Health and Safety Policy

Valid From	Review Date	Approved by
01.11.2026	01.11.2027	Matthew Ford & Shahed Koyes

Active Support Education Centre is a registered independent school supporting learners aged between 11 and 16 years old in Luton and Bedfordshire. We are committed to making it our mission to promote resilience and positive wellbeing for all our pupils and staff. We understand Wellbeing as state of being comfortable, healthy and happy. We will drive the message forward, to ensure that mental health is 'everyone's business' across the whole school community.

We will strive to create an environment that has a whole school approach, in providing excellent mental health support, understanding and intervention. We will put Wellbeing at the heart of our school to ensure successful learning and commit to our policies reflecting this.

Health & Safety Policy Statement

The Governors and Co-Headteachers of Active Support Education Centre are committed to ensuring a safe and healthy environment and for providing safe equipment and procedures for all staff, learners and visitors involved in school activities. They recognise also their responsibility to consider the health and safety of visitors or any other person whose health or safety may be affected by the school's activities.

1. Aims

1.1 It is the intention of the Co-Headteacher's that the established policies and procedures issued by the LEA shall be followed and developed locally to meet the needs of the school, as set down in this policy statement.

1.2 The aim is to ensure that health and safety becomes an integral part of all activities and that it is achieved in a way that is consistent with curriculum, and other needs.

1.3 Active Support will work in a constructive and co-operative way with safety representatives in order to promote high standards of health and safety. This policy will be reviewed at least annually by the Co-Headteachers to ensure that it is kept up to date.

2. Objectives

Active Support Education Centre will ensure that the health and safety of all staff, learners and visitors are safeguarded, so far as is reasonably practicable, and this responsibility ranks equally with any other managerial or supervisory responsibility. There is also a legal and moral responsibility on all employees to safeguard their own health and safety and to co-operate with the employer by following established procedures and bring to the attention of management any health and safety problems of which they are aware.

3. Organisational Structure and Responsibilities

3.1 Overall responsibility for managing effective health and safety policy and procedures, including ensuring the provision of any necessary training rests with

the Co-Headteachers. Day to day executive responsibility rests with the managers.

3.2 The Manager is appointed as health and safety liaison officer for the school and, after training, will co-ordinate the arrangements for maintaining statutory procedures/records required under the Health and Safety at Work Act. He/she will also keep this policy document under review and initiate action if it needs to be changed to keep up to date, e.g. because of changes in legislation or responsibilities.

3.3 Notwithstanding the appointment of a Health and Safety Liaison Officer, each member of staff, or other person with supervisory control over any school activity, has a duty to ensure that agreed health and safety procedures are implemented for their activity.

3.4 Each staff member will periodically carry out a check and will bring any health and safety problems to the attention of the Head Teacher.

3.5 Active Support staff have the responsibility to check the general condition of the premises and, in particular the non-classroom areas, and for ensuring that Health and Safety hazards are dealt with. Where action required is outside his/her authority or ability, the matter will be reported to the Centre Manager and/or Co-Headteachers.

3.6 A regular review of arrangements and/or audit will be carried out.

4. Specific Hazards/Designated Duties

4.1 Fire Precautions

The school is responsible for ensuring that Fire Drills are carried out in accordance with Local Authority guidelines and for co-ordinating other aspects of fire safety at the centre, including ensuring staff and learners are aware of the emergency meeting point.

4.2 First Aid

4.2.1 An up-to-date list of trained “First Aiders” will be posted up in reception, on staff notice boards and in the Co-Headteachers office.

4.2.2 A first Aid box, as required by the First Aid at Work Regulations 1981, will be kept in reception and most classrooms. The Centre Managers will restock the First Aid boxes as and when required.

4.3 Accident and Ill Health Reporting

4.3.1 The First Aider is responsible for ensuring that a record of all accidents is kept and that the forms are completed were appropriate and copies are kept in the general office in the filing cabinet and Co-Headteachers are informed.

4.3.2 The Co-Headteacher is responsible for reporting to HSE / enforcement officer any incident which falls under the RIDDOR 2013 reporting requirements. Co-Headteachers will then review the risk assessment procedures and put into place any remedial action required.

4.4 Equipment and Electrical Testing

4.4.1 The arrangement for periodic testing of the fixed electrical installation on the site is the responsibility of The Co-Headteacher.

4.4.2 Day to day inspection of all equipment to detect visible signs of damage of deterioration rests with the user, or in the case of equipment used by learners, with the centre Manager.

4.4.3 Any equipment found to be unserviceable, or in any case of doubt, will be taken out of service, adequately labelled, locked away and the defect reported to the manager who will arrange for repair or replacement. All electrical equipment brought into the school from other sources, e.g., on loan, will be checked for its suitability for the purpose for which it is to be used. The person arranging for this has a duty to ensure that this is done. The personal property of staff, used on site, must also be checked for safety.

4.5 Hazardous Substances

No hazardous chemical agents will be used in the school until an assessment has been carried out in accordance with the Control of Substances Hazardous to Health Regulations 1988 COSHH).

4.6 General Maintenance:

The Co-Headteacher and Maintenance Officer will carry out quarterly building checks on general items such as lighting, decoration, equipment and furniture and external areas with a view to formulate a maintenance plan that keeps the building in a safe and good condition.

4.7 Visitors:

The School staff are responsible for arranging that the arrival/departure of all visitors to the site (other than parents collecting/delivering children) is entered into the visitor's book to be kept at the reception desk/office, and a Visitors Badge is displayed.

4.8 Contractors:

4.8.1 The primary duty for establishing and monitoring safe working of contractual maintenance on the premises rests with Centre Manager, who will liaise on a day-to-day basis with contractors working on the site from the point of view of the health and safety interface between their work and the functioning of the school. The information on arrangements at the school will form part of this liaison.

4.8.2 Where the school commissions work direct from a contractor the Co-Headteachers will assume the responsibilities otherwise falling to Centre Managers.

4.9 School Visits:

4.9.1 The person organising any external visits away from the school is responsible for carrying out necessary pre-visit arrangements and obtaining authorisation from the Co-Headteacher before the visit takes place.

4.9.2 A risk assessment for each visit must be produced and copies passed to the Co-Headteacher prior to each visit.

4.9.3 If the venue is not able to provide copies of their own risk assessments, then the Visit Organiser must complete the forms

4.9.4 The Visit Organiser is responsible for ensuring a first aid box is taken.

4.9.5 The Visit Organiser will have a Centre contact list with him/her at all times.

4.10 Catering Safety:

Responsibility for health and safety aspects of the work within the kitchen rests with the Hospitality and Catering staff who have been delegated responsibility. The Hospitality and Catering tutors and staff will co-ordinate safe working practices where there is a use of facilities by learners, including regular deep cleans and degreasing of equipment.

4.11 Pandemic:

All staff are responsible for following local and national government guidelines in the event of a pandemic. Lockdown and social distancing advice to be followed at all times and local authority to be informed of any reported cases of infections.

5. Arrangements And Procedures

General

The procedures used at Active Support will be in accordance with the current policy guidelines and procedures.

5.1 Induction Training

All new members of staff (teaching and non-teaching) will be provided with induction training appropriate to their health and safety needs. In the case of volunteer helpers, it will be the responsibility of the Centre Manager or to ensure that appropriate information is passed on to them also.

5.2 Risk Assessments

General risk assessments are completed annually in line with activities and areas used on a day to day to basis by the Co-Headteacher responsible for Health & Safety. All staff are expected to carry out daily checks of their working areas and report potential safety issues immediately to the Co-Headteachers.

5.3 School Visits

5.3.1 For all school visits the appropriate guidelines are adhered to. This will include the preparation of a plan of action identifying any special health and safety requirements and how they are to be met. A copy of the procedure is kept in the office. The venues chosen for school visits are as far as practicable to be restricted to those with no significant hazards.

5.3.2 For all visits the appropriate ratios of adults to learners is calculated and the necessary staff and adult helpers are provided. A risk assessment must be undertaken and copies passed to the Co-Headteacher.

5.3.3 Before any party leaves the centre all accompanying adults are instructed and briefed about the safety and control procedures and all learners are briefed and instructed on safety procedure, in particular the need to stay close to the supervising adult at all times.

5.4 Personal Protective Equipment (if needed)

5.4.1 Personal protective equipment will be provided in accordance with the advice in LEA policy guidelines. Arrangements will be made to check that it is properly used and maintained.

5.5 Medicines

5.5.1 Prescription medicine may be administered to children, but only at the specific request of the parent or guardian and after the completion of the medical form (Appendix 1). All such medicines will be stored in the office away from children and will be permitted to be self-administered under the supervision of a competent adult.

5.6 Sources of Further Advice on Health and Safety Matters

5.6.1 Active Support will seek specialist advice on health and safety from the Health and Safety Unit or Occupational Health Unit of Personnel Consultancy Division, Luton Borough Council or other appropriate source, where matters are outside the competence of the school's personnel.

Additional Policies to be read: Medication Policy (Appendix 1)

6. Monitoring, Review and Evaluation

The Co-Headteachers will be responsible for the successful implementation of this policy and ensure our health & safety policy is relevant to our staff, visitor and learner's needs. This will be done through consultations with the landlord, managers and site staff.

This policy will be reviewed annually by the Governors.

Appendix 1

Medication

Issue Date	Review Date	Approved by
01/11/2026	01/11/2027	Matt Ford & Shahed Koyes, Co-Headteachers

This policy is designed to support the ethos, aims and vision of Active Support.

1. Objectives

1.1 To provide a comprehensive policy that will ensure a safe and collective procedure to be followed by all staff when learners have to take medication on a regular or infrequent basis. To ensure that staff are aware of any learner needing medication use.

2. Aims

2.1 To ensure good practices by all staff that may need to store, administer, and record medication use.

2.2 On referral of new learners Parents/Carers to be asked if any medication is used, how and when it is taken, who is responsible for its control. This information will be forwarded to the centre manager who will set up the following procedures:

2.2.1 Complete medication form from the information on the referral form, ensure parents/carers have completed the medication section and signed.

2.2.2 Inform keyworkers and staff of type of medication, frequency of use.

2.2.3 Storage of any medication must be out of reach of any other learner and kept in a locked safe container (Petty Cash Tin) that is again locked securely in the Managers room.

2.2.4 Centre Managers are responsible for making regular checks with parents/carers to ensure correct administration and use.

2.2.5 When medication is given, it must be recorded on the medication form and signed by the Centre manager.

2.2.6 All information must be recorded as instructed.

2.2.7 When the learner leaves Active Support, any medication must be given back by the Centre Manager and signed off by the parent/carer.

ACTIVE SUPPORT
INSPIRING LIVES THROUGH EDUCATION

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ADMINISTRATION OF MEDICATION/TREATMENT

FORM OF CONSENT – STRICTLY CONFIDENTIAL

Child's Name: _____

Address: _____

_____

_____

Date of Birth: _____

Telephone Number: _____

GP's Practice: _____

GP's Tel No: _____

Condition/Illness: _____

Medication (Please Circle) Prescribed by GP/Specialist Non-Prescribed

I hereby request that members of staff administer the following medicines as detailed below. I understand that I must deliver the medicine personally to the person in charge in the original container as dispensed by the pharmacy and accept that this is a service which the school is not obliged to undertake. I will inform the school in writing immediately, in writing, if there is any change in dosage or frequency of the medication or if the medicine is stopped.

Signed: _____

Print Name: _____

Date: _____

Name of Medicine	Dose	Frequency	Date of Completion of Course (if known)
Special Instructions/Precautions/Side Effects:			
Allergies:			
Other prescribed medicines child takes at home:			