



# **EduDiverse**

## **Health, Safety and Risk Management Policy**



## 1. Introduction and Purpose

This Health, Safety and Risk Management Policy applies to all individuals working on behalf of EduDiverse, including paid staff, volunteers, sessional workers, agency staff and students on placement. Its purpose is to protect and enhance the safety and wellbeing of all children, young people, staff and visitors by promoting awareness, good practice and robust procedures in line with Health and Safety Executive (HSE) expectations.

EduDiverse provides alternative education for students who find it difficult to access mainstream or specialist school settings. We work closely with students and their families to create a safe, nurturing and engaging environment where learners can build confidence, develop skills and access meaningful educational opportunities.

We recognise that many of our students have Special Educational Needs and may display behaviours linked to their individual profiles. EduDiverse encourages students to take *calculated, supported* risks through adventurous and experiential learning, while maintaining a strong duty of care to plan for, reduce and manage foreseeable risks.

Our aims are to:

- Support students to develop the skills needed for adult life
- Build learners' ability to assess risk and keep themselves safe
- Provide safe access to a wide range of environments and activities
- Ensure all staff understand and implement safe systems of work

## 2. Responsibilities

### 2.1 Senior Leadership (Directors / Chief Instructor)

- Ensure compliance with relevant health and safety legislation and HSE guidance
- Maintain and review risk assessments for all activities, environments and operations
- Ensure staff receive appropriate induction, training and ongoing competency checks
- Oversee emergency procedures, safeguarding arrangements and incident reporting
- Ensure policies are reviewed annually or following significant change

### 2.2 Staff and Instructors

- Conduct dynamic risk assessments before and during sessions
- Follow all EduDiverse policies, procedures and safe operating practices
- Deliver clear safety briefings to students
- Monitor behaviour, wellbeing and environmental conditions
- Report hazards, near misses and incidents promptly



- Maintain professional competence and request support when needed

### **2.3 Volunteers, Students and Visitors**

- Follow instructions from staff
- Use equipment safely and appropriately
- Report concerns or hazards immediately

### **3. Risk Assessment and Safe Systems of Work**

EduDiverse maintains written risk assessments for:

- Adventurous activities
- Off-site visits and community-based learning
- Behaviour-related risks
- Environmental hazards
- Fire safety and emergency procedures
- Lone working and transport

Risk assessments are:

- Reviewed annually
- Updated following incidents or changes in practice
- Adapted for individual students where required

EduDiverse requests individual pupil risk assessments from referring schools where they exist. In addition, a referral form outlining each student's special educational needs is required. Every student must also have a parent-carer consent form in place before engaging in any activities at EduDiverse. These documents are used alongside our own assessments to ensure a comprehensive understanding of each learner's needs.

Dynamic risk assessments are completed:

- At the start of every adventurous activity
- When entering new environments
- When behaviour or conditions change

### **4. Training and Competence**

EduDiverse ensures that:

- All staff receive induction training covering safeguarding, behaviour management, emergency procedures and safe working practices



- Staff delivering adventurous activities hold appropriate
- Refresher training is provided regularly
- Staff understand their responsibilities under this policy

Training records are maintained and reviewed.

### **5. Behaviour and Additional Needs**

EduDiverse recognises that many students accessing the provision may display challenging behaviour linked to their special educational needs. To manage this safely:

- Staff use trauma-informed, relational approaches
- Behaviour-related risks are included in individual and activity risk assessments
- Staffing ratios are adjusted based on individual need
- Staff receive training in de-escalation and positive behaviour support

### **6. Equipment, Environment and PPE**

EduDiverse ensures that:

- All equipment is fit for purpose, regularly inspected and maintained
- Defective equipment is removed from use immediately
- PPE (e.g., helmets, buoyancy aids, gloves) is used where required
- Vehicles, tools and activity equipment are stored safely
- Environmental conditions (weather, terrain, water conditions) are monitored

### **7. Emergency Procedures**

EduDiverse maintains an Emergency Procedure Policy and ensures:

- Staff are trained in emergency response
- At least one qualified first aider is present at every session
- Emergency equipment (first aid kits, communication devices) is available and checked
- Parents/carers and referring schools are contacted promptly in the event of a significant incident

In the case of a head injury or major injury:

- Parents/carers and the referring school are contacted immediately
- The student is monitored closely
- Emergency services are contacted first if medical assistance is required



## **8. Accident and Incident Reporting**

EduDiverse maintains an Accident Reporting System which is reviewed annually.

All accidents, near misses and injuries must be recorded in the accident book within 24 hours. Copies of the report are:

- Retained by EduDiverse
- Sent home to parents/carers
- Sent to the referring school or commissioning agency

Incidents requiring medical attention are escalated immediately.

Where applicable, incidents will be reported under RIDDOR.

## **9. Safeguarding and Supervision**

Safeguarding is integral to health and safety. EduDiverse ensures:

- Clear supervision ratios
- Safe collection and drop-off procedures
- Staff hold enhanced DBS checks
- Concerns are reported in line with safeguarding policy

## **10. Policy Review**

This policy is reviewed annually or sooner if:

- Legislation changes
- New activities or equipment are introduced
- An incident highlights the need for revision

**This policy was last reviewed on:**

**Date:** 01/09/2025

**Signed:**

James Ranson

Designated Safeguarding Lead & Chief Instructor