

General Health and Safety Statement

It is the policy of the Cambridge Spanish Centre to develop a positive health and safety culture throughout the organisation because we believe that good health and safety standards are a prerequisite of well-being and efficiency and of the furtherance of the organisation's charitable causes.

To achieve this, the Cambridge Spanish Centre continuously seeks to identify all workplace hazards and takes appropriate measures to eliminate or control risks to staff and others affected by our operations by applying positive control standards and provision of information, training and supervision as needed.

Staff are reminded that they have a duty to ensure that the Cambridge Spanish Centre's Health and Safety Policy is observed and in particular they are required:

- To take reasonable care for their own health and safety at work and of those who may be affected by their actions, or by their omissions.
- To co-operate with their employer to ensure that any duty, or requirement, for health and safety imposed upon their employer by law is performed or complied with.
- Not to intentionally, or recklessly, interfere with or misuse anything provided in the interests of health, safety or welfare.
- To report to supervisory staff hazardous conditions or defects in the company safety arrangements.

The Director accepts overall responsibility for policy formulation and implementation. In turn, the management team is responsible for carrying out those health and safety duties placed on them. The Director will ensure that the safety plan includes sufficient resources for the successful implementation of the Health and Safety Management Policy.

Review of the Health and Safety Management Policy is conducted through the normal business meetings where health and safety is given standing equal to other activities of the Cambridge Spanish Centre's activities.

Name: Patricia Dalby

Position: Director

Date: 01/10/2025