



Health and Safety Policy: Swallow Grange Alternative Provision (AP)

1. Introduction

Swallow Grange Alternative Provision is committed to providing a safe, healthy, and secure environment for all students, staff, visitors, and contractors. We recognise that our students, aged 4-11, have unique Social, Emotional, and Mental Health (SEMH) needs, which may present specific health and safety considerations. This policy outlines our commitment to managing health and safety risks effectively, ensuring compliance with all relevant legislation, and promoting a culture of safety throughout our provision.

The Head of Provision, in conjunction with the Governing Body, has overall responsibility for health and safety. However, the effective implementation of this policy requires the active participation and co-operation of every individual at Swallow Grange AP.

2. Statement of Intent

Swallow Grange Alternative Provision will:

- Provide a safe and healthy environment for all students, staff, visitors, and contractors.
- Identify and assess health and safety risks and implement effective control measures to eliminate or reduce them to an acceptable level.
- Comply with all relevant health and safety legislation, regulations, and approved codes of practice.
- Provide adequate resources to ensure health and safety.
- Provide appropriate information, instruction, training, and supervision to enable all staff to carry out their duties safely.
- Consult with staff on matters affecting their health and safety.
- Ensure that all equipment, premises, and activities are regularly inspected and maintained in a safe condition.
- Establish clear procedures for accident reporting, investigation, and learning.
- Review and revise this policy annually, or as necessary, to ensure its continued effectiveness.

3. Roles and Responsibilities

3.1. The Governing Body / Trust:

- Has overall responsibility for health and safety within Swallow Grange AP.
- Ensures that there are adequate resources for health and safety management.
- Reviews and approves the Health and Safety Policy.

- Holds the Head of Provision accountable for health and safety performance.

3.2. Head of Provision (or Designated Health & Safety Lead):

- Has day-to-day operational responsibility for implementing this policy.
- Ensures that risk assessments are undertaken, reviewed, and acted upon.
- Monitors health and safety performance and takes corrective action where necessary.
- Ensures staff receive appropriate health and safety training.
- Liaises with external agencies (e.g., Local Authority, enforcing authorities).
- Manages the reporting and investigation of accidents and incidents.
- Ensures that premises and equipment are maintained in a safe condition.
- Acts as the main point of contact for all health and safety matters.

3.3. All Staff (Teaching, Support, Admin, and Contractors):

- Take reasonable care of their own health and safety and that of others who may be affected by their acts or omissions.
- Co-operate with the Head of Provision and other staff on health and safety matters.
- Use equipment and substances in accordance with training and instructions.
- Report any health and safety concerns, hazards, defects, or near misses immediately to the Head of Provision or designated person.
- Adhere to all health and safety procedures and rules.
- Participate in health and safety training provided.
- Never intentionally or recklessly interfere with or misuse anything provided for health and safety.

3.4. Students:

- Are expected to follow all safety instructions given by staff.
- To behave in a way that does not endanger themselves or others.
- To report any concerns about safety to a member of staff.
- To treat the school environment and equipment with respect.

4. Risk Management

4.1. Risk Assessments:

- Comprehensive risk assessments will be conducted for all significant hazards and activities within Swallow Grange AP, including:
 - General site safety (premises, equipment, grounds).
 - Classroom activities, practical lessons, and off-site visits.
 - Specific activities related to students' SEMH needs (e.g.,

managing challenging behaviour, restrictive interventions if applicable).

- Use of hazardous substances (COSHH). ○ Fire safety. ○ First aid needs. ○ Manual handling. ○ New equipment or procedures.
- Risk assessments will be documented, regularly reviewed (at least annually, or when there is a significant change, or after an incident), and communicated to relevant staff.
- Specific risk assessments will be developed for individual students where their SEMH needs present a particular risk to themselves or others (e.g., risk of absconding, selfharm, aggression). These will inform individual support plans.

4.2. Control Measures:

- Appropriate control measures will be implemented based on the findings of risk assessments. These may include: ○ Elimination of hazards. ○ Substitution with safer alternatives. ○ Engineering controls (e.g., guards on machinery, ventilation). ○ Administrative controls (e.g., safe working procedures, training, supervision). ○ Provision of personal protective equipment (PPE) where residual risk remains.

5. Specific Health and Safety Procedures

5.1. Fire Safety:

- Regular fire risk assessments will be conducted and reviewed.
- Clear fire escape routes will be maintained and kept free from obstructions.
- Fire extinguishers and alarms will be regularly inspected and maintained.
- Fire drills will be conducted termly, or as required, to ensure all occupants are familiar with evacuation procedures.
- All staff will receive fire safety awareness training, including use of fire extinguishers.

5.2. First Aid:

- A sufficient number of appropriately trained and qualified first aiders will be available on site during operational hours.
- First aid kits will be fully stocked, regularly checked, and easily accessible.
- Clear procedures for summoning first aid and emergency services will be displayed.
- All accidents and injuries will be recorded in the accident book and investigated where necessary.
- Relevant personnel will be trained in the administration of specific medications (e.g., EpiPen) where required for individual students.

5.3. Managing Challenging Behaviour (Related to SEMH Needs):

- Staff will be trained in de-escalation techniques and positive behaviour management strategies.
- Individualised risk assessments and behaviour support plans will be in place for students whose SEMH needs may lead to challenging behaviour.
- Any use of physical intervention (if applicable and trained for) will be in line with recognised safe practice, be a last resort to prevent harm, and will be rigorously documented and reviewed.
- Rooms/areas may be adapted to ensure safety during periods of heightened distress or challenging behaviour.

5.4. Safeguarding:

- This policy links directly to our Safeguarding and Child Protection Policy.
- All staff are trained in safeguarding procedures and know how to report concerns.
- We maintain a vigilant approach to identifying and addressing any risks to student welfare.

5.5. Off-Site Visits and Educational Trips:

- All off-site activities will be subject to a comprehensive risk assessment approved by the Head of Provision.
- Appropriate adult-to-student ratios will be maintained, considering the specific needs of the students.
- Staff leading visits will be suitably qualified and informed of relevant risks and procedures.

5.6. Premises and Equipment:

- The premises and all equipment will be regularly inspected and maintained by competent persons.
- Any defects will be reported immediately and rectified promptly.
- Electrical equipment will be PAT tested regularly.
- Gas appliances will be regularly serviced by a Gas Safe registered engineer.
- Asbestos management plan (if applicable) will be in place and adhered to.
- Water systems (Legionella) will be managed in accordance with guidance.

5.7. Control of Substances Hazardous to Health (COSHH):

- A COSHH assessment will be undertaken for any hazardous substances used or stored on site.
- Appropriate control measures, including storage, labelling, and use of PPE, will be implemented.
- Safety Data Sheets (SDS) for all hazardous substances will be readily available.

5.8. Manual Handling:

- Staff will be provided with training on safe manual handling techniques.
- Risk assessments will be conducted for any tasks involving significant manual handling.

5.9. Working at Height:

- Work at height will be avoided where possible.
- Where necessary, suitable equipment and trained personnel will be used, following safe systems of work.

5.10. Contractors:

- All contractors working on site must comply with the school's health and safety requirements.
- Contractors must provide evidence of their competence, insurance, and risk assessments for their work.
- They will be inducted into the school's safety procedures.

6. Accident, Incident, and Near Miss Reporting

- All accidents, incidents (including those involving challenging behaviour causing harm), and near misses (an event that could have caused harm but didn't) must be reported immediately to the Head of Provision.
- All incidents will be recorded in the school's accident book/reporting system.
- Serious incidents will be investigated to identify root causes and implement preventative measures.
- Incidents requiring reporting under RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations) will be reported to the Health and Safety Executive (HSE) by the Head of Provision.

7. Training and Communication

- All new staff will receive a health and safety induction.
- Regular health and safety training will be provided to staff, tailored to their roles and responsibilities (e.g., first aid, fire safety, managing challenging behaviour, safeguarding).
- Health and safety information will be clearly displayed and accessible to all staff.
- Staff will be consulted on health and safety matters, and encouraged to raise concerns.

8. Monitoring and Review

- This policy will be reviewed annually by the Governing Body / Head of Provision, or more frequently if there are significant changes in legislation, premises, activities, or following a serious incident.

- Regular health and safety audits and inspections will be conducted to monitor compliance and identify areas for improvement.
- The effectiveness of the policy will be measured by accident rates, audit findings, and feedback from staff and students.

Policy Ratified by: Jayne Chudley (Managing Director) and Head of Provision **Date of Ratification:** 30th April 2026 **Date of Next Review:** 30th April 2027