Health and Safety Policy
Approved by: Samantha Coxon-Smith – Managing Director
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Statement of Intent
NLTE is committed to providing a safe, healthy and secure environment for all learners, staff, visitors, contractors and volunteers.
We recognise our duties under the Health and Safety at Work etc. Act 1974 and are committed to promoting a positive culture of health, safety and wellbeing throughout the organisation.
Our aims are to:
- Prevent accidents and work-related ill health.
- Provide safe systems of work.
- Ensure premises and equipment are maintained safely.
- Promote the physical and emotional wellbeing of learners and staff.
- Comply with all relevant health and safety legislation.
- Ensure effective risk assessment and management.
- Foster a culture where health and safety is everyone's responsibility.

Legislation
This policy has been developed with reference to:
- Health and Safety at Work etc. Act 1974
- Management of Health and Safety at Work Regulations 1999
- Workplace (Health, Safety and Welfare) Regulations 1992
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013
- Regulatory Reform (Fire Safety) Order 2005
- Equality Act 2010
- Keeping Children Safe in Education (KCSIE) 2025

Responsibilities
Director/Proprietor
The Director has overall responsibility for health and safety and will ensure:
- Suitable policies and procedures are in place.
- Risk assessments are completed and reviewed.
- Appropriate insurance is maintained.
- Staff receive suitable training.
- Accidents are investigated.
- Premises remain safe and secure.

Staff Responsibilities
All staff are expected to:
- Take reasonable care for their own safety and that of others.
- Follow health and safety procedures.
- Report hazards and defects promptly.
- Use equipment safely.
- Co-operate with risk assessments.

- Report accidents and incidents.
- Promote safe behaviour amongst learners.

Learner Responsibilities

Learners are expected to:

- Behave safely.
- Read and sign learners agreement
- Follow staff instructions.
- Respect equipment and facilities.
- Report hazards or concerns.
- Take responsibility for their own actions.

Risk Assessments

NLTE will undertake and obtain risk assessments for:

- Premises and facilities.
- Individual learners.
- Educational visits.
- Off-site activities.
- Lone working.
- Fire safety.
- Manual handling.
- Use of equipment.
- Behaviour and safeguarding concerns.

Risk assessments will be reviewed:

- Annually.
- Following accidents.
- Following significant changes.
- When concerns are identified.

First Aid

NLTE will:

- Maintain appropriate first aid supplies.
- Ensure trained first aiders are available.
- Keep records of accidents and treatment provided.
- Inform parents and carers of significant injuries.

Emergency services will be contacted where required.

Accident, Incident and Near-Miss Reporting and Investigation

NLTE recognises the importance of promptly reporting, recording and investigating accidents, incidents and near misses in order to protect learners, staff, visitors, contractors and volunteers and to identify measures to prevent recurrence.

Reporting

All accidents, incidents, injuries, dangerous occurrences and near misses must be reported to the appropriate member of staff as soon as reasonably practicable.

This includes:

- Accidents resulting in injury or illness.
- Incidents that could have resulted in injury or harm.
- Near misses where no injury occurred but there was potential for harm.
- Incidents involving unsafe premises, equipment or working practices.
- Incidents involving violence, aggression or threatening behaviour.
- Serious incidents and dangerous occurrences.

Staff and learners will be encouraged to report near misses and hazards without fear of blame or reprisal. Where appropriate, immediate action will be taken to make the area or activity safe and to prevent further harm.

Recording

Accidents, incidents and near misses will be recorded using NLTE's approved accident/incident reporting system or form.

Records will include, where appropriate:

- Date, time and location of the accident or incident.
- Name and details of the person(s) involved.
- A factual description of what happened.
- Any injury, illness, damage or harm caused.
- Immediate action taken, including first aid or emergency assistance.
- Names of witnesses.
- Details of any hazards, equipment or circumstances that contributed to the event.
- Any photographs, statements or other relevant evidence where appropriate.
- Details of actions taken to prevent a recurrence.

Records will be completed as soon as reasonably practicable following the event and will be stored securely in accordance with NLTE's data protection and record-keeping requirements.

Investigation

Accidents, incidents and near misses will be reviewed to determine whether further investigation or corrective action is required.

The level of investigation will be proportionate to the seriousness and circumstances of the event.

Investigations may include:

- Establishing the facts and sequence of events.
- Speaking with those involved and relevant witnesses.
- Reviewing relevant risk assessments, procedures and training records.
- Inspecting the location, premises or equipment involved.
- Identifying immediate and underlying causes.
- Identifying whether existing control measures were followed and were effective.
- Identifying actions required to prevent a recurrence.

Where appropriate, risk assessments, procedures, training or other control measures will be reviewed and updated following an accident, incident or near miss.

Serious Incidents

Serious accidents and incidents will be reported immediately to the Director/Proprietor or designated responsible person.

A serious incident may include, but is not limited to:

- A serious or potentially life-threatening injury or illness.
- An incident requiring emergency medical treatment or hospital attendance.
- A significant incident involving a learner, member of staff, visitor, contractor or volunteer.
- A dangerous occurrence or incident with significant potential for serious harm.
- A serious violence or aggression incident.
- A significant fire, structural failure or other emergency.
- An incident that may be reportable under RIDDOR.

Serious incidents will be subject to a formal investigation appropriate to the circumstances. The investigation will be documented and will record the facts established, evidence considered, findings, actions taken and any recommendations for preventing recurrence.

Where necessary, appropriate external agencies will be notified, including the emergency services, safeguarding agencies, insurers or the Health and Safety Executive (HSE), in accordance with legal and organisational requirements.

RIDDOR
NLTE will comply with the requirements of the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013.

Where an accident, injury, disease or dangerous occurrence is potentially reportable under RIDDOR, the Director/Proprietor or designated responsible person will ensure that the circumstances are assessed and, where required, a report is submitted to the HSE within the applicable reporting timescale.
RIDDOR records and supporting documentation will be retained securely.

Monitoring and Learning
Accident, incident and near-miss records will be reviewed periodically to identify recurring hazards, trends or areas requiring improvement.
Lessons identified from investigations will be communicated to relevant staff and, where appropriate, learners, contractors or visitors.

Corrective and preventative actions will be monitored to ensure they have been implemented and are effective.
The Director/Proprietor will ensure that significant findings are considered as part of the review of risk assessments and health and safety arrangements.

Fire Safety
NLTE will ensure:
- Fire risk assessments are completed.
- Fire extinguishers are serviced regularly.
- Fire exits are clearly marked and unobstructed.
- Evacuation procedures are displayed.
- Fire drills are carried out at least termly.
- Staff and learners are familiar with emergency procedures.

Premises and Equipment
The premises will be maintained to ensure:
- Safe access and egress.
- Adequate lighting and ventilation.
- Suitable toilet and washing facilities.
- Safe storage of materials.
- Regular inspection and maintenance of equipment.

Unsafe equipment will be removed from use immediately.

Educational Visits and Off-Site Activities
All visits and activities will be:
- Risk assessed.
- Appropriately supervised.
- Planned with safeguarding considerations.
- Supported by emergency arrangements.

Parental consent will be obtained where required.

Lone Working
Where staff work alone, suitable arrangements will be in place to ensure their safety.
This includes:
- Communication procedures.
- Emergency contact arrangements.

- Risk assessments.
- Appropriate supervision where necessary.

Medication and Medical Needs

NLTE will support learners with medical needs in accordance with individual healthcare plans.

Staff will:

- Follow agreed procedures.
- Store medication securely.
- Record administration where appropriate.
- Seek emergency assistance when required.

Infection Prevention and Control

NLTE will:

- Promote good hygiene practices.
- Ensure suitable cleaning arrangements.
- Provide handwashing facilities.
- Respond appropriately to infectious illnesses.
- Follow current public health guidance.

Manual Handling

Staff will avoid unnecessary manual handling wherever possible.

Where manual handling is required:

- Appropriate training will be provided.
- Risk assessments will be undertaken.
- Safe techniques will be used.

Hazardous Substances (COSHH)

Hazardous substances will be:

- Stored securely.
- Used in accordance with manufacturers' instructions.
- Subject to COSHH assessments where necessary.
- Kept inaccessible to learners.

Violence and Aggression

NLTE has a zero-tolerance approach towards violence, abuse and threatening behaviour.

Incidents involving aggression towards staff or learners will be:

- Recorded.
- Investigated.
- Managed in line with the Behaviour Policy and Positive Handling Policy.

Mental Health and Wellbeing

NLTE recognises the importance of promoting emotional wellbeing.

Support may include:

- Staff supervision.
- Access to wellbeing resources.
- Reasonable adjustments.
- Support from external agencies.

Contractors and Visitors

Visitors and contractors are expected to:

- Sign in and out.
- Follow health and safety procedures.

- Report hazards immediately.
- Wear identification where appropriate.

Contractors will be required to demonstrate safe working practices.

Emergency Procedures

Emergency arrangements are in place for:

- Fire.
- Gas leaks.
- Flooding.
- Loss of utilities.
- Security incidents.
- Serious accidents.
- Medical emergencies.

Emergency contact information will be maintained and reviewed regularly.

Monitoring and Review

Health and safety arrangements will be monitored through:

- Regular inspections.
- Risk assessments.
- Accident monitoring.
- Fire drills.
- Staff feedback.

This policy will be reviewed annually or sooner if legislation changes.

Links with Other Policies

This policy should be read alongside:

- Safeguarding and Child Protection Policy
- Behaviour Policy
- Positive Handling Policy
- Attendance and Monitoring Policy
- First Aid Policy
- Fire Safety Policy
- Risk Assessment Policy
- Educational Visits Policy
- Medical Needs Policy
- Intimate Care Policy
- Lockdown Policy
- Lone Working Policy
- Substance Misuse Policy
- Staff Code of Conduct
- Health and Wellbeing Policy
- Data Protection Policy
- Business Continuity Plan