



Health & Safety Policy

Presented by: **Innovate Learning Centre CIC**

Author: ASAD SARWAT

Approved by: SMT

Date: JAN 2026

Next Review Date: JAN 2027

Registered Office: 73 Mellish Road, Walsall, England, WS4 2DG
Contact Address: 78a Walsall Road, Sutton Coldfield, Birmingham, B74 4QY
Phone: 0121 716 7286 | Email: info@innovatelearning.co.uk

INNOVATE LEARNING CENTRE CIC HEALTH & SAFETY POLICY Reviewed: January 2026 Next Review Due: January 2027 Registered Office: 73 Mellish Road, Walsall, WS4 2DG Contact Address: 78a Walsall Road, Sutton Coldfield, Birmingham, B74 4QY Phone: 0121 716 7286 | Email: info@innovatelearning.co.uk

1.0 Introduction

Innovate Learning Centre CIC is committed to maintaining the highest standards of health and safety for all its employees, learners, and visitors. Our policy complies with the Health and Safety at Work Act 1974 and related legislation. We aim to foster a safe, healthy, and supportive environment in which everyone can thrive.

1.1 Legal Compliance

The Centre ensures compliance with all relevant legislation and codes of practice, including but not limited to fire safety regulations, first aid, emergency planning, manual handling, and workplace safety. Staff are trained and regularly updated to meet their obligations.

2.0 Responsibilities

The Board of Directors holds overall responsibility for health and safety. Operationally, the Principal delegates responsibilities to the Health and Safety Officer, who oversees implementation, monitoring, and reporting. Line managers are accountable within their departments.

2.1 Employee Duties

All staff must take reasonable care for their own safety and the safety of others. Employees must report hazards, follow safety procedures, attend training sessions, and wear protective equipment as required.

3.0 Health & Safety Committee

A Health & Safety Committee meets quarterly to review reports, risk assessments, and feedback. The committee includes staff representatives and senior managers. Minutes are recorded, and action points are monitored.

4.0 Emergency Procedures

Fire evacuation plans are posted throughout the premises. All personnel must evacuate immediately upon hearing the alarm and assemble at the designated area. Fire wardens are trained, and drills are conducted termly.

5.0 First Aid

Qualified first aiders are available during operational hours. First aid kits are inspected monthly. An accident logbook is maintained, and any incidents are investigated by the Health & Safety Officer.

6.0 Risk Assessments

Risk assessments are carried out annually and whenever there are changes to processes or equipment. Staff are encouraged to identify and report risks. A central register of assessments is maintained.

7.0 Accident Reporting

All accidents and near-misses must be reported using the internal accident form. Serious incidents are reported to RIDDOR where applicable. The Health & Safety Officer conducts follow-up investigations.

8.0 Smoking, Drugs & Alcohol

Smoking is prohibited in all areas except designated outdoor zones. The Centre maintains a zero-tolerance policy towards drug and alcohol misuse while on duty or on the premises.

9.0 Review & Training

This policy is reviewed annually or following significant events or legislative changes. All staff undergo health and safety induction and are encouraged to complete refresher training annually.

10.0 Policy Communication

The policy is available on the staff portal and is discussed during induction. Notices are posted in communal areas, and regular updates are shared during team briefings.