

Health and Safety Policy

2026-2027

Organisation	Century Training Academy Ltd
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1. Statement of Intent

Century Training Academy Ltd believes that effective health and safety management is integral to our performance as a training centre and to delivering our aims with excellence. The prevention of accidents involving personal injury or damage to property, and the welfare of employees and learners, is paramount. Our overall objective is to provide and maintain a safe and healthy environment for our staff, learners, others we work with and visitors to our provision.

Through this statement of intent, Century Training Academy Ltd will do all that is reasonably practicable to ensure the health, safety and welfare at work of all employees and others who may be affected by its activities, by providing the necessary organisation, training, supervision and safe equipment. It is the policy of the Centre to comply with the Health and Safety at Work etc. Act 1974 and subordinate regulations, taking into account current Health and Safety Executive guidance.

The Centre will, so far as is reasonably practicable, provide:

- A safe place of work, with safe means of access and egress.
- A safe working environment with safe tools, plant and equipment and safe systems of work.
- Safe use, handling, storage and transportation of articles and substances.
- Instruction and training for staff in known safety hazards, safe systems of work and the use of any safety systems or safety equipment provided.

In addition, the Centre will provide an organisation structure that ensures this policy is implemented in full and updated as appropriate; ensure effective communication with, and cooperation of, all employees; assess all significant risks to develop and implement proactive measures to eliminate or reduce them so far as is reasonably practicable; strive for continuous improvement through regular monitoring; and bring this statement to the attention of all employees and any other person who may be affected by the Centre's undertaking.

2. Responsibilities and Organisation

2.1 Director and Overall Responsibility

Overall responsibility for health and safety lies with the Director of Century Training Academy Ltd, Stephen Black. Those with designated operational responsibility have direct responsibility for the activities and staff under their control. However, all staff have a legal and moral responsibility to take reasonable care for the health and safety of themselves and of others who may be affected by their acts or omissions.

2.2 Competent Person and Health and Safety Adviser

In accordance with Regulation 7 of the Management of Health and Safety at Work Regulations 1999, the Centre appoints one or more competent persons to assist in complying with its statutory duties. The Centre engages a

competent external Health and Safety Adviser to provide advice, carry out inspections and support risk assessment. The name and contact details of the current Health and Safety Adviser are held in the Centre Manager's office and are available to all staff.

2.3 Responsible Person for Health and Safety

Operational responsibility is delegated by the Director to the Centre Manager, Emma Brammall. Emma Brammall, along with Daniel Gallagher, is responsible for:

- Ensuring only competent people are appointed to assist the Centre in meeting its statutory duties.
- Ensuring this policy is implemented in full and that its contents and philosophy are understood at all levels.
- Ensuring the development of a positive health and safety culture and that adequate time and resources are allocated to health, safety and welfare.
- Ensuring the Centre's premises and safe working practices comply with the Health and Safety at Work etc. Act 1974 and all other relevant regulations.
- Ensuring all accidents and incidents are recorded and investigated and that any reportable under RIDDOR are reported.
- Reviewing health, safety and welfare performance with the Health and Safety Adviser and establishing any programmes needed for improvement.
- Ensuring the Centre's disciplinary policy is enforced where breaches of safe working practices occur.

2.4 Senior Management Team

The Senior Management Team is responsible for implementing the requirements of this policy; maintaining appropriate health and safety standards so far as is reasonably practicable; ensuring all work equipment is maintained, inspected, tested and serviced as required; ensuring all employees receive adequate training; undertaking audits of managers' and deputies' compliance and ensuring corrective actions are implemented; and enforcing the disciplinary policy where breaches occur.

2.5 Managers and Department Heads

Managers are charged with day-to-day responsibility for coordinating and implementing this policy in their areas. Their responsibilities include:

- Maintaining appropriate health and safety standards and ensuring adequate supervision so that safe working practices are adhered to.
- Ensuring the health and safety standards of contractors and visitors, and that they adhere to laid-down safe working practices.
- Recording, investigating and reporting internally any accidents or safety-related incidents, and any employee sickness arising from work-related activities.
- Ensuring all work equipment under their control is in a safe condition for use.
- Ensuring only authorised hazardous substances are purchased, stored correctly and used for the correct application, and that employees adhere to safe working practices.
- Ensuring appropriate PPE is ordered, available, used, stored and maintained in good condition.
- Ensuring designated fire doors remain closed and fire exit routes are not blocked or used for storage.
- Ensuring any work at height is adequately supervised and that adequate first-aid supplies and fire precautions are maintained.
- Ensuring all new employees receive appropriate induction and ongoing training, with training records kept up to date.

2.6 Employees

All employees are held accountable at law not to commit acts in breach of safety legislation, and must not wilfully and without reasonable cause do anything likely to endanger themselves or others. Employees are responsible for:

- Familiarising themselves with this policy and the arrangements for its implementation, and conforming to them at all times.
- Observing safety standards and procedures and conducting their duties in a safe manner so that they or others are not put at risk.
- Conforming to safety instructions given by a more senior member of staff and undertaking relevant training provided.
- Reporting to their line manager all incidents, accidents, near-misses, hazards or defects, and assisting in the investigation of accidents or dangerous occurrences.
- Wearing, using, maintaining and storing PPE in accordance with the information, instruction and training provided, and not using equipment or tools for which they have not been authorised.
- Not bringing personal electrical equipment onto the premises (other than battery-operated items) unless it has been PAT tested by a competent person, and using and storing hazardous substances in the prescribed manner.
- Cooperating so that legal obligations may be met, properly using facilities and equipment provided and not interfering with them intentionally or recklessly.

2.7 Contractors and Visitors

All visitors and contractors must sign in and out at reception, be accompanied or directed as appropriate by a responsible employee, and be provided with information about hazards they may encounter and the emergency procedures. They may not bring equipment, plant or tools onto the premises without evidence of their safety (for example PAT testing, or statutory inspection documentation for lifting equipment), and may not use Centre equipment unless trained and authorised.

All contractors must provide suitable and sufficient risk assessments and safe systems of work, and follow them, including the use of any PPE specified. No contractor shall undertake hot work (including brazing, cutting, grinding, soldering, torch-applied roofing and welding), live electrical work, or work on a roof or in a confined space, without the issue of a permit to work; live electrical work additionally requires a risk assessment confirming it is reasonable to work live.

3. Health and Safety Arrangements

3.1 Planning and Risk Assessment

The management of health and safety risk arising from our work activities is based upon risk assessment. The findings of individual risk assessments are recorded by the Health and Safety Adviser or the Senior Management Team, who are responsible for the action necessary to remove or reduce risks. Any risks requiring significant spending are reported to the Director for approval.

The Centre maintains the following risk assessments, each reviewed on the cycle set out below and revisited sooner if circumstances change:

- Environmental risk assessment: covering the premises, workshops and grounds, reviewed annually and after any relevant incident.
- Site risk assessment: covering access, security, fire and site-specific hazards, reviewed annually and after any premises change.

- Specialist equipment risk assessment: covering machinery, tools and vocational equipment used in workshop and practical delivery, reviewed annually and before any new equipment is brought into use (see Section 3.10).
- Individual risk assessment for children with additional needs: completed using the Learner Risk Assessment Template for any learner with a known or suspected additional need, reviewed when risk changes or after any serious incident.
- Lone working risk assessment: covering any member of staff working alone on or off the premises, in line with the Lone Working Policy and Procedure.
- Individual activity risk assessments: completed for specific practical, vocational or off-site activities before they take place.

Risk assessments are reviewed annually, or whenever the conditions of work, work activities or other relevant circumstances change. Risk control systems and workplace conditions are continuously monitored, with defects rectified promptly, and the Health and Safety Adviser undertakes workplace inspections at agreed intervals, reporting any matters of concern to the Directors for corrective action.

3.2 Consultation with Employees

The Centre consults employees on matters affecting their health and safety, in accordance with the Health and Safety (Consultation with Employees) Regulations 1996. Consultation takes place through team meetings, briefings and direct discussion, and staff are encouraged to raise health and safety concerns with their line manager or the Centre Manager at any time.

3.3 Information, Instruction and Training

Comprehensible and relevant information is provided on risks identified through risk assessments and the measures taken to control them. The Health and Safety Law poster is displayed at all premises. Induction training for new employees and agency workers covers what to do in an emergency, where to obtain first aid, where welfare facilities are located, the risks of the business and the controls in place, and where to go for advice.

The training needs of all employees are assessed against identified work activities, with suitable training agreed by their line manager and delivered internally or externally. The Centre maintains training records, arranges refresher training where required, and ensures training is signed for by each employee.

3.4 First Aid and Ill Health

The Centre carries out a first-aid needs assessment to determine the number of first-aiders and the first-aid provision required. Because the Centre works with children and young people, appropriate first-aid training (including paediatric or emergency first aid where relevant) is maintained. First-aid boxes are under the control of designated first-aid trained personnel and are replenished as necessary.

Designated first-aiders take charge of any person who suffers injury or illness at work and summon the emergency services if necessary. All accidents and cases of ill health are recorded in the accident book kept in the office. This arrangement operates alongside the First Aid Policy, the Learner Health Monitoring Form and the Medication Administration, Consent and Record Form. Medication brought in for individual learners is stored in a locked medication box kept within a locked cupboard in the upstairs reception, separate from general access areas, and is administered by a designated member of staff, currently Callum Black.

3.5 Accident, Incident and Near-Miss Reporting

Every accident, incident or near-miss is reported to the appropriate manager and investigated immediately, with any further risk control measures authorised by senior management. Any injury, disease or dangerous occurrence

reportable under RIDDOR is reported to the Health and Safety Executive. Significant incidents involving learners are also recorded on the Significant Incident Report Form and referred to safeguarding where relevant. Where a learner is involved in an accident, incident or injury, the referring school or commissioner is informed without delay, and in any event on the same day, in addition to any separate RIDDOR reporting duty owed to the Health and Safety Executive.

3.6 Fire Safety and Emergency Evacuation

The Centre completes a fire risk assessment by a competent person and complies with the general requirements of good fire protection, including a suitable means of raising the alarm, suitable fire exit routes with appropriate signage, and maintained and tested firefighting equipment. An adequate number of trained fire marshals is provided.

All staff, including supply teachers, are made aware of the fire evacuation procedures; basic fire safety training is given to all staff and recorded, with refresher training at least annually. An evacuation drill is performed at least once per term and recorded in the fire log book, with times varied and, on occasion, an exit blocked to simulate a real situation. Fire alarms are tested weekly and recorded; the alarm and emergency lighting systems are maintained by an approved competent person; fire signs comply with current standards; assembly points are known to all; and all escape routes and fire exits are kept clear of obstruction.

Learners are familiarised with the fire evacuation procedure as part of their induction on their first day, including the nearest exits from the areas they will use, the sound of the alarm, and the assembly point, and they take part in the termly evacuation drills alongside staff. Where a learner's needs require it, a Personal Emergency Evacuation Plan is prepared with them as set out in Section 3.8.

On discovering a fire, any person should raise the alarm, call the fire brigade on 999 giving the full postal address, and direct others towards the nearest available exit. On hearing the alarm, everyone evacuates by the nearest available exit without delaying to collect belongings, closing doors behind them, and assembles at the designated assembly points. No one re-enters any building until the fire brigade confirms it is safe. A person should only attempt to use a fire extinguisher if they have raised the alarm, are trained and confident in its use, the fire is small and can be tackled safely, and their exit route remains clear.

3.7 Other Emergencies and Critical Incidents

In addition to fire, the Centre has arrangements to respond to other emergencies, including lockdown or critical incidents (for example an intruder or external threat), bomb threats, severe weather, and utility or service failure. These arrangements are set out in, and operate alongside, the Business Continuity Plan, and staff are briefed on the actions to take.

3.8 Personal Emergency Evacuation Plans (PEEPs)

Where a learner, member of staff or regular visitor would need assistance to evacuate the premises, a Personal Emergency Evacuation Plan (PEEP) is prepared with them, identifying the support and any equipment needed, and shared with relevant staff. Temporary PEEPs are put in place for anyone with a short-term impairment.

3.9 Behaviour, Violence and Physical Intervention

The Centre recognises that some learners may present distressed or challenging behaviour, and that the health and safety of staff and other learners must be protected. Risks of violence and aggression towards staff are assessed, and staff receive training in de-escalation and positive behaviour support. Century Training Academy Ltd does not use or train staff in physical restraint. Staff retain the lawful ability to take the minimum, momentary action

necessary in a genuine emergency to prevent a learner injuring themselves or another person, prevent serious damage to property, or prevent a criminal offence, where no other option such as de-escalation, removing other learners or summoning help is available in the time available; this is always a last resort, is never planned or technique-based, and is always recorded and reviewed.

Incidents involving violence, aggression or physical intervention are recorded on the Significant Incident Report Form, reviewed with the staff and learner involved, and used to update the relevant risk assessments. Staff wellbeing is checked following any such incident and a debrief is offered. This arrangement should be read with the Learner Risk Assessment, the Learner Code of Conduct, Behaviour and Attendance Policy, and the Child Protection and Safeguarding Policy.

3.10 Work Equipment and Machinery

Work equipment, tools and machinery used in training and vocational activity are provided, maintained and inspected in accordance with the Provision and Use of Work Equipment Regulations 1998 (PUWER). Only suitable equipment is used, it is maintained in an efficient and safe condition, guards and safety devices are kept in place, and only staff and learners who have been trained and authorised may use it. Learners are supervised appropriately according to the risk.

3.11 Electrical Safety

The fixed electrical installation is inspected and tested periodically by a competent person (recorded on an Electrical Installation Condition Report), and portable electrical appliances are subject to appropriate inspection and testing (PAT). Faulty or damaged electrical equipment is taken out of use and reported immediately.

3.12 Personal Protective Equipment (PPE)

Where risk cannot be adequately controlled by other means, suitable PPE is provided free of charge, based on the relevant risk assessment. Staff and learners are instructed in its correct use, storage and maintenance, and are required to wear it where specified. PPE is inspected and replaced as necessary.

3.13 Hazardous Substances (COSHH)

No substance can be considered completely safe, and everything reasonably practicable is done to ensure employees and others are not exposed to substances hazardous to health. Information is obtained from suppliers, and suitable and sufficient COSHH risk assessments are undertaken by the Health and Safety Adviser. Only authorised substances are used, they are stored correctly, and PPE is provided where the risk assessment requires it.

3.14 Asbestos

It is the Centre's policy to ensure that employees and others are not exposed to asbestos-containing materials. Reasonable steps have been taken to determine that asbestos-containing materials are not present within the building; any information about the presence or condition of asbestos is managed and shared with contractors before work is undertaken.

3.15 Water Safety (Legionella) and Gas Safety

Where the premises have hot and cold water systems, a Legionella risk assessment is carried out by a competent person and any control measures (such as temperature monitoring and flushing of little-used outlets) are

maintained. Where gas appliances are present, they are serviced and safety-checked annually by a Gas Safe registered engineer.

3.16 Display Screen Equipment (DSE)

Although display screen equipment can generally be used without undue risk, the Centre provides information and training to support understanding. Each DSE user completes an assessment of their own DSE activities, with findings reported to the Senior Leadership Team. The Centre provides DSE users' eye examinations on request and, where necessary, corrective appliances (for example VDU glasses) at a reasonable cost.

3.17 Manual Handling

Poor manual handling is a common cause of injury, often with long-term effects. The Centre's policy is to reduce the risk of manual handling injuries so far as is reasonably practicable. Risk assessments of hazardous manual handling and lifting tasks are undertaken by the Health and Safety Adviser, and employees receive information, instruction and training in safe lifting and carrying.

3.18 Housekeeping

Poor housekeeping is one of the most common causes of slips, trips and falls. Everybody is responsible for keeping all areas free of slip, trip and fall hazards, and a clean-up-as-you-go approach is always the preferred option. Managers ensure that internal and external floors are maintained and that a safe means of access and egress is kept clear at all times, reporting any defects they cannot rectify themselves.

3.19 Lighting

The Centre regards a safe and well-lit working environment as fundamental to health, safety and wellbeing, and takes all reasonable steps to ensure lighting is adequate for the tasks at all times.

3.20 Safety Signs

Suitable and appropriate safety signage assists in managing risk. The Health and Safety Adviser assesses the requirements for signage warning of a hazard, requiring a mandatory action, prohibiting an action, advising of first-aid assistance, and for fire safety. All safety signs comply with BS 5499 and the Health and Safety (Safety Signs and Signals) Regulations 1996.

3.21 Smoking and Vaping

The Centre complies with no-smoking legislation and provides a smoke-free environment. Smoking and vaping by any employee within any workplace building, enclosed area or motor vehicle used for business is strictly prohibited, and is only permitted outside in designated areas, with spent material disposed of carefully away from combustible materials.

3.22 Work at Height and Stepladders

Work at height is avoided where reasonably practicable and, where necessary, is properly planned, supervised and carried out using suitable equipment. Falling from stepladders is a common cause of accidents, so assessments of activities involving stepladders are undertaken by the Health and Safety Adviser to confirm they are the most appropriate equipment, and employees are given instruction and training in their safe use.

3.23 Infection Control and Hygiene

The Centre maintains good standards of hygiene to reduce the risk of infection, including handwashing facilities, safe cleaning of surfaces and equipment, and safe procedures for dealing with bodily fluids and sharps. Staff are informed of the arrangements, and control measures are reviewed in response to any local or national public health guidance.

3.24 Vehicles and Transport on Site

Arrivals and departures by taxi and other transport are managed to keep learners and pedestrians safe in the car park and at the entrance, in line with the Supervision of Learners Policy. Anyone driving for work purposes must hold a valid licence and appropriate insurance, and vehicles used on Centre business must be roadworthy.

3.25 Stress and Wellbeing

The Centre recognises that workplace stress is a health and safety issue and acknowledges the importance of identifying and reducing workplace stressors. The Health and Safety Executive defines stress as the adverse reaction people have to excessive pressure or other demands placed on them. The Senior Management Team identifies workplace stressors and conducts risk assessments to eliminate or control the risks from workplace stress, consulting with employees on proposed action.

3.26 Young Persons

A risk assessment is carried out by the manager before employing young people (aged 16 to 18) to ensure risks are identified and addressed. The assessment takes into account the inexperience and immaturity of the young person, their lack of awareness of risks, the type of work equipment they will use, and any hazardous substances they may be exposed to. The Centre complies with the statutory restrictions on work undertaken by young persons and provides the raised level of information, instruction, training and supervision required.

3.27 New and Expectant Mothers

Where an employee notifies the Centre that she is pregnant, has given birth within the previous six months, or is breastfeeding, a specific risk assessment is carried out and any necessary adjustments to working conditions or hours are made to protect her health and safety and that of her child, in accordance with the Management of Health and Safety at Work Regulations 1999.

3.28 Alcohol and Drugs

The Centre is committed to a safe and healthy working environment and recognises that this can be put at risk by the misuse of alcohol or drugs. This policy, which applies to all employees, aims to promote health and wellbeing and minimise problems arising from the effects of alcohol or drugs, identify possible problems at an early stage, and offer a referral to an appropriate source for diagnosis and treatment where needed.

The consumption of alcohol and taking of drugs in the workplace is prohibited for all employees, visitors, contractors and others, and extends across the whole site including car parks and external areas. It is forbidden to operate any work equipment, including vehicles, while unfit through alcohol or drugs, or to possess illegal drugs on Centre premises. Employees taking prescribed medicines that may affect driving must obtain written confirmation to their line manager, and all employees should read the leaflet provided with any medicine and seek advice if in doubt.

4. Related Policies and Documents

This policy should be read alongside the following documents in the Century Training Academy Ltd policy pack:

- Child Protection and Safeguarding Policy; Prevent Policy.
- Learner Risk Assessment Template; Significant Incident Report Form; Record of Concern Template.
- First Aid Policy; Learner Health Monitoring Form; Medication Administration, Consent and Record Form.
- Lone Working Policy and Procedure; Missing Learner Policy and Procedure; Supervision of Learners Policy.
- Business Continuity Plan; CCTV and Surveillance Policy; Data Protection Policy.
- Learner Code of Conduct, Behaviour and Attendance Policy; Staff Induction Policy and Checklist.

Record Keeping

Records created under this document must be accurate, factual, dated and stored securely. Access must be limited to staff with a legitimate operational, safeguarding, health and safety, quality assurance or legal reason to view the information. Records must be retained in line with Century Training Academy Ltd's retention schedule and UK GDPR requirements.

Monitoring and Review

This document will be reviewed at least annually, with the next scheduled review on 20 August 2027. It will also be reviewed sooner if legislation, statutory guidance, awarding body requirements, local authority expectations, premises, provision or operating arrangements change.

Key Guidance and Linked Requirements

- Health and Safety at Work etc. Act 1974.
- Management of Health and Safety at Work Regulations 1999 (SI 1999/3242).
- Regulatory Reform (Fire Safety) Order 2005.
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR).
- Control of Substances Hazardous to Health Regulations 2002 (COSHH).
- Provision and Use of Work Equipment Regulations 1998 (PUWER).
- Working Together to Safeguard Children 2026 (HM Government).
- Keeping Children Safe in Education 2026 (DfE), in force from 1 September 2026.

Sign Off

Name	Stephen Black
Position	Director
Date	20 August 2026