

SkillsFit Health & Safety Policy

SkillsFit Health & Safety Policy 2025–26

Purpose • Positivity • Professionalism

Document Owner: Director / Health & Safety Competent Person

Last Reviewed: October 2025

Next Review: October 2026

Applies to: All SkillsFit learners, staff, volunteers, contractors and visitors

Related Documents: Safeguarding Policy, Behaviour & Conduct Policy, Data Protection & Confidentiality Policy, Equality & Diversity Policy, Curriculum & Reintegration Statement, Governance & QA Framework, Anti-Bullying & E-Safety Policy

Alignment with DfE Non-School Alternative Provision Voluntary National Standards (August 2025)

Standard	Policy Alignment	Evidence in Document
1. Leadership & Governance	✓	Director accountability, QA Board oversight, annual H&S review
2. Safeguarding & Welfare	✓	DSL sign-off, safe environment for learners
3. Curriculum, Teaching & Learning	☐	Indirect via safe delivery of physical activities
4. Behaviour, Attendance & Reintegration	✓	Positive, safe environment underpins good conduct
5. Admissions, Support & Guidance	☐	Covered through induction and learner information
6. Premises, Health & Safety	✓	Core compliance; Appendix 2 provides risk evidence

Policy Statement Summary

SkillsFit is committed to maintaining a safe, healthy, and supportive environment for learners, staff, and visitors. We believe that safety includes both physical protection and emotional wellbeing – every learner should feel safe to learn, train, and grow. This policy sets out how we manage health, safety, and welfare across all SkillsFit premises and activities.

1. Purpose and Scope

This policy ensures compliance with the Health & Safety at Work Act 1974, RIDDOR 2013, COSHH 2002, and other relevant legislation. It applies to all SkillsFit operations including on-site sessions, gym-based activities, off-site visits, and community projects.

2. Roles and Responsibilities

Role	Responsibility
Director / H&S Competent Person	Overall responsibility for policy implementation, risk management, and compliance audits.
Designated Safeguarding Lead (DSL)	Ensures alignment with safeguarding procedures and emotional safety of learners.
Staff and Volunteers	Follow procedures, report hazards, use equipment safely, complete dynamic risk assessments.
Learners	Follow staff instructions, report unsafe conditions, respect the environment.
Governance & QA Board	Conducts termly audits of H&S compliance and reviews the organisation's risk log.

3. Legal and Regulatory Framework

This policy operates under the Health & Safety at Work Act 1974, Management of Health & Safety at Work Regulations 1999, Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013, Control of Substances Hazardous to Health Regulations (COSHH) 2002, and DfE National Standards for Non-School Alternative Provision (Aug 2025).

4. Risk Assessment

All activities and venues are subject to risk assessment. Routine activities use a standard risk assessment form. For activities rated Medium or High risk, the Higher Risk Assessment Template (Appendix 1) must be completed by the DSL and H&S Competent Person. This includes gym sessions, off-site visits, and any activity involving elevated physical or environmental risk.

5. Incident Reporting and RIDDOR

All accidents, near misses, and unsafe conditions must be reported immediately to the Director or H&S Competent Person. Incidents are recorded in the H&S log and reviewed termly by the QA Board. Notifiable incidents are reported to the HSE under RIDDOR 2013 within statutory timescales.

6. Training and Induction

All staff and volunteers receive H&S induction training before starting work and an annual refresher thereafter. Specialist training (e.g., first aid, manual handling) is provided as required for relevant roles.

7. Monitoring and Quality Assurance

Health & Safety performance is monitored continuously through inspections, observations, and incident reviews. The Governance & QA Board reviews H&S data termly as part of the organisational QA cycle, feeding into the Self-Assessment Report (SAR) and Quality Improvement Plan (QIP).

8. Communication and Consultation

Information on H&S procedures is communicated via induction, staff meetings, and noticeboards. Learners are regularly reminded of safety expectations and can contribute feedback through Learner Voice channels.

Linked Policies and Documents

- Safeguarding & Child Protection Policy
- Data Protection & Confidentiality Policy
- Behaviour & Conduct Policy
- Equality & Diversity Policy
- Curriculum & Reintegration Statement
- Governance & QA Framework
- Anti-Bullying & E-Safety Policy

Policy Review

This policy is reviewed annually by the Director and H&S Competent Person, ratified by the Governance & QA Board, and updated in response to legislative or operational changes.

Approved by: *C. Wilde* (Director)

Date: 20th October 2025

Next Review: October 2026

Appendix 1 - SkillsFit Higher Risk Assessment Template (2025–26)

For use with all medium and high-risk activities, including gym-based, off-site, and physical provision. To be completed by the session lead and reviewed by DSL and H&S Competent Person.

1. Activity Details

Activity Title:	
Date of Session:	
Location / Venue:	
Lead Instructor / Assessor:	
DSL / H&S Sign-Off (Name & Role):	

2. Activity Description

Brief summary of session aims, environment, and learner group.

3. Risk Assessment Table

Hazard Identified	Who Might Be Harmed	Risk Rating (Before Controls)	Control Measures in Place	Further Actions Required	Risk Rating (After Controls)

4. Final Sign-Off

Assessor Name & Signature: _____

Date: _____

DSL / H&S Competent Person Signature: _____

Date: _____