

Health, Safety and Lone Working Policy

Richards Specialist Education Ltd

Version: 1.0

Effective Date: September 2026

Review Date: September 2027

Policy Owner: Director, Richards Specialist Education Ltd

Company Registration Number: 17473690

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1. Policy Statement

Richards Specialist Education Ltd is committed to providing a safe and healthy environment for:

- Children and young people
- Parents and carers
- Consultants and specialist educators
- Contractors
- Visitors
- Partner organisations

The organisation recognises its responsibilities under health and safety legislation and is committed to taking all reasonably practicable measures to protect individuals from foreseeable harm.

As a provider of Education Otherwise Than At School (EOTAS), SEND intervention and community-based educational services, particular consideration is given to:

- Lone working
- Home and community visits
- Working with vulnerable children
- Educational activities in public settings
- Dynamic risk assessment
- Safeguarding and welfare

Health and safety considerations will always be balanced with the need to provide inclusive, personalised and accessible education.

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2. Legal Framework

This policy is informed by:

- **Health and Safety at Work etc. Act 1974**
- **Management of Health and Safety at Work Regulations 1999**
- **Working Together to Safeguard Children 2026**
- **Keeping Children Safe in Education 2026**
- **Children Act 1989**
- **Children Act 2004**
- **Children and Families Act 2014**
- **Equality Act 2010**
- **SEND Code of Practice**
- **Data Protection Act 2018**
- **UK GDPR**

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3. Scope

This policy applies to:

- Employees
- Consultants
- Tutors
- Specialist educators
- Volunteers
- Contractors
- Any person delivering services on behalf of Richards Specialist Education Ltd

The policy applies to all activities undertaken:

- In schools
- In homes
- In community venues
- In public locations
- During off-site activities
- During online delivery where relevant

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4. Roles and Responsibilities

Director

The Director will:

- **Promote a positive health and safety culture.**
- **Ensure appropriate policies are in place.**
- **Review risk assessments.**
- **Ensure consultants receive appropriate information and guidance.**

- **Monitor incidents and concerns.**
- **Review health and safety arrangements annually.**

Consultants and Specialist Educators

All consultants and specialist educators must:

- Take reasonable care of their own safety.
- Take reasonable care of the safety of children and young people.
- Follow company policies.
- Report concerns immediately.
- Undertake dynamic risk assessments.
- Follow safeguarding procedures.
- Stop activities where serious safety risks arise.

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5. Risk Assessment

Risk assessment forms the foundation of safe practice.

Risk assessments may be completed in relation to:

- Home visits
- Community venues
- Public spaces
- Travel arrangements
- Lone working
- Educational activities
- Individual learner risks

Risk assessments must be proportionate and reviewed regularly.

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6. Lone Working

The organisation recognises that consultants frequently work alone.

Examples include:

- Home education sessions
- Community-based learning
- Library provision
- Educational mentoring
- Outdoor learning activities

Lone working is not prohibited but must be managed safely.

Lone Working Expectations

Consultants must:

- Inform a nominated person of their location.
- Maintain access to a charged mobile phone.
- Share expected start and finish times where appropriate.
- Report significant changes to plans.
- Withdraw from situations where safety concerns arise.

No consultant should place themselves at unnecessary risk.

Lone Working Communication

Where appropriate:

- Diaries should be maintained.
- Locations should be known.

- Emergency contacts should be available.
- Check-in arrangements should be used.

Failure to make expected contact should trigger appropriate welfare checks.

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7. Working in Family Homes

Richards Specialist Education Ltd recognises that some provision may be delivered in family homes.

Prior to home delivery, consideration should be given to:

- Known safeguarding concerns
- Risks identified by professionals
- Environmental safety
- Access arrangements
- Lone working implications

Home-based provision should take place in appropriate working spaces wherever possible.

Consultants should maintain professional boundaries at all times.

Home Visit Expectations

Consultants should:

- Be aware of exits.
- Maintain access to communication devices.
- Avoid entering situations where they feel unsafe.
- Leave immediately if safety concerns arise.
- Report concerns to the Company.

The Consultant's personal safety is always important.

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8. Working with Vulnerable Children and Young People

Many learners supported by Richards Specialist Education Ltd may experience:

- SEND
- Anxiety
- Trauma
- EBSA
- Mental health difficulties
- Complex family circumstances
- Social care involvement

Consultants must understand that unmet need, distress or dysregulation can increase risks.

Approaches should be:

- Calm
- Predictable
- Relationship-based
- Trauma-informed
- Child-centred

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9. Physical Intervention

Richards Specialist Education Ltd does not expect consultants to physically intervene in behaviour situations.

Consultants should:

- Use de-escalation techniques.
- Remove themselves from unsafe situations.
- Seek assistance where appropriate.
- Contact emergency services where necessary.

Physical intervention should only occur where lawful and immediately necessary to prevent serious harm.

Any incident must be reported immediately.

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10. Community-Based Learning

Many EOTAS programmes involve learning in community environments.

Possible venues include:

- Libraries
- Museums
- Parks
- Sports facilities
- Community centres
- Educational venues
- Work-related settings

Prior to delivery, consultants should consider:

- Nature of venue
- Supervision arrangements
- Transport arrangements
- Public access
- Emergency procedures
- Individual learner needs

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11. Travel and Transportation

Consultants are responsible for ensuring:

- Vehicles are roadworthy.
- Appropriate insurance is maintained.
- Driving licences remain valid.

Unless specifically authorised and insured by the Company, consultants should not transport children or young people.

Any exceptions must be risk assessed and formally agreed.

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12. Medical Needs

Where learners have known medical needs, consultants should:

- Be aware of relevant information.
- Understand emergency procedures.
- Know how to access support if required.

Consultants should not administer medication unless specifically authorised and risk assessed.

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13. Safeguarding and Health & Safety

Safeguarding and health and safety are closely linked.

Health and safety concerns may include:

- Unsafe living environments
- Neglect
- Poor supervision
- Unsafe community situations
- Emotional wellbeing concerns

Any concern for the welfare of a child must be reported through safeguarding procedures.

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14. Incident Reporting

Consultants must report:

- Accidents
- Near misses
- Injuries
- Aggressive incidents
- Safety concerns
- Safeguarding concerns

Reports should be made as soon as reasonably possible.

Records will be maintained securely.

15. Emergency Procedures

In emergencies consultants should:

1. Protect immediate safety.
2. Contact emergency services where necessary.
3. Inform parents/carers where appropriate.
4. Inform Richards Specialist Education Ltd as soon as possible.
5. Complete incident documentation.

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16. Equality and Inclusion

Health and safety arrangements must not create unnecessary barriers to participation.

Reasonable adjustments will be considered to ensure:

- Access
- Safety
- Inclusion
- Engagement

for all learners.

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17. Training

Consultants may be required to undertake appropriate training including:

- Safeguarding
- Lone working
- Risk assessment
- SEND awareness
- Trauma-informed practice

- First aid awareness where appropriate

The Company recognises NSPCC safeguarding training as an appropriate source of safeguarding professional development.

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18. Monitoring and Review

The Director will review:

- Incidents
- Near misses
- Risk assessments
- Complaints
- Safeguarding information
- Legislative updates

The policy will be reviewed annually or sooner where necessary.

Recommended companion documents

This policy works best alongside:

1. Lone Working Procedure
2. Dynamic Risk Assessment Form
3. Community Visit Risk Assessment Template
4. Home Visit Protocol
5. Safeguarding Policy
6. Consultant Handbook
7. Incident Report Form
8. Educational Visits & Community Learning Procedure

Together these create a strong governance framework for an EOTAS provider working with vulnerable children and young people in community and home-based settings.