

Istituto Marangoni London

Health & Safety Handbook 2026

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General Policy Statement

Istituto Marangoni London recognises our responsibility for the health, safety and welfare of our employees, students, contractors working for us and for anyone else whose health and safety could be affected by our work activity. We will assess the hazards and risks they face and take action to minimise and eliminate hazards and control risks to an acceptable, tolerable level.

Our managers and supervisors are made aware of their responsibilities and required to take all reasonable precautions to ensure the safety, health and welfare of our workforce, students and anyone else who may be affected by our activities.

We will meet our legal obligations by providing and maintaining a safe and healthy working environment so far as is reasonably practicable. This will be achieved by:

- Providing leadership and control of identifiable health and safety risks on our premises and at every worksite.
- Consulting with our employees on matters affecting their health and safety and that of our students.
- Ensuring that our premises are appropriately secure and that relevant safeguarding arrangements and checks are implemented where required.
- Providing and maintaining safe, suitable buildings and equipment. Ensuring the safe handling and use of substances.
- Providing information, instruction, training where necessary for our workforce, taking account of any who do not have English as a first language.
- Ensuring that all employees and contractors are competent to do their work, and where appropriate giving them suitable training.
- Preventing accidents and cases of work-related ill health.
- Actively managing and supervising health and safety at work.
- The careful organisation, assessment and mitigation of hazards and risks for any off-site activities with a separate consideration and approval process.
- Having access to competent advice.
- Aiming for continuous improvement in health and safety performance and management by regular review and revision of this policy.
- The provision of the resource, financial and other, required to make this policy and our health and safety arrangements effective.

We also recognise our duty to co-operate and work with other employers and workers, when they come onto our premises, to ensure the health and safety of everyone at work.

To help achieve our objectives and ensure our employees recognise their duties under health and safety legislation, we will also remind them of their duty to take reasonable care for themselves and for others. These duties are explained on first employment, at induction. An Employee Health & Safety Handbook, setting out their duties and specific health and safety rules is provided to each employee. Our policy, procedures and arrangements will be reviewed annually.

Signature  Fabio Rubino (Aug 13, 2026 16:53:23 GMT+2) Date 13/08/2026

Name: Fabio Rubino

Position: School Director

Foreword

Health and safety legislation exists to protect people from injury and ill health by promoting safe working practices and reducing the risks associated with workplace activities. It provides the framework for employers and employees to work together in creating and maintaining a safe and healthy working environment.

Whilst risks cannot be eliminated entirely, they can be effectively managed through sensible planning, suitable risk assessments and the implementation of appropriate control measures. Everyone at Istituto Marangoni London has an important role to play in maintaining a positive health and safety culture by following safe working practices and reporting hazards, incidents and unsafe conditions.

Introduction

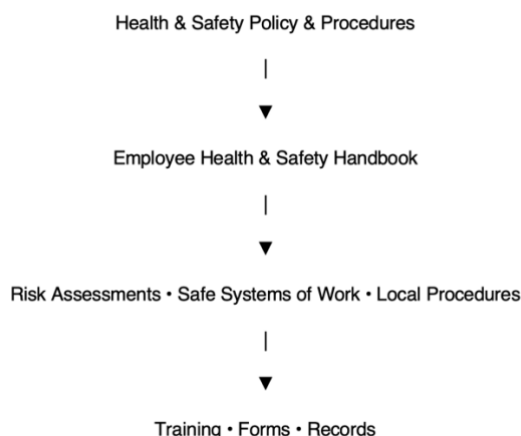
At Istituto Marangoni London, health and safety is an integral part of our day-to-day operations and our commitment to providing a safe, healthy and supportive working and learning environment.

This Employee Health & Safety Handbook has been developed to provide employees with an overview of the key health and safety arrangements, responsibilities and safe working practices applicable across the organisation. It supports the Istituto Marangoni London Health & Safety Policy & Procedures, which remains the organisation's primary Health & Safety management document.

This handbook should be read by all employees and used in conjunction with the Health & Safety Policy & Procedures and other supporting procedures where additional information is required. Copies of the Health & Safety Policy & Procedures and supporting arrangements are available via SharePoint or can be obtained from your Line Manager, the Facilities Team or the Health & Safety Specialist.

This handbook provides a summary of the principal health and safety arrangements applicable to employees at Istituto Marangoni London. It does not replace the organisation's Health & Safety Policy & Procedures or any risk assessments, safe systems of work or local procedures. Employees are expected to comply with all relevant health and safety documentation applicable to their role.

Health & Safety Documentation Hierarchy



Every employee has an important role to play in maintaining a safe and healthy working environment. Employees are expected to comply with the organisation's Health & Safety Policy & Procedures, follow safe working practices, complete mandatory training, report hazards, incidents and near misses, and cooperate with the organisation's health and safety arrangements at all times.

Accidents, Incidents, Near miss and Hazards

Prompt reporting of accidents, incidents, near misses and hazards is essential to help prevent recurrence and maintain a safe working environment.

All employees are responsible for reporting accidents, incidents, near misses and unsafe conditions as soon as reasonably practicable through the organisation's reporting procedures. Managers are responsible for ensuring that appropriate action is taken, investigations are completed where required and suitable corrective measures are implemented.

All reported incidents will be investigated, where appropriate, to identify root causes, implement corrective actions and promote continual improvement.

Further information can be found in the Health & Safety Policy & Procedures and Accident Reporting Procedure.

Asbestos

Istituto Marangoni London recognises its duties under the Control of Asbestos Regulations 2012 and is committed to preventing exposure to asbestos-containing materials.

Where asbestos is known or suspected to be present, it is managed in accordance with the organisation's asbestos management arrangements. Employees must not disturb any suspected asbestos-containing material and should immediately report any concerns to the Facilities Team. Where employees undertake work at external premises that may involve intrusive activities, appropriate information regarding asbestos and other significant hazards will be obtained from the client or duty holder before work commences.

Further information can be found in the Health & Safety Policy & Procedures and Asbestos Management Arrangements.

Communication & Consultation

Effective communication and consultation are essential to maintaining a safe and healthy working environment. Health and safety arrangements, procedures and guidance have been developed to prevent injury and ill health and to ensure employees, students, contractors and visitors are protected from harm.

Istituto Marangoni London is committed to consulting with employees on matters affecting their health, safety and wellbeing and encouraging their involvement in the continual improvement of the organisation's Health & Safety Management System.

Health and safety information is communicated through a range of methods including:

- The Health & Safety Policy & Procedures.

- The Employee Health & Safety Handbook.
- Policies, procedures and risk assessments.
- Induction and mandatory training.
- SharePoint, Staff communications and Safety notices.
- Senior Management Health & Safety meetings and other management meetings where appropriate.

Managers are responsible for communicating relevant health and safety information to their teams and ensuring employees understand the arrangements applicable to their work. Employees are expected to familiarise themselves with the Health & Safety Policy & Procedures, this handbook and any other information relevant to their role.

Health and safety performance, incidents, risks and improvement actions are reviewed through regular Senior Management Health & Safety Meetings to support continual improvement. Employees are encouraged to raise health and safety suggestions and concerns through their manager, the Facilities Team or the Health & Safety Specialist to support continual improvement.

Visitors, contractors and other persons working on behalf of the organisation will be provided with relevant health and safety information appropriate to the activities they undertake whilst on site.

Further information can be found within the Health & Safety Policy & Procedures and associated organisational procedures.

Contractors & Visitors

Istituto Marangoni London is committed to ensuring, so far as is reasonably practicable, the health, safety and welfare of employees, students, contractors, visitors and all others who may be affected by our activities.

All contractors engaged by the organisation are required to work safely and comply with the organisation's health and safety arrangements, site rules and any agreed safe systems of work. Contractors are expected to provide suitable risk assessments, method statements and evidence of competence where required.

Visitors and contractors will be provided with relevant health and safety information appropriate to their visit or work activities, including emergency procedures where applicable.

Employees are responsible for ensuring that visitors and contractors are appropriately managed whilst on site and for reporting any unsafe acts or conditions to their manager or the Facilities Team.

Further information can be found in the Health & Safety Policy & Procedures and Contractor Management Arrangements.

Control of Substances Hazardous to Health (COSHH)

Istituto Marangoni London recognises its duties under the Control of Substances Hazardous to Health (COSHH) Regulations and is committed to preventing exposure to hazardous substances by eliminating or controlling risks, so far as is reasonably practicable.

Suitable COSHH assessments are completed where hazardous substances are used or stored. Appropriate control measures, including safe storage, labelling, ventilation, personal protective equipment (PPE) and safe working practices, are implemented to minimise the risk of exposure.

Employees must only use hazardous substances where authorised, follow the relevant COSHH assessment and manufacturer's instructions, wear any required PPE and report any defects, spillages or concerns immediately.

Further information can be found in the Health & Safety Policy & Procedures, COSHH Assessments and associated organisational procedures.

Dangerous Substances and Explosive Atmospheres (DSEAR)

Istituto Marangoni London recognises its duties under the Dangerous Substances and Explosive Atmospheres Regulations (DSEAR) and is committed to preventing the risks associated with dangerous substances that may create fire or explosion hazards.

Where dangerous substances are used or stored, suitable risk assessments and control measures are implemented to eliminate or minimise the risks so far as is reasonably practicable. Appropriate storage, handling, ventilation and emergency arrangements are maintained where required.

Employees must only use authorised substances, follow the relevant safe working procedures and immediately report any defects, leaks, spillages or unsafe conditions to their manager.

Further information can be found in the Health & Safety Policy & Procedures, DSEAR Risk Assessments and associated organisational procedures.

Display Screen Equipment (DSE)

Istituto Marangoni London recognises its duties under the Health and Safety (Display Screen Equipment) Regulations and is committed to reducing the risks associated with the use of display screen equipment.

Suitable DSE assessments are undertaken for employees who are classified as DSE users. Workstations should be set up correctly to promote good posture and minimise the risk of musculoskeletal disorders, visual fatigue and other health issues associated with prolonged computer use.

Employees are responsible for using their workstation correctly, adjusting equipment to suit their individual needs, taking regular breaks from prolonged screen work and reporting any concerns or discomfort to their manager.

Further information can be found in the Health & Safety Policy & Procedures and Display Screen Equipment (DSE) Arrangements.

Drugs & Alcohol

Istituto Marangoni London is committed to providing a safe and healthy working and learning environment. Employees are expected to report for work fit to carry out their duties safely and must

not be under the influence of alcohol, illegal drugs or any other substance that may impair their judgement, performance or ability to work safely.

Employees who are taking prescribed or over-the-counter medication that may affect their ability to work safely should inform their manager where this may present a risk to themselves or others. Any information provided will be treated sensitively and confidentially, where appropriate.

The organisation will take appropriate action where concerns arise regarding the misuse of drugs or alcohol, in accordance with the relevant organisational policies and procedures.

Further information can be found in the Health & Safety Policy & Procedures and the Drugs & Alcohol Policy.

Event organisation

Istituto Marangoni London regularly organises and participates in a range of events, including fashion shows, exhibitions, open days, external events and other organised activities. The organisation is committed to ensuring that all events are planned and managed safely, so far as is reasonably practicable.

Suitable risk assessments will be completed where required, taking into account the nature of the event, venue, expected attendance, emergency arrangements and any significant hazards identified during the planning process.

Employees involved in organising or supporting events are responsible for following the agreed control measures, reporting hazards or concerns and cooperating with event organisers to ensure the health, safety and wellbeing of all participants, contractors and visitors.

Where events are held at external venues, organisers will liaise with the venue to ensure appropriate health and safety and emergency arrangements are in place.

Further information can be found in the Health & Safety Policy & Procedures and Event Risk Assessment arrangements.

Fire Safety

Istituto Marangoni London is committed to providing and maintaining a safe environment by implementing appropriate fire prevention, detection and emergency arrangements in accordance with current fire safety legislation.

Suitable fire risk assessments are undertaken, and appropriate control measures are implemented to minimise the risk of fire. Fire detection and alarm systems, emergency lighting, firefighting equipment and emergency escape routes are maintained and regularly inspected in accordance with statutory requirements.

Employees are responsible for familiarising themselves with the fire procedures applicable to their workplace, maintaining good housekeeping standards, keeping fire exits and escape routes clear, reporting fire hazards or defects, and participating in fire drills where required.

In the event of a fire alarm, employees must leave the building immediately by the nearest safe exit, proceed to the designated assembly point and follow the instructions of Fire Wardens or emergency services. Employees must not re-enter the building until authorised to do so.

Further information can be found in the Health & Safety Policy & Procedures and Fire Safety Arrangements.

First Aid

Istituto Marangoni London is committed to providing appropriate first aid arrangements to ensure that employees, students, visitors and contractors receive prompt assistance in the event of illness or injury.

Suitable first aid equipment, facilities and trained First Aiders are provided in accordance with the nature of the organisation's activities and applicable legal requirements. The locations of first aid equipment and the names of designated First Aiders are communicated to employees through first aid notices displayed throughout the premises.

All accidents, injuries and cases of work-related ill health must be reported promptly in accordance with the organisation's accident reporting arrangements. In the event of a serious injury or medical emergency, emergency services should be contacted immediately.

Employees are expected to familiarise themselves with the first aid arrangements applicable to their workplace and cooperate with any emergency response procedures.

Further information can be found in the Health & Safety Policy & Procedures and First Aid Arrangements.

Hand and Arm Vibration (HAVS)

Istituto Marangoni London recognises its duties to protect employees from the risks associated with exposure to hand-arm vibration.

Where work activities involve the use of vibrating tools or equipment, suitable risk assessments will be undertaken and appropriate control measures implemented to minimise exposure, so far as is reasonably practicable. Equipment will be maintained in a safe condition, and employees will receive appropriate information, instruction and training where required.

Employees who regularly use vibrating equipment must follow safe working practices, use equipment correctly and report any defects or symptoms of hand-arm vibration syndrome to their manager without delay. Where employees are regularly exposed to vibration above relevant action values, appropriate health surveillance will be provided in accordance with the risk assessment.

Further information can be found in the Health & Safety Policy & Procedures and Hand-Arm Vibration Arrangements.

Health and Wellbeing

Istituto Marangoni London recognises that the health, safety and wellbeing of employees are essential to maintaining a safe, supportive and productive working environment.

The organisation is committed to promoting both physical and mental wellbeing and provides appropriate wellbeing support, guidance and resources to employees. Managers are encouraged to promote positive wellbeing, identify concerns at an early stage and support employees where appropriate.

Employees are encouraged to look after their own health and wellbeing, raise any work-related concerns with their manager at an early stage and make use of the wellbeing support and resources available through the organisation where appropriate.

Further information can be found in the Health & Safety Policy & Procedures and the organisation's Wellbeing arrangements.

Housekeeping

Good housekeeping is essential for maintaining a safe, healthy and productive working environment. Employees are expected to maintain their work areas in a clean and tidy condition and ensure that unnecessary hazards are not created.

Walkways, corridors, stairways, emergency exits and fire escape routes must be kept clear at all times. Spillages, damaged flooring, trailing cables, obstructions or any other hazards should be reported promptly and, where safe to do so, appropriate action taken to prevent injury.

Waste materials should be disposed of appropriately, and equipment and materials should be stored safely when not in use. Good housekeeping standards should be maintained throughout all offices, workshops, studios and communal areas.

Further information can be found in the Health & Safety Policy & Procedures and Housekeeping Arrangements.

Legionella

Istituto Marangoni London is committed to managing the risks associated with Legionella bacteria and maintaining safe water systems in accordance with applicable legislation and recognised guidance.

Suitable risk assessments are undertaken, and appropriate control measures are implemented to ensure water systems are inspected, maintained and monitored by competent persons. Where required, water hygiene activities are carried out in accordance with the organisation's Legionella management arrangements.

Employees must not interfere with water systems and should report any concerns, such as infrequently used outlets, changes in water quality, unusual water temperatures or defects, to the Facilities Team without delay.

Further information can be found in the Health & Safety Policy & Procedures and Legionella Management Arrangements.

Lifting Equipment

Istituto Marangoni London is committed to ensuring that lifting equipment is provided, used and maintained safely in accordance with applicable legislation and organisational procedures.

Lifting equipment will be subject to appropriate inspection, maintenance and statutory examination, where required, to ensure it remains safe for use. Only authorised and competent persons may operate lifting equipment.

Employees must not use lifting equipment unless they have been appropriately instructed or trained. Any defects, damage or concerns relating to lifting equipment must be reported immediately and the equipment taken out of service where necessary.

Further information can be found in the Health & Safety Policy & Procedures and Lifting Equipment Arrangements.

Lone Working

Istituto Marangoni London recognises its duty to protect employees who undertake lone working activities and is committed to ensuring that suitable arrangements are in place to manage the associated risks.

Where lone working cannot be avoided, suitable risk assessments will be undertaken and appropriate control measures implemented to reduce risks so far as is reasonably practicable. Employees undertaking lone working activities must follow the organisation's lone working arrangements and any agreed safe systems of work.

Employees must report any concerns relating to lone working, ensure they remain contactable where required and immediately report any incidents, hazards or emergencies in accordance with the organisation's reporting procedures. Where appropriate, individual lone working risk assessments will also be undertaken.

Further information can be found in the Health & Safety Policy & Procedures and Lone Working Arrangements.

Manual Handling

Istituto Marangoni London is committed to reducing the risks associated with manual handling activities by avoiding hazardous manual handling, so far as is reasonably practicable.

Where manual handling activities cannot be avoided, suitable risk assessments will be undertaken and appropriate control measures implemented to minimise the risk of injury. Where necessary, suitable handling equipment, training and safe systems of work will be provided.

Employees are expected to follow safe manual handling practices, use any handling equipment provided and report any concerns or activities involving heavy, awkward or unusual loads to their manager.

Further information can be found in the Health & Safety Policy & Procedures and Manual Handling Arrangements.

New and Expecting Mothers.

Istituto Marangoni London is committed to providing a safe and healthy working environment for all employees, including new and expectant mothers.

Where an employee notifies the organisation that they are pregnant, have given birth within the previous six months or are breastfeeding, an individual risk assessment will be undertaken to identify and manage any risks associated with their work activities. Appropriate adjustments will be made where reasonably practicable to protect the health, safety and wellbeing of both the employee and their child.

Employees are encouraged to notify their manager or Human Resources as early as possible to enable appropriate support and workplace adjustments to be considered. The individual risk assessment will be reviewed regularly throughout the pregnancy, normally every four weeks, or sooner if work activities or medical circumstances change.

Further information can be found in the Health & Safety Policy & Procedures and New & Expectant Mothers Arrangements.

Noise at Work

Istituto Marangoni London recognises its duty to protect employees from the risks associated with exposure to excessive noise.

Where work activities may expose employees to significant levels of noise, suitable risk assessments will be undertaken and appropriate control measures implemented to eliminate or reduce the risks, so far as is reasonably practicable. Where required, suitable hearing protection, information, instruction and training will be provided.

Employees are expected to follow the relevant safe working procedures; use any hearing protection provided and report any concerns relating to excessive noise exposure to their manager. Where employees are regularly exposed above the upper exposure action values, appropriate health surveillance (including hearing tests where required) will be provided.

Further information can be found in the Health & Safety Policy & Procedures and Noise at Work Arrangements.

Office Workplace

Istituto Marangoni London is committed to providing and maintaining a safe, healthy and comfortable office working environment for employees and others who may be affected by our activities.

Suitable arrangements are in place to ensure office environments are maintained to an appropriate standard, including lighting, ventilation, temperature, housekeeping, welfare facilities, electrical safety, display screen equipment (DSE) and emergency arrangements.

Employees are expected to maintain good housekeeping standards, use work equipment safely, report hazards or defects promptly and comply with the organisation's health and safety arrangements applicable to their workplace.

Further information can be found in the Health & Safety Policy & Procedures and Office Workplace Arrangements.

Personal Protective Equipment (PPE)

Istituto Marangoni London is committed to protecting employees from workplace hazards by implementing suitable control measures. Where risks cannot be adequately controlled by other means, appropriate Personal Protective Equipment (PPE) will be provided.

Suitable PPE will be selected, maintained and replaced where necessary. Employees required to wear PPE will receive appropriate information, instruction and training in its correct use, storage and maintenance.

Employees must use PPE where required, maintain it in good condition and report any defects, loss or damage to their manager without delay.

Further information can be found in the Health & Safety Policy & Procedures and Personal Protective Equipment (PPE) Arrangements.

Risk Assessments

Istituto Marangoni London is committed to identifying hazards, assessing risks and implementing appropriate control measures to protect employees, students, contractors, visitors and others who may be affected by its activities.

Suitable risk assessments are undertaken for work activities where required and are reviewed periodically or following significant changes, incidents or the introduction of new activities. Employees are expected to follow the control measures identified within relevant risk assessments and report any new hazards or concerns to their manager.

Further information can be found in the Health & Safety Policy & Procedures and Risk Assessment Arrangements.

Roles and Responsibilities

Health and safety is everyone's responsibility at Istituto Marangoni London. Whilst every employee has a duty to work safely and comply with the organisation's health and safety arrangements, specific responsibilities are assigned to key roles within the organisation.

Role	Key Responsibilities
School Director	Has overall responsibility for ensuring suitable arrangements are in place for managing health and safety and providing the necessary resources.
Facilities Manager	Oversees the day-to-day implementation of the Health & Safety Management System, ensuring appropriate arrangements, inspections and compliance activities are maintained.
Health & Safety Specialist	Provides competent health and safety advice, develops policies and procedures, undertakes audits and inspections, supports risk assessments, investigates incidents and monitors compliance across the organisation.

Managers	Ensure health and safety arrangements are implemented within their areas, communicate safety information and support safe working practices.
Employees	Take reasonable care of their own health and safety and that of others, follow safe working procedures, complete mandatory training, use equipment correctly and report hazards, incidents and unsafe conditions promptly.
Contractors	Comply with the organisation's health and safety arrangements, site rules and agreed safe systems of work whilst working on behalf of the organisation.

Detailed roles and responsibilities are contained within the Health & Safety Policy & Procedures.

Training & Competency

Istituto Marangoni London recognises that appropriate information, instruction, training and supervision are essential to maintaining a safe and healthy working environment.

All employees will receive appropriate health and safety training relevant to their role, including induction training and any mandatory or role-specific training identified through risk assessment, legislation or organisational requirements. Refresher training will be provided where necessary to ensure competence is maintained.

Employees are responsible for actively participating in required training, applying the knowledge gained in their day-to-day activities and notifying their manager if additional training or support is required to carry out their duties safely.

Managers are responsible for ensuring employees receive appropriate health and safety training, monitoring training compliance and identifying any additional competency requirements within their teams.

Further information can be found in the Health & Safety Policy & Procedures and Training & Competency Arrangements.

Work Equipment

Istituto Marangoni London is committed to ensuring that work equipment provided for use is suitable for its intended purpose, maintained in a safe condition and used safely.

Where required, work equipment will be subject to appropriate inspection, maintenance and statutory examination. Employees will receive suitable information, instruction and training before using work equipment where necessary.

Employees must only use equipment for which they have been authorised or trained, carry out any required pre-use checks, report defects immediately and refrain from using equipment that is unsafe or damaged.

Further information can be found in the Health & Safety Policy & Procedures and Work Equipment Arrangements.

Working at Height

Istituto Marangoni London is committed to preventing falls from height by avoiding work at height where reasonably practicable and implementing suitable control measures where such work cannot be avoided.

Suitable risk assessments will be undertaken before work at height is carried out. Appropriate access equipment will be provided, and work at height must only be undertaken by authorised and competent persons using suitable equipment and safe working practices.

Employees must not undertake work at height unless they have been authorised to do so and must report any unsafe conditions or defective access equipment immediately.

Further information can be found in the Health & Safety Policy & Procedures and Working at Height Arrangements.

Workshop & Studio Safety

Istituto Marangoni London is committed to providing safe workshop and studio environments for employees, students and visitors. Suitable risk assessments, safe systems of work and control measures are implemented to ensure activities are carried out safely.

Employees working within workshops and studios must ensure that equipment is used only by authorised and competent persons, follow all relevant risk assessments and safe operating procedures, wear any required Personal Protective Equipment (PPE) and report hazards, defects or incidents promptly.

Good housekeeping standards must be maintained at all times, and machinery, tools and equipment must not be used unless appropriate instruction or training has been provided.

Further information can be found in the Health & Safety Policy & Procedures and relevant Risk Assessments.

Young Persons

Istituto Marangoni London recognises its duty to protect the health, safety and welfare of young persons in accordance with applicable legislation.

Where a young person is employed or undertakes work experience, suitable risk assessments will be completed to identify any additional risks arising from their age, lack of experience or maturity. Appropriate supervision, information, instruction and training will be provided to ensure work activities are carried out safely.

Young persons must follow the organisation's health and safety arrangements, cooperate with supervisors and report any hazards, incidents or concerns promptly.

Further information can be found in the Health & Safety Policy & Procedures and Young Persons Arrangements.

Health & Safety Legislation

Istituto Marangoni London is committed to complying with all applicable health and safety legislation. The organisation's Health & Safety Management System, policies, procedures and arrangements have been developed to meet the requirements of relevant UK legislation and promote continual improvement in health and safety performance.

The principal legislation applicable to the organisation includes, but is not limited to:

Legislation	Purpose
Health and Safety at Work etc. Act 1974	General duties for employers and employees to ensure health, safety and welfare at work.
Management of Health and Safety at Work Regulations 1999	Requirements for risk assessment and health and safety management arrangements.
Workplace (Health, Safety and Welfare) Regulations 1992	Standards for the workplace, welfare facilities and working environment.
Regulatory Reform (Fire Safety) Order 2005	Fire safety management and fire risk assessment requirements.
Control of Substances Hazardous to Health (COSHH) Regulations 2002	Safe management of hazardous substances.
Dangerous Substances and Explosive Atmospheres Regulations (DSEAR) 2002	Management of risks associated with dangerous substances.
Health and Safety (Display Screen Equipment) Regulations 1992	Requirements for employees who use display screen equipment.
Manual Handling Operations Regulations 1992	Prevention and management of manual handling risks.
Provision and Use of Work Equipment Regulations (PUWER) 1998	Safe provision, maintenance and use of work equipment.
Personal Protective Equipment at Work Regulations 1992 (as amended)	Requirements for the provision and use of suitable PPE.
Work at Height Regulations 2005	Safe planning and execution of work at height.
Control of Asbestos Regulations 2012	Management of asbestos-containing materials.
Lifting Operations and Lifting Equipment Regulations (LOLER) 1998	Safe use and statutory examination of lifting equipment.
Electricity at Work Regulations 1989	Safe use and maintenance of electrical systems and equipment.
Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013	Reporting of specified work-related injuries, diseases and dangerous occurrences.

This list is provided for general guidance and is not exhaustive. The organisation will comply with all other relevant legislation applicable to its activities.

Document Control

This Health & Safety Handbook is a controlled document and forms part of the Istituto Marangoni London Health & Safety Management System.

The handbook has been developed in line with the **Istituto Marangoni London Health & Safety Policy & Procedures** (Peninsula), which remains the organisation's primary health and safety management document. This handbook provides a concise overview of the key health and safety

arrangements applicable to employees and should be read in conjunction with the Health & Safety Policy & Procedures where further information is required.

The handbook will be reviewed annually, or sooner where there are significant changes to legislation, organisational arrangements, or the Health & Safety Management System. Following each review, the handbook will be updated where necessary and approved in accordance with the organisation's document approval process.

Everyone at Istituto Marangoni London has a responsibility for creating and maintaining a safe, healthy and supportive working environment. By following this handbook and the organisation's Health & Safety Policy & Procedures, we can work together to continually improve our health and safety culture.

Document Control Information	
Document Title	Health & Safety Handbook
Document Reference	IML- HS06
Current Version	6.0
Parent Document	Health & Safety Policy & Procedures (Peninsula)
Prepared by	Venkata Jampana (Health & Safety Specialist)
Approved by	Finance & Resources Committee
Final Authorisation	Fabio Rubino (School Director)
Approval Date	July 2026
Next Review ate	July 2027

Review History:

Review Date	Reviewed by	Review / Update
July 2021	Hamed Robaty (work nest)	Original Issue / review
March 2022	Hamed Robaty (work nest)	Annual Review
July 2023	Work Nest	Annual Review
September 2024	Work Nest	Annual Review
August 2025	Peninsula	Review and update
July 2026	Venkata Jampana (H & S specialist - IML)	Comprehensive review and update; handbook streamlined and restructured

		to provide concise employee H&S guidance aligned with current IML arrangements.
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