

Health and Safety Policy

Reviewed by:	Richard Fihosy and Claire Ames
Policy Commencement Date:	27.09.2022
Ratified by:	Provision Manager and DSL
Review:	Annual
Next Review:	Autumn Term 2026
Review Date 08.03.24 Richard Fihosy	Page and Sections Page 1 - Former Director's name was deleted.
Aug 2025	Full Policy Review

Policy Statement

AS2Educate is committed to providing a safe, secure, and healthy working and learning environment for all students, staff, volunteers, contractors, and visitors. We recognise our responsibilities under the **Health and Safety at Work Act 1974**, and associated legislation, to safeguard everyone on site.

We understand the importance of a calm, well-managed environment for all students, particularly those with additional vulnerabilities, and apply a trauma-informed approach to all health and safety procedures.

AS2Educate will:

- Take all **reasonably practicable steps** to prevent harm or risk to health
- Ensure premises, systems, and equipment are safe and well maintained
- Provide clear information, training, and supervision to all staff and volunteers
- Encourage everyone to report hazards and act responsibly to protect others
- Promote awareness of health, hygiene, fire safety, and emergency response
- Carry out and review risk assessments regularly

This policy is reviewed annually or after any significant incident, change in legislation, or operational shift.

Legal Duties of AS2Educate

AS2Educate will ensure, as far as is reasonably practicable, that:

- Workplaces are safe and pose no risks to physical or mental health
- Substances and equipment are used and stored safely
- Appropriate **training and supervision** is provided
- Risks are assessed and suitable control measures are implemented
- Emergency and first aid arrangements are maintained
- Protective clothing/equipment is available and in good condition
- Accident and incident records are maintained and reviewed

Responsibilities of Staff and Volunteers

All employees and volunteers are expected to:

- Take reasonable care for their own health and safety and that of others
- Cooperate with AS2Educate in implementing safety protocols
- Use safety equipment correctly and report any defects immediately
- Avoid interfering with or misusing any safety provisions

- Report all accidents, injuries, or near misses to the Provision Manager or DSL

Health and Safety Standards and Rules

Accident Reporting

- All accidents or injuries, however minor, must be reported and logged in the **Accident Book**, stored securely in the Provision Office
- Any serious incident will be investigated and followed up with actions to prevent recurrence

Fire Safety

- Fire exits must be kept clear at all times
- Fire drills are held termly; staff and students must be familiar with evacuation routes and procedures
- Fire alarms, extinguishers, and emergency lighting are tested monthly
- Assembly point: **Grass verge by the large tree at the entrance to the site, on the corner of Mill Lane.** Staff and students will be shown the location during their initial inductions

First Aid

- First aiders and first aid boxes are clearly identified in the Provision
- Locations of first aid kits:
 - Classrooms
 - Kitchen area
 - Gym
 - Office
- First aid should only be administered by trained staff unless in an emergency

Equipment Safety

- Staff must only use equipment they are trained and authorised to operate
- All faults must be reported to the Provision Manager immediately
- Loose wires or unsafe fixtures must be addressed or reported without delay

Hygiene and Cleanliness

- All spaces must be kept clean, well-ventilated, and free of obstruction
- Waste, including food and personal hygiene waste, must be disposed of properly
- Staff and students are encouraged to wash hands regularly

Food Safety

Any staff preparing or serving food must

- Follow personal hygiene protocols
- Use appropriate protective equipment (e.g. gloves, plasters for cuts)
- Separate raw and cooked food at all times

- Keep perishable items stored correctly
- Follow local authority food handling guidance

Display Screen Equipment

For those using screens regularly, breaks of **at least 5 minutes per hour** are recommended to reduce eye strain and support physical wellbeing.

Alcohol, Drugs, and Smoking

- Smoking, vaping, and the use of alcohol or illegal substances are strictly prohibited on site
- Any breach will be dealt with in line with the behaviour and safeguarding policies
- Prescribed medication must be disclosed where necessary for risk assessment purposes

Arrangements and Procedures

Health and Safety Coordination

The **Health and Safety Officer** is: **Richard Fihosy**

Phone: 07399 732761

Responsibilities:

- Oversight of risk assessments
- Incident reporting follow-up
- Monthly safety checks and fire log audits
- Coordination of drills and equipment maintenance

Fire Procedures

In the event of a fire:

- Raise the alarm immediately
- Evacuate all persons from the building via nearest exit
- Close doors/windows only if safe to do so
- Do **not** re-enter the building until authorised
- Assemble in the **car park**
- Call 999 and inform emergency services of the situation

Fire drills:

Held every term at varied times and recorded in the fire log book.

Bomb Threats or Suspicious Items

If a threat is received:

- Stay calm and record all details provided
- Call 999 immediately
- **Do not activate the fire alarm** unless instructed by emergency services

- Evacuate according to threat-specific guidance
- Assemble at the designated assembly point unless otherwise instructed

Risk Management and Hazard Reporting

- All high-risk activities are subject to prior risk assessment
- Slips, trips, blocked exits, damaged fixtures, or unsafe behaviour must be reported immediately to a staff member or the Health and Safety Officer
- Action must be taken to protect others from identified hazards until resolved

Conclusion

AS2Educate is committed to fostering a safe, calm, and supportive environment for every individual. We rely on the shared responsibility of all staff, students, and visitors to uphold this policy and maintain a culture of care, attention, and responsibility.

A full copy of this policy is available upon request and is shared with all new staff and volunteers during induction.