

## Health & Safety Policy Statement

### Statement of Intent

This is the Health and Safety Statement of Pathway CTM. Pathway CTM has a legal duty to protect the health and safety of its employees and others. We take this responsibility seriously and have made health and safety a management priority.

### Our Health & Safety Policy is to:

- Ensure the safety of all employees whilst at work.
- Ensure the safety of all attendees of any of our events.
- Provide clear instructions, information, and adequate training to ensure employees are competent to do their work.
- Ensure employees are clear on emergency procedures whilst office based.
- Review and revise the policy regularly.
- Consult with employees on matters affecting their health and safety.

Policy Reviewed: July 2025

By: Chris McNamara

## Responsibilities for Health & Safety

### Overall and final responsibility:

Chris McNamara, CEO

### Day to Day responsibility for ensuring this policy is put into practice:

Ingrid Leake Head of Delivery

### All employees should:

- Co-operate with supervisors and managers on health and safety matters.
- Be responsible for and take reasonable steps for their own health and safety
- Report all health and safety concerns to an appropriate person
- Attend training as required
- Review and complete any training required by shared workspace services

## Arrangements for Health & Safety

### Risk Assessments

- Risk assessments will be carried out for all work as required.
- We will review risk assessments when working habits or conditions change or on an annual basis.

### Training

- All staff will be trained on induction on basic Fire and Health and Safety Training
- Training will be carried out annually.

### Consultation

We will consult with all employees routinely on health and safety matters and when we review the health and safety policy.