



Health & Safety Policy – Reach Engage and Reach L.I.F.E September 2025 (to be reviewed annually)

Part 1: Statement of Intent

1.1 Policy Statement

Reach for Inclusion is committed to providing a safe, healthy, and supportive environment for all secondary and Post-16 learners, staff, volunteers, clients, contractors, and visitors. We recognise our statutory responsibilities 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
- Regulatory Reform (Fire Safety) Order 2005
- Education (Independent School Standards) Regulations 2014 (Part 3: Welfare, Health & Safety)
- All associated HSE guidance relevant to Post-16 and vocational settings

We acknowledge our duty of care for those on alternative provision pathways to protect all learners, including those on work experience and industry placements.

This policy sets out Reach for Inclusion's intentions, defines key responsibilities, and demonstrates our commitment to robust, proportionate, and proactive health and safety management across all secondary and Post-16 provision.

1.2 Leadership Commitment

The Leadership Team commits to:

- Taking a sensible, balanced approach to managing risk while enabling meaningful and ambitious learning experiences—academic, personal, social, and vocational.
- Providing and maintaining safe environments, equipment, and working conditions across all centres and off-site activities.
- Clearly defining staff responsibilities for maintaining safe practice.
- Ensuring effective communication, consultation, and involvement of learners and staff in health and safety matters.
- Ensuring all staff receive appropriate induction, training, updates, and access to competent advice.
- Supporting staff and learners in the identification of hazards and in reporting unsafe conditions.
- Eliminating, substituting, or reducing risks as far as reasonably practicable.
- Ensuring all near misses, accidents, and incidents are reported, recorded, investigated, and acted upon to prevent recurrence.
- Providing appropriate first aid, welfare facilities, and wellbeing support.
- Protecting members of the public and contractors who may be affected by Reach for Inclusion's activities.
- Ensuring effective coordination and information-sharing with employers and host providers when organising work experience or vocational learning.

This Statement of Intent and supporting procedures will be reviewed annually each Autumn by the Directors, or sooner if legislation or organisational need requires.



1.3 Staff Responsibilities

Every member of staff has a duty to:

- Take reasonable care of their own health, safety, and welfare, and that of others affected by their actions or omissions.
- Report injuries, accidents, unsafe practices, or dangerous occurrences immediately.
- Cooperate with Reach for Inclusion to fulfil legal duties and maintain a safe environment.
- Use work equipment, including personal protective equipment (PPE), correctly and in accordance with training.
- Never intentionally misuse, neglect, or interfere with health and safety equipment or procedures.
- Follow all risk assessments, safe systems of work, and centre-specific procedures.

Staff working with older learners must also ensure appropriate supervision in vocational or practical environments and model safe behaviour and professional standards.

1.4 Health & Safety Managers

Health & Safety Managers will:

- Monitor health and safety across the premises daily and take timely corrective action.
- Conduct regular audits, escalate concerns where specialist advice is required, and arrange procurement of necessary equipment.
- Attend Health & Safety Committee meetings and report findings to the Leadership Team.
- Support staff in carrying out risk assessments and ensuring compliance with procedures.

Health & Safety Manager 1: Jo Garner

Health & Safety Manager 2: Siobhan Williams

1.5 Visitor Policy

- All visitors must report to Reception, sign in/out, and wear identification while on site.
- Visitors receive essential basic safeguarding and health & safety information.
- A designated staff member is responsible for supervising visitors and assisting them in emergency situations.
- Contractors must follow all health and safety instructions and be supervised appropriately.

Part 2: Health & Safety Management Approach

2.1 Plan – Do – Check – Act

Reach for Inclusion follows the HSE's systematic approach to health and safety management.

PLAN

- Establish clear policies and responsibilities.
- Identify hazards and plan how risks will be managed.

DO

- Assess risks, implement controls, train staff, secure competent advice, and provide necessary resources.



CHECK

- Monitor compliance, audit systems, and investigate incidents, accidents, and near misses.

ACT

- Review performance, analyse data, address areas for improvement, and update procedures accordingly.

Part 3: Specific Arrangements for Secondary & Post-16 Health & Safety

Health & Safety Managers ensure this policy is implemented effectively across all secondary and Post-16 provision. Responsibilities for safety, health, and welfare must be understood and accepted at every level.

3.1 Accidents and Incident Reporting

(Refer also to the Accident & Incident Policy)

All staff must:

- Follow safe working practices and avoid foreseeable risks.
- Complete an accident form for any injury involving staff, volunteers, learners, or visitors.
- Record all injuries, however minor, in line with statutory and organisational requirements.
- Report dangerous occurrences and potential hazards immediately.

Where required, incidents will be reported under RIDDOR (2013).

3.2 First Aid Provision

Designated First Aider:

- Jo Garner – First Aid at Work

Provision includes:

- First aid boxes located in the Kitchen at each centre.
- A first aid kit available for all excursions and off-site learning.
- First aid kits available in staff vehicles.

3.3 Fire Safety and Emergency Procedures

All staff, students, and visitors must:

- Be familiar with fire escape routes, alarm points, and evacuation procedures.
- Follow staff instructions during a fire drill or emergency.
- Participate in regular fire drills.

The last person locking the building must complete Fire Prevention Close-Down Checks.

All fire safety concerns must be reported immediately.

3.4 Equipment and Appliances

- Only authorised staff may use equipment provided by Reach for Inclusion.
- All equipment must be used in accordance with instructions and training.
- Corridors, escape routes, and doorways must remain free from obstruction.
- Defective equipment or furniture must be reported immediately to the Health & Safety Managers.
- No personal electrical equipment is to be used unless PAT-tested and approved.

3.5 Hygiene & Waste Disposal

- Waste must be disposed of safely and in accordance with specific guidance where relevant.



- All waste areas must be kept hygienic and cleaned regularly.
- Staff must follow any additional requirements linked to vocational work, e.g., construction, catering, or workshop areas (where applicable).

3.6 Food Hygiene

Staff and learners must follow food hygiene requirements, including:

- Regular handwashing before/during food preparation and after using the toilet.
- Reporting illness immediately to their manager.
- Covering cuts with waterproof dressings.
- Wearing clean clothing and maintaining good personal hygiene.
- Preventing contamination by cleaning as you go.
- Separating raw and cooked foods.
- Keeping perishable foods correctly stored.
- Disposing of waste food safely and hygienically.

Any defects—e.g., unclean surfaces, broken equipment, refrigeration issues—must be reported immediately.

3.7 Display Screen Equipment (DSE)

Reach for Inclusion ensures the wellbeing of staff who regularly use display screen equipment:

- Staff must take at least a five-minute break each hour.
- Workstations will be assessed to ensure ergonomic safety.

3.8 Lone Working

Lone working applies where a member of staff works without direct or close supervision.

Support Teachers and Mentors may work alone; therefore:

- Lone working must be risk assessed and reviewed annually.
- Staff must understand the lone worker risk assessment and follow all procedures.
- Staff must check in/out as required, especially when working off-site.

3.9 Smoking Policy

- Smoking is prohibited inside all Reach for Inclusion premises at all times.
- A designated external smoking area is available for staff, visitors, and service users.

3.10 General Safety Requirements

All staff must ensure:

- Corridors, exits, gates, and external areas remain clear.
- No equipment or furniture blocks emergency exits.
- Vehicles do not obstruct access routes or create hazards.
- All hazards and safety concerns are reported immediately to the Health & Safety Manager or duty manager.

If a hazard is serious, staff must act immediately to prevent access and reduce risk.

3.11 Near Miss Reporting

A near miss is an incident that had the potential to cause harm but did not.

- All near misses must be reported to the Health & Safety Managers.
- Dangerous occurrences must be recorded and investigated.
- Patterns will be reviewed to prevent future incidents.



Policy	Health & Safety Policy – Reach Engage and Reach L.I.F.E
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Signed:	
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