

Health and Safety Policy

1. Policy statement

Wirral Health Project CIC is committed to ensuring, so far as is reasonably practicable, the health, safety, and welfare of all pupils, staff, visitors, and contractors. We recognise our duty to provide a safe environment that supports learning, personal development, and wellbeing.

We will comply with the Health and Safety at Work etc. Act 1974, Management of Health and Safety at Work Regulations 1999, and all other relevant statutory requirements.

2. Aims and objectives

- To maintain safe and healthy working conditions for staff and learners.
- To ensure that all employees and pupils are aware of their individual responsibilities for health and safety.
- To prevent accidents, injuries, and work-related ill health.
- To promote a culture of safety, respect, and care across the provision.
- To provide suitable information, instruction, and training to staff and learners
- To monitor and review health and safety performance regularly.

3. Responsibilities:

Head of Provision / Directors

- Ensure that adequate resources are allocated to health and safety.
- Review and approve the Health and Safety Policy annually.
- Monitor overall performance and compliance.

Head of Provision:

- Implement the policy on a day-to-day basis.
- Ensure risk assessments are completed, recorded, and reviewed.
- Report any serious incidents to the relevant authorities (e.g. RIDDOR, safeguarding).
- Ensure staff receive appropriate health and safety training.

Visitors and Contractors:

- Must sign in and comply with all site safety requirements.
- Will be given relevant safety information on arrival.

4. Arrangements

Risk Assessment:

- Risk assessments will be conducted for all activities, trips, and environments (including off-site provision).
- They will be reviewed annually or following significant change/incidents.

First Aid:

- Qualified first aiders are on site at all times.

- First aid kits are available and regularly checked.
- All accidents are recorded in the accident book.

Fire Safety:

- Fire risk assessments are conducted annually.
- Fire drills are held at least once per term.
- All staff and pupils are briefed on evacuation procedures.

Safeguarding and welfare:

- Health and safety is linked with safeguarding policies.
- Staff are trained in managing challenging behaviour and de-escalation techniques.
- Welfare plans and risk management plans are in place for vulnerable pupils.

Premises and equipment:

- Regular inspections of buildings, electrical systems, and equipment.
- Faults and hazards reported immediately and rectified promptly.
- Appropriate PPE (Personal Protective Equipment) provided where necessary.

Educational visits and off-site activities:

- Risk assessments must be approved before departure.
- Staff-to-student ratios are maintained according to risk level.
- Parental consent is obtained.

Infection control:

- Hygiene standards maintained throughout the site.
- Procedures in place for managing illness and infectious diseases.

6. Areas

Learning areas:

Classroom - to be checked routinely after each lesson. All stock to be available for students and replenished. Equipment checked to make sure it is in working order.

Break out room - floor spaces cleaned and cleared regularly. Couches, tables and chairs cleaned and checked. Security door is closed when children are on site. Children to be supervised when eating lunch.

Gym area - Equipment checked daily. Appropriate equipment used for each individual. Induction to be given to each student to ensure their safety.

7. Entry / arrival:

Children to hand in phones. Metal detection wand used on arrival. Children to be registered when they arrive manually and on Wirral portal. Children to be granted access to either classroom or break out room on arrival to regulate.

Monitoring and review:

Health and safety will be monitored through regular inspections, audits, and staff feedback.

This policy is approved and robustly endorsed by Wirral Health project CIC and is due for review annually.

Signed: Adam McCreevy

Date: 01/09/2025

Policy review date: 01/09/2026