Elevate-Ed Health & Safety Policy 2026-2027

Last Updated: October 2026
Next Review Due: September 2027
Reviewed by: Aaron Guy, Founder / DSL, Georgia Guy Director / QA

Health and Safety Policy Statement

Elevate-Ed recognises its duties under the Health and Safety at Work etc. Act 1974, the Management of Health and Safety at Work Regulations 1999 and associated legislation. The Founder, as the person with overall responsibility for health and safety, is committed to ensuring, so far as is reasonably practicable, the health, safety and welfare of learners, staff, freelance practitioners, volunteers, visitors and anyone else affected by Elevate-Ed's work. To achieve this, Elevate-Ed will:

- provide and maintain safe premises, equipment and working methods, including safe access to and exit from The Learning Space and any other venue used
- assess the risks of all activities, venues and placements, put suitable control measures in place and review them regularly (Section 3)
- provide staff and freelance practitioners with the information, instruction, training and supervision they need to work safely (Section 7)
- consult staff and freelance practitioners on matters affecting their health and safety
- maintain emergency, fire and first aid arrangements (Sections 4 and 6)
- record, report, investigate and learn from accidents, incidents and near misses, including reporting to the HSE under RIDDOR where required (Section 4)
- obtain competent health and safety advice where needed (Section 2)
- monitor and review these arrangements, and this policy, at least annually (Section 8).

Everyone working for or on behalf of Elevate-Ed has a duty to take reasonable care of their own health and safety and that of others, and to co-operate with these arrangements. This statement and policy are made available to all staff, freelance practitioners and commissioners.

Signed: Aaron Guy

Date: 2026-10-29

1. Introduction

Elevate-Ed is committed to ensuring, so far as is reasonably practicable, the health, safety, and welfare of all learners, staff, freelance practitioners, volunteers, commissioners, parents/carers, and visitors.

We recognise that many sessions take place off-site and in outdoor or community environments, requiring a strong culture of **risk assessment, supervision, and safeguarding**.

This policy is informed by:

- Health and Safety at Work Act 1974
- Management of Health and Safety at Work Regulations 1999
- DfE Guidance: *Health and Safety - Responsibilities and Duties for Schools* (2022, last updated 5 April 2022; adapted for alternative provision)
- Keeping Children Safe in Education 2026 (KCSIE 2026), which introduces a new section on regulations and safeguarding requirements relating to school premises

This policy should be read in conjunction with:

- Safeguarding Policy 2026-2027
- Risk Assessment Policy
- Lone Working Policy
- SEND Policy & Equality, Diversity and Inclusion (EDI) Policy
- Staff Code of Conduct

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2. Responsibilities

Founder (Aaron Guy)

- Holds overall responsibility for health & safety arrangements, risk assessments, insurance cover, and compliance with relevant legislation.

- Competent health and safety advice: the founder draws on Health and Safety Executive (HSE) guidance and, for specialist matters such as fire safety or equipment servicing, on competent contractors (for example the site fire alarm and emergency lighting contractor).

- Ensures the policy is reviewed annually and communicated to staff and commissioners.

- Appendix A sets out who is responsible for each health and safety task, and the arrangements for specific risks.

Designated Safeguarding Lead (DSL)

- Ensures that any accident, injury, or incident raising safeguarding concerns is logged on the Safeguarding Concerns Form and reported appropriately.

Staff, Freelance Practitioners, and Volunteers

- Must follow all risk assessments, procedures, and policies.

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

- Report hazards, accidents, or near-misses immediately.

Commissioners and Visitors

- Expected to follow site safety instructions and reporting procedures when attending Elevate-Ed activities.

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3. Risk Assessment

- Risk assessments are completed for all activities, venues, and learners.

- Pre-placement risk assessments are shared with commissioners and agreed before delivery begins.

- Dynamic risk assessment is ongoing throughout sessions, particularly in outdoor/community environments.

- High-risk activities (e.g., water-based, climbing) will only be undertaken with appropriately qualified and insured external providers.

Types of risk assessment

Elevate-Ed keeps written risk assessments for (see the Risk Assessment Policy and the Risk Assessment Index & Hierarchy):

- the site (The Learning Space Site Risk Assessment) and fire (The Learning Space Fire Risk Assessment)
- activities and curriculum areas, for example STEAM equipment, kitchen use, outdoor learning and Forest School
- off-site and community sessions, and any visit or expedition
- individual learners, covering SEND, medical, behaviour and safeguarding needs, including absconding
- lone working and 1:1 delivery, and digital or online activity.

How risk assessments are carried out

Each risk assessment follows the same steps:

- identify the hazards: anything with the potential to cause harm
- decide who might be harmed and how, paying particular attention to learners with SEND, medical needs or emotional dysregulation
- evaluate the risk before controls (likelihood and severity, rated low, medium or high) and decide on control measures, following the hierarchy of control: remove the hazard, reduce it, isolate it, then use safe systems of work, supervision and protective equipment
- record the findings on the Elevate-Ed risk assessment template, including the risk rating after controls, safeguarding notes and review triggers
- put the controls in place and tell everyone affected before the activity starts.

Responsibility, communication and review

- The Founder completes or approves every risk assessment. Practitioners contribute to the assessments for the sessions they deliver and confirm they have read and understood them.
- Risk assessments are explained to staff and freelance practitioners at induction and before new activities. The key controls are explained to learners in a way that suits their age and needs.

- Learner-specific and pre-placement risk assessments are shared with, and agreed by, the commissioner before delivery begins. All risk assessments are available on request at monitoring visits.
- Risk assessments are reviewed at least annually, termly for higher-risk and off-site activities, and straight away after any accident, incident or near miss, or a change in the activity, venue, staffing or a learner's needs.
- Specialist assessments use competent advice, for example the fire risk assessment is informed by servicing from a competent fire alarm and emergency lighting contractor.

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4. First Aid, Medical Provision and Incident Reporting

- A qualified First Aider is available at every session.
- A suitably stocked first aid kit is carried to all off-site sessions, checked monthly using the First Aid Kit Check Log.
- A vehicle first aid kit is carried when transporting learners.
- Accidents and injuries are recorded in the Accident/Incident Report Form and reported to parents/carers and commissioners as appropriate.
- Serious accidents are reported to the HSE under **RIDDOR** where required.
- Learner medical needs and healthcare plans are recorded during pre-placement planning and integrated into risk assessments.
- Staff follow the SEND and EDI Policies when supporting medical needs.

Reporting accidents, incidents and near misses

The following must be reported: any accident causing injury to a learner, member of staff, freelance practitioner or visitor; near misses (events that could have caused harm but did not); dangerous occurrences; damage to property or equipment; and violent or aggressive incidents.

- Immediate action: make the area safe, give first aid, and call 999 if needed. Tell the Founder (or Deputy DSL if the Founder is unavailable) the same day.
- Recording: the person involved or the practitioner leading the session completes the Accident/Incident Report Form the same day, and no later than 24 hours after the event. It records what happened, when and where, who was involved, any injury and first aid given, witnesses and the immediate action taken.

- Notifying others: parents or carers and the commissioning school or local authority are told the same day. Serious injuries and any incident needing hospital treatment are reported to them by phone straight away.

- Safeguarding: if an injury or incident raises a safeguarding concern, it is also recorded on the Safeguarding Concerns Form and reported to the DSL (Section 5).

- RIDDOR: the Founder reports to the Health and Safety Executive any incident that is reportable under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013, within the required timescales. This includes deaths and specified injuries to workers, injuries that keep a worker off normal duties for more than seven days, dangerous occurrences, and accidents connected with Elevate-Ed's activities where a learner or visitor is taken directly from the scene to hospital for treatment. Reports are made online through the HSE website.

- Investigation and learning: the Founder reviews every report, investigates in proportion to the seriousness of the event, updates the relevant risk assessments, and shares the lessons learned with staff and freelance practitioners. Reports are analysed for patterns as part of the monitoring in Section 8.

- Hazards and defects: anyone who notices a hazard or defect reports it to the Founder straight away. Faulty equipment is taken out of use, and building defects at The Learning Space are reported to the landlord in writing and tracked until resolved.

- Records: accident and incident records are stored securely in line with the Data Protection and Privacy Policy, and records of RIDDOR-reportable incidents are kept for at least three years.

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5. Safeguarding Link

- Health & safety incidents that involve safeguarding concerns (e.g., neglect, unexplained injuries, absconding) are recorded on the Safeguarding Concerns Form and escalated to the DSL.

- This ensures joined-up safeguarding and compliance with Sections 6.2 and 8.1 of the Safeguarding Policy.

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6. Emergency Procedures

- Emergency procedures are detailed in all risk assessments and explained at the start of sessions.

- Elevate-Ed holds one recorded practice fire evacuation per academic term, with additional practice where changes in staffing, learner needs or premises arrangements make this appropriate, planned sensitively around learners' SEND/SEMH needs; the first practice is planned for Autumn 2, 2026.
- Lone working arrangements follow the Lone Working Policy.
- Emergency contacts for learners are collected pre-placement and stored securely in line with the Data Protection Policy.
- In serious incidents, the DSL/founder informs commissioners and parents/carers immediately.

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7. Training and Supervision

- The founder and practitioners complete appropriate health & safety and first aid training.
- First Aid training is refreshed every 3 years as standard.
- Induction for staff and freelancers includes:
    - accident/incident reporting
    - fire and emergency procedures
    - first aid arrangements
    - lone working protocols

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8. Monitoring & Review

- Health & safety arrangements are monitored throughout the year via risk assessments, supervision, and analysis of accidents/near-misses.
- Patterns and trends are reviewed and used to inform practice improvements.
- This policy is reviewed annually, or sooner if legislation, guidance, or operational practice changes.

9. Smoking and Vaping

Elevate-Ed operates a no-smoking and no-vaping rule across all of its provision. This applies to all staff, freelance practitioners, volunteers, visitors and learners during sessions, at any site used by Elevate-Ed (including The Learning Space), and during off-site or community-based activities. Where a venue used by Elevate-Ed has its own no-smoking policy, that policy is observed in addition to this rule. Any breach is addressed in line with Elevate-Ed's Staff Code of Conduct or Behaviour & Relationships Policy, as appropriate.

Appendix A: Organisation and Arrangements

A1. Who is responsible for what

Elevate-Ed is a small provider, so most health and safety tasks sit with the Founder. Practitioners carry out the day-to-day checks listed below and report any problems to the Founder straight away.

- **Overall responsibility, policy and competent advice:** Founder (Aaron Guy), with review by the Director / QA (Georgia Guy)
- **Risk assessments (site, fire, activities, off-site, learners):** Founder, with input from the practitioner delivering the session
- **Fire safety, alarm and emergency lighting checks:** Founder, who carries out the weekly fire alarm test and the monthly emergency lighting test; practitioners report any fault on the panel straight away
- **First aid provision and first aid kit checks:** Founder; practitioners check kits monthly using the First Aid Kit Check Log
- **Accident, incident and near-miss reporting and investigation:** Founder (Deputy DSL in the Founder's absence)
- **Premises, maintenance and landlord liaison:** Founder
- **Contractors and visitors on site:** Founder; the practitioner on site supervises contractors and visitors
- **Off-site activities and external providers:** Founder
- **Health and safety induction and training:** Founder
- **Child protection and safeguarding:** DSL (Aaron Guy) and Deputy DSL (Adam Chandler)
- **Staff wellbeing and supervision:** Founder, with oversight from the Director / QA

A2. Fire safety

- Fire safety at The Learning Space is managed through the Fire Risk Assessment, which is reviewed annually and after any change to the building or its use.
- The fire alarm is tested weekly, in line with BS 5839-1, at about the same time each week: one manual call point is activated using the test key, rotating so that each call point is tested in turn, and the sounders and panel are checked before the system is reset. Emergency lighting is given a brief functional test monthly, in line with BS 5266-1. Results, including the call point tested and any faults, are recorded on the Fire Alarm and Emergency Lighting Check. The alarm is serviced at least every six months, and the emergency lighting has an annual full-duration test, both by a competent contractor. Any remedial works are tracked in the Fire Risk Assessment action plan until complete.
- A full evacuation drill is carried out at least once a term and recorded. Fire exits and escape routes are kept clear at all times.
- On hearing the alarm, everyone leaves by the nearest safe exit and goes to the assembly point at the pedestrian gate by My Sofa Covers (next door). The practitioner accounts for everyone using the session register and calls 999. Nobody re-enters until it is declared safe.
- Firefighting equipment (a P50 water mist extinguisher and a fire blanket) is for trained adult use only, where safe to do so. Evacuation always comes first. The fire alarm zone chart is displayed next to the panel.
- Learners who may find an evacuation difficult have the support they need set out in their individual risk assessment.

A3. Premises, security, visitors and contractors

- The main entrance is key-controlled and entry is managed by staff. External doors open from the inside without a key.
- All visitors are expected, sign in and out, and stay with a member of staff. Visitors do not have unsupervised contact with learners.
- Contractors who work on the building, such as the landlord's electrician, the fire alarm and emergency lighting contractor and the gas engineer, are arranged outside session times where possible. Any contractor on site during a session signs in, is supervised and has no unsupervised contact with learners. Work on the building itself is the landlord's responsibility; where Elevate-Ed books a contractor directly, it uses a competent specialist.
- Building defects are reported to the landlord in writing and tracked until resolved. The gas boiler is in a locked room with no learner access and is maintained by a Gas Safe registered engineer.

A4. Equipment, electrical safety and hazardous substances

- Electrical equipment is visually checked before use, portable appliance testing is carried out where appropriate, and checks are recorded on the Electrical Safety and Equipment Checking Log. Faulty or damaged equipment is taken out of use immediately.
- STEAM equipment, including tools and the 3D printer, is used under supervision and in line with its risk assessment and the manufacturer's instructions.
- Cleaning products and other hazardous substances are kept to a minimum, stored securely in the locked boiler room, used only by adults, and handled in line with the product safety information.

A5. Kitchen and food

- The kitchen is used for basic food preparation under supervision, and appliances such as the kettle and the plug-in induction hob are for adult use only. Learners may use the induction hob only as part of a planned cooking activity, under direct supervision and covered by a specific risk assessment. Good food hygiene practice is followed.
- Allergies and dietary needs are recorded before a placement starts and included in the learner's risk assessment.

A6. Off-site activities, outdoor learning and external providers

- Every off-site session, outdoor activity or visit has a written risk assessment agreed before it goes ahead, and the commissioner and parents or carers are informed in advance.
- Staff carry a first aid kit, a charged mobile phone and learners' emergency contact details on all off-site sessions.
- External activity providers are checked before booking: Elevate-Ed obtains their public liability insurance, risk assessment, health and safety and safeguarding arrangements and evidence of instructor competence, and records this on the Offsite Activity Provider Tracker. High-risk activities only take place with qualified and insured providers.
- Elevate-Ed does not currently run overnight or residential trips.

A7. Transport

- Where Elevate-Ed transports learners, this is agreed in advance with the school or family. The driver holds a full licence and business-use insurance, the vehicle is roadworthy, and a first aid kit is carried.

A8. Infection control

- Elevate-Ed follows current UK Health Security Agency guidance for education settings. Good hand hygiene, ventilation and cleaning of shared equipment are maintained, and anyone with symptoms of an infectious illness does not attend (see Business Continuity Plan, 5.6).

A9. Lone working, manual handling and staff wellbeing

- Lone working follows the Lone Working Policy.
- Manual handling is kept to a minimum. Any task involving heavy or awkward loads is risk assessed first.
- Staff and freelance practitioners are supported through the Daily Practitioner Debrief and supervision (Staff Training and Development Policy, Section 8). Concerns about workload, stress or wellbeing can be raised with the Founder or the Director / QA at any time.
- Learner dysregulation is managed through de-escalation and individual risk assessments, in line with the Behaviour and Relationships Policy. Elevate-Ed does not use planned restrictive physical intervention.

Signed:
Aaron Guy - Founder / DSL
Georgia Guy - Director/QA
Date: October 2026