

### 1. Policy Statement

Liminal Education East Anglia Ltd is committed to ensuring the health, safety, and welfare of all pupils, staff, visitors, and contractors. We recognise our duties under the Health and Safety at Work Act 1974 and associated regulations, and we adopt the 2025 Voluntary National Standards for Non-School Alternative Provision as best practice.

Our aims are to:

- Provide a safe and supportive learning environment.
- Prevent accidents, incidents, and ill health through proactive risk management.
- Ensure staff are competent and trained to fulfil their responsibilities.
- Work in partnership with commissioning schools, local authorities, parents/carers, and pupils to maintain a culture of safety.

### 2. Responsibilities

- Head of Centre: Overall responsibility for health and safety, risk assessments, training, and compliance.
- Staff: Responsible for following procedures, reporting hazards, attending training, and modelling safe practice.
- Pupils: Encouraged to take reasonable care of their own safety and that of others, and to report concerns promptly.
- Commissioning Schools/Local Authorities: Retain safeguarding responsibility and must receive written assurances of compliance.

### 3. Risk Assessment

We conduct risk assessments covering:

- Premises and equipment.
- Fire safety and emergency evacuation.
- Activities, including off-site provision.
- Individual pupils, especially those with SEND, medical needs, or additional vulnerabilities.

Assessments are reviewed at least annually, or sooner if circumstances change.

### 4. First Aid & Medical Needs

- At least one qualified first aider is present on site whenever pupils are in attendance.
- First aid kits are fully stocked and checked regularly.
- All accidents and near misses are recorded in the Accident Book and reported to the commissioning school where appropriate.
- Arrangements are in place to support pupils with medical conditions, including Individual Healthcare Plans where needed.

- Any medication for children should be brought in in its original packaging with the dosage sticker visible

## 5. Fire Safety & Emergencies

- Fire risk assessments are in place.
- Evacuation routes are clearly signed and kept free from obstruction.
- Fire drills are carried out at least once per term.
- Emergency procedures are displayed in all teaching spaces.

## 6. Incident Reporting

- All incidents, accidents, or near misses are recorded, investigated, and acted upon.
- Serious incidents are reported immediately to the commissioning school and, if necessary, to the Local Authority or HSE.
- Records are reviewed termly to identify trends and improve safety controls.

## 7. Staff Training & Competence

- All staff receive induction training on health and safety, safeguarding, and emergency procedures.
- Additional training (e.g. manual handling, behaviour management, lone working) is provided where relevant.
- Training records are maintained and reviewed annually.

## 8. Site Security & Access

- Visitors must sign in and out and are supervised where necessary.
- Pupils are not permitted to leave the site without permission.
- Staff monitor access points to ensure safety.

## 9. Communication with Stakeholders

- Parents/carers are informed of this policy and relevant risk assessments.
- Commissioning schools receive written confirmation of our health and safety arrangements, including staff safeguarding checks and site details.
- Updates are shared promptly in the event of changes or incidents.

## 8. Policy Review

This policy will be reviewed annually or sooner if DfE guidance changes.

Approved by: **Richard Henwood** (Head of Centre)

Date: 01/09/25

Next Review: September 2026