



Health & Safety Policy – Safe Space Education

Version 1 (20.2.26)

1. Introduction

Safe Space Education is committed to ensuring the health, safety, and welfare of all pupils, staff, contractors, and visitors involved in our Alternative Provision (AP), 1:1 mentoring, and tutoring services. We aim to provide safe environments for learning, whether sessions take place in schools, community venues, homes, or online.

This policy outlines our approach to risk management, safe working practices, and responsibilities.

2. Legal Framework

This policy is informed by:

- Health and Safety at Work Act 1974
- Management of Health and Safety at Work Regulations 1999
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR)
- Safeguarding legislation and Keeping Children Safe in Education (KCSIE)
- Relevant local authority and commissioning school requirements

3. Responsibilities

Senior Leadership

- Ensure appropriate health and safety arrangements are in place
- Provide training and guidance to staff
- Review risk assessments and incident reports
- Ensure compliance with legal duties

Staff, Tutors, and Mentors

- Follow Safe Space Education's health and safety procedures
- Conduct dynamic risk assessments during sessions
- Report hazards, incidents, or near misses promptly
- Maintain safe working environments

Pupils

- Follow instructions designed to keep them safe
- Use equipment appropriately
- Report concerns to staff

4. Risk Assessment

Safe Space Education conducts:

- **General risk assessments** for AP settings
- **Activity-specific risk assessments** (e.g., outdoor work, practical tasks)
- **Individual pupil risk assessments**, especially where behaviour, SEND, or medical needs present additional risks
- **Home visit risk assessments** for off-site or 1:1 work

Staff must complete a dynamic risk assessment at the start of each session.

5. Safe Working Practices

In AP or community settings

- Rooms must be safe, clean, and appropriately supervised
- Equipment must be used safely
- Emergency exits must remain clear
- Staff must know fire and evacuation procedures

During home visits

- Staff must follow the Home Visit Protocol
- Sessions must take place in appropriate areas of the home
- Staff must not enter unsafe environments

Online sessions

- Staff must follow Online Safety and Safeguarding procedures
- Sessions must take place in appropriate, private spaces
- No recording unless explicitly authorised

6. First Aid

- At least one trained first aider will be available in AP settings
- Staff must know how to access first aid support
- All first aid incidents must be recorded and reported
- Emergency services must be contacted when required

7. Incident Reporting

All accidents, injuries, or near misses must be:

- Reported to senior leadership

- Recorded using the appropriate form
- Investigated where necessary
- Reported under RIDDOR if applicable

Safeguarding concerns must be reported to the DSL immediately.

8. Fire Safety

- Staff must know evacuation routes
- Fire drills will be carried out in AP settings
- Fire exits must remain unobstructed
- Electrical equipment must be used safely

9. Lone Working

Staff working alone (e.g., home visits, community sessions) must:

- Follow the Lone Working Policy
- Share their schedule with leadership
- Check in and out as required
- Avoid entering unsafe environments

10. Use of Equipment

- Staff must only use equipment they are trained to use
- Faulty equipment must be reported immediately
- Pupils must be supervised when using equipment

11. Health & Wellbeing

Safe Space Education promotes:

- A culture of openness
- Reasonable workload expectations
- Support for staff experiencing stress or difficulties
- Access to wellbeing resources

12. Review of Policy

This policy will be reviewed annually or sooner if required

Review date; 20.02.2027