



Health and Safety Policy

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Illuminate AP Health and Safety Policy

Illuminate AP is fully committed to maintaining a high standard of **health and safety** to ensure the well-being of all staff, children, and visitors at all times.

Staff Responsibilities

All staff are responsible for ensuring that the provisions of the **Health and Safety Policy** are adhered to at all times by:

- Taking reasonable care for their own health and safety, as well as the health and safety of others who may be affected by their actions or omissions at work.
- Reporting any **accidents, incidents, or dangerous occurrences** that have resulted in or could potentially lead to injury or damage in the future.
- Participating in relevant **Health and Safety training** as directed by management.
- Maintaining a safe environment that is free from risks to health.
- Attending health and safety training when required.

Premises Safety Policies & Procedures

Premises Safety Policies & Procedures

Illuminate AP is committed to ensuring the safety and wellbeing of all students, staff, and visitors on site. Our approach to premises safety is underpinned by a comprehensive **Centre Risk Assessment**, which is regularly reviewed and updated in line with statutory guidance and operational changes. This assessment identifies potential hazards across the environment and outlines control measures to reduce risk.

All staff are made aware of relevant premises safety protocols during onboarding, and these are reinforced through regular training and daily operational practice. The risk assessment informs procedures related to site access, fire safety, first aid, lockdown, supervision, and equipment use—ensuring a safe and responsive environment for all who attend Illuminate AP.

On-Site Premises:

- During provision hours, **Illuminate AP** has exclusive use of the premises. Children are dropped off and collected by a staff member, and at the end of the session, they are collected by their designated adult.
- Depending on the weather and the site premises, children may have access to a playground, which will be secured by a **locked gate**. Children will always be under **supervision**.
- The premises are safe, secure, and spacious enough for children to engage in play and interact freely.

- Management is responsible for ensuring that the premises are **clean, well-lit**, adequately **ventilated**, and maintained at a **comfortable temperature**.
- The premises comply with the requirements of the **Disability Discrimination Act 1995** and all other relevant regulations and guidelines.
- No child will be left **unsupervised** in any area at any time.
- Emergency phone lines are installed in the buildings for both outgoing and incoming calls, and the provision's mobile phone will also be available for emergencies.
- All chemicals are stored appropriately in a cleaning cupboard and are never accessible to children. **COSHH regulations** are observed to ensure safety when handling and storing hazardous substances.

Off-Site Visits

Risk Assessment

The policy for off-site visits and activities at **Illuminate AP** is based on a **risk assessment approach**. Risk assessments must be completed for all types of activities, programmes, or areas of work, with a focus on identifying significant hazards and associated risks when working with students, either individually or in a group.

- Risk assessments for activities must be reviewed and updated based on past experiences and the specific circumstances of each trip.
- For **hazardous activities**, it is essential to employ qualified or competent staff as a key control measure.
- The health, safety, and welfare management for each visit should be based on a **comprehensive risk assessment**.
- Legally, risk assessments must be conducted by a **'competent' person** with sufficient knowledge, skills, and experience related to the activity being assessed to make an informed judgement.
- The recommended staff-to-pupil ratio is **1 Teacher or Mentor/mentor for every 5 children** under normal circumstances.

Management of Safeguarding

Illuminate AP has designated **Safeguarding Leads (DSL)**.. For information on the appointed DSL for your area, staff should contact their **line manager**.

- The DSL must undergo training to ensure they can effectively carry out their role. This training must be updated **every two years**.
- Alongside formal training, regular **CPD** (Continuing Professional Development) is required, which includes safeguarding lead meetings, collaboration with other DSLs, and staying informed on recent developments in safeguarding practices.

- The DSL at **Illuminate AP** is responsible for ensuring that all staff complete mandatory safeguarding training, including **Prevent** and **FGM (Female Genital Mutilation)** training. The DSL will also oversee internal safeguarding training.

External training providers must be quality assured to ensure that the training they offer is suitable for the required level of staff competency.

Management Responsibilities

The management team at **Illuminate AP** holds ultimate responsibility and accountability for ensuring that the provision operates in a safe, hazard-free manner. This includes:

- Ensuring that all staff understand and accept their **Health and Safety responsibilities**.
- Distributing all relevant Health and Safety information and procedures to staff members.
- Providing adequate **Health and Safety training** to all staff.
- Allocating sufficient resources, including financial, to meet Health and Safety obligations.
- Ensuring that all **accidents, incidents, and dangerous occurrences** are reported and recorded. This includes complying with the requirements of **RIDDOR (Reporting of Injuries, Diseases, and Dangerous Occurrences Regulations 1995)** and notifying **Ofsted** where appropriate.

Site Security

- The entrances to **Illuminate AP** buildings will be kept **locked** from the outside during operational hours.
- Visitors will be greeted upon arrival and asked to sign the **visitor section** of the daily registration form. Identification (ID) will be requested where appropriate.
- The management team, in consultation with staff and parents/carers, will **regularly review security procedures** to ensure they remain effective and up to date.

Daily Risk Assessments/Checks

- Regular **safety observation checks** are conducted at the start of each session to ensure the premises are safe, free from hazards, and maintained in a suitable state of repair and cleanliness.
- Any actions identified from a **Health and Safety inspection** are taken as swiftly as possible.
- In the event of serious accidents, incidents, or dangerous occurrences, an **investigation** will be carried out by staff and, where necessary, other relevant agencies.

Fire Drills & Procedures

- A **fire risk assessment** is posted on the notice boards of all participating venues.
- Fire drills are conducted on a **regular basis** to ensure that both staff and children are familiar with fire safety procedures.
- All staff are aware of the **fire exits**, **assembly points**, and the location of **fire safety equipment**.
- Children will be introduced to fire safety procedures and exits during their **settling-in period** and reminded regularly through practice drills.

Fire Doors and Exits

- All **fire doors** and **fire exits** are clearly marked and remain unlocked while the buildings are in use.
- Fire exits are kept free of **obstructions**, are easy to open from the inside, and the **fire procedures** and **assembly points** are reviewed regularly to ensure they remain appropriate.

In the Event of a Fire

- A member of **Illuminate AP** staff will raise the alarm immediately, and **emergency services** will be contacted as early as possible.
- All children will be escorted out of the building to the designated **fire assembly point**. The register and phone will be taken to account for all children and staff.
- If any person is **missing from the register**, the emergency services will be informed immediately.
- The designated **Fire Safety Officer**, usually the manager on duty, will check the premises for safety as long as it is safe to do so.

Emergency Response Policy

- In the event of a national emergency alert or a similar emergency, the buildings will be secured, and the **registers checked** to ensure that all children and staff are accounted for.
- Parents/carers and relevant professionals will be notified, and the provision will continue to operate as normal until the children are collected by their parents, carers, or nominated persons.
- If the police advise the closure of the provision, parents/carers will be contacted by telephone to collect their children **immediately**.

Child Supervision

- Children will be supervised at all times, either **within sight or sound**, depending on the **level of risk** involved during play and activities, as well as the age and number of children.

- **Illuminate AP** adheres to the appropriate **child-to-adult ratio** required for the provision, ensuring the safety and well-being of all children.

Safe Equipment:

At Illuminate AP, we ensure that all furniture, toys, and equipment are kept clean, well-maintained, and in good working order, meeting the required BSEN Safety Standards or the Toys (Safety) Regulations (1995), where applicable. All electrical electronics and equipment will undergo Portable Appliance Testing (PAT) in accordance with school protocols.

- Equipment is properly maintained and inspected according to manufacturer guidelines.
- Any broken or faulty equipment will be immediately removed from use and disposed of safely.
- Flammable items will be stored securely, away from any sources of heat or open flames.
- A staff member will inspect all equipment before use, and faulty items will be disposed of properly.
- The Management Team will regularly review toys and equipment, purchasing necessary replacements. Children will also be consulted about new equipment purchases to ensure they are involved in the process.
- An up-to-date inventory of all non-consumable items will be maintained.

Closing the Provision at Short Notice/In an Emergency:

In rare cases, Illuminate AP may need to close the provision at short notice due to an unexpected event, such as:

- Severe weather conditions (e.g., combined with heating failure)
- Burst water pipes
- Dangerous structural damage
- Fire, bomb scare, or explosion
- Serious accident or illness
- Chemical contamination
- Unmet staff/children ratio
- National emergency alert

In such circumstances, the management and staff will take all necessary steps to ensure the safety of the children and themselves. All staff and children will assemble at the pre-arranged assembly areas, where a register will be taken.

Parents/carers and the registered person will be informed promptly, and appropriate actions will be taken regarding the cause of the closure. All children will be supervised until they are safely collected. If parents/carers cannot be reached, the provision will follow the uncollected child procedure. If necessary, Ofsted will be informed about the closure.

In the event of a closure, **referring schools and/or the local authority will also be informed without delay**, particularly where the pupil is placed through external commissioning. This ensures all relevant stakeholders are aware of the closure, can support communication with

families where appropriate, and remain updated regarding the pupil's attendance and safeguarding status.

Note: If the provision is closed due to circumstances beyond our control (e.g., severe weather), session fees will be non-refundable.

Sun Protection:

In hot weather, parents/carers will need to provide sunscreen for their children. The provision will keep a supply of emergency sunscreen, but Illuminate AP cannot be held responsible for any allergic reactions caused by sunscreen provided by the setting. Parents are expected to provide a specific cream if their child has any known allergies.

- Staff may apply sunscreen to children who are unable to do so themselves, if necessary.
- Children will be encouraged to wear sun hats while playing outside.
- Staff will encourage children to drink plenty of water and will ensure shady areas are available for outdoor play.
- The time spent outside may be limited to ensure children are protected from excessive sun exposure.

Hygiene:

At Illuminate AP, maintaining a high standard of hygiene is a priority. The management and staff are vigilant about potential hygiene risks and ensure a clean and safe environment at all times. Toilets are cleaned daily by the premises' cleaning staff, but our provision staff also monitor their cleanliness throughout the session. Our First Aiders adhere to strict hygiene standards, using non-latex disposable gloves when administering treatment to children.

Kitchen Hygiene:

Staff at Illuminate AP are trained to maintain the highest hygiene standards in the kitchen. The following measures are taken:

- All kitchen staff are trained in Food Hygiene.
- Jewellery is limited to a plain wedding band; no stoned rings, bracelets, watches, or large earrings are permitted.
- Waste is disposed of safely, and bins are kept covered.
- Food storage facilities are regularly cleaned.
- Kitchen equipment is thoroughly cleaned after each use.

In addition to these steps, staff follow the Food and Drink Policy when handling, preparing, cooking, and serving food:

- Food is used according to its expiry date and follows a strict stock rotation system.
- Opened food is labelled with the appropriate "use by" date.
- Frozen food is labelled when frozen and re-labelled with the date it was defrosted.
- Daily temperature checks are taken using a kitchen probe to ensure the freezer temperature is between -18°C and -22°C and the fridge temperature is between 0°C

and 5°C (but never higher than 8°C). Any temperature discrepancies are reported to management, and corrective action is taken immediately.

A daily kitchen checklist is posted in the kitchen to ensure that the highest standards of food safety and hygiene are maintained. All work surfaces are cleaned first with hot soapy water and then sprayed with antibacterial solution before and after meal preparation.

Personal Hygiene:

Both staff and children are expected to follow rigorous hygiene routines, including:

- Washing hands before handling food and snacks.
- Washing hands after using the toilet.
- Washing hands before providing first aid and ensuring that cuts and abrasions are covered as needed.

Dealing with Spillages:

Spillages that could lead to the spread of infection, such as blood, vomit, urine, or faeces, will be cleaned up immediately by the school's site controller. At Illuminate AP, we are committed to preventing the spread of infectious germs and maintaining high standards of personal hygiene to reduce the risk of illness or infection.

Insurance:

In compliance with the Children Act 1989 and the Health and Safety at Work Act 1974, Illuminate AP holds appropriate insurance coverage, including Employer's Liability Insurance. This ensures that if the provision is held responsible for an incident, public liability insurance will cover any compensation.

The provision also has Business Insurance for the setting and its vehicles.

Smoking Policy:

Illuminate AP enforces a strict no-smoking policy across all its buildings, which includes prohibiting e-cigarettes and vaping. Any primary-aged child found with smoking paraphernalia will have the items confiscated, and their parents/carers will be informed. For secondary-aged students, we follow an on-site vaping procedure, with parents contacted as part of this process.

In all cases, the referring school and/or referring caseworker will also be informed to ensure a coordinated response and appropriate follow-up.

Alcohol Policy:

At **Illuminate AP**, any staff, volunteers, or children who arrive at the provision clearly under the influence of alcohol will be asked to leave immediately, and disciplinary procedures will be initiated. If a child is found in possession of alcohol, their parents or carers will be notified promptly.

If a staff member suspects that a parent or carer collecting a child is under the influence of alcohol to the extent that the child's safety may be compromised, they must report it to the Managers. The Managers will then decide on the appropriate course of action, prioritizing the safety and well-being of the child.

All efforts will be made to ensure that no child is allowed to travel in a vehicle driven by someone over the legal alcohol limit. If any staff member suspects that a drink-driving offense is being committed, the police will be contacted immediately.

In all cases, the referring school and/or referring caseworker will also be informed to ensure a coordinated response and appropriate follow-up.

Drugs Policy:

Staff, volunteers, or children who arrive at **Illuminate AP** under the influence of drugs will be asked to leave immediately, and disciplinary procedures will follow. If a child is found in possession of illegal drugs, their parents or carers will be informed immediately. Staff found in possession of illegal drugs will face serious disciplinary action.

If a staff member is taking prescribed drugs that could impair their ability to work effectively, they must inform the Manager as soon as possible. A risk assessment will be conducted to ensure the safety of all parties.

In all cases, the referring school and/or referring caseworker will also be informed to ensure a coordinated response and appropriate follow-up.

Child Intimate Care Policy:

At **Illuminate AP**, staff are not permitted to provide intimate care to children attending the provision. Therefore, all children must be toilet-trained before joining the setting. In the event of a rare toilet accident, children will be supported and encouraged to clean themselves using provided wipes.

The dignity and well-being of the child will always be prioritized, and staff will maintain professionalism and respect the child's privacy. If the child is unable to clean themselves, parents or carers may be contacted to come and assist or collect their child. While

Illuminate AP does not have washing facilities for such incidents, a limited supply of spare clothing is available.

Environmental Policy:

Illuminate AP is dedicated to promoting environmentally friendly practices to reduce pollution, emissions, and waste. Staff are informed about minimizing the use of raw materials, supplies, and energy during their induction and encouraged to participate actively in sustainability efforts. Children will also be engaged through discussions, projects, and everyday practices within the provision.

Environmentally friendly practices include:

- Reusing scrap paper and materials for crafts, where safe and appropriate.
- Providing accessible recycling bins and bags for both children and staff to encourage recycling.
- Ensuring lights are turned off when not in use.
- Avoiding water wastage.
- Educating children about recycling during snack and lunch times, encouraging them to reduce food waste.
- Turning off electrical equipment when not in use.

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