

Cantab Academy: Health and Safety Policy

1. Policy Statement

Cantab Academy is committed to ensuring the health, safety, and welfare of its staff, students, and contractors. As Cantab Academy does not own or manage its own teaching venues, our primary responsibility is to ensure that the third-party providers we use (Universities and external site providers) maintain high safety standards.

2. Scope

This policy applies to all Cantab Academy operations, including administrative work and educational programmes delivered at external locations.

3. Responsibilities

3.1 Management Team

- Conducting site visits on all external venue providers.
- Review Health and Safety policy for every new location.
- Communicating emergency procedures (fire, first aid) to students and staff upon arrival at a new site.

3.2 Staff and Contractors (Tutors)

- Familiarising themselves with the host venue's fire exits and assembly points.
- Reporting any immediate hazards found at a third-party site to both the venue management and Cantab Academy.
- Ensuring students follow the host venue's safety protocols.

4. External Venue Due Diligence

Cantab Academy will only partner with reputable institutions (e.g., University departments, established conference centers) that provide evidence of:

- Valid Public Liability Insurance.
- Up-to-date Fire Risk Assessments.
- Documented health and safety policy

5. Risk Assessment Protocol

Cantab Academy utilises a two-tier risk assessment approach:

1. **Generic Assessment:** Covering standard classroom-based risks (trips, ergonomics, stress).
2. **Site-Specific Induction:** Upon arrival at a university or external site, the lead staff member must identify the nearest Fire Exit and First Aid station and brief the students immediately.

6. Incident Reporting

Any accident or "near miss" occurring at an external site must be recorded in the Cantab Academy Incident Log.

7. Safeguarding at External Sites

When teaching at external sites, staff must ensure that students are kept within designated areas and are aware of how to contact Cantab Academy staff in case of an emergency while on a third-party campus.

Date: July 2025

Review Date: July 2028