

## Health and Safety Policy

### 1. Introduction

Trained Academy LTD is committed to providing a safe and healthy learning environment for all students and staff. This policy sets out our commitment to health and safety and outlines the responsibilities of staff, students, and visitors in maintaining a safe and healthy learning environment.

### 2. Legal framework

Trained Academy LTD will comply with all relevant health and safety legislation and regulations, including but not limited to:

- The Health and Safety at Work Act 1974
- The Management of Health and Safety at Work Regulations 1999
- The Control of Substances Hazardous to Health Regulations 2002
- The Manual Handling Operations Regulations 1992
- The Provision and Use of Work Equipment Regulations 1998
- The Workplace (Health, Safety, and Welfare) Regulations 1992

### 3. Responsibilities

#### 3.1 Responsibilities of Trained Academy LTD

Trained Academy LTD is responsible for providing a safe and healthy learning environment for all students and staff. This includes:

- Provide a safe and healthy learning environment for all learners.
- Develop and implement a comprehensive health and safety policy that meets the requirements of relevant UK legislation and guidance.
- Ensure that all staff and learners are aware of the policy, and receive appropriate training and guidance on health and safety issues.
- Regularly review and update the policy, and make changes as necessary to ensure it remains relevant and effective.
- Provide and maintain appropriate equipment, facilities, and materials to ensure a safe and healthy learning environment.
- Develop and implement emergency procedures in case of accidents, incidents, or other health and safety emergencies.
- Provide appropriate health and safety training to staff and learners, including training on the safe use of equipment and materials.
- Conduct regular risk assessments to identify hazards and take appropriate measures to control or eliminate them.
- Implement appropriate measures to prevent or minimize the spread of infectious diseases, such as providing hand sanitizers, ensuring appropriate ventilation, and encouraging good hygiene practices.
- Ensure that learners are appropriately supervised and supported during practical activities or assessments, particularly those that involve a higher degree of risk.
- Providing appropriate first-aid facilities and trained personnel.

### **3.2 Responsibilities of staff**

All staff have a responsibility to take reasonable care of their own health and safety, and that of others who may be affected by their actions or omissions. This includes:

- Take responsibility for their own health and safety, and that of others who may be affected by their actions.
- Follow health and safety policy and procedures, including reporting any incidents or concerns to their line manager.
- Be aware of the hazards and risks associated with their work and take appropriate measures to control or eliminate them.
- Provide appropriate guidance and support to learners, including ensuring that they are aware of and understand the risks associated with their activities or assessments.
- Complete appropriate health and safety training and update their knowledge and skills as required.

### **3.3 Responsibilities of students**

All students have a responsibility to take reasonable care of their own health and safety, and that of others who may be affected by their actions or omissions. This includes:

- Take responsibility for their own health and safety, and that of others who may be affected by their actions.
- Follow health and safety policy and procedures, including reporting any incidents or concerns to their tutor or the appropriate member of staff.
- Participate in appropriate health and safety training and follow any guidance or instructions provided by staff.
- Use equipment and materials safely and follow any instructions or guidance provided by staff.
- Cooperate with staff in implementing health and safety measures, such as wearing appropriate personal protective equipment or following social distancing requirements.

## **4. Supporting remote learners**

Trained Academy LTD recognises that remote learning presents unique health and safety challenges and will take all reasonable steps to ensure the health and safety of students participating in remote learning. This includes:

- Providing guidance on safe working practices: Trained Academy LTD will provide guidance on safe working practices for remote learning, including advice on how to set up a safe and comfortable working environment, how to take regular breaks, and how to avoid eye strain and other health issues associated with screen use.
- Ensuring that equipment and software are suitable for the intended purpose: Trained Academy LTD will ensure that all equipment and software provided for remote learning is suitable for the intended purpose and that students have access to technical support if needed.

- Providing appropriate training on the use of remote learning tools and software: Trained Academy LTD will provide appropriate training on the use of remote learning tools and software, including guidance on how to use them safely and effectively.
- Conducting appropriate checks on remote learning locations: Trained Academy LTD will conduct appropriate checks on remote learning locations to ensure that they are safe and suitable for the intended purpose. These checks may include, but are not limited to, checking that the location has adequate lighting, ventilation, and space and that any equipment being used is safe and suitable for the intended purpose.
- Ensuring that locations used have appropriate and sufficiently qualified staff in place to monitor the health and safety of the environment: Trained Academy LTD will ensure that any locations used by students for remote learning have appropriate and sufficiently qualified staff in place to monitor the health and safety of the environment. This may include but is not limited to, ensuring that the location has a qualified first-aid or medical professional on-site and that staff are trained in relevant health and safety procedures.
- Providing support for learners completing assessments at locations not owned by the training provider: Trained Academy LTD will provide support for learners completing assessments at locations not owned by the training provider, such as a local gym. This may include but is not limited to, providing guidance on how to carry out risk assessments of the location, ensuring that any equipment being used is safe and suitable for the intended purpose, and conducting appropriate checks on the location to ensure that it is safe and suitable for the intended purpose.

To support remote learners effectively, Trained Academy LTD will ensure that all staff involved in remote learning are appropriately trained and have access to up-to-date guidance and support. This will include ongoing review and updating of our health and safety policies and procedures in light of new guidance and best practice.

## **5. Logging and reporting accidents and emergencies**

### **Trained Academy LTD responsibilities:**

- Ensure that all accidents and incidents are logged and reported, regardless of their severity.
- Provide clear guidance to staff and learners on the procedure for reporting accidents and emergencies.
- Investigate accidents and incidents to identify the root cause and take appropriate measures to prevent their recurrence.
- Notify relevant authorities, such as the Health and Safety Executive, of serious accidents or incidents as required by law.

### **Staff responsibilities:**

- Report all accidents and incidents, including near misses, to their line manager as soon as possible.
- Complete an accident report form, providing as much detail as possible about the circumstances of the accident or incident.
- Ensure that any injured person receives appropriate first aid or medical attention, and follow the education/training provider's procedure for recording and reporting the incident.

**Student responsibilities:**

- Report all accidents and incidents, including near misses, to their tutor or the appropriate member of staff as soon as possible.
- Cooperate with staff in providing information about the circumstances of the accident or incident.
- Follow any instructions provided by staff regarding first aid or medical attention.

In case of an emergency, such as a fire or natural disaster, the following procedures should be followed:

**Trained Academy LTD responsibilities:**

- Implement emergency procedures, such as evacuation or shelter in place, as appropriate.
- Ensure that all staff and learners are aware of the emergency procedures and know how to follow them.
- Notify emergency services, such as the fire department or ambulance service, as soon as possible.

**Staff responsibilities:**

- Follow the emergency procedures as directed by the education/training provider.
- Assist learners in following emergency procedures and ensuring their safety.
- Report the emergency to the appropriate authorities, such as emergency services or the education/training provider's management team.

**Student responsibilities:**

- Follow the emergency procedures as directed by staff.
- Cooperate with staff in ensuring their own safety and that of others.
- Report the emergency to the appropriate authorities, such as emergency services or the education/training provider's management team.

**6. Record keeping****Accident, incident, and emergency records:**

- Records of all accidents and incidents, including near misses, are kept in a secure location accessible only to authorised personnel.
- Records of emergency drills and procedures, as well as any actual emergency events, are kept in a secure location accessible only to authorised personnel.
- The records are organised and stored in a manner that allows for easy retrieval and analysis.
- Trained Academy LTD has designated *[Name(s)]* responsible for maintaining the records and ensuring that they are up to date.
- The records include the date, time, location, nature of the incident, individuals involved, and any actions taken to address the incident.

All records are kept in compliance with relevant legislation, such as the Data Protection Act 2018 and the General Data Protection Regulation (GDPR). Access to the records is limited

to authorised personnel, and any data breaches or unauthorised access will be reported to the appropriate authorities.

Regular reviews of the accident and emergency records will be conducted to identify any trends or patterns and to ensure that appropriate actions are taken to prevent similar incidents from occurring in the future. *[The education/training provider]* will review and update the accident and emergency procedures as necessary to reflect any changes in legislation, best practices, or the specific needs of the organisation or students.

## **7. Policy Review**

This policy will be reviewed on 27.07.2024, or sooner if there is reason to believe that it is no longer effective or relevant. The review will be conducted by *[insert name or role]*, who will make recommendations for any necessary changes to the policy.

This policy has been approved and signed by:

Paula Litherland, Director. 27.7.23

Nicola Simcock, Director. 27.7.23