# Health and Safety Policy

The Spark Group

The Spark Group is committed to providing a safe, healthy and supportive environment for all (including colleagues, visitors, learners and apprentices). We recognise our legal and moral responsibilities under the Health and Safety at Work Act 1974 and other relevant UK regulations to protect the health, safety and welfare of everyone associated with our activities.

We aim to:

- Prevent accidents, injuries and work-related ill health;
- Provide safe and healthy working and learning conditions;
- Promote a positive health and safety culture where everyone plays their part

**Legal Compliance**

We will comply with all relevant UK health and safety laws, including:

- Health and Safety at Work Act 1974;
- Management of Health and Safety at Work Regulations 1999;
- Control of Substances Hazardous to Health (COSHH) Regulations 2002;
- Manual Handling Operations Regulations 1992;
- Display Screen Equipment (DSE) Regulations 1992;
- Provision and Use of Work Equipment Regulations (PUWER) 1998;
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013;
- Working at Height Regulations 2005;
- Noise at Work Regulations 2005;
- Construction (Design and Management) Regulations (CDM) 2015

**Risk Assessment and Management**

We will:

- Carry out regular risk assessments to identify hazards;
- Implement control measures to reduce or eliminate risks;
- Review and update assessments following significant changes or incidents;
- Ensure employees and learners are informed about risks and required precautions

**Emergency Preparedness**

We will:

- Maintain up to date emergency response and evacuation procedures;

- Display emergency information clearly within the training centre;
- Provide trained first aiders and accessible first aid equipment;
- Conduct regular fire drills and emergency exercises

**Health and Safety Training**

We will:

- Provide health and safety induction training for all new employees and learners;
- Provide role specific training (e.g. first aid, fire safety, manual handling, fire extinguisher);
- Refresh training periodically to ensure ongoing awareness;
- Encourage staff and learners to report concerns and suggest improvements

**Participant Safety**

We will:

- Ensure that all participants are aware of their responsibilities for their own safety and the safety of others;
- Provide appropriate supervision for all activities, considering the age and ability of the participants

**First Aid**

We will:

- Ensure that at least one appropriately trained first aider is available during operating hours and based within the training centre;
- Provide clearly identified and fully stocked first aid kits, which are located on both the ground and first floors;
- Regularly check and replenish first aid kits to ensure contents remain suitable and in date;
- Display information clearly within the training centre identifying the names of trained first aiders;
- Record and report accidents, incidents and near misses on Monday.com as well as RIDDOR requirements where applicable

**Reporting and Investigation**

We will:

- Report and record all accidents, incidents, and near misses promptly and accurately;
- Carry out Investigations to identify the causes of accidents and incidents, and corrective actions will be implemented to prevent recurrence;

**Monitoring and Continuous Improvement**

We will:

- Regularly inspect premises, equipment and practices;
- Monitor health and safety performance using records and reports;
- Investigate accidents, incidents and near-misses, and implement correct actions;
- Review this policy annually or after significant changes or events

**Approval**

This policy has been approved by The Spark Group's Senior Leadership Team.

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| **Document written by:** | Debbie Sturridge, Business Manager |
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