



# **HEALTH AND SAFETY POLICY**

December 2025  
Version 7.0

# The Serendipity Centre Ltd

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Version Information Version No.	Updated By	Updated On	Description of Changes
1.0			New policy
2.0	Emma Shaw	July 2020	Updated
3.0	Emma Shaw	May 2022	Reviewed
4.0	Ben Gauntlett	May 2023	Updated & Reviewed
5.0	Ben Gauntlett	May 2024	Updated & Reviewed
6.0	Ben Gauntlett	December 2024	Updated section
7.0	Ben Gauntlett	December 2025	Updated & Reviewed

## Scope

This document contains The Serendipity Centre Ltd's (TSCL) policy on health and safety. It applies to all staff and young people (both on and off-site) as well as visitors to any of our sites.

## Introduction

TSCL recognises that it has a legal duty under the Health and Safety at Work Act 1974 [RD1], Management of Health and Safety at Work Regulations 1999 [RD2] and The Health and Safety (Display Screen Equipment) Regulations 1992 [RD3] to ensure as far as is reasonably practicable the health, safety and welfare of employees, and the health and safety of visitors, including young people.

TSCL intends to create and maintain a safe and healthy environment for staff, young people and visitors, and to promote standards of health, safety and welfare that comply fully with statutory and regulatory requirements.

TSCL will set up and regularly review policies and procedures that will ensure a safe environment as far as is reasonably practicable, and will consult and take into account staff and others' proposals for improving health and safety standards in the company

## Applicable Documents

- [AD1] Medication Policy  
The Serendipity Centre Ltd
- [AD2] First Aid Policy  
The Serendipity Centre Ltd
- [AD3] Educational Visits Policy  
The Serendipity School
- [AD4] Lone Working Policy  
The Serendipity Centre Ltd
- [AD5] Fire Evacuation Procedure  
The Serendipity Centre Ltd
- [AD6] Health and Safety Risk Assessments  
The Serendipity Centre Ltd

## References

- [RD1] Health and Safety at Work Act 1974  
HMSO (1974). TSO, London
- [RD2] Management of Health and Safety  
at Work Regulations 1999
- [RD3] Health and Safety (Display Screen  
Equipment) Regulations 1992

Abbreviation or Acronym	Description
TSCL	The Serendipity Centre Ltd
TSS	The Serendipity School
DSL	Designated Safeguarding Lead
DCFS	Department for Children, Schools and Families
DfES	Department for Education and Skills
FSO	Fire Safety Officer
HSO	Health and Safety Officer
RIDDOR	Reporting of Injuries, Diseases and Dangerous Occurrences

## Organisation and Responsibilities

TSCL is responsible for the health and safety of employees, young people and visitors.

The TSCL has a nominated a Health and Safety Officer (HSO) which is the company Office Manager, Ben Gauntlett and named Designated Safeguarding Lead (DSL) Sean Maguinness, Jarrod Elcock, Davina Pillay and Pip Smith.

Any Union representatives may discuss health and safety issues with the HSO. The HSO will take the views of staff and union representatives into account.

All employees have a duty to ensure as far as reasonably practicable the health and safety of themselves, other employees, young people and visitors.

All young people will be trained as far as reasonably practicable in looking after their own health and safety and the health and safety of others.

## Responsibilities

The HSO will

- ensure that annual inspections will take place and ensure reports on
  - a. the implementation of TSCL health and safety policies and procedures, and any

changes since the last report;

- b. training undertaken by staff with specific health and safety and Safeguarding responsibilities;
  - c. fire drills;
  - d. the number of incidents/accidents/cases (without confidential details);
  - e. damage to premises and grounds;
  - f. any other health and safety issues within TSCL;
  - g. security issues;
  - h. the development of health and safety and safeguarding awareness among the young people.
- ensure that the receipt of all reports, regulations and guidance issued by the corporate parent and local authorities is minuted;
  - ensure that all health and safety issues are minuted, and where relevant followed up at subsequent meetings;
  - ensure that appropriate risk assessments are made by (a) the HSO and (b) all members of staff;
  - ensure that the staff have an opportunity to discuss health and safety issues and to raise concerns;
  - ensure that young people are taught to assess risks and to take appropriate action to avoid, or minimise, risks;
  - ensure that the accident/incident records are inspected by the nominated HSO regularly, and are laid before the corporate parent at least one meeting per year;
  - ensure that the nominated external company inspects all sites at least once per year, and makes a report of the inspection, ensure any requirements following this report are actioned within an appropriate timescale;
  - review any health and safety issues that have arisen in previous reports;
  - review annually and give advice on the company's internal management policy for health and safety and safeguarding children.

The HSO shall

- co-ordinate TSCL programmes by ensuring full consultation (with) and participation of all staff, through appropriate meetings and consultation;
- carry out inspections quarterly and ensure that the appropriate action has been taken to remedy any deficiencies;
- set up and administer the system for reporting, recording and investigating accidents and take all reasonable steps to prevent recurrence;
- provide safety information and appropriate training to staff and young people;
- ensure that new employees are briefed about safety arrangements and are given a copy of TSCL health and safety policy (this document) and the opportunity to read it;
- ensure that effective arrangements are in force to facilitate ready evacuation of the buildings in case of fire or other emergency and that firefighting equipment is available and maintained, and that appropriate fire safety signs are in place;
- ensure the effectiveness and efficiency of TSCL medical and first aid provision;
- ensure that the staff know and implement TSCL policy on administering medicines;

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- ensure that an effective system for co-ordinating and managing outside activities is implemented, ensure activity risk assessments are reviewed as part of Health and Safety;
  - ensures that appropriate systems and arrangements are in place to enable youngsters with disabilities to have access to the premises as far as is reasonably practicable;
  - arrange for contractors and visitors to be informed of any hazards on site of which they may be unaware and the emergency procedures;
  - ensure temporary employees are given sufficient information, training and supervision to enable them to be safe and without risk to their health;
  - co-operate with any appropriate Local Authority Health and Safety and Safeguarding services;
  - ensure that health surveillance for staff is provided when appropriate within supervision;

## Information and Recording Systems

All reportable incidents will be recorded and reported according to the RIDDOR requirements.

All 'non-reportable' accidents and incidents must be clearly recorded in the Clearcare system for care and on Sharepoint and sent to the HSO for all other departments. Please fill in these forms with as much detail as possible.

In order that all staff and young people are aware of their health and safety responsibilities, and can play a part in ensuring the health and safety of everyone in TSCL, all formal meetings of staff (and also Student Voice meetings in school and Young Person's meeting within the homes) must have Health and Safety on the agenda at least once a year.

## Qualifications and Training

All employees must be DBS checked and must receive on-site training in the relevant skills and techniques used by the company to ensure health and safety and safeguarding.

Health and Safety training is completed by all employees on induction and then annually from that point on.

The HSO and managers will ensure that all staff are trained in risk assessment.

## Staff Duties

Staff will be allocated duties to safeguard health and safety whenever a site is occupied; staff are expected to perform duties that have been identified as required actions from all health and safety risk assessments.

## Risk Assessments

TSCL maintains a risk assessment database of generic risk assessments on

- accommodation;
- facilities;

- materials;
- people.

The risk assessments will be recorded in Sharepoint or Clearcare by

TSCL and viewable to staff.

All young people will be risk assessed on entry to any building.

All risk assessments will be reviewed annually and when an accident or incident occurs.

All staff will be trained to do risk assessments on the above, and will be expected to assess identified risks, and to manage them as far as is reasonably practicable.

Staff must inform the HSO of any risks that they cannot manage. The HSO will periodically review risk assessments and control measures.

Safe systems of work must be produced for all activities that pose a significant risk of harm and are explained to the workforce.

## Off-site Activities

School staff in charge of an outside activity as part of the curriculum must conform to the procedures set out in *Educational Visits Policy* [RD5].

Staff and any volunteers accompanying an outside activity must be appropriately qualified and experienced. Accompanying adults must be DBS checked.

## Pregnancy

The company recognises that it is important to risk assess all staff and young people who are pregnant or who are new mothers. The HSO will assess the risks and take appropriate control measures in each case.

## Site Security

TSCL has a safe system in place and this will be reviewed annually or when an incident has occurred.

All visitors must be signed in and out, and must be aware of their health and safety responsibilities when on-site.

No persons are allowed beyond the Entrance area without the Director's or Managers permission (or that of the senior member of staff on duty), and wearing TSCL identification tag (if on school premises).

Any trespassers should be reported immediately to the most senior person on duty.

## Occupational Health Services and Work Related Stress

TSCL will work with medical practitioners and/or local occupational health services as appropriate.

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All staff have a duty to inform their line manager if they feel ill or under stress.

## **Young Person's Health, Medical, and Safeguarding Issues**

All staff have a duty to inform their line manager if they believe that any young person has a health or safety problem.

## **Staff Wellbeing**

Employees should talk to their line manager regarding any concerns they have, in the first instance. TSCL seek to 'listen' and will try to resolve any concerns as informally and quickly as possible and will always make clear what action, if any, has been taken.

TSCL recognise that sometimes employees may face certain challenges in work and home life that are difficult to deal with. TSCL subscribe to a confidential and professional employee assistance programme, 'Health Assured,' which provides you with a qualified counsellor who can offer personal support for any practical or emotional challenges employees may be facing. This service is completely confidential. More details of this service are available from HR or as part of employees initial induction emails.

## **Violence to Staff**

Risk assessments are available for every young person. Managers are responsible for ensuring all staff are made aware of any changes to young person's risk assessments. Staff are responsible for familiarising themselves with the risks around each young person and working in accordance with their risk assessments. Staff are Team Teach trained, to diffuse any situations that could result in violence.

Staff are expected to inform the most senior person on duty if they are concerned about their safety.

Staff may only work alone in accordance with the *Lone Working Policy* [RD6], if applicable. At the beginning and end of each day, an authorised officer will open/lock up the building accompanied by another member of staff.

## **Slips and Trips**

All staff should be on the lookout for hazards likely to cause slips and trips. Staff have a duty to guard against these, or eliminate or avoid them if they can, in line with all Health and Safety procedures or to draw them to the attention of the senior member of staff. Slips and trips are part of annual Health and Safety training that all employees complete.

## **On Site Vehicle Movements**

All vehicles on site must keep to the vehicular entrance, exit and parking spaces, and must not encroach on the areas marked for pedestrian use.

Vehicles are restricted to 10mph on any company site.

## **Management of Asbestos**

There is a small amount of asbestos in some buildings, but this has been encased. The measures taken will be kept under review as part of the regular maintenance schedule.

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All sites have had an asbestos survey completed, results of which are stored onto SharePoint and are reviewed within Health and Safety Audits.

## **Maintenance**

TSCL will follow a Maintenance Schedule set out by the Head of Facilities after appropriate consultation.

All electrical equipment, plant and machinery will be tested and maintained as appropriate under the various regulations. PAT testing is completed annually or when new equipment is bought before use.

## **Manual Handling**

All manual handling will be done in accordance with current regulations.

Manual Handling is a module within the Health and Safety Training for Employees, that staff complete within their induction and is renewed annually.

## **Fire Safety**

The Internal Fire Safety Officer (FSO) Nigel Horn will comply with the fire safety regulations and advice of the fire safety consultant, and will ensure that firefighting equipment is maintained, and that a log of fire drills is maintained.

Fire notices must be clearly visible in each room, and all staff and young people must know the fire drill.

Fire risk assessments are completed annually by Fire Skills for all sites.

Staff receive mandatory Fire Safety Awareness training as part of induction and are expected to attend Fire Marshal Training when invited.

## **Display Screens**

The provisions of the Display Screen Regulations will be applied to the staff as required by law.

As far as is practicable the Regulations will also be used as guidance for the use of display screens by young people.

Staff can complete DSE training as part of their bespoke courses and regular users are required to complete a DSE workstation checklist to ensure compliance with the Health and Safety (Display Screen Equipment) Regulations 1992 [RD3].

Inform HR before attending an optician appointment, as TSCL will supply a Specsavers voucher for staff to use. However, TSCL cannot reimburse payment if staff have paid for an appointment in full beforehand and can only supply vouchers.

Vouchers are only available to staff who use screens as a daily occurrence for work purposes, at an extended period of time throughout the working day.

## **Alcohol, Drugs and Controlled Substances**

No illegal drugs, controlled substances, nor alcohol must be brought onto any of the company's



sites.

## Smoking

TSCL would like all its sites as totally non-smoking/vaping areas, however we have to acknowledge staffs individual choices. We also have to respect the community and neighbors and do not want staff littering or creating an inappropriate image of themselves or the company.

It is therefore, at the managers discretion to provide somewhere out of site with proper facilities to discard rubbish associated, this can be on site if the best option.

Smoking should always be done away from the children and preferably when they're offsite or occupied safely.

Smoking/vaping is completely prohibited when inside any of TSCL sites or company vehicles.

## Medicines

TSCL will conform to all current regulations and will take into account current guidance on the issue of administering medicines.

All cases of administration of any medicine will be overseen by the DSL or senior staff member, as appropriate and in line with TSCL Medication policy.

All legal drugs will be kept secure by a senior staff member, as appropriate. Use of medicines in any building will be overseen by the DSL or a qualified member of staff nominated by the DSL.

For control and administration of any medications will be performed according to the *Medication Policy and First Aid Policy* [AD4].

## First Aid

All employees will receive first aid training and the HSO will ensure that the company has sufficient staff suitably qualified as set out in the *First Aid Policy* [AD3] and the *Medication Policy* [AD4].

TSCL aims to train young people in basic first aid, and aims to ensure that young people able to do so will gain further first aid qualifications.

The HSO will ensure that TSCL First aid materials and equipment are maintained

## Crises and Emergencies

In any crisis or emergency the following Crisis Team will operate

- The Managing Director (who will co-ordinate the response to the crisis; deal with outside organisations and the media, and any necessary supporting organisations, such as insurance, legal or counselling)
- The DSL (responsible for information to young people and parents, and the welfare of the yp on and off-site)
- The Managing Director will be available to make press statements if required

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Other individual members of staff might be required to support the Team as necessary.

All other staff have a principal duty to look after the young people on-site.

## Reporting and Recording

The working of the policy will be reviewed by the HSO at least once per year.

## Monitoring and Review

In order to ensure that it reflects current best practice, this policy will be reviewed annually. The HSO will assess the progress of the policy and will decide on any changes in conjunction with the appropriate staff.

Signed off by RI:



Date: 31/12/2025

Next Review Date: 31/12/2026