HEALTH AND SAFETY POLICY

EFFECTIVE: SEPTEMBER 2026 | REVIEW: SEPTEMBER 2027

SAFE PEOPLE • POSITIVE PATHWAYS • COMPLIANT PRACTICE | Impact Alternative Learning - commissioned alternative provision.

1 SCOPE AND RESPONSIBILITIES

- Principal ensures safe systems, adequate resources, accident procedures and competent advice. Staff take reasonable care and immediately report hazards.
- Separate site assessments and action plans must exist for Ashton and Audley House, reflecting real use, occupancy and learner needs.

2 RISK ASSESSMENT HIERARCHY

- Identify hazards, people affected and reasonable controls; document residual risk, action owner and review trigger.
- Review on changes in pupil need, activity, staffing, premises, equipment and after near misses or incidents.

3 SITE AND BUILDING SAFETY

- Maintain current fire risk assessments, evacuation plans, electrical inspections, maintenance logs, safe access, first-aid facilities, welfare provision and suitable supervision.
- Any single-stair escape arrangements, including Ashton basement, must be addressed through a competent site-specific fire risk assessment and appropriate controls before use.

4 ACTIVITIES AND VOCATIONAL PLACEMENTS

- Assess cooking, gym/boxing, workshops, art equipment, music production and externally delivered activities, including competence, supervision and equipment safeguards.
- Agree responsibility and emergency arrangements with third-party facilities in writing; check insurance and venue assessments.

5 LEARNER-SPECIFIC HEALTH PLANS

- Consider allergies, epilepsy, asthma, mobility, mental health needs, behaviour risks, SEND and medication support.
- Keep accessible emergency healthcare plans, risk assessments and staff instructions; minimise unnecessary restriction of learning.

6 TRANSPORT AND HANDOVER

- When Impact transports learners, check driver authorisation, insurance, vehicle condition, seatbelts, supervision and verified pick-up/drop-off arrangements.
- Record journeys/incidents and report significant deviations promptly; do not assume school transport rules transfer automatically to every AP journey.

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7 INCIDENTS AND REPORTING

- Provide first aid, secure site, record factual evidence and communicate to commissioner/family under arrangements.
- Assess reporting obligations under RIDDOR and other law; review root causes and control effectiveness.

8 TRAINING AND MONITORING

- Maintain fire marshals, first-aid qualifications, staff induction, drills, equipment service records and contractor control.
- Governance reviews unresolved high risks, maintenance deadlines and incidents at least termly.

9 ASBESTOS, WATER, GAS AND OTHER BUILDING HAZARDS

- Verify applicable surveys and registers for premises age and activities, and obtain competent landlord/provider assurances for controlled services.
- Maintain the current certificates, competent inspection records and dated remedial action plans for all applicable site systems.

10 PREMISES CHANGE MANAGEMENT

- Before changing room use, learner capacity, building layout or fire exits, reassess fire, crowding, access, welfare, electrical supply and staff supervision.
- A room layout or premises plan must match physical arrangements; keep landlord permissions and risk decisions where needed.

11 HEALTH AND SAFETY ENFORCEMENT AND INSURER NOTICE

- Respond promptly to enforcement, accident or insurance conditions, record responsible manager and implementation date.
- Review policy against changes in activities or law and report high-risk overdue items to governance.

12 LINKED STATUTORY AND DFE GUIDANCE

- Health and Safety at Work etc. Act 1974; Regulatory Reform (Fire Safety) Order 2005; DfE Non-school alternative provision voluntary national standards (August 2025; non-statutory) This policy is a provider operational policy; the primary guidance and any commissioner requirements take precedence where applicable.

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13 POLICY OWNERSHIP AND REVIEW

- Policy owner: Kate Willis, Principal and Proprietor. Effective date: September 2026. Next review: September 2027, or sooner if legislation, safeguarding guidance, commissioning requirements or provision changes.
- The Principal manages implementation and policy review, with governance oversight where appropriate; relevant staff are informed of updates and confirm understanding.