

THE HAVEN

Operated by the Autistic Girls Network charity — 1196655 (England and Wales), SC054837 (Scotland)

Health and Safety Policy

Document	Health and Safety Policy
Version	10.25
Status	live
Last reviewed	01 October 2025
Next review	01 October 2026
Owner	Health and Safety Lead
Approved by	Proprietor

Date: October 2025

Review Date: October 2026

Coordinator: the Health and Safety Lead

Nominated Governor: the Health and Safety Governor

Version: v10.25

Policy Statement and Purpose

The Haven is committed to ensuring, so far as is reasonably practicable, the health, safety, and wellbeing of learners, staff, volunteers, and visitors in both online and hybrid contexts. This policy outlines how The Haven fulfils its duties under the **Health and Safety at Work Act 1974** and related regulations, tailored to an online-first educational environment.

1. Scope

- Applies to all The Haven activities: online sessions, asynchronous learning, hybrid/face-to-face events, and staff remote working.
- Covers staff, learners, parents/carers, contractors, and volunteers engaged in The Haven provision.

2. Roles and Responsibilities

- **Head/DSL:** Overall responsibility for health and safety, including ensuring compliance with statutory duties.
- **Health and Safety Lead:** Named holder of the competent-person function (see Competence below). Oversees risk assessments, incident logs, and training.
- **All Staff:** Responsible for following safe working practices, reporting hazards, and participating in training.
- **Parents/Carers:** Retain primary responsibility for the physical environment in which learners access The Haven provision. The Haven supports them with guidance on safe digital learning spaces.

Competence

The **Health and Safety Lead** holds a recognised IOSH-accredited health and safety qualification and is the point of competent advice for the purposes of the Management of Health and Safety at Work Regulations 1999. The role is currently held by the Proprietor. The Health and Safety Governor provides governance oversight, and is a different person from the Health and Safety Lead. Where a matter falls outside that competence, external advice is sought and recorded.

3. Online Health and Safety

- **Digital Safety:** The Haven follows its **Online Safety & Acceptable Use v01.26 (5.18)** to protect learners from online harms.
- **Ergonomics and Wellbeing:** Learners and staff are encouraged to:
 - Take screen breaks.
 - Use seating and equipment that support healthy posture.
 - Adjust device brightness and use screen filters if needed.
- **Mental Health:** Staff remain alert to the impact of screen time, isolation, or fatigue, and support is embedded in PSHE and tutor check-ins.

4. Hybrid / Face-to-Face Events

- Risk assessments are conducted before any off-site or in-person activity (see **Off-site Visits Policy v01.26, 5.17**).
- Venue checks include accessibility, safeguarding, emergency procedures, and medical needs.
- A named First Aider (currently **the Proprietor**) must be available.

5. Staff Remote Working

- Staff are responsible for maintaining a safe home working environment, including:
 - Appropriate workstation set-up.
 - Secure storage of confidential information.
 - Reporting any work-related stress, equipment issues, or hazards.
- The Haven provides guidance and support for safe homeworking.

6. Risk Assessment

- Risk assessments are required for:
 - Online learning platforms (security and data protection).
 - Staff remote working environments.
 - Any hybrid/face-to-face activity.
- Risk assessments are reviewed annually or sooner if activities or risks change.

7. Reporting and Incident Management

- All accidents, near misses, or safety concerns (online or hybrid) must be reported within 24 hours to the Health & Safety Coordinator.
- Incidents are logged, investigated, and reviewed termly by DSL and governors.
- Serious incidents are escalated immediately to relevant agencies.

8. Training

- Staff receive annual training on:
 - Health and safety responsibilities.
 - Safe online delivery and ergonomics.
 - Incident reporting.
 - Safeguarding-health crossovers.
- Specialist training is provided where required (e.g. First Aid, Fire Safety at physical venues).

9. Monitoring and Review

- Policy reviewed annually by DSL and governors.
- Termly DSL-led checks of risk assessments, incident logs, and online platform safety.
- Immediate interim review if statutory guidance or LA expectations change.

This PDF was generated from the published policy at policies.thehavenonline.school on 26 August 2026. The website is the authoritative, most current version of this policy.