Enemy of Boredom

Health and Safety Policy

Approved by:	Steve Godwin, CEO
Date approved:	12th October 2026
Next review due by:	Within 12 months of approval, or sooner if legislation or statutory guidance changes
Policy owner:	Tracey Clark, COO
Applies to:	All centres, all staff, learners, visitors and contractors, and all on-site and off-site activity

1. Scope

This policy applies at every centre we operate or use, to all our activities on and off our premises, including community, outdoor and home settings, and to everyone affected by our work: staff, learners, visitors, contractors and others. It should be read alongside our Child Protection and Safeguarding Policy, Behaviour Policy, Data Protection Policy, First Aid Policy and Medical Needs Policy, and alongside our centre-specific risk assessment records.

2. Aims

We recognise our duty to protect the health, safety and welfare of all staff, learners and visitors. We aim to:

- provide and maintain a safe and healthy environment;
- establish and maintain safe working procedures for staff, learners and all visitors;
- have robust procedures in place for emergencies;
- maintain the premises and equipment safely, with regular inspection; and
- give staff health and safety training as part of their induction, and refresh it regularly.

3. Legal and statutory framework

Guidance is referred to by name rather than by year, and each link leads to the current version.

- The Health and Safety at Work etc. Act 1974, and the Management of Health and Safety at Work Regulations 1999, which set our general duties as an employer.
- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR).
- The Regulatory Reform (Fire Safety) Order 2005.

- The Control of Substances Hazardous to Health Regulations 2002, the Control of Asbestos Regulations 2012, and the Gas Safety (Installation and Use) Regulations 1998.
- The Electricity at Work Regulations 1989, and the Provision and Use of Work Equipment Regulations 1998.
- Non-school alternative provision: voluntary national standards, part 2, which sets our benchmark for health and safety, first aid, incident reporting, equipment and fire safety, since we have no statutory duty to follow it.
- Supporting pupils at school with medical conditions, and DfE guidance on health and safety in schools, both written for schools and used here as good practice.

4. Definitions

Responsible person: the person who must comply with fire safety law for a centre. Where we occupy a shared or rented building, this may be us, the landlord, or both, as agreed in writing for that centre.

Competent person: someone with the training, knowledge and experience to carry out a task safely.

RIDDOR-reportable incident: a death, specified injury, occupational disease, dangerous occurrence, or an injury that keeps a worker away from or unable to do their normal duties for more than 7 consecutive days, as defined in RIDDOR (section 12).

Specified injury: one of the more serious injury types listed in RIDDOR, such as a fracture (other than to fingers, thumbs or toes), amputation, serious burn, or loss of consciousness caused by a head injury (section 12).

Learner: any child or adult who receives provision from us.

Commissioner: the school or local authority that places a learner with us.

5. Roles and responsibilities

5.1 The COO

The COO has ultimate responsibility for health and safety, and delegates day-to-day responsibility to each Head of Centre. The COO has a duty to take reasonable steps to make sure staff and learners are not exposed to risks to their health and safety, on or off our premises. As the employer, the COO:

- assesses the risks to staff and others affected by our activities, and puts in place the measures needed to manage them;
- tells staff about those risks and the measures in place to manage them;
- makes sure adequate health and safety training is provided; and
- is responsible for the security of each centre, in and out of our operating hours.

5.2 Heads of Centre

Each Head of Centre is responsible for health and safety day to day at their centre. This includes:

- putting this policy into practice;
- making sure there is enough staff to supervise learners safely;
- making sure the building and premises are safe and regularly inspected;
- providing adequate training for staff;
- reporting to the COO on health and safety matters;
- making sure evacuation procedures are in place and fire drills are held regularly (section 9);
- delegating health and safety responsibilities to a named member of staff in their absence;
- making sure risk assessments are completed and reviewed; and
- monitoring cleaning contracts, and making sure cleaners are appropriately trained and have personal protective equipment where necessary.

The nominated health and safety lead at each centre is the Head of Centre.

5.3 Staff

Staff have a duty to take care of learners in the way a prudent parent would. Staff will:

- take reasonable care of their own health and safety and that of others who may be affected by what they do at work;
- co-operate with us on health and safety matters, and work in line with their training and instructions;
- tell the appropriate person about any situation that presents a serious and immediate danger, so that action can be taken;
- model safe and hygienic practice for learners; and
- understand our emergency evacuation procedures and feel confident carrying them out.

5.4 Learners, parents and carers

Learners and their parents and carers are asked to follow our health and safety guidance, on and off site, and to report any health and safety incident to a member of staff.

5.5 Contractors

Contractors agree health and safety arrangements with the COO or Head of Centre before starting work, and provide evidence of an adequate risk assessment of their planned work before they begin.

5.6 Commissioners

We tell commissioners about a significant incident affecting one of their learners, and about any change to a learner's risk assessment that they need to know about.

6. Risk assessment

We assess the risks of our activities and premises, put in place the measures needed to manage them, and review them regularly and after any significant incident or change. We carry out individual risk assessments where a learner's needs, an activity, or a location, such as a community venue, an outdoor setting or a private home, requires one, taking account of the needs of the individual learner and any local factors.

7. Centre security

The COO is responsible for the security of each centre, in and out of our operating hours. Access to a centre is restricted to learners, our own staff and supervised visitors, using controlled entry, sign-in and sign-out procedures, and supervision of learners at arrival, departure and social times, as set out in our Child Protection and Safeguarding Policy.

8. Medical conditions and infection

Individual healthcare plans, and how we support a learner's day-to-day medical needs, are covered in full in our Medical Needs Policy, so are not repeated here.

8.1 Learners vulnerable to infection

Some medical conditions make a learner vulnerable to infections that would rarely be serious for most people, including chickenpox, measles and parvovirus B19 (slapped cheek disease). Where we know a learner is vulnerable in this way and they are exposed to one of these infections, we tell their parents or carers promptly and encourage them to seek medical advice.

8.2 Exclusion periods for infectious diseases

We follow the exclusion periods recommended by the UK Health Security Agency and other government guidance. In the event of an outbreak, epidemic or pandemic, we follow the UK Health Security Agency's advice on the appropriate action to take.

8.3 New and expectant mothers

We carry out a risk assessment whenever a member of staff or an adult learner tells us they are pregnant, and put in place the measures needed to control any risk identified.

9. Fire safety

Emergency exits, assembly points and assembly point instructions are clearly marked with safety signs and notices at every centre. Where we do not own a building, the responsible person for fire safety is agreed in writing with the landlord or host organisation, and recorded for that centre.

- The fire risk assessment for each centre is reviewed regularly by the responsible person for that centre.
- The fire alarm is a loud, continuous bell.
- Fire alarm testing takes place weekly, and is the responsibility of the responsible person for that centre.
- New staff are trained in fire safety, and all staff and learners are told about any new fire risk.
- Emergency evacuation procedures are explained to learners at least once a term.

9.1 In the event of a fire

- Whoever discovers a fire raises the alarm immediately and contacts the emergency services. Evacuation begins immediately.
- Only staff who are trained to use a fire extinguisher may do so, and only if they are confident they can do so without putting themselves or others at risk.
- Staff and learners gather at the assembly point for that centre.
- Tutors take a register of learners and check it against that day's attendance register. The Head of Centre, or the responsible person in that centre, takes a register of staff.
- Staff and learners stay outside the building until the emergency services confirm it is safe to re-enter.

We make special arrangements for the evacuation of anyone with a mobility need, and our fire risk assessments pay particular attention to learners and staff with disabilities.

10. Hazardous substances and asbestos

Staff use and store hazardous products in line with the instructions on the product label, keeping them in their original containers with clear labelling and product information. We dispose of hazardous products through the specific disposal procedure for that product. Emergency procedures, including for dealing with spillages, are displayed near where hazardous products are stored and routinely used.

Where a building has been identified as containing asbestos, no drilling or other work that could disturb it takes place unless it is carried out by a professional approved for asbestos removal.

11. Gas safety

Where we own a building, we are responsible for gas safety. Where we rent a building, the owner is responsible unless our agreement with them says otherwise, and we record which applies for each centre.

- Installation, maintenance and repair of gas appliances and fittings is carried out by a Gas Safe registered engineer.
- Gas pipework, appliances and flues are maintained regularly.
- Every room with a gas appliance is checked for adequate ventilation.

12. Equipment

All equipment and machinery is maintained in line with the manufacturer's instructions, with a maintenance schedule showing when extra checks are needed. New equipment is checked to make sure it meets appropriate educational standards before it is used. Equipment is stored in appropriate containers and areas, clearly labelled with the correct hazard sign and contents. Staff who supervise learners using specialist equipment hold the training and experience the task requires, as set out in our Behaviour Policy and induction records.

12.1 Electrical equipment

- All staff use and handle electrical equipment sensibly and safely.
- A learner or volunteer who handles electrical equipment does so only under the direct supervision of the member of staff responsible for them.
- Any potential hazard is reported to the Head of Centre immediately.
- Permanently installed electrical equipment is connected through a dedicated isolator switch and adequately earthed, and every isolator switch is clearly marked to show which machine it controls.
- Only trained staff check plugs, and only a competent person carries out maintenance, repair, installation or disconnection work on electrical equipment, whether permanently installed or portable.
- A portable appliance test (PAT) is carried out once every two years by a competent person, where necessary.
- Electrical apparatus and connections are never touched with wet hands and are used only in dry conditions.

13. Accident recording and reporting

13.1 Accident record

- The member of staff or first aider who deals with an accident completes an accident form as soon as possible afterwards, with as much detail as possible.
- Where the accident involves a learner, a note is also kept with their other records, separate from any safeguarding record.
- Records in the accident book are kept for a minimum of 3 years, in line with regulation 25 of the Social Security (Claims and Payments) Regulations 1979, and then securely disposed of, in line with our Data Protection Policy.

13.2 Reporting to the Health and Safety Executive

The Head of Centre keeps a record of any accident, disease or dangerous occurrence that is reportable under RIDDOR (regulations 4 to 7), and reports it to the Health and Safety Executive within the timescale RIDDOR sets:

- a death, a specified injury, or a dangerous occurrence is reported without delay, by the quickest practicable means, and confirmed with a written report within 10 days;
- an injury to someone who is not a worker that requires hospital treatment is reported without delay, and confirmed within 10 days;
- an occupational disease is reported without delay of receiving written diagnosis, and confirmed within 10 days; and
- an injury that keeps a worker away from, or unable to do, their normal duties for more than 7 consecutive days is reported within 15 days of the accident.

Reportable injuries, diseases and dangerous occurrences include:

- death;
- specified injuries, including fractures other than to fingers, thumbs or toes, amputations, an injury likely to cause permanent loss of, or reduction in, sight, a crush injury to the head or torso causing damage to the brain or internal organs, a serious burn (including scalding), a scalping requiring hospital treatment, loss of consciousness caused by a head injury or asphyxia, and any injury from working in an enclosed space that leads to hypothermia or heat-induced illness or requires resuscitation or admission to hospital for more than 24 hours;
- an injury that keeps a worker away from, or unable to do, their normal work for more than 7 consecutive days;
- an injury to someone who is not a worker that results in them being taken to hospital;
- certain occupational diseases; and

- dangerous occurrences, which are near misses that could have caused serious harm even though no one was hurt, such as the collapse or failure of load-bearing parts of lifts or lifting equipment, the accidental release of a biological agent likely to cause severe illness, the accidental release or escape of a substance that may cause serious injury or damage to health, or an electrical short circuit or overload causing a fire or explosion.

Guidance on how to make a RIDDOR report is on the Health and Safety Executive's website.

14. Training

All staff receive health and safety training at induction. Staff whose role involves a greater element of risk, for example using specialist equipment or administering medication, receive additional training specific to that risk. We refresh training when the law, guidance or our own procedures change, and at least every year for first aid and fire safety.

15. Monitoring arrangements

This policy is reviewed annually by the COO. At every review, the policy is approved by the CEO. It is reviewed sooner if legislation or statutory guidance changes, or after a significant incident. It is available to staff, learners, parents and carers, commissioners and, on request, the public.

16. Related policies

- Child Protection and Safeguarding Policy
- Behaviour Policy
- Data Protection Policy
- Medical Needs Policy
- First Aid Policy
- Complaints Policy