

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

Liminal Education East Anglia Ltd recognises that effective risk assessment is essential in maintaining a safe environment for pupils, staff, visitors, and contractors.

Risk assessments are carried out for:

- The premises and environment.
- Fire safety and emergency evacuation procedures.
- Educational activities, including off-site visits and enrichment activities.
- Individual pupils with SEND, SEMH needs, medical conditions, behaviour risks, trauma-related needs, or other vulnerabilities.
- Specific activities carried out by pupils where additional hazards may exist.
- Lone working situations involving staff.

Risk assessments are proportionate, regularly reviewed, and updated whenever:

- A new pupil is admitted.
- A pupil's needs or behaviour changes.
- New activities or equipment are introduced.
- An incident or near miss occurs.

- Environmental or staffing changes take place.

Individual Pupil Risk Assessments

Where appropriate, individual risk assessments are completed for pupils presenting additional needs or higher levels of risk. These may include:

- Behaviour that could place themselves or others at risk.
- Emotional dysregulation or absconding risks.
- Medical or sensory needs.
- Difficulties with social interaction or emotional regulation.
- Risks linked to trauma, mental health, or safeguarding concerns.

These assessments identify:

- Known triggers or risks.
- Preventative and supportive strategies.
- Appropriate staff responses and de-escalation approaches.
- Required supervision levels.
- Emergency procedures where necessary.

Risk assessments are shared with relevant staff and reviewed in partnership with commissioning schools, parents/carers, and external professionals where appropriate.

Activity Risk Assessments

Specific risk assessments are completed for activities that may involve additional hazards or supervision requirements. This may include:

- Sports and outdoor activities.
- Community visits or educational trips.
- Practical tasks involving tools or equipment.
- Activities involving travel or public spaces.

Staff ensure that:

- Appropriate supervision ratios are maintained.
- Pupils understand safety expectations.
- Equipment is suitable and checked before use.
- Any medical, behavioural, or sensory needs are considered before participation.

Lone Working

Liminal Education East Anglia Ltd recognises that there may be occasions where staff work alone with pupils or alone on site. Lone working can increase risks and therefore must be carefully managed.

Lone working includes:

- One-to-one sessions with pupils.
- Staff opening or closing the premises alone.
- Off-site activities involving a single staff member.
- Situations where a staff member is isolated from immediate support.

To minimise risk:

- Lone working arrangements are risk assessed where necessary.
- Staff must have access to a mobile phone or other means of communication (e.g laptop).
- Staff should inform another member of staff or manager of their location and expected finish time where appropriate.
- Rooms used for one-to-one work should, wherever possible, allow visibility or easy access by others.
- Staff must always follow safeguarding and professional boundaries guidance.
- Any concerns, incidents, or near misses relating to lone working must be reported immediately.

Higher-risk situations may require:

- Additional staffing.
- Alternative arrangements.
- Dynamic risk assessment during activities.

All staff receive guidance on lone working procedures as part of induction and ongoing training.

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.
- Schools and commissioners will be contacted without delay, in the in case of any concern/first aid incident/accident
- 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