



SENtre HEALTH & SAFETY POLICY

Keeping Children Safe

Abstract

This policy details the statutory health and safety processes, procedures and practices in place at
SENtre to keep children safe.
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Health and Safety Policy

Introduction

This Health and Safety Policy sets out SENTre's arrangements for ensuring, so far as is reasonably practicable, the health, safety and welfare of children, staff, visitors and others who may be affected by its activities. The policy reflects SENTre's operation as an Alternative Provision (AP-style) non-school setting.

1. Legal Framework

This policy is written in accordance with current health and safety legislation and guidance, 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
- Regulatory Reform (Fire Safety) Order 2005
- Control of Substances Hazardous to Health (COSHH) Regulations 2002
- Health and Safety (First-Aid) Regulations 1981
- Manual Handling Operations Regulations 1992
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013

2. Statement of Intent

SENTre is committed to providing a safe and healthy environment. Health and safety is a shared responsibility and is embedded within day-to-day practice, planning, and decision-making.

3. Roles and Responsibilities

Registered Person: Charnel Conway

The Registered Person holds ultimate responsibility for health and safety compliance, ensuring adequate resources, policies, and arrangements are in place.

Health and Safety Lead: Alesha Stewart

A named Health and Safety Lead is appointed to coordinate implementation, monitoring, and review of health and safety arrangements.

Manager: Alesha Stewart

The Manager is responsible for day-to-day operational safety, ensuring procedures are followed and issues are addressed promptly.

Staff:

All staff must take reasonable care of their own health and safety and that of others, follow procedures, and report concerns.

4. Risk Assessment

SENtre carries out suitable and sufficient written risk assessments for the premises, activities, equipment, and individual needs. Risk assessments identify hazards, evaluate risks, and set out control measures. They are reviewed regularly and whenever circumstances change.

5. Fire Safety

A fire risk assessment is in place and reviewed regularly. Fire alarms, emergency lighting, and fire-fighting equipment are maintained and tested. Evacuation procedures are displayed, staff are trained, and fire drills are carried out at least annually.

6. Accident, Incident and Near-Miss Reporting

All accidents, incidents, and near misses are recorded. Serious incidents are reported to the relevant authorities, including the Health and Safety Executive under RIDDOR where required. All incidents are reviewed to identify preventative measures.

7. First Aid

Appropriate first aid provision is in place. Trained first aiders are available during sessions, first aid kits are accessible, and records of treatment are maintained.

8. COSHH and Hazardous Substances

COSHH risk assessments are completed for hazardous substances. Chemicals are stored securely, used in accordance with manufacturer instructions, and appropriate personal protective equipment is provided.

9. Manual Handling

Manual handling risks are assessed, particularly where staff support children with physical needs. Staff receive guidance and training to reduce the risk of injury.

10. Premises, Equipment and Security

Premises are maintained in a safe condition. Equipment is inspected regularly. Security measures are in place to control access and ensure children's safety at all times.

11. Infection Control and Hygiene

High standards of hygiene are maintained to prevent the spread of infection. Cleaning schedules are followed, handwashing is promoted, and body fluid spillages are managed safely.

12. Training and Information

Staff receive health and safety training appropriate to their role, including induction and refresher training. Information is shared regularly to maintain awareness.

13. Monitoring and Review

Health and safety arrangements are monitored and reviewed regularly. This policy is reviewed annually or sooner if legislation or circumstances change.

Adopted by: SENtre Leadership

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