



Health and Safety Policy

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1. Introduction

At HOPECFI SEND Alternative Provision, we are committed to providing a safe and healthy environment for all individuals associated with our provision. This Health and Safety Policy outlines our commitment to preventing accidents, injuries, and work-related illnesses, and our responsibilities in ensuring compliance with health and safety regulations.

2. Objectives

Our primary objectives are to maintain a safe and healthy environment for all children, staff, visitors, and contractors, ensuring their well-being while on our premises. We are committed to identifying and mitigating risks to health and safety through regular assessments and evaluations, proactively addressing potential hazards. To support this, we provide adequate training, information, and supervision, ensuring that everyone is competent to carry out their tasks safely. We also promote a culture of awareness and responsibility regarding health and safety among all members of our community. Furthermore, we strictly comply with all relevant health and safety legislation and regulations, ensuring that our practices meet or exceed required standards

3. Responsibilities

- Leadership and Management:

The management team is responsible for ensuring that adequate resources are allocated to health and safety, and that policies and procedures are implemented effectively.

- Staff:

All staff members are responsible for adhering to health and safety policy and procedures, reporting hazards and incidents promptly, and actively participating in health and safety training and initiatives.

- Children:

Children are expected to follow health and safety instructions provided by staff, report any hazards or concerns, and take reasonable care to avoid endangering themselves or others.

- Contractors and Visitors:

Contractors and visitors must comply with the provision's health and safety policy and procedures while on-site and cooperate with staff to ensure a safe working environment.

4. Risk Assessment

Regular risk assessments are conducted to identify and evaluate potential hazards within the provision. Risk assessments cover areas such as premises, equipment, activities, and emergency procedures.



Control measures will be implemented to minimise risks, and assessments will be reviewed and updated as necessary.

5. Training and Information

All staff members receive appropriate training and information on health and safety procedures relevant to their roles. Training will cover food hygiene, fire safety, manual handling, first aid, and emergency evacuation procedures. Information on health and safety will be communicated to children, contractors, and visitors as necessary.

6. Accident and Incident Reporting

All accidents, incidents, near misses, and hazards must be immediately reported to the designated health and safety officer or management. Incident reports will be investigated promptly, and corrective actions will be implemented to prevent or reduce the risks of recurrence.

All accidents and incidents will be recorded.

7. Fire Safety

HOPECFI is committed to ensuring the safety and well-being of all employees, volunteers, visitors, and service users by maintaining a high standard of fire safety.

▪ Objectives

Our primary goal is to prevent the occurrence of fires by implementing effective fire safety measures throughout our premises. In the event of a fire, we are committed to ensuring the safe and orderly evacuation of all individuals, prioritising their safety at every step. Additionally, we adhere strictly to all relevant fire safety legislation and regulations, ensuring that our procedures and precautions meet the highest standards of safety and compliance.

▪ Responsibilities

Management:

- Ensure that all fire safety measures are implemented and maintained.
- Conduct regular risk assessments and fire safety audits.
- Provide adequate fire safety training to all employees and volunteers.
- Ensure that fire alarms, extinguishers, and other fire safety equipment are regularly inspected and maintained.

Employees and Volunteers:

- Familiarise themselves with the fire safety procedures and the location of fire exits and equipment.
- Report any fire hazards or faulty equipment to management immediately.
- Participate in fire safety training and drills.
- Ensure that fire exits, and escape routes are kept clear at all times.



Visitors and Service Users:

- Follow the instructions of HOPECFI staff in the event of a fire.
- Familiarise themselves with the fire exits and evacuation procedures upon entering the premises.

▪ **Fire Prevention Measures**

We prioritise fire safety by conducting regular fire risk assessments to identify potential hazards and implement appropriate control measures. Our fire detection and alarm systems, including smoke detectors and fire alarms, are installed, maintained, and tested regularly to ensure they function effectively. Fire extinguishers, fire blankets, and other firefighting equipment are strategically placed in accessible locations and are routinely checked to ensure they are in proper working order. We maintain good housekeeping practices by keeping all areas of the premises clean and free of combustible materials, with waste being disposed of regularly and safely. Additionally, all electrical equipment is inspected and maintained to prevent electrical fires, with any faulty equipment being repaired or replaced immediately.

▪ **Evacuation Procedures**

- Alarm Activation:

In the event of a fire, the fire alarm will be activated immediately by triggering the nearest alarm station or by other means.

- Evacuation Routes:

All individuals must follow the designated evacuation routes to the nearest safe exit. These routes are clearly marked and kept free of obstructions.

- Assembly Point:

After evacuating the building, all individuals must proceed to the designated assembly point, which will be indicated during staff training and to all visitors.

- Headcount:

A roll call will be conducted by the Fire Warden or Person In Charge at the assembly point to ensure that everyone has safely evacuated the building.

- Emergency Services:

The Fire Brigade will be contacted immediately by dialling 999. Staff will provide them with all necessary information. No one will return inside the building until instructed by the Fire Warden or Fire Brigade.

▪ **Fire Drills**



We conduct regular fire drills at least twice a year to ensure that all staff, volunteers, and service users are thoroughly familiar with our evacuation procedures. To continuously improve our fire safety practices, we maintain detailed records of each fire drill, including the date, time, duration, and any issues encountered during the exercise.

- **Training**

All new employees and volunteers will receive comprehensive fire safety training as part of their induction process to ensure they are well-prepared in the event of an emergency. To keep everyone up to date with the latest safety practices, refresher training will be provided annually or as needed. Additionally, designated fire wardens will receive specialised training focused on their specific responsibilities during an evacuation, ensuring they can effectively lead and support others in an emergency situation.

8. First Aid

HOPECFI is committed to ensuring the health and safety of all employees, volunteers, visitors, and service users. HOPECFI is dedicated to providing a safe environment for everyone and ensuring that prompt and effective first aid is available when needed.

- **Objectives**

Our commitment is to provide prompt and appropriate first aid treatment to anyone who suffers an injury or becomes ill while on HOPECFI premises. We ensure that first aid equipment and facilities are readily available and well-maintained to meet any immediate health needs. Additionally, we strictly comply with all relevant first aid legislation and guidelines to uphold the highest standards of care and safety.

- **Responsibilities**

Management:

- Ensure that sufficient numbers of trained paediatric first aiders are available at all times.
- Provide necessary first aid training and refresher courses to employees and volunteers.
- Ensure that first aid boxes are adequately stocked and accessible.
- Conduct regular risk assessments to determine the level of first aid provision required.
- Maintain records of all first aid incidents and treatments.

First Aiders:

- Provide immediate first aid treatment within the scope of their training.
- Keep first aid boxes stocked and inform management of any supplies that need replenishing.
- Complete an accident report for each incident and submit it to management.
- Attend regular training and refresher courses to maintain their first aid qualifications.

Employees and Volunteers:



- Be aware of the location of first aid boxes and the identities of first aiders.
- Report any injuries, illnesses, or incidents to a first aider immediately.
- Cooperate fully with first aiders and follow their instructions during an emergency.

Visitors and Service Users:

- Report any injuries or illnesses to a member of staff immediately.
- Follow the instructions of first aiders and staff during an emergency.

- **First Aid Provision**

First Aid Boxes:

First aid boxes will be strategically placed throughout the premises, with their locations clearly marked for easy access in an emergency. Designated first aiders will regularly check and restock these boxes as needed to ensure they are always fully equipped. The contents of the first aid boxes will comply with Health and Safety Executive (HSE) guidelines and will be tailored to address the specific level of risk in each area.

- **First Aiders:**

HOPECFI is committed to ensuring that a sufficient number of trained paediatric first aiders are available during operational hours to address any emergencies effectively. All first aiders will hold a valid Paediatric First Aid certificate, ensuring they are equipped with the necessary skills to handle medical situations involving children. In areas with higher risks, we will implement additional first aid provisions, which may include specialised training or equipment, to ensure comprehensive preparedness and safety.

- **Procedures**

In the Event of an Injury or Illness:

- Assess the situation to ensure it is safe to approach.
- Provide immediate assistance or call for help.
- If necessary, contact emergency services by dialling 999.
- Administer first aid treatment within the scope of your training.
- Record the accident and notify management.

Serious Injuries or Medical Emergencies:

- Call emergency services immediately.
- Provide first aid treatment while waiting for emergency responders.
- Ensure the injured or ill person is not left alone.
- Keep the area clear and provide privacy to the individual.
- Escort the person to a hospital if necessary. All children must be escorted by a staff member and supervised until parent's or carer's arrival.



Reporting and Record-Keeping:

- All first aid incidents must be recorded, including details of the injury or illness, treatment provided, and any further actions taken.
- Management to notify parents/carers on the same day or as soon as reasonably possible.
- Where a child is placed by an organisation such as a school, they must be immediately notified of any serious injury or illness.
- Management will review reports regularly to identify any trends or areas for improvement in first aid provision.

▪ Training

All first aiders will undergo formal training and refresher courses as needed to maintain their qualifications and ensure they are up to date with the latest practices. During their induction, employees and volunteers will be informed about basic first aid procedures, as well as the locations of first aid boxes and designated first aiders. Periodic awareness sessions will also be held to refresh everyone's knowledge of emergency procedures. Only first aiders who hold a valid Paediatric First Aid Certificate will be permitted to administer first aid, ensuring that all medical interventions are carried out by qualified individuals.

9. Medications

HOPECFI is committed to ensuring the health, safety, and well-being of all pupils by ensuring that children who require medication during their time at HOPECFI receive it safely and appropriately.

▪ Objectives

We are dedicated to ensuring that children who require medication receive it safely and appropriately. To achieve this, we have established clear procedures for the administration, storage, and recording of medication. These procedures are designed to ensure accuracy and safety in handling medication. Additionally, we adhere strictly to all relevant legislation and guidelines to maintain compliance and uphold the highest standards of care for all students.

▪ Responsibilities

School Management:

- Ensure that the medication policy is implemented and regularly reviewed.
- Provide training to staff on the safe administration of medication.
- Ensure that parents are informed of our procedures regarding medication.
- Maintain records of all medications administered to children.

Staff:

- Administer medication in accordance with this policy and any individual healthcare plans.
- Monitor children for side effect following administration of a medicine.
- Complete the necessary documentation each time medication is administered.



- Store medication securely in a designated location.
- Inform the management and parents/carers if a child refuses to take their medication or if there are any concerns about the administration of medication.
- Ensure they have the appropriate training for administration of a special medicine.
- Ensure they hold a valid Paediatric First Aid Certificate to administer first aid.

Parents/Guardians:

- Provide HOPECFI with accurate and up-to-date information about their child's medical needs.
- Supply medication in its original packaging, clearly labelled with the child's name, date of birth, dosage, and instructions.
- Complete the necessary consent forms for the administration of medication.
- Notify the HOPECFI immediately of any changes in their child's medication or health condition.

Children:

- Where appropriate, children should be encouraged to take responsibility for their own medication, under the supervision of staff.
- Inform staff member if they feel unwell or have missed a dose of their medication.

- **Medication Administration Procedures**

- Consent and Documentation:

Medication will only be administered to children with written consent from parents or carers. To facilitate this, parents or carers must complete a Medication Consent Form, which includes detailed information about the medication, dosage, administration instructions, and any specific plans for the child's health.

HOPECFI will maintain a Medication Administration Record for each child, meticulously documenting every instance of medication administration to ensure accurate tracking and compliance with the consent provided.

- Prescription Medication:

Prescription medication must be supplied in its original container, with the pharmacist's label intact and clearly displaying the child's name, the medication name, dosage, and administration instructions. Staff will administer medication strictly in accordance with the prescriber's instructions and any accompanying care plan, ensuring precise adherence to the prescribed treatment.

- Non-Prescription Medication:

Non-prescription medication will not be administered.

- **Emergency Medication:**



For children with chronic conditions such as asthma, severe allergies, or epilepsy, emergency medication like inhalers and EpiPens will be readily accessible at all times to ensure prompt action in case of an emergency. Staff members will be trained in the proper use of this emergency medication, and individual healthcare plans will be developed and implemented for each affected child to address their specific needs and ensure their safety.

- **Storage of Medication**

All medication will be stored securely out of children's reach to prevent any accidental access. Emergency medication, such as inhalers and EpiPens, will be kept in a location that is easily accessible to staff, ensuring that it can be quickly retrieved when needed. Medication requiring refrigeration will be stored in a clearly marked container within the fridge to maintain proper conditions and ensure its effectiveness.

- **Record-Keeping**

A Medication Administration Record (MAR) will be meticulously maintained for each child, documenting essential details such as the name of the medication, dosage, time of administration, and the name of the staff member who administered it.

In the event of any errors in administration, such as missed doses or incorrect dosages, these must be reported immediately to both the management and the child's parents or carers to ensure prompt resolution and maintain accurate records.

- **Self-Administration of Medication**

Where appropriate and with parental consent, children may be allowed to self-administer their medication under staff supervision. To ensure this practice is suitable, a risk assessment will be conducted to evaluate whether self-administration aligns with the child's age, capability, and overall readiness. This assessment helps ensure that the child can manage their medication safely and effectively.

- **Staff Training**

Staff responsible for administering medication will receive comprehensive training, which includes first aid instruction and specific guidance on managing various medical conditions. This training is designed to equip staff with the necessary skills to administer medication safely and effectively. To ensure ongoing competence, training will be regularly updated, keeping staff informed of the latest practices and any changes in medication protocols.

- **Communication with Parents/Guardians**

Parents/carers will be informed immediately if their child refuses to take their medication, experiences any side effects, or if there are any concerns about the medication.

HOPECFI will work in partnership with parents/carers to develop individual healthcare plans for children with long-term medical conditions.



10. Personal Protective Equipment (PPE)

Where necessary, personal protective equipment (PPE) will be provided to staff, students, contractors, and visitors to mitigate risks to health and safety. Training on the correct use and maintenance of PPE will be provided as required.

11. Food Hygiene

At HOPECFI SEND Alternative Provision, we recognise the importance of maintaining high standards of food hygiene to ensure the health and well-being of our students and staff. We committed to maintaining high standards of food hygiene to ensure the health and safety of our children and staff.

Our objectives for food hygiene are:

To comply with relevant food safety legislation and regulations, including the Food Safety Act 1990 and Food Hygiene Regulations 2013.

To maintain high standards of cleanliness and hygiene in all areas where food is handled, stored, and prepared.

To ensure that all staff involved in food handling receive appropriate training and follow safe food handling practices.

To conduct regular inspections and assessments to identify and mitigate potential food safety hazards.

To promote awareness of food hygiene among staff and students through training and education.

▪ Responsibilities

- Leadership and Management:

The leadership and management team are responsible for ensuring that adequate resources are allocated to food hygiene, and that policies and procedures are implemented effectively.

Supervisors are responsible for monitoring food hygiene practices, providing training and guidance to kitchen staff, and ensuring compliance with food safety procedures.

- Kitchen Staff:

Kitchen staff are responsible for adhering to food hygiene standards, including personal hygiene, cleanliness of facilities, and safe food handling practices.

- Children:

Children are encouraged to follow food hygiene instructions provided by staff, including handwashing and avoiding cross-contamination.

▪ Food Storage and Handling

All staff involved in food handling must maintain high standards of personal hygiene, including:

Washing hands thoroughly with soap and water before handling food, after using the toilet, and after handling raw food.



Wearing clean and appropriate protective clothing, such as aprons and hairnets, to prevent contamination of food.

Reporting any symptoms of illness, such as diarrhoea, vomiting, or fever, and refraining from handling food until symptoms have subsided.

Food storage and handling practices will adhere to the following guidelines:

We follow Safe Food Better Business (SFBB) management procedures in compliance with the Food Standard Agency.

Raw and cooked foods are stored separately to prevent cross-contamination.

Perishable foods are stored at the appropriate temperature to prevent bacterial growth.

Foods will be thawed in the refrigerator or microwave.

Utensils and equipment used for handling raw foods are cleaned and sanitised before and after use.

Regular cleaning and sanitisation procedures are implemented to maintain cleanliness and prevent the spread of bacteria:

Food contact surfaces, utensils, and equipment will be cleaned and sanitized before and after use. Floors, walls, and food preparation areas will be cleaned regularly to prevent the build-up of dirt and bacteria.

Cleaning schedules are established and adhered to, with documentation of cleaning activities maintained.

All staff involved in food handling receive appropriate training on food hygiene practices and procedures. Training covers topics such as personal hygiene, safe food handling, cleaning and sanitisation, and food storage. Regular refresher training is provided to ensure that staff remain knowledgeable and up-to-date on food hygiene practices.

Regular inspections and assessments will be conducted to identify potential food safety hazards and ensure compliance with food hygiene standards.

Records of inspections, cleaning activities, and staff training will be maintained for documentation and review purposes.

Any incidents of foodborne illness, contamination, or other food safety concerns must be reported promptly to management. Corrective actions will be implemented to address the issue and prevent recurrence, including an investigation of the root cause and a review of existing procedures.

12. Review and Monitoring

This Health and Safety Policy will be reviewed periodically to ensure its effectiveness and compliance with relevant legislation and standards. Monitoring of health and safety performance will be conducted to identify areas for improvement and ensure ongoing compliance.

This policy will be communicated to all staff, students, contractors, and visitors through induction programs, training sessions, and provision notices. Any updates or revisions to the policy will be communicated promptly to ensure awareness and compliance.



13. Conclusion

HOPECFI SEND Alternative Provision is committed to maintaining a safe and healthy environment and for all individuals associated with our provision. By adhering to this Health and Safety Policy and working together to identify and mitigate risks, we can create a culture of safety and well-being.

