsible for health and safety on their own premises under the Health and Safety at Work Act 1974. FCT is the employment business and does not control the physical environment of any school. This policy does not substitute for or override a school's own health and safety policies.

3. Policy Statement

FCT is committed to:

- Maintaining a safe working environment within its own operations
- Carrying out risk assessments for FCT-controlled activities and events
- Ensuring placed staff are briefed on health and safety expectations before placement begins
- Complying with all relevant health and safety legislation
- Reviewing this policy annually and updating it when legislation or circumstances change

4. Responsibilities

FCT Managing Director

- Overall responsibility for health and safety within FCT's own operations
- Carrying out or commissioning risk assessments for the home office and FCT events
- Ensuring placed staff receive a pre-placement health and safety briefing



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- Reporting any notifiable accidents arising from FCT's own operations under RIDDOR 2013
- Reviewing and updating this policy annually

Schools (as hirers)

- Responsible for the health and safety of all workers on their premises, including placed staff
- Must provide placed staff with information on their site-specific health and safety procedures, emergency arrangements, and the identity of the school's Health and Safety lead
- Must report any accident involving a placed worker to FCT promptly

Placed staff

- Follow the school's health and safety procedures while on site
- Take reasonable care for their own health and safety and that of others
- Report any health and safety concern or accident to the school's designated Health and Safety lead in the first instance
- Notify FCT of any concern the school has failed to address, or any accident that occurs during a placement
- Never undertake tasks outside their role that they have not been trained or authorised to carry out

5. Home Office Risk Assessment

FCT operates from a home office. The FCT Managing Director is responsible for maintaining safe working conditions, including:



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Hazard	Control Measure	Review
Display Screen Equipment (DSE)	Suitable desk, chair and monitor setup; regular breaks; screen at eye level	Annual
Working alone	Regular contact maintained; someone aware of working arrangements	Ongoing
Trips and falls (home environment)	Cables managed, walkways clear, adequate lighting	Annual
Fire	Smoke alarm fitted and tested; clear exit routes; electrical equipment PAT tested where required	Annual
Stress and mental health	Regular breaks; clear boundaries between work and personal time; support accessed as needed	Ongoing

6. FCT Events (e.g. Tapas for Teachers)

Before any FCT-organised event, the FCT Managing Director will:

1. Carry out a written event risk assessment covering: venue safety, fire exits, first aid provision, food safety (if catering is provided), and lone working risks for any FCT staff
2. Confirm with the venue that their own public liability insurance and health and safety procedures are in place
3. Ensure a first aider is present or that the venue provides first aid cover
4. Brief any FCT staff or volunteers on emergency procedures before the event begins

A copy of each event risk assessment is retained on Google Drive (FCT Policies folder).

7. Pre-Placement Health and Safety Briefing

Before a placed worker begins at any school, FCT will confirm with the school that:

- The placed worker will be given the name and contact details of the school's Health and Safety lead on their first day
- The placed worker will be shown the location of fire exits and first aid facilities



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- Any site-specific risks (e.g. manual handling requirements, specific pupil needs) will be communicated before the worker begins

FCT's pre-placement confirmation to placed staff includes a reminder that:

- They must follow the school's health and safety procedures at all times while on site
- They should report any concerns to the school's Health and Safety lead first
- Any unresolved concern or accident should be reported to FCT immediately

8. Accident and Incident Reporting

Accidents on school premises

Schools are responsible for recording and reporting accidents that occur on their premises, including those involving placed staff. The school's accident book should be completed. FCT must be notified of any accident involving a placed worker within 24 hours.

Accidents during FCT's own operations

The FCT Managing Director is responsible for recording any accident arising from FCT's own operations (home office, events). Accidents that are reportable under RIDDOR 2013 (e.g. over-7-day incapacitation, specified injuries, dangerous occurrences) must be reported to the Health and Safety Executive (HSE) at hse.gov.uk within the required timeframes.

9. First Aid

- Home office: a basic first aid kit is maintained and checked annually
- FCT events: first aid cover is provided by the venue or a qualified first aider is confirmed before the event
- School premises: schools are responsible for first aid provision for all workers on site

10. Reporting Concerns

Anyone with a health and safety concern relating to FCT's own operations should contact the FCT Managing Director at hello@firstclassteachers.com. Concerns will be investigated promptly and a response provided within 5 working days.

Placed staff with a concern about conditions at a school should raise it with the school's Health and Safety lead first. If the concern is not addressed, they should notify FCT, who will take appropriate action including, where necessary, suspending the placement.

11. Related Policies

- Safeguarding and Child Protection Policy
- Whistleblowing Policy
- Equal Opportunities and Discrimination Policy
- Complaints Policy



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12. Review

This policy is reviewed annually by the FCT Managing Director, or sooner if legislation changes or a significant incident occurs. The current version is stored on Google Drive (FCT Policies folder).

Policy Owner: FCT Managing Director

Approved by: Darren Forde – Managing Director

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Next Review: May 2027

Version: 1.0



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