

Beacon Alternative School CIC (and Alternative Provision)

Health and Safety Policy



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Written by: O'Connell/Field
Review Due by: September 2027

Note: Beacon Alternative Provision operates under Beacon Alternative School CIC, which is not currently a registered school but is working toward future registration. This policy applies to Beacon's premises at 6 Kew Court, Pynes Hill, Exeter, EX2 5AZ, as well as any other approved off-site or community venue on which Beacon AP operates.

1. Introduction

Beacon AP is committed to ensuring the health, safety, and welfare of all children, staff, and visitors. This policy sets out procedures and measures to create a safe, secure, and supportive learning environment at Beacon's premises at 6 Kew Court, and at any off-site or community venue Beacon uses.

2. Responsibilities

Head of Provision

- Overall responsibility for health and safety across all sites.
- Ensures policies are implemented, monitored, and regularly reviewed.

Staff

- Comply with health and safety guidelines at all times.
- Conduct risk assessments for teaching environments and activities, including any off-site or community venue used.
- Report hazards or incidents promptly.

Parents/Guardians

- Cooperate with staff in implementing safety measures.
- Inform staff of any hazards or changes relevant to their child's safety.
- Where any part of a young person's support involves a home visit or community-based session, ensure that environment is reasonably safe and cooperate with any pre-visit checks.

3. Risk Assessments

- Risk assessments are conducted for Beacon's premises at 6 Kew Court, and for any off-site, community, or outdoor space used for Beacon activities.
- Potential hazards are identified, and measures are implemented to mitigate risks.
- Risk assessments are reviewed regularly, especially when there are changes in environment, activities, or the student population.

4. Safe Learning Environment

- Ensure learning spaces are clean, well-ventilated, and free from hazards.
- Maintain clear walkways, exits, and emergency routes.
- Provide adequate lighting, heating, and ergonomic furniture.
- Ensure electrical equipment is safe, PAT-tested, and properly maintained.
- Store hazardous substances securely, out of children's reach.

5. Fire Safety

- Smoke alarms must be installed and tested at Beacon's premises and any other learning environment used.
- Emergency exits are clearly marked and kept unobstructed.
- Conduct fire drills at least twice per year; ensure all children and staff understand evacuation procedures.
- Fire extinguishers are available, maintained, and staff are trained in their safe use.

See also the Fire Risk Assessment for 6 Kew Court, which sets out site-specific fire safety arrangements in full.

6. First Aid

- First aid kits are available and stocked at Beacon's premises and any other learning environment used.
- A trained first aider is designated on each site; certification is kept up-to-date.
- All accidents and incidents are recorded in the **Accident Log**; serious incidents are reported to the relevant authorities.

7. Safeguarding

- Safeguarding policies are implemented to protect children from harm.
- All staff and volunteers undergo DBS checks and receive safeguarding training.
- Learning environments are safe and supportive, and children are encouraged to report concerns.

8. Transportation

- Vehicles used for transporting children are roadworthy, insured, and maintained according to manufacturer guidance.
- Drivers must hold a valid licence and demonstrate competence.
- Appropriate child restraints or seat belts are used for all passengers.
- Routes are planned to minimise travel time and maximise safety.

9. Infectious Diseases

- Follow current government guidance for infectious diseases.
- Implement hygiene measures: regular handwashing, sanitising, and cleaning of surfaces.
- Children or staff displaying symptoms of an infectious illness are asked to stay away and follow current isolation guidance.
- Learning environments are regularly disinfected, particularly high-touch areas.

10. Behaviour Management

- Behaviour management policies are enforced to maintain a safe and respectful environment.
- Any behavioural incidents are addressed promptly and fairly.
- Children with behavioural difficulties are provided with additional guidance and support.

11. Training and Information

- Health and safety training is provided for all staff, including induction for new staff.
- Staff are informed and kept updated on policy changes.
- Parents/guardians are made aware of health and safety measures relevant to their child.

12. Off-Site and Community Venues

- Where a session takes place away from 6 Kew Court — for example a community venue or a home visit — a pre-visit risk assessment is completed before students attend.
- Records of these site-specific assessments are maintained in the Health and Safety Log alongside the standing risk assessment for 6 Kew Court.

13. Monitoring and Review

- The Head of Provision monitors compliance with health and safety practices.
- The policy is reviewed annually or sooner in response to incidents, legislative changes, or operational changes.
- Feedback from staff, children, and parents/guardians is considered to continuously improve safety standards.

14. Related Policies

- Fire Risk Assessment – 6 Kew Court
- Risk Assessment Policy
- Incident Reporting Policy
- Lone Working Policy
- Safeguarding and Child Protection Policy