

POLICY **HEALTH AND SAFETY** **POLICY, INCLUDING** **FIRE RISK** **ASSESSMENT AND** **PROCEDURES**

This policy outlines our approach to managing health and safety, including procedures for conducting fire risk assessments and responding to fire emergencies



Introduction

Accepting Behaviour Ltd is committed to ensuring the health, safety, and welfare of all employees, students, visitors, and contractors. This policy outlines our approach to managing health and safety, including procedures for conducting fire risk assessments and responding to fire emergencies. This policy applies to all locations and operations of Accepting Behaviour Ltd, including remote working environments such as students' homes and community settings like libraries.

Legal Framework

This policy is in compliance with the following legislation:

- Health and Safety at Work etc. Act 1974
- Management of Health and Safety at Work Regulations 1999
- Regulatory Reform (Fire Safety) Order 2005
- Control of Substances Hazardous to Health (COSHH) Regulations 2002
- The Education (Independent School Standards) Regulations 2014

Objectives

- To provide a safe and healthy working and learning environment.
- To prevent accidents and work-related ill health.
- To comply with statutory health and safety requirements.
- To promote a positive health and safety culture.

Responsibilities

1. Management Responsibilities

- Ensure compliance with health and safety legislation.
- Provide resources for effective health and safety management.
- Review and update the health and safety policy regularly.
- Conduct risk assessments, including fire risk assessments.
- Implement and monitor health and safety procedures.
- Provide health and safety training to staff and students.
- Investigate accidents and incidents and recommend corrective actions.

3. Employees

- Follow health and safety procedures and guidelines.

- Report hazards, accidents, and near misses to the Health and Safety Officer.
- Participate in health and safety training and drills.
- Any hot drinks must be in a secure, lidded travel mug.

4. Students and Visitors

- Comply with health and safety instructions and procedures.
- Report any health and safety concerns to staff.

Risk Assessments

General Risk Assessments

- Conducted regularly to identify potential hazards.
- Assess the likelihood and severity of risks.
- Implement control measures to reduce risks to an acceptable level.
- Document findings and review assessments periodically or when significant changes occur.

Accident Procedure

- Nominated first aider at community location - Joshua Allen-Darkes.
- Accident book held on site at community location, must be completed once injury has been managed.
- For accidents / injuries in the home an electronic accident report must be completed and emailed to info@acceptingbehaviour.com as soon as practicable. Parents are responsible for the first aid in the home.
- A member of management team to be informed as soon as practicable.

Fire Risk Assessments

- Identify potential fire hazards in all work environments, including students' homes and community settings.
- Evaluate the risk of a fire occurring and its potential impact.
- Implement measures to eliminate or reduce fire risks.
- Ensure fire detection and alarm systems are in place and maintained where applicable.
- Provide adequate means of escape and ensure they are clearly marked.

- Regularly review and update the fire risk assessment.

Fire Safety Procedures

1. Prevention

- Ensure electrical equipment used by staff is regularly inspected and maintained.
- Store flammable materials safely and away from ignition sources.
- Prohibit smoking during work hours and within students' homes or community settings.
- Maintain clear access to fire exits and equipment.

2. Fire Detection and Alarm Systems

- Ensure that fire detection and alarm systems are present and operational in community settings like libraries.
- Encourage awareness of the fire detection and alarm systems present in students' homes.

3. Fire Fighting Equipment

- Ensure that staff know the location of fire extinguishers and other firefighting equipment in community settings.
- Provide training on the use of fire extinguishers.

4. Emergency Evacuation Procedures

- Display clear fire action notices in all community settings where feasible.
- Conduct regular fire drills in community settings, coordinating with facility management.
- Designate fire marshals in community settings to assist in evacuations and ensure all areas are clear.
- Establish assembly points at a safe distance from buildings.
- Conduct roll calls at assembly points to account for all individuals.

5. Evacuation of Persons with Disabilities

- Develop Personal Emergency Evacuation Plans (PEEPs) for individuals with disabilities tailored to each specific work environment.
- Ensure staff are trained to assist in the evacuation of individuals with disabilities.

Remote Working Considerations

1. Staff Working in Students' Homes

- Conduct risk assessments for working in students' homes, focusing on potential hazards and emergency procedures.
- Staff should familiarise themselves with the layout and fire safety measures of each home.
- Ensure staff have access to contact details for emergency services and can communicate effectively in case of an emergency.

2. Staff Working in Community Settings (e.g. Libraries)

- Liaise with the management of community settings to ensure understanding of their fire safety procedures.
- Conduct risk assessments for each community setting to identify specific hazards and safety measures.
- Staff should be aware of the nearest fire exits and assembly points in each community setting.

Training and Communication

- Provide health and safety training to all staff, including fire safety and emergency procedures.
- Ensure all staff are aware of and understand the health and safety policy.
- Communicate updates to the policy and procedures regularly through meetings, emails, and training sessions.

Monitoring and Review

- The health and safety policy will be reviewed annually by the management team and updated as necessary to reflect any changes in legislation or working practices.
- Regular audits and inspections will be conducted to ensure compliance with the policy and to identify areas for improvement.

Conclusion

Accepting Behaviour Ltd is committed to ensuring the health and safety of all staff, students, and stakeholders. By adhering to this Health and Safety Policy, we aim to create a safe and supportive working and learning environment. Regular review, training, and communication will help maintain high standards of health and safety across all our operations.

By following this Health and Safety Policy, Accepting Behaviour Ltd aims to protect its staff and students and to maintain a safe and healthy environment in all work settings, including remote and community locations.

Approval and Review.

This policy was approved by the managing directors Aaron Yorke and Jayne Yorke and is reviewed/updated yearly.

Date	Reviewed by Aaron Yorke (Managing Director)	Reviewed by Jayne Yorke (Managing Director)
August 2023 <i>Created</i>		
	Date: August 15 th 2023	Date August 15 th 2023
June 2024 <i>Reviewed/updated</i>		
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