Health and Safety Policy

Effective Date: April 2026

Review Date: April 2027

Policy Statement

Life Journey Academy Ltd is committed to ensuring the health, safety, and welfare of its employees, contractors, visitors, and anyone affected by our operations, in accordance with the Health and Safety at Work etc. Act 1974. We aim to prevent work-related injuries and ill health by providing a safe working environment, safe systems of work, and adequate training and supervision. Our goal is to achieve compliance with all relevant UK legislation and continuously improve our health and safety performance. This includes ensuring, so far as is reasonably practicable, the health and safety of children, young people, and adults receiving support through LJA's outreach sessions, on-site provision at our Camberley workspace, and any other setting where our work is carried out.

Purpose

This policy outlines our commitment to meeting legal duties under UK health and safety law, fostering a proactive safety culture, and ensuring risks are managed effectively across all our activities.

Scope

This policy applies to all employees, contractors, agency workers, and visitors involved in Life Journey Academy Ltd activities, including outreach work, office-based activities, remote working, and any site where our work is carried out.

Responsibilities

Lee Johnson, Managing Director

- Ensure, so far as is reasonably practicable, the health, safety, and welfare of employees and others affected by our operations.
- Provide and maintain safe plant, equipment, and systems of work.
- Conduct risk assessments and implement necessary control measures.
- Provide information, instruction, training, and supervision to ensure safety.

Employees:

- Take reasonable care of their own health and safety and that of others who may be affected by their actions.
- Cooperate with management on health and safety matters, including following policies and procedures.
- Report hazards, incidents, or unsafe conditions to directors immediately.
- Use equipment and PPE as trained and instructed.

Natalia Krasnianska, Operations Director:

- Advise on compliance with HSE regulations and best practices.
- Conduct regular workplace inspections of the Camberley workspace, carried out when either director is present on-site, and maintain records of risk assessments, incidents, and training. Where the workspace is not in regular daily use, inspections are carried out at least monthly and before any session involving children, young people, or adults.
- Investigate accidents and near-misses and recommend preventive actions.

Key Policies

Risk Assessments:

- Risk assessments will be conducted as required by the Management of Health and Safety at Work Regulations 1999 for all work activities, with findings recorded.
- Significant risks will be controlled through elimination, substitution, engineering controls, administrative measures, or PPE, in that order of preference.

Core risk assessments are maintained for LJA's primary activities, including outreach sessions in schools and community settings, sessions at the Camberley workspace, lone working, and transport. These are reviewed annually and following any significant incident or change in activity.

Where a child, young person, or adult has known behavioural, medical, or complex needs that affect risk, an individual risk assessment is completed before sessions begin. This is agreed with the commissioning school or local authority and reviewed as part of the three-month placement review.

Training and Competence:

- All employees will receive health and safety induction training upon starting employment, with refresher training as needed.
- Specific training will be provided for tasks involving higher risks, including lone working, manual handling where relevant, and emergency first aid. LJA ensures that appropriate current first aid provision is available for its activities.

First Aid:

Lee Johnson holds a current Workplace First Aid certificate, valid to October 2028. A basic first aid kit is maintained at LJA's Camberley workspace and is accessible during all on-site sessions. For outreach sessions in schools, the school's first aid provisions apply and Lee Johnson is familiar with their arrangements before sessions begin. For sessions in community settings, Lee Johnson carries a travel first aid kit. Where a first aid incident occurs, it is recorded in the Incident and Accident Log and parents, carers, or the commissioning body are notified on the same day.

Incident Reporting and Investigation:

- All accidents, near-misses, and cases of work-related ill health must be reported to directors immediately and recorded in the LJA's Incident and Accident Log, maintained digitally by Natalia Krasnianska, Operations Director, and stored securely in line with LJA's Data Retention Policy.
- Serious incidents (e.g., fatalities, specified injuries, or dangerous occurrences) will be reported to the HSE under the Reporting of Injuries, Diseases and

Dangerous Occurrences Regulations 2013 (RIDDOR) within the required timeframes.
- Investigations will identify root causes and implement corrective actions.

Emergency Procedures:

- Emergency plans, including fire evacuation procedures and first-aid arrangements, will comply with the Regulatory Reform (Fire Safety) Order 2005.
- Fire risk assessments will be conducted and reviewed regularly.
- Both directors hold fire marshal responsibilities for their respective settings.
- Office-based locations will maintain appropriate fire-evacuation information, emergency contact arrangements, and access to basic first-aid supplies.
- Children, young people, and adults attending the Camberley workspace are made aware of the fire evacuation route and assembly point at the start of their first session.

Personal Protective Equipment (PPE):

PPE will be provided at no cost where risks cannot be adequately controlled by other means. Given the nature of LJA's outreach mentoring work, PPE requirements are expected to be minimal. Specific risk assessments will identify any PPE needs for particular activities.

Hazardous Substances:

LJA's work does not routinely involve hazardous substances. Where any are used, such as cleaning materials at the Camberley workspace, a COSHH assessment will be carried out in line with the Control of Substances Hazardous to Health Regulations 2002.

Workplace Safety:

LJA's Camberley workspace and any setting used for delivery will be maintained in a safe and suitable condition for staff and individuals receiving support. This includes adequate lighting, ventilation, and temperature, in line with the Workplace (Health, Safety and Welfare) Regulations 1992. In shared premises such as Bridge Road Innovation Centre, building management holds primary responsibility for common areas, and LJA maintains its own suite to appropriate standards.

Toilet and washing facilities are available at Bridge Road Innovation Centre for all individuals attending sessions at the Camberley workspace. For outreach sessions in schools and community venues, venue suitability, including access to toilets and washing facilities, is confirmed before sessions begin.

Visitor Identification and Supervision:

All visitors to LJA sessions or the Camberley workspace are asked to provide identification before the session begins. For sessions in schools, the school's own visitor sign-in and identification procedures apply and LJA follows them.
For sessions in community settings or at the Camberley workspace, Lee Johnson confirms the identity of any visitor before allowing access. Visitors are not left unsupervised with children, young people, or adults receiving support at any time.
A record of visitors to the Camberley workspace is maintained, including name, purpose of visit, arrival and departure times, and confirmation of identification.

Where a visitor's identity cannot be confirmed, they are not admitted to the session environment.

Compliance

Life Journey Academy Ltd will comply with all applicable UK health and safety legislation and approved codes of practice (ACOPs). Non-compliance by employees may result in disciplinary action, and serious breaches may lead to legal consequences under HSE enforcement.

Monitoring and Review

- Health and safety practice is reviewed as part of regular operational discussions between both directors, and formally as part of the annual policy review.
- This policy will be reviewed annually, or sooner if there are significant changes in legislation, workplace activities, or following a major incident.
- Both directors are responsible for raising health and safety concerns with each other promptly. Where contractors or freelance staff are engaged, they are encouraged to report any concerns to Natalia Krasnianska, Operations Director.

Acknowledgment

All employees must read, understand, and sign an acknowledgement of this policy upon joining and after significant updates.

Signed: Lee Johnson, Managing Director.

Date: April 2026