# Health and Safety Policy

**Last reviewed: Friday 9 October 2026**

## Purpose

The purpose of this policy is to ensure the health, safety, and welfare of all children, learners, staff, tutors, volunteers, contractors, and visitors at Douce France. It provides a clear framework for managing risks, preventing accidents, and complying with statutory health and safety obligations.

## Scope

This policy applies to:

- All company premises, including offices and camps.
- All off-site activities, including external venues.
- All staff, teachers and tutors, children, learners, volunteers, contractors, and visitors.

This policy is written with reference to:
Keeping Children Safe in Education
DfE health and safety guidance for schools
Health and Safety (First Aid) Regulations 1981
Equality Act 2010
SEND Code of Practice
Douce France First Aid Policy
RIDDOR

## Aims

- Provide a safe learning and working environment.
- Comply with the Health and Safety at Work Act 1974, Management of Health and Safety at Work Regulations 1999, and other relevant legislation.
- Promote a culture of safety awareness and responsibility.
- Minimise the risk of accidents, injuries, and work-related illnesses.

## Key Principles

- Health and safety is everyone's responsibility.
- Risks must be assessed, controlled, and reviewed regularly.
- Safe systems of work, equipment, and environments must be maintained.
- Incidents and hazards must be reported promptly and addressed effectively.
- Any specific risks affecting a child or group of children will be assessed separately, in line with our existing policies and procedures, particularly our SEND policy, with the safety and wellbeing of every child at the centre of decision-making.

## Procedures

1. **Risk Assessment**
   - Conduct risk assessments for all premises, activities, and equipment.
   - Review and update risk assessments regularly or when circumstances change.
   - Implement control measures to reduce identified risks to an acceptable level.
2. **Safe Environment**
   - Maintain buildings, facilities, and equipment to ensure safety and compliance.

- Keep escape routes, fire exits, and emergency equipment accessible and operational.
- Ensure cleaning, hygiene, and waste disposal practices meet safety standards.

3. **Accident and Incident Reporting**
   - All accidents, injuries, or near misses must be reported immediately to the Company Director.
   - Maintain detailed records of all incidents, actions taken and lessons learned in TES MyConcern.
   - Report serious incidents to regulatory authorities as required :

**HSE (RIDDOR)**
Reportable work-related accidents, serious injuries and dangerous occurrences.
Contact: https://www.hse.gov.uk/riddor/

**Ofsted**
Serious childcare incidents, injuries or safeguarding concerns requiring notification (where applicable).
Contact: 0300 123 1231
Website: https://www.gov.uk/guidance/report-a-serious-childcare-incident

**Local Authority – Children's Social Care / MASH**
Suspected child abuse, neglect or safeguarding concerns.
Contact :
**Hammersmith & Fulham :** familyservices@lbhf.gov.uk
**Royal Borough of Kensington and Chelsea :** socialservices@rbkc.gov.uk

**LADO (Local Authority Designated Officer)**
Safeguarding allegations or concerns involving staff or adults working with children.
Contact: LADO@lbhf.gov.uk

**Emergency Services**
Immediate danger, serious emergencies or urgent medical assistance.
Contact: 999 (Emergency) / 101 (Non-emergency police).

4. **Training and Competence**
   - Provide staff with health and safety induction training and refresher courses.
   - DSL will undertake specific Health and Safety training to be renewed every two years
   - Ensure staff are competent in using equipment and following safety procedures.
   - Designated fire marshals and first aiders receive specific role-related training.
5. **Emergency Procedures**
   - Establish and communicate emergency evacuation procedures.
   - Conduct regular drills to ensure preparedness.
   - Maintain contact lists for emergency services and parents/guardians.
6. **Monitoring and Inspections**
   - Conduct regular inspections of premises and equipment.
   - Monitor compliance with safety policies and implement corrective actions as needed.

## Specific considerations

At all times, Douce France will consider the child or learner vulnerability, SEND / SEMH and trauma-related risk in terms of risk assessments for health and safety. We will always look to balance safety and participation (especially during off site visits and in community venues).

## Monitoring and Review

- Health and safety performance is reviewed annually by the Company Director.
- Policies and procedures are updated in response to legislative changes, incidents, or identified risks.

- Continuous improvement is encouraged through staff feedback, audits, and risk reviews.