HEALTH AND SAFETY POLICY

Safe premises, safe activities and clear responsibilities

ORGANISATION	SKAPE North East Ltd	POLICY REFERENCE	P11
UPDATED	09 November 2026	NEXT SCHEDULED REVIEW	09 November 2027
POLICY OWNER	Centre Manager: Linda James Health and Safety Lead: Mike James	RELATED POLICY	First Aid Policy; Accident Reporting Procedure

01 POLICY STATEMENT AND SCOPE

SKAPE will, so far as is reasonably practicable, provide safe and healthy working and learning conditions for employees, students and anyone else affected by its activities. We will identify hazards, assess risks, provide suitable controls and equipment, and review whether our arrangements work in practice. Safety is part of planning and delivering every activity.

This policy applies at SKAPE's Whessoe Road premises and to work, visits and activities carried out on its behalf, including authorised home working. It applies to directors, employees, temporary and agency staff, volunteers, contractors and visitors. All staff will receive information and instruction appropriate to their role.

Directors retain the employer's responsibilities. The Centre Manager oversees day-to-day implementation, supported by the Health and Safety Lead. SKAPE will consult staff on risks, changes and safety concerns, obtain competent advice where needed and provide appropriate resources, training and supervision.

02 RESPONSIBILITIES

Directors

- Ensure suitable arrangements, resources and competent health and safety assistance are available.
- Review significant risks, incidents and outstanding actions with the Centre Manager and the Health and Safety Lead, and ensure agreed improvements are followed through.

The Centre Manager

- Implement this policy and ensure staff understand their responsibilities through induction, instruction and regular communication.
- Ensure activities are planned with appropriate supervision and risk controls, including individual student needs and reasonable adjustments.
- Coordinate emergency arrangements, staff cover, commissioner communication and the response to serious incidents.
- Work with the Health and Safety Lead to address reported hazards, review controls and consult staff about changes.

The Health and Safety Lead

- Coordinate risk assessments, premises checks and the maintenance and inspection arrangements for equipment and safety systems.
- Identify actions, responsible persons and timescales, and follow up unresolved hazards with the Centre Manager and directors.
- Review accidents, near misses and work-related ill health, assess RIDDOR reporting requirements and arrange any required report on SKAPE's behalf within the applicable timescale.
- Provide or arrange suitable advice and training, seeking external competent assistance where needed.

Staff and activity leaders

- Take reasonable care of their own safety and that of others, follow training and cooperate with SKAPE's arrangements.
- Check the relevant assessment before starting an activity and use the controls, supervision and protective equipment specified.
- Report hazards, defects, near misses and injuries promptly; stop an unsafe activity and seek assistance where a risk cannot be controlled.
- Keep exits, routes and work areas clear. Never interfere with safety equipment or attempt work beyond their competence.
- Ensure new, temporary and visiting workers receive relevant safety information, and know how to summon a first aider or emergency help.

Students visitors and contractors

- Follow instructions, remain in authorised areas and report hazards or injuries to staff. Students will be supported to understand these expectations according to their needs.
- Contractors must cooperate with SKAPE, agree safe working arrangements and keep students and others away from work areas.

03 RISK ASSESSMENT AND SAFE ACTIVITIES

The Health and Safety Lead will coordinate suitable and sufficient assessments, with the Centre Manager and staff contributing knowledge of activities and students. Assessments will identify who might be harmed and how, evaluate existing controls and record significant findings, further actions, responsible persons and review dates. Risks will be described as Low, Medium or High, with serious or urgent risks addressed first.

- Identify hazards and consider employees, students, visitors and contractors, including disability, medical or sensory needs, young or inexperienced workers, and pregnant or breastfeeding workers.
- Avoid the hazard where possible; otherwise reduce the risk through safe design, working methods, training, supervision and appropriate protective equipment.
- Share relevant controls with those affected before the activity begins. Keep assessments accessible to staff in SKAPE's agreed records.
- Review assessments when premises, equipment, staffing, activities or individual needs change, following an incident or near miss, or when a control may no longer be effective. Review dates must be recorded.

Assessments must cover off-site activities as well as daily learning, practical sessions, gaming and simulation equipment, device repair, food activities and movement around the building. Individual assessments and support plans will be used where general controls do not adequately address a student's needs. Health and safety decisions will be proportionate and will consider reasonable adjustments.

04 ACCIDENTS, FIRST AID AND EMERGENCY MEDICAL HELP

The Centre Manager will ensure adequate first aid cover and equipment based on an assessment of need, including staff absence and off-site activities. Current trained first aiders and contact arrangements will be displayed and explained during induction. A list of trained First Aiders can be found in the First Aid Policy. Staff must follow the First Aid Policy and Medication Policy for detailed procedures.

First aid supplies will be checked and replenished. Medicines must not be stored as general first aid supplies. Staff may administer prescribed or emergency medication only in accordance with the Medication Policy, individual healthcare arrangements and their training; first aid status alone does not authorise routine medication administration.

Immediate response

- Stop the activity where necessary, assess the danger and protect the injured person and others without putting yourself at risk. Summon a first aider.

- For a life-threatening emergency or serious injury or illness, call 999. Give the nature of the emergency, the precise Whessoe Road location, access details and any hazards; follow the operator's instructions. Send someone to meet the emergency services where safe.
- Inform the Centre Manager or the senior staff member present promptly. Arrange safe supervision for other students and appropriate support for the casualty.
- Do not move a casualty unnecessarily or return equipment involved in an incident to service until it has been assessed as safe. Preserve relevant evidence where this does not interfere with rescue or making the area safe.

Recording reporting and follow-up

Staff must follow SKAPE's Accident Reporting Procedure and complete accident and first aid records on the same day, or as soon as reasonably practicable. Relevant student incidents must also be recorded on LearnTrek as soon as possible. Reports must include the facts, immediate action, witnesses, injuries, assistance and follow-up; factual witness statements must be obtained promptly. The Centre Manager or Health and Safety Lead will countersign completed reports. Records will be held centrally and securely, with relevant information shared with the commissioning school or local authority where appropriate under the Confidentiality and GDPR policies. Where physical intervention is involved, staff must also follow the Positive Handling Policy.

The Centre Manager will arrange timely communication with the student's commissioning school or local authority and parents or carers, following safeguarding arrangements where contact might place a child at risk. Where hospital attendance is required, the Centre Manager or senior staff member will arrange appropriate accompaniment and continuing supervision of other students, without delaying emergency treatment. Serious incidents must be brought to the Centre Manager and Health and Safety Lead immediately. The Health and Safety Lead will investigate proportionately and update controls and assessments. Lessons and actions will be shared at the next staff meeting, or sooner where needed; urgent action must not wait for a meeting.

RIDDOR means the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013. Not every injury or hospital attendance is reportable. The Health and Safety Lead will apply current HSE criteria and deadlines for work-related deaths, specified injuries, incapacity, diseases and dangerous occurrences. For students and other non-workers, reporting depends on the applicable work-related accident and hospital-treatment criteria; precautionary attendance or diagnostic tests alone do not establish reportability. Where uncertain, the Health and Safety Lead will obtain competent advice without delaying a required report.

05 FIRE EMERGENCIES AND SITE ACCESS

Staff must follow the current Fire Safety Risk Assessment, Emergency Evacuation Plan and Lockdown Procedure. The current evacuation plan and displayed signs identify exits, routes and the assembly point for Whessoe Road. Staff will explain these arrangements to students, visitors and new workers. SKAPE will keep a full written fire risk assessment and fire safety arrangements, and coordinate relevant responsibilities with the landlord and any other responsible persons.

- Keep fire doors, exits and escape routes clear and ensure doors on escape routes can be used as required by the evacuation arrangements.
- Report faults in alarms, emergency lighting or fire equipment immediately. The Health and Safety Lead will coordinate checks, maintenance and drills under the relevant procedures and retain records.
- Maintain an accurate record of who is on site, account for students, staff and visitors during evacuation, and report anyone missing to the person coordinating the emergency response.
- Consider individual evacuation assistance and accessible arrangements in advance. Never re-enter until authorised.

Zone 2 is the main student learning area and the designated lockdown shelter area, as it is the area currently fully functional. Staff will move students and visitors there only where the route and area are safe for the particular threat. If Zone 2 is unsafe or cannot be reached safely, staff must use the nearest secure area or evacuate by a safe route and follow emergency-service instructions. During lockdown, front-of-building staff will lock the front automatic doors where safe to do so, without disabling emergency release arrangements or preventing immediate escape from inside. Zone 5 is accessible to students only with staff. Zones 3 and 4, Zone 6 (including the first floor and both

staircases) and the half-landing toilets remain restricted during normal operation. Access controls must not obstruct emergency escape.

Visitors must ring the buzzer, wait for staff, sign in and out and wear an identification badge. Staff will manage entry and exit through the secured internal entrance door and provide appropriate supervision under the Visitor Procedure and Safeguarding Policy. Contractors must be briefed on emergencies, safeguarding restrictions, hazards and isolation arrangements before work starts.

06 PREMISES OFFICE SAFETY AND SLIPS TRIPS AND FALLS

- Keep floors, access routes and work areas tidy, dry and free of trailing cables or obstructions. Clean spills promptly and use warning signs while a surface remains wet.
- Store materials securely without overloading shelves or creating falling-object hazards. Keep heavy or frequently used items at a suitable handling height.
- Use suitable cleaning products, follow instructions and assessments, and keep hazardous substances securely stored away from students.
- Report damaged glazing, furniture, flooring, lighting or other defects to the Health and Safety Lead. Restrict access where needed until a competent assessment or repair is complete.
- Use suitable seating and workstations, assess display screen work where required and make adjustments for staff needs. Consider lighting, ventilation and safe workstation use for students.

The Health and Safety Lead will coordinate relevant premises controls, including electrical installations, fire systems and, where applicable, asbestos information and water hygiene arrangements, seeking competent advice. Maintenance and changes to the building must be planned and authorised, with landlord responsibilities clarified where relevant. Staff must not drill into or disturb building materials where asbestos status or other hazards are unknown.

07 ELECTRICAL EQUIPMENT AND PRACTICAL WORK

Electrical systems and equipment must be maintained to prevent danger. Staff will make simple checks before use, report damaged leads, plugs, sockets or signs of overheating and remove faulty equipment from use. Staff must not overload sockets or improvise repairs. Fixed electrical work, isolation and testing must be carried out by appropriately competent persons.

The Health and Safety Lead will arrange formal inspection and testing at intervals based on equipment type, use, location, manufacturer information and previous findings. HSE does not prescribe annual PAT testing for every appliance. SKAPE will retain an inspection and maintenance schedule; intervals will be shortened where damage or faults indicate greater risk. New equipment will be visually checked before use.

Practical equipment, including soldering or repair tools, must be used only within assessed activities with suitable supervision, ventilation, protective measures and safe storage. In the kitchen, sharp knives and other sharp food-preparation equipment are stored in a locked cupboard, with staff controlling access. Food activities take place in the kitchen identified as area H on the fire site map. Staff must use the relevant activity risk assessment and verify the applicable evacuation route.

08 MANUAL HANDLING AND WORK AT HEIGHT

Avoid hazardous manual handling where reasonably practicable. Where it cannot be avoided, assess the task, load, individual capability and environment. Use trolleys or other suitable aids, reduce loads or obtain assistance. Do not lift more than can be safely managed or twist while carrying a load. Staff will receive relevant instruction and training before undertaking handling tasks.

The Work at Height Regulations 2005 apply where a fall could cause personal injury; there is no minimum height threshold. Avoid working at height where possible. Any remaining task must be assessed, planned and carried out by competent staff using suitable access equipment. Never stand on chairs, wheeled furniture or improvised platforms. Staff must not undertake work at height outside their training or competence.

09 OFF SITE WORK HOME WORKING AND STAFFING

Before an off-site activity, the activity leader will assess the activity, supervision, travel, first aid, individual needs and emergency communication arrangements. Staff must follow SKAPE's relevant visit arrangements and cooperate with the host's safety rules, signing in and receiving local emergency information. Problems must be reported promptly to the Centre Manager.

SKAPE's duty of care extends to authorised home working. Managers and staff will consider workstation setup, display screen work, supplied equipment, communication, workload and wellbeing. Staff must report unsafe working conditions and equipment faults. Responsibility for domestic premises does not remove SKAPE's duty to assess and manage risks arising from the work it requires.

Full-time, part-time, temporary and agency staff, volunteers and consultants will receive the information, induction, instruction and supervision needed for their work. The Centre Manager will ensure emergency arrangements and relevant assessments are explained before duties begin. Training needs will be identified through risk assessment, role changes, incidents and staff consultation; attendance and refresher needs will be recorded.

10 HEALTH WELLBEING AND CONSULTATION

SKAPE will take work-related stress seriously and consider workload, demands, support, relationships and the effects of incidents. Staff should raise concerns with the Centre Manager or the Health and Safety Lead so that practical changes and support can be considered. Where a concern involves their manager, staff may raise it with another director or use the relevant grievance or Whistleblowing Policy.

Support may include changes to working arrangements, supervision, relevant training and signposting to appropriate assistance. The Centre Manager will explain the support options available to staff. Staff will be consulted about safety issues and encouraged to suggest improvements without fear of disadvantage for raising a genuine concern.

11 MONITORING REVIEW AND RELATED DOCUMENTS

The Centre Manager and the Health and Safety Lead will monitor significant risks, incidents, training, inspections and outstanding actions. Actions will have an identified responsible person and proportionate timescale. Directors will review progress and resource needs at least annually, with urgent matters escalated immediately. This policy will be reviewed by 09 November 2027, or sooner following changes in premises, activities, legislation or significant incidents.

Read alongside SKAPE's Accident Reporting Procedure, First Aid Policy, Medication Policy, Fire Safety Risk Assessment, Emergency Evacuation Plan, Lockdown Procedure, Visitor Procedure, Safeguarding Policy, Positive Handling Policy, Behaviour Policy, Equality and Diversity Policy, Online Safety Policy, Confidentiality Policy, GDPR Policy, Whistleblowing Policy and relevant activity and premises risk assessments. The current versions of these documents provide the detailed procedures. The Accident Reporting Procedure is included at Appendix 1 and visitor information at Appendix 2.

This policy is supported by the legislation below, as amended. Detailed procedures and risk assessments explain how SKAPE meets the relevant duties in practice.

- Health and Safety at Work etc. Act 1974 and Management of Health and Safety at Work Regulations 1999 — overall responsibilities, risk assessment and competent advice.
- Workplace (Health, Safety and Welfare) Regulations 1992 and Regulatory Reform (Fire Safety) Order 2005 — safe premises, welfare facilities and fire safety.
- Health and Safety (First-Aid) Regulations 1981 and Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) — first aid arrangements and statutory incident reporting.
- Electricity at Work Regulations 1989 and Provision and Use of Work Equipment Regulations 1998 (PUWER) — safe electrical systems and work equipment.
- Control of Substances Hazardous to Health Regulations 2002 (COSHH) and Control of Asbestos Regulations 2012 — managing hazardous substances and asbestos risks.

- Manual Handling Operations Regulations 1992, Work at Height Regulations 2005 and Health and Safety (Display Screen Equipment) Regulations 1992 — safe handling, access equipment and computer work.
- Equality Act 2010 — reasonable adjustments and accessible arrangements under the duties applicable to SKAPE.

SKAPE also uses relevant DfE and HSE guidance, including health and safety responsibilities for schools, educational visits and alternative provision. School-specific premises standards will be applied where required by SKAPE's legal status or commissioning arrangements.

HSE guidance: www.hse.gov.uk/riddor/ and www.hse.gov.uk/pubns/edis1.htm (incident reporting); www.hse.gov.uk/electricity/faq-portable-appliance-testing.htm (electrical equipment); www.hse.gov.uk/work-at-height/ (work at height).

APPENDIX 1 — ACCIDENT REPORTING PROCEDURE

01 PURPOSE AND RESPONSIBILITIES

This procedure applies to accidents, injuries and near misses involving students, staff, visitors or contractors during SKAPE activities, on site and off site. SKAPE aims to prevent accidents through effective planning, risk assessment and safe working practices. Staff leading activities must understand the hazards and ensure the relevant risk assessment and controls are in place before activities begin.

- The member of staff in charge will make the situation safe, summon help, report the incident and ensure the appropriate records are completed.
- Trained first aiders will assess and treat injuries within their competence and seek further medical assistance when required.
- The Centre Manager or senior staff member present will coordinate supervision, communication with parents or carers and the commissioner, and hospital accompaniment where needed.
- The Health and Safety Lead will review incidents, assess RIDDOR reporting requirements and follow up corrective actions. The Centre Manager or Health and Safety Lead will countersign completed reports.

02 IMMEDIATE RESPONSE

- Stop the affected activity and assess the situation before it resumes. Protect the casualty and others without putting yourself at risk; keep other students safely supervised.
- Summon a trained first aider promptly. Provide assistance within your training and competence. Call 999 immediately for a life-threatening emergency or serious injury or illness and follow the operator’s instructions; do not delay the call while seeking managerial approval.
- Inform the line manager or senior staff member present as soon as possible. Serious incidents must be reported immediately to the Centre Manager and Health and Safety Lead.
- Do not move the casualty unnecessarily. Isolate unsafe equipment or areas and preserve relevant evidence where this does not interfere with rescue or making the area safe.

03 COMMUNICATION AND HOSPITAL ARRANGEMENTS

The Centre Manager or senior staff member will arrange contact with parents or carers as soon as reasonably practicable and inform the commissioning school or local authority of significant accidents, injuries or medical incidents in accordance with placement arrangements. Where contact may place a student at risk, staff must follow the Safeguarding Policy and seek advice from the DSL.

Where hospital attendance is required, the Centre Manager or senior staff member will arrange appropriate accompaniment and continuing supervision of other students. Emergency treatment must not be delayed while waiting for a parent, carer or accompanying adult. Relevant medical and emergency contact information will be provided to those supporting the casualty.

04 RECORDING AND COUNTERSIGNATURE

The member of staff in charge will ensure the relevant accident or first aid form is completed on the same day, or as soon as reasonably practicable. Relevant student incidents must also be recorded on LearnTrek as soon as possible. A LearnTrek entry does not replace a required accident form.

- Record the date, time, location, people involved, factual account, injury or illness, first aid or other assistance, witnesses, notifications and follow-up actions.
- Obtain factual witness statements promptly while events are fresh. Distinguish what was observed from information reported by others.
- Submit the completed report to the Centre Manager or Health and Safety Lead for review and countersignature.

- Store final reports centrally and securely. Share relevant information with the commissioning school or local authority where appropriate, using secure methods and following the Confidentiality and GDPR policies.

Near misses must also be reported and recorded so that hazards can be addressed. Where restrictive intervention is involved, staff must complete the additional records required by the Positive Handling Policy and follow relevant safeguarding procedures.

05 REVIEW AND STATUTORY REPORTING

The Health and Safety Lead will review the incident proportionately, identify contributing factors and agree any changes to equipment, supervision, training or risk assessments. Actions must have a responsible person and an appropriate timescale. Serious incidents require prompt review; urgent safety measures must not wait for a staff meeting. Lessons and agreed actions will be shared at the next staff meeting, or sooner where needed, while respecting confidentiality.

The Health and Safety Lead will assess whether SKAPE must report the incident under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR), consulting current HSE criteria and making any required report within the applicable deadline. The Centre Manager will ensure this is followed through. Not every accident, injury or hospital attendance is reportable. Detailed reporting guidance is set out in the First Aid and Health and Safety policies.

06 RELATED POLICIES AND REVIEW

Read alongside SKAPE's Health and Safety Policy, First Aid Policy, Medication Policy, Safeguarding Policy, Positive Handling Policy, Confidentiality Policy, GDPR Policy and relevant risk assessments. This procedure supports the Health and Safety at Work etc. Act 1974, Management of Health and Safety at Work Regulations 1999 and RIDDOR 2013, as amended.

The Centre Manager and Health and Safety Lead will review this procedure annually, or sooner following significant changes or lessons from an incident.

APPENDIX 2 — VISITOR INFORMATION

Welcome to SKAPE

Information for all visitors to our education centre



Whessoe Road, Darlington

DL3 0QT

The safety, safeguarding and wellbeing of our students, staff and visitors are a priority.

Please read these arrangements and follow staff instructions throughout your visit.

ENTERING AND LEAVING THE BUILDING

- The main entrance has two sets of double automatic doors.
- Once students are inside, automatic operation of the INTERNAL doors is switched off. The internal doors are then staff-controlled.
- For routine entry or exit after this point, please contact a member of SKAPE staff, who will open the internal doors for you.
- Do not force the doors, allow anyone to follow you in, or admit another visitor yourself.
- All visitors must use the main entrance for normal arrival and departure. Emergency evacuation arrangements are different; see page 2.

SIGNING IN AND VISITOR IDENTIFICATION

- Report to reception on arrival. Sign the visitor register with your name, organisation and who you are visiting; sign out before departure.
- Wear the visitor badge or sticker issued to you where it can be seen at all times. Return it to reception when leaving.
- Be prepared to present identification and any relevant safeguarding or DBS information requested by staff.

MOVING AROUND THE SITE

- Remain in the areas relevant to your visit and do not move around the centre unescorted unless specifically authorised.
- Ask a member of staff where to find the appropriate visitor or staff toilet.
- Smoking and vaping are not permitted on site. Respectful language and behaviour are expected at all times.

Staying safe during your visit

Please follow these requirements whenever you are on the SKAPE premises.

FIRE ALARM AND EVACUATION

- If the fire alarm sounds, stop what you are doing and leave promptly by the nearest safe designated fire exit. Follow the posted evacuation instructions and staff directions.
- The staff-controlled entrance doors are for NORMAL access only. Do not wait for a member of staff to operate those doors during an emergency: use the designated safe escape route.
- Go to the current designated fire assembly point shown on SKAPE's on-site evacuation information, and report to a member of staff so that you can be accounted for.
- If you are working with students, support them to evacuate safely and inform staff so that student registers can be checked. Do not re-enter until authorised.

SAFEGUARDING AND STUDENT CONTACT

- Do not interact with students unless it is relevant to the purpose of your visit or a staff member has authorised it.
- Do not arrange to be alone with a student unless this has been agreed in advance and the necessary checks and safeguarding arrangements are in place.
- Report any concerns, disclosures or observations relating to a student to Linda James, Centre Manager and Designated Safeguarding Lead (DSL), or immediately to another member of staff if Linda is unavailable.
- Visitors working in a professional capacity must remain within their authorised role and comply with SKAPE safeguarding procedures.

PHONES, PHOTOGRAPHY AND EQUIPMENT

- Use mobile phones or other devices only where necessary for your visit and with staff permission.
- Do not photograph, film, record or share images of students without explicit permission and all required consents. Some students must not be photographed.
- Do not leave equipment unattended. Keep Bluetooth disabled on mobile devices while on site, in line with the existing visitor rules.

Before leaving

Please sign out, return your badge, and ask a member of staff to open the internal door where required.

SKAPE may ask any visitor who does not follow these arrangements to leave the premises.

12 DOCUMENT REVISION HISTORY

DATE	CHANGE	APPROVAL	REV.
31/01/2023	Initial Policy Written	K Watson	01
20/12/2023	Policy update requested by DCC Inclusion Lead for DCC AP application	K Watson	02
12/02/2024	Policy review; visitor information sheet added	K. Watson	03
05/09/2025	Policy Review	K. Watson	04
09/11/2026	Policy review and SKAPE rebranding; roles, legislation and first aid arrangements aligned. Zone 2 lockdown and door controls updated. Accident Reporting Procedure retained; Appendix 2 replaced with the standard visitor information document.	For approval	05