

Health and Safety Policy

1. Policy Statement

At Move the Mind Learning Alternative Provision, the health, safety, and welfare of all children, staff, volunteers, and visitors are of the utmost importance. Our provision is based on smallholding and riding stables and includes a dedicated learning space called The Curious Cabin. We provide tailored educational experiences for children with additional needs, and our unique setting requires rigorous attention to safety and risk management.

We are committed to creating a safe, inclusive, and stimulating environment that promotes the physical and emotional well-being of all participants. Everyone attending, working at, or visiting the provision has a responsibility to contribute to maintaining a safe environment by following this policy and all associated health and safety procedures.

2. Legal Compliance

We comply fully with:

- The Health and Safety at Work etc. Act 1974
- The Children and Families Act 2014
- The Equality Act 2010
- Relevant Health and Safety Executive (HSE) guidance
- Department for Education (DfE) statutory guidance for alternative provision

3. Aims of This Policy

- Prevent accidents and minimise risks in all learning and farm environments.
- Ensure a safe and supportive space for children with a range of additional needs.
- Promote awareness and understanding of health and safety responsibilities.
- Provide appropriate safety training and supervision.
- Support positive risk-taking within safe boundaries to support learning and development.
- Ensure that effective emergency arrangements are in place and understood by staff, volunteers and learners.

4. Responsibilities

Management Team / Director

- Ensure that this policy is implemented and regularly reviewed.
- Allocate sufficient resources for safety training, equipment, and risk management.
- Appoint a designated Health & Safety Lead (Nicole Gillard)
- Ensure emergency procedures are in place and reviewed regularly.

Health & Safety Lead: Nicole Gillard

- Maintain up-to-date risk assessments.
- Conduct regular safety checks of The Curious Cabin, farm areas, and equipment.
- Provide inductions and training for staff and volunteers.
- Record and investigate incidents and near misses.
- Liaise with external agencies where appropriate following serious incidents or where specialist advice is required.

Staff & Volunteers

- Follow all health and safety procedures.
- Supervise children at all times.
- Report hazards or concerns to the Health & Safety Lead immediately.
- Adapt activities to suit individual needs safely.
- Familiarise themselves with emergency procedures and respond appropriately during an emergency.

Children

- Are supported to understand and follow simple safety rules.
- Are encouraged to take responsibility appropriate to their age and ability.
- Must follow the centre's health and safety instructions to help keep themselves and others safe.

5. Risk Assessments

Detailed risk assessments are carried out for:

- Activities within The Curious Cabin
- All activities based on the site (animal/horse care, nature walks, Forest School, Outdoor Learning etc.)
- Transportation to and from the site (this is not currently provided so there is no need for a risk assessment)
- Use of tools, fire pits, or cooking equipment (see Forest School Policy and Risk Assessments)
- Specific medical, sensory, or behavioural needs of enrolled children

Assessments are reviewed:

- Every term
- After incidents or near misses
- When introducing new activities or children

6. The Curious Cabin – Safety Protocols

- Heating, lighting, and ventilation systems are maintained regularly.
- Fire exits are clearly marked and unobstructed.
- A register is kept of all children and staff present. Daily attendance is logged for students on the Learn Trek platform. Any absences are logged within half an hour.
- The cabin is kept clean, dry, and free of trip hazards.
- Activities are supervised at all times by a competent adult.
- An accessible first aid kit is available inside the cabin.

- There are times when staff work 1:1 with students. Refer to the **Lone Worker and Safe Touch Policy**.

7. Farm Safety

- Children are always supervised around animals and equipment.
- Hands must be washed after all animal contact.
- Animals are checked regularly for temperament and health.
- No feeding or handling animals without staff instruction.
- Designated areas are clearly marked (e.g. no-go zones, tool storage, etc.).

8. Medical and Individual Needs

- All medical and care plans are followed.
- Emergency medication (e.g. inhalers, EpiPens) is stored securely but accessibly.
- Staff are trained in administering basic first aid and responding to specific needs.
- Personal Emergency Evacuation Plans (PEEPs) are in place for those who need them.
- Medical needs, allergies and individual needs are logged on the Learn Trek platform. All parents/ carers fill in a registration form to capture this information, and parents are responsible for letting us know if medical and individual needs change.

9. Emergency Procedures

Move the Mind Learning has clear emergency arrangements to protect everyone on site.

- All staff receive fire safety and emergency evacuation training. Please refer to Fire Safety Policy.
- Fire drills are held at least once per term and recorded.
- Lockdown procedures are in place to respond to situations where it is safer to remain inside the building. Staff receive appropriate guidance and training on these procedures.
- Clearly identified evacuation routes and assembly points are communicated to all staff, learners and visitors.
- Qualified first aiders are available whenever learners are on site, with appropriately stocked first aid kits maintained in accessible locations.
- Emergency contact information for all learners is kept up to date and readily available.
- Staff know how to summon emergency assistance quickly by contacting the emergency services and notifying senior staff where appropriate.
- All incidents, accidents and near misses are recorded, investigated where necessary, and reviewed to identify opportunities to improve safety arrangements.

10. Training and Supervision

All staff and volunteers receive:

- Health and safety induction on joining.
- Training in first aid, safeguarding, and behaviour management.
- Ongoing supervision and professional development opportunities.
- Access to clear policies and risk assessments.
- Refresher training where required to maintain competence.

11. Compliance with Health and Safety

Everyone attending Move the Mind Learning, including staff, volunteers, learners, contractors and visitors, is expected to follow the centre's health and safety rules and any instructions given by staff.

Failure to comply with health and safety requirements may place others at risk and will be addressed appropriately. Depending on the circumstances, this may include additional guidance, behaviour management strategies, restrictions on activities, disciplinary procedures for staff, or other appropriate action in accordance with the centre's policies.

12. Reporting to External Agencies

The centre works collaboratively with external agencies where necessary to maintain a safe environment.

Where required by law or considered appropriate, the centre may seek advice from or report incidents to organisations including:

- The local authority.
- The Health and Safety Executive (HSE).
- Emergency services.
- Other relevant regulatory or safeguarding agencies.

Certain accidents, dangerous occurrences or work-related incidents will be reported in accordance with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR). Where appropriate, recommendations from external agencies will be implemented to improve health and safety practices.

13. Monitoring and Review

This policy is reviewed:

- Annually.
- After serious incidents.
- When there are significant changes to the premises, staffing, legislation, or activities.

Policy Approval

Approved by: N Gillard

Position: Director

Date: September 2026

Review Date: September 2027