Agency Workers' Health and Safety Policy

Company name:	Vision for Education / Smart Teachers
Document	Health and Safety Policy
Topic:	Health and Safety
Date:	October 2026
Version:	4

Agency Workers Health and Safety Policy

Purpose and scope

Vision for Education and Smart Teachers are committed to taking reasonable steps to protect the health, safety and welfare of all workers supplied to education settings. Health and safety is a shared responsibility between us as the employment business, the client setting and the supply worker. Workers must follow this policy and the setting's procedures.

Our responsibilities

We will obtain relevant information about each assignment, including any known risks and the skills or training required, and share this with the worker. We will take reasonable steps to ensure workers are suitable for their assignments and maintain records of required training. Where concerns arise, we will work with the client setting to consider appropriate safeguards or adjustments and cooperate with incident investigations and reporting. We will not knowingly continue an assignment where significant risks are not being appropriately managed.

Client setting responsibilities

Whilst on site, workers are under the direction, supervision and control of the client setting. The client setting is responsible for the safety of its premises and the day-to-day activities it directs. It should assess workplace risks and provide appropriate induction, supervision, equipment and safe working arrangements. Workers must be told about emergency procedures and any relevant pupil medical, allergy or behavioural needs. The

setting should also inform us promptly of incidents or significant changes to the work or its risks.

Supply worker responsibilities

Workers must take reasonable care of their own safety and that of others. They are expected to follow the setting's policies and instructions, participate in necessary induction and training, and use equipment safely. They must not undertake work for which they lack the required competence or authorisation. At the start of an assignment, workers should familiarise themselves with emergency procedures, reporting arrangements and relevant pupil or role-specific risks, including where this is made available via an online system. Any missing information or unsafe conditions should be raised promptly with the setting and their consultant.

Allergy safety and specialist duties

Workers who may be present while pupils are on site must complete approved allergy awareness and emergency response training before assignment as of 1st September 2026, or provide satisfactory evidence of equivalent current training. This must be refreshed at least annually; first-aid training alone is not sufficient. Workers must familiarise themselves with local allergy procedures, relevant pupil plans, the location of emergency medication and how to obtain help. Tasks requiring specialist skills, such as administering medication, personal care, physical intervention, use of hoists or higher-risk activities, must only be undertaken where the worker is competent, authorised and appropriately supported.

Health needs and adjustments

Workers should inform their consultant where a health condition, disability, injury or pregnancy may affect safe working or require adjustments. Relevant information will be handled sensitively and shared only where necessary to assess risk and arrange support. Disclosure does not automatically prevent an assignment.

Accidents, concerns and emergencies

Workers must promptly report accidents, near misses, work-related ill health and unsafe practices to both the client setting and their consultant and seek medical or emergency assistance where necessary. We will work with the setting to establish appropriate investigation and any statutory reporting responsibilities. If there is serious or immediate danger, workers should move to safety and seek help. They must not resume the activity until suitable safeguards are in place. Concerns can also be raised through our whistleblowing or complaints procedures.

Agency Workers' Health and Safety Policy

Responsibility and review

Overall responsibility for this policy rests with the Director of Safeguarding. Consultants are responsible for obtaining and sharing relevant assignment information and escalating concerns, while workers must comply with this policy and the setting's local arrangements. We will review the policy annually, or sooner following significant incidents or relevant changes in legislation, guidance or working practices.