



Health and Safety Working Policy

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Health and Safety Working Policy

1. Purpose of this Policy

Limitless Sports and Activities Ltd is committed to providing a safe, healthy and supportive environment for all pupils, staff, visitors and families across our on-site, off-site and home-based delivery. We recognise the additional vulnerabilities of children with behavioural and Social, Emotional and Mental Health (SEMH) needs and ensure that health and safety arrangements are robust, proactive and responsive to individual risk.

We comply with all relevant legislation and best-practice guidance, including:

- Health and Safety at Work etc. Act 1974
- Management of Health and Safety at Work Regulations 1999
- Children Act 1989 & 2004
- Working Together to Safeguard Children
- Keeping Children Safe in Education (KCSIE)
- DfE guidance for unregistered and part-time alternative provision
- Local Authority safeguarding and commissioning requirements
- Health and Safety (First Aid) Regulations (1981)
- Regulatory Reform (Fire Safety) Order 2005 (FSO).

Health and safety is everyone's responsibility. All staff are trained, competent and supported to maintain safe practice at all times.

2. Scope

This policy applies to :

- All students attending the provision.
- All employees, contractors, tutors, mentors, and volunteers working on behalf of the provision.
- All delivery environments:
 - **On-site** (Limitless venues)
 - **Off-site** (parks, public spaces, activity centres)
 - **Home-based** (1:1 tutoring, mentoring, outreach)
- Outreach or mentoring in the community
- Home visits
- Transporting pupils (if applicable)
- Working alone on the organisation's premises

3. Principles

The Health and Safety at Work Act requires each employee 'to take reasonable care for the Health and Safety of himself and of other persons who may be affected by their acts and omissions' and co-operate with management to enable management to carry out their responsibilities under the Act. Employees have equal responsibility with the Company for Health and Safety at Work.



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- The refusal of any employee to meet their obligations will be regarded as a matter to be dealt with under the Disciplinary Procedure. In normal circumstances counselling of the employee should be sufficient. With a continuing problem, or where an employee leaves themselves or other employees open to risk or injury, it may be necessary to implement the formal stages of the Disciplinary Procedure.

Persons working in Limitless venues who are employed by other organisations are expected to follow Company Health and Safety Policies with regard to the safety of Company employees, their own personal safety (and that of other parties such as the general public if appropriate) and their method of work. This responsibility will be included in contracts or working arrangements.

The Company wishes to ensure that as far as is reasonably practicable, the Health, Safety and Welfare of visitors to Company establishments will be of the highest standard.

- Any member of staff who notices persons acting in a way which would endanger other staff, should normally inform their Head of Department. If the danger is immediate, common sense must be used to give warning, call for assistance or give aid as necessary. It is equally important not to over-react to a situation.

The Company wishes to ensure that as far as is reasonably practicable, the Health, Safety and Welfare of Contractors working in the Company's establishments will be of the highest standards. In addition, Contractors and their employees have an obligation so far as is reasonably practicable to ensure all equipment, materials and premises under their control are safe and without risks to health.

- Contractors must also observe the Company's Fire Safety Procedures. These obligations will be drawn to the attention of the Contractors in the contract document issued to them. In addition a Company Manager will be identified in the contract as having authority to stop the work of Contractors who are placing themselves, other staff, or visitors at risk. Any member of staff who judges there is a risk where contractors are working, should inform their Manager immediately.
- In tendering, Contractors will be asked to confirm they have a written Health, Safety and Welfare Policy. The Company's Manager letting the Contract will be responsible for monitoring the Health and Safety performance of the Contractor and the Contractor's performance will be a factor in deciding whether or not to invite the Contractor to tender again.

4. Roles and Responsibilities

Director / Responsible Person

- Ensure compliance with statutory duties.
- Provide resources, training and supervision.
- Review risk assessments and incident data.

Management

- Maintain all health and safety documentation.
- Oversee risk management systems and audits.
- Ensure staff competency and training.
- Liaise with commissioners, LAs and safeguarding partners.



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Staff and Tutors

- Follow all policies, risk assessments and safe systems of work.
- Report hazards, incidents and near misses immediately.
- Always maintain professional boundaries and safe practice.

Parents / Carers

- Provide relevant information about the child's needs.
- Support safe access to home-based sessions.

5. Training

Health and Safety training shall be incorporated within annual training programmes, as part of the development of a systematic training plan. Health and Safety training needs will, therefore, be identified and planned for in the same manner as other training needs.

These areas of need shall be given special priority:

- **Training for Management:** To equip them with an understanding of the manager's responsibilities under this policy, and the role and purpose of safety representatives;
- **Training of all members of staff:** to acquaint them with the main provisions of the law and its practical implication, the main features of this policy and key safety rules;
- **Induction and in-service training for staff at all levels:** to acquaint them fully with new requirements and hazards.

Training and Competency

All staff receive training in:

- Health and safety awareness
- Safeguarding and child protection
- Behaviour management and SEMH
- First aid (where required)
- Lone working and home-visit safety
- Off-site activity management

6. Risk Assessment Requirements

General Principles

- All activities are risk assessed using a dynamic and written approach.
- Individual risk assessments are completed for each pupil, including:
 - Behavioural triggers
 - SEMH needs
 - Medical needs
 - Environmental risks
 - Supervision requirements



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- Risk assessments are reviewed:
 - Termly
 - After incidents
 - When needs or environments change

Activity-Specific Risk Assessments

Required for:

- Sports and physical activity
- Off-site trips
- Transport
- Home visits
- 1:1 work
- Use of equipment or tools

7. Safe Working in Different Environments

On-Site Delivery

- Daily site checks completed before pupils arrive.
- Clear supervision ratios based on risk and need.
- Controlled access to buildings and secure sign-in/out.
- First aid equipment available and regularly checked.
- Spaces designed to reduce sensory overload and escalation risk.

Off-Site Delivery

- Off-site working procedures are always followed. Refer to **Off-site Policy**.
- Staff conduct a pre-visit assessment of the location.
- Pupils remain within sight and sound of staff at all times.
- Staff carry mobile phones, emergency contacts and first aid kits.
- Weather, public presence and environmental hazards are dynamically assessed.

Home-Based Delivery

- Lone working procedures are always followed. Refer to **Lone Working Policy**.
- A home-visit risk assessment must be completed and approved.
- Sessions take place in an appropriate, safe space within the home.
- Staff do not enter bedrooms or private areas.
- A check-in/check-out system is used for safety and accountability.



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8. Behaviour, SEMH and Crisis Management

- Staff are trained in de-escalation, restorative practice and trauma-informed approaches.
- Physical intervention is **not used** unless a child is at immediate risk of harm, and only by trained staff following organisational procedures. Refer to **Physical Restraint Policy**.
- Individual Behaviour Support Plans (IBSPs) guide responses to distress, dysregulation and crisis.
- All incidents are recorded, reviewed and used to inform future planning.

9. Safeguarding and Child Protection

Health and safety is inseparable from safeguarding.

- Safeguarding procedures will be followed at all times. Refer to **Safeguarding and Child Protection Model Policy and Safeguarding and Child Protection Model Policy Appendix 1a**.
- All staff complete safeguarding training. This is refreshed every 2 years.
- Concerns are reported immediately to the Designated Safeguarding Lead (DSL).
- Staff remain vigilant to risks in home environments, public spaces and online.
- Safer recruitment procedures are followed for all staff and contractors. Refer to **Safer Recruitment Policy**.

10. First Aid and Medical Needs

- It is the policy of the Company to make provision for First Aid and the training of 'First Aiders' in accordance with the Health and Safety (First Aid) Regulations (1981). Refer to the **First Aid Policy**.
- At least one trained first aider is present during all sessions.
- Staff follow Individual Healthcare Plans (IHPs) where relevant.
- Medication is not administered unless agreed in writing with parents/carers and commissioners.
- Emergency procedures are clearly communicated and practised.

11. Fire Safety and Emergency Procedures

- It is the policy of the Company to make provision for Fire Safety training and train in accordance with the Regulatory Reform (Fire Safety) Order 2005 (FSO). Refer to the **Fire Safety Procedure**.
- All venues used by Limitless must have appropriate fire safety measures.
- Staff familiarise themselves with evacuation routes and assembly points.
- Off-site and home-based sessions include dynamic emergency planning.



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12. Equipment and Environment Safety

- All equipment is checked before use.
- All electrical equipment is PAT tested.
- Hazardous materials are stored securely and out of pupil reach.
- Staff ensure environments are free from trip hazards, clutter and unsafe objects.

13. Transport Safety

- Only insured, roadworthy vehicles are used.
- Staff transporting pupils follow safeguarding and lone-working protocols.
- Seatbelts are worn at all times.
- Behaviour expectations are communicated clearly before travel.

14. Food Hygiene

Management have responsibility for food acquisition, storage, processing and serving, and staff induction and hygiene training, and are responsible for ensuring that these functions are undertaken to the necessary legal standards. Any suspected outbreak of food poisoning or other unexplained and possibly food related incidents must be reported to the Safety Officer. Refer to the **Food Hygiene and Safety Policy**.

15. Lifting and Handling

Management are responsible for informing staff of safe lifting techniques. Specific training needs will be identified and training in lifting and handling is provided to staff who require it.

16. Non-Smoking and e-cigarette/Vaping policy

There will be no smoking e-cigarettes/vaping policy when performing work on behalf of Limitless either on-site, off-site or home based.

17. Incident Reporting and Monitoring

- All accidents, incidents, near misses and behavioural events are recorded.
- Serious incidents are reported to commissioners within agreed timescales.
- Data is reviewed termly to identify patterns and improve practice.

18. Policy Review

This policy is reviewed annually or sooner if:

- Legislation changes
- Provision expands or changes delivery model
- A significant incident occurs
- Commissioners request update