



Health and Safety Policy

1. Introduction

NewHeart Learning is committed to providing a safe, healthy and supportive environment for all pupils, staff, visitors, and contractors. We recognise our duty under the Health and Safety at Work Act 1974 to protect the welfare of everyone on site and to ensure risks are identified, controlled, and reviewed regularly.

In fulfilling this commitment, NewHeart Learning will comply with all relevant health and safety legislation and guidance, including but not limited to the Management of Health and Safety at Work Regulations 1999, the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR), the Workplace (Health, Safety and Welfare) Regulations 1992, the First Aid at Work Regulations 1981, and guidance issued by the Health and Safety Executive (HSE).

We aim to:

- Establish and maintain a safe and healthy environment
- Maintain safe working practices across all areas of provision
- Establish a provision of sufficient information, instruction and supervision
- Prevent accidents and cases of work-related ill health
- Provide clear procedures for reporting and responding to hazards
- Ensure that all staff are properly trained and equipped to carry out their roles safely
- Promote a positive health and safety culture where staff, pupils, and visitors share responsibility for safety
- Comply with all statutory requirements, guidance and good practice standards

This policy will be reviewed annually, or sooner if significant changes occur.

2. Responsibilities

NewHeart Learning hold ultimate responsibility for ensuring compliance with health and safety law. The Health and Safety Officer has the day-to-day responsibility for all those involved.

The Health and Safety Officer is Nicola Klimczuk, Head of Business Operations, office@newheartlearning.co.uk.

Health & Safety Officer Responsibilities

The Health & Safety Officer is responsible for ensuring that NewHeart Learning maintains a safe environment for pupils, staff, and visitors. Their key responsibilities include:

- Reviewing this policy annually, or sooner if circumstances or regulations change.
- Ensuring that all staff understand their health and safety responsibilities.
- Incorporating health and safety priorities into the service improvement plan where required.
- Carrying out regular inspections of the premises before activities begin, taking prompt remedial action where necessary.
- Responding swiftly to reports or complaints about unsafe premises, equipment, or working practices.
- Ensuring that emergency evacuation procedures are in place, clearly communicated, and tested regularly.
- Making sure adequate and up-to-date first aid provision is available at all times.
- Monitoring, reviewing, and updating all health and safety policies and procedures.

- Acting as the central point of contact for day-to-day health and safety queries, offering guidance or signposting staff and pupils to appropriate advice.
- Coordinating the implementation of approved safety procedures across the provision.
- Maintaining links with external agencies that can provide specialist health and safety advice.
- Conducting inspections of premises, workplaces, and practices at least three times per year.
- Reviewing the adequacy of first aid provision on a weekly and termly basis.
- Recommending and implementing necessary changes or improvements to health and safety procedures through ongoing monitoring and management.
- Identifying hazards and carrying out formal risk assessments where appropriate, to minimise risks associated with activities.
- Ensuring that any specific safety measures required within their area of responsibility are clearly understood and consistently applied.

All Staff

- Take reasonable care of their own health and safety, and that of others.
- Follow health and safety guidance, policies, and training.
- Report hazards, near-misses, and incidents immediately.
- Supervise pupils to ensure safe behaviour in classrooms and shared spaces.
- Know and apply the emergency procedures regarding first aid and fire.

Pupils

- Follow safety instructions, behave responsibly and observe instructions in an emergency.
- Report any hazards or unsafe behaviour to staff.
- Use and not misuse or interfere with items provided for their safety.

Visitors & Contractors

- Must comply with NewHeart Learning's health and safety requirements while on site.
- Contractors must provide evidence of safe working practices and risk assessments before work begins.

3. Risk Assessment

The Health and Safety Officer will ensure risk assessments will be carried out for all activities, equipment, and areas of the provision.

- Assessments will consider risks to pupils, staff, visitors, and contractors.
- Control measures will be implemented, and assessments reviewed at least annually.

4. Accident & Incident Reporting

All accidents, incidents, and near misses must be reported promptly to ensure the appropriate action is taken, records are maintained and measures are implemented to prevent recurrence.

Reporting Responsibilities

- Employees must report all accidents, incidents, near misses or hazardous situations as soon as reasonably practicable to their Line Manager.
- Line Managers are responsible for ensuring that all reported incidents are recorded, investigated where necessary and escalated in accordance with this policy.
- Visitors and Contractors must report any accidents or incidents to their Company Contact or site representative immediately.

Recording Accidents and Incidents

- All accidents and incidents, regardless of severity, must be recorded in the NewHeart Learning accident book.
- Records will include details of the incident, persons involved, any injuries sustained, immediate actions taken and recommendations to prevent recurrence.
- Parents/carers will be informed of any accidents involving pupils.

Investigation and Corrective Action

- Reported accidents and incidents will be investigated proportionately to their seriousness to identify root causes.
- Appropriate corrective and preventive actions will be implemented and monitored to reduce the likelihood of recurrence.

Serious Incidents and Legal Reporting

- Serious injuries, dangerous occurrences or work-related ill health will be reported to the relevant enforcing authority where required by law (e.g. RIDDOR).
- The Health & Safety Responsible Person will ensure that all statutory reporting obligations are met within required timescales.

First Aid and Emergency Response

- In the event of an accident, first aid or emergency assistance must be sought immediately.
- Emergency services should be contacted where necessary.

5. Fire Safety & Emergency Procedures

- Fire risk assessments will be reviewed annually.
- Staff will be informed of any risks identified.
- Fire drills will be carried out at least once per term.
- Fire exits, alarms, and extinguishers will be maintained and tested regularly.
- Staff will receive training on evacuation procedures.

6. First Aid

- Adequate first aid provision will be maintained at all times.
- A list of trained first aiders will be displayed on site.
- First aid kits will be checked regularly and restocked when necessary.
- First aid will not be administered by staff unless they have completed training and are certified to administer first aid.

7. Medication Policy

- The responsibility for a pupil's prescribed medication and treatment rests with their parents/carers.
- Pupils are expected to carry and administer their own emergency medication (e.g. asthma inhalers, auto-injectors) while at NewHeart Learning.
- Parents/carers must inform NewHeart Learning of any medication that a pupil brings onto the premises.

- Any requirements for medication, including agreed protocols for administration, must be confirmed and in place before the pupil starts at the provision.
- Staff, contractors, and volunteers must follow the procedures outlined in the pupil's individual risk assessment regarding medication and its administration.
- All queries or concerns relating to medication must be referred to the Health & Safety Officer, **Nicola Klimczuk**.

8. Lone Working Policy

Lone working is defined as working without direct or close supervision where immediate assistance is not readily available. Lone working may occur on-site or off-site, including outside normal hours, during home visits, outreach work, or 1:1 tuition. NewHeart Learning recognises that lone working can increase risks to staff health, safety, and wellbeing.

NewHeart Learning will identify and assess risks associated with lone working activities, implement control measures to reduce or eliminate identified risks, provide lone working guidance and training to staff and ensure appropriate communication and check-in systems are in place.

Employees must follow lone working procedures and risk control measures, maintain communication with a designated contact, report incidents, concerns or unsafe conditions immediately and avoid undertaking high-risk activities when working alone.

A risk assessment must be completed before lone working takes place and dynamic risk assessments must be carried out for off-site activities (e.g. home visits).

Lone workers must inform a line manager or designated contact of: Location, expected start and finish times, contact details and agreed check-in arrangements must be followed.

Please refer to our Lone Working Policy for further information.

9. Site Safety

- The premises will be kept clean, tidy, and free from avoidable hazards.
- Safe storage arrangements will be in place for hazardous substances (COSHH).
- Security procedures will be maintained to keep staff and pupils safe.
- Electrical equipment tested (PAT testing) annually.

10. Training and Information

- All staff will receive health and safety induction training.
- Ongoing training will be provided where necessary (e.g. fire safety, first aid, Team Teach).
- Policies and procedures will be made available to staff, pupils, and visitors.

11. Monitoring and Review

- The Responsible Officer will monitor compliance with health and safety procedures.
- Accident and incident data will be reviewed regularly to identify trends and improve health and safety performance.



- Regular inspections will take place across the site.
- The policy will be reviewed annually, in consultation with staff and in line with legal updates.

Date of last review:	20 February 2026
Date to review:	21 February 2027
Author:	Nicola Klimczuk Head of Business Operations
Signed:	<i>Nicola Klimczuk</i>

Health and Safety Risk Assessment

Location/Activity	Assessor Name	Date	Review Date

Hazard Identification

Hazard	Who Might Be Harmed	Existing Controls	Risk Rating (L/M/H)	Additional Actions Required	By Whom	By When
Slips on wet floor	Staff, students, visitors	Wet floor signs, cleaning procedures	L	Monitor and review cleaning schedules	Site Manager	Ongoing

Risk Rating Guide: • Low (L): Unlikely to cause serious harm. Monitor and review. • Medium (M): Potential to cause injury. Take action to reduce risk.

• High (H): Likely to cause serious harm. Immediate action required.

Assessor Signature: _____

Manager Signature: _____