LEMON JELLY HEALTH AND SAFETY POLICY

(1) Lemon Jelly UK LLP
(1) Lemon Jelly UK LLP a company registered in England under number OC417784 whose registered office is at Granville Hall, Granville Road, Leicester, Leicestershire, England, LE1 7RU ("the Company").

## Mission Statement
At The Company we aim to provide and maintain safe and healthy working conditions, equipment and systems of work for all members of the Company community and to provide such information, training and supervision as is required for this purpose. This policy will be kept up to date to ensure responsibilities are met in relation to Health & Safety at Work Act (1974), Management Regulations (1999) and other relevant current legislation.

## Staff
All staff engaged by The Company must take reasonable responsibility to ensure the health and safety of all members of the Company. This includes:
- Facilities and equipment - Ensuring all facilities and equipment are safe and in good working order before each class commences, that all equipment is stored in order to minimise risk and all damage or poor conditions reported.
- Accidents and first aid - Staff undertaking regular first aid training, administering emergency first aid treatment, providing access to a first aid box, seeking further medical support and keeping accurate records via our drive which must be communicated to the Company and any other relevant parties.

## Supporting students with medical conditions
It is important that all pupils with medical conditions can access and enjoy the same opportunities as any other pupil and be able to achieve their full potential. The following procedures are in place to support pupils with medical conditions:
- All parents and guardians are required to give information regarding any medical conditions that their child has when they enrol. They must also update the Company if the health of their child changes in any way that may affect their participation in lessons or the ability of staff to care for their child. This is done via their account portal on our website.
- Arrangements relating to the accessibility and administration of medications will be agreed in writing between the Company and the parents or guardians before the pupil starts lessons.
- Parents and guardians must ensure that any medication that their child takes to help them with a particular condition is available to them during lessons.
- The Company will share appropriate information with other members of staff and ensure training is up to date.

## Fire Safety
It is the responsibility of the Company to ensure that all premises used by the Company meet the requirements of fire safety law and documentation which supports their compliance is available. All pupils and staff must be familiar with the fire action procedure, location of fire alarms and fire exits.

## Evacuation procedure:
In the event of discovery of a fire, activate the fire alarm. The fire marshal (teacher in charge) should evacuate all pupils via the closest fire exit to the designated assembly point and conduct

the register. Any missing pupils, parents, guardians or staff must be reported to the fire officers. The deputy fire marshal (assistant teacher) should contact the fire service. All belongings should be left behind. No one should re-enter the building until informed to do so by fire officers.

Risk Assessments
The Company will contain hazards that carry the risk of injury to the members of its community. The Company Risk Assessments are conducted to look at each hazard in detail, identify who is at risk, and explain exactly how that risk will be reduced. The Company will undertake a formal risk assessment for each venue and its facilities on an annual basis and provided to staff at the venues. Risk assessment will be conducted by the Company throughout the course of the year for the following additional events:

• Trips which take pupils to an external venue.
• Performances which take pupils to an external venue.
• Workshops which involve external companies or individuals.
• Events involving members of the public.