

THE HAVEN

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

Health and Safety Policy

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Owner	Health and Safety Lead
Approved by	Proprietor

Date: October 2026 **Review Date:** October 2027 **Coordinator:** the Health and Safety Lead **Nominated Governor:** the Health and Safety Governor **Version:** v10.26

1. Policy statement

The Haven ensures, so far as is reasonably practicable, the health, safety and wellbeing of learners, staff, volunteers, contractors and visitors. The Haven is an online provision with no premises: learners join from home and staff work remotely. This policy sets out how The Haven meets its health and safety duties in that context, and for any in-person events it runs.

It is The Haven's main health and safety policy. Detailed procedures are in the related policies listed in section 12.

2. Legal framework

- Health and Safety at Work etc. Act 1974
- Management of Health and Safety at Work Regulations 1999
- Health and Safety (Display Screen Equipment) Regulations 1992
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)
- Health and Safety (First-Aid) Regulations 1981
- Regulatory Reform (Fire Safety) Order 2005, for in-person events at venues
- Equality Act 2010

3. Scope

This policy covers live online sessions, asynchronous learning, staff remote working, and any in-person or hybrid event organised by The Haven. It applies to staff, learners, parents and carers, contractors and volunteers.

4. Roles and responsibilities

- **Proprietor (the Autistic Girls Network board of trustees):** as employer, holds overall responsibility for health and safety, approves this policy and makes sure it is resourced.
- **Health and Safety Governor:** provides governance oversight and challenge; is a different person from the Health and Safety Lead.
- **Health and Safety Lead:** the competent person under the Management of Health and Safety at Work Regulations 1999. Holds a recognised IOSH-accredited qualification. Oversees risk assessments, incident records and training, and gives competent advice. Where a matter is outside that competence, external advice is sought and recorded. (The role is currently held by the Proprietor.)
- **Head:** responsible day to day for making sure staff follow this policy and that risks in teaching and learning are assessed.
- **Designated Safeguarding Lead:** leads where a health and safety matter is also a safeguarding concern.
- **All staff:** follow safe working practices, complete display screen equipment (DSE) self-assessments, report hazards and incidents, and take part in training.
- **Parents and carers:** are responsible for the physical environment in which their child learns at home. The Haven gives guidance on safe home learning spaces.

5. Risk assessment

Risk assessments are carried out and recorded for:

- online learning platforms and live sessions, including safeguarding and data protection risks (see the DPIA and the *Risk Assessment – Learner Access from Personally-Owned Devices*);
- staff remote working, including DSE and lone working;
- curriculum activities with physical risk (see *Curriculum Area Risk Assessments*);
- every in-person or hybrid event and off-site visit;
- individual learners where a medical condition or need requires one.

Risk assessments are reviewed at least annually, or sooner if activities or risks change. The process is set out in the Risk Assessment Policy.

6. Emergencies during live online sessions

Staff cannot be physically present, so planning focuses on getting help to the learner quickly:

- Each learner's home address and emergency contacts are held in TutorCruncher and checked at enrolment and each term.
- If a learner appears unwell, injured or in danger during a session, the educator stays connected where possible, contacts the parent or carer, and calls **999** giving the learner's address if there is an immediate risk to life or health.
- The DSL is told the same day, and the incident is recorded under the Accidents, Incidents and First Aid Policy.
- Learners with known medical conditions have an individual healthcare plan that sets out what staff should do online.

- Content with flashing images is avoided or flagged in advance, to protect learners with photosensitive epilepsy.

7. Online health and wellbeing

- Lessons include screen breaks, and learners are encouraged to use comfortable seating and adjust brightness and text size.
- Staff stay alert to the effects of screen time, isolation and fatigue, and this is covered in PSHE and tutor check-ins.
- Online safety is covered by the Online Safety & Acceptable Use policy.

8. Staff remote working

- Staff complete a DSE self-assessment when they start and when their set-up changes. The Haven provides advice and, where needed, equipment or adjustments.
- Staff keep a safe home workspace and store confidential information securely.
- Lone working arrangements are set out in the Lone Working Policy.
- Work-related stress is managed using the HSE Management Standards approach: workload, support and wellbeing are discussed in supervision, and staff can raise concerns at any time.

9. In-person and hybrid events

- A risk assessment is completed and approved before any event or visit (see the Off-site Visits Policy).
- Venues are checked for fire safety and evacuation arrangements, accessibility, safeguarding, first aid provision and medical needs. The venue's fire procedures are briefed at the start of each event.
- A trained first aider is present at every event.

10. Accidents, incidents and reporting

- All accidents, near misses and safety concerns, online or in person, are reported to the Health and Safety Lead within 24 hours and recorded under the Accidents, Incidents and First Aid Policy.
- Incidents reportable under RIDDOR are reported to the HSE by the Health and Safety Lead within the required time.
- Incident records are reviewed termly by the Health and Safety Lead and the DSL, and reported to governors.

11. Training

Staff receive training at induction and annually on health and safety responsibilities, safe online delivery and DSE, incident reporting, and emergencies during online sessions. First aid training follows the First Aid Training Policy.

12. Related policies

Accidents, Incidents and First Aid Policy; First Aid Training Policy; Risk Assessment Policy; Curriculum Area Risk Assessments; Ergonomic Health and Safety Policy; Lone Working Policy; Critical Incident Policy; Business Continuity Plan; Off-site Visits Policy; Supporting Medical Conditions Policy; Online Safety & Acceptable Use.

13. Monitoring and review

This policy is reviewed annually by the Health and Safety Lead and approved by the Proprietor, or sooner if the law, guidance or The Haven's activities change.

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