

Purpose

The purpose of this policy is to ensure that the buildings and premises used by **RAISE-AP** provide a safe, secure, and supportive environment for all pupils, staff, visitors, and contractors.

RAISE-AP is committed to meeting its legal duties under the Health and Safety at Work Act 1974, associated regulations, and relevant guidance, and to promoting a strong culture of safety and wellbeing.

Scope

This policy applies to:

- All buildings and outdoor areas used by Raise AP
- All staff, pupils, visitors, contractors, and volunteers
- All activities carried out on site

Responsibilities

Proprietor / Head of Provision – Craig McAllister

- Holds overall responsibility for health and safety across the provision
- Ensures that appropriate risk assessments are in place and reviewed
- Ensures sufficient resources are allocated to maintain a safe environment
- Ensures statutory compliance with health and safety legislation

Designated Health & Safety Lead

- Carries out regular building and site checks
- Ensures identified hazards are reported and addressed promptly
- Maintains records of inspections, servicing, and maintenance
- Liaises with contractors and external inspectors

Staff

- Take reasonable care for their own health and safety and that of others
- Follow agreed procedures and control measures
- Report hazards, defects, or concerns immediately
- Support pupils in maintaining safe behaviour within the environment

Pupils

- Are supported and encouraged to behave in ways that promote safety
- Are supervised appropriately according to their individual needs

Building & Premises Safety

General Condition of the Building

- The building is maintained in a clean, safe, and suitable condition at all times
- Floors, walls, ceilings are regularly checked for damage
- Corridors and exits are kept clear and free from obstruction
- Lighting, heating, and ventilation systems are maintained and appropriate for use

Fire Safety

- A Fire Risk Assessment is in place and reviewed at least annually or following any significant change
- Fire alarms are tested weekly and records are kept
- Fire extinguishers are serviced annually by a competent contractor
- Fire exits and escape routes are clearly marked and kept unobstructed
- Fire evacuation procedures are displayed and known by staff
- Fire drills are carried out at least once per term and recorded

Site Security

- Access to the building is controlled to prevent unauthorised entry
- Visitors must sign in and wear identification where appropriate
- Perimeter fencing and gates are maintained and secure
- Pupils are supervised at all times during the school day

Electrical, Gas and Water Safety

- Electrical systems are inspected in accordance with regulations
- Portable Appliance Testing (PAT) is carried out annually or as required
- Gas appliances and boilers are serviced annually by a qualified engineer
- Water systems are managed to reduce the risk of legionella

Slips, Trips and Falls

- Floors are kept clean and dry
- Spillages are dealt with promptly
- Trailing cables are avoided or safely managed

Furniture, Fixtures and Equipment

- Furniture is suitable for the age, size, and needs of pupils
- Heavy or unstable items are secured appropriately
- Damaged or unsafe furniture or equipment is removed or repaired promptly
- Storage areas are kept tidy and free from hazards

Toilets and Hygiene Facilities

- Toilets are cleaned daily and checked throughout the day
- Adequate handwashing facilities are provided
- Soap, running water, and hand-drying facilities are available at all times

Outdoor Areas

- Outdoor areas are inspected regularly for hazards
- Boundaries and fencing are secure
- Any outdoor equipment is checked and maintained
- Outdoor activities are supervised appropriately

Risk Assessments

Risk assessments are completed for the building, activities, and individual pupils where required.

Control measures are implemented and reviewed regularly.

Staff are informed of relevant risk assessments and expected to follow them.

Accidents, Incidents and Near Misses

All accidents, incidents, and near misses are recorded.

Serious incidents are reported in line with RIDDOR requirements.

Incident trends are reviewed to prevent recurrence.