

Replenish Learning



Health and Safety Policy

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Approved by:	AK (Director)

Statement of intent

Replenish Learning is committed to protecting the health, safety and welfare of staff, pupils, visitors and others affected by our activities. We provide therapeutic and intervention led support and aim to maintain safe premises, equipment, activities and working practices, so far as is reasonably practicable.

The Business Manager leads health and safety management. When the Business Manager is absent, the Senior Assistant present takes responsibility for day-to-day checks, responding to concerns and coordinating immediate action. Delegating tasks does not remove the employer's legal responsibilities.

This policy applies across the provision's premises, outreach, transport, community activities and visits. Arrangements take account of pupils' SEND, communication, sensory, medical and emotional needs and the support required to keep them safe.

We are committed to preventing injury and work-related ill health; assessing and controlling risks; providing suitable training, equipment and welfare facilities; consulting staff; and reviewing incidents and safety arrangements to improve practice.

1 Legal framework

This policy takes account of legislation applicable to the provision and its activities, including:

- Health and Safety at Work etc. Act 1974
- Management of Health and Safety at Work Regulations 1999
- Workplace (Health, Safety and Welfare) Regulations 1992
- Health and Safety (First-Aid) Regulations 1981
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013
- Control of Substances Hazardous to Health Regulations 2002
- Regulatory Reform (Fire Safety) Order 2005
- Electricity at Work Regulations 1989
- Provision and Use of Work Equipment Regulations 1998
- Manual Handling Operations Regulations 1992
- Work at Height Regulations 2005
- Health and Safety (Display Screen Equipment) Regulations 1992
- Personal Protective Equipment at Work Regulations 1992, as amended in 2022
- Control of Asbestos Regulations 2012
- Construction (Design and Management) Regulations 2015 where construction work is commissioned
- Equality Act 2010
- Food Safety Act 1990 and applicable food hygiene and allergen information requirements, including the Food Information (Amendment) (England) Regulations 2019 where applicable
- Data Protection Act 2018 and UK GDPR

Relevant HSE guidance covers risk management, first aid, RIDDOR, fire-related workplace precautions, equipment, COSHH, asbestos, manual handling and work at height. UK Health Security Agency guidance on health protection in children and young people settings informs infection control. Guidance intended for educational settings is considered where relevant to the provision's activities and status.

This policy operates alongside the provision's first aid, safeguarding, behaviour, physical intervention, medical and medication, allergy and anaphylaxis, risk assessment, emergency, visits, transport, security

and data protection arrangements. Requirements specific to other types of establishment are not assumed to apply solely because pupils attend the provision.

2 Roles and responsibilities

Business Manager and Head of Provision

- There overall management responsibility for health and safety within the provision and ensures suitable arrangements, resources and oversight.
- Ensures risk assessments are completed, significant findings recorded, controls implemented and action followed up.
- Arranges competent advice, inspections, servicing and specialist assessments where needed; holds or commissions sufficient knowledge, skills and experience for the risks involved.
- Coordinates first aid arrangements, checks supplies and maintains current training and certification records.
- Oversees staff induction, training and consultation, including changes to activities or premises.
- Ensures incidents and near misses are recorded and investigated and reportable events are notified by the appropriate responsible person.
- Coordinates with premises owners, landlords, host venues and contractors so responsibilities and information sharing are clear.
- Reviews this policy annually and after material changes or serious incidents.

Senior Assistant covering absence

- Takes day-to-day responsibility when the Business Manager and HOP are absent and ensures staff know who is coordinating safety that day.
- Completes or arranges opening checks, addresses hazards and confirms adequate supervision and first aid cover.
- Checks first aid equipment, arranges replenishment and coordinates emergency responses and incident recording.
- Stops unsafe activities or restricts access where necessary and seeks competent advice or emergency assistance without waiting for the Business Manager to return.
- Informs the Business Manager of concerns, incidents and outstanding actions as soon as practicable and provides a clear handover.

All staff and volunteers

- Take reasonable care of their own safety and that of others and follow training, risk assessments and instructions.
- Check the areas and equipment they use, maintain good housekeeping and report defects, hazards and near misses promptly.
- Maintain agreed pupil supervision and account for individual support and risk assessment needs.
- Use equipment and PPE correctly and do not misuse safety equipment or undertake work beyond their competence.
- Call emergency services immediately where required; permission from a manager is not needed in an emergency.
- Raise concerns and suggestions with the Business Manager or, in their absence, the Senior Assistant.

Pupils

Pupils are supported, according to age, understanding and SEND needs, to follow safety instructions, use equipment safely, seek help and report hazards. Accessible explanations, visual prompts and rehearsal are used where helpful. Staff retain responsibility for supervision and reasonable adjustments.

Visitors and contractors

Visitors and contractors must follow site instructions, sign-in arrangements and agreed controls, and report hazards. Contractors remain responsible for their work and employees, with coordination by the Business Manager or Senior Assistant.

3 Training and first aid

Staff receive induction and role appropriate instruction on hazards, supervision, emergencies, first aid arrangements and reporting. Additional training is arranged for tasks requiring specialist competence. Training needs are reviewed when duties, equipment or pupil needs change and refresher records are maintained.

First aid arrangements are informed by a documented needs assessment covering staff and pupils, premises, session patterns, absences, travel, activities, medical needs and access to emergency services. Suitable trained first aid cover must be available whenever required by that assessment. The Business Manager checks coverage before sessions; the Senior Assistant does so in their absence.

The current first aid boxes are located in the kitchen and near the toilets. The Business Manager is responsible for ensuring both are accessible to staff, clearly identifiable, suitably stocked and safely positioned. The Senior Assistant takes over these checks when the Business Manager is absent.

First aid box location	Person responsible
Kitchen	Business Manager; Senior Assistant when the Business Manager is absent
Near the toilets	Business Manager; Senior Assistant when the Business Manager is absent

Staff must report used, missing, damaged or expired supplies immediately. Boxes are checked regularly and after use, replenished promptly and stocked according to the needs assessment. Medicines are stored separately under medication arrangements and must not be placed in general first aid boxes.

A current list of trained first aiders, qualification types and expiry dates is maintained and made available to staff. Management responsibility for the boxes does not itself establish first aid competence. If required cover is unavailable, the Business Manager or Senior Assistant must make safe alternative arrangements or pause the affected activity.

A suitable portable kit, emergency contacts and relevant medical information accompany off-site activities and transport according to risk assessment. Staff know how to summon a first aider and emergency assistance. The provision maintains a first aid book. Staff record first aid treatment as soon as practicable, including the date and time, name of the person treated, injury or illness, treatment given, staff member providing assistance and any further action or parent contact. The book is kept securely, with access limited to authorised staff, to protect personal information. The Business Manager oversees completion and review of records, with the Senior Assistant covering during absence. Parents are

informed appropriately. Entries do not replace any separate incident record or statutory report required. Emergency medical assistance must not be delayed while seeking parental consent.

4 Contacting emergency services

Any staff member must call 999 or 112 immediately where there is serious injury, severe illness, fire or immediate danger requiring emergency services. Give the precise location and access details, the nature of the emergency, casualty information and any known hazards. Follow the call handler's instructions.

Alert the Business Manager or Senior Assistant and colleagues using the available safe means of communication. Arrange for someone to meet responders and keep access clear while maintaining supervision of other pupils. Provide first aid within competence.

Parents or carers are contacted promptly where a pupil is affected. Staff confirm safe supervision and accompaniment arrangements and provide relevant medical information. Emergency assistance is not delayed if parents cannot be reached.

For each site, emergency access details, escape routes and the designated assembly point must be documented, communicated and available to staff before use. Staff follow the site's displayed evacuation arrangements and individual emergency evacuation plans. A routine list of pupils present and visitor records supports headcounts.

5 Accident reporting and investigation

All accidents, injuries, significant illness, dangerous occurrences and near misses must be reported promptly to the Business Manager or, in their absence, the Senior Assistant. Immediate care and making the area safe take priority. An accident or incident record is completed as soon as practicable, normally the same day.

Records include date, time, location, people involved, factual events, injuries, first aid or treatment, witnesses, parent or agency contact, immediate controls and follow-up actions. Staff preserve relevant evidence where safe and report safeguarding concerns through safeguarding procedures as well.

The Business Manager or Senior Assistant arranges a proportionate investigation, identifies contributing factors and records corrective actions with owners and completion dates. Risk assessments and working practices are revised where needed. Personal information is held securely and shared only where appropriate.

RIDDOR reporting

The appropriate responsible person checks whether an incident meets RIDDOR criteria and submits a report through the current HSE reporting route within the applicable deadline. Internal recording applies more widely than external reporting. Not every accident, pupil injury or hospital attendance is reportable.

Relevant categories include work-related deaths, specified injuries to workers, over-seven-day worker incapacity, prescribed dangerous occurrences and qualifying occupational diseases. Over-three-day worker incapacity must be recorded even where it is not reportable.

A pupil or other non-worker injury is assessed for whether it resulted from a work-related accident and the person was taken directly from the scene to hospital for treatment of that injury. Hospital attendance for precautionary assessment or diagnostic tests alone does not establish reportability.

Fatalities, specified injuries and relevant dangerous occurrences require notification without delay, with the report received within the applicable reporting period, generally ten days. Over-seven-day incapacity is reported within fifteen days of the accident. The responsible person checks current HSE guidance for the specific category and records the decision, report reference and action taken.

6 Active monitoring

The Business Manager, or Senior Assistant during absence, arranges opening checks covering access, gates, exits, toilets, kitchen, floors, outdoor areas, equipment and obvious hazards. Staff carry out checks before using activity areas and equipment and respond to changing risks during sessions. Every Monday, before pupils use the premises, a recorded check of the grounds and surrounding areas is carried out following the cricket club's weekend use. If Monday is a closure day, this check takes place before the provision next opens.

The Monday check covers litter, broken glass or other sharps, damage, gates and fencing, access and escape routes, outdoor surfaces and equipment, and any items left by weekend users. Hazards are removed safely or the affected area is kept out of use until safe. The Business Manager coordinates the check, or the Senior Assistant when the Business Manager is absent, and records defects, action taken and any matters raised with the cricket club.

Recorded premises and equipment inspections are completed at intervals based on risk and servicing requirements. Incident patterns and outstanding actions are reviewed monthly. Risk assessment records and controls are reviewed at least termly, with an annual overall review of this policy and management arrangements.

Checks and repairs undertaken by landlords or host venues must be coordinated and documented. Specialist checks are undertaken by competent providers where required. Unsafe areas or equipment are withdrawn from use until the risk is adequately controlled.

7 Risk assessment

The Business Manager ensures suitable and sufficient risk assessments identify hazards, people at risk, controls and any further action required. Staff familiar with the activity and relevant pupil needs contribute. The Senior Assistant coordinates urgent reviews and implementation during absence.

Assessments cover premises, kitchen and cooking, outdoor play, tools and practical activities, transport, community visits, animal contact, water-related activities and any other activities actually undertaken. Individual assessments address relevant medical, SEND, communication, sensory and behaviour-related safety needs.

Controls should prevent or reduce risk at source before reliance on PPE or instructions alone.

Assessments record significant findings, responsible persons, action timescales and review dates. They are reviewed at least annually and sooner following incidents, new information or changes in pupils, equipment, premises or activities. Higher-risk controls are checked more frequently.

Staff make ongoing assessments as situations change and stop or adapt an activity where controls are insufficient. Dynamic decisions supplement rather than replace written planning for foreseeable risks.

8 Slips and trips

Floors, walkways, steps and outdoor surfaces are kept as safe and clear as reasonably practicable. Spills are dealt with promptly, with access restricted until safe. Bags, cables and equipment must not obstruct circulation or escape routes.

Staff consider lighting, uneven ground, weather, footwear, fatigue, mobility and sensory needs. Physical games are held in suitable areas with agreed boundaries and supervision. Wet floor signs supplement cleaning and access controls; they do not replace them.

9 Fire safety

The Business Manager coordinates fire safety with the relevant responsible person and premises owner for each site. A suitable fire risk assessment, clear evacuation arrangements and individual assistance plans are maintained and reviewed following relevant changes.

Escape routes and exits are kept clear and readily usable. Staff know how to raise the alarm, call emergency services, evacuate, supervise pupils and complete headcounts. No one re-enters until authorised. Staff must not fight a fire unless trained and it is safe to do so without compromising escape.

Fire drills are carried out at least termly and additional familiarisation is provided for new staff and pupils. The provision carries out a weekly fire alarm test and records the date, test point where applicable, result, any defects and follow-up action. Tests are coordinated with the cricket club or premises owner where systems are shared. Emergency lighting checks and equipment servicing follow the system specification, risk assessment and competent advice, including monthly function checks and annual full-duration tests where applicable.

Classroom fire safety checks are carried out in line with relevant HSE guidance and the site fire risk assessment. Checks cover unobstructed exits and escape routes, combustible materials and waste, safe use of heaters and electrical equipment, and accessible fire safety equipment. Checks and any remedial actions are recorded. The Business Manager oversees these arrangements, with the Senior Assistant covering when the Business Manager is absent.

Fire precautions address cooking, electrical equipment, heaters, charging devices, waste and combustible materials. Staff record defects immediately and take appropriate protective action.

10 Sharps

Staff remain alert to broken glass, needles, sharp tools and other objects that could cause injury. Pupils are instructed not to touch unfamiliar sharps and to inform staff. Tools used for activities are stored securely, counted where appropriate and supervised according to risk assessment.

If an unknown sharp is found, staff keep pupils away, restrict access and notify the Business Manager or Senior Assistant. Retrieval is undertaken only by someone competent with appropriate equipment or by a suitable specialist. Staff must not pick up needles by hand, recap them or place them in general waste. Approved sharps containers and disposal arrangements are used where needed.

Medication-related sharps are managed through individual medical arrangements with suitable adult support. Disposal responsibility is not automatically placed on a child.

For a contaminated sharps injury, encourage gentle bleeding, wash with soap and running water, do not suck or scrub the wound, cover with a waterproof dressing and seek urgent medical advice. Report and record the incident and assess further infection or safeguarding actions.

11 Evacuation invacuation lockdown and threats

Site-specific emergency arrangements cover evacuation, safe shelter within the premises, lockdown and threatening incidents. The Business Manager ensures staff understand the procedures; the Senior Assistant coordinates the response during absence.

Plans take account of pupils who may become distressed by alarms or changes and identify supervision, communication and evacuation assistance. Arrangements are rehearsed and reviewed without unnecessarily frightening pupils.

Suspicious items must not be touched or moved. Staff follow police advice for threats and call 999 where there is immediate danger. No gate or security control may compromise emergency escape. Staff maintain headcounts and communicate with parents and commissioners once safe and appropriate.

12 Visitors and contractors

Visitors sign in and out, receive relevant safety information and follow supervision and safeguarding arrangements. Staff verify identity and authorisation before granting access. Unknown visitors must not enter activity areas unchallenged.

The Business Manager coordinates contractor work, confirming competence, scope, risk controls, isolation, access and protection of pupils before work starts. The Senior Assistant enforces agreed arrangements during absence. Contractors receive information about known hazards and emergency procedures. Work areas are separated from pupils and handed back safely before use.

13 Construction and maintenance

Where construction work is commissioned, the Business Manager ensures applicable duties under the Construction (Design and Management) Regulations 2015 are met with competent advice. Principal designer and principal contractor appointments are made where more than one contractor is involved or reasonably foreseeable, rather than assumed necessary for every maintenance task.

Relevant pre-construction information is provided, including known asbestos risks, access, pupil presence and welfare arrangements. A suitable construction phase plan is in place before work begins, and notification and health and safety file requirements are checked as applicable. Work is coordinated with the premises owner where relevant.

Work must not expose pupils or staff to uncontrolled dust, noise, tools, unsecured materials or unsafe access. Completion checks, handover information and any required certificates are retained.

14 Personal protective equipment

Suitable PPE is provided without charge to employees where residual risks require it and appropriate protection is provided for pupils and visitors. PPE is selected through risk assessment, fits the wearer, is compatible with other equipment and is used with appropriate instruction.

Examples may include gloves for cleaning, eye protection for practical work, protective footwear or clothing and activity-specific equipment. PPE does not replace adequate supervision, safer equipment or control of hazards at source. Defective PPE is withdrawn and replaced, and reusable equipment is cleaned and stored safely.

15 Suitable clothing and footwear

Staff and pupils wear clothing and footwear appropriate to the activity, weather and hygiene requirements. Loose clothing, jewellery and long hair are managed safely around cooking, tools or moving equipment.

Requirements are explained sensitively and adjusted for SEND or medical needs while maintaining safety. The provision supplies necessary protective equipment and considers accessible alternatives where ordinary clothing creates difficulty.

16 Work related hazards

Manual handling

Avoid hazardous lifting where practicable. Assess unavoidable tasks, reduce loads, use suitable aids and seek assistance. Staff receive task appropriate instruction. Moving or assisting a pupil requires individual planning and relevant training; lifting pupils is not a routine behaviour response.

Work at height

Avoid work at height wherever possible. Where necessary, competent staff use suitable checked equipment and controls. Chairs, tables and improvised platforms must not be used as access equipment. Contractors carry out tasks beyond staff competence.

Lone working and outreach

Assess lone working before it is permitted, including communication, check-in arrangements, location, violence risk and access to help. Staff must not undertake lone tasks where risks cannot be adequately controlled. Outreach plans reflect individual pupil needs and safe travel arrangements.

Stress and violence

Assess and address work-related stress, excessive demands and risks of aggression. Staff receive support, supervision and debriefing after incidents and must report concerns promptly. Behaviour and physical intervention policies guide responses; restraint is not a substitute for staffing and preventive controls.

Display screen equipment

Where staff are DSE users, workstation assessments, suitable equipment, breaks or changes of activity and eye-test arrangements are provided in accordance with applicable duties. Staff report discomfort and seek adjustments.

17 Maintaining equipment

Equipment must be suitable for its purpose, safely installed, guarded where required and maintained according to risk, manufacturer instructions and applicable requirements. Staff check for visible damage before use and remove defective items from service.

Electrical inspection and testing frequencies are based on risk and competent advice; a blanket annual PAT requirement is not assumed. Staff do not undertake electrical repairs unless competent. Leads, sockets and chargers are used safely, with overload and trip risks controlled.

Tools, cooking equipment and physical activity equipment are checked and used only with appropriate supervision and instruction. Required inspection or servicing records are retained. The Business Manager coordinates specialist checks; the Senior Assistant isolates defects and arranges immediate safe action during absence.

Where an AED is available at a site or activity venue, staff are informed of its location and access arrangements and its maintenance responsibility is established. This policy does not assume the provision already owns an AED.

18 Hazardous substances

Cleaning products, paints, adhesives, dust and other potentially hazardous substances are assessed before use under COSHH. Current safety data sheets inform assessments but do not replace them. Safer substitutes are used where practicable and ventilation, storage and exposure controls are matched to the substance and task.

Products remain in labelled containers and are stored securely away from food and pupil access. Chemicals must not be mixed or decanted into food or drink containers. Staff follow instructions, use required PPE and report spills or exposure immediately.

Practical activities involving dust, fumes or tools require adequate controls and suitable supervision. Hazardous waste is disposed of through appropriate lawful arrangements. No unfamiliar substance or activity is introduced without approval and assessment by the Business Manager, with competent advice where needed.

19 Asbestos management

The Business Manager establishes who holds the duty to manage asbestos for each premises and obtains relevant information from the owner or landlord. Where asbestos may be present, records, assessments and a suitable management plan must be available and communicated to staff and contractors who could disturb it.

Staff must not drill, cut or disturb suspect building materials. Work stops and the area is secured if suspect material is damaged or unexpectedly exposed, with competent advice sought promptly. Appropriate refurbishment or demolition surveys are arranged before intrusive work where required. This policy does not assert that an asbestos survey has already been completed.

20 Cleaning welfare and premises conditions

Staff follow agreed daily cleaning arrangements, paying particular attention to kitchens, toilets, touch points and spills. Waste is contained and removed safely. Body-fluid cleaning uses suitable products, PPE and procedures, and hazardous or clinical waste is separated where relevant.

Adequate toilets, handwashing, drinking water, lighting, ventilation and safe temperatures are maintained. The Business Manager, or Senior Assistant during absence, assesses whether conditions are suitable for pupils' medical and sensory needs and the activity undertaken. A reasonable indoor

workplace temperature is maintained; low or excessive temperatures require assessment and action rather than reliance on a single pupil temperature threshold.

Water supply failures, blocked toilets, significant heating or ventilation failures and other welfare deficiencies are assessed immediately. Unsafe activities are stopped and premises may be closed where safe welfare arrangements cannot be maintained. Water hygiene and legionella risks are assessed and controlled with the premises owner where relevant.

21 Infection control

The provision follows current UK Health Security Agency advice on hygiene, cleaning, illness and exclusion periods relevant to the setting. Handwashing is encouraged and supported before food, after toileting, outdoor or animal contact and where contamination may occur.

Pupils who become unwell are supervised safely, assessed for urgent medical needs and collected through an agreed handover where appropriate. Illness does not automatically mean every pupil must be sent home; action depends on symptoms, individual needs and current advice. Staff report illness that may affect safe work.

Suspected outbreaks are discussed with appropriate health protection or public health services. Occupational health advice is sought where appropriate to duties and risks; a universal full health check is not assumed. Confidential health information is handled securely.

22 Allergens and anaphylaxis

Parents provide current allergy information, individual emergency plans and prescribed medication where required. Staff supporting the pupil understand triggers, prevention, symptoms and emergency action. Medication must be accessible to authorised staff during sessions, transport and visits.

Food activities include ingredient and allergen checks, cross-contamination controls and suitable alternatives. Where food is prepacked for direct sale, applicable labelling requirements are met, including ingredients and emphasised allergens. Staff must not assume a completely allergen-free environment can be guaranteed.

For suspected anaphylaxis, call 999 immediately and follow the pupil's emergency plan and available trained assistance. Any proposed spare adrenaline auto-injector arrangement must be checked for lawful eligibility, supply and use; the provision does not assume that an establishment-specific purchase exemption applies to it.

The provision's Anaphylaxis and Allergy Policy provides further operational arrangements.

23 Medication and medical needs

Current parental information and individual healthcare arrangements inform safe support. Medicines are stored securely with appropriate access, temperature control and expiry checks. Emergency medicines remain readily accessible to authorised staff.

Only authorised staff with suitable training and competence administer medication under agreed procedures, with appropriate consent, checks and records. Staff confirm what has already been given and do not exceed instructions. Errors, refusal, missing medication or changes in condition are reported promptly and medical advice sought where required.

Necessary medical support and reasonable adjustments are maintained during activities and visits. Medication records are stored securely.

24 Smoking and vaping

Smoking and vaping are not permitted on provision premises or during provision organised activities or transport. Staff, pupils, visitors and contractors are informed of this rule. Concerns involving pupils are managed through health, safeguarding and behaviour arrangements.

25 Security and theft

Entry and exit are controlled and gates and external doors are checked throughout sessions. Staff maintain allocated pupil supervision and follow sign-in and sign-out arrangements. Security must not prevent safe emergency escape.

Unknown visitors, threats, missing pupils and suspected theft are reported promptly to the Business Manager or Senior Assistant and managed through relevant safeguarding and security procedures. Police are contacted where appropriate. Cash, confidential information and valuable equipment are held securely and unnecessary valuables are discouraged.

Where CCTV is used, it is managed under data protection requirements, with appropriate notices, access controls and retention. The provision takes reasonable care of property entrusted to it; this policy does not exclude liability where legally responsible.

26 Severe weather and service disruption

The Business Manager decides whether weather or a service failure makes the premises, travel or planned activities unsafe. In their absence, the Senior Assistant may suspend activities, restrict access or arrange closure and informs the Business Manager as soon as practicable.

Assessments consider heat, cold, ice, wind, flooding, outdoor hazards, transport and pupils' medical needs. Parents, staff and commissioners are informed of changes and safe collection or handover arrangements made. No pupil is left unsupervised or sent away without a safe arrangement.

27 Safe transport

Transport is planned and risk assessed, including pupil needs, supervision, safe collection and handover. Vehicles must be roadworthy, appropriately insured for the use and occupants, and have required maintenance and MOT where applicable. Drivers must have a current licence appropriate to the vehicle and its use, with checks recorded.

Seat belts and legally required child restraints are used, passenger limits observed and distractions avoided. Staff have emergency contacts and know what to do after a breakdown, collision or medical incident. Driver fatigue and pupil distress are considered, with an escort where the risk assessment requires one.

Where a minibus is used, the Business Manager confirms the specific licensing, permit or operator requirements, insurance and driver competence before use. The provision does not presume ownership of a minibus or that one licence category or age rule covers all circumstances.

28 Visits outreach and practical activities

The Business Manager approves activity arrangements and ensures competent staff complete proportionate risk assessments. The Senior Assistant coordinates safety during absence. Plans include pupil consent arrangements where required, medical needs, staffing, travel, venue suitability, emergency communication and safe handover.

Cooking, woodwork, horticulture, physical games, water-related activities, animal sessions and community visits require controls suited to the actual activity. Use qualified providers where needed and confirm their safety and safeguarding arrangements. Staff remain responsible for pupils' needs and supervision alongside venue arrangements.

Plans consider water depth and access, tools, heat, food hygiene, animal contact, hygiene after outdoor work, changing facilities and risks from members of the public where relevant. Pupils are prepared in accessible ways and activities are adapted or stopped if safe participation cannot be maintained.

29 Near misses

A near miss is an event that caused no injury or ill health but could have done so. Staff report near misses promptly to the Business Manager or Senior Assistant and record the circumstances and preventive action.

An event is a RIDDOR dangerous occurrence only if it falls within a prescribed category; the term does not mean any incident needing medical attention. The responsible person checks relevant HSE criteria and reports where required. Findings are used to review controls before harm occurs.

30 Monitoring and review

The Business Manager monitors implementation with staff and the Senior Assistant, following up defects, incidents, training and outstanding actions. This policy is reviewed annually and sooner after a serious incident, material change or relevant legal or guidance change.

The next scheduled review is October 2027. Staff are briefed on changes, with appropriate instruction or training. The policy is shared with relevant staff and made available to parents, commissioners and authorised reviewers where appropriate.

Reference sources

HSE First aid arrangements <https://www.hse.gov.uk/firstaid/what-employers-need-to-do.htm>

HSE Reportable incidents <https://www.hse.gov.uk/riddor/types-of-reportable-incidents.htm>

HSE Risk management <https://www.hse.gov.uk/simple-health-safety/risk/>

UKHSA Health protection guidance GOV.UK health protection guidance for children and young people settings