Health & Safety Policy

Version 1.0 · November 2026 · Next review: November 2027

1. Policy Statement

The health, safety and welfare of our learners, staff and visitors is our priority. We comply with the Health and Safety at Work Act 1974 and associated regulations.

2. Responsibilities

Role	Responsibility
Academy Director	Overall legal responsibility; ensure risk assessments are in place; provide training and resources
Instructors / Staff	Follow safety procedures; report hazards immediately; maintain a safe learning environment
Learners	Cooperate with safety instructions; wear appropriate footwear/clothing in vehicles; report hazards

3. Key Procedures

- Risk assessments: Completed for all learning environments — classroom and in-vehicle.
- Vehicles: Fully road-legal, insured, MOT'd, fitted with dual controls, checked before every session.
- First Aid: At least one First Aid trained person present at all sessions; first aid kits available.
- Fire & Emergencies: Evacuation routes known; emergency contact list displayed.
- Hazard reporting: Any hazard reported to the Director immediately; recorded in the Hazard Log.

Signed (Academy Director): _____ Date: _____