

Empowering Futures Academy Ltd

Solihull Site Compliance Pack (LA Submission – Full Compliance Version)

Site: Solihull Lodge Community Centre (Haven & Lodge Rooms)

Version: 1.1 (Enhanced Compliance Version)

Date: 27 April 2026

Site Lead / DSL: Rhean White (Director)

1. Health & Safety – Site Addendum

This addendum outlines site-specific health and safety arrangements for delivery within a shared community facility.

1.1 Site Use

- Haven Room: Primary teaching and vocational delivery space
- Lodge Room: Theory learning, laptop use, 1:1 support and regulation
- Delivery hours: Monday–Friday, 9:30am–2:30pm (term time only)

1.2 Supervision & Staffing

- Continuous supervision maintained at all times
- Staff ratios adapted to learner needs (SEND/SEMH)
- Rhean White (DSL) present on-site
- Staff deployed across both rooms to ensure visibility and control

1.3 Movement & Shared Space Control

- Structured transitions between Haven and Lodge
- No unsupervised movement
- Learners restricted to agreed areas only
- No interaction with other building users unless supervised

1.4 Noise & Environmental Management

- Thursday mornings (pre-11am): low-noise sessions only
- Activities include theory work, 1:1 support, and laptop-based learning

1.5 Outdoor Area Use

- Approved: front of building and side pathway to green
 - Not permitted: enclosed garden area
 - Staff supervision mandatory at all times
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2. Safeguarding – Site Addendum

2.1 DSL & Reporting

- DSL: Rhean White
- All concerns recorded via CPOMS immediately

2.2 Site Risks

- Shared public building
- External access points
- Movement between spaces

2.3 Safeguarding Controls

- Staff positioned at key transition points
- Clear routines and boundaries
- Visitors managed through reception only
- No unsupervised access to learners

2.4 Attendance & Collection

- Registers completed via CLM (AM/PM)
 - Late arrivals recorded
 - Learners released in line with agreed plans only
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3. Fire Safety & Evacuation

3.1 Procedure

- Immediate evacuation upon alarm
- Staff lead learners via nearest exit from Haven/Lodge
- No delay or retrieval of belongings

3.2 Assembly Point

- Front of building – designated clear zone

3.3 Accountability

- Registers accessed via CLM
- Headcount conducted immediately
- Any missing individuals reported

3.4 Fire Drill Process

- Termly drills conducted
- Logged and reviewed

4. Site Risk Assessment (Core Risks & Controls)

Risk	Likelihood	Impact	Control Measures
Shared building/public access	Medium	High	Supervision, restricted access
Movement between rooms	Medium	Medium	Structured transitions
Outdoor use	Medium	Medium	Defined boundaries, staff ratios
Behaviour escalation	Medium	High	De-escalation & safe spaces
Noise disruption	Low	Medium	Timetable adjustments

5. Room Risk Assessments

5.1 Haven Room

- Practical delivery supervised
- Clear working zones
- Equipment checked prior to use

5.2 Lodge Room

- Laptop use monitored
- Quiet environment maintained
- Used for regulation and focused work

6. Outdoor Activity Risk Management

Activities

- Regulation sessions
- Team-building
- Physical engagement

Controls

- Defined outdoor boundaries
 - Continuous supervision
 - Dynamic risk assessment
 - Immediate return indoors if required
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7. Behaviour Management (Site Adaptation)

- Consistent expectations across both rooms
 - Clear routines for transitions
 - Lodge used as regulation space
 - Positive reinforcement and de-escalation strategies used
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8. First Aid Arrangements

- First aid kit accessible onsite
 - Trained first aider present
 - Incidents recorded via CPOMS
 - Emergency services contacted where necessary
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9. Attendance & Daily Procedures

- Registers completed twice daily (CLM)
 - Absence and lateness monitored
 - Structured timetable followed daily
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10. Staff Deployment

- Rhean White: DSL, Site Lead, delivery oversight
 - Staff deployed based on cohort needs
 - Staff positioned for visibility across Haven and Lodge
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11. Staff Training & Compliance

All staff engaged in delivery at this site are:

- Safeguarding trained (KCSIE aligned)
 - First aid aware (or trained where required)
 - Experienced in SEND/SEMH support
 - Regularly updated through internal training and supervision
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12. Fire Exit & Site Layout Overview (Written Description)

- Haven and Lodge rooms have direct access to main corridors
 - Exits lead to front of building
 - Clear pathways maintained at all times
 - Assembly point located at front external area
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13. Operational Model Summary

The provision operates as a **full-time alternative education setting** within a shared community facility. Through structured use of Haven and Lodge rooms, alongside controlled outdoor activity, the model ensures:

- Continuous, uninterrupted learning
 - Full supervision and safeguarding compliance
 - Flexibility within a shared environment
 - Strong alignment with SEND and SEMH needs
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