

LEARNING SPOT LTD
Trading as The Builders Academy™

Health and Safety Policy

Policy Statement

Learning Spot Ltd trading as The Builders Academy™ is committed to providing a safe, healthy, and secure working and learning environment for all employees, learners, apprentices, employers, contractors, visitors, and any other persons affected by our activities.

We recognise our responsibilities under the Health and Safety at Work Act 1974 and associated legislation and are committed to promoting a positive health and safety culture throughout the organisation.

The Builders Academy™ will, so far as is reasonably practicable:

- Provide and maintain safe systems of work
- Ensure safe use, handling, storage, and transport of equipment and materials
- Provide appropriate information, instruction, training, and supervision
- Maintain safe working and learning environments
- Prevent accidents, injuries, and work-related ill health
- Maintain effective emergency procedures, including fire and first aid arrangements
- Continuously monitor and improve health and safety standards

Scope

This policy applies to:

- Employees
- Delivery staff and tutors
- Apprentices and learners
- Employers and workplace providers
- Contractors and consultants
- Visitors and stakeholders

All individuals are expected to cooperate in maintaining a safe working and learning environment.

Legal Responsibilities

This policy is supported by relevant legislation including:

- Health and Safety at Work Act 1974

- Management of Health and Safety at Work Regulations 1999
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)
- Workplace (Health, Safety and Welfare) Regulations 1992
- Provision and Use of Work Equipment Regulations 1998
- Regulatory Reform (Fire Safety) Order 2005

Responsibilities

Managing Director

The Managing Director has overall responsibility for health and safety throughout The Builders Academy™ and will ensure that:

- Appropriate health and safety procedures are implemented and maintained
- Risk assessments are completed and reviewed regularly
- Adequate resources are available to maintain safe working practices
- Staff receive suitable health and safety training and guidance
- Accidents, incidents, and hazards are investigated appropriately
- The policy is reviewed annually or when significant changes occur

Centre Management

Centre Managers and senior staff are responsible for:

- Implementing this policy on a day-to-day basis
- Monitoring health and safety standards within training environments
- Reporting hazards, incidents, and unsafe practices
- Maintaining accident records and safety documentation
- Ensuring fire safety procedures are followed
- Ensuring equipment is maintained and safe for use

Delivery Staff and Tutors

Delivery staff must:

- Take reasonable care for their own health and safety and that of others
- Deliver training in a safe and responsible manner
- Ensure learners understand safe working practices
- Report accidents, incidents, hazards, and faulty equipment promptly

- Follow all company health and safety procedures

Learners and Apprentices

Learners and apprentices are expected to:

- Follow health and safety instructions at all times
- Use equipment and PPE correctly
- Report hazards, accidents, or unsafe conditions immediately
- Behave responsibly within training and workplace environments
- Cooperate with staff regarding health and safety matters

Risk Assessments

The Builders Academy™ will undertake suitable and sufficient risk assessments for all relevant activities, training environments, and learner workplaces.

Risk assessments will be reviewed regularly and whenever significant changes occur.

Where risks are identified, appropriate control measures will be implemented to minimise the likelihood of injury or harm.

Accident Reporting and RIDDOR

All accidents, incidents, near misses, and hazardous occurrences must be reported immediately to management.

Accidents will be recorded in the company accident book and investigated where necessary to prevent recurrence.

Where applicable, incidents will be reported in accordance with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR).

First Aid

The Builders Academy™ will provide appropriate first aid arrangements, including:

- Trained first aid personnel
- Adequately stocked first aid kits
- Emergency procedures for serious accidents or illness

All injuries, however minor, should be reported and recorded appropriately.

Fire Safety

The Builders Academy™ is committed to maintaining effective fire safety arrangements.

This includes:

- Clearly marked fire exits and escape routes

- Fire detection and alarm systems
- Regular fire drills and evacuation procedures
- Appropriate fire-fighting equipment
- Regular inspection and maintenance of fire safety equipment

All employees, learners, and visitors must cooperate fully during evacuations and fire drills.

Electrical Safety

All electrical equipment will be maintained in a safe condition and inspected regularly where required.

Portable electrical equipment will be subject to PAT testing where appropriate.

Employees and learners must not use defective electrical equipment and should report faults immediately.

Training and Induction

Health and safety information, instruction, and training will be provided to employees, learners, apprentices, and employers as appropriate.

Induction training will include:

- Emergency procedures
- Accident reporting
- Fire safety
- First aid arrangements
- Safe working practices

Additional training will be provided where specific risks or activities require it.

Apprenticeship and Workplace Safety

The Builders Academy™ recognises its responsibility to ensure that apprentices and learners are placed within safe working environments.

Workplace health and safety risk assessments will be conducted prior to apprenticeship or learner placement commencement and reviewed periodically throughout the programme.

Where serious health and safety concerns are identified, training may be suspended until appropriate corrective action has been taken.

Monitoring and Review

This policy will be reviewed annually or sooner where necessary to ensure continued compliance with legal requirements and best practice standards.

The Builders Academy™ is committed to continuous improvement in health and safety performance throughout the organisation.

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