

03

HEALTH, SAFETY & PREMISES

Health and Safety Policy

Keeping everyone safe and well at our centre, in mock exam venues and during online lessons.



POLICY OWNER

Director

APPLIES TO

Everyone at the centre: students, parents, staff, specialists, visitors and contractors

THE ONE RULE TO REMEMBER

If you see a hazard, report it straight away, and make it safe if you can do so without risk.

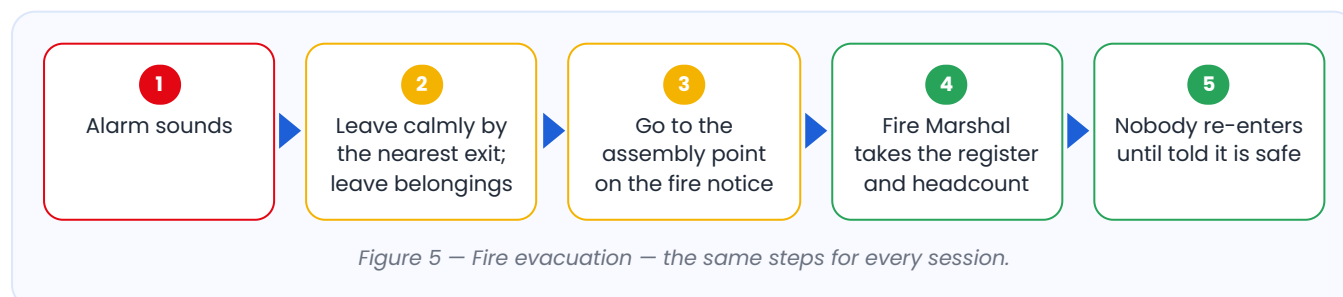
1. Our commitment

We provide a safe and healthy environment for everyone who learns, works or visits here, in line with the Health and Safety at Work etc. Act 1974, the Management of Health and Safety at Work Regulations 1999, the Regulatory Reform (Fire Safety) Order 2005 and RIDDOR 2013. This policy is reviewed every September.

2. Responsibilities

Role	Responsibilities
Director	Overall responsibility; makes sure resources, training and insurance are in place
Premises and Safety Lead	Monthly safety checks, hazard log, risk assessments, electrical checks; takes unsafe equipment out of use
First Aider	On site for every in-person session; treats injuries; records accidents; keeps first aid kits stocked
Fire Marshal and Deputy	Lead evacuations, take the register to the assembly point, run fire drills
Specialists and staff	Supervise students, follow safe practice, report hazards and incidents the same day
Students and parents	Follow instructions, use equipment properly, and tell us about health needs

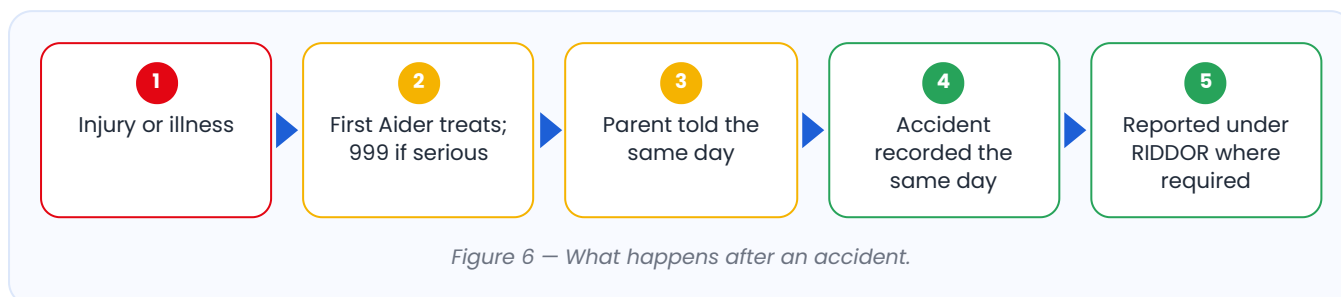
3. Fire safety



- Fire exits and walkways are kept clear at all times; fire notices are displayed in every room.

- A fire drill is held at least once a year and recorded.
- Students with mobility needs have a Personal Emergency Evacuation Plan (Policy 10).

4. First aid and accidents



5. Medical needs, medication and illness

- Tell us about any medical condition or allergy at enrolment, and whenever it changes. We need this to keep your child safe, and we handle it under Policy 12.
- Emergency medication, such as inhalers or adrenaline auto-injectors, must be clearly labelled and brought to every session. We do not give any other medicine without written agreement.
- Please keep your child at home if they are unwell or infectious, in line with NHS guidance. They may be able to join online if well enough.
- If a child becomes unwell during a lesson, we contact the parent to collect them.

6. Premises and equipment

- Monthly safety checks and a hazard and near-miss log.
- Electrical equipment is checked regularly; faulty equipment is taken out of use immediately.
- Written risk assessments for the centre, mock exam venues and any off-site activity.
- Visitors and contractors sign in and are escorted; they are never left alone with students.

7. Online lessons

For online lessons, parents are responsible for a safe space at home, and an adult must be at home for the whole lesson. We build in screen breaks and encourage good posture.