educate
SUPPORTING EDUCATION FOR THE NEXT GENERATION

U-Educate Health, Safety and Welfare Policy

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1. Statement of Intent

U-Educate is committed to protecting, so far as is reasonably practicable, the health, safety and welfare of its employees, agency workers and others affected by its activities. As an education recruitment agency and employment business, U-Educate recognises its duties under health and safety law and the importance of safeguarding children in education settings.

U-Educate will cooperate with host schools, colleges and other settings to identify assignment risks, share relevant information, confirm suitable arrangements, and act promptly when concerns arise. Safeguarding and worker safety take priority over commercial considerations.

Assess significant risks and seek relevant assurances before placements begin.

Match workers to assignments having regard to competence, experience, training and known risks.

Provide appropriate information, instruction and support.

Encourage prompt reporting of accidents, near misses, unsafe conditions and safeguarding concerns.

Investigate concerns proportionately and review lessons learned.

Review this policy and its implementation at least annually.

2. Scope and Application

This policy applies, as relevant to their work and contractual status, to U-Educate directors, office employees, recruitment and compliance staff, temporary and supply workers, tutors, contractors and others engaged by U-Educate. It covers U-Educate-controlled workplaces and its arrangements for assignments at host education settings.

The host setting ordinarily controls day-to-day site risks, pupil supervision, premises safety, first aid and emergency procedures. U-Educate retains its own duties concerning recruitment, pre-placement enquiries, worker information, support and action on reported risks. Responsibilities must be agreed and communicated; neither party can contract out of statutory duties.

Where U-Educate itself directs tutoring, outreach or educational delivery, it will document who controls the activity and establish appropriate activity-specific risk assessments, supervision and emergency arrangements before delivery.

3. Legal and Guidance Framework

This policy is informed, as applicable, by the Health and Safety at Work etc. Act 1974; Management of Health and Safety at Work Regulations 1999; Workplace (Health, Safety

and Welfare) Regulations 1992; Health and Safety (First-Aid) Regulations 1981; Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR); Regulatory Reform (Fire Safety) Order 2005; Display Screen Equipment Regulations 1992; Equality Act 2010; UK GDPR and Data Protection Act 2018; Conduct of Employment Agencies and Employment Businesses Regulations 2003; relevant HSE guidance for temporary and agency workers; and Keeping Children Safe in Education (KCSIE) 2026.

KCSIE is safeguarding guidance for schools and colleges, not a substitute for health and safety law. U-Educate supports host settings in meeting safeguarding expectations through safer recruitment, placement checks, training, reporting and cooperation. Read this policy alongside U-Educate's Safeguarding and Child Protection, Safer Recruitment, Staff Code of Conduct, Whistleblowing and Data Protection policies.

4. Roles and Responsibilities

4.1 Directors

Provide leadership, sufficient resources and competent health and safety advice.

Ensure risks, incidents and significant worker concerns are escalated and reviewed.

Approve and periodically review arrangements and corrective actions.

4.2 Designated Health and Safety Lead

Coordinate risk assessments, reporting processes and relevant training records.

Liaise with host settings on significant hazards and incidents.

Track actions, escalate unresolved risks and report to Directors.

4.3 Recruitment Consultants and Compliance Staff

Obtain relevant assignment information, including duties, hazards, supervision and induction arrangements.

Check worker suitability and communicate material risks before placement.

Record significant concerns and decisions; promptly escalate unsafe conditions and safeguarding matters.

4.4 Agency Workers

Take reasonable care for their own safety and that of others.

Follow lawful site instructions, safe systems of work and safeguarding arrangements.

Complete necessary induction and use equipment appropriately.

Report accidents, near misses, risks and unresolved welfare concerns to the host and U-Educate.

4.5 Host Education Settings

Host settings ordinarily assess and control their premises and activities, provide appropriate induction and supervision, explain emergency and accident procedures, and share relevant information on known risks, pupil needs and reasonable adjustments on a lawful need-to-know basis. They should notify U-Educate promptly of significant incidents involving supplied workers.

5. Health and Safety Arrangements

U-Educate follows the principles of the HSE HSG65 Plan–Do–Check–Act approach: plan proportionate controls; implement them; check performance; and act on findings. Its arrangements are based on shared accountability, risk-based decisions, prevention, consistent processes and visible leadership.

5.1 Risk Assessment and Placement Safety

Before confirming an assignment, U-Educate will obtain sufficient information from the host setting to identify significant risks and determine whether the placement is suitable.

Relevant considerations include:

Duties, qualifications, competence, experience and training.

Pupil age, SEND and relevant behavioural or safeguarding risks.

Lone working, one-to-one tutoring, home visits, outreach and off-site work.

Physical intervention, challenging behaviour and de-escalation arrangements.

PE, practical activities, specialist equipment and environmental hazards.

First aid, emergency response, supervision, worker health needs and reasonable adjustments.

The host setting normally prepares and maintains site-specific risk assessments. U-Educate will seek appropriate assurances and communicate significant risks to workers. It will not knowingly start or continue an assignment where essential assurances are absent or serious risks remain inadequately controlled. Material changes must prompt review and, where necessary, suspension or withdrawal.

5.2 Consultation and Worker Representation

U-Educate will consult employees and appropriate representatives about matters affecting their health and safety, in accordance with the Safety Representatives and

Safety Committees Regulations 1977 and the Health and Safety (Consultation with Employees) Regulations 1996, as applicable. Consultation may be direct or through recognised trade union safety representatives or elected Representatives of Employee Safety (RoES).

Consultation covers significant risks, workplace changes, incidents, training, welfare concerns and improvements. Workers may raise concerns without unfair treatment. A formal committee will be established where legally required, including following a qualifying request by two recognised trade union safety representatives, or where Directors consider it appropriate. Any committee will record decisions, owners and follow-up actions.

6. Safeguarding and KCSIE 2026

Health and safety incidents may also be safeguarding matters. All agency workers placed in schools or colleges must understand their responsibility to protect children and follow the host setting's safeguarding arrangements. U-Educate will require workers to read KCSIE Part One in full for relevant assignments and receive appropriate safeguarding information and training.

Know the host Designated Safeguarding Lead (DSL) and deputy and how to report concerns.

Report child protection concerns without delay to the host DSL and promptly to U-Educate's Agency Safeguarding Lead.

Call emergency services where a child or adult is in immediate danger; do not delay an urgent referral.

Refer allegations and low-level concerns about agency workers through the safeguarding policy, including Part Four procedures and LADO consultation where appropriate.

Observe professional boundaries, online safety and confidentiality requirements.

A health and safety investigation, internal employment process or commercial decision must never delay safeguarding action. Where there is a conflict of interest or failure to act, staff must use independent external escalation routes described in the Safeguarding and Child Protection Policy.

7. Accidents, Incidents and Near Misses

Accidents, injuries, near misses and dangerous occurrences must be reported as soon as practicable. For incidents at a host setting, the worker should obtain urgent assistance, notify the responsible on-site person, follow the host reporting process and inform U-Educate. U-Educate will document reports, coordinate proportionate investigation and track remedial actions.

RIDDOR reporting responsibilities will be determined under the applicable legal rules and the facts of the incident, including who controls the work and the worker's employment arrangements. U-Educate and the host will cooperate to ensure the appropriate dutyholder makes any required report. Safeguarding-related incidents must also be referred immediately through safeguarding channels.

8. Site Security, Premises and CCTV

U-Educate will maintain appropriate security, access control and workplace arrangements at premises it controls, including assessment of intruders, violence, theft, fire, access and visitor risks. At host schools, agency workers must comply with local signing-in, identity, access, visitor and site-security procedures. The host ordinarily manages its own premises and CCTV systems.

U-Educate will not assume control of a host's CCTV. Requests for footage or personal information will be directed to the relevant controller and handled under applicable data protection law. Where U-Educate operates its own CCTV, it will establish a lawful purpose, transparency arrangements, proportionate retention, controlled access and any required data protection impact assessment.

9. Emergency and Critical Incident Management

U-Educate will maintain appropriate emergency procedures for its offices and any activities it directly controls. Workers at host schools must follow local fire, lockdown, medical emergency, evacuation and critical incident procedures, including relevant personal emergency evacuation arrangements. Site induction must explain how to raise an alarm, summon assistance and account for pupils safely.

U-Educate will cooperate with the host and emergency services following a serious event, support affected workers and keep secure records. Directly managed outreach and tutoring activities require documented emergency contacts, communications, lone-working and escalation arrangements before commencement.

10. Work Environment and Welfare Facilities

For premises under its control, U-Educate will assess and manage ventilation, temperature, lighting, cleanliness, access routes, electrical and work equipment, welfare facilities, drinking water, sanitation, rest areas and fire precautions, as applicable. Maintenance and inspections will be undertaken at appropriate intervals and defects addressed promptly.

At host settings these arrangements are ordinarily managed by the host. Agency workers must report unsafe premises, equipment, sanitation or welfare conditions to the host and U-Educate. U-Educate will seek corrective action and assess whether the assignment can safely continue.

10.1 Work Equipment, DSE and Specialist Activities

U-Educate will provide appropriate assessments and information for display screen equipment used by its office staff and other workers where it has a duty to do so. Specialist tasks, manual handling, hazardous substances and practical activities must be undertaken only where suitable controls, competence and supervision are in place. Workers must not use equipment they are not trained or authorised to use.

11. Worker Welfare, Equality and Reasonable Adjustments

U-Educate will take proportionate steps to address stress, fatigue, bullying, harassment, discrimination, violence, lone working and occupational health concerns. It will consider disability-related reasonable adjustments, pregnancy-related risks and other relevant individual needs in cooperation with the host where necessary and lawful.

Health information will be shared only where necessary and on an appropriate lawful basis. Workers must report serious and imminent danger promptly and must not be required to continue work in circumstances where risks cannot be adequately controlled.

12. Severe Weather, Travel and Disruption

Host schools ordinarily decide whether to close or change their operations during severe weather. U-Educate will communicate known closures and changes to agency workers and coordinate with hosts where travel disruption, staff absence or hazardous conditions affect placements.

Workers should consider official weather and travel warnings, notify U-Educate and the host promptly if unable to attend safely, and follow the host's arrangements for any pupils already in their care. U-Educate will not instruct a worker to undertake an unsafe journey. Decisions about pay, attendance and alternative work will be managed under applicable contractual terms and law.

13. Induction, Information and Training

U-Educate employees will receive proportionate induction covering office hazards, fire arrangements, incident reporting, DSE, welfare and safeguarding reporting where relevant. Agency workers will receive relevant assignment information before starting and a site-specific induction from the host setting, including safeguarding, emergency procedures, behaviour management, first aid and reporting arrangements.

Additional training or competence checks will be required for higher-risk tasks such as physical intervention, practical activities, lone working or specialist equipment. Relevant records will be retained securely and training reviewed following incidents or changes to risk.

14. Monitoring, Audit and Continuous Improvement

The Directors and designated Health and Safety Lead will review performance using both proactive and reactive information, including placement assurance checks, risk assessment reviews, incidents, near misses, worker feedback, training completion, complaints and corrective action closure.

U-Educate will inspect premises it controls at risk-appropriate intervals. It will not present itself as the inspector or operator of host-school premises unless specifically agreed and competent to undertake that role. Significant patterns or unresolved risks will be escalated to Directors and may result in a placement being paused or ended.

This policy will be reviewed annually, following serious incidents, material operational changes or significant changes in law or guidance. Records will be kept securely in accordance with the Data Protection Policy and relevant retention requirements.

Appendix A – Immediate Reporting Guide

Immediate danger: call 999 and follow emergency procedures.

Child safeguarding concern: report to the host DSL without delay and promptly notify U-Educate's Agency Safeguarding Lead; contact statutory services directly if required.

Worker injury or near miss: obtain assistance, notify the host and U-Educate, and complete relevant incident reports.

Unsafe placement: report to the host and U-Educate; stop or withdraw from dangerous activity where necessary and seek urgent direction.

Allegation against an adult: follow U-Educate's Safeguarding and Child Protection Policy and relevant LADO arrangements.

Appendix B – Implementation and Approval Checklist

Confirm and publish the named competent Health and Safety Lead.

Confirm a documented process for obtaining host-setting assignment risk information.

Check client terms and operational practice reflect shared responsibilities.

Confirm accident, RIDDOR and safeguarding escalation procedures and contacts.

Confirm consultation arrangements and worker communications.

Approve policy through Directors and record the approval date.