



Live to Learn Education Ltd.

Health and Safety Policy

Policy Version	3.0
Creation Date	05/09/2025
Review Date	01/09/2025
Approved By	Kelly Taylor

1. Purpose

Live to Learn Education Ltd. complies with all relevant health and safety legislation, including the Health and Safety at Work etc. Act 1974 and the Management of Health and Safety at Work Regulations 1999. The organisation carries out appropriate risk assessments, particularly for alternative provision, off-site delivery and lone working.

It also follows statutory safeguarding guidance, including Keeping Children Safe in Education and the Children Act 1989 and 2004. Where applicable, reporting requirements under RIDDOR 2013 are met. All arrangements align with Ofsted expectations to ensure the safety, welfare and wellbeing of all learners, staff and visitors.

2. Scope

This policy applies to all staff, learners, sub-contractors, administrators, invigilators and visitors, across all settings including off-site provision and home tuition.

3. Responsibilities

Leadership ensures compliance and risk management; staff are responsible for maintaining safe practices. The Designated Safeguarding Lead supports risk oversight where safeguarding overlaps with safety.

4. Risk Assessment

Risk assessments are conducted for all activities including off-site delivery, lone working and high-risk learners - these are reviewed regularly, and any new risks are added to the main risk assessment as they arise and as part of pre-planning.

5. Alternative Education Provision Risks

AEP environments include risks such as lone working, community-based delivery and complex learner needs. Controls include dynamic risk assessments, communication protocols and staff training.

6. First Aid

Adequate first aid provision is in place and staff are trained appropriately. First aid kits are accessible and maintained. All incidents are recorded in an accident book.

7. Administration of First Aid and Medication

Medication is only administered with written parental/carers consent. Records are kept for all administration.

- Medication is stored securely, clearly labelled, and accessible only to authorised staff.
- Emergency medication (e.g. inhalers, EpiPens) is readily accessible.
- Staff are trained in administering medication safely.
- A risk assessment is in place for learners with medical needs.
- All administration is logged with date, time, dosage and staff signature.

8. Accidents and Reporting

All accidents are recorded and reviewed in our accident book. In the event of a serious accident or medical emergency, staff will act immediately to ensure the safety and wellbeing of the individual(s) involved. First aid will be administered by a trained member of staff and emergency services (999) will

be contacted where necessary. The area will be made safe to prevent further risk. A senior member of staff and the Designated Safeguarding Lead (DSL) will be informed as soon as possible. Parents/carers will be notified promptly. The incident will be recorded in detail, and where required, reported in accordance with RIDDOR 2013. A full review will be conducted to identify any lessons learned and to update risk assessments and procedures accordingly.

9. Fire Safety

Fire risk assessments are in place, we have inspections from the fire service, and have our fire system services annually. All adults are aware of evacuation procedures and fire drills are conducted regularly.

10. Monitoring and Review

This policy is reviewed annually or following significant incidents or legislative changes.

11. Statement

Live to Learn Education Ltd. is committed to maintaining a safe environment and promoting a culture of vigilance and responsibility.

Signed:



Name: Kelly Taylor

Position: Director and SEND Lead

Date: 05/09/2026