



# ILLUMIN ACADEMY

## Health and Safety Policy- V1.0

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### 1. Purpose

This policy outlines Illumin Academy's approach to maintaining a safe and healthy environment for all individuals who interact with the Centre, including staff, learners, contractors, and visitors. Illumin Academy is committed to providing and maintaining safe premises, equipment, and practices in line with UK Health and Safety legislation.

### 2. Who Is Responsible for Health and Safety

The overall responsibility for Health and Safety rests with the Illumin Academy's Senior Management Team.

Day-to-day implementation is delegated to the designated Health and Safety Officer, who ensures that:

- Risk assessments are regularly conducted and reviewed
- Staff receive relevant health and safety training
- Safety protocols are followed in all premises and activities
- Emergency procedures (e.g., fire drills) are clearly displayed and practised

All staff and learners are expected to take reasonable care of their own health and safety and that of others, and to cooperate fully with safety procedures.

### 3. How to Raise a Health and Safety Concern

Concerns related to Health and Safety can be raised in the following ways:

- Informing the Health and Safety Officer directly in person or via email at [admin@Illuminhs.co.uk](mailto:admin@Illuminhs.co.uk)
- Reporting the issue to any staff member or line manager, who will escalate it as needed

All concerns will be treated seriously and acted upon promptly.

### 4. Incident Recording and Investigation

All incidents, accidents, and near misses must be reported immediately to the Health and Safety Officer. An Incident Report Form must be completed and submitted within 24 hours



of the event. The process includes:

- Logging the incident in the official Health and Safety Incident Register
- Conducting an investigation to identify causes and necessary corrective actions
- Reviewing risk assessments if necessary
- Reporting to external authorities if required by law

Follow-up actions will be documented, and the affected parties will be informed of outcomes where appropriate.

## **5. Policy Review**

This policy is reviewed annually or in response to significant incidents, changes in legislation, or updates in best practice.

### **Contact Information:**

Health and Safety Officer

Email: [info@illuminacademy.com](mailto:info@illuminacademy.com)

Illumin Academy | [www.illuminacademy.com](http://www.illuminacademy.com)