Cardiff Academy

POLICY /// HEALTH, SAFETY AND PREMISES

Health and Safety Policy

Cardiff Academy's statement of intent, organisation and arrangements for managing health and safety at 8 Drake Walk and on Academy activities – risk assessment, premises and equipment, hazardous substances, accidents and RIDDOR reporting, contractors, training, wellbeing at work and monitoring.

REFERENCE	**CA-HSE-01**	VERSION	**1.0 (Approved)**
POLICY OWNER	**Head of Operations (Health and Safety Lead)**	APPROVED BY	**Board of Governors**
ISSUE DATE	**October 2026**	APPROVAL DATE	**October 2026**
REVIEW CYCLE	**Annual**	NEXT REVIEW DUE	**October 2027**
APPLIES TO	**All staff, students, contractors and visitors**	PUBLISHED	**Staff portal; statement of intent displayed on site; summary in Student Handbook**

RELATED POLICIES CA-HSE-02 Fire Safety and Emergency Evacuation; CA-HSE-03 First Aid and Medical Needs; CA-HSE-04 Site Security, Visitors and Lockdown; CA-WEL-09 Educational Visits; CA-GOV-04 Business Continuity and Critical Incident; CA-GOV-03 Risk Management

LEGAL ENTITY Cardiff Education Group Ltd, trading as Cardiff Academy (Company No. 14569122). Registered office: 168 City Road, Cardiff CF24 3JE. Teaching premises: 8 Drake Walk, Cardiff CF10 4LG

1 Statement of intent

Cardiff Academy will, so far as is reasonably practicable, provide a safe and healthy environment for all staff, students, contractors and visitors, and will comply with all relevant health and safety law. We will:

- assess and control risks arising from our work and premises
- provide and maintain safe premises, plant and equipment
- consult staff and students on health and safety matters
- provide information, instruction, training and supervision
- make sure all staff are competent to do their tasks
- prevent accidents and cases of work-related ill health, including stress

- maintain safe and healthy working conditions
- review this policy annually

Signed: Sajid Hussain, Chief Executive Officer, on behalf of the Board · Date: October 2026

2 Organisation – responsibilities

Role	Responsibilities
Board of Governors	Overall responsibility; approves policy; receives annual H&S report; ensures resources
Chief Executive Officer	Day-to-day accountability on behalf of the Board
Head of Operations (Health and Safety Lead)	Implements this policy; risk assessments; premises compliance and maintenance; contractors; accident records and RIDDOR; fire safety; liaison with landlord; training; termly inspections
Principal and Director of Studies	Safe teaching practice; classroom and activity risk assessments; supervision of students
Competent health and safety advice	Provided by the Chief Executive Officer and the Head of Operations, with specialist external advice obtained when needed
All staff	Take reasonable care of themselves and others; follow procedures; report hazards, accidents and near misses; use equipment correctly
Students and visitors	Follow instructions, signs and emergency procedures; report hazards

3 Arrangements

3.1 Risk assessment

- The Health and Safety Lead maintains a **general risk assessment** for the premises and activities, reviewed annually and whenever there is a significant change.
- Specific risk assessments are completed for: fire (CA-HSE-02); educational visits (CA-WEL-09); display screen equipment users; manual handling; hazardous substances (COSHH); new and expectant mothers; young workers; lone working; violence and aggression; and any individual with specific needs (including Personal Emergency Evacuation Plans).
- Findings are shared with those affected.

3.2 Premises and landlord

The Academy occupies 8 Drake Walk under a lease. The Health and Safety Lead keeps a **compliance schedule** showing which party is responsible for each statutory inspection and keeps copies of all certificates:

Item	Frequency	Responsible
Fire risk assessment	Annual review; full review after significant change	Academy (with landlord for common parts)
Fire alarm testing / servicing	Weekly test / 6-monthly service	**Landlord / Academy**
Emergency lighting	Monthly test / annual full test	**Landlord / Academy**

Item	Frequency	Responsible
Fire extinguishers	Annual service	**Landlord / Academy**
Fixed electrical installation (EICR)	At least every 5 years	**Landlord / Academy**
Portable appliance testing	Risk-based, normally annual	Academy
Gas safety	Annual	**Landlord / Academy**
Legionella risk assessment and water temperature checks	Risk assessment every 2 years; monthly checks	**Landlord / Academy**
Lift inspection (LOLER)	6-monthly	**Landlord / Academy**
Asbestos register and management plan	Annual review	Landlord / Academy
Air conditioning / ventilation	As manufacturer	**Landlord / Academy**

3.3 Premises standards

- Free drinking water is available to students and staff.
- Classrooms are of adequate size for the maximum class, with suitable lighting, heating (minimum 16°C), ventilation and furniture.
- Toilets and washrooms are sufficient, clean and include accessible facilities.
- Areas are cleaned daily; the cleaning contractor follows an agreed schedule.
- Signage directs people to classrooms, toilets, exits and first aid.
- Defects are reported on the **Maintenance Log** and prioritised.

3.4 Equipment and hazardous substances

Electrical equipment is tested and visually checked. Science laboratory and workshop activities (if any) follow subject-specific risk assessments. Hazardous substances (for example cleaning chemicals) are stored securely with safety data sheets and COSHH assessments.

3.5 Accidents, incidents and near misses

- All accidents, incidents and near misses are recorded on the **Accident and Incident Form** and in the accident book.
- The Health and Safety Lead investigates significant incidents and takes action to prevent recurrence.
- Reportable injuries, diseases and dangerous occurrences are reported to the HSE under **RIDDOR** within the required timescales (for example, injuries to students or visitors who are taken directly to hospital as a result of an accident arising from the Academy's activities or premises).
- Parents of under-18s are informed of any injury or illness on the same day.

3.6 Contractors

Contractors are selected for competence, provide risk assessments and method statements for higher-risk work, sign in, are briefed on site rules (including asbestos and fire), and are supervised as appropriate (CA-HSE-04). Contractors working while students are present are managed so as not to have unsupervised access to under-18s.

3.7 Training

All staff receive health and safety induction (fire, first aid, accident reporting, risk assessment, DSE) on their first day, with refreshers annually. Students receive health and safety information at induction.

3.8 Staff wellbeing

The Academy manages work-related stress using the HSE Management Standards approach, supports staff wellbeing, and signposts staff to external support services.

3.9 Smoking and vaping

Smoking and vaping are not permitted anywhere on the premises or within the entrances, in line with Welsh law.

3.10 Consultation

Staff are consulted on health and safety through staff meetings and a health and safety representative. Students can raise issues through the Student Forum.

4 Monitoring

- The Health and Safety Lead carries out a **termly premises inspection** using a checklist and records actions.
- Accident and incident data are reviewed termly by the SLT.
- An **annual health and safety report** to the Board covers inspections, accidents, RIDDOR reports, training, compliance certificates and actions.
- The Chief Executive Officer reviews health and safety arrangements each year and reports to the Board.

5 Insurance

The Academy holds employer's liability insurance (certificate displayed), public liability and property insurance (CA-GOV-03).

6 Review

This policy is reviewed annually.

Compliance mapping

This policy has been written to meet, and to evidence, the following external requirements. Inspectors and university partners can use this table to locate the relevant provisions.

ISI Educational Oversight (PFE) standards	Standard 20 (proper regard for health and safety); Standards 23–32 (premises fit for purpose, drinking water, security, accessibility, washrooms, food areas, cleanliness, lighting, heating and ventilation, décor, furniture)

British Council Accreditation UK criteria	P1 (safety and security of students on the premises); P2–P6 (premises, classrooms, student space, signage, staff space); W22 (health and safety of activities); D1 (legal compliance)
University partner due diligence	Partner due diligence – health and safety policy covering premises where students are taught; insurance; risk assessments
Legislation and statutory guidance	Health and Safety at Work etc. Act 1974; Management of Health and Safety at Work Regulations 1999; Workplace (Health, Safety and Welfare) Regulations 1992; Regulatory Reform (Fire Safety) Order 2005; Health and Safety (First-Aid) Regulations 1981; RIDDOR 2013; COSHH Regulations 2002; Electricity at Work Regulations 1989; Control of Asbestos Regulations 2012; Display Screen Equipment Regulations 1992; Manual Handling Operations Regulations 1992; Gas Safety (Installation and Use) Regulations 1998; Employers' Liability (Compulsory Insurance) Act 1969

Document control

Version	Date	Author / reviewer	Summary of changes
0.9	Pre-2026	Various	CA Health and Safety Policy (Sep 2025 v1); Health and Safety Policy V2; H&S Policy signed 2018
1.0	October 2026	Head of Operations (Health and Safety Lead)	New policy written for university partnerships, ISI Educational Oversight and British Council Accreditation UK. Supersedes all previous versions.

APPROVED ON BEHALF OF THE BOARD	SIGNATURE	DATE
Chair of the Board of Governors		