

## **Beyond Limits Learning & Wellbeing**

### **Health & Safety Policy**

**Policy Owner:** Simon Agius

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**Review Date:** 31/08/2026

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## **Health & Safety General Policy Statement**

Beyond Limits Learning & Wellbeing recognises our responsibility for the health, safety, and welfare of our staff, learners, contractors, and anyone else whose safety may be affected by our work. We are committed to maintaining a safe and healthy working environment across all settings — including homes, hired venues, and community locations — and will take all reasonably practicable steps to minimise risks and promote wellbeing.

We will meet our legal obligations by:

- Providing clear leadership on health and safety.
- Consulting with staff on matters affecting health and safety.
- Ensuring DBS checks and safeguarding procedures are completed for all staff.
- Maintaining safe premises and working conditions.
- Ensuring the safe handling of materials or substances, where applicable.
- Providing appropriate information, instruction, and training.
- Ensuring all staff and contractors are competent for their roles.
- Preventing accidents and work-related ill health.
- Planning safe off-site and in-home working arrangements.
- Reviewing and updating policies annually or following incidents.
- Providing sufficient resources to make this policy effective.

All staff have a duty to take reasonable care of themselves and others, report hazards, and follow this policy and its procedures. These duties are explained during induction, and all staff receive a Safety Handbook outlining specific responsibilities.

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## **Policy Scope**

This policy applies to all staff, freelance tutors, learners, and visitors engaged in Beyond Limits Learning & Wellbeing activities.

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## **Policy Aim**

To ensure a safe, healthy, and supportive environment by identifying risks, promoting wellbeing, and complying with legal responsibilities.

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## **Key Responsibilities**

### **Director (Simon Agius):**

- Has overall responsibility for health and safety.
- Ensures risk assessments, policies, and procedures are implemented.

### **All Staff and Tutors:**

- Must report hazards, incidents, or concerns immediately.
- Are responsible for following training and guidance.

### **DSL and Managers:**

- Monitor risk assessments.
  - Liaise with families about medical or behavioural needs.
  - Oversee emergency and first aid procedures.
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## **Risk Assessment**

- A risk assessment is completed for every new pupil and delivery location.
  - Reviewed whenever needs, risks, or venues change.
  - Shared with relevant tutors prior to engagement.
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## **Safety Procedures**

- Tutors must assess access, exits, and environment before every session.
  - Sessions may be terminated if any significant risk is identified.
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## **Accidents and Incidents**

- All incidents must be reported to the Director within 24 hours.
- An incident report form must be completed.
- Qualified staff may administer first aid if safe to do so.
- Emergency services must be called for serious concerns.

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## **First Aid and Medical Needs**

- Families must disclose medical conditions at induction.
- Written consent is required for learners to self-medicate.
- Emergency responses are shared with staff.

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## **Fire Safety**

- Tutors must locate fire exits at each venue.
- Families should be informed of emergency plans.
- Unsafe venues must not be used.

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## **Wellbeing and Mental Health**

- Emotional health is prioritised alongside physical safety.
- Tutors may request supervision or adapted timetables for distressed learners.

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## **Lone Working**

- Staff must follow the Lone Working Policy.
- Parents/carers must be present in the home throughout all sessions.

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## **Monitoring and Review**

This policy is reviewed annually, or following incidents or legal changes.

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### **Signed:**

Simon Agius

Director, Beyond Limits Learning & Wellbeing

**Date:** 01/09/2025

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*This policy complies with: Health and Safety at Work Act 1974, Management of Health and Safety at Work Regulations 1999, and KCSIE 2024.*