



Health and Safety Policy

Approved by: Board of Directors

Policy Owner: Storyy Education

Responsible Senior Lead: Natalie Lee

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1. Policy Statement

Storyy Education is committed to providing a safe, healthy and secure environment for all students, staff, visitors, contractors and volunteers.

We recognise our legal responsibilities under the Health and Safety at Work etc. Act 1974 and associated regulations to ensure, so far as is reasonably practicable, the health, safety and welfare of everyone affected by our activities.

We are committed to creating a positive health and safety culture where risks are identified, assessed and managed appropriately, enabling students to access education safely whilst protecting the wellbeing of everyone within our provisions.

This policy should be read alongside Storyy Education's Safeguarding and Child Protection Policy, Fire Safety Policy, First Aid Policy, Supporting Students with Medical Conditions Policy, Educational Visits Policy, Behaviour Policy and all other relevant health and safety procedures.

2. Aims of the Policy

Storyy Education aims to:

- Provide a safe and healthy learning environment for all students, staff and visitors.
- Promote a positive culture of health, safety and wellbeing.
- Comply with all relevant health and safety legislation and guidance.
- Identify, assess and manage foreseeable risks.
- Prevent accidents, injuries, incidents and work-related ill health.
- Ensure staff understand their health and safety responsibilities.
- Promote continuous improvement through monitoring, training and review.

3. Roles and Responsibilities

The Directors are responsible for:

- Ensuring Storyy Education complies with all relevant health and safety legislation.
- Providing sufficient resources to maintain safe learning and working environments.
- Ensuring suitable policies, procedures and risk assessments are in place.
- Monitoring health and safety performance across all provisions.

The Managing Director is responsible for:

- Overseeing the implementation of this policy.
- Ensuring appropriate investigations are completed following significant incidents.
- Reviewing accidents, incidents and near misses.
- Ensuring statutory reporting requirements, including RIDDOR where applicable, are met.

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Provision Managers are responsible for:

- Implementing this policy within their provision.
- Completing and reviewing health and safety risk assessments.
- Carrying out routine health and safety inspections.
- Ensuring staff receive appropriate induction, supervision and training.
- Monitoring accident reporting and implementing improvements where required.
- Reporting hazards and arranging remedial action promptly.

All Staff are responsible for:

- Taking reasonable care of their own health and safety and that of others.
- Following Storyy Education policies and procedures.
- Reporting hazards, defects, accidents, incidents and near misses immediately.
- Using equipment safely and only for its intended purpose.
- Participating in mandatory health and safety training.
- Supporting students to work and learn safely.
- Cooperating with health and safety investigations and risk assessments.

Students are expected to:

- Follow staff instructions.
- Behave safely and responsibly.
- Use equipment appropriately.
- Report hazards, accidents or concerns to a member of staff.
- Respect the health and safety of others.

4. Risk Assessments

Storyy Education adopts a proactive approach to managing health and safety risks.

Suitable and sufficient risk assessments will be completed for:

- Provision environments.
- Individual students where required.
- Educational visits and off-site activities.
- High-risk activities.
- Medical conditions.
- Fire safety.

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- Manual handling tasks.
- Lone working where applicable.
- Any other activity identified as presenting a foreseeable risk.

Risk assessments will be reviewed:

- Annually.
- Following an accident, incident or near miss.
- Following significant changes to activities, staffing or the environment.
- Where concerns are identified.
- Following guidance from external agencies where appropriate.

Control measures identified through risk assessments will be implemented promptly and monitored regularly.

5. Health and Safety Arrangements

Storyy Education will ensure that:

- Premises are maintained in a safe condition.
- Daily visual health and safety checks are completed before students access learning areas and checklists are completed on the Storyy Compliance App.
- Fire exits, escape routes and emergency equipment remain accessible at all times.
- Appropriate first aid provision is available during all operating hours.
- Students are supervised appropriately according to their age, needs and planned activities.
- Contractors and visitors comply with Storyy Education's health and safety procedures.
- Appropriate welfare facilities are maintained.
- All significant hazards are reported and addressed promptly by Manager and Operations Team. A maintenance request form is completed to ensure hazards are reported and relevant works can be carried out to rectify any hazards and issues.

Where an area presents a significant health and safety risk, access will be restricted until appropriate control measures have been implemented.

6. Premises and Site Security

Storyy Education is committed to providing secure learning environments for all students.

We will ensure that:

- Buildings and outdoor learning areas are maintained to an appropriate standard
- Daily site checks are completed before students arrive.
- Hazards are identified and addressed promptly.

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- Entrances are appropriately secured during operating hours, using key fob security access.
- Visitors sign in and out and wear identification where appropriate.
- Visitors are supervised unless authorised otherwise.
- Students are appropriately supervised at all times.
- Appropriate lighting, ventilation, heating and welfare facilities are maintained.
- Reasonable adjustments are made to support students, staff or visitors with disabilities in accordance with the Equality Act 2010.
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7. Educational Visits and Off-Site Activities

Storyy Education recognises that educational visits and off-site activities provide valuable learning opportunities but may present additional risks.

To ensure the safety and wellbeing of students, Storyy Education will:

- Complete suitable and sufficient risk assessments for all educational visits and off-site activities.
- Consider the individual needs of students, including medical conditions, behaviour, safeguarding and accessibility requirements.
- Ensure appropriate staffing levels and supervision are in place based on the activity, environment and individual needs of students.
- Ensure staff understand their roles and responsibilities before the visit.
- Ensure grab bags are taken on any off site activity that contains - emergency contact details, first aid equipment and any required medication are available throughout the visit.
- Review visits following any accident, incident or near miss to identify learning and improve future practice. .

8. Accidents, Incidents and Near Misses

Storyy Education is committed to learning from accidents, incidents and near misses to improve the safety of our provisions.

All staff must report:

- Accidents involving students, staff or visitors.
- Injuries requiring first aid or medical treatment.
- Dangerous occurrences.
- Near misses that could have resulted in injury or harm.
- Hazards identified within the provision.

All accidents and incidents will be recorded using Storyy Education's Accident Reporting System.

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Where an incident is considered significant, the member of staff or Provision Manager responsible will complete a Significant Incident Report as soon as reasonably practicable.

The Managing Director will review significant incidents and identify any learning, additional control measures or amendments required to policies, procedures or risk assessments.

Where required, incidents will be reported to the appropriate external agencies, including under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013.

9. Emergency Response Procedures

Storyy Education has procedures in place to respond to emergencies and ensure the safety of students, staff and visitors.

Emergency situations may include, but are not limited to:

- Fire.
- Medical emergencies.
- Gas leaks.
- Flooding.
- Severe weather.
- Utility failure.
- Intruders or security incidents.
- Lockdown procedures.
- Broadmoor Hospital alerts or similar local emergency notifications.
- Evacuation of the provision.

Where a Broadmoor Hospital alert or similar emergency is received:

- The provision will immediately follow the advice provided by the emergency services.
- Buildings will be secured where instructed, and lockdown procedure followed.
- Registers will be checked to ensure all students, staff and visitors are accounted for.
- Parents/carers and commissioning schools will be updated where appropriate.
- Students will remain supervised until it is safe to resume normal activities or they are collected.

Where emergency services instruct the provision to close:

- Parents/carers will be contacted immediately to arrange collection of their student.
- Students will remain appropriately supervised until collected.
- Where a student cannot be collected, Storyy Education will follow its Uncollected Student Procedure.

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Following any emergency, the Provision Manager will review the incident, identify any learning and update risk assessments or emergency procedures where required.

10. Closure of the Provision

In exceptional circumstances, Storyy Education may need to close a provision at short notice, directed by Directors or Managing Director.

Examples include:

- Severe weather.
- Loss of utilities.
- Structural damage.
- Fire.
- Flooding.
- Security incidents.
- Serious accidents.
- Public health concerns.
- Insufficient staffing to operate safely.
- Advice from emergency services or other statutory agencies.

Where this occurs:

- The safety of students, staff and visitors will remain the priority.
- Students will be supervised until collected by a parent/carer or authorised adult.
- Parents/carers will be informed as soon as reasonably practicable.
- Commissioning schools and relevant professionals will be notified where appropriate.
- Appropriate emergency procedures will be followed.
- Where required, relevant regulatory bodies will be notified in accordance with statutory guidance.

11. Sun Safety

Storyy Education recognises the importance of protecting students from excessive exposure to the sun.

During periods of hot weather:

- Students will be encouraged to wear appropriate clothing and hats where practical.
- Parents/carers are encouraged to provide suitable sunscreen for their student.
- Students will be encouraged to drink water regularly.

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- Shaded areas will be used where available.
- Outdoor activities may be adapted where necessary to reduce the risk of heat-related illness.
- Staff will monitor students for signs of dehydration or heat exhaustion.

12. Safe Equipment and Working Environment

Storyy Education will ensure that all equipment and learning environments are maintained in a safe condition.

This includes:

- Routine visual inspections of learning environments.
- Planned maintenance of buildings and equipment.
- Annual Portable Appliance Testing (PAT) where required.
- Removal of defective equipment from use until repaired or replaced.
- Safe storage of equipment when not in use.
- Appropriate supervision of students using equipment.

Staff must report any damaged or defective equipment immediately via the Storyy Compliance App and ensure it is not used until deemed safe.

13. Hazardous Substances (COSHH)

Storyy Education will comply with the Control of Substances Hazardous to Health (COSHH) Regulations 2002.

We will ensure that:

- Hazardous substances are stored securely and appropriately.
- COSHH risk assessments are completed where required.
- Staff receive appropriate information and training.
- Safety Data Sheets are available where necessary.
- Students do not have access to hazardous substances unless appropriately supervised as part of planned learning activities.

14. Infection Prevention and Hygiene

Storyy Education is committed to maintaining high standards of hygiene to minimise the risk of infection.

Staff will:

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- Promote good hand hygiene.
- Follow infection prevention and control procedures.
- Wear appropriate Personal Protective Equipment (PPE) where required.
- Safely manage bodily fluids and contaminated waste.
- Maintain clean learning environments.
- Follow current UK Health Security Agency (UKHSA) guidance regarding infectious illnesses.

Students will be encouraged to maintain good personal hygiene and handwashing practices throughout the day.

15. Smoking, Alcohol and Drugs

Storyy Education operates a smoke-free and vape-free environment.

Smoking, vaping, alcohol and illegal drugs are prohibited on all Storyy Education premises and during provision activities.

Where concerns arise regarding students, staff or visitors:

- Appropriate safeguarding procedures will be followed.
- Parents/carers will be informed where appropriate.
- Relevant agencies will be involved where necessary.
- Staff procedures will be managed in accordance with Storyy Education's Disciplinary Policy.

16. Environmental Responsibility

Storyy Education is committed to promoting environmentally responsible practices across all provisions.

We will encourage staff and students to:

- Reduce waste wherever possible.
- Recycle appropriate materials.
- Use energy and water responsibly.
- Switch off lights and electrical equipment when not in use.
- Maintain clean and tidy learning environments.
- Respect the natural environment during learning activities.

Environmental awareness forms part of Storyy Education's commitment to creating safe, sustainable learning environments.

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Appendix 1- Keeping Everyone Safe

APPENDIX 1

STOP, THINK, ACT

Keeping Everyone Safe

Simple steps we all follow to prevent harm and keep our environment safe.



1. STOP – Spot the Hazard

- Look around you – what could cause harm?
- Examples: damaged equipment, spills, trip hazards, unsafe areas, environmental hazards, unsafe behaviour.
- If something doesn't look right, stop and take notice.





2. THINK – Assess the Risk

- Who could be harmed?
- How serious could the harm be?
- What are you already doing to stay safe?
- Is it safe to continue the activity?





3. ACT – Make It Safe

- Remove the hazard if it is safe to do so.
- Restrict access or stop the activity if necessary.
- Use the right equipment and follow safe procedures.
- Ask for help or advice if you are unsure.





4. REPORT – Tell Someone

- Report hazards, accidents, near misses, damaged equipment or unsafe conditions.
- Tell your Provision Manager as soon as possible.
- Reporting helps us prevent future harm.





5. EMERGENCY – Know What to Do

- Protect yourself and others.
- Call 999 for serious accidents or emergencies.
- Follow evacuation, lockdown or first aid procedures as appropriate.
- Stay calm and follow instructions.





6. RECORD & REVIEW

- Complete the appropriate Storyy Education report (accident, incident or near miss).
- Ensure risk assessments and control measures are reviewed and updated.
- Learn from incidents to improve safety for everyone.





See it. Stop it. Report it.

Keeping everyone safe is everyone's responsibility.



Talk to your Provision Manager or the Managing Director if you need support or have any concerns.

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