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**Stepping Stones Alternative Provision**

**Health and Safety Policy**

**Date:** 15/08/24 **Review Date:** 15/08/25

**Introduction:**

The safety and well-being of our students and staff are of paramount importance at our alternative provision. We are committed to providing a safe and healthy working environment for all staff and ensuring that students are protected from harm. This policy outlines our approach to health and safety, in compliance with the Health and Safety at Work Act 1974.

The Head of Provision is committed to ensuring the Health and Safety of everybody involved within our provision.

**Aims of the Policy:**

* To ensure that the working environment is safe and healthy for staff and students.
* To prevent accidents and work-related ill-health.
* To provide adequate resources for maintaining a safe working environment.
* To provide training and support to staff to ensure they can carry out their duties safely.
* To comply with all relevant legislation and regulations.
* To regularly review and update this policy to ensure it remains effective.

**Roles and Responsibilities**

**The Head of Provision:**

* To ensure that health and safety is given the highest priority in the provision.
* To ensure that staff are aware of their health and safety responsibilities.
* To provide resources to support the implementation of this policy.
* To ensure that all staff are trained and competent in their health and safety duties.
* To regularly review and update this policy.
* To comply with policy guidance.

**All Staff will:**

* Take reasonable care of their own health and safety and that of others who may be affected by their actions.
* Comply with all health and safety policies and procedures.
* Report any hazards or incidents to the Head of Provision as soon as possible.
* Co-operate with any investigation into accidents or incidents.
* Attend health and safety training as required.
* Read the Health and Safety Policy.

In order to achieve our aims and meet our responsibilities, the following actions will be taken by all staff:

* Carry out risk assessments of their working areas and activities, and implement appropriate control measures.
* Follow safe working practices and procedures, including the use of personal protective equipment where necessary (including sports equipment).
* Report any defects or damaged equipment, machinery, or any issues within the building to the appropriate person.
* Attend Health and Safety training as required.
* Co-operate with any Health and Safety audit, inspection or investigation.

**Administration of Medicines**

* Medication is only administered to young people after parental consent.
* Medicines are only administered during school time when they have been prescribed by a child’s GP or other relevant medical professional.
* The doses administered during the school day are to be kept to the minimum, e.g. a *course of antibiotics requiring four doses a day - only one dose (lunchtime) will normally need to be administered at school*

**Educational Visits**

* All off site trips will be subject to a risk assessment.
* An action plan will be produced with relevant staff members in relation to each off site visit.

**Employee Health and Wellbeing**

* Stepping Stones will support all staff well-being through it’s annual appraisal and review process.
* We will take into consideration reduced working hours when required (Subject to a discussion with the Head of Provision).

**Lone Working**

* A risk assessment has been carried out for lone working - separate policies and procedures are in place.

**Lone/Independent Transport**

* We have a separate transport and vehicle usage policy.
* If students are being transported by Stepping Stones Alternative Provision - if only one student is present, they must sit in the back seats in order to safeguard everybody involved.

Signed: J.L.Roscoe

Date: 15/08/2024