



Health and Safety Policy

Date: 01/09/2025

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1. Policy Statement

At Swift Learning, we are fully committed to promoting the health, safety, and well-being of all pupils, staff, visitors, and external partners. We recognise that many of our young people are vulnerable and may present complex behavioural and emotional needs. Therefore, creating a physically and emotionally safe environment is not only a legal responsibility but a moral imperative central to our ethos and values.

To reduce the risk of prohibited or dangerous items entering the provision, Swift Learning operates a routine entry screening process in accordance with its Search and Screening (Metal Detector) Policy.

We work collaboratively with Warwickshire County Council, and all referring schools to maintain rigorous health and safety standards, ensure transparency, and meet the diverse needs of our pupils through a proactive, person-centred approach.

2. Legal Framework

This policy complies with the following legislation and statutory guidance:

- Health and Safety at Work Act 1974
- Management of Health and Safety at Work Regulations 1999
- Children Act 1989 / 2004
- Education Act 1996 & 2002
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013
- Control of Substances Hazardous to Health (COSHH) 2002
- The Regulatory Reform (Fire Safety) Order 2005
- DfE Guidance: Health and Safety for Schools (2021)
- Coventry and Warwickshire Safeguarding Children Partnership guidance

3. Responsibilities

a. Proprietor / Leadership of Swift Learning

The Proprietor of Swift Learning holds ultimate accountability for the implementation and effectiveness of this Health and Safety Policy.

The Proprietor ensures that:

- Policies are reviewed annually and published to relevant stakeholders.
- Adequate financial and staffing resources are allocated to health and safety.

- External contracts for services such as fire inspections and first aid training are properly maintained.
- The provision meets its legal responsibilities to Warwickshire County Council, and all referring schools.

b. Head of Alternative Provision

The Head of AP is responsible for the day-to-day management of health and safety practices on site.

Head of AP ensures that:

- Daily site checks are conducted and recorded.
- Risk assessments are completed for activities, staff, and pupils.
- Staff receive appropriate health and safety training.
- Incidents are logged, reviewed, and escalated where appropriate.

Delegated health and safety responsibilities are reviewed regularly and updated whenever there are changes to staffing, roles, or organisational structure. All staff are informed promptly of any changes to responsibilities to ensure clarity and accountability.

4. Risk Assessments

At Swift Learning risk assessments are central to maintaining a safe, calm, and supportive environment tailored to the needs of our pupils, many of whom have complex behavioural, emotional, or social needs.

Key Features:

- **Daily Environment Checks:** Conducted by staff each morning to identify and address potential hazards (e.g., furniture damage, trip hazards, broken equipment).
- **Lone Working Risk Assessments:** Completed where staff may be required to work alone with pupils or on site, including clear control measures and communication procedures to ensure safety.
- **Activity-Specific Risk Assessments:** Produced for practical activities such as, physical education, art, off-site trips and the use of any specialist equipment.
- **Transport Risk Assessments:** Required for all transport arrangements involving pupils, whether using Swift Learning vehicles or third-party providers.
- **Individual Risk Profiles:** Pupils are assessed based on behaviour, emotional regulation, and safety concerns. These are updated regularly in collaboration with the pastoral team and teaching staff.

- Behaviour-Linked Risk Assessments: Developed for pupils with known behavioural triggers to ensure staff are proactive and consistent in their approach to de-escalation and supervision.
- Staff-Led Dynamic Risk Assessments: Staff are trained to assess and adapt to risks in real time, especially during transitions, unstructured time, or behavioural escalation.

All risk assessments are recorded, stored securely, and regularly reviewed by leadership. Key actions from assessments are fed into pupil support plans and staff briefings.

5. Fire Safety

Swift Learning takes a structured and inclusive approach to fire safety, ensuring that all individuals can evacuate calmly and safely, regardless of any SEND or emotional needs.

- Fire Marshal: All staff are fire warden trained; however, Paige is responsible for leading fire drills, maintaining compliance records, and overseeing equipment checks.
- Termly Fire Drills: Fire drills are held at least once per term and include support for pupils who may require additional reassurance or instruction.
- PEEPs (Personal Emergency Evacuation Plans): Developed for pupils or staff needing assistance during evacuations.
- Fire Equipment Maintenance: Weekly alarm testing, annual extinguisher servicing, and monthly emergency lighting checks are carried out to ensure readiness.
- Staff Training:
All staff are trained annually in fire safety procedures and evacuation protocol during INSET in August, prior to the start of the new academic year in September. This ensures that the entire team is fully prepared at the beginning of each year. Additional refresher training is provided if there are changes to the site or procedures mid-year.
- Assembly Points: Clearly designated, with staff responsible for roll calls and pupil supervision.

6. First Aid and Medical Needs

Swift Learning prioritises prompt and effective first aid response to safeguard the physical wellbeing of pupils and staff.

- All Staff First Aid Trained: All members of staff receive accredited first aid training and refreshers to ensure appropriate responses to medical needs or emergencies.
- First Aid Kits: Available in key areas including classrooms, the kitchen, and the staff room. They are checked weekly and restocked as required.
- Recording and Reporting: Every incident involving first aid is recorded in the central log and communicated to parents/carers the same day.
- Response Protocol: Staff are trained to manage injuries, allergic reactions, asthma attacks, and other minor or moderate medical concerns until further help arrives if needed.

- **On-Site Medication Storage:** Medication is stored securely and administered under clear written instructions from parents/carers.

Where pupils have ongoing or complex medical needs, individual healthcare plans are developed in partnership with parents/carers, commissioning bodies, and relevant professionals. Written consent is obtained for the administration of medication, including where supervision or support is required during the school day.

7. Reporting and Monitoring of Incidents

Incident reporting at Swift Learning is a vital process for maintaining safety, identifying trends, and supporting continuous improvement.

Incident Types Include:

- **Accidents:** Physical injuries or near misses involving equipment, environment, or other individuals.
- **Behavioural Incidents:** Situations requiring intervention such as physical aggression, property damage, or absconding. **Medical Incidents:** Illnesses or injuries requiring first aid or emergency intervention.

Procedures:

- **All Incidents Logged Promptly:** Within 24 hours using our internal reporting systems.
- **Immediate Escalation:** Any high-risk incidents (e.g., injuries requiring medical attention, safeguarding concerns, or physical interventions) are reported immediately to the Head of Provision.
- **SLT Review:** Incidents are reviewed weekly by the Senior Leadership Team to identify patterns, adjust risk assessments, and implement preventative strategies.
- **Parental Communication:** Parents/carers are informed on the same day of any incidents involving their child.
- **External Reporting:** Serious incidents are reported to Coventry City Council or Warwickshire County Council when required, and RIDDOR reporting is completed for notifiable events.

Staff are supported with post-incident debriefs where needed to reflect on practice and maintain wellbeing.

8. Staff Training and Competency

Swift Learning ensures that all staff are competent, confident, and well-equipped to manage risks safely and support pupils effectively.

- **CPD Programme:** All staff follow a structured Continuing Professional Development (CPD) programme which highlights areas for ongoing training based on role, responsibilities, and performance review.

- Induction Training: All staff are inducted in how to respond to incidents, carry out dynamic risk assessments, and report concerns promptly.
- Team Teach Training: Every staff member has completed Team Teach training to ensure safe, de-escalation approaches to behaviour management and physical intervention (when absolutely necessary).
- Annual Refresher Sessions: Held during August INSET and updated throughout the year based on emerging risks or incidents. Training records are monitored by the SLT and updated regularly.

9. Safeguarding and Wellbeing

The health and safety of pupils is underpinned by strong safeguarding practices embedded throughout Swift Learning.

- Safeguarding Training: All staff are trained in safeguarding, including identifying signs of abuse, exploitation, neglect, or radicalisation.
- Designated Safeguarding Lead (DSL): Paige Dutton, serves as the DSL. She leads casework, liaises with external agencies, and oversees staff training and escalation procedures.
- Wellbeing Monitoring: Staff closely monitor pupils' mental health and emotional wellbeing, using daily check-ins and behaviour tracking.
- Multi-Agency Support: Staff work in partnership with external professionals such as CAMHS, social care, and educational psychologists to ensure comprehensive support for vulnerable pupils.

Safeguarding and safety are discussed regularly in staff briefings and supervision sessions.

10. Emergency Procedures

Swift Learning has well-established emergency procedures in place to deal with a range of possible incidents.

Key Scenarios:

- Fire Evacuation: Termly drills, clearly marked routes, and designated roles ensure swift, calm responses. (See Section 5)
- Lockdown Procedure: Activated in response to intruders, external threats, or community safety issues. Staff receive lockdown training and practice annually.
- Medical Emergency: First aiders respond immediately. Emergency services are contacted where appropriate. Parents/carers are informed without delay.
- Transport or Off-Site Incidents: Staff carry emergency contact numbers, risk assessments, and first aid kits. Procedures are in place for medical incidents, accidents, or delays during trips.

11. Specific Health and Safety Arrangements

Health and Safety Lead- The appointed Health and Safety Lead for Swift Learning is responsible for ensuring that all health and safety procedures are implemented, monitored, and reviewed on a daily basis. The Health and Safety Lead oversee staff training, conducts site safety checks, and ensures compliance with all relevant health and safety legislation.

Fire Procedures and Equipment- Fire safety is managed by the Health and Safety Lead. Evacuation routes and assembly points are clearly displayed, and termly fire drills are conducted and recorded.

Fire alarms are tested weekly, extinguishers are serviced annually, and emergency lighting is checked monthly.

PEEPs (Personal Emergency Evacuation Plans) are created for individuals who require additional support during an evacuation. Any faults or concerns are reported immediately and rectified without delay.

First Aid- All staff are trained in first aid, and first aid kits are in key areas including classrooms and leisure areas. Kits are checked weekly and restocked as required.

All incidents requiring first aid are recorded using the standard form, and parents/carers are notified on the same day.

The Health and Safety Lead ensures that staff training is current, records are maintained, and all first aid equipment remains fully stocked and compliant.

Accident Reporting and Investigation- All accidents, incidents, and near misses are reported promptly and recorded within 24 hours. The Health and Safety Lead investigate all incidents to identify causes and implement corrective actions. Serious incidents are reported in accordance with RIDDOR (2013), and findings are reviewed to improve safety practices and reduce future risk.

Statutory Testing- The Health and Safety Lead ensures that all statutory inspections and maintenance checks are completed and recorded in line with legal requirements.

This includes:

- **Fire safety systems**
- **Gas safety inspections**
- **Portable Appliance Testing (PAT)**
- **Emergency lighting checks**
- **Water hygiene monitoring (if applicable)**

Records of all statutory testing are securely stored and reviewed annually to ensure ongoing compliance.

Electrical Equipment- All electrical equipment is subject to regular visual inspections and formal Portable Appliance Testing (PAT). Any damaged or faulty items must be removed from

use immediately and reported to the Health and Safety Lead. Repairs or maintenance are only carried out by qualified and authorised contractors.

Ingress, Egress, and Traffic Management- Safe access and exit routes are always maintained and kept clear.

Entrances, exits, and parking areas are clearly marked to support the safe movement of vehicles, pupils, and staff.

Procedures are in place to ensure the safe drop-off and collection of pupils, and regular site checks are undertaken to maintain clear, accessible routes.

Risk Assessments- Risk assessments are completed for all activities, environments, and individuals where necessary.

Staff are trained to identify and manage risks dynamically throughout the day.

All formal risk assessments are reviewed regularly and following any significant changes or incidents. Findings and actions are shared with staff and integrated into daily operational practice.

12. Policy Review and Continuous Improvement

This Health and Safety Policy will be reviewed at least annually or sooner if significant changes occur to legislation, organisational structure, premises, or operational procedures.

Feedback from staff, pupils, parents, and external partners will be actively sought and used to enhance safety standards. Any lessons learned from incidents or audits will be incorporated promptly to ensure continuous improvement.

The policy and all associated procedures will be communicated clearly to all staff and made available to parents, carers, and relevant stakeholders.

Policy Review Date: 01.09.25

Next Review Due: 01.09.26

Approved by: Health & Safety Officer

APPENDIX A: RISK ASSESSMENT TEMPLATE

Activity or Area: _____

Date of Assessment: _____

Assessor's Name: _____

Review Date: _____

1. What could cause harm? (Hazards)

2. Who might be harmed?

(Examples: Pupils, staff, visitors)

3. How serious could it be?

- Likelihood (chance of happening): ____ (1 = low, 5 = high)
- Severity (how bad it could be): ____ (1 = minor, 5 = severe)

Risk Score: Likelihood × Severity = _____

4. What are we already doing to reduce the risk?

5. What more can we do? (Actions needed):

Who will do this: _____

By when: _____

6. Review

Date reviewed: _____

Reviewer: _____

Notes: _____

Assessor's Signature: _____

Date: _____

APPENDIX B: INCIDENT REPORT FORM

Date of Incident: _____

Time of Incident: _____

Location of Incident: _____

Person Reporting:

Name: _____

Role: _____

Details of Those Involved:

Name(s): _____

Role(s) (e.g., pupil, staff, visitor): _____

Description of Incident:

(Please provide a clear, factual account of what happened)

Type of Incident:

- ☐ Accident/Injury
☐ Behavioural Incident
☐ Medical Emergency
☐ Near Miss
☐ Other (please specify): _____

Immediate Actions Taken:

Was First Aid Given?

☐ Yes ☐ No

If yes, by whom? _____

Was anyone referred to medical professionals?

☐ Yes ☐ No

If yes, please specify: _____

Witnesses (if any):

Name(s) and contact info:

Follow-up Actions Required: Inform parents/carers, Schools and Local Authority about the incident and outcome, support plans, update risk assessments and incident logs and documentation

Person Responsible for Follow-up: _____

Deadline: _____

Report Completed By: _____

Signature: _____

Date: _____

Reviewed By (Line Manager/Head of Provision):

Name: _____

Signature: _____

Date: _____

[illegible]

Notes:

- Drills must be conducted at least once per term.
- Record if support was provided for pupils with additional needs.

Follow-up actions should be documented and implemented promptly.

APPENDIX D – FIRST AID FORM

FIRST AID TREATMENT RECORD

Treating Person Details

- **Name of Treating Person:** _____
- **Location:** _____
- **Date:** _____ **Time:** _____

Consent

Please tick one:

- ☐ **Consent to Treatment**
- ☐ **Refusal of Treatment**

Casualty Signature: _____

Incident Details

History of Accident or Illness
(Describe what happened)

Time Incident Occurred: _____

First Aid Assessment

Injury / Illness Description

Injuries / Symptoms (Tick all that apply)

- ☐ Abrasion ☐ Bleeding ☐ Burn ☐ Contusion
- ☐ Discolouration ☐ Fracture (?) ☐ Laceration ☐ Tenderness
- ☐ Pain ☐ Sprain ☐ Swelling

Medical Information

Allergies / Medications / Past Medical History

Treatment Provided

First Aider Declaration

- **First Aider Name (Print):** _____
- **Signature:** _____
- **Date:** _____ **Time:** _____

APPENDIX E: PERSONAL EMERGENCY EVACUATION PLAN (PEEP) TEMPLATE

Name of Individual: _____

Date of Birth: _____

Role/Relationship: (Pupil/Staff/Visitor) _____

Assessment Date: _____

Review Date: _____

1. Mobility and Assistance Needs:

Describe any mobility challenges or physical support required:

2. Communication Needs:

Does the individual have any communication difficulties?

3. Specific Risks Identified:

List any specific risks during evacuation (e.g., anxiety, behavioural needs, sensory sensitivities):

4. Evacuation Procedure:

Outline the step-by-step procedure to assist the individual during an emergency evacuation:

5. Equipment or Aids Required:

List any equipment needed (e.g., wheelchair, evacuation chair, communication aid):

6. Responsible Staff:

Name(s) of staff responsible for assisting during evacuation:

7. Assembly Point:

Specify the designated safe assembly point for the individual:

8. Additional Notes/Comments:

Plan Agreed By:

Name: _____

Signature: _____

Date: _____