

Health and Safety Policy



CONTACT SUCCESS
ALTERNATIVE EDUCATION PROVISION

For
Contact Success Ltd – Alternative Provision

Organisation: Contact Success Ltd – Alternative Provision

Last Review Date: March 2026

Next Review Date: March 2027

Policy Owner: P.J. Dundass- Designated Safeguarding Lead
Senior Leadership Team: Ginnette Williams (DDSL), P.J. Dundass (DSL) and
Natasha Vicary (DDSL)

1. Policy Statement

Contact Success Ltd is committed to ensuring the health, safety and well-being of pupils, staff, visitors and contractors. The organisation recognises its duty of care to provide a safe environment and to ensure that activities are conducted in a manner that minimises risk.

Contact Success will take all reasonably practicable steps to prevent accidents, injuries and ill health. Health and safety considerations form an integral part of all activities and operational decisions within the provision.

This policy is informed by the following legislation and guidance:

- Health and Safety at Work etc. Act 1974
- Management of Health and Safety at Work Regulations 1999
- Regulatory Reform (Fire Safety) Order 2005
- Department for Education guidance on health and safety in schools
- Keeping Children Safe in Education (KCSIE) 2025

All staff share responsibility for maintaining a safe environment and supporting a positive safety culture.

2. Policy Aims

This policy aims to:

- Ensure the health and safety of pupils, staff and visitors
- Comply with relevant health and safety legislation
- Promote a culture of safety awareness and responsibility
- Minimise risks associated with educational activities
- Provide clear guidance on roles and responsibilities
- Ensure effective systems for managing health and safety risks

3. Scope of Policy

This policy applies to:

- Pupils and young people
- Staff and volunteers
- Contractors and visitors
- All premises and environments used by Contact Success

The policy applies to all activities, including teaching sessions, mentoring, enrichment activities, educational visits, transport arrangements, and administrative operations.

4. Responsibilities

Senior Leadership Team

Senior leaderships are responsible for ensuring that appropriate health and safety arrangements are in place, including risk assessments, staff training, and safe systems of work.

Staff Responsibilities

All staff must:

- Take reasonable care for their own health and safety
- Ensure the safety of pupils in their care
- Follow health and safety procedures
- Report hazards or incidents promptly

- Participate in health and safety training where required

5. Risk Assessments

Risk assessments are carried out for activities, environments, and equipment where hazards may arise.

Risk assessments will:

- Identify potential hazards
- Evaluate risks
- Identify appropriate control measures
- Be reviewed regularly or when circumstances change

6. Accident and Incident Reporting

All accidents, incidents, and near misses must be recorded and reported promptly.

Serious incidents may require reporting in accordance with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR).

6.1 Accident, Incident Reporting and Statutory Compliance (RIDDOR & COSHH)

Contact Success Ltd maintains a robust and transparent system for the reporting, recording, investigation and review of all accidents, incidents, near misses and hazardous exposures. This ensures compliance with statutory requirements, supports safeguarding, and promotes a proactive health and safety culture.

All incidents are managed in line with:

- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013
- Control of Substances Hazardous to Health Regulations 2002
- Health and safety in schools
- Keeping Children Safe in Education 2025

6.2 Definitions

Accident: An unplanned event resulting in injury or ill health

Incident: An event that could have resulted in harm (including near misses)

Near Miss: An event with no injury but potential for harm

Hazardous Exposure: Contact with harmful substances covered under COSHH

6.3 Immediate Response Expectations

All staff must:

- Ensure **immediate safety of pupils and staff**
- Administer **first aid** where required
- Contact **emergency services (999)** if necessary
- Inform the **Designated Safeguarding Lead (DSL) and/or Senior Leadership Team (SLT)** immediately for serious incidents

6.4 Internal Reporting Process

Step 1 – Immediate Verbal Report

- Report to SLT/DSL **immediately or within 1 hour**

Step 2 – Written Record

- Complete an **Accident/Incident Report Form within 24 hours**
- Record must include:

- Date, time, location
- Individuals involved
- Nature of incident/injury
- Actions taken
- Witness statements (if applicable)

Step 3 – Logging and Review

- Logged centrally by SLT
- Reviewed within **48 hours**
- Risk assessments updated where required

6.5 RIDDOR Reporting (Statutory Requirement)

Where an incident meets the threshold under RIDDOR, Contact Success will report to the Health and Safety Executive (HSE).

Reportable incidents include:

- Deaths
- Specified serious injuries (e.g. fractures, loss of consciousness)
- Injuries resulting in **over 7 days absence**
- Dangerous occurrences (e.g. structural failure, fire incidents)
- Occupational diseases

Reporting Timescales:

- **Fatalities / major injuries:** Report **without delay (immediately)**
- **Over 7-day injuries:** Report within **15 days**
- **Dangerous occurrences:** Report **immediately**

All RIDDOR reports are submitted online via the HSE reporting system and retained securely.

6.6 COSHH (Hazardous Substances) Incident Reporting

Contact Success ensures safe handling, storage and use of hazardous substances in line with COSHH regulations.

Where exposure occurs:

- Immediate **first aid and decontamination procedures** followed
- Incident recorded within **24 hours**
- SLT conducts **risk assessment review within 48 hours**

Reportable COSHH incidents include:

- Significant exposure to hazardous substances
- Chemical burns, respiratory reactions or poisoning
- Spillages requiring emergency response

Where thresholds are met, incidents may also be reported under RIDDOR.

6.7 Investigation and Follow-Up

All incidents will be:

- Investigated by SLT/DSL within **48 hours**
- Reviewed for:
 - Root causes
 - Failures in control measures
 - Safeguarding implications

Actions may include:

- Updating risk assessments
- Staff retraining
- Environmental or procedural changes

6.8 Communication and Safeguarding Links

- Parents/carers informed **same day** for significant incidents involving pupils
- Schools/local authorities informed where required
- Safeguarding concerns escalated in line with safeguarding policy

6.9 Record Keeping

- All records retained securely in line with GDPR
- Accident records kept for **minimum of 3 years** (longer where required)
- RIDDOR reports retained as statutory records

6.10 Monitoring and Quality Assurance

Senior Leadership will:

- Review incident data **termly**
- Identify trends and implement preventative strategies
- Ensure compliance with DfE, Ofsted and HSE expectations

7. Safeguarding and Pupil Welfare

Health and safety arrangements support safeguarding responsibilities by ensuring that pupils are protected from harm while participating in provision activities.

Staff must ensure that appropriate supervision and risk management measures are in place when working with pupils.

8. Premises and Equipment

Contact Success will ensure that premises and equipment used by the provision are maintained in a safe condition, and that hazards are addressed promptly.

Regular inspections and maintenance procedures help ensure safety standards are maintained.

9. Educational Visits and Off-Site Activities

Off-site activities will be subject to appropriate planning and risk assessment to ensure that pupils and staff are protected from foreseeable risks.

Staff organising visits must follow organisational procedures and ensure appropriate supervision.

10. Fire Safety

Fire safety arrangements are implemented in accordance with fire safety legislation and the organisation's

Fire Safety Policy.

This includes fire risk assessments, fire drills and maintaining fire safety equipment.

11. First Aid

Appropriate first aid arrangements are in place, including trained first aid personnel and access to first aid equipment.

First aid incidents will be recorded appropriately.

12. Staff Training

Staff will receive appropriate health and safety information, instruction and training relevant to their roles.

Training may include:

- Safeguarding and supervision responsibilities
- Fire safety
- Risk assessment awareness
- Manual handling
- First aid awareness

13. Monitoring and Review

Health and safety arrangements are monitored regularly by senior leadership to ensure compliance with legislation and best practice.

This policy is reviewed annually and may also be updated following:

- Accidents or incidents
- Changes to legislation
- Operational or premises changes
- Inspection or audit findings