



ARK Alternative Education Provision (ARK AEP) Health and Safety Policy 2026

Website: www.arkaep.co.uk

Policy owner: ARK AEP Directors / Leadership Team

Date: September 2026

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1. Policy Statement

ARK Alternative Education Provision (ARK AEP) is committed to providing a safe, healthy, inclusive and supportive environment for all learners, staff, visitors, contractors and other users of the provision. ARK AEP aims to promote wellbeing, prevent harm, manage risk effectively and ensure that all reasonable steps are taken to protect the health, safety and welfare of everyone involved in ARK activities.

2. Purpose and Scope

This policy explains how ARK AEP will discharge its duties under health and safety legislation and how safe working and learning practices will be maintained across onsite, remote and blended learning. It applies to all staff, learners, visitors, contractors, volunteers, external professionals and anyone working with or on behalf of ARK AEP.

3. Legal and Statutory Framework

This policy is informed by and should be read alongside relevant legislation and guidance, including the Health and Safety at Work etc. Act 1974, the Management of Health and Safety at Work Regulations 1999, the Children Act 1989 and 2004, the Education Act 1996, statutory safeguarding guidance, Keeping Children Safe in Education, DfE alternative provision guidance and any other relevant local authority, commissioning provider or partnership requirements.

4. Responsibilities

Directors and Leadership Team: The Directors and Leadership Team are responsible for ensuring that this policy is implemented, monitored and reviewed. They will promote a positive health and safety culture, ensure suitable systems are in place to manage risk, provide adequate resources, make use of competent advice where needed and ensure staff receive appropriate information, instruction, training and supervision.

Staff: All staff are responsible for following safe working practices, supervising learners appropriately, reporting hazards, accidents, near misses and concerns, completing or following risk assessments, supporting learners' wellbeing and acting in line with ARK AEP safeguarding, behaviour, online safety, first aid and emergency procedures.

Learners: Learners are expected to follow safety rules, behave in a way that protects themselves and others, use equipment appropriately, report concerns to staff and engage positively with wellbeing, PSHE and safety-related learning.

Visitors and Contractors: Visitors and contractors must follow ARK AEP site procedures, sign in and out where required, comply with safeguarding and health and safety expectations, report hazards or incidents promptly and work in a way that does not place learners, staff or others at risk.

5. Risk Management

ARK AEP will carry out suitable and sufficient risk assessments for premises, classrooms, learning spaces, offsite activities, remote and blended learning, individual learner needs, behaviour support, medical needs and any higher-risk activities. Risk assessments will identify hazards, assess levels of risk, set out reasonable controls and be reviewed following significant change, incident, concern or at planned review points.

6. Premises, Equipment and Learning Environment

ARK AEP will take reasonable steps to provide and maintain safe learning and working environments, including suitable premises, safe access and exit routes, appropriate

supervision, safe equipment and clear expectations for conduct. Equipment must be used only for its intended purpose and any defects, damage or safety concerns must be reported immediately.

7. Fire, Lockdown and Emergency Procedures

ARK AEP will maintain clear emergency procedures for fire, lockdown, medical incidents, security concerns and other serious events. Fire procedures will be explained to learners, staff and visitors as appropriate. Fire alarm testing, evacuation practice, emergency drills and checks will be undertaken in line with site arrangements and any requirements of the premises provider. Accidents and incidents will be recorded, reviewed and, where necessary, investigated to reduce the likelihood of recurrence.

8. First Aid, Medical Needs and Accident Reporting

ARK AEP will ensure appropriate first aid arrangements are in place and that staff know how to respond to illness, injury, medical needs and emergencies. Medical information shared during referral, admission or review processes will be considered when planning support and risk management. Accidents, incidents, near misses and significant health and safety concerns must be reported promptly and recorded in line with ARK AEP procedures and any statutory reporting requirements.

9. Safeguarding, Behaviour and Wellbeing

Safeguarding underpins every aspect of ARK AEP's work. Health and safety arrangements will be aligned with safeguarding, positive behaviour, online safety, attendance, admissions and first aid procedures. Learners will be supported through a culture of safety, inclusion and acceptance, with staff using consistent guidance, trauma-informed approaches, de-escalation strategies and agreed support plans where appropriate.

10. Learner Education on Health, Wellbeing and Social Risks

ARK AEP will provide opportunities for learners to develop awareness of personal safety, healthy choices and social risks through wellbeing, PSHE, pastoral support, project-based learning and external partnerships. Topics may include vaping awareness, energy drinks, alcohol and substance misuse, decision-making, risk-taking, mental health, resilience, healthy lifestyles, online safety and routes to support.

11. Remote and Blended Learning

Where learning is delivered remotely or through a blended model, ARK AEP will consider health, safety, safeguarding and online safety arrangements. Staff, learners and

parents/carers will be expected to support safe online learning, appropriate use of devices, secure handling of information and prompt reporting of any concerns.

12. Training, Communication and Consultation

Staff will receive information, instruction, training and supervision appropriate to their role and responsibilities. Health and safety expectations will be communicated through induction, policy updates, briefings, meetings, supervision and day-to-day practice. Staff are encouraged to raise concerns, suggest improvements and contribute to a safe and supportive culture.

13. Monitoring, Audit and Review

ARK AEP will monitor the effectiveness of health and safety arrangements through regular checks, termly health and safety reviews or audits, accident and incident monitoring, learner and staff feedback and review of risk assessments. This policy will be reviewed annually, following significant incidents, or sooner where legislation, guidance, provision arrangements or identified risks change.

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