



HEALTH & SAFETY POLICY

Policy Number	008	Completed by	Imogen MC	Last Reviewed date	01/06/2026
Version Number	0001	Signed off by	Ade Stenner	Next Review date	01/06/2027

General Policy Statement

Skylark Plus regards the promotion of health and safety measures as a shared objective for staff, students, visitors, and contractors. We are committed to ensuring, as far as is reasonably practicable, the health, safety, and welfare of all those affected by our operations, in accordance with current legislation and good practice. This policy is applied equally, fairly, and without exception.

We aim to:

- Prevent injury and ill-health
- Maintain safe environments
- Provide clear guidance and training
- Promote a culture of safety and responsibility across all activities

This policy is reviewed annually, or earlier if legislation or practices change.

Key Responsibilities

Skylark Plus will:

- Provide and maintain safe systems of work and equipment
- Provide suitable training, supervision, and information for staff and students
- Carry out and review risk assessments for all activities
- Ensure emergency procedures are in place and practiced
- Monitor and report on accidents, incidents, and near misses in accordance with RIDDOR
- Review and update health and safety procedures as necessary

Managers will:

- Ensure compliance with the Health and Safety Policy within their areas
- Identify training needs and ensure relevant staff complete health and safety training
- Report hazards and ensure corrective actions are implemented
- Support risk assessments and ensure appropriate control measures are in place

All staff and students are expected to:

- Take reasonable care of themselves and others
- Report hazards, accidents, and unsafe practices
- Use equipment safely and appropriately
- Follow instructions and training provided

Health & Safety Areas Covered

To maintain a high standard of health and safety, Skylark Plus actively monitors and manages the following areas in line with best practice and legal requirements:

- **Accident Reporting** – All accidents and near misses are recorded and reported on CPOMS and your daily report. Incidents are investigated and followed up appropriately.
- **First Aid at Work** – Adequate First Aid provision is in place, and trained staff are available during operational hours.
- **Allergies and Medical Conditions** – Relevant medical needs, allergies, or dietary requirements are recorded and managed sensitively.
- **COSHH (Control of Substances Hazardous to Health)** – Hazardous substances are risk-assessed, and safe storage and handling procedures are followed.
- **Display Screen Equipment (DSE)** – Staff who use computers regularly are provided with DSE assessments and guidance on ergonomic workstation setup.
- **Manual Handling** – Staff are trained to safely handle and move items as needed, with risk assessments in place for higher-risk tasks.
- **Personal Protective Equipment (PPE)** – PPE is provided where necessary, and staff are trained in its correct use and maintenance.
- **Driving for Work** – Any staff driving for work purposes must have appropriate insurance and ensure vehicles are roadworthy and safe.
- **Electrical Safety** – Equipment is regularly tested, and faulty items are removed from use immediately.
- **Smoking and Vaping** – Skylark Plus maintains a no-smoking and no-vaping policy on all premises, including outdoor learning areas.
- **Training** – Health and safety training is mandatory for all staff and updated as required. Refresher training and additional support are provided where needed.

Risk Assessment

Skylark Plus will carry out regular assessments of risks to employees, students, visitors, and others, including:

- Students under 18
- Expectant and new mothers
- Individuals with additional needs

Risk assessments will be:

- Conducted by trained staff
- Reviewed regularly and after any incident or significant change
- Recorded and stored centrally, with outcomes communicated to relevant parties

Monitoring and Review

- Safety inspections are encouraged at least **quarterly**
- Annual health and safety audits will be carried out by a designated competent person
- An annual action plan will be drafted and reviewed with trustees
- Work placement sites will be reviewed to ensure safety standards are met