Health and Safety Policy

Approved by:	Callum Cooper and Daniel Smith	**Date created:**	01/03/24
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Introduction

It is the policy of Rise Alternative Provision to comply with the Health and Safety at Work etc. Act 1974 and other applicable health and safety legislation, and to provide and maintain a healthy and safe working environment. RISE will take reasonably practicable steps to prevent injury and ill health and to protect staff, sub-contracted staff, young people, visitors and others who may be affected by its activities.

All Tutors/ Mentors will be provided with such equipment, information, training and supervision as is necessary to implement the policy and achieve the above stated objective.

The Company recognises and accepts its duty to protect the health and safety of staff, sub-contracted staff and the young people they support. This applies to RISE hubs, school-based work, home sessions, community sessions, educational visits, transport, and other off-site provisions. Staff must follow relevant risk assessments, site procedures and RISE policies at all times.

Health and safety is the responsibility of everyone associated with the Company. Each Tutor/Mentor must take reasonable care of their own health and safety and that of others, follow safe working procedures and report hazards, defects, accidents, incidents and near misses promptly. Any concern that also raises a safeguarding issue must be reported immediately in line with the RISE Safeguarding & Child Protection Policy 2026–27.

Directors will provide every Tutor/ Mentor with the training necessary to carry out their tasks safely. However, if a Tutor/ Mentor is unsure how to perform a certain task or feels it would be dangerous to perform a specific job then it is their duty to report this to their supervisor or the person responsible for health and safety. An effective health and safety programme requires continuous communication between workers at all levels. It is therefore every worker's responsibility to report immediately any situation which could jeopardise the well-being of him or herself or any other person.

The Company will make available such finances and resources as are deemed reasonable to implement this policy.

All injuries, accidents, incidents, and near misses must be reported promptly to the Health and Safety Officer (Callum Cooper) using the correct RISE reporting system. Records must be accurate and sufficiently detailed to support investigation, learning, risk assessment review, and any statutory reporting requirements.

This Policy will be monitored and reviewed at least annually and sooner where there is a significant incident, change in legislation or guidance, change to RISE operations, or evidence that existing arrangements require amendment.

Aims

The aims of Rise Alternative Provision Ltd are;

- To deliver education, mentoring and support in safe, suitable and appropriately risk-assessed environments, including RISE hubs, schools, homes and community settings
- Establish and maintain safe working procedures for Tutors/Mentors, other staff and the young people they support
- Have robust arrangements in place for emergencies, accidents, incidents, missing/absconding situations and other foreseeable risks

Legislation

Where appropriate, this policy has regard to Department for Education health and safety guidance, Health and Safety Executive (HSE) guidance, UK Health Security Agency guidance and Keeping Children Safe in Education 2026 where health and safety arrangements overlap with safeguarding responsibilities, together with the following legislation:health and safety in schoolsincident reporting in schools

- The Health and Safety at Work etc. Act 1974, which sets out the general duties employers have towards employees and duties relating to lettings
- The Workplace (Health, Safety and Welfare) Regulations 1992, which set requirements for the health, safety and welfare of employees in applicable workplaces
- The Management of Health and Safety at Work Regulations 1999, which require employers to assess risks, implement appropriate control measures and provide relevant information and training
- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013, which require specified work-related injuries, diseases and dangerous occurrences to be reported to the relevant enforcing authority within the applicable statutory timeframe
- RISE follows current national guidance published by the UK Health Security Agency and other relevant government guidance when responding to infection prevention and control issues.

Roles and responsibilities

Directors

The Directors have overall responsibility for health and safety, in particular:

- Ensuring that adequate resources are available to implement the health and safety policy
- Monitoring the effectiveness of the health and safety policy

- Reviewing the policy annually
- Allocating resources to implement the health and safety policy, achieve health and safety objectives, avoid personal injury and property damage so far as is reasonably practicable through a structured risk assessment programme.
- Ensuring that health and safety responsibilities are clearly communicated to Tutors/ Mentors
- Ensuring that there are appropriate documented structures for the discussion of health and safety matters, e.g. staff meetings, CPD etc
- Investigating and where necessary, taking action in respect of any health and safety issue highlighted by Tutors/ Mentors.
- Investigating all accidents that occur in their areas of responsibility.

Tutors/ Mentors

Each Tutor/Mentor is responsible for following RISE health and safety arrangements within their role and session. In particular this includes:

- Ensuring that safe systems of work are implemented
- Monitoring the premises or location being used, including awareness of emergency exits and venue-specific procedures, and reporting hazards or faults where necessary
- Identifying and reporting health and safety hazards, unsafe conditions and concerns promptly

- Identifying training needs
- Reporting accidents, incidents and near misses using the correct RISE reporting system
- Ensuring the relevant Activity/Location Risk Assessment and the young person's Individual Risk Assessment have been read before the session; staff must dynamically risk assess throughout. Unapproved activities or locations must not be used until risks have been considered and appropriate approval obtained

Young person

Young people are expected, according to their age, understanding and individual needs, to follow reasonable health and safety instructions and report hazards, accidents or safety concerns. Staff remain responsible for appropriate supervision and risk management.

Equipment

All equipment and machinery is maintained in accordance with the manufacturer's instructions. In addition, maintenance schedules outline when extra checks should take place.

Electrical equipment

- All staff are responsible for ensuring they use and handle electrical equipment sensibly and safely

- Any pupil or volunteer who handles electrical appliances does so under the supervision of the member of staff who directs them

Display screen equipment

- All staff who use computers daily as a significant part of their normal work have a display screen equipment (DSE) assessment carried out. 'Significant' is taken to be continuous/near continuous spells of an hour or more at a time
- Staff identified as DSE users are entitled to an eyesight test for DSE use upon request, and at regular intervals thereafter, by a qualified optician (and corrective glasses provided if required specifically for DSE use)

Lone working

Lone working may include:

- Direct work with a young person in a home or community setting
- Travel to and from a young person's location and, where authorised, transportation of young people

Staff using a vehicle for work must hold the appropriate driving licence, business-use insurance and ensure the vehicle is roadworthy. Relevant transport and individual risk assessments must be followed.

Please refer to the RISE Lone Working Policy, Transport Policy and relevant risk assessments for further information. Staff must follow required check-in/contact arrangements and must not remain in a situation

where risks cannot be safely controlled.

Manual handling

It is up to individual to determine whether they are fit to lift or move equipment and furniture. If an individual feels that to lift an item could result in injury or exacerbate an existing condition, they will ask for assistance.

Staff and pupils are expected to use the following basic manual handling procedure:

- Plan the lift and assess the load
- Take the more direct route that is clear from obstruction and is as flat as possible
- When lifting, bend your knees and keep your back straight, feet apart and angled out. Ensure the load is held close to the body and firmly. Lift smoothly and slowly and avoid twisting, stretching and reaching where practicable

Violence at work

RISE believes that staff and young people should be protected from violence, aggression and threatening behaviour. Known risks must be considered within relevant risk assessments and safety planning.

All staff must report incidents of aggression, violence, threats or relevant near misses. Staff should use preventative and de-escalation strategies and follow the Positive Handling & Physical Intervention Policy where applicable. Any incident that also raises a safeguarding concern must be reported through safeguarding procedures.

Infection prevention and control

We follow national guidance published by the UK Health Security Agency when responding to infection control issues. We will encourage sub-contracted staff and young people to follow this good hygiene practice, outlined below, where applicable.

Handwashing

- Wash hands with liquid soap and warm water, and dry with paper towels
- Always wash hands after using the toilet, before eating or handling food, and after handling animals
- Cover all cuts and abrasions with waterproof dressings

Coughing and sneezing

- Cover mouth and nose with a tissue
- Wash hands after using or disposing of tissues
- Spitting is discouraged

Personal protective equipment

- Wear disposable non-powdered vinyl or latex-free CE-marked gloves and disposable plastic aprons where there is a risk of splashing or contamination with blood/body fluids
- Wear goggles if there is a risk of splashing to the face
- Use the correct personal protective equipment when handling cleaning chemicals
- Use personal protective equipment (PPE) to control the spread of infectious diseases where required or recommended by government guidance and/or a risk assessment

Animal

- Wash hands before and after handling any animals
- Keep animals' living quarters clean and away from food areas
- Dispose of animal waste regularly, and keep litter boxes away from pupils
- Supervise Young People when playing with animals
- Seek veterinary advice on animal welfare and animal health issues, and the suitability of the animal as a pet

Infectious disease management

We will ensure proportionate risk-reduction measures are in place to manage infectious diseases in line with current UK Health Security Agency and government guidance. Relevant risk assessments will be reviewed when circumstances or guidance change.

Pupils vulnerable to infection

Some medical conditions can make young people particularly vulnerable to infection. Where RISE is aware of such vulnerability, relevant information must be considered within individual risk assessment and session planning, and parents/carers and appropriate professionals should be contacted promptly where exposure may present a significant risk.

Exclusion periods for infectious diseases

Rise Alternative Provision will follow recommended exclusion periods outlined by the UK Health Security Agency and other government guidance.

In the event of an epidemic/pandemic, we will follow advice from the UK Health Security Agency about the appropriate course of action.

New and expectant mothers

A workplace risk assessment will be reviewed when a member of staff notifies the Company that they are pregnant, have given birth within the previous six months or are breastfeeding, in accordance with applicable health and safety requirements.

Appropriate measures will be put in place to control risks identified. Some specific risks are summarised below:

- Chickenpox can affect the pregnancy if a woman has not already had the infection. Expectant mothers should report exposure to an antenatal carer and GP at any stage of exposure
- Shingles is caused by the same virus as chickenpox, so anyone who has not had chickenpox is potentially vulnerable to the infection if they have close contact with a case of shingles
- If a pregnant woman comes into contact with measles or German measles (rubella), she should inform her antenatal carer and GP immediately to ensure investigation
- Slapped cheek disease (parvovirus B19) can occasionally affect an unborn child. If exposed early in pregnancy (before 20 weeks), the pregnant woman should inform her antenatal care and GP as this must be investigated promptly
- Some pregnant women will be at greater risk of severe illness from COVID-19

Occupational stress

At Rise Alternative Provision, we are committed to promoting health and wellbeing and recognise the importance of identifying and reducing work-related stressors through risk assessment. We recognise the particular demands that can arise when supporting young people accessing Alternative Provision, including lone working, challenging behaviour and safeguarding responsibilities.

Systems are in place for responding to individual concerns and monitoring staff workloads. Regular team meetings are held and supervision is built into staff support plans.

Accident reporting

Accident record book

- An accident/incident form will be completed as soon as reasonably practicable after the immediate needs of those involved have been addressed
- Reports must be factual, accurate and include sufficient detail to support appropriate follow-up, investigation and review of risk assessments
- Accident and incident records will be retained securely for the period required by applicable legislation, insurance requirements and RISE data-retention arrangements, and then disposed of securely

Reporting to the Health and Safety Executive

The Health and Safety Officer (Callum Cooper) will keep appropriate records and determine whether an injury, disease or dangerous occurrence is reportable under RIDDOR 2013.

Where a report is required under RIDDOR, the Health and Safety Officer will ensure it is submitted to the

appropriate enforcing authority within the applicable statutory timeframe.

Notifying parents/carers or school

- The Tutor/Mentor will inform parents/carers and/or the commissioning school of any accident or injury sustained by a young person, and any treatment given, on the same day or as soon as reasonably practicable, subject to safeguarding considerations. The Health and Safety Officer must also be informed in accordance with RISE procedures.

Training

All staff are provided with appropriate health and safety information and training as part of induction and according to their role. Staff must also complete required safeguarding training and read Part One of Keeping Children Safe in Education 2026 in full.

Links to other RISE policies and procedures:

- Lone Working
- RISE Safeguarding & Child Protection Policy 2026–27
- Risk Assessment
- Code of Conduct
- Educational Visits and Outings
- Transport
- Fire Evacuation Procedure
- First Aid
- Administering of Medication
- Absconding (Missing Person)
- Positive Handling & Physical Intervention
- Behaviour
- Whistleblowing
- Business Continuity Plan
- Staff Absence
- Online Safety Policy
- Healthy Eating