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Signed -

Health and Safety Policy

Building SEND Castles Ltd

1. Policy Statement

At Building SEND Castles Ltd, we are committed to providing a safe, secure, and healthy environment for children, staff, volunteers, and visitors. We recognise our duty of care under the **Health and Safety at Work Act 1974** and relevant education and care regulations.

Our commitment is particularly focused on safeguarding children aged 4–11 years with Special Educational Needs (SEN), including those with trauma backgrounds, communication difficulties, and other vulnerabilities, in line with **KCSIE 2025** and Suffolk Safeguarding Partnership guidance.

2. Setting Overview

Our provision operates from a maintained community centre. The building includes:

- Designated rooms for learning and play
- Accessible toilet facilities
- Enclosed outdoor space

All areas are assessed for suitability and safety prior to use.

3. Responsibilities

CEO (Kim Webster-Marsh) has overall responsibility for health and safety compliance.

A trained Fire Marshal is designated to oversee fire safety procedures, evacuation drills, and checks. In addition, two staff members, including the CEO, hold accredited Workplace Health and Safety certification to ensure compliance with statutory duties and safe working practices.

All staff and volunteers are responsible for:

- Adhering to this policy and related procedures
- Reporting hazards, incidents, or unsafe conditions immediately
- Ensuring their own safety and the safety of others

A designated Health and Safety Coordinator ensures checks, logs, and risk assessments are completed and reviewed regularly.

The organisation follows guidance from the Health and Safety Executive (HSE), Public Health England, and other competent external sources. The CEO and designated Health & Safety Officers hold accredited certification and training to ensure competent oversight of health and safety practices across all areas of the provision

Directors hold ultimate accountability for compliance with the Health and Safety at Work Act 1974, safeguarding, and associated regulations.

4. Supervision and Ratios

- A 2:1 staff-to-child ratio is maintained at all times, including during:
 - Room transitions
 - Outdoor activities
 - Toileting and intimate care
- Transitions between rooms and outdoor areas are supervised.
- Children with mobility, sensory, or complex needs receive enhanced supervision.

5. Risk Assessments

Risk assessments will be conducted:

- Annually for each space and activity
- Before new activities or trips
- After any incidents

All risk assessments are documented, retained securely, and made available for inspection by Suffolk County Council during monitoring visits or meetings. Risk assessments are reviewed regularly and updated following any incidents, changes in activities, or updates to legislation or guidance

Considerations include trauma, sensory triggers, medical needs, and individual safeguarding risks. Individual risk assessments are maintained for children with complex needs.

6. Fire Safety and Emergency Procedures

- Fire alarms are tested weekly; records maintained.
- Fire exits are clearly marked and unobstructed.
- Evacuation drills are held termly.
- Each room has a displayed evacuation map; staff are trained in procedures.
- Personal Emergency Evacuation Plans (PEEPs) are created for children requiring assistance.

7. First Aid and Medical Needs

- At least one **Paediatric First Aid Level 3** trained staff member is present at all times.
- Fully stocked first aid kits are available in each room.
- Incidents requiring first aid are recorded; parents/carers are notified the same day.
- Staff are trained in administering emergency medication (e.g., EpiPens, inhalers) and responding to seizures or medical conditions.
- Medication is stored securely and administered according to the Medication Policy.

8. Infection Control and Hygiene

- All areas are cleaned daily and after messy play or food activities.
- Handwashing is supervised before meals, after toileting, and after outdoor play.
- Staff wear appropriate PPE for intimate care or when dealing with bodily fluids.
- In line with Public Health England guidance, children or staff with infectious illness remain home for 48 hours after symptoms subside.

9. Equipment and Premises Safety

- All toys and equipment are age-appropriate and checked weekly.
- Broken or unsafe items are removed immediately.
- Electrical appliances are PAT tested annually.
- Daily room checks are conducted before children arrive.

10. Incident Reporting and Investigation

- All accidents and incidents are recorded on an Incident Form.
- The CEO reviews incident logs monthly to identify patterns or necessary changes.
- Serious incidents are reported to relevant safeguarding or regulatory authorities if required.

11. Incident Reporting to Regulatory Bodies

- For serious incidents, injury, or near-misses, the CEO assesses reporting requirements under **RIDDOR** to the **HSE**.
- Any safeguarding concerns are reported immediately to:
 - **DSL / CEO**
 - **Local Authority Designated Officer (LADO)**
 - **Suffolk County Council Children's Services**

12. Training and Review

All staff receive:

- Fire Marshal training (for nominated staff)
- Workplace Health and Safety certification (for two staff, including the CEO)
- **Health and Safety induction training** and annual refreshers
- Specific training including:
 - Fire safety and evacuation
 - Paediatric First Aid Level 3
 - Behaviour Safe training
 - Manual handling
 - Risk assessments
 - Safeguarding and SEND awareness

This policy is reviewed annually or following:

- Changes in legislation or guidance
- Serious incidents
- Updates to **KCSIE 2025** or local authority requirements

How This Policy Relates to Other Policies

A. Safeguarding Policy

- Incident reporting, supervision ratios, and risk assessment principles directly support safeguarding procedures.
- Health and safety practices ensure children's physical and emotional wellbeing, complementing online safety, missing children, and behaviour management strategies.

B. Missing Child Policy

- Risk assessments, daily registers, and supervision protocols underpin the procedures for preventing and responding to missing children.
- Clear escalation pathways in Health and Safety mirror safeguarding escalation procedures for swift action.

C. Online Safety Policy

- Supervision, risk assessment, and incident reporting frameworks in Health and Safety extend to digital environments.
- Ensures a consistent organisational approach to protecting children both physically and online.

D. Allegations Against Staff Policy

- Reporting of serious incidents aligns with the process for handling allegations, ensuring accountability, DSL/LADO notification, and regulatory compliance.
- Reinforces a culture of transparency and safety for both children and staff.