

Century Training Academy

WHOLE CENTRE POLICY | HEALTH AND SAFETY

Monitoring and Review

Routine inspections of the premises to ensure safe working practices are being followed will be carried out. Inspections of individual departments and specific work areas will be carried out by Heads of Department or nominated staff and reports to the director will be provided each term

This policy will be reviewed at least every 2 years and more frequently in the light of experience, or because of operational or organisational changes.

Approval: employer free to determine how to implement.

Legislation: the health and safety at work act 1974: sections 2(3), 3 and 4. Risk assessments: the management of health and safety at work regulations 1999: si 1999/3242. The 1999 regulations impose a duty on employers to produce a risk assessment.

HEALTH AND SAFETY POLICY

STATEMENT of INTENT

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



It is the policy of the Centre to comply with the terms of the Health and Safety at Work Etc., Act 1974 and with subordinate health and safety regulations taking into account current Health and Safety Executive guidelines.

The Centre will, so as 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, equipment and safe systems of work
- Safe use, handling, storage and transportation of articles and substances.
- Instruction and training to 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 that this Health Safety and Welfare Policy will be implemented in full and updated as appropriate.
- Ensure there is effective communication with and co-operation of all employees in the operation of this Health Safety and Welfare Policy.
- Assess all significant risks to its employees and others to develop and implement proactive measures aimed at eliminating those risks, or at least reducing them so far as is reasonably practicable.
- Strive for continuous improvement through regular monitoring of this Health Safety and Welfare Policy.
- Bring this statement to the attention of all employees and any other person who may be affected by the Centre's undertaking.

Responsibilities and Organisation

We recognise that overall responsibility for health and safety lies with the director of Century Training Academy LTD.

Stephen Black

Those with designated operational responsibility will have direct responsibility for 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 for others who may be affected by their acts or omissions.

Responsible Person for Health and Safety

Director: Stephen Black

Reviewed: September 2025

Next review: September 2026

Operational Responsibility is delegated by the director to the centre manager Abby Tovell Abby



Tovell along with Daniel Gallagher will be responsible for:

1. Ensuring only competent people are appointed to assist the Centre in meeting its statutory duties.
2. Ensuring that this Health, Safety and Welfare Policy is implemented in full within the premises and that its contents and philosophy are understood at all levels.
3. Ensuring the development of a positive health and safety culture within the Centre.
4. Ensuring that adequate time and resources are allocated by the Centre to health, safety and welfare issues.
5. Ensuring the Centre's premises and safe working practices comply with the requirements of the Health and Safety at Work etc. Act 1974 and all other relevant health, safety and welfare regulations.
6. Ensuring that all accidents and incidents are recorded and investigated and that any deemed reportable under RIDDOR are reported.
7. Reviewing the standards of performance of health safety and welfare in the Centre with the Centre's external Health and Safety Advisor and establishing any programs deemed necessary for improvement.
8. Ensuring the Centre's Disciplinary Policy if breaches of safe working practices occur is enforced.

Senior Management Team

The Senior Management Team has the following responsibilities:

1. Implementation of the requirements of this Health, Safety and Welfare Policy.
2. Ensuring that appropriate health and safety standards are maintained so far as is reasonably practicable.
3. Ensuring that all work equipment is maintained in a safe condition and receives regular inspection, testing and/or servicing as required by legislation or Centre policy.
4. Ensuring all employees receive adequate training to enable them carry out their duties safely.
5. Undertaking audits to ensure Managers and Deputies are complying with their health and safety responsibilities and ensuring that any corrective actions or improvements are implemented.
6. Ensuring the Centre's Disciplinary Policy is enforced if breaches of safe working practices occur.

Managers/ Department Heads



Managers are charged with the day-to-day responsibility for the co-ordination and implementation of the Health, Safety and Welfare Policy.

They have the following responsibilities for the premises or areas of the premises for which they have operational responsibility:

1. Implementation of the requirements of this Health, Safety and Welfare Policy.
2. Ensuring that appropriate health and safety standards are maintained so far as is reasonably practicable.
3. Ensuring there is adequate supervision of all employees under their control to ensure that all safe working practices are adhered to.
4. Ensuring health and safety standards of contractors and visitors and that any contractor or visitor adhere to any laid down safe working practices.
5. Recording, investigating and reporting internally any accidents or safety related incidents involving employees or other persons and employee sickness arising from work related activities.
6. Ensuring that all work equipment under their control is in a safe condition for use.
7. Ensuring that only authorised hazardous substances are purchased and used within the premises.
8. Ensuring that all hazardous substances are stored correctly, only used for the correct application and that employees adhere to the safe working practices.
9. Ensuring that appropriate Personal Protective Equipment (PPE) is ordered, available, used, stored and maintained in good condition.
10. Ensuring any designated fire doors remain closed and that fire exit routes are not blocked or used for storage.
11. Ensuring that any work at height activity is adequately supervised.
12. Ensuring that adequate first-aid supplies and fire precautions are maintained including any requirements for testing the equipment.
13. Ensuring all new employees receive appropriate induction and ongoing training and that training records are kept up to date.
14. Ensuring the Centre's Disciplinary Policy if breaches of safe working practices occur is enforced.

Employees

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



The responsibilities of employees are:

1. Familiarise themselves with the contents of the Health Safety and Welfare Policy and the arrangements for its implementation and at all times conform to them.
2. Observe safety standards and procedures at all times whilst engaged on their allocated duties and conduct them in a safe manner in order that they or other persons are not put at risk.
3. Conform to any safety instructions given by a more senior member of staff.
4. Undertake and follow relevant health, safety and welfare training provided.
5. Report to their Line Manager all incidents and accidents whether it involves employees, young people, equipment, property or other persons and whether or not a person has been injured and will assist as necessary in the investigation of accidents or dangerous occurrences.
6. Report to their Line Manager any hazard or defect affecting health, safety or welfare that in their view is unsafe.
7. Assist in the maintenance of good housekeeping standards.
8. Wear, use, maintain and store protective clothing and equipment (PPE) in accordance with the information, instruction and training provided.
9. Not use equipment or tools for which they have not been authorised.
10. Not to bring any personal items of electrical equipment onto the premises other than battery operated items unless it has been inspected and tested by a competent person (PAT testing).
11. Use, handle and store hazardous substances in the prescribed manner and in accordance with the information, instruction and training provided.
12. Co-operate in order that any legal requirement or obligation imposed by health and safety legislation may be complied with and to properly use the facilities and equipment provided for your safety, health and welfare and not to intentionally or recklessly interfere with them.

Contractors and Visitors

1. All visitors and contractors are required to sign in and out at reception.
2. All visitors and contractors are to be accompanied whilst on the premises or directed as appropriate by a responsible employee.
3. All visitors and contractors are to be provided with appropriate information about hazards they may encounter whilst on the premises and the emergency procedures in the event of a fire or accident.
4. All visitors and contractors are not allowed to bring any equipment, plant or tools onto the premises without appropriate evidence of its safety e.g. PAT testing of electrical equipment, statutory inspection documentation covering lifting equipment etc.

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Next review: September 2026

5. All visitors and contractors are not allowed to use any Centre equipment unless trained and authorised to do so.
6. All accidents and incidents are to be reported to the person responsible for them.
7. All contractors are required to provide suitable and sufficient Risk Assessments and Safe Systems of Work and their employees are required to follow the Safe Systems of Work covering the activities they are contracted to undertake including the use of any personal protective equipment (PPE) specified in the Risk Assessment.
8. No contractor shall undertake any hot work involving a naked flame or producing heat and/or sparks without the issue of a Permit to Work. This includes, but is not limited to: brazing, cutting, grinding, soldering, torch applied roofing and welding.
9. No contractor shall undertake any live work on electrical systems without first having completed a Risk Assessment to determine it is reasonable to work live and a Permit to Work issued.
10. No contractor shall undertake any work on a roof or enter a confined space without the issue of a Permit to Work.

Health & Safety Policy Arrangements

Planning and Management of Health and Safety.

The management of the health and safety risk arising out of our work activities will be based upon risk assessment.

The findings of individual risk assessments will be recorded by the Health and Safety Advisor or the Senior Management Team and the Senior Management Team are responsible for the action necessary to remove or reduce risks to health or safety.

Any risks requiring significant spending will be reported to the Director who will approve necessary action to remove or reduce risks to health or safety.

Risk assessments are to be reviewed annually or whenever the conditions of work, work activities or other relevant circumstances change.

Risk control systems and workplace conditions will be continuously monitored by the Senior Management Team and the Management Team who are responsible for ensuring any defects or other matters of concern are rectified.

In addition health and safety inspections of the workplace will be undertaken by the Health and Safety Advisor at agreed intervals.

Any defects or matters of concern arising out of these workplace inspections will be reported to the Directors immediately for appropriate corrective action to be taken.

This Health, Safety and Welfare Policy will be reviewed by the Director and the Health and Safety Advisor annually or whenever there is a substantial change in the workplace or work activities.

Senior management will review the management arrangements and risk control systems and establish priorities for any necessary remedial measures that may from time to time be identified through the processes of monitoring and review.

Comprehensible and relevant information will be provided on risks to health or safety identified through risk assessments and the preventative and protective measures taken to control them. The Health and Safety Law poster is displayed on the notice board at all premises.

If young persons are employed, their Manager will be responsible for ensuring they receive adequate training and supervision with the Management Team assuming this responsibility. Induction training for new employees and temporary agency workers will be undertaken and in particular new starters and agency workers are made aware of:

- What to do in an emergency situation - fire for example;
- Where and from whom they may obtain first-aid assistance;
- Where the welfare facilities are located;
- The risks associated with the operation of the business and the control measures in place; and
- Where to go and who to ask for advice and assistance generally.

The training needs of all employees will be assessed against all identified work activities and suitable training agreed by their line manager which will be undertaken internally or provided by external training providers.

The Centre will maintain training records and will arrange refresher training where required by legislation or otherwise determined by monitoring employees' actions. All training will be recorded and will be signed for by each employee.

Emergency Procedures in the Event of a Fire.

The Centre's primary concern is the safety of all our employees and other persons however the preservation of property is complementary and we recognise that our business can be diminished or seriously impaired following loss or damage to property.

The Centre recognises the primary tool in this process is the completion of a fire risk assessment which will be undertaken by a competent person. The School will endeavour to comply with the general requirements of good fire protection. This includes the provision of a suitable means of raising the alarm, suitable fire exit routes with appropriate signage and maintained and tested firefighting equipment. The School will ensure an adequate number of trained Fire Marshals are provided for the premises.

All supply teachers are to be made aware of the academy's fire evacuation procedures. Basic fire safety training is to be given to all staff and recorded. Staff are required to have refresher training at least annually. All teachers are designated as fire wardens and will be responsible for the safe evacuation of their class.

There will be an evacuation drill performed at least once per term, the outcome of which will be recorded in the Fire Log Book. The times of the practices will be varied to cover all times of the Centre day. On occasions one of the exits will be blocked off to simulate a real fire situation.

Fire alarms are tested weekly and recorded in a log book, located in the Centre Manager's office.
Fire evacuation procedures are displayed in all rooms. All staff must ensure that they are familiar with them.

The fire alarm system is to be maintained by an approved and competent person on a regular basis, this is to include the emergency lighting system. All faults on the systems must be reported to the contractors immediately.

Fire signs must comply with the current standards.

Fire assembly points must be known to all.

The lightning conductor is to be checked by a competent person to verify that it is in a satisfactory condition.

All escape routes and fire exits are to be kept clear from any obstruction.

General Procedures in the Event of a Fire:

Any person discovering a fire should:

- Immediately raise the alarm.
- Ensure that the Fire Brigade is called immediately by dialing 999 and give the full postal address of the premises.
- Direct anybody in the area away from the fire and towards the nearest available fire exit.

On hearing the alarm, everyone is to evacuate by the nearest available fire exit. In exiting:

- Do not - delay your evacuation to collect coats or personal belongings.
- Please - close any doors behind you as you leave the building.

Only attempt to fight the fire with a fire extinguisher if:-

- You have raised the alarm first.
- You have received training and are certain you know you have selected the correct type of extinguisher and you know how to use it.
- The fire is small and you can tackle it safely without risk to yourself or others
- Your exit route is within easy reach and not in danger of becoming engulfed by the fire.

After evacuation, all persons are required to assemble at the designated assembly points notified during induction. No one is to re-enter any building until the fire brigade say it is safe to do so.



Contractors and Visitors – All employees are responsible to ensure that any contractor or visitor is aware of these procedures and ensure they evacuate when the fire alarm sounds.

Accidents, ill health and First-aid

The first-aid boxes are under the control of the designated first aid trained personnel, and are to be replenished as necessary.

The first aid trained personnel is responsible for taking charge of any person who may suffer injury or illness whilst at work.

If necessary, the emergency services will be summoned by the relevant first aid trained personnel.

All accidents and cases of ill health at work are to be recorded in the accident book, which is kept in the office.

Every accident or incident will be investigated immediately by the appropriate responsible Manager and any further risk control measures that may be recommended following analysis of such information will be authorised by senior management

Alcohol and Drugs

The Centre is committed to providing a safe and healthy working environment and we recognise that this can be put at risk by those who misuse alcohol or drugs to such an extent that it may affect their health, performance, conduct and relationship with colleagues at work and with other persons.

This policy, which applies to all employees, aims to:

1. Promote the health and wellbeing of our employees and to minimise problems at work arising from the effects of alcohol or drugs.
2. Identify employees with possible problems relating to the affects of alcohol or drugs at an early stage.
3. Offer employees known to have alcohol or drug related problems affecting their work, referral to an appropriate source for diagnosis and treatment if necessary.
4. Consuming alcohol and taking of drugs in the workplace is prohibited by all employees, visitors, contractors and others and extends to within the site boundary including car parks and other external areas It is forbidden for employees to operate any work equipment including vehicles in an unfit state due to the influence of alcohol or

illegal drugs and other substances that could impair their ability or to be in possession of illegal drugs whilst on Centre premises.



5. Any employee taking medicines or prescribed drugs under the direction of their Doctor, Dentist or Hospital Consultant must obtain their permission to drive road vehicles on school business whilst taking such medicines or prescribed drugs. Such permissions must be provided in writing to the line manager.

7. Employees wishing to take 'over the counter' medicines must first of all declare to the pharmacist their desire to drive road vehicles whilst taking the medication and must not do so if advised whilst taking the medication. In such instances employees are required to notify the line manager.

8. In any event all employees should read the leaflet provided with any medicine or prescribed drug prior to using work equipment or driving a road vehicle and if any doubt they should seek advice from a qualified medical practitioner or pharmacist.

Asbestos

It is the Centre's policy to ensure that our employees and other persons are not exposed to asbestos containing materials. We have taken reasonable steps to determine that asbestos containing materials are not present within the building.

Display Screen Equipment

Whilst it is generally recognised that the use of display screen equipment (DSE) can be undertaken without undue risks to health, it is appreciated that some employees may have genuine reservations and concerns. The Centre will provide information and training to enable a fuller understanding of these issues.

In particular each DSE user will complete an assessment of their own DSE activities with any findings reported to the SLT. The School will provide 'DSE Users' eye examinations when requested and where found necessary, corrective appliances i.e. VDU glasses at a reasonable cost.

Hazardous Substances

The Centre acknowledge that no substance can be considered completely safe and therefore everything reasonably practicable will be done to ensure that our employees and other persons are not exposed to substances potentially hazardous to their health. Information will be obtained from suppliers of hazardous substances and suitable and sufficient Risk Assessments will be undertaken by the Health and Safety Advisor.

The Centre will make relevant details available to our employees why precautionary control measures are sometimes needed. Where deemed necessary by the risk assessment personal protective equipment will be provided to employees.

Housekeeping



Poor standards of housekeeping often cause 'slips, trips or falls' and are consequently one of the most common causes of accident and injury at work. The Centre recognise the need to ensure that good standards of housekeeping are achieved and maintained at all times and everybody is responsible for ensuring that all areas of the premises are kept free of slip, trip and fall hazards and a policy of 'clean-up as you go' will always be the preferred option.

The Centre acknowledges that it has a duty to ensure that a safe means of access and egress shall be maintained at all times. Managers will ensure that all internal and external floors shall be maintained to avoid slips, trips and falls and to report any defects which they cannot rectify themselves.

Lighting

The Centre regards the provision of a safe and well-lit working environment as fundamental to health, safety and wellbeing of our employees and all reasonable steps will be taken to ensure that lighting is adequate for the tasks at all times.

Manual Handling

Statistics show that poor manual handling is also one of the most common causes of injury at the workplace and these injuries often have long term effects. The Centre policy is to reduce the risk of manual handling injuries as far as is reasonably practicable and to provide appropriate guidance to our employees on the measures that should be taken to ensure safe lifting and carrying.

Risk Assessments of the manual handling and lifting tasks deemed to be hazardous will be undertaken by the Health and Safety Advisor.

All employees will be provided with appropriate information, instruction and training to enable them to carry out manual handling tasks without injury to themselves.

Safety Signs

The Centre recognises the provision of suitable and appropriate safety signage assists in the management of risks associated with its activities.

The Health and Safety Advisor will assess the requirements throughout our operation for signage warning of a hazard, requiring a mandatory action, prohibiting an action, advising of first-aid assistance and fire safety.



All safety signs will comply with BS 5499 and the Health and Safety (Safety Signs and Signals) Regulations.

Smoking

The Centre is committed to complying with 'No Smoking' legislation and provide a safe and comfortable smoke free working environment. Smoking by any employee within any workplace building, enclosed area or motor vehicle used for business is strictly prohibited. Smoking by employees is only permitted outside the building or enclosed area in designated areas and spent smoking material is to be disposed of carefully away from combustible materials within the facilities provided.

Stepladders

Falling off stepladders is a common cause of accidents, and the Centre will take particular care to ensure that they are suitable for the task. Assessments of work activities that involve the use of stepladders will be undertaken by the Health and Safety Advisor to determine they are the most appropriate type of equipment. The Centre will provide employees with instruction, training and other information on how to use stepladders safely.

Stress

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 define stress as "the adverse reaction people have to excessive pressure or other types of demand placed on them". This makes an important distinction between pressure, which can be a positive state if managed correctly and stress which can be detrimental to health.

The Centre will identify all workplace stressors and the Senior Management Team will conduct risk assessments to eliminate stress or control the risks from workplace stress and will consult with employees on all proposed action relating to the prevention of workplace stress.

Young Persons

It is the Centre's policy to carry out a Risk Assessment by the Manager before we employ young people (between the ages of 16 and 18), to ensure any risks are identified and addressed.

In particular the assessment will take into account:

The inexperience and immaturity of the young person.

Their lack of awareness of risks to their health & safety.

The type of work equipment they will be required to use.

Any hazardous substances they may be exposed to.

The Centre is aware of the Statutory Restrictions imposed upon work undertaken by young persons and will comply with these restrictions. Young persons will be given the raised level of information, instruction, training and supervision required to enable them to work safely.

Emergency Procedures

Century Training Academy is committed to ensuring the safety of all students, staff, visitors, and contractors in the event of any emergency. The Centre maintains clear procedures to manage all foreseeable emergency situations.

1. Fire Emergencies

- A fire risk assessment is completed by a competent person and reviewed regularly.
- Fire alarms, exit routes, signage, and firefighting equipment are maintained and tested in line with statutory requirements.
- All staff are designated as fire wardens, and Fire Marshals are trained to ensure safe evacuation of all areas.
- Evacuation drills are conducted at least once per term, with varied times and occasional blocked exits to simulate realistic scenarios.
- On discovering a fire, individuals must raise the alarm, call the Fire Brigade (999), and guide others to the nearest exit. Only attempt to use a fire extinguisher if trained, the fire is small, and the exit route remains safe.
- All personnel must assemble at designated points; re-entry is only permitted once the Fire Brigade confirms it is safe.

2. Medical Emergencies

- First-aid trained personnel are responsible for taking charge of any injury or illness occurring on-site.
- First-aid supplies are maintained and replenished as needed.
- Emergency services are contacted immediately if required.
- All incidents must be recorded in the accident book and investigated by the responsible manager, with additional risk control measures implemented if necessary.

3. Security and Lockdown Procedures

- In the event of a security threat (intruder, violent incident, or lockdown situation), the Centre will follow a clearly defined lockdown procedure:
 - Immediate notification of staff, students, and visitors.
 - Safe assembly in designated secure areas.
 - Communication with emergency services (police) as necessary.

- Staff are trained to manage the safe movement and supervision of all persons during a lockdown.

4. Environmental and Other Emergencies

- Procedures are in place for other potential hazards, including chemical spills, gas leaks, floods, or severe weather.
- Risk assessments identify these hazards, and appropriate control measures are implemented.
- Staff are trained in emergency shutdown, evacuation, and reporting procedures where applicable.

5. Roles and Responsibilities

- **Director:** Overall responsibility for emergency preparedness and ensuring policy compliance.
- **Centre Manager / Senior Staff:** Implement emergency procedures, ensure training, maintain equipment, and review emergency plans.
- **All Staff:** Familiarise themselves with emergency procedures, participate in drills, and follow instructions during an emergency.
- **Students and Visitors:** Follow all instructions during drills and emergencies and assemble at designated points.

6. Training and Communication

- All staff receive induction training on emergency procedures, updated annually or when procedures change.
- Emergency procedures are displayed in all rooms and communicated to visitors and contractors.
- Refresher training and drills are conducted regularly to maintain preparedness.

7. Review

- Emergency procedures are reviewed at least annually or whenever significant changes occur to the premises, staffing, or activities.