



LCE TUITION

HEALTH AND SAFETY POLICY

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Life Changing Education Tuition (LCET)

LCET is committed to safeguarding and promoting the welfare of children and requires all staff to always act in the best interests of our children.

1 Aims and Objectives

1.1 The aim of this policy is to: Communicate the commitment of LCET to ensuring the health, safety and welfare of its pupils, employees, stakeholders and extended community affected by its activities, so far as is reasonably practicable. Provide a clear framework to what health and safety standards and responsibilities apply to ensure all staff understand their responsibilities. Ensure LCET is a safe place to work, learn and visit, actively promotes an open attitude to health and

safety issues and promotes health and safety in all of its policies, systems, processes, monitoring and evaluation.

2 Roles and Responsibilities

2.1 The Directors: Have overall responsibility for all matters, including those regarding health, safety and welfare. Create a culture and ethos in where individual and collective responsibility for health and safety is recognised and accepted. Create an organisational structure which reflects the company values in relation to health and safety, and enables the systems, structures, and processes to work effectively in line with legal requirements. Manage and organise the LCET's environment efficiently and effectively to ensure that it meets the needs of health and safety regulations. Ensure the development and implementation of effective emergency procedures and other major incidents. Provide opportunity to consult on matters relating to health and safety with employees, students and parents on matters affecting their health and safety. Take measures to ensure that statutory duties are always met. Challenge staff to ensure that health and safety is considered in all aspects of the LCET's work and that reasonable steps are taken to ensure that LCET's activities do not expose staff and students and others to risks to their health and safety. Ensure adequate resources are identified in the annual LCET's budget to implement this policy. Monitor and evaluate the effectiveness of this policy. . 2.2 The Director with responsibility for Health and Safety will: Provide a strategic lead for aspects of the 's Health & Safety policies and processes. Provide direct line management to all leaders at LCET Ensure induction procedures for new staff and/or volunteers provide clear instructions, information and where appropriate, adequate training to ensure new employees and volunteers understand their responsibilities in relation to health and safety and to enable the safe performance of their work activities; Report to directors. 2.3 The Health and Safety Lead will: Act as the LCET's 'competent person' on all health and safety issues, as required under statutory regulations. Prevent accidents and cases of work-related ill health by working with others to identify and manage health and safety risks in the workplace. Engage and consult with employees on day-to-day health and safety conditions. Ensure statutory records are maintained. Monitor the maintenance of safe and healthy working conditions. Ensure statutory inspections are undertaken, maintain a register of inspection reports and report findings to Directors. Undertake regular health and safety audits. Prompt and co-ordinate regular emergency drills. Ensure all accidents and 'near misses' are properly recorded and reported. Take immediate and appropriate steps to investigate and rectify any risks to health and safety arising from school activity. Ensure the display of statutory notices. Maintain suitable numbers of first aiders and ensure training and qualifications are in accordance with requirements. Keep abreast of changes to relevant legislation and bring to Directors attention any significant matters. 2.4 External trips and visits the Organiser will: Liaise with relevant trip leaders to ensure all matters relating to trips and visits are efficiently administered in accordance with the Educational Trips and Visits Policy. Maintain a record of employees authorised to use their own or LCET's vehicle for LCET's business. Ensure the Health and Safety Lead is aware of any injury that occurred during a visit in accordance with the LCET procedure for recording and reporting accidents. 2.5 The Fire warden

will: Assist in the event of an emergency evacuation in accordance with facilities procedures and checklist. Ensure that designated areas are evacuated and report to the appropriate person at the assembly point.

2.6 First aiders and appointed persons will: Work under the direction of the health and safety co-ordinator and in accordance with certified training. Comply with recording and reporting requirements. Ensure they have access to information about significant medical conditions of members of the school community that may have an impact on first aid treatment. Ensure first aid boxes are accessible and appropriately maintained. Liaise with health and safety co-ordinator to ensure training and qualifications are up to date.

2.7 All staff will: Ensure that department risk assessments are reviewed with teams on a regular basis and revised accordingly. Ensure that safety measures are consistently implemented. Ensure that all equipment and facilities are suitable for the tasks and are kept in good working condition, arranging for regular maintenance where appropriate. Ensure employees have access to suitable information, instruction, training and supervision to enable the safe performance of their work. Liaise with senior leaders and Directors where employees need certificates of competence to undertake tasks to ensure certificate validity and arrange refresher training where necessary. Promote an exchange of views between leadership and staff on issues of mutual interest relating to health, safety and well-being at work. Promote co-operation between staff, Directors and students in instigating, developing and carrying out measures to ensure health and safety within LCE. Advising on the appropriateness and adequacy of the health, safety and well-being organisation, arrangements and safe systems of work. Review performance in relation to health, safety and well-being at work and assist in the formulation of relevant LCET policies. Familiarise themselves with the content of this policy. Take reasonable care of their own health and safety and that of others who may be affected by what they do at work. Act as any prudent parent would do when in charge of students. Co-operate with LCE on health and safety matters. Follow any health and safety procedures put in place by LCET. Complete their work in accordance with training and instructions. Ensure permission is granted and recorded before using their own or LCET's vehicle for LCET related business. Report hazardous defects in equipment or facilities or other health and safety concerns to senior leader or Directors without delay. Bring to the attention of the health and safety lead any health and safety issue that requires their attention.

3 Procedures and Practices

3.1 Aligned Policies This policy underpins other CE policies, procedures and documents including, but not limited to: Educational trips and visits Safeguarding of students Fire safety and evacuation Staff welfare Staff professional conduct Staff induction and probation

3.2 External Support LCET may procure external advisors and services to support effective health and safety provision and compliance with relevant legislation. This may include, but not limited to: Statutory inspections. Fire safety. Occupational health.

3.3 Recording and Reporting Records will be maintained in accordance with data protection requirements. All reported injuries to employees, students and others for a minimum of 3 years or, if applying to a person under the age of 18, until their 21st birthday. Reports will be made to the Health and Safety Executive where an injury or incident that

has resulted in: Loss of life. A specified injury (defined by HSE). An employee being away from work or unable to perform their normal work duties for more than 7 consecutive days. An accident connected to work activity which causes injury to students, members of the public or other people not at work and they are taken from the scene of an accident to hospital for treatment to that injury (not including examination and diagnostic tests). A specified dangerous occurrence where something happens that does not result in an injury, but could have done (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013). Employees will be held to account where there is failure to comply with this policy, whether observed in routine activity or through established health and safety monitoring systems. This may be done through: Directors and senior leaders. Appraisal processes. Performance reviews. Professional conduct policy for more serious breaches.

4 Consultation and Communication

4.1 Risk prevention It is recognised that good communication systems are essential to ensure that everyone knows about the health and safety arrangements within the provision and any risks associated with their work and what they need to do to protect themselves and others from harm. Information regarding health and safety will be communicated through a variety of means including, but not limited to: Staff meetings, team meetings and briefings. Staff representatives. Emails Training and CPD programme delivery. Employees will be consulted on matters that may affect their health and safety and will be afforded the opportunity to make contributions towards achieving safe working conditions. In the first instance, all employees can raise health and safety concerns directly with their Health and Safety Lead.

5 Risk assessments

Risk assessments will be used to support the management of health and safety of staff, students and others affected by the LCET's activities. Risk assessments will identify: Potential risks that might cause harm to individuals. Who might be at risk. The level of risk posed that somebody could be harmed. Sensible preventative measures to minimise or eliminate the risk. Whether or not reasonable steps are being taken to prevent that harm or what else can be done.

*****For some risks, regulations will require specific control measures.*****

A sensible approach to assessing risks will be taken across all areas of LCET. A risk assessment is not about creating significant additional paperwork. In a small number of cases and where a dynamic approach to assessing risks is necessary, there will not be a need for a written assessment. Staff will be supported by the health and safety co-ordinator to develop and maintain risk assessments relevant to the work of their team. Specific risk assessments will also be carried out in respect of: Site security. Notification from new and expectant mothers. A need for employees

to wear personal protective equipment. Vehicle transportation of pupils. Where risks are identified, affected staff will be informed of the preventative and risk reduction measures adopted.

6 Training and information

All new employees will undertake a mandatory health and safety briefing as part of the LCET's induction and probation procedure. This will include: Emergency arrangements. Fire evacuation procedures. Codes of safe practice and guidance. LCE policies. Safeguarding training and procedures. All employees will be given relevant information, instruction and training as is necessary to enable safe performance of their work activities. Employees who feel they have a need for health and safety training of any kind should notify the Health and Safety Lead. Records of employee training will be maintained to ensure that training is up to date and appropriate for the duties undertaken. Statutory health and safety law notices will be displayed and available together with: Employer liability insurance certificate Names of first aiders, fire wardens and safety representatives. Location of first aid boxes. Copies of health and safety policies and procedures and action notes are available on request. Students will receive information and training where it is considered appropriate.

7 Monitoring, Review and Evaluation

The Directors will monitor the effectiveness of this policy through scheduled agenda items at board meetings. The Directors will ensure that procedures and practices of this policy are monitored, reviewed and rigorously evaluated. The health and safety co-ordinator will monitor performance on a day to day basis through internal monitoring and routine systems checks and bring to the attention of senior leaders any concerns. The internal health and safety committee will monitor performance through scheduled agenda items at committee meetings.