

Alternative Provision

Quality Assurance: Health & Safety Compliance

This is a Quality Assurance Framework which collates information to enable support and does not duplicate Ofsted requirements but facilitates the sharing of good practice to improve outcomes for young people with SEND.

This will evaluate quality of provision within alternative provision and gain further understanding of the value for money aspect of provisions.

Provider: Reach Alternative Education

Person Responsible for QA:

Visit Report by:

Date:

Item	Y/N	Evidence	Action	☒/☑
Health and Safety Risk Assessments	Y	(RA documents (General, Fire, Manual Handling, COSHH, etc.) Staff training records on risk assessment procedures. Observations of safety practices in day-to-day activities.) Our health and safety policy contains information around risk assessments and when to carry out etc, we also have risk assessments for Please see zipped folder attached to this email Fire RA South Petherton Site RA Collective Activities RA Student Travel & Outings RA Travel and Residential RA		☐ ☐
Competent Person for Health & Safety	Y	(Appointment records of a competent health & safety lead. Certificates of training for relevant staff (e.g., IOSH, NEBOSH qualifications).) Reach is supported by Atlas Health and Safety Management Ltd who are trained in NEBOSH Dan Palmer (Director) and Joe Snowdon (Compliance Lead) are both trained in IOSH		☐ ☐
Staff Training and Awareness	Y	(Training logs and certificates Staff interviews to verify understanding of key safety procedures.) Staff training is carried out every other week during term time When staff training expires, they are sent links within time to allow for overlap in dates.		☐ ☐
Emergency Procedures and First Aid	Y	(Fire evacuation plans and drill records. First aid policy, location of first aid kits, and accident records.		☐ ☐

		<i>Number of trained first aiders vs. required ratio.)</i> All staff are trained in emergency first aid and know how to perform CPR and use a Defib Fire evacuation plans posted on walls in each room of base alongside fire extinguisher First aid policy in zip folder attached in email All staff trained in Emergency First Aid First Aid posters are sited around the building. Air ambulance coordinates on kitchen wall First Aid kits in both kitchen area and main office Grab bag in main office First Aid kit in all staff cars working with young people All staff trained in level 1 fire safety		
Workplace Welfare and Environment		<i>(Site inspections and compliance with Workplace (Health, Safety and Welfare) Regulations 1992. Maintenance records and cleaning schedules.)</i> Annual checks carried out on site for fire safety, along with PAT testing and EICR carried out each 5 years as standard		☐ ☐
Supervision and Support for Young People	Y	<i>(Staff-to-student ratio policies. Safeguarding policy and procedures. Incident reports related to student behaviour and welfare.)</i> Our Youth Workers, work in two ways – either 1 to 1 or in a 1 to 3 group work setting Concerns or issues raised within sessions regarding behaviour or welfare our logged with our duty team at the end of session or in real time if urgent		☐ ☐
Incident Reporting and Investigation	Y	<i>(Accident and incident logs. RIDOR reporting policy(ask how many) Risk assessment reviews following incidents. Reporting process for serious incidents to HSE (if required).)</i> We have 2 separate google forms to collect store information on Incidents and near misses. Follow guidance on whether an incident needs to be recorded through RIDDOR Always follow up with our health and safety consultant as and when we need support and clarification		☐ ☐
Control of Contractors and Visitors	Y	<i>(Contractor induction records and health & safety agreements. Visitor sign-in procedures and safety briefings.)</i>		☐ ☐

		All visitors sign in via a tablet which holds information and stores a photo of them. All visitors within delivery time will be chaperoned at base and wear a visitors' badge All visitors read our induction information upon signing in		
Fire Safety and Compliance with the Regulatory Reform (Fire Safety) Order 2005	Y	<i>(Fire safety logs and risk assessments. Fire drill records and staff fire safety training certificates. Inspection reports from Fire and Rescue Service (if applicable).)</i> All staff have level one fire safety training Have staff trained as Fire Marshals and always have one person on site who is Fire Marshall trained Google form used to record fire drills, fire events Alarms tested weekly and recorded via google form		☐ ☐
Signed:			Date:	