

Compass Learning & Education

Health and Safety Policy

Statement of Intent, Organisation and Arrangements



1. Policy Status and Review

This policy is approved by the Director and applies to all operations of Compass Learning & Education.

It will be reviewed annually or sooner if:

- There is a significant change in legislation
- A serious incident occurs
- The scope of provision changes
- Commissioning authority requirements are updated

2. Strategic Commitment and Governance Framework

Compass Learning & Education recognises that effective health and safety management is integral to:

- Safeguarding
- Quality of education
- Staff wellbeing
- Regulatory compliance
- Public confidence
- Financial sustainability

The Provision adopts a structured management approach aligned to the principles of ISO 45001 (Occupational Health & Safety Management Systems), specifically:

- Leadership and worker participation
- Risk-based thinking
- Legal compliance
- Operational control
- Performance evaluation
- Continual improvement

Although the Provision is not formally ISO 45001 certified, its framework reflects these core principles proportionate to organisational size.

3. Legal Framework

The Provision complies with all relevant health and safety legislation, including:

- Health and Safety at Work etc. Act 1974
- Management of Health and Safety at Work Regulations 1999
- Workplace (Health, Safety and Welfare) Regulations 1992
- Regulatory Reform (Fire Safety) Order 2005
- Control of Substances Hazardous to Health Regulations 2002
- Manual Handling Operations Regulations 1992
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)
- Food Safety Act 1990
- Provision and Use of Work Equipment Regulations 1998 (PUWER)
- Food Safety and Hygiene (England) Regulations 2013
- Electricity at Work Regulations 1989
- Food Information Regulations 2014 (including allergen information)

4. Organisational Structure and Accountability

Health and safety accountability flows from governance level to operational delivery.

4.1 Director

The Director:

- Holds ultimate accountability
- Ensures legal compliance
- Allocates resources
- Approves this policy
- Reviews termly H&S performance reports
- Ensures adequate insurance cover

4.2 Head of Provision

The Head of Provision:

- Holds operational responsibility
- Ensures risk assessments are undertaken
- Oversees statutory compliance

- Investigates significant incidents
- Ensures staff competence
- Reports to the Director

4.3 Health & Safety Lead

The Health & Safety Lead:

- Maintains risk assessment register
- Oversees premises compliance log
- Coordinates inspections
- Maintains training records
- Liaises with contractors
- Maintains accident reporting system

4.4 Catering Lead

The Catering Lead:

- Ensures practical catering activities and food safety controls are risk assessed
- Conducts kitchen and catering-equipment checks
- Delivers safety, food hygiene and allergen briefings
- Ensures appropriate protective clothing and hygiene standards
- Supervises practical catering sessions
- Reports safety concerns immediately

4.5 Staff

All staff:

- Take reasonable care
- Follow safe systems of work
- Report hazards
- Use PPE correctly
- Challenge unsafe behaviour

4.6 Learners

Learners must:

- Follow safety instructions
- Wear required PPE
- Use kitchen equipment and utensils appropriately

- Immediately report unsafe conditions

5. Risk Management Framework

5.1 Risk Assessment Process

Risk assessments are conducted using a structured methodology:

1. Identify hazards
2. Identify persons at risk
3. Evaluate risk (likelihood × severity)
4. Apply control measures (hierarchy of control)
5. Record findings
6. Assign responsibilities
7. Specify review date

All risk assessments are:

- Recorded centrally
- Version controlled
- Reviewed annually
- Reviewed immediately following incidents

Enhanced consideration is given to:

- SEMH behavioural presentation
- Impulsivity
- Group dynamics
- Supervision ratios
- Environmental layout

Dynamic Risk Assessment

In addition to documented risk assessments, Compass Learning & Education requires staff to apply effective dynamic risk assessment during all activities, particularly during practical catering sessions where circumstances may change rapidly.

Dynamic risk assessment refers to the continuous process of identifying hazards in real time, evaluating changing levels of risk and implementing immediate control measures where necessary. This is especially important in an Alternative Provision context, where learner presentation, emotional regulation, group dynamics or environmental factors may shift during a session.

Staff leading activities are expected to actively observe learner behaviour, use of kitchen equipment and utensils, food-handling practices, environmental conditions and supervision ratios, and to

intervene promptly if risk escalates. Control measures may include pausing the activity, reducing group size, increasing supervision, removing equipment, adapting the task, or withdrawing a learner from the session. Staff must feel professionally empowered to stop any activity immediately if they judge that the level of risk has become unacceptable. Significant dynamic risk decisions that alter planned activity delivery should be recorded and, where appropriate, reflected in updated written risk assessments.

6. Premises Safety and Statutory Compliance

The Provision maintains a Premises Compliance Register including:

- Electrical Installation Condition Report (5 yearly)
- PAT testing (risk-based schedule)
- Gas safety certificate (annual)
- Fire alarm servicing (biannual)
- Fire extinguishers (annual)
- Emergency lighting checks
- Legionella risk assessment
- Asbestos management plan (if applicable)
- Fixed catering-equipment inspection and servicing
- Portable electrical and catering-equipment inspections
- Food-storage temperature monitoring, where applicable
- Kitchen cleaning schedules and hygiene checks, where applicable

6.1 Maintenance and Defect Reporting

A formal defect reporting log is maintained.

Immediate hazards result in:

- Area isolation
- Temporary control measures
- Contractor call-out
- Record of remedial action

6.2 Fire Safety

Fire arrangements include:

- Annual fire risk assessment review
- Termly evacuation drills
- Fire marshal training

- Clearly marked escape routes
- PEEPs where required
- Lockdown procedures tested annually
- Appropriate first-response fire controls for cooking activities, determined through the fire risk assessment

7. Practical Catering Safety Management

Practical catering sessions are managed as a controlled activity because they may involve hot surfaces, sharp utensils, electrical equipment, cleaning substances, food allergens and slip risks.

7.1 Pre-Session Controls

Before each practical session:

- Kitchen equipment, leads and guards are visually inspected
- Appropriate protective clothing and heat protection are available
- Kitchen work area is clean, dry and safely organised
- Safety, food hygiene and allergen briefing delivered
- Learner readiness, supervision needs and dietary/allergen information assessed

7.2 Kitchen Equipment and Knife Control

- Sharp knives, cleaning products and higher-risk equipment are stored securely
- Issue and return of knives or higher-risk equipment is logged where required by risk assessment
- Defective kitchen equipment is removed from use immediately
- Only age- and skill-appropriate knives, utensils and equipment are permitted

7.3 Protective Clothing and Equipment

Protective clothing and equipment may include:

- Clean aprons or protective clothing
- Heat-resistant oven gloves or mitts for hot cookware
- Non-slip footwear, where appropriate
- Hair restraints and task-appropriate gloves, where required

Unsafe non-compliance results in the task being paused or the learner being removed from the activity.

7.4 Food Hygiene and Allergen Control

The following food safety and allergen controls apply:

- A documented cleaning and personal-hygiene routine is maintained
- Ingredients are checked for allergens and relevant dietary information before use
- Cross-contamination controls are used for ingredients, utensils and work areas
- Food-storage, cooking and cooling temperatures are monitored where appropriate, and food is only consumed or shared in line with the provision's food safety and allergen procedures

8. Training and Competence Framework

8.1 Induction Training

All staff receive induction covering:

- Health & Safety responsibilities
- Fire procedures
- Safeguarding and supervision
- Behavioural risk in practical catering settings
- Accident reporting

8.2 Mandatory Training Matrix

Core mandatory training includes:

- Emergency First Aid at Work (renewed every 3 years)
- Fire Warden (renewed every 3 years)
- Manual Handling (every 3 years)
- Safeguarding (annual update)
- Risk Assessment Training
- Food Safety and Hygiene Awareness (appropriate to role)
- Food Allergen Awareness and Control (for relevant staff)
- Kitchen equipment, knife safety and routine inspection training

8.3 Catering-Specific Training

The Catering Lead must be demonstrably competent to plan and supervise practical catering sessions and will:

- Hold a recognised food safety and hygiene qualification appropriate to the role
- Complete current allergen awareness and control training
- Be trained in the safe use and routine inspection of kitchen equipment and sharp utensils
- Meet current NOCN centre, qualification, assessment and staff-competence requirements for the food safety and introductory catering courses delivered

8.4 Monitoring of Competence

- Training records centrally logged
- Annual training audit
- Gaps identified through appraisal
- Refresher training scheduled

9. Monitoring, Audit and Assurance

Health and safety performance is monitored through:

- Termly internal inspections
- Annual compliance audit
- Review of accident data
- Review of near misses
- Training audit
- Premises compliance check

An annual Health & Safety Report is presented to the Director summarising:

- Incident trends
- Compliance status
- Training compliance
- Risk review outcomes
- Improvement actions

10. Continual Improvement

Following ISO 45001 principles, the Provision commits to:

- Learning from incidents
- Reviewing risk controls
- Updating training
- Improving supervision models
- Strengthening environmental controls

Appendix A – Risk Assessment Template

Activity:

Location:

Assessor:

Date:

Hazard Identified	Persons at Risk:	Existing Controls:	Risk Rating (L×S):	Additional Controls Required:	Responsible Person:

Appendix B – Accident Report Template

Date/Time:

Location:

Person(s) Involved:

Reported to (Parent/Commissioner):

RIDDOR Required (Y/N):

Description of Incident
Injury Sustained
Immediate Action Taken
Witnesses
Follow-up Actions

Appendix C – Local Organisation of Health & Safety

Role	Name	Responsibility
Director	Rosie Aylward	Governance & accountability
Head of Provision	Rosie Aylward	Operational leadership
Health & Safety Lead	Rosie Aylward	Compliance coordination
Catering Lead	TBC	Practical catering and food-safety oversight
First Aid Lead	Rosie Aylward	Medical response
Fire Safety Lead	Rosie Aylward	Fire arrangements