

Health and Safety Policy

1. Policy Statement

Wessex Academia is committed to ensuring, so far as is reasonably practicable, the health, safety, and welfare of all those affected by its activities. This includes employees, volunteers, tutors, contractors, children and young people attending our courses, and any visitors to our premises or activities.

We recognise our legal duties under UK health and safety legislation and are committed to creating and maintaining safe environments for the delivery of **in-person and online courses**.

Health and safety is a shared responsibility, and all individuals working on behalf of the organisation are expected to play their part in maintaining a safe and healthy environment.

2. Legal Framework (UK)

This policy is informed by and complies with relevant UK legislation, including but not limited to:

- Health and Safety at Work etc. Act 1974
- Management of Health and Safety at Work Regulations 1999
- Workplace (Health, Safety and Welfare) Regulations 1992
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)
- Regulatory Reform (Fire Safety) Order 2005
- First Aid at Work Regulations 1981
- Equality Act 2010 (in relation to reasonable adjustments)

3. Scope of the Policy

This policy applies to:

- All employees, volunteers, tutors, and facilitators
- Contractors and associates
- Trustees and governors
- Children and young people participating in activities
- All activities delivered by [Organisation Name], including:
 - In-person courses and events

- Online courses and remote delivery
- One-to-one and group sessions
- Use of hired or third-party venues

4. Responsibilities

4.1 Trustees / Governing Body

The Trustees or Governing Body have overall responsibility for health and safety and will:

- Ensure appropriate health and safety arrangements are in place
- Ensure sufficient resources are allocated to health and safety
- Review health and safety performance and incidents

4.2 Senior Management

Senior management are responsible for:

- Implementing this policy in practice
- Ensuring risk assessments are carried out and reviewed
- Ensuring staff receive appropriate information, instruction, and training
- Investigating accidents and incidents

4.3 Staff, Tutors, and Volunteers

All staff, tutors, and volunteers must:

- Take reasonable care of their own health and safety and that of others
- Follow organisational health and safety procedures
- Use equipment safely and as instructed
- Report hazards, accidents, or concerns promptly
- Cooperate with the organisation on health and safety matters

5. Risk Assessment

Wessex Academia will carry out suitable and sufficient risk assessments for all activities, venues, and courses.

Risk assessments will:

- Identify hazards
- Evaluate risks and who may be harmed
- Identify control measures

- Be reviewed regularly and when activities change

Special consideration will be given to risks involving children and young people.

6. Safe Premises and Venues

For in-person activities, the organisation will:

- Ensure venues are safe, clean, and suitable for children
- Carry out venue checks prior to use
- Ensure adequate lighting, ventilation, heating, and sanitation
- Manage access and egress safely
- Ensure compliance with fire safety requirements

When using third-party or hired venues, responsibility for health and safety will be clarified in advance.

7. Fire Safety

The organisation will:

- Carry out fire risk assessments where required
- Ensure fire exits are clearly marked and unobstructed
- Ensure staff are aware of evacuation procedures
- Provide fire safety information to participants as appropriate

8. Accidents, Incidents, and First Aid

All accidents and incidents must be reported and recorded.

The organisation will:

- Maintain appropriate first aid provision
- Ensure staff know how to respond to emergencies
- Report notifiable incidents under RIDDOR where required

Parents or carers will be informed of any accidents involving children as soon as practicable.

9. Equipment and Resources

All equipment used in activities will be:

- Suitable for its purpose
- Maintained in a safe condition
- Used only by trained or instructed individuals

Any faulty or unsafe equipment must be removed from use immediately.

10. Health and Safety in Online Courses

The organisation recognises that online delivery presents different health and safety considerations. We will:

- Use appropriate and secure online platforms
- Promote safe and respectful online behaviour
- Encourage regular breaks to reduce screen fatigue
- Provide guidance on ergonomics where appropriate

Staff delivering online sessions should ensure their working environment is safe and suitable.

11. Young People and Health and Safety

The organisation recognises that children may be at greater risk due to lack of experience or awareness.

We will:

- Ensure appropriate supervision at all times
- Provide clear safety instructions appropriate to age and ability
- Avoid exposing children to unnecessary risk

12. Stress and Wellbeing

Wessex Academia recognises that work-related stress can impact health and safety. We will take reasonable steps to:

- Promote a supportive working environment
- Manage workloads appropriately

- Encourage staff to raise concerns about wellbeing

13. Monitoring and Review

Health and safety arrangements will be monitored through:

- Incident and accident reporting
- Regular reviews of risk assessments
- Feedback from staff and participants

14. Policy Review

This policy will be reviewed at least annually, or sooner if there are changes in legislation, guidance, or organisational activities.

15. Approval

Approved by: Gavin Fraser-Gosling

Role: Chief Executive Officer

Date: 1st January 2026

Appendix A: Health and Safety Risk Assessment Template

Activity / Course:

Location (Physical or Online):

Date of Assessment:

Assessed by:

Ha zar d	Who May Be Harmed	Existing Controls	Further Action Required	Responsible Person	Review Date
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Risk assessments must be reviewed regularly and whenever activities change.

Appendix B: Accident and Incident Reporting Form

Name of injured person (child or adult):

Age (if child):

Date and time of incident:

Location:

Description of accident or incident:

Injury sustained (if any):

Immediate action taken / first aid provided:

Witnesses:

Reported by:

Date reported:

Further action required / referral made:

All completed forms must be submitted to the appropriate manager and retained securely.

Appendix C: Fire Safety and Emergency Procedures

For all in-person venues, the following must be in place:

- Clear fire evacuation procedures
- Clearly marked and unobstructed fire exits
- Identified assembly point
- Staff awareness of emergency procedures

At the start of in-person courses, staff should ensure that children are informed of evacuation procedures in an age-appropriate way.

Emergency services must be contacted immediately where there is a serious risk to life.

Appendix D: Staff and Volunteer Health and Safety Induction Checklist

This checklist should be completed for all new staff, tutors, and volunteers.

Name:

Role:

Start date:

Induction completed by:

- Health and Safety Policy explained and provided
- Safeguarding Policy (Children) explained
- Whistleblowing Policy explained
- Roles and responsibilities for health and safety clarified

- Accident and incident reporting procedures explained
- First aid arrangements explained
- Fire safety and evacuation procedures explained
- Risk assessment process explained
- Online health and safety expectations explained (if applicable)
- Opportunity given to ask questions

Signed (staff/volunteer): _____

Date: _____

Signed (organisation representative): _____

Date: _____