

Beacon Alternative School CIC (and Alternative Provision)

Health and Safety Policy



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Review Due by: October 2026

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 the current home-based setting at **28 Warwick Road, Exeter, EX1 3HB**, as well as any other site 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, whether teaching occurs in homes, mutually agreed venues, or other off-site locations.

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.
- Report hazards or incidents promptly.

Parents/Guardians

- Ensure the home environment is safe for learning.
- Cooperate with staff in implementing safety measures.
- Inform staff of any hazards or changes to the learning environment.

3. Risk Assessments

- Risk assessments are conducted for **all learning environments**, including homes, off-site venues, and outdoor spaces.
- 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 in all learning environments.
- 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.

6. First Aid

- First aid kits are available and stocked in each learning environment.
- 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 (Including COVID-19)

- Follow current **government guidance** for COVID-19 and other infectious diseases.
- Implement hygiene measures: regular handwashing, sanitising, and cleaning of surfaces.
- Children or staff displaying symptoms must stay at home and follow isolation advice.
- 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. Site-Specific Considerations

- For home-based teaching at **28 Warwick Road**, staff will assess risks specific to the property, including furniture arrangement, electrical outlets, and outdoor access.
- For other off-site or temporary venues, a **pre-visit risk assessment** is required before students attend.
- Records of site-specific assessments are maintained in the Health and Safety Log.

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.