

ELEVATE BEYOND LIMITED

Health and Safety Policy

Supporting Every Step Forward

POLICY INFORMATION	
Version	2.0
Date Issued	September 2026
Next Review	September 2027 (and annually thereafter)
Policy Owner	Sulayman Cham — Founder and Director
Insurance	Hiscox — £5m public liability, £2m professional indemnity, £100,000 legal expenses
Company Number	17222138
Registered Address	Swan Building, 20 Swan Street, Manchester, M4 5JW
Website	www.elevate-beyond.co.uk

This document should be read alongside: Safeguarding Policy, Candidate Code of Conduct. Together they set out how Elevate Beyond protects the welfare of everyone involved in its placements — candidates, client-school staff and pupils, and the two partners.

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1. About This Policy

Elevate Beyond has fewer than five employees and is therefore excepted from the duty to prepare a written health and safety statement under section 2(3) of the Health and Safety at Work etc. Act 1974, by regulation 2 of the Employers' Health and Safety Policy Statements (Exception) Regulations 1975. This policy is adopted voluntarily, because client schools ask to see it during supplier approval, and because the underlying risks are real: candidates are placed into settings where challenging behaviour is expected, and both partners travel and work alone.

It covers the two partners, candidates on assignment, and anyone else affected by the company's activities. It is reviewed annually and immediately after any incident that suggests it needs to change.

2. General Statement and Legal Basis

Candidates supplied by Elevate Beyond are employed by Danbro Trading Group Ltd for tax purposes and are not employees of Elevate Beyond. Our principal duty therefore arises under section 3(1) of the Health and Safety at Work etc. Act 1974 — the duty to conduct our undertaking so that persons not in our employment are not exposed to risks to their health or safety — rather than section 2.

Three provisions govern how that duty works in practice:

Regulation 15 of the Management of Health and Safety at Work Regulations 1999

The client school must give us information on the special occupational qualifications or skills the role requires and any health surveillance, and Elevate Beyond must ensure that information reaches the candidate.

Regulation 18(c) of the Conduct of Employment Agencies and Employment Businesses Regulations 2003

Before any introduction, we must obtain from the school the risks to health and safety known to them and the steps they have taken to prevent or control those risks.

Regulation 21 of the same Regulations

That information must be given to the candidate, and confirmed in paper or electronic form by the end of the third business day if it was not given that way originally.

Day-to-day responsibility for safety during an assignment rests with the school, which controls the premises and directs the work. Our responsibility is to obtain the information, sanity-check it, and pass it on. We will not supply a candidate to a setting where we are not satisfied their health and safety will be protected.

Public liability and professional indemnity cover is held with Hiscox: £5m public liability, £2m professional indemnity, £100,000 legal expenses. Employers' liability cover will be arranged before the company engages any employee.

3. Candidates on Assignment

Before the placement

The information required by regulation 18(c) is captured on the booking form for every assignment, before a candidate is proposed. A placement is not confirmed until it has been obtained. The candidate is then briefed honestly about the setting and the presentations they should expect, and that briefing is confirmed in writing within the regulation 21 deadline. A candidate who arrives unprepared for a SEMH environment is a safety issue as well as a service failure.

Candidates are told that on arrival the school must provide site induction, emergency procedures, safeguarding arrangements and the name of the person supervising them.

Physical intervention

Candidates must not use physical restraint or any restrictive practice unless they hold current training recognised by the school and the school has explicitly authorised them to do so for that pupil. Where a school expects placed staff to be part of a restraint team, Elevate Beyond must know this before the placement is agreed, and will only supply candidates who are trained and willing. Any use of restraint involving a placed candidate is reported to Elevate Beyond the same day.

Violence and aggression

Candidates are told to remove themselves from immediate danger, follow the school's procedure, and report to Elevate Beyond as well as to the school. Any incident causing injury, or any pattern of incidents at a setting, is reviewed by Sulayman before further candidates are placed there.

A candidate's right to refuse or leave

A candidate may decline or leave an assignment they reasonably believe to be unsafe, without penalty and without prejudice to future work.

4. Partners' Own Working Arrangements

Both partners work from home and from client premises. Home workstations should allow reasonable posture, lighting and screen position; a display screen self-assessment is completed annually.

Lone working

School visits, candidate meetings and site visits are usually undertaken alone. Before any visit to an unfamiliar location, the other partner is told where and when, and a check-in time is agreed. Meetings with candidates take place in professional or public settings, never at a private home.

Travel

Driving for work is done legally and without fatigue; long journeys between Greater Manchester and London are planned with rest. Neither partner takes calls while driving.

5. Reporting

Accidents, injuries, near misses and dangerous occurrences are reported to Sulayman and recorded. Reportable incidents are notified to the Health and Safety Executive under RIDDOR (the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013).

First aid provision on assignment is the school's responsibility; candidates should establish on arrival where it is located.

6. Responsibilities

Sulayman Cham is accountable for health and safety across the company. Mohsin Habashi is responsible for obtaining the regulation 18(c) information from schools before a placement is confirmed, and for ensuring it reaches the candidate within the regulation 21 deadline. Candidates are responsible for following the school's procedures, working within their training, and reporting concerns promptly.

Elevate Beyond Limited — Company No. 17222138 — info@elevate-beyond.co.uk — www.elevate-beyond.co.uk