Thallo
ALTERNATIVE PROVISION

Health and Safety Policy

Thallo Education Ltd.

VERSION: 1.0
DATE: 25th September 2026
AUTHOR: May MacKay-Morris

Policy Lead	May MacKay-Morris Provision Lead / Director
Approved By	May MacKay-Morris - Director
Approval Date	25th September 2026
Review Date	September 2027 Or sooner, following relevant change.
Competent Advice	Current HSE guidance and competent external advice where the matter falls outside Thallo's competence (for example from the premises dutyholder, competent contractor, insurer, local authority or specialist).

1. Policy statement

Thallo Alternative Provision is committed to providing and maintaining, so far as is reasonably practicable, a safe and healthy environment for young people, staff, volunteers, contractors and visitors. Health and safety is an integral part of the planning and delivery of our provision.

Thallo will identify and manage foreseeable risks, provide appropriate information, instruction, training and supervision, maintain safe working arrangements, and review practice when activities, premises, individual needs or relevant guidance change.

Particular attention will be given to the needs of the young people Thallo supports, including SEND, sensory and communication differences, anxiety, medical needs, previous trauma and other individual factors that may affect how risk is experienced or managed. Risk management will be proportionate and will support access to purposeful education rather than unnecessarily restricting participation.

2. Legal and guidance framework

Thallo will comply with applicable health and safety law and have regard to relevant guidance, including the Health and Safety at Work etc. Act 1974; the Management of Health and Safety at Work Regulations 1999; the Workplace (Health, Safety and Welfare) Regulations 1992 where applicable; the Regulatory Reform (Fire Safety) Order 2005; the Control of Substances Hazardous to Health Regulations 2002; the Electricity at Work Regulations 1989; the Health and Safety (First-Aid) Regulations 1981; and the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR).

Thallo will use current Health and Safety Executive (HSE), UK Health Security Agency (UKHSA), local authority and other competent guidance relevant to its activities.

3. Organisation and responsibilities

3.1 Director / Provision Lead

May MacKay-Morris, Director / Provision Lead, has overall accountability for health and safety within Thallo and will ensure that appropriate arrangements, risk assessments, training, records and monitoring are in place.

3.2 Health & Safety Lead

May MacKay-Morris, Director / Provision Lead, is Thallo's Health & Safety Lead and coordinates day-to-day health and safety arrangements, including review of risk assessments, premises and equipment checks, incident records, fire-safety arrangements and identified actions.

3.3 Staff, volunteers and contractors

Everyone working for or on behalf of Thallo is expected to:

- take reasonable care of their own health and safety and that of others who may be affected by their actions;
- follow this policy, risk assessments, safe working procedures and reasonable instructions;
- report hazards, defects, accidents, incidents and near misses promptly;
- use equipment and protective measures correctly;
- not undertake activities for which they are not competent, trained or authorised;
- contribute to risk assessment and review where their knowledge of an activity or young person is relevant.

3.4 Young people and visitors

Young people will be supported to understand and follow safety expectations in ways appropriate to their age, communication and individual needs. Visitors and contractors will be given relevant safety information and must follow site procedures while on the premises.

4. Competent health and safety advice

Thallo obtains competent health and safety advice appropriate to the scale and nature of its activities. Day-to-day arrangements are informed by current HSE guidance and the knowledge and training of the Health & Safety Lead. Where an issue requires expertise beyond Thallo's competence, advice will be obtained from an appropriately competent external professional, contractor, premises dutyholder, insurer, local authority or other specialist as relevant.

5. Risk assessment

Thallo will use suitable and sufficient risk assessments to identify hazards, consider who may be harmed and how, evaluate existing controls, identify further action and record responsibility for that action.

Risk assessments will be completed or reviewed as appropriate:

- for premises and learning spaces used by Thallo;
- before introducing a new activity, process, piece of equipment or significant change;
- for practical activities including cooking, food preparation, growing, gardening, tools and outdoor learning;
- for off-site visits, travel or community-based learning;
- where hazardous substances or other specific hazards are present;
- where an individual young person's medical, sensory, communication, mobility, behavioural, safeguarding or other needs create additional foreseeable risk;
- following a significant accident, incident, near miss or safeguarding event where health and safety controls may need to change;
- when relevant guidance or circumstances change, and at planned review intervals.

Risk assessments will be proportionate to the level of risk, retained securely and made available to relevant staff. Evidence may be provided to commissioners during monitoring where required. Staff will be briefed on the controls that apply to their work.

6. Premises, site security and shared premises

Before any premises are used for service delivery, Thallo will satisfy itself that the areas it uses are suitable for the planned activities and that relevant health and safety, fire, access, welfare and security arrangements are understood.

Where premises are leased, hired or shared, Thallo will establish in writing, where appropriate, the respective responsibilities of Thallo and the landlord, venue operator or other dutyholder. This will include arrangements for fire safety, emergency procedures, maintenance, statutory inspections, reporting defects, access and security.

Access to areas used by young people will be managed to reduce unauthorised entry. Visitors will follow Thallo's sign-in, identification and supervision arrangements. Daily or pre-session checks will be used where appropriate to identify obvious hazards before young people arrive.

7. Fire safety and emergencies

Thallo will maintain appropriate fire and emergency arrangements for each premises it uses. These will take account of the premises fire risk assessment and the responsibilities of the person or organisation in control of the building.

- staff and young people will be made aware of evacuation procedures and assembly arrangements;
- escape routes and exits must be kept available and unobstructed;
- fire alarms, emergency lighting, firefighting equipment and other systems will be inspected or maintained by the responsible dutyholder at appropriate intervals;
- evacuation practice will be undertaken at suitable intervals and recorded;
- Personal Emergency Evacuation Plans (PEEPs) or other individual arrangements will be developed where a person may need additional assistance;
- emergency contact arrangements will be accessible to staff.

8. First aid, medical needs and medication

Thallo will complete and periodically review a first-aid needs assessment, taking account of its workforce, young people, activities, premises, off-site work, practical learning and distance from emergency medical services.

Suitable first-aid equipment and sufficient appropriately competent first-aid provision will be available whenever Thallo is delivering services. Staff will know how to summon emergency assistance and how to access first-aid equipment.

Known medical needs, allergies and emergency arrangements will be identified before or at the start of a placement and shared with staff who need the information. Medication will be stored and administered in accordance with Thallo's medication arrangements and the young person's agreed healthcare information. Parents/carers and commissioners will be informed of accidents or medical incidents in accordance with agreed procedures.

9. Infection prevention and hygiene

Thallo will promote effective hand hygiene, respiratory hygiene, appropriate cleaning and safe management of bodily fluids. Suitable personal protective equipment will be available where a risk assessment identifies it is required.

Attendance following infectious illness will be managed in line with current UKHSA public-health exclusion guidance rather than a single blanket exclusion period. For example, diarrhoea and vomiting normally require the individual to remain away until at least 48 hours after symptoms have stopped, while different infections have different exclusion requirements.

10. Equipment, electrical safety and hazardous substances

Equipment and resources will be suitable for their intended use, checked before use where appropriate and removed from use if damaged or unsafe. Maintenance, inspection and testing will be carried out at intervals appropriate to the equipment, environment, manufacturer's instructions and level of risk.

Electrical equipment will be maintained so as to prevent danger. Thallo will use a risk-based system of user checks, visual inspection and, where appropriate, inspection or testing by a

competent person. Annual portable appliance testing will not be treated as an automatic requirement where the risk assessment does not justify it.

Hazardous substances, including cleaning products and substances used in practical activities, will be stored, used and disposed of safely. COSHH assessments will be completed where required and relevant control measures communicated to staff.

11. Practical, cooking and outdoor learning

Thallo's curriculum may include cooking, food preparation, growing, gardening, outdoor learning and other practical activities. These activities will be planned with appropriate risk assessment, supervision, equipment controls, hygiene arrangements and consideration of individual needs.

Where food is prepared or handled, Thallo will maintain appropriate food-hygiene practices, allergen awareness and controls. Tools, heat sources, sharp implements, outdoor environments and other activity-specific hazards will be introduced only with controls proportionate to the age, competence and needs of the young people taking part.

12. Lone working, off-site activity and transport

Where staff work alone, off site or in the community, the activity will be risk assessed and appropriate communication, check-in, emergency and safeguarding arrangements established. Off-site learning and educational visits will be planned with consideration of supervision, travel, accessibility, medical needs, safeguarding and emergency arrangements.

Any transport arranged or provided by Thallo will be subject to appropriate driver, vehicle, insurance, consent, safeguarding and risk-management arrangements.

13. Accident, incident and near-miss reporting

Accidents, incidents and significant near misses will be recorded promptly using Thallo's approved recording system. Records will include sufficient information to understand what happened, any injury or immediate action, notifications made and any follow-up required.

The Health & Safety Lead / Provision Lead will review incidents to identify patterns, lessons and necessary changes to risk assessments, training, equipment or working arrangements. Serious incidents will be notified to commissioners, insurers, safeguarding bodies or other authorities where required.

Where an event meets the statutory reporting criteria, the responsible person will report it under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) within the applicable timescale.

14. Reporting hazards and defects

Any person identifying a hazard or defect should, where safe to do so, take immediate steps to prevent access or use and report the matter to the Health & Safety Lead. Urgent risks will be addressed before the affected area, activity or equipment is used. Actions will be recorded where appropriate and escalated to the landlord, venue operator, contractor or other responsible person when the issue is outside Thallo's direct control.

15. Training, information and supervision

Staff and volunteers will receive health and safety information, induction, instruction, training and supervision appropriate to their role and the activities they undertake. Additional competence or training will be required where a task or risk assessment identifies it, for example first aid, fire safety, food safety, use of particular equipment or management of hazardous substances.

Young people will receive clear safety instructions and supervision appropriate to the activity and their individual needs.

16. Monitoring and review

Health and safety arrangements will be monitored through premises and equipment checks, review of risk assessments, accident/incident and near-miss records, staff feedback, training records, fire and emergency records and any actions arising from inspections or commissioner monitoring.

This policy will be reviewed at least annually and sooner following a significant incident, a material change in premises or activities, changes to relevant legislation or guidance, or where monitoring identifies that arrangements need to improve.

17. Related Thallo documents

- Risk Assessment Procedure and risk assessment records
- Safeguarding and Child Protection Policy
- Safer Recruitment and Selection Policy
- Medication / Medical Needs arrangements
- Fire and Emergency Procedures
- Food Safety / Allergen arrangements
- Lone Working arrangements
- Educational Visits / Off-site Learning arrangements

Approval

Signed: _____

Name: _____

Role: _____

Date: _____