

The Ace Academy Health and Safety Policy

1. Policy Statement

The Ace Academy is committed to ensuring the health, safety, and welfare of all staff, students, visitors, and partners. We recognise our duty of care and legal responsibilities under the Health and Safety at Work Act 1974 and associated regulations. This policy outlines our approach to managing health and safety across all our operational environments, including schools, community buildings, and during outreach work.

2. Scope

This policy applies to:

- All staff (permanent, temporary, and volunteers)
- Students and their families
- Contractors and visitors
- All locations where The Ace Academy operates, including:
 - Partner schools
 - Community centres
 - Youth hubs
 - Homes (where outreach is agreed)
 - Outdoor and public spaces

3. Aims

- To provide a safe and healthy environment for all individuals involved in our provision.
- To identify and manage risks associated with 1:1 mentoring, outreach, and off-site work.
- To ensure all staff are trained and competent in health and safety procedures.
- To promote a culture of safety, responsibility, and awareness.
- To comply with all relevant health and safety legislation and best practice.

4. Responsibilities

Senior Leadership Team (SLT)

- Ensure implementation and regular review of this policy.
- Allocate resources for health and safety training and equipment.
- Monitor compliance and investigate incidents.

Health and Safety Lead

- Conduct risk assessments and site inspections.
- Maintain records of incidents, training, and safety checks.
- Liaise with external agencies and partners on safety matters.

Staff and Mentors

- Follow all health and safety procedures and guidance.
- Report hazards, incidents, or near misses immediately.
- Complete required training and use PPE where necessary.
- Ensure safe conduct of students during sessions.

Students and Visitors

- Follow instructions and behave safely.
- Report any concerns to staff immediately.

5. Risk Assessment

Risk assessments are carried out for:

- Each student (including behavioural and safeguarding risks)
- Each location (school, community building, home, public space)
- Each activity (e.g., travel, mentoring, group work)

Assessments are reviewed:

- At least annually
- After any incident or near miss
- When a new student or location is added

6. Working in Schools and Community Settings

- Staff must sign in/out and follow the host site's safeguarding and emergency procedures.
- A dynamic risk assessment must be conducted upon arrival.
- Staff must ensure the space is safe, private, and appropriate for 1:1 work.
- Any concerns about the environment must be reported to the Health and Safety Lead.

7. Outreach and Lone Working

- All outreach sessions must be logged with time, location, and contact details.
- Staff must carry a charged mobile phone and emergency contact list.
- Lone working is only permitted where a risk assessment has been completed and approved.
- Staff must check in and out with a designated contact before and after each session.
- GPS tracking or check-in apps may be used to enhance safety.

8. First Aid and Medical Needs

- First aid kits are available at all fixed sites and carried by outreach staff.
- Staff are trained in basic first aid and emergency procedures.
- Medical needs of students are recorded in their Individual Support Plan.
- Emergency services will be contacted immediately in the event of a serious incident.

9. Fire Safety

- Staff must familiarise themselves with fire procedures at each site.
- Fire drills are conducted termly at fixed sites.
- Fire exits must be kept clear at all times.
- Portable fire extinguishers are maintained and checked annually.

10. Safeguarding and Child Protection

- All staff are trained in safeguarding and follow The Ace Academy's Safeguarding Policy.
- Any concerns about a student's welfare must be reported to the Designated Safeguarding Lead (DSL) immediately.
- Staff must never work in isolated or unsupervised areas without prior risk assessment and approval.
- All 1:1 sessions must be logged and monitored for safeguarding compliance.

11. Incident Reporting

- All accidents, incidents, and near misses must be reported using the Incident Report Form.
- Serious incidents must be reported to the SLT and DSL immediately.
- Reports are reviewed weekly to identify trends and improve safety measures.
- RIDDOR-reportable incidents will be reported to the HSE as required.

12. Training and Supervision

- All staff receive induction training on health and safety.
- Refresher training is provided annually or when procedures change.
- Staff working in high-risk environments receive additional training (e.g., de-escalation, lone working).
- Supervision and mentoring are provided to ensure safe practice.

13. Equipment and Resources

- All equipment used in sessions must be safe, appropriate, and regularly checked.
- Staff must not use faulty or damaged equipment.
- PPE (e.g., gloves, masks) is provided where necessary and must be used correctly.

14. COVID-19 and Infectious Diseases

- Staff must follow current public health guidance.
- Hand hygiene, cleaning protocols, and social distancing are maintained where appropriate.
- Students or staff showing symptoms must not attend sessions and follow isolation guidance.

15. Monitoring and Review

- Health and safety audits are conducted termly.
- This policy is reviewed annually or following a serious incident.
- Feedback from staff and students is used to improve safety practices.
