



## **Health & Safety Policy – Reach Foundation September 2025 (to be reviewed annually)**

### Part 1: Statement of Intent

#### 1.1 Policy Statement

Reach for Inclusion is committed to providing a safe, nurturing, and inclusive environment where primary-aged pupils—many of whom may have experienced exclusion, trauma, SEND needs, or barriers to engagement—can flourish and access high-quality education.

This policy reflects our statutory duties under:

- Health and Safety at Work etc. Act 1974
- Management of Health and Safety at Work Regulations 1999
- Health and Safety (Young Persons) Regulations 1997
- Education (Independent School Standards) Regulations 2014
- Regulatory Reform (Fire Safety) Order 2005
- Children Act 2004 & Keeping Children Safe in Education (KCSIE)
- Alternative Provision (DfE Guidance, 2023)

Ofsted expects AP settings to demonstrate:

- a strong safeguarding culture
- robust risk management tailored to pupils' complex needs
- effective leadership oversight
- a safe, well-organised environment
- proactive support for wellbeing

This policy outlines how Reach for Inclusion meets those expectations.

#### 1.2 Leadership Commitment

The Leadership Team commits to:

- Ensuring all health and safety arrangements contribute directly to pupil safety, welfare, learning readiness, and positive behaviour.
- Implementing systems that reflect the unique profile of primary AP learners, including heightened needs around emotional regulation, medical needs, SEND, and behaviour.
- Ensuring staff are trained and empowered to maintain a safe environment through trauma-informed and therapeutic practice.
- Monitoring compliance systematically and responding swiftly to concerns.
- Ensuring premises are safe, well maintained, and suitable for primary pupils.
- Promoting a safeguarding-first culture where staff recognise risks early and respond appropriately.
- Ensuring that all procedures and risk assessments are child-specific, up to date, and accessible to staff.
- Reviewing the policy annually in September, or sooner if legislation, Ofsted expectations, or operational needs change.

#### 1.3 Staff Responsibilities

Ofsted expects AP staff to demonstrate strong awareness of risk and proactive safeguarding.

All staff must therefore:

- Promote a safe and supportive environment at all times.



- Take reasonable care of their own and others' safety.
- Immediately report hazards, incidents, injuries, or near misses.
- Always follow risk assessments and support plans for individual pupils.
- Adhere to safeguarding responsibilities, recognising that health and safety lapses may also constitute safeguarding concerns.
- Apply behaviour management strategies consistently, using trauma-informed and attachment-aware practice.
- Use equipment and PPE correctly and report defects.
- Never interfere with safety arrangements or permit unsafe behaviour.

Primary pupils in AP often require high supervision—staff must ensure appropriate visibility, proximity, and support at all times.

#### 1.4 Health & Safety Managers

Health & Safety Managers ensure compliance across the provision by:

- Conducting daily site checks and responding promptly to concerns.
- Undertaking regular workplace audits, escalating issues when needed.
- Ensuring spaces are safe, calm, and appropriate for vulnerable primary pupils.
- Reviewing incident reports and identifying trends to reduce future risk.
- Providing weekly health and safety updates to the Leadership Team.

**Health & Safety Manager 1:** Jo Garner

**Health & Safety Manager 2:** Siobhan Williams

#### 1.5 Visitors and Contractors

Ofsted requires clear visitor management systems.

Therefore:

- All visitors sign in/out and receive safeguarding and health/safety information.
- A named staff member supervises each visitor and ensures pupil safety.
- Contractors must demonstrate competence, insurance and safe systems of work.

### Part 2: Health & Safety Management Approach

#### 2.1 HSE “Plan, Do, Check, Act”

Reach for Inclusion uses this model to ensure continuous improvement and strong oversight—an Ofsted expectation:

- **PLAN:** Identify risks, assess needs of individual pupils, set expectations.
- **DO:** Implement controls, train staff, provide resources.
- **CHECK:** Monitor compliance, complete audits, evaluate incidents.
- **ACT:** Improve systems, update risk assessments, adjust provision.

#### 2.2 Risk Assessments

Ofsted expects personalised, dynamic risk management that takes account of each pupil's needs.

We therefore:

- Complete risk assessments for all significant activities.
- Review assessments annually (September) and half-termly by subject leaders.
- Monitor regularly through the Risk Assessment Manager (Tor West).
- Ensure all risk assessments are signed, current, and accessible to staff.

For primary pupils in AP:



- Individual risk assessments and Health Care Plans are mandatory for pupils with behavioural, medical, SEND, or SEMH needs.
- Risk assessments link directly to Behaviour Plans, EHCP outcomes, and safeguarding records.
- Staffing ratios must be safe, needs-led, and clearly justified.
- Transitions between rooms, break times, and unstructured moments are risk assessed due to increased vulnerability during these times.

Ofsted expects joined-up safeguarding and health and safety systems—this policy must therefore be read alongside the Safeguarding & Child Protection Policy.

### Part 3: Specific Arrangements

#### 3.1 Accident & Incident Reporting

Ofsted expects clear evidence of monitoring, follow-up, and learning from incidents.

Therefore:

- All accidents, incidents, and near misses must be recorded immediately.
- Serious incidents must be reported to HSE under RIDDOR 2013.
- Leadership reviews incidents termly to identify patterns and preventative actions.
- Accident records are used to evaluate the impact of risk assessments and behaviour support plans.

#### 3.2 Near Miss Reporting

- All near misses are logged and investigated.
- Trends are reviewed by Leadership to prevent future incidents—demonstrating proactive risk management.

#### 3.3 First Aid

All staff receive First Aid at Work training to ensure strong coverage.

Designated First Aiders:

- *Reach Learning Centre*: Hannah Byrnes
- *Reach Vocational Centre*: Erin Fletcher
- *Reach Foundations*: Sam Yeomans

Kits available:

- Reception
- Kitchen
- All excursions and outdoor sessions
- Staff/work vehicles

Ofsted expects AP staff to respond swiftly to injuries and medical needs, especially for vulnerable pupils.

#### 3.4 Fire Safety & Emergency Procedures

Ofsted expects:

- clear routines
- regular drills
- records evidencing compliance

We ensure:

- Termly fire drills
- Daily close-down fire checks
- Weekly checks of alarms, extinguishers, and exits
- Annual servicing of alarms and extinguishers



- PEEPs for all individuals requiring additional evacuation support
- Plans for intruder, lockdown, and other emergencies

### 3.5 Behaviour & Positive Handling

Reach for Inclusion provides:

- Behaviour management in line with the Behaviour Policy
- Training in de-escalation and positive handling (e.g., Team-Teach)
- A requirement to record and review all incidents involving restraint or significant behaviour
- Leadership oversight of patterns and triggers to reduce risk

### 3.6 Trips & Outdoor Learning

We ensure:

- Detailed risk assessments for all off-site activities
- Written parental consent
- Staff ratios adjusted according to risk and pupil need
- SEND and behavioural needs considered in planning

### 3.7 Equipment & Appliances

- Only authorised staff may use equipment.
- Annual PAT testing for all electrical items.
- Defective equipment is removed immediately.
- Corridors and exits must remain clear.

All equipment is safe, age-appropriate, and well maintained.

### 3.8 Hygiene & Waste Disposal

Cleanliness is essential for pupil wellbeing.

We ensure:

- Daily cleaning
- Safe disposal of waste
- Staff are trained in Food Safety & Hygiene
- Facilities meet appropriate hygiene standards for primary children

### 3.9 Display Screen Equipment (DSE)

- Regular users receive workstation assessments.
- Screen breaks at least every hour.

### 3.10 Lone Working

- Lone working arrangements are reviewed annually.
- Staff follow strict check-in and check-out procedures.

### 3.11 Smoking & Vaping

- All premises and grounds are completely smoke- and vape-free.

### 3.12 Contractors

- Contractors must supply evidence of competence and safe systems of work.
- They must comply with safeguarding expectations while on site.

### 3.13 Health Surveillance & Staff Wellbeing

We provide:

- Health surveillance where risks cannot be removed
- Support for mental health and stress



- Access to an Employee Assistance Programme (Health Assured – Wisdom App / Compassionate Coaching – Matt Loftus)
- Regular opportunities for staff to share concerns

Part 4: Monitoring & Review

We:

- Complete an annual review each September.
- Evaluate audit findings, incident trends, staff feedback, and pupil needs.
- Update procedures accordingly.
- Present the reviewed policy for Director approval and sign-off.
- Maintain evidence logs to demonstrate compliance during inspections.

Policy	Health & Safety Policy – Reach Foundation
Date created	September 2025
Date Reviewed	September 2025
Date of Next Review	September 2026
Signed:	
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Jo Garner	J. Garner