



GREEN VALLEY ACADEMY

Health and Safety Policy

Approved: October 2026

DOCUMENT CONTROL

Reference	GVA-24 (supersedes and expands the earlier Health and Safety framework section)
Policy owner	Principal (responsible officer); the Board of Directors holds ultimate accountability
Approved by	Academic Board —5 October 2026
Effective from	5 October 2026
Next review	August 2027, and after any significant incident
Applies to	All staff, students, visitors and contractors at The Atrium and in every Academy activity, on and off campus
Linked documents	Accident/Near Miss/Incident Notification Form (Form 9); Safeguarding and Prevent Policy; Disability Disclosure and Learning Support Policy for PEEPs; landlord arrangements for The Atrium

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1. STATEMENT OF INTENT

- 1.1** Green Valley Academy will provide and maintain, so far as is reasonably practicable, a working and learning environment that is safe, healthy and without risks to the physical or mental wellbeing of any person affected by its activities, whether staff, student, visitor or contractor, at its campus at The Atrium, Burrs Place, Luton, and in every activity conducted in its name elsewhere. The Academy will meet, as an irreducible minimum, its duties under the Health and Safety at Work etc. Act 1974, the Management of Health and Safety at Work Regulations 1999 and all other applicable regulations; it will resource this policy with the money, time, training and competent advice its delivery requires; it will consult its staff on matters affecting their health and safety; and it will treat every accident, near miss and incident as information from which the next one can be prevented. This statement of intent is made on behalf of the Board of Directors, signed by the Principal, and shall be displayed prominently on campus and reissued upon each annual review.

2. ORGANISATION: RESPONSIBILITIES

- 2.1** The Board of Directors holds ultimate accountability for health and safety, shall receive a report on it at every meeting through the Executive Board, and shall conduct a full annual review of this policy and its performance. The Principal is the responsible officer for the day-to-day management of health and safety, and shall in particular: ensure that the risk assessments required by Section 3 are completed, recorded, communicated and acted upon; ensure that competent health and safety advice is available to the Academy at all times
- 2.2** Competent advice shall be secured either through a suitably qualified member of staff or through a retained external adviser, and the identity and qualifications of the competent person shall be recorded in the annual report to the Board. The Academy confirms Mehedi Hasan as the competent health and safety adviser (internal), effective 05 October 2026, his competency evidence is to be placed on record in the annual report to the Board (Role and Designation Schedule v1.1, 05 October 2026). The Executive Management Group and Operations Leadership Group shall review accidents, near misses, incident trends, drill results and open actions at each monthly meeting, and shall escalate to the Principal any action which is overdue.
- 2.3** The Academy shall appoint, train and publicise sufficient fire marshals and first aiders to provide cover throughout all teaching hours, including evening teaching, and their names, locations and photographs shall be displayed on campus notices and republished at the start of each term. The Academy confirms Etiosa David Osawe as Fire Marshal / Fire Safety Officer and Hind Daadi as First Aider, both effective 5 October 2026 (Role and Designation Schedule v1.1); certification dates are to be confirmed and displayed on campus notices upon completion of training, and evening-teaching cover for both roles remains under review pending additional appointments. Every member of staff and every student shares personal responsibility under this policy: to take reasonable care for their own safety and that of others; to follow instructions, signage and safe systems of work; to use equipment only as intended; and to report hazards, defects, accidents and near misses immediately through the routes in Section 5.

- 2.4** The Atrium is occupied under arrangements with the building's landlord, and responsibility for the structure, common parts, fixed installations and base-building systems is shared between landlord and Academy. A written responsibility matrix shall be maintained, reviewed annually with the building management, and held with this policy, and the Academy shall obtain and retain current copies of the landlord's statutory certificates.

3. ARRANGEMENTS: RISK ASSESSMENT

- 3.1** Suitable and sufficient risk assessments shall be completed before the activity to which they relate commences, recorded in the central register, reviewed at least annually and after any relevant incident or significant change, and communicated to every person affected. The required assessments comprise, as a minimum: a general workplace assessment for The Atrium; fire; first aid provision; display screen equipment for staff workstations; lone working, including evening and weekend working; events and open days, including those attended by children; new and expectant mothers, upon notification; young persons, where any student or worker is under eighteen; manual handling, where relevant; and any off-campus activity, visit or placement. Each assessment shall identify the hazards, the persons at risk, the existing controls, a likelihood-and-severity rating before and after controls, and any further actions with a named owner and deadline; the template at Appendix A shall be used so that assessments are consistent and auditable.

4. ARRANGEMENTS: FIRE, FIRST AID AND SPECIFIC RISKS

- 4.1** Fire safety arrangements comprise: a current fire risk assessment for the Academy's occupation of The Atrium, reviewed annually and upon any material alteration; evacuation procedures displayed in every teaching room and communicated at every student and staff induction, with the assembly point identified; a fire drill each term, the results of which shall be recorded, and any deficiency remedied within ten working days; weekly alarm tests and weekly walk-round checks of escape routes, signage and extinguishers, recorded in the premises log; and a Personal Emergency Evacuation Plan (PEEP), prepared with every student or member of staff who would need assistance to evacuate, under the Disability Disclosure and Learning Support Policy and before the person's first week of attendance. Responsibility for PEEPs is explicit: the Wellbeing Team Leader drafts each PEEP with the person concerned and the competent health and safety adviser; the Principal approves it; the fire marshals are briefed on every live PEEP and a named evacuation partner, with a named substitute, is assigned to each; the PEEP register is held at reception and carried on the fire marshals' evacuation checklists; refuge points and any evacuation chair at The Atrium are agreed with the building management, inspected termly and included in marshal training; and every termly drill tests at least one live PEEP, with the outcome recorded and the plan revised where the drill exposes weakness.
- 4.2** First aid arrangements comprise: first aid needs assessment reviewed annually; stocked first aid kits at identified locations; a defibrillator, its location publicised; trained first aider cover during all operating hours; and the accident book maintained at reception. Specific risk arrangements include: portable appliance testing on a risk-based cycle and the

prohibition of personal high-load appliances; display screen equipment assessments and workstation guidance; the control of contractors under Section 6; stress and mental wellbeing at work, addressed with group HR support and, for students, under the Mental Health and Wellbeing Referral Policy; and campus security, comprising access control, visitor sign-in and identification, and staffing arrangements for evening teaching.

5. ACCIDENT, NEAR MISS AND INCIDENT REPORTING

- 5.1** Every accident, near miss and incident, however minor, shall be reported the same day through the Accident/Near Miss/Incident Notification Form (Form 9) and entered in the accident book, and the response shall follow the process at Figure 1: immediate action to make the area safe and obtain first aid or emergency assistance; triage by the Principal's office within one working day; determination whether the event is reportable to the Health and Safety Executive under RIDDOR, in which case the Principal shall make the report within the statutory timescale; investigation proportionate to actual and potential severity, with the relevant risk assessment reviewed and updated; and monthly trend review by the Executive Management Group with termly reporting to the Board. Where a registered student at the University of Wolverhampton is seriously injured, the University shall also be informed through the partnership route.

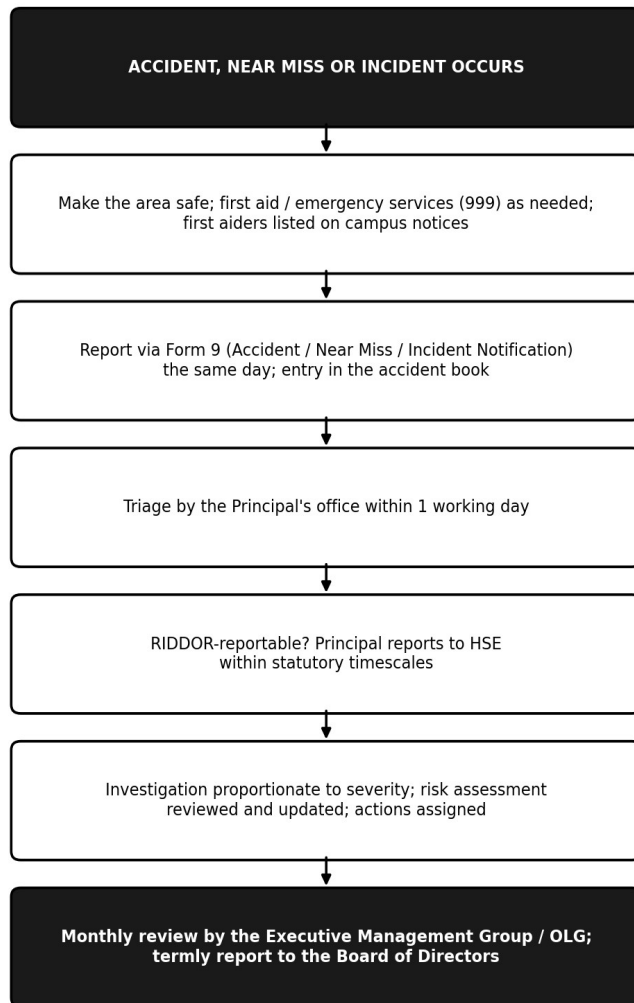


Figure 1: Accident, near miss and incident response process

6. CONTRACTORS, EVENTS AND OFF-SITE ACTIVITY

- 6.1** Contractors shall not commence work on Academy premises until their competence and insurance have been verified, they have been inducted in the Academy's emergency and safeguarding arrangements, and, for higher-risk work such as hot works or work at height, a permit to work has been issued; contractors' own risk assessments and method statements shall be obtained for all non-trivial work. Events, trips and off-campus activities shall be risk-assessed under Section 3, shall comply with the Event and Guest Speaker procedure (Form 6) where external attendees or speakers are involved, and shall have a named leader responsible for emergency arrangements, first aid access and communication.

7. TRAINING, MONITORING AND AUDIT

- 7.1** Every member of staff shall complete health and safety induction covering this policy, evacuation, first aid access and reporting before commencing work, refreshed annually; every student induction shall include the same essentials; and role-specific training shall

be provided and refreshed for fire marshals, first aiders and display-screen assessors, with records held centrally. Monitoring shall combine: the weekly premises walk-round; monthly review of Form 9 data, drills and open actions by the EMG/OLG; termly inspection jointly by the Principal's office and a staff representative; and an annual audit of the whole system — assessments, training, records, certificates and performance — the results of which shall accompany this policy's annual review to the Board of Directors.

APPENDIX A — RISK ASSESSMENT TEMPLATE — REQUIRED FIELDS

- A.1** Every risk assessment shall record: the activity or area assessed, the assessor and the date; the hazards identified; the persons who might be harmed and how, identifying any group at particular risk, including disabled persons, young persons and expectant mothers; the controls already in place; the risk rating, as likelihood multiplied by severity on five-point scales, both before and after controls; the further actions required, each with a named owner, a deadline and a completion date; and the review date, together with the standing trigger that any relevant incident prompts immediate review.