



UK

EM Normandie UK Limited

Health and Safety Policy

Location	Oxford Campus, C/o Activate Learning, Jericho Building, Oxford OX1 1SA
Monitoring	The Health & Safety Sub-Committee, all members of staff, all students
Overall responsibility	Board of Directors
Author	Birgit Muller, Office Manager and Health & Safety Co-ordinator
Created	November 2020
Last review	August 2025
Next review	August 2026 or as necessary

1. INTRODUCTION

This is a statement of policy by EM Normandie UK Limited (hereafter referred to as 'EMN' or 'the School') regarding its intentions, organisation and arrangements for ensuring the health and safety at work of its employees, students, visitors and contractors, whilst on any of its premises, or on any premises under the control of EM Normandie UK Limited or conducting work elsewhere on behalf of EM Normandie UK Limited.

Supplementary to this general Policy Statement, each location used by EM Normandie UK Limited in the UK will be responsible for developing and keeping up to date workplace risk assessments and specific Health & Safety Procedures. These will be maintained and acted upon in order to control risks. EM Normandie UK Limited will carry out periodic reviews to ensure that this is happening.

2. STATEMENT OF INTENT

It is the policy of EM Normandie UK Limited to ensure, in so far as reasonably practicable, the health, safety and welfare of its employees whilst they are at work, its students whilst studying and of others who may be affected by their undertakings, and to comply with the Health & Safety at Work etc. Act 1974 and all other related or relevant legislation.

3. OBJECTIVES

To comply with the statement of policy, EMN will endeavour to achieve the following objectives

- to set and maintain high standards of health and safety in relation to its premises and operations
- to ensure that its work processes and systems are designed to take health and safety into account and are properly carried out and supervised
- to identify risks for all and the extra risks to lone workers, young workers and new and expectant mothers, and to set in place processes to remove or reduce those risks
- to ensure, where this is reasonably practicable, that:



UK

- a) contractors working on behalf of EMN, work to the same high standards of safety as EMN itself
- b) the health and safety of our students is taken into account at all times during operations
- c) the health and safety of the general public is protected in as far as this is possible and practical
 - to ensure that all person working for the company are given the necessary information, instructions and training to enable them to work in a safe manner
 - to ensure that due consideration is given to allow a healthy work-life balance and that support is available to manage any mental health issues
 - to promote and encourage safety and health awareness of employees, students and others affected by their undertakings and to provide adequate arrangements for employees, students and others to raise any issues about health and safety
 - to monitor its operations with regard to health and safety management
 - to ensure that adequate consideration is given to the protection of the environment
 - to ensure that these standards are communicated to all employees, contractors and the students of EM Normandie UK Limited

This policy will be regularly monitored to ensure that the objectives are achieved. It will be reviewed and, if necessary, revised in the light of any legislative or organisational changes.

Jean-Louis Grégoire

Chairman of the Board of Directors, EM Normandie UK Limited



UK

A. Responsibilities

In order to promote a safe and healthy environment for our students, staff and visitors, the following responsibilities have been established:

The Board of Directors has overall and final responsibility for health and safety throughout EM Normandie UK Limited.

Health & Safety Sub-Committee

The Board of Directors has established a sub-committee to monitor, evaluate and seek to improve health and safety provisions and protection throughout the EM Normandie UK campus in Oxford.

They have delegated responsibility to the members of the Health & Safety Sub-Committee to draw up and review the Health & Safety Policy and to ensure that its provisions are properly implemented. The sub-committee currently consists of Miriam Schmidkonz, Principal and Birgit Muller, Office Manager.

The Health & Safety Sub-Committee will provide health and safety support to employees, ensuring that information related to health and safety management is passed on and undertake periodic health and safety audits to ensure that all requirements are understood and implemented. The members of the Health & Safety Sub-Committee are the first points of contact for employees, students, visitors and contractors in relation to any Health and Safety issues. They seek and/or sourcing external support and professional advice where necessary.

The members of the Health & Safety Sub-Committee are responsible for implementing the EMN Health & Safety Policy along with any other related policies and procedures and ensuring that risks are identified and avoided or controlled throughout the company's premises in the UK. They must ensure that adequate resources are provided and that those specifying, purchasing or hiring equipment or materials give adequate consideration to possible health and safety issues. Adequate information related to health and safety must be obtained and passed on to employees, students, contractors, and members of the public and statutory authorities.

The members of the Sub-Committee are responsible for

- the practical implementation of the Health & Safety Policy and other related policies and procedures, the requirements of the Health & Safety at Work etc. Act 1974 and other relevant legislation
- ensuring that operations under their control are, in so far as is reasonably practicable, conducted without detriment to the health and safety of employees, students or others affected by their activities
- ensuring adherence to a 'safe system of work' by competent employees and contractors
- ensuring that their area of responsibility is subject to risk assessments, regular inspections and adequate supervision, and that proper records of these are kept
- ensuring that employees, students and others have adequate access to information about health and safety



UK

- ensuring that employees, students and others have adequate access to an emergency procedure in case of serious and imminent danger
- giving adequate consideration to health and safety when specifying, purchasing or hiring equipment or materials and ensuring that contractors under their control do likewise where applicable

Employees and self-employed contracted lecturers

All employees and self-employed contracted lecturers and contractors are required to

- complete Health & Safety training courses provided by the company
- co-operate fully in the implementation of this Health and Safety Policy, all relevant Health & Safety legislation, related Codes of Practice and safety procedures and instructions
- take responsibility for good housekeeping in the area within which they work
- refrain from doing anything or omitting to do anything that causes danger to themselves or to others
- immediately bring to the attention of the Health and Safety Co-ordinator or any other member of the Sub-Committee, any situation or practice of which they are aware, and which may lead to injury or ill health, including mental ill health
- report all accidents, incidents and dangerous occurrences as soon as possible to the Health and Safety Co-ordinator or any other member of the Sub-Committee
- follow the advice given in EM Normandie UK Limited Health & Safety Training in order to control workplace risks

Students

All students are required to

- follow Health & Safety instructions at all times
- refrain from doing anything or omitting to do anything that causes danger to themselves or others
- immediately bring to the attention of their teacher, or the Health & Safety Co-ordinator, or any other member of staff, any situation or practice of which they are aware and which may lead to injury or ill health
- report all accidents, incidents and dangerous occurrences to their teacher, or the Health & Safety Co-ordinator, or any other member of staff
- follow the advice given in In EM Normandie UK Limited Health & Safety training in order to minimise any risks.

Other contractors

All other contractors (who are not self-employed lecturers) working on any EM Normandie UK Limited premises, or for EM Normandie UK Limited elsewhere, are required to comply with relevant



UK

rules and regulations governing their work activities. Contractors are legally responsible for ensuring their own safety on EM Normandie UK Limited premises and/or related EM Normandie premises (or elsewhere on behalf of EM Normandie UK Limited) and the safety of their workforce and for ensuring that their work does not endanger the health or safety of others. Contractors will be required to demonstrate their competence and have adequate resources to carry out specific hazardous work, prior to their engagement.

B. Communication

The names of the key persons appointed with responsibility for health and safety on any EM Normandie premises are shown on the Site Health & Safety Arrangements poster clearly displayed at that site. The Health and Safety Co-ordinator has responsibility for ensuring this information is accurate and visible. All personnel should read the Site Health & Safety Arrangements poster wherever they work.

C. Consultation and training

The Board of Directors of EM Normandie UK Limited are committed to involving employees at all levels in the maintenance of health and safety standards, to provide them with adequate information, instruction and training and to consult with the Sub-Committee about health and safety at their site. Health and Safety forms part of the regular agenda of items discussed at Board meetings, management and staff meetings at all levels.

D. General arrangements

EM Normandie UK Limited will ensure that there are specific arrangements and/or risk assessments in place to cover

hazardous substances

- the provision of First Aid
- fire and other emergencies procedures
- accident reporting
- staff welfare and working time
- premises and equipment maintenance,
- health and safety monitoring and
- liaison with the enforcing authorities

This includes all EM Normandie UK Limited premises.

The EM Normandie UK Limited Health and Safety Policy document and other specific policies in use throughout the organisation are reviewed each year and revised as and when necessary.



UK

Annex 1 - Control table

Version	v1	Name	Role	Date
Created by :		Birgit Muller	Office Manager	Nov 2020
Approved by :		Miriam Schmidkonz, Principal		
Version	v2	Name	Role	Date
Reviewed by :		Birgit Muller	Office Manager	Aug 2024
Changes approved by :		Miriam Schmidkonz, Principal		
Version	v3	Name	Role	Date
Reviewed by :		Birgit Muller	Office Manager	Aug 2025
Changes approved by :		Miriam Schmidkonz		
Created by :				
Approved by :				
Version				
Amended by :				
Changes approved by :				
Version				
Amended by :				
Changes approved by :				
Version		Name	Role	Date
Created by :				



UK

Approved by :				
Version		Name	Role	Date
Amended by :				
Changes approved by :				
Version				
Amended by :				
Changes approved by :				
Created by :				
Approved by :				
Version				
Amended by :				
Changes approved by :				
Version				
Amended by :				
Changes approved by :				