



A Holistic Approach
To The Education of Young People

Health & Safety Policy

Date: 1st September 2025

Review Date: 1st September 2026

Approved by: Mark Aitken, Head of Provision

1. Statement of Intent

ElevatEd AP Ltd is committed to providing a safe and healthy environment for all its pupils, staff, visitors, and contractors. We recognise our legal and moral obligations to ensure the health, safety, and welfare of everyone on our premises and during off-site activities. This policy outlines our commitment to preventing accidents, injuries, and ill-health, and to fostering a positive health and safety culture.

This policy will be reviewed annually and updated as necessary to reflect changes in legislation, guidance, and the specific needs of our provision.

Signed: Mark Aitken

Date: 01.09.25

Review 01.09.26

Mark Aitken - Head of Provision

2. Responsibilities for Health and Safety (Mark Aitken, Head of Provision)

The ultimate responsibility for health and safety within ElevatEd rests with Mark Aitken

They will:

Ensure adequate resources (financial, human, and time) are allocated to health and safety.

Appoint a competent person(s) to assist in meeting health and safety obligations.

Monitor the effectiveness of the health and safety policy and procedures.

Receive regular reports on health and safety performance.

Ensure compliance with all relevant legislation and guidance.

The Head of Provision is responsible for the day-to-day implementation and monitoring of this policy. They will:

Ensure that all staff are aware of their health and safety responsibilities and are provided with necessary training.

Oversee the completion of risk assessments and the implementation of control measures.

Investigate accidents and incidents and implement corrective actions.

Ensure effective communication and consultation on health and safety matters.

Liaise with external bodies such as the HSE, Local Authority, and Ofsted regarding health and safety.

2.1 Staff (All Employees)

All staff members have a legal and moral responsibility to:

Take reasonable care of their own health and safety and that of others who may be affected by their acts or omissions.

Co-operate with management on health and safety matters.

Report any health and safety concerns, hazards, or defects to the Head of Provision/Manager immediately.

Adhere to all health and safety policies, procedures, and instructions.

Use equipment and materials in accordance with training and instructions.

Participate in health and safety training as required.

2.2 Pupils

Pupils are expected to:

Take reasonable care of their own health and safety and that of others.

Follow all health and safety instructions given by staff.

Report any concerns or hazards to a member of staff.

Behave in a manner that does not endanger themselves or others.

2.3 Visitors and Contractors

Visitors and contractors are expected to:

Adhere to the health and safety rules and procedures of ElevatEd.

Report to reception upon arrival and follow signing-in procedures.

Familiarise themselves with emergency procedures.

Ensure their work practices do not create hazards for others.

Provide evidence of their own health and safety competence and risk assessments where applicable.

3. Arrangements for Health and Safety

3.1 Risk Assessment

We will conduct regular and suitable and sufficient risk assessments for all significant activities, premises, and equipment.

Risk assessments will identify hazards, assess the level of risk, and determine appropriate control measures.

Specific risk assessments will be undertaken for:

Educational activities, including practical subjects (e.g., workshops, art, science)

Off-site visits and activities

Individual pupils with specific needs (e.g., medical conditions, challenging behaviour, SEND)

New equipment or substances

Contractor activities

Fire safety

First aid

Manual handling

Slips, trips, and falls

Management of asbestos (if applicable)

Control of Substances Hazardous to Health (COSHH)

Work-related stress

Risk assessments will be reviewed annually or sooner if there are significant changes, incidents, or new information.

Staff involved in the activities being assessed will be consulted during the risk assessment process.

3.2 Fire Safety

A comprehensive fire risk assessment will be conducted and regularly reviewed by a competent person.

Firefighting equipment will be maintained and regularly inspected.

Emergency lighting and exit routes will be clearly marked and kept clear at all times.

Regular fire drills will be conducted, and evacuation procedures will be clearly displayed and communicated to all pupils and staff.

All staff will receive appropriate fire safety training, including the use of firefighting equipment.

Specific arrangements will be made for the evacuation of individuals with mobility issues or other special needs.

3.3 First Aid and Medical Needs

We will provide adequate first aid equipment and facilities, proportionate to the number of pupils and staff.

A sufficient number of trained and qualified first aiders will be available during operational hours.

An appointed person will be designated to oversee first aid arrangements when a first aider is unavailable.

Individual healthcare plans will be developed for pupils with specific medical conditions, detailing their needs and how they will be met.

All incidents requiring first aid will be recorded in a first aid log.

Parents/carers will be informed of any significant first aid incidents.

3.4 Accident and Incident Reporting (RIDDOR)

All accidents, near misses, and dangerous occurrences will be reported immediately to the Head of Provision.

Serious accidents, occupational diseases, and dangerous occurrences will be reported to the Health and Safety Executive (HSE) under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) by the Proprietor/Head of Provision as the employer.

An internal accident investigation process will be implemented to identify root causes and prevent recurrence.

Records of all accidents and incidents will be maintained.

3.5 Safeguarding and Child Protection

This Health and Safety Policy works in conjunction with our comprehensive Safeguarding and Child Protection Policy.

All staff are trained in safeguarding procedures and understand their responsibilities to protect children from harm.

Appropriate vetting and DBS checks are carried out for all staff and volunteers in accordance with "Keeping Children Safe in Education" guidance.

Clear procedures are in place for reporting any concerns about a pupil's welfare.

3.6 Premises and Equipment

Regular inspections of the premises and equipment will be carried out to ensure they are safe and well-maintained.

Any defects or hazards identified will be promptly rectified.

All equipment will be used, maintained, and stored in accordance with manufacturer's instructions and relevant safety standards.

Portable Appliance Testing (PAT) will be conducted regularly on electrical equipment.

Adequate ventilation, heating, and lighting will be maintained.

Floors and walkways will be kept clear, clean, and in good condition to prevent slips, trips, and falls.

Play areas (if applicable) will be regularly inspected for hazards and maintained to a safe standard, with appropriate surfacing.

3.7 Control of Substances Hazardous to Health (COSHH)

A COSHH assessment will be carried out for any hazardous substances used or stored on the premises (e.g., cleaning materials, art supplies).

Control measures will be implemented to minimise exposure to hazardous substances, including proper storage, labelling, personal protective equipment (PPE), and safe disposal.

Staff will receive training on the safe handling and use of hazardous substances.

3.8 Educational Visits and Off-Site Activities

All educational visits and off-site activities will be thoroughly risk-assessed, considering the specific needs of the pupils involved.

Appropriate supervision ratios will be maintained.

Staff leading visits will be competent and suitably trained.

Emergency procedures for off-site activities will be clearly established and communicated.

Parents/carers will be informed and provide consent for participation in off-site activities.

3.9 Manual Handling

Manual handling tasks will be assessed to identify and minimise risks of injury.

Where manual handling cannot be avoided, appropriate training and equipment will be provided to staff.

3.10 Lone Working

Risks associated with lone working will be assessed, and appropriate control measures will be put in place to ensure staff safety (e.g., communication systems, regular check-ins).

3.11 Contractors

All contractors working on the premises will be required to demonstrate their competence and provide risk assessments and method statements before commencing work.

Contractors will be made aware of our health and safety procedures.

3.12 Emergency Procedures

Clear emergency procedures are in place for:

Fire evacuation

Medical emergencies

Lockdown procedures (e.g., in response to an external threat)

Bomb threats

Intruder alerts

These procedures will be communicated to all staff and pupils and practiced regularly.

4. Training and Information

All staff will receive induction training covering essential health and safety information, including emergency procedures and their responsibilities.

Specific health and safety training will be provided to staff based on their roles and responsibilities (e.g., first aid, fire warden, COSHH, manual handling, safeguarding).

Information on health and safety performance and relevant updates will be regularly communicated to staff.

5. Monitoring and Review

The effectiveness of this policy and associated procedures will be monitored through:

Regular health and safety inspections and audits of the premises and activities.

Review of accident and incident reports.

Feedback from staff and pupils.

External inspections (e.g., Ofsted, Local Authority, HSE).

This policy will be formally reviewed at least annually by ElevatEd's leadership team. Any necessary amendments will be made and communicated.

6. Consultation

We will consult with staff on health and safety matters, fostering an open dialogue to identify and address concerns. This may be through staff meetings, dedicated health and safety representatives, or direct communication.

Appendix 1: Key Legislation and Guidance

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 2013 (RIDDOR)

Control of Substances Hazardous to Health Regulations 2002 (COSHH)

Fire Safety Order 2005 (Regulatory Reform (Fire Safety) Order 2005)

Health and Safety (First Aid) Regulations 1981

Manual Handling Operations Regulations 1992

Working at Height Regulations 2005

The Education (Independent School Standards) Regulations 2014 (if registered as an independent school)

Department for Education (DfE) guidance: "Health and Safety: Responsibilities and duties for schools"

DfE guidance: "Keeping Children Safe in Education"

Health and Safety Executive (HSE) guidance for education settings.