

LEGACY EDUCATION

Health & Safety Policy



"Character Above All Else"

Approved by: Director

Responsible Person: Health & Safety Lead / DSL

Last Review Date: December 2025

Next Review Due: December 2026

1. Statement of Intent

- 1.1. Legacy Alternative Provision (Legacy AP) is committed to ensuring the health, safety and welfare of all students, staff, visitors and contractors.
 - 1.2. We aim to maintain a safe, secure and positive environment where everyone can learn, train and work confidently.
 - 1.3. This policy outlines our systems and responsibilities under the *Health and Safety at Work Act 1974* and related regulations.
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2. Responsibilities

- 2.1. Health and safety is a shared responsibility across all areas of Legacy AP.
 - 2.1.1. **Director:**
 - Holds overall accountability for compliance
 - Promotes a strong culture of safety.
 - 2.1.2. **DSL / Health & Safety Lead:**
 - Oversees daily safety checks, risk assessments, and incident reporting.
 - 2.1.3. **Staff:**
 - Must follow all safety procedures,
 - Complete required risk assessments,
 - Report hazards immediately.
 - 2.1.4. **Students:**
 - Expected to behave responsibly,
 - Follow staff instructions,
 - Use equipment safely.
 - 2.1.5. **Visitors & Contractors:**
 - Must sign in,
 - Follow safety guidance,
 - Report any concerns while on site.
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3. Health & Safety Arrangements

- 3.1. Daily site checks ensure that learning spaces and gym areas are safe and free from hazards.
 - 3.2. A central **Health & Safety File** holds all risk assessments, maintenance records, COSHH data, and inspection logs.
 - 3.3. Routine measures include but is non exhaustive:
 - Secure storage of cleaning materials and tools
 - Clear signage and unobstructed exits
 - Supervised use of gym and training equipment
 - Prompt reporting of repairs or hazards
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4. First Aid and Medical Arrangements

- 4.1. Legacy AP ensures appropriate first aid provision at all times.

- Trained first aiders are available on-site each day.
 - First aid kits are located in classrooms, the gym, and office areas.
 - All incidents are recorded in the **Accident and Incident Log**.
 - Parents/carers are informed of injuries as soon as possible.
 - Students with medical needs have an agreed **Individual Healthcare Plan**.
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5. Fire Safety and Evacuation

5.1. Fire safety is central to our site management.

- Fire alarms and extinguishers are checked regularly.
 - Fire exits are clearly marked and kept clear.
 - Evacuation drills take place at least once per term.
 - Staff receive induction and refresher fire training.
 - Visitors are briefed on evacuation routes when signing in.
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6. Educational Visits and Off-Site Activities

6.1. Legacy AP values learning beyond the classroom and ensures that all trips and community sessions are planned and risk assessed.

6.2. The visit leader completes a **risk assessment** and gains approval before departure.

6.3. Ratios and supervision levels are appropriate to student needs.

6.4. Emergency contact information and first aid kits must accompany all visits.

6.5. Vehicles used for transport must be roadworthy and insured.

7. Gym and Physical Training Safety

7.1. Our curriculum includes physical training designed to build discipline, confidence and resilience.

7.2. To ensure safety:

- Equipment is inspected and maintained regularly.
 - Students receive clear instruction on correct technique.
 - Staff model safe practice and monitor form closely.
 - When physical guidance is used, it must always meet the **needs of the student**, not the staff member.
 - Individual risk assessments are in place for students with injuries or additional needs.
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8. Risk Assessment

8.1. Risk assessments are completed for all key activities — including physical sessions, off-site visits, and maintenance work.

- 8.2. Each assessment identifies hazards, evaluates risk, and sets out control measures.
 - 8.3. Staff are responsible for adhering to these measures and reporting any changes or new risks.
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9. Incident Reporting and Recording

- 9.1. All accidents, injuries or near-misses must be reported to the **DSL / Health & Safety Lead** immediately.
 - 9.2. Serious incidents are reviewed and, if necessary, reported under **RIDDOR** regulations.
 - 9.3. Trends and patterns are analysed to improve safety practices and inform training needs.
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10. Training, Monitoring and Review

- 10.1. All staff complete induction training covering first aid, fire safety, manual handling, and emergency procedures.
 - 10.2. Refresher sessions are delivered annually.
 - 10.3. The Director and DSL review compliance termly and update policies as needed.
 - 10.4. The Health & Safety Policy is reviewed annually or sooner if significant changes occur.
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11. Related Policies

- 11.1. This policy should be read alongside:
 - Safeguarding & Child Protection Policy
 - Behaviour & Exclusions Policy
 - Physical Intervention & Positive Handling Policy
 - Risk Assessment Procedures
 - First Aid Procedures
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