



GREEN VALLEY ACADEMY

Health and Safety Policy Statement

Approved: October 2026

DOCUMENT CONTROL

Reference	GVA-07
Policy owner	Principal (responsible officer); Board of Directors (accountable)
Approved by	Board of Directors — October 2026
Effective from	5 October 2026
Next review	October 2027, and after any significant incident
Applies to	All persons at The Atrium and in every GVA activity
Linked documents	Health and Safety Policy (detailed arrangements); Accident/Near Miss/Incident Notification Form; landlord arrangements for The Atrium

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1. STATEMENT OF INTENT

- 1.1** GVA will provide and maintain, so far as is reasonably practicable, a safe and healthy environment for every student, member of staff, visitor and contractor at The Atrium, Burrs Place, Luton, and in every activity carried out in GVA's name, meeting as a minimum its duties under the Health and Safety at Work etc. Act 1974 and the regulations made under it, resourcing this commitment fully, consulting staff on matters affecting their safety, and treating every accident and near miss as information from which the next is prevented. The Board of Directors holds ultimate accountability and reviews performance at every meeting; the Principal is the responsible officer for day-to-day management, statutory reporting under RIDDOR, and the adequacy of risk assessment; trained fire marshals and first aiders are appointed for all teaching hours and published on campus; every person on site shares the duty to take reasonable care and to report hazards and incidents the same day; and Personal Emergency Evacuation Plans are prepared, with named evacuation partners, for every person who would need assistance to evacuate, before their first week of attendance.

2. ORGANISATION: WHO DOES WHAT

- 2.1** Accountability runs in a single unbroken line: the Board of Directors carries ultimate accountability for health and safety, receives a report at every meeting, and approves this statement annually; the Principal is the responsible officer, ensuring that suitable and sufficient risk assessments exist and are acted upon, that statutory duties — including RIDDOR reporting, fire safety duties and first-aid provision — are discharged, and that resources match the commitment made in this statement; the Course Director and team leaders ensure that the activities they manage are conducted in accordance with the risk assessments and that their staff are trained for the risks of their work; every member of staff takes reasonable care for themselves and others, uses equipment properly, and reports hazards, accidents and near misses the same day; and students, contractors and visitors are required to follow safety instructions, emergency procedures and site rules, which are communicated at induction, at sign-in and by campus signage.

3. CORE ARRANGEMENTS IN BRIEF

- 3.1** The arrangements which give effect to this statement include, as a minimum: a program of written risk assessments covering the premises, teaching activities, events, off-site activity, lone working, and the needs of new and expectant mothers and of disabled staff and students, reviewed annually and upon change or incident; fire safety arrangements at The Atrium — detection, alarms, extinguishers, marked escape routes, appointed and trained fire marshals, evacuation drills each semester, and Personal Emergency Evacuation Plans with named evacuation partners for every person needing assistance; first-aid provision with trained first aiders available throughout teaching hours, published on campus notices, and stocked first-aid points; incident response through the Accident/Near Miss/Incident Notification Form the same day, entry in the accident book, triage by the Principal's office within one working day, RIDDOR reporting where required, and investigation proportionate to severity with actions assigned and tracked; control of contractors through induction, competence checks and, where applicable,

permits to work; and health and safety training for all staff at induction and refreshed annually, with additional training for fire marshals, first aiders and risk assessors.

4. ARRANGEMENTS AND GOVERNANCE

- 4.1** The detailed arrangements — risk assessment program, fire safety, first aid, incident response and investigation, contractor control, events and off-site activity, training and audit — are set out in GVA's Health and Safety Policy, approved by the Board and binding on all staff, and shared responsibilities with the landlord of The Atrium are recorded in a responsibility matrix reviewed annually. This statement is signed by the principal on behalf of the Board, displayed on campus, and reissued at each annual review; serious incidents affecting a registered student at the University of Wolverhampton are additionally notified to the University through the partnership route.