

EMPOWERING FUTURES ALTERNATIVE PROVISION

HEALTH & SAFETY POLICY

Policy Name	Health & Safety
Site	Birmingham
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1. POLICY STATEMENT

Empowering Futures Alternative Provision (EFAP) is committed to ensuring the health, safety, and welfare of all people who engage with our organisation, including:

- Children and young people in Alternative Provision
- Adult learners in evening, weekend and online programmes
- Staff, tutors, assessors and volunteers
- Visitors, contractors, awarding body representatives
- Partner agencies and community stakeholders

EFAP acknowledges that maintaining safety is fundamental to safeguarding, high-quality education, vocational training, personal development and learner wellbeing.

We will:

- Prevent accidents, incidents and unsafe practices
- Promote a positive, proactive safety culture
- Ensure work environments are safe, risk assessed and well managed
- Provide clear procedures for emergencies
- Train staff effectively
- Comply with all legal obligations
- Regularly review and improve our systems

Health & Safety is a **core strategic priority** and integrated into all aspects of organisational operation.

2. LEGAL FRAMEWORK

This policy operates under:

Primary Legislation

- Health and Safety at Work Act 1974
- Management of Health and Safety at Work Regulations 1999
- Workplace (Health, Safety and Welfare) Regulations 1992
- Provision and Use of Work Equipment Regulations 1998
- RIDDOR 2013
- COSHH Regulations 2002

- Electricity at Work Regulations 1989
- Manual Handling Operations Regulations 1992
- First Aid Regulations 1981
- Children Act 1989 & 2004
- Equality Act 2010

Educational & AP Guidance

- KCSIE 2025
- Working Together 2023
- HSE Education Guidance
- LA commissioning standards
- Ofsted EIF

Awarding Body Requirements

- NCFE Centre Review Standards
- Focus Awards Centre Policies
- ASDAN Quality Assurance Guidance

3. SCOPE

This policy applies to:

- All EFAP sites and satellite locations
- Vocational delivery environments
- Community delivery spaces
- Online learning platforms
- External venues used for practical sessions
- Staff, learners, contractors and visitors
- All times during AP hours, adult classes, training, evenings and weekends

It covers both **educational** and **vocational** risk areas.

4. HEALTH & SAFETY PRINCIPLES

EFAP is committed to:

1. **Preventing harm** rather than reacting to it

2. Maintaining a **risk-aware** but not risk-averse culture
3. Ensuring **safe teaching practices** across academic and vocational areas
4. Recognising the link between **H&S and safeguarding**
5. Providing **trauma-informed, supportive environments**
6. Ensuring staff competency
7. Maintaining transparent communication with stakeholders
8. Continuous improvement through feedback and auditing

5. ROLES & RESPONSIBILITIES

Director (Lead DSL)

- Strategic responsibility for all Health & Safety
- Ensures compliance with law and regulation
- Approves risk assessments and emergency plans
- Oversees incident investigations

Health & Safety Lead / Centre Manager

- Manages operational safety arrangements
- Conducts audits and inspections
- Maintains accident logs and compliance reports
- Oversees COSHH, PPE and equipment checks

DSL Team

- Ensures safety measures address safeguarding needs
- Leads on incidents involving behaviour, injury, distress or emotional risk
- Creates individual risk plans

Vocational Tutors & Assessors

- Maintain safe salons, sports areas and workshop spaces
- Enforce PPE
- Perform dynamic risk assessments
- Ensure tools are used safely

- Follow awarding body safety standards

General Staff

- Follow all procedures
- Report hazards immediately
- Support safe behaviour

Learners

- Follow instructions
- Use equipment safely
- Report concerns

6. HEALTH & SAFETY GOVERNANCE STRUCTURE

EFAP maintains a layered governance model:

Level 1 – Strategic

Led by the Director.

Level 2 – Operational

Centre Manager / H&S Lead.

Level 3 – Delivery Safety

Tutors, Assessors, Vocational Leads.

Level 4 – Learner Responsibility

Clear rules and expectations.

7. RISK ASSESSMENT FRAMEWORK

Risk assessments exist for:

- Premises & environment
- Fire safety
- Vocational training (beauty, nails, hair, sports, fitness)
- Online delivery

- SEND and SEMH needs
- One-to-one and small group work
- Lone working
- Evening and weekend provision
- Trips and off-site delivery
- Behaviour-linked risk
- First aid access

All staff complete **dynamic risk assessments** during sessions.

8. PREMISES SAFETY

We ensure:

- Safe entry/exit routes
- Accessible facilities
- Secure building access
- Adequate lighting and ventilation
- Cleanliness and hygiene standards
- Regular building inspections
- Daily walk-through safety checks
- PAT testing of electrical equipment
- Furniture is stable and safe
- Safe storage of equipment and chemicals

9. FIRE SAFETY & EMERGENCY EVACUATION

EFAP maintains:

- Fire risk assessments
- Marked escape routes
- Assembly points
- Fire alarms tested weekly
- Extinguishers serviced annually
- Fire marshals trained
- One fire drill per term or after site changes

Emergency Protocol:

1. Sound alarm

2. Evacuate immediately
3. Support learners with SEND/PEEPs
4. Assemble in designated area
5. Register staff and learners
6. Do not re-enter until authorised

10. FIRST AID PROVISION

EFAP provides:

- First aiders on-site at all times
- Paediatric first aid for AP
- Specialist kits for salons and sports
- Incident forms for all injuries
- Body maps for unexplained injuries
- Emergency procedures for online learning emergencies

Serious incidents follow RIDDOR.

11. ACCIDENT, INCIDENT & NEAR-MISS REPORTING

All incidents MUST be recorded, including:

- Injuries
- Emotional or behavioural safety incidents
- Chemical spills
- Online distress incidents
- Equipment malfunctions
- Aggression or unsafe conduct

Parents/carers/LAs are informed where appropriate.

12. RIDDOR REPORTING PROCEDURES

EFAP reports under RIDDOR:

- Death or serious injury
- Hospitalisation
- Dangerous occurrences
- Certain work-related illnesses

Reports must be made:

- Within 10 days for most incidents
- Immediately for fatal/major injuries

13. COSHH MANAGEMENT

EFAP maintains a COSHH register for all hazardous products used in:

- Beauty
- Nails
- Creative Media Equipment
- Cleaning

Each product has:

- Datasheets
- Storage rules
- Use instructions
- PPE requirements

14. VOCATIONAL HEALTH & SAFETY

14.1 BEAUTY & NAILS SAFETY

EFAP ensures:

- Patch testing
- Infection control & sanitisation
- Heat/tool safety
- UV/LED lamp guidelines
- Chemical safety (acetone, monomers, glues)

- Skin and eye protection
- Safe workspace layout
- Sharps & waste disposal

14.2 CREATIVE MEDIA

Tutors ensure:

- Safe use of digital equipment and devices
- Electrical equipment is checked and used correctly
- Workstations are set up to reduce strain and fatigue
- Online platforms and software are age-appropriate and approved
- Clear guidance on appropriate content and online conduct
- Appropriate supervision ratios are maintained
- Breaks are built in to manage screen time
- Any risks are identified and managed in line with Health & Safety and Online Safety policies

14.3 CLASSROOM

- Display screen equipment guidelines
- Safe seating arrangements
- Low-level risks monitored

15. PERSONAL PROTECTIVE EQUIPMENT (PPE)

EFAP provides PPE appropriate to each discipline:

- Gloves
- Aprons
- Safety masks (for fumes/dust)
- Eye protection
- Appropriate sports footwear
- Sanitisation products

16. OFF-SITE PROVISION & EXTERNAL

VENUES

Before off-site delivery:

- Venue risk assessment
- First aider identified
- Emergency contact system checked
- Equipment safety reviewed

17. LONE WORKING & OUT-OF-HOURS SAFETY

Rules include:

- Staff must notify management
- Building locked to public
- No practical vocational work alone
- Emergency phone access
- Additional checks for adult evening classes

18. ONLINE & REMOTE LEARNING SAFETY

Online safety includes:

- Approved secure platforms
- Tutor visibility and supervision
- Incident reporting
- Emergency intervention protocol
- Monitoring engagement for distress
- Clear behaviour rules

19. BEHAVIOUR, SEMH & SAFEGUARDING SAFETY

EFAP ensures:

- Trauma-informed practice
- Control of personal items if unsafe
- De-escalation strategies
- Risk management for SEMH
- Staff trained in emotional regulation support

20. SEND & VULNERABLE LEARNER SAFETY

Adjustments include:

- Sensory considerations
- PEEP plans
- Differentiated safety communication
- Additional supervision
- Safe space access

21. MULTI-AGENCY COLLABORATION

EFAP works with:

- LAs
- Virtual Schools
- Social Care
- NHS / CAMHS
- Awarding bodies
- External tutors

to ensure holistic safety planning.

22. CONTRACTOR & VISITOR SAFETY

All contractors must:

- Sign in
- Review H&S induction
- Work safely
- Report hazards

EQAs and awarding body visitors receive sector-specific safety briefings.

23. EQUIPMENT, ELECTRICAL & MAINTENANCE SAFETY

EFAP ensures:

- PAT testing
- Equipment inspections
- Fault reporting
- Removal of unsafe items
- Logbooks for salon & sports equipment

24. INFECTION CONTROL & PUBLIC HEALTH

EFAP implements:

- Hygiene schedules
- Handwashing protocols
- Ventilation monitoring
- First aid PPE
- Public Health England guidance during outbreaks

25. INDUCTION, TRAINING & COMPETENCY

Training includes:

- H&S induction
- First aid
- Fire safety
- COSHH
- Manual handling
- Behaviour management
- Online safety
- Vocational safety

Records are kept for audit.

26. MONITORING, AUDIT & QUALITY ASSURANCE

EFAP conducts:

- Weekly premises checks
- Monthly risk assessment reviews
- Termly H&S audits
- Annual policy review
- Incident data analysis
- Awarding body internal audits

Findings inform staff CPD.

27. POLICY REVIEW

This policy will be reviewed annually or after:

- Legislative change
- Major incident
- Site relocation
- LA/Awarding body feedback

Approved by:

Rhean White – Director & Lead DSL

ANNEXES

ANNEX A – RISK ASSESSMENT CATEGORIES

EFAP maintains a comprehensive portfolio of risk assessments

covering: **A. Core Organisational Risk Assessments**

1. Premises & building safety
2. Fire risk assessment
3. First aid provision and emergency response
4. Cleaning and hygiene
5. Lone working
6. Manual handling
7. Display Screen Equipment (DSE)
8. Security and access control

B. Learner-Focused Risk Assessments

9. Individual learner risk assessment (behaviour, SEND, SEMH)
10. Medical needs & emergency plan assessment
11. Pregnancy risk assessment (for staff or adult learners)
12. One-to-one work risk assessment

C. Vocational Risk Assessments

Beauty & Nails:

13. Chemical handling (acetone, monomers, gels)

14. Infection control & sanitisation
15. UV/LED lamp exposure
16. Use of nail drills & tools
17. Sharps disposal

Creative Media:

Safe use of computers, tablets and digital devices

Electrical safety and equipment checks

Screen time management and eye strain

Safe use of software, cameras and media equipment

Online safety, data protection and appropriate content use

D. Online & Remote Learning

27. Online behavioural risk
28. Camera/mic safety
29. Emergency response for remote learning
30. Lone participation risks (adults completing activities at home)

E. Off-Site Delivery

31. Travel and transport
32. External venue assessment
33. Environmental risks

All risk assessments are:

- Reviewed annually and after significant incidents
- Approved by the Director
- Shared with relevant staff and updated when activities change

ANNEX B – FIRE EVACUATION PROCEDURE

1. PURPOSE

This procedure ensures safe evacuation from EFAP premises in the event of fire, smoke, explosion, or other emergencies requiring evacuation.

2. ALARM ACTIVATION

- Any person discovering a fire must sound the alarm immediately.
- Raise the alert verbally if the alarm fails.

3. EVACUATION INSTRUCTIONS

Upon alarm:

1. Stop all activity immediately
2. Instruct learners to leave belongings (except mobility aids)
3. Lead learners calmly to the nearest safe exit
4. Close doors behind you
5. Do NOT use lifts
6. Proceed to the assembly point

4. ASSEMBLY POINT

- The designated assembly point is clearly signposted outside the building.
- Staff must complete roll call.
- Notify the fire marshal of any missing persons.

5. PERSONAL EMERGENCY EVACUATION PLANS (PEEPs)

For learners or staff with mobility, sensory, medical or anxiety needs:

- A PEEP must be created
- Assigned staff must support during evacuation
- Fire marshals must be aware of PEEP roles

6. STAFF ROLES

Fire Marshal:

- Ensure evacuation routes are clear
- Sweep designated zones
- Report building status to the Director

Director / H&S Lead:

- Take oversight of the evacuation
- Contact emergency services if not already done
- Authorise re-entry only when safe

7. FREQUENCY OF DRILLS

- Once per term
- Additional drill required when:
 - New premises are acquired
 - Building layout changes
 - New high-risk learners join

8. POST-DRILL REVIEW

Fire marshal and Director evaluate:

- Evacuation time
- Staff response
- Learner behaviour
- Barriers encountered

Adjustments made as needed.

ANNEX C – SALON SAFETY PROTOCOLS (Beauty, Nails & Hair)

These protocols apply to all practical beauty, nails and hair sessions.

1. GENERAL SALON SAFETY

- All equipment must be sanitised before and after use
- Floors must remain dry and free of hazards

- Electrical tools must undergo PAT testing
- Learners must follow instructions and maintain professional conduct
- Food and drink not permitted in salon areas
- First aid kit and eye-wash station must be accessible
- Tutors must supervise practical activity at all times

2. CHEMICAL SAFETY (COSHH)

Products include:

- Acetone
- Acrylic monomers
- Hydrogen peroxide
- Hair dye
- Nail glues and removers
- Gel polish products
- Disinfectant solutions

Safety rules:

- Use in ventilated areas
- Wear appropriate PPE (gloves, goggles if splash risk)
- Store chemicals in labelled containers
- No decanting unless authorised
- Perform a patch test where required

3. INFECTION PREVENTION & HYGIENE

Tutors must ensure:

- Tools sanitised using approved disinfectant
- Single-use items disposed of correctly
- Towels and linens replaced after each client
- Handwash protocols followed
- No treatment performed on broken or infected skin
- All sharps disposed of in approved containers

4. ELECTRICAL & HEAT TOOL SAFETY

Includes:

- Hairdryers
- Straighteners
- Curling tongs
- LED/UV lamps

Rules:

- Inspect tools before use
- Do not use damaged leads
- Keep tools away from water
- Allow tools to cool before storage
- Learners must be trained before use

5. UV/LED LAMP SAFETY

- Exposure must follow manufacturer times
- Lamps checked for damage weekly
- Hands positioned properly to avoid burns
- No direct eye exposure

6. NAIL DRILL PROTOCOLS

- Only trained learners may use drills
- Dust extraction equipment must be used
- Safety glasses recommended
- Bits disinfected before and after use
- Speed setting must be appropriate

7. PATCH TESTING REQUIREMENTS

Required for:

- Tinting
- Hair dye
- Lash treatments
- Some skincare products

Patch tests must:

- Be completed minimum 24–48 hours in advance
- Be recorded
- Never be skipped

ANNEX D – CREATIVE MEDIA SAFETY AND INCIDENT PROTOCOLS

1. PRE-ACTIVITY SAFETY

- Ensure all digital equipment and devices are in good working order
- Check workspaces for hazards, including trailing cables and overloaded sockets
- Confirm learners understand safe use of equipment and software
- Ensure appropriate seating, lighting and screen positioning
- Confirm supervision arrangements are in place

2. DURING ACTIVITY

- Maintain appropriate supervision ratios
- Monitor screen time and learner engagement
- Ensure safe handling of cameras, devices and media equipment
- Enforce appropriate online conduct and content use
- Ensure learners remain within approved platforms and tasks

3. INCIDENT RESPONSE

STOP the activity immediately.

Tutor must assess:

1. Learner wellbeing and responsiveness
2. Any signs of distress or discomfort
3. Electrical or equipment-related hazards
4. Data protection or online safety concerns

5. Need for first aid or safeguarding escalation

4. RESPONSE ACTIONS

- Isolate or switch off any unsafe equipment if required
- Provide first aid where appropriate
- If a serious incident is suspected:
 - Do not allow continued use of equipment
 - Seek medical assistance if required
 - Inform the DSL and Director immediately
 - Complete an accident, incident or safeguarding log

5. RETURN TO ACTIVITY

Learners may return to Creative Media activities when:

- The issue has been resolved or risk removed
- The learner is comfortable and well
- Equipment has been checked and deemed safe
- Staff deem it appropriate to resume activity

ANNEX E – LONE WORKING PROCEDURE

Applies to staff working:

- Evenings
- Weekends
- Off-site
- Alone in the building

Rules:

1. Notify Director when arriving & leaving
2. Keep external doors locked

3. Do not allow unannounced visitors in
4. No high-risk vocational activity when alone
5. Carry a charged phone
6. Staff must have access to emergency numbers
7. If feeling unsafe, leave immediately and inform management

ANNEX F – ACCIDENT REPORTING FLOWCHART

- 1. Accident / Incident Occurs**
↓
- 2. Ensure Safety of Learner/Staff**
↓
- 3. Administer First Aid**
↓
- 4. Inform DSL (if safeguarding-linked)**
↓
- 5. Complete Accident/Incident Form**
↓
- 6. Inform Parent/Carer and/or LA (children/YP)**
↓
- 7. Decide if RIDDOR applies**
↓
- 8. Escalate to Director if serious**
↓
- 9. Review Risk Assessment**
↓
- 10. Log incident for audit**

ANNEX G – PPE STANDARDS

Beauty, Nails & Hair

- Gloves
- Aprons
- Disposable towels
- Masks (for dust/fumes)
- Eye protection (when mixing chemicals)

Sports & Fitness

- Appropriate trainers
- Supportive clothing
- Tape/guards if required

Cleaning & COSHH

- Heavy-duty gloves
- Eye protection
- Masks where ventilation is limited

ANNEX H – CLEANING & HYGIENE STANDARDS

Daily Requirements

- Surfaces disinfected
- Floors cleaned
- Bins emptied
- Tools sanitised
- Toilets and sinks cleaned

Salon-Specific Cleaning

- Chemical-resistant disinfectants
- Barbicide for tools
- UV sanitiser units where used
- Cleaning log maintained daily

Sports Hygiene

- Mats disinfected
- Equipment wiped down
- Ventilation checked

ANNEX I – EXAMPLE RISK REGISTER

Activity: Beauty practical Hazard: Chemical exposure Risk Level: Medium Controls: COSHH training, PPE, appropriate ventilation, supervised on-site delivery only Responsible: Tutor Review Date: Termly	Review Date: Quarterly
Activity: Nail services (manual tools only) Hazard: Dust or product inhalation Risk Level: Medium Controls: Use of masks where required, extractor ventilation, supervised practice Responsible: Tutor Review Date: Monthly	Activity: Creative Media screen use Hazard: Eye strain or fatigue Risk Level: Low Controls: Regular breaks, task variation, screen-time guidance Responsible: Tutor Review Date: Monthly
Activity: Creative Media practical activities Hazard: Use of digital equipment and electrical devices Risk Level: Medium Controls: Equipment checks, safe workstation setup, staff supervision Responsible: Tutor Review Date: Monthly	Activity: Behavioural crisis Hazard: Harm to self or others Risk Level: High Controls: Individual behaviour plans, de-escalation strategies, DSL intervention Responsible: DSL Review Date: Weekly
Activity: Online learning sessions Hazard: Emotional distress or safeguarding concerns Risk Level: Medium Controls: DSL monitoring, clear reporting routes, emergency safeguarding protocols Responsible: DSL	