



HEALTH & SAFETY POLICY

(Non-school Alternative Provision)

Policy title	Health & Safety Policy (Non-school Alternative Provision)
Applies to	All pupils, parents/carers and staff
Policy owner	Provision Lead/Admissions Panel
Approved on	October 2025
Next Review	October 2026

PURPOSE

Applewood Learning Ltd is committed to ensuring the health, safety, and welfare of all our staff, self-employed teachers (contractors), students, parents, and any other persons who may be affected by our activities.

As we operate without a fixed site, using various public and private locations, our approach to health and safety is based on dynamic risk assessment, clear communication, and robust procedures for peripatetic working environments. We will take all reasonably practicable steps to meet our responsibilities, comply with the Health and Safety at Work etc. Act 1974, and ensure a safe and healthy environment wherever teaching takes place.

RESPONSIBILITIES FOR HEALTH & SAFETY

A. The Directors of Applewood Learning Ltd are responsible for:

- **Overall Management:** Ensuring this policy is implemented, maintained, and reviewed regularly.
- **Risk Assessment:** Developing and reviewing core risk assessment templates for various scenarios (e.g., home tutoring, library sessions, school sessions).
- **Communication:** Providing all teachers with copies of this policy and relevant H&S information/updates.
- **Incident Management:** Investigating all reported incidents, near misses, or hazards.
- **Training & Competence:** Ensuring teachers are competent in identifying and managing risks in varied environments.

B. Self-Employed Teachers (Contractors) are responsible for:

- **Personal Safety:** Taking reasonable care for their own health and safety, and that of students and others present.



- **Dynamic Risk Assessment:** Assessing the safety of the specific location before each session begins.
- **Reporting:** Reporting any H&S concerns, incidents, accidents, or "near misses" immediately to a Director at Applewood Learning Ltd.
- **Following Procedures:** Complying with H&S guidelines provided by Applewood, as well as those of the specific venue (e.g., school fire evacuation plan).
- **Environment Check:** Ensuring the working environment is safe, free from obvious hazards (e.g., trip hazards, trailing wires), and suitable for the activity.

SAFEGUARDING AND CHILD PROTECTION

Applewood Learning Ltd is committed to the highest standards of safeguarding and child protection, adhering to statutory guidance like Keeping Children Safe in Education (KCSIE). Our detailed procedures are outlined in a separate, comprehensive Safeguarding Policy, which all staff must read and adhere to. The company holds appropriate public liability and employers' liability insurance. The Designated Safeguarding Lead (DSL) and Deputy Designated Safeguarding Lead (DDSL) are the focal points for all safeguarding concerns and queries. All staff members have a duty to report any concerns immediately to one of the following individuals:

Name	Role	Contact Details
Louise Venables	Designated Safeguarding Lead (DSL)	07736 151173 Louise.venables@applewoodlearning.co.uk
Carol Brooks	Deputy Designated Safeguarding Lead (DDSL)	07907 520710 Carol.brooks@applewoodlearning.co.uk

The DSL (or a DDSL) is available during all operational hours for staff to discuss concerns. If, for any reason, the DSL or DDSL is unavailable, staff should still take appropriate action to ensure the child's safety (including contacting the local Multi-Agency Safeguarding Hub or police in an emergency) and inform the DSL as soon as practically possible.

All DSLs and DDSLs undergo advanced safeguarding training every two years, with annual updates, to ensure they have the knowledge and skills required to carry out the role effectively. All directors and teachers have enhanced DBS checks and recruitment follows safer recruitment guidelines.

ARRANGEMENTS FOR HEALTH & SAFETY

Our practical arrangements focus on managing risks inherent in mobile teaching across multiple, non-controlled sites.



A. Risk Assessment and Safe Working Practices

Teachers must apply dynamic risk assessment at the start of every session. This includes:

- **Public Libraries/Cafes:** Checking for adequate lighting, clear fire escape routes, suitable seating/workstation setup, and general environmental safety.
- **Student's Home:** The client (parent/carer) is primarily responsible for ensuring a safe environment. Teachers should visually check for obvious hazards and ensure a parent or responsible adult is present in an adjacent room or nearby throughout the session (in line with safeguarding policy).
- **Schools/Other Provisions:** Teachers must adhere to the host venue's specific H&S, fire, and safeguarding procedures. The host premises manager is responsible for the building's safety.
- **Online/Remote Teaching:** Ensuring a professional, private, and safe background/environment, using secure platforms, and having clear online safety procedures (as per the Online Safety Policy).

ACCIDENT & INCIDENT REPORTING (RIDDOR)

All accidents, incidents, and near misses, however minor, must be reported to a Director immediately. A digital incident report form will be used to log all details. Serious incidents (e.g., major injuries) that occur during working activities must be reported to the enforcing authority (HSE) by Applewood Learning Ltd under RIDDOR.

FIRST AID

All teachers are encouraged to maintain a current basic first-aid qualification. As a mobile service, teachers should carry a basic personal first aid kit. In an emergency, local emergency services should be contacted immediately (999).

FIRE SAFETY

All teachers must identify fire exits, assembly points, and the fire alarm system in any location they work. They must follow the evacuation procedures of the host premises immediately upon hearing an alarm.

EQUIPMENT

All teachers primarily use their own equipment (laptops, materials). They are responsible for ensuring their equipment is safe and in good working order. If Applewood Learning Ltd provides equipment, it will be maintained and tested regularly.

TRANSPORT & TEACHER TRAVEL

Due to our operational model, significant travel between locations is required. Applewood Learning Ltd is committed to ensuring that all travel undertaken by staff and contractors for work purposes is as safe as possible.



A. Teacher/Contractor Vehicle Use:

- **Roadworthiness and Maintenance:** Teachers using their personal vehicles for work must ensure their vehicles are roadworthy, legally maintained (e.g., valid MOT, regular servicing), and safe for travel.
- **Insurance:** It is the teacher's responsibility to confirm their motor insurance policy covers business use.
- **Driving Safety:** Teachers must adhere to all UK road traffic laws. The use of hand-held mobile phones while driving is strictly prohibited. Teachers are expected to manage their schedules to avoid fatigue and ensure adequate rest breaks.
- **Accident Procedures:** Any road traffic accident that occurs while travelling to or from a session should be reported to a Director immediately, in addition to standard police reporting procedures.

B. Student Transport:

- Applewood Learning Ltd does not typically arrange or provide transport for students. This responsibility remains with the commissioning school, Local Authority, or the parent/carer.
- Teachers should never transport students in their personal vehicles unless explicit, emergency, and exceptional circumstances dictate, with prior approval from a Director and the parent/carer, and only if insurance cover permits this. Such instances must be fully documented immediately.

LONE WORKING & PERSONAL SAFETY

As teachers may work alone in various locations:

- **Communication:** Teachers must ensure management and the client/parent have up-to-date contact details.
- **Safeguarding:** All sessions with minors must comply with our Safeguarding Policy, ensuring appropriate supervision is maintained by the client (parent/carer).
- **Emergency Contact:** Teachers should have a charged mobile phone for emergencies.

WELFARE FACILITIES

When working in third-party locations (libraries, schools), teachers should make use of the provided welfare facilities (toilets, drinking water, rest areas) as appropriate.

INFECTION CONTROL & HYGIENE

Applewood Learning Ltd recognises the importance of maintaining hygiene standards to minimise the risk of infection transmission while working across various locations.



- **Personal Hygiene:** All teachers are expected to maintain high standards of personal hygiene, including frequent handwashing, especially before and after sessions, eating, or using welfare facilities.
- **Cleaning of Equipment:** Teachers should regularly clean and sanitise their personal equipment (laptops, tablets, teaching materials) using appropriate antibacterial products.
- **Managing Illness:** Teachers who are unwell, particularly with contagious illnesses (e.g., flu, sickness bugs), must notify management and refrain from face-to-face teaching until they are well enough to return to work, in line with public health guidance.
- **Client Locations:** While the primary responsibility for the hygiene of a venue rests with the host (parent/carer/venue manager), teachers should use their dynamic risk assessment to note any obvious hygiene issues and report concerns to a Director. Sessions may be cancelled or moved if the environment is deemed unsanitary or poses an infection risk.

WORK-RELATED STRESS & WELL-BEING

We are committed to the well-being of all our staff and contractors and recognise that working in mobile, varied environments can present unique challenges and sources of stress.

- **Identifying Stress:** We encourage all staff to be aware of their own mental health and well-being, and to recognise the signs of work-related stress in themselves and their colleagues.
- **Support and Communication:** Staff who are experiencing work-related stress or well-being issues should speak confidentially with a Director of Applewood Learning Ltd for support and guidance.
- **Workload Management:** Directors will work with teachers to manage workloads reasonably and ensure that travel time and session demands do not lead to excessive working hours or fatigue.
- **Access to Information:** Staff have access to information on mental health support resources, which will be provided upon induction and available via internal communications.

COMPETENCE, TRAINING & PROFESSIONAL DEVELOPMENT

Applewood Learning Ltd is committed to ensuring that all staff and contractors possess the necessary skills, knowledge, and competence to perform their roles safely and effectively, especially when working with vulnerable young people in varied locations. This commitment aligns with DfE guidance for quality alternative provision.

- **Mandatory Training Requirements:** All staff are required to undertake and maintain up-to-date certification for the following training:



- Level 2/3 Safeguarding and Child Protection (annual refreshers for all staff).
- Designated Safeguarding Lead (DSL) training (every two years for DSL/DDSL).
- Basic First Aid (encouraged for all, required for nominated leads).
- Online Safety and Data Protection/GDPR.
- Fire Safety Awareness (general principles for peripatetic work).
- **Specialised Training:** The Directors will identify and provide specialised training relevant to the needs of the student cohort, which may include areas such as:
 - Behaviour management and de-escalation techniques.
 - Trauma-informed practice and mental health awareness.
 - Supporting students with Special Educational Needs and Disabilities (SEND).
- **Training Records and Review:** The Directors maintain a single central record of all training undertaken by staff and contractors. Training needs are reviewed annually as part of performance review and policy updates to ensure continued relevance and effectiveness.
- **Induction:** New staff will receive comprehensive induction training covering this H&S policy, the Safeguarding Policy, and all relevant procedures before they begin working with students independently.

VERSION CONTROL

We will review our documentation regularly and we reserve the right to amend our policies and procedures at any time.