

AS2Educate Health and Safety Policy – August 2026

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Purpose, Scope and Principles

AS2Educate is committed to providing a safe, healthy, secure and inclusive environment in which children, young people, employees, volunteers, contractors and visitors can learn and work safely.

Health and safety is everyone's responsibility and forms an integral part of AS2Educate's safeguarding culture. Effective health and safety arrangements support the protection, wellbeing and welfare of children, young people and staff and contribute to a calm, respectful and trauma-informed learning environment.

AS2Educate will, so far as is reasonably practicable:

- provide and maintain safe premises, equipment and working practices;
- identify hazards, assess risks and implement proportionate control measures;
- promote the physical and psychological wellbeing of pupils, staff and visitors;
- recognise that psychological health and wellbeing form an important part of workplace health and safety and take reasonably practicable steps to promote a supportive working environment.
- provide appropriate information, instruction, supervision and training;
- ensure health and safety arrangements support effective safeguarding practice;
- encourage the prompt reporting of hazards, accidents, incidents and near misses;
- monitor health and safety performance and learn from incidents; and
- comply with all relevant health and safety legislation and statutory guidance.

This Policy applies to all employees, agency staff, volunteers, contractors, visitors and anyone working on behalf of AS2Educate.

Definitions

For the purposes of this Policy:

- Accident – an unplanned event resulting in injury, ill health or damage.
- Incident – an unplanned event that may or may not result in injury, illness or damage.
- Near Miss – an unplanned event that had the potential to cause injury, ill health or damage but did not do so.
- First Aid – immediate assistance provided to someone who is injured or becomes ill before professional medical assistance is available.
- First Aider – a member of staff who has successfully completed AS2Educate's approved first aid training and is competent to provide first aid within the limits of their training.

First aiders provide immediate care within the limits of their training and competence. They are not expected to diagnose illness or provide treatment beyond first aid. Where medical assessment or treatment is required, appropriate healthcare services will be contacted immediately.

Legislative and Regulatory Framework

This Policy is informed by:

- Health and Safety at Work etc. Act 1974;

- Management of Health and Safety at Work Regulations 1999;
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013;
- Regulatory Reform (Fire Safety) Order 2005;
- Workplace (Health, Safety and Welfare) Regulations 1992;
- Control of Substances Hazardous to Health (COSHH) Regulations 2002;
- Electricity at Work Regulations 1989;
- Keeping Children Safe in Education 2026;
- Working Together to Safeguard Children 2026;
- Equality Act 2010; and
- relevant guidance issued by the Health and Safety Executive (HSE) and Department for Education.

Responsibilities

AS2Educate will:

- provide a safe working and learning environment so far as is reasonably practicable;
- maintain safe premises and equipment;
- undertake suitable and sufficient risk assessments;
- implement and review appropriate control measures;
- provide appropriate first aid arrangements;
- ensure effective emergency procedures are in place;
- provide appropriate training, supervision and support;
- investigate accidents, incidents and near misses; and
- promote a positive health, safety and safeguarding culture.

Parents or carers will normally be informed of significant accidents, injuries and medical emergencies as soon as reasonably practicable.

Information may be withheld where disclosure would place a pupil at increased risk of harm or conflict with advice from Children's Social Care, the Police or another relevant safeguarding agency.

Provision Manager

The Provision Manager has overall responsibility and accountability for health and safety across AS2Educate.

The Provision Manager will:

- ensure AS2Educate complies with its statutory duties under health and safety legislation;
- ensure suitable health and safety arrangements are implemented and adequately resourced;
- oversee the management of health and safety risks;
- receive reports relating to health and safety performance, incidents and audits;
- ensure appropriate action is taken to address identified risks; and
- retain overall responsibility for health and safety within AS2Educate.

Assistant Provision Manager (Health and Safety Lead)

Vishalie Yadav, Assistant Provision Manager, is the designated Health and Safety Lead and is responsible for the day-to-day management and coordination of health and safety arrangements across AS2Educate.

Responsibilities include:

- coordinating the implementation of this Policy;
- overseeing health and safety risk assessments and ensuring they are reviewed regularly;
- monitoring compliance with health and safety procedures;
- coordinating accident, incident and near miss reporting and investigations;
- ensuring appropriate first aid, fire safety and emergency arrangements are maintained;
- arranging health and safety inspections and monitoring actions arising from them;
- liaising with AS2Educate's external Health and Safety advisers, Avenure, where appropriate;
- ensuring staff receive appropriate health and safety information, instruction and training; and
- reporting significant health and safety matters to the Provision Manager.

Employees, Volunteers and Contractors

All employees, volunteers and contractors must:

- take reasonable care of their own health and safety and that of others who may be affected by their actions;
- comply with this Policy and all relevant risk assessments and safe working procedures;
- use equipment safely and only where trained and authorised to do so;
- report hazards, defects, accidents, incidents and near misses promptly;
- cooperate with health and safety arrangements and investigations; and
- report safeguarding concerns immediately where a health and safety issue indicates that a child or young person may be at risk of harm.

Health and Safety and Safeguarding

Health and safety and safeguarding are closely linked.

Where a health and safety concern indicates that a child or young person may be suffering, or is at risk of suffering, abuse, neglect, exploitation or significant harm, staff must immediately report the concern to the Designated Safeguarding Lead (DSL) or a Deputy DSL in accordance with the Safeguarding and Child Protection Policy.

Examples may include:

- injuries inconsistent with explanations;
- concerns regarding neglect;
- child criminal or sexual exploitation;
- county lines;
- modern slavery or trafficking;
- unsafe home environments;
- persistent absence linked to welfare concerns; or
- any situation where the child's welfare may be compromised.

- concerns regarding a child's mental wellbeing where there is a risk of harm;

Health and safety concerns should never be considered in isolation where there is reason to believe that a child or young person may be at risk of abuse, neglect or exploitation. Staff must remain professionally curious and consider whether an apparent health and safety concern may also indicate a safeguarding concern requiring referral in accordance with the Safeguarding and Child Protection Policy.

Health and Safety Standards and Rules

Accident, Incident and Near Miss Reporting

All accidents, incidents, injuries and near misses involving pupils, staff, contractors or visitors must be reported promptly and recorded using AS2Educate's accident reporting procedures.

Following every near miss, AS2Educate will consider whether this requires:

- review of the relevant risk assessment;
- changes to working practices;
- additional control measures;
- environmental improvements;
- staff briefing;
- further training; or
- wider organisational learning.

Incidents will be reviewed to identify learning and reduce future risks.

Where required, The Provision Manager, or a nominated competent deputy in their absence, will assess every significant incident against the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013 and ensure any statutory reports are submitted within the required timescales.

Where an incident is assessed but determined not to be reportable, AS2Educate will retain a record of that decision and the reasons supporting it.

Accident Investigation

Significant accidents, incidents and near misses will be investigated proportionately to establish:

- immediate causes;
- underlying causes;
- adequacy of existing control measures;
- supervision arrangements;
- environmental factors;
- equipment issues;
- safeguarding implications;
- training needs; and

- corrective actions required.

Actions will be allocated to a named person, given a completion date and monitored until completed.

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 detection systems, emergency lighting, firefighting equipment and fire safety arrangements will be inspected, tested and maintained at the required frequencies by competent persons, with records maintained in the Fire Safety Log.
- 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

AS2Educate maintains appropriate first aid arrangements, including suitably trained staff, first aid equipment and emergency procedures.

All employees receive Emergency First Aid at Work training at the start of each calendar year, with annual refresher training and full requalification every three years. New employees complete first aid training during their first term of employment before joining the annual training cycle.

Staff leading higher-risk outdoor activities, including bushcraft, receive additional specialist outdoor first aid training appropriate to those activities.

First aiders and first aid boxes are clearly identified in the Provision

Locations of first aid kits:

- Classrooms
- Kitchen area
- Gym
- Office

Contractors and Visitors

All contractors and visitors are required to:

- sign in and out of the premises;
- comply with site health and safety arrangements;
- follow emergency procedures;
- report hazards immediately; and
- provide appropriate risk assessments or method statements where required.

Equipment Safety

Staff must:

- only use equipment they have been trained, instructed or authorised to operate;
- carry out basic visual checks before use where appropriate;
- report defective or damaged equipment immediately and remove it from use where necessary; and

- ensure equipment is stored safely after use.

Housekeeping, Hygiene and Cleanliness

Everyone using AS2Educate's premises is responsible for maintaining a clean, tidy and safe environment.

Staff must:

- keep classrooms, offices and shared areas clean, tidy and free from unnecessary hazards;
- clear away equipment and materials after use;
- ensure walkways, fire exits and emergency equipment remain unobstructed;
- dispose of waste safely and appropriately; and
- promote good hygiene practices, including regular handwashing where appropriate.

Infection Prevention and Control

AS2Educate is committed to maintaining high standards of hygiene and infection prevention to protect pupils, staff and visitors.

Staff must:

- follow appropriate hand hygiene procedures;
- wear appropriate personal protective equipment (PPE) where there is a risk of exposure to blood or bodily fluids;
- clean and disinfect contaminated areas and equipment using appropriate products and procedures;
- dispose of clinical or contaminated waste safely;
- report any exposure to blood or bodily fluids to the Provision Manager or Health and Safety Lead immediately; and
- follow relevant infection prevention guidance during outbreaks of infectious illness.

Unexpected sharps or needles must not be handled by staff unless they have received appropriate training and suitable equipment is available. Staff must secure the area, prevent access and report the matter immediately so that safe disposal arrangements can be made by an appropriately trained person or specialist contractor.

Food Safety

Where staff prepare, handle or serve food, they must:

- maintain appropriate standards of food hygiene;
- store food safely;
- prevent cross-contamination; and
- comply with relevant food safety guidance and any specific risk assessments.

Display Screen Equipment (DSE)

Employees who regularly use display screen equipment should take regular changes of activity or breaks appropriate to the nature of their work and follow ergonomic guidance to minimise the risk of eye strain or musculoskeletal injury.

Where required, AS2Educate will undertake Display Screen Equipment assessments and make reasonable adjustments.

Alcohol, Drugs and Smoking

Staff must report to work fit to carry out their duties safely and must not be under the influence of alcohol, illegal drugs or any substance that may impair their judgement or ability to work safely.

Smoking and vaping are prohibited within AS2Educate buildings and in any areas designated as smoke-free.

Where prescribed medication may affect an employee's ability to work safely, they should inform their line manager so that appropriate support and risk assessments can be considered where necessary.

Any concerns relating to substance misuse will be managed in accordance with the relevant AS2Educate employment, safeguarding and disciplinary procedures.

Arrangements and Procedures

First Aid Needs Assessment

AS2Educate maintains a documented First Aid Needs Assessment which is reviewed annually and whenever there is a significant change to the provision, staffing, premises or activities undertaken.

The assessment considers:

- the maximum number of pupils and staff present;
- the age and needs of pupils (14–18 years);
- SEND, medical and behavioural needs;
- sports, enrichment and outdoor learning activities, including bushcraft;
- educational visits;
- transport arrangements;
- lone working;
- the layout of the premises;
- proximity to emergency medical services;
- staffing levels, working hours and planned activities; and
- any higher-risk activities.

AS2Educate currently operates with a maximum of 16 pupils, supported by approximately 10 members of staff, with pupils normally working in groups of up to four supported by a minimum of two trained members of staff. This arrangement ensures appropriate first aid provision is available throughout the operating day.

First aid arrangements for educational visits will be determined through the visit-specific risk assessment, will be cross-referenced with the Educational Visits and Transport Policy, and will consider:

- first aid equipment;
- staff qualifications;
- pupil medical information;
- emergency communication arrangements;
- access to emergency services;
- transport arrangements;
- location-specific hazards; and
- additional first aid provision for higher-risk activities.

Company vehicles used to transport pupils will carry an appropriately stocked first aid kit. Drivers will:

- check the kit daily as part of the vehicle checks;
- report missing or used items to the Senior Leadership Team;
- ensure kits are inspected monthly;
- transfer the kit to any temporary replacement vehicle where appropriate.

AS2Educate maintains separate recording systems for:

- the Accident Record Book;
- accident and incident reporting through LearnTrak;
- safeguarding records;
- pupil records;
- employee records; and
- RIDDOR records where applicable.

Safeguarding information will not routinely be recorded within accident records. Where safeguarding concerns arise, accident records will simply state that the matter has been referred under safeguarding procedures, with detailed information recorded separately within the safeguarding recording system.

Medical Emergencies

Where a pupil or member of staff becomes seriously ill or injured, staff will respond promptly in accordance with their first aid training, summon emergency medical assistance where required and provide reassurance whilst ensuring the safety of others.

Emergency medication is managed in accordance with AS2Educate's Supporting Pupils with Medical Conditions Policy and Administration of Medicines Policy. Where a pupil has an Individual Healthcare Plan (IHP) or emergency care plan, staff will follow the agreed procedures for the administration of emergency medication and emergency response. Emergency services will be contacted where required by the healthcare plan or where there is a prolonged seizure, repeated seizures, breathing difficulties, significant injury or any other cause for concern

Staff must never delay contacting emergency services whilst seeking parental consent or whilst attempting to administer emergency medication. A member of staff will remain with the injured or unwell person until responsibility has been formally transferred to a healthcare professional, emergency services or parent/carer, as appropriate.

Head Injuries

All head injuries will be taken seriously.

Staff will:

- undertake an immediate assessment;
- monitor the pupil for signs of deterioration;
- seek emergency medical assistance where there is any loss of consciousness, seizure, repeated vomiting, confusion, worsening headache, abnormal behaviour or other signs of serious injury;
- seek NHS or other medical advice where appropriate;
- inform parents or carers as soon as reasonably practicable;
- record the incident in the Accident Record Book;
- advise parents/carers regarding continued monitoring after the pupil leaves AS2Educate; and
- only allow return to normal activities when it is safe to do so.

Any advice received from NHS 111 or emergency services will be followed and recorded within the Accident Record Book.

Health and Safety Management

The designated Health and Safety Lead is:
Vishalie Yadav, Assistant Provision Manager

The Health and Safety Lead is responsible for the day-to-day coordination of health and safety arrangements, including:

- overseeing risk assessments;
- coordinating accident and incident reporting;
- monitoring health and safety inspections;
- maintaining fire safety records;
- coordinating emergency procedures;
- arranging statutory inspections and equipment maintenance;
- liaising with Aversure regarding health and safety advice and compliance; and
- reporting significant health and safety matters to the Provision Manager.

The Provision Manager, Richard Fihosy, retains overall responsibility and accountability for health and safety across AS2Educate and provides strategic oversight of all health and safety arrangements.

Fire Safety and Evacuation Procedures

In the event of a fire or activation of the fire alarm, everyone must:

- raise the alarm immediately if a fire is discovered;
- evacuate the building immediately using the nearest safe exit;
- only close doors and windows if it is safe to do so;
- never stop to collect personal belongings;
- **proceed directly to the designated fire assembly point on the grass verge by the large tree at the entrance to the site on the corner of Mill Lane;**

- remain at the assembly point until instructed otherwise by the senior person in charge or the emergency services; and
- not re-enter the building until authorised to do so.

Where safe to do so, the emergency services will be contacted by dialling **999**.

Fire detection systems, emergency lighting, firefighting equipment and fire safety arrangements will be inspected, tested and maintained at the required frequencies by competent persons, with records maintained in the Fire Safety Log.

Fire evacuation drills will be carried out at least once each term and at different times of the day where practicable. All drills will be recorded and reviewed to identify any improvements required.

Personal Emergency Evacuation Plans (PEEPs) will be completed where a pupil, employee, volunteer or regular visitor requires additional assistance to evacuate safely. PEEPs will be developed in consultation with the individual, their parent or carer (where applicable) and relevant professionals, and will be reviewed following any significant change in need or at least annually. Fire evacuation arrangements reflect the layout of the AS2Educate premises, which comprise two floors with two independent protected escape routes separated by a fire-resisting wall and fire door, enabling occupants to evacuate safely using the nearest appropriate exit.

Emergency, Lockdown and Major Incident Procedures

AS2Educate maintains emergency procedures for:

- fire;
- lockdown;
- intruders;
- bomb threats;
- suspicious packages;
- severe weather;
- utility failures;
- medical emergencies; and
- other major incidents.

Staff will receive appropriate information and training during induction and through regular drills where appropriate.

All staff are expected to familiarise themselves with emergency procedures and follow the instructions of the senior person in charge during any emergency.

Risk Management and Hazard Reporting

AS2Educate is committed to proactively identifying and managing risks to maintain a safe environment.

All employees, volunteers, contractors and visitors are responsible for reporting hazards promptly.

Examples include:

- slips, trips and falls;
- blocked fire exits or escape routes;
- damaged equipment or fixtures;
- defective electrical equipment;
- spillages;
- unsafe working practices; and
- any situation that may present a risk of injury or harm.

Where it is safe to do so, immediate action should be taken to reduce the risk until permanent remedial action can be implemented.

Where appropriate, individual risk assessments will be completed for pupils whose medical needs, behaviour, SEND, safeguarding needs or other circumstances require additional control measures to ensure their safety and the safety of others.

Risk assessments will be reviewed regularly, following any significant incident or near miss, where circumstances change, or where concerns are identified that may affect the health, safety or welfare of pupils, staff or visitors.

Appendix A - Personal Emergency Evacuation Plan (PEEP)

Personal Emergency Evacuation Plan (PEEP)

Confidential

This Personal Emergency Evacuation Plan (PEEP) identifies any assistance required to enable an individual to evacuate AS2Educate safely during an emergency.

A PEEP will be completed where a pupil, employee, volunteer, contractor or regular visitor has a disability, medical condition, temporary injury, pregnancy, mobility difficulty or any other need that may affect their ability to evacuate independently.

The plan will be reviewed:

- before admission or employment where practicable;
- following any change in medical or mobility needs;
- following any significant incident;
- following changes to the building or evacuation procedures; and
- at least annually.

Personal Details

Name

Role

- ☐ Student
☐ Employee

- ☐ Visitor
☐ Contractor

Other _____

Date of Birth (Students)

Emergency Contact

Telephone

Nature of Assistance Required

Please describe any condition or circumstance that may affect evacuation.

- | | |
|--|--|
| ☐ Mobility impairment | ☐ Medical condition |
| ☐ Wheelchair user | ☐ Pregnancy |
| ☐ Temporary injury | ☐ Anxiety or emotional regulation needs |
| ☐ Visual impairment | ☐ SEND |
| ☐ Hearing impairment | ☐ Other |
- Details

Building Layout

AS2Educate operates over **two floors**.

The building has:

- **two independent emergency exits;**
- **a fire-resisting wall and fire door** separating both evacuation routes;

- an upstairs escape route with **direct access to an external fire exit**;
- a protected staircase separated by a fire door;
- a downstairs escape route leading directly to a separate external fire exit.

This layout enables occupants on each floor to evacuate using independent protected escape routes where required.

Normal Location Within the Building

- | | |
|---|----------------------------------|
| ☐ Upstairs Classroom | ☐ Kitchen |
| ☐ Downstairs Classroom | ☐ Gym |
| ☐ Office | ☐ Other |

Evacuation Arrangements

Upstairs

If located upstairs:

- ☐ Evacuate independently using the protected staircase and nearest fire exit.
- ☐ Assistance required.

Details

Downstairs

If located downstairs:

- ☐ Evacuate independently using the designated downstairs fire exit.
- ☐ Assistance required.

Details

Assistance Required

Does the individual require assistance?

- ☐ No
- ☐ Yes

If Yes, describe.

Named Staff Responsible

Primary Support

Secondary Support

Equipment Required

- | | |
|---|-------------------------------------|
| ☐ None | ☐ Wheelchair |
| ☐ Evacuation Chair | ☐ Other |
| ☐ Walking Aid | |

Communication During Evacuation

Preferred communication method.

- | | |
|---|---|
| ☐ Verbal instruction | ☐ Visual timetable |
| ☐ Visual prompt | ☐ Other |
| ☐ Physical guidance | |

Assembly Point

All occupants will assemble at:

- Grass verge by the large tree at the entrance to the site on the corner of Mill Lane.
- A register will be completed immediately.
- No person may re-enter the building until authorised by the Fire Service or the senior person in charge.

Contingency Arrangements

If the usual evacuation route becomes unavailable:

- the alternative protected escape route will be used where safe to do so;
- staff will follow the directions of the Fire Service;
- emergency services will be informed immediately if assistance is required.

Training

The following people have been briefed on this PEEP:

Name Date Signature

Review Record

Review Date	Changes Required	Completed By
-------------	------------------	--------------

Authorisation

Completed by

Role

Signature

Date

Reviewed by

Vishalie Yadav

Assistant Provision Manager – Health and Safety Lead

Signature

Date

Approved by

Richard Fihosy

Provision Manager

Signature

Date

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 2027
Review Date 08.03.24 Richard Fihosy	Page and Sections Page 1 - Former Director's name was deleted.
Aug 2025	Full Policy Review
Aug 2026	Full policy review