

# Labyrinth Education

## Health and Safety Policy and Plan

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Date of Issue: April 2025

Next Review Date: April 2026

Distribution: All staff and stakeholders

Owner: Senior Leadership Team

Policy Lead: Head of Education

### 1. Health and Safety Policy Statement

Labyrinth Education is committed to providing a safe and healthy working and learning environment for all staff, students, visitors, and contractors. This includes compliance with all relevant health and safety legislation, promotion of wellbeing, and prevention of accidents and occupational ill-health.

Our goals are to:

- Prevent accidents and cases of work-related ill health.
- Provide clear instructions and appropriate training to ensure staff are competent in their work.
- Maintain safe and healthy working conditions.
- Regularly review and improve our policies and procedures.

Everyone has a role to play. Staff, learners, contractors, and visitors are expected to take reasonable care of their own health and safety and to cooperate with the leadership team to ensure responsibilities are met.

### 2. Health and Safety Organisation and Responsibilities

#### 2.1 Governance and Leadership

The Senior Leadership Team (SLT) and Executive team are responsible for:

- Ensuring health and safety policies and procedures are in place, effective, and up to date.
- Monitoring the implementation of the health and safety plan.
- Appointing a designated Health and Safety Lead.
- Allocating sufficient resources to health and safety.

## **2.2 Health and Safety Lead**

The appointed Health and Safety Lead is responsible for:

- Coordinating health and safety activities and compliance.
- Conducting risk assessments and site inspections.
- Ensuring that training, induction, and awareness sessions are delivered.
- Reporting health and safety issues to the SLT.

## **2.3 Head of Education**

Responsible for:

- Ensuring risk assessments are carried out in their area.
- Ensuring that any incidents, hazards, or near misses are reported.
- Monitoring day-to-day safety procedures and practices.
- Supporting and supervising the site teams in line with the policy.

## **2.4 All Staff**

All staff are expected to:

- Take reasonable care for their own health and safety.
- Follow safe working practices and report hazards.
- Attend health and safety training and briefings.
- Use equipment and PPE appropriately.

## **2.5 Students and Visitors**

Students and visitors are required to:

- Follow all health and safety instructions while on Labyrinth Education premises.
- Report any hazards or unsafe practices to a member of staff.

# **3. Health and Safety Arrangements**

## **3.1 Risk Assessment**

Risk assessments are conducted for all activities, spaces, and equipment.

Dynamic risk assessments are encouraged when immediate hazards are present.

Risk assessments are reviewed annually or when changes occur.

\*Additional individual Risk Assessment documentation will be regularly reviewed and updated for all learners (E.G. PEEPS, PBS plans, Individual Learner Profiles).

## **3.2 Accidents, Incidents, and Reporting**

All incidents, including near misses, are to be reported and recorded promptly.

Serious incidents are reported to RIDDOR and the Health and Safety Lead where applicable.

Investigations are carried out to learn from incidents and prevent recurrence.

### **3.3 First Aid**

Trained first aiders are on site during all operating hours.  
First aid kits are located at designated points and regularly checked.  
Emergency procedures are communicated to all staff.

\*Additional training and resources will be made available for learners who require medication when on site. See Administration of Medication policy.

### **3.4 Fire Safety**

A fire risk assessment is conducted and reviewed regularly.  
Fire drills are carried out termly.  
Evacuation procedures and assembly points are clearly displayed and communicated.

### **3.5 Equipment and Premises Safety**

Equipment is maintained and inspected in accordance with manufacturer guidance.  
All electrical appliances are tested regularly (PAT testing).  
Premises inspections are conducted termly to assess hazards such as trip risks, lighting, ventilation, and general upkeep.

### **3.6 Control of Substances Hazardous to Health (COSHH)**

Hazardous substances are used only when necessary.  
All substances are labelled, stored securely, and accompanied by a COSHH assessment.

### **3.7 Lone Working**

Staff working alone follow the lone working procedure including risk assessment, check-in protocols, and emergency contacts.

### **3.8 Educational Visits**

Risk assessments must be completed and approved by the Head teacher for all off-site activities.  
The Head teacher ensures that all trips are compliant with health and safety standards.

### **3.9 Infection Control**

Procedures are in place for managing infection control including hygiene protocols and response to contagious illness.  
Staff are briefed on procedures during induction and updated as needed.

## **4. Monitoring and Review**

Labyrinth Education will:

- Review this policy annually or following a major incident.
- Conduct audits, inspections, and reviews to ensure ongoing compliance.
- Actively seek feedback from staff and learners to improve safety measures.

## 5. Health and Safety Action Plan (Template)

Objective	Action	Responsible Person	Timescale	Review Date
Complete annual risk assessments	Update and distribute department risk assessments	H&S Lead / Dept. Heads/ Head teacher	By start of academic year	Annually
Deliver mandatory H&S training	Staff induction & refresher training	H&S Lead/ Head teacher	Ongoing	Annually
Conduct fire drill	Simulated evacuation drill for all staff and learners	Fire Warden	Once per term	Termly
Update COSHH register	Review chemicals and cleaning agents used on site	Site Supervisor	By end of term	Termly
Ensuring facilities, buildings and equipment are Risk Assessed and safe to use	Site checks, Risk assessments of all equipment being used.	Head teacher/ H & S Lead/ Staff	Ongoing	Annually