Health & Safety Policy

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Approved by	C Bank
Date	2 October 2026
Next Review	1 October 2027 or in line with legislation

1. Statement of Intent and Commitment – Safety, Health and Wellbeing

Insight AP

The Directors acknowledge and accept that:

- they have the prime responsibility for safety, health and wellbeing, and that we have specific responsibilities to manage this at the provision.
- they also have responsibilities to
    - support the published policies and aims
    - promote continuous improvement in the health and safety performance
    - learn from the experiences of others with the overall aim of updating procedures and arrangements to meet high standards of health and safety management and risk control.

The Directors will ensure that guidance, codes of practice and other advice is implemented, as appropriate.

The Directors will ensure that staff are supported and assisted in implementing the policy, external advice and guidance and will fulfil its own responsibilities for safety, health and wellbeing of all those who may be affected by the way the provision is managed.

This duty extends to ensuring that:

- working conditions and environment
- substances used
- equipment provided, and
- working methods adopted

do not impair the well-being of any employee, or any other person including young people, contractors, visitors, volunteers and any member of the public who may be affected by the conduct of its work.

This document must be made available to all staff in the school.

This policy document has been adopted by the Directors and is signed by a Director and the Health and Safety Coordinator.

C. M. Bank	L Mayes
C Bank – 02/02/2026 Director	L Mayes – 02/02/2026 Health and Safety Coordinator

2. Provision

We recognise our duty of care under the Health and Safety at Work Act 1974 and relevant education and care regulations. Our commitment is particularly focused on safeguarding young people aged 8-16 years, including those with Special Educational Needs and Disabilities (SEND), health conditions, those with trauma backgrounds, communication difficulties or other vulnerabilities.

Our provision operates from business offices. The building includes

- Designated areas for creative activities, reading, structured learning and a sensory area across 2 floors
- Accessible toilet facilities
- Small outdoor space

All areas are assessed for suitability and safety prior to use.

3. Responsibilities

Director Lorna Mayes is the Health and Safety Officer and has overall responsibility for health and safety compliance. This involves ensuring checks, logs and risk assessments are completed and reviewed regularly. The Health and Safety Officer has completed a range of certificated Health and Safety training and has been designated by the Directors as being able to offer competent Health and Safety advice.

A trained Fire Marshal is designated to oversee fire safety procedures, evacuation drills and checks. In addition, at least 3 members of staff hold accredited Workplace Health and Safety certification to ensure compliance with statutory duties and safe working practices.

All staff and volunteers are responsible for

- Adhering to this policy and related procedures
- Reporting hazards, incidents or unsafe conditions immediately
- Ensuring their own safety and the safety of others

The organisation follows guidance from the Health and Safety Executive (HSE), Public Health England and other competent external sources. The Directors hold accredited certification and training to ensure competent oversight of health and safety practices across all areas of the provision.

The Directors hold ultimate accountability for compliance with the Health and Safety at Work Act 1974, safeguarding and associated regulations.

4. Risk Assessments

Risk assessments will be conducted

- Annually for each learning space
- Before activities involving hazardous items
- In the planning phase of trips
- After any incidents

All risk assessments are documented, retained securely and made available for inspection during monitoring visits or meetings. Risk assessments are reviewed regularly and updated following any incidents, changes in activities or updates to legislation or guidance.

Considerations include trauma, sensory triggers, medical needs and individual safeguarding risks. Individual risk assessments are maintained for all young people registered with the provision.

5. Site Security

Visitors can only gain access to the building reception area through a secure intercom which is controlled by members of staff. All visitors must sign in at the reception area and are issued with a Visitor lanyard.

Volunteers must sign in at the reception area and wear a Volunteer lanyard.

All visitors and volunteers must leave by reception and sign out indicating the time of departure.

6. Fire Safety and Emergency Procedures

There will always be at least 1 trained Fire Marshal on the premises during operating hours. The Fire Marshal will ensure appropriate actions are taken in the event of an emergency situation.

- Fire alarms are tested weekly with records updated accordingly
- Fire exit routes are clearly marked and unobstructed
- Fire doors are not to be propped open.
- Evacuation drills are held half termly. The Directors will ensure that all members of staff are fully conversant with procedures for the safe and timely evacuation of the building and with the locations for reassembling outside and away from the building, in the event of fire or other emergency
- Each room has a displayed evacuation map and staff are trained in evacuation procedures
- Personal Emergency Evacuation Plans (PEEPs) are created for young people requiring assistance

7. First Aid and Medical Needs

Employees will receive all the training necessary to ensure that they are able to do their jobs safely. It is the duty of the Directors to ensure that no member of staff or young person is required to work in an environment which is unsafe or unhealthy.

- At least one First Aid trained member of staff is present at all times during opening hours
- Fully stocked first aid kits are available on each floor
- Incidents requiring first aid are recorded with parents/carers being notified the same day
- All staff have completed Allergy and Anaphylaxis training and are trained in administering emergency medication. Allergy medication is stored in an accessible location (kitchen cupboard)
- Non-allergy medication is stored securely and administered according to the young person's Healthcare Plan

8. Infection Control and Hygiene

All opportunities will be taken to educate, model and reinforce to young people the importance of personal hygiene.

- All areas are cleaned daily and after practical activities
- Young people are reminded to wash their hands before meals, after toilet use and after practical learning activities
- Staff wear appropriate PPE for dealing with first aid incidents
- In line with UKHSA guidance, young people or staff with infectious illnesses should remain at home for 48 hours after symptoms subside

9. Equipment and Premises Safety

Daily room checks are conducted before young people arrive.

- All resources and equipment are checked before being used for an activity
- Broken or unsafe items are removed immediately.

- All portable electrical equipment will be tested annually by a competent person and records kept of test results and action taken.
- Only permitted substances will be used on the premises. Any COSHH (Control of Substances Hazardous to Health) assessments which are required will be completed by the Health and Safety Officer.

10. Incident Reporting and Monitoring

Young People

- All accidents and incidents are recorded on an Incident Form on LearnTrek
- The Directors review Incident Forms termly to identify patterns or necessary changes
- Serious incidents are reported to relevant safeguarding or regulatory authorities if required

Staff, Volunteers and Visitors

- All accidents and incidents are recorded in the Accident Book, located in the kitchen
- The Directors review the Accident Book termly to identify patterns or necessary changes

Serious Incidents

- For serious injuries, diseases or near-misses, the Director's will record these in accordance with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR). All RIDDOR incidents will be completed as soon as possible using the online reporting forms on LearnTrek..

11. Review

This policy will be reviewed annually, in line with legislation or following a serious incident.