

Riverstone Academy

Health & Safety Policy

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Signed: K Bowe

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Statement of intent

At Riverstone Academy we are committed to the health and safety of our staff, pupils, and visitors. Ensuring the safety of our community is of paramount importance and this policy reflects our dedication to creating a safe learning environment.

We are committed to:

- Providing a productive and safe learning environment.
- Preventing accidents and any work-related illnesses.
- Compliance with all statutory requirements.
- Minimising risks via assessment and policy.
- Providing safe working equipment and ensuring safe working methods.
- Including all staff and representatives in health and safety decisions.
- Monitoring and reviewing our policies to ensure effectiveness.
- Setting high targets and objectives to develop the school's culture of continuous improvement.
- Ensuring adequate welfare facilities are available throughout our school.
- Ensuring adequate resources are available to address health and safety issues, so far as is reasonably practicable.

1. Legal Framework

This policy has due regard to all relevant legislation including, but not limited to, the following:

- Health and Safety at Work etc. Act 1974
- The Workplace (Health, Safety and Welfare) Regulations 1992
- The Management of Health and Safety at Work Regulations 1999
- The Control of Substances Hazardous to Health Regulations 2002
- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013
- The Construction (Design and Management) Regulations 2015
- The Education (Independent School Standards) Regulations 2014
- Regulatory Reform (Fire Safety) Order 2005
- Provision and Use of Work Equipment Regulations 1998 (PUWER), where applicable
- Lifting Operations and Lifting Equipment Regulations 1998 (LOLER), where applicable
- Control of Asbestos Regulations 2012
- The Personal Protective Equipment at Work Regulations 2022
- DfE (2026) 'Independent school standards guidance'
- The Ionising Radiation Regulations 2017 (IRR17)
- The Food Information (Amendment) (England) Regulations 2019 (Natasha's Law)

This policy has due regard to national guidance including, but not limited to, the following:

- DfE (2022) 'Health and safety: responsibilities and duties for schools'
- DfE (2017) 'Safe storage and disposal of hazardous materials and chemicals'
- HSE (2023) 'Sensible health and safety management in schools'
- DfE (2022) 'First aid in schools, early years and colleges'

- UK Health Security Agency (2023) 'Health protection in children and young people settings, including education'

This policy supports the proprietor's compliance with Part 3, paragraphs 11 and 12, and the relevant premises requirements in Part 5 of the Education (Independent School Standards) Regulations 2014.

2. Roles and Responsibilities

The Proprietor/Directors, in conjunction with the Head Teacher, will:

- Ensure it provides a safe place for all users of the site, including staff, pupils and visitors.
- Oversee that staff receive training and instruction so that they can perform their duties in a healthy and safe manner.
- Ensure whole-school familiarity with the requirements of the appropriate legislation and codes of practice.
- Create and monitor a management structure responsible for health and safety in the school.
- Ensure there is a detailed and enforceable policy for health and safety, and that the policy is implemented by all.
- Assess the effectiveness of the policy and ensure any necessary changes are made annually.
- Identify the risks relating to possible accidents and injuries and make reasonable adjustments to prevent them occurring.
- Ensure the school has secured safe means of entry and exit for all site users.
- Ensure the school can provide equipment, grounds and systems of work which are safe.
- Ensure safe arrangements are made for the handling, storage and transportation of any articles and substances.
- Ensure staff have safe and healthy working conditions that comply with statutory requirements, codes of practice and guidance.
- Where necessary, ensure the school can provide protective equipment and clothing, along with any necessary guidance and instruction for safe use.

Ensure that suitable arrangements are in place for the effective management of health and safety across the school.

Ensure that competent health and safety advice is obtained where required and sufficient resources are available to implement appropriate controls.

Monitor compliance with relevant health and safety legislation and the Independent School Standards.

Receive regular assurance on significant risks, accidents and RIDDOR-reportable incidents, fire safety, statutory premises checks, overdue actions and findings from audits or inspections.

Hold the Head Teacher to account for the effective day-to-day implementation of the school's health and safety arrangements.

The headteacher will:

- Have overall responsibility for the day-to-day development and implementation of safe working practices and conditions for all staff, pupils and visitors.
- Set the direction for effective health and safety management.
- Introduce management systems and practices that ensure risks are dealt with sensibly, responsibly and proportionately.
- Review this policy and its effectiveness annually.
- Take all reasonably practicable steps to ensure this policy is implemented by the heads of the appropriate departments and other members of staff.

- Designate a competent person who will be responsible for ensuring the school meets its health and safety duties – the competent person will be the health and safety officer.

The health and safety officer will:

- Assist with the creation and implementation of this policy.
- Be responsible for investigating accidents and incidents, to understand causes and amend risk assessments as required.
- Be the designated contact with the HSE, relevant enforcing authorities, external health and safety advisers and other statutory bodies where necessary.
- Support staff with any queries or concerns regarding health and safety.
- Identify hazards by conducting risk assessments.

Supervisory staff and/or department heads will:

- Be familiar with the requirements of health and safety legislation.
- Be responsible for the implementation and operation of the school's Health and Safety Policy in their department, and for areas of responsibility delegated by the headteacher.
- Be responsible for adhering to the aspects of health and safety that are outlined in their job descriptions.
- Take a keen interest in the Health and Safety Policy and assist in ensuring all staff, pupils and visitors comply with its requirements.

All members of staff will:

- Take reasonable care of their own health and safety, and that of others who may be affected by what they do at work.
- Cooperate with their employers on health and safety matters.
- Carry out their work in accordance with training and instructions.
- Inform the employer of any work situation representing a serious and immediate danger, so that remedial action can be taken.
- Familiarise themselves with the Health and Safety Policy and aspects of their work related to health and safety.
- Avoid any conduct which puts themselves or others at risk.
- Be familiar with all requirements laid down by the directors.
- Ensure that all staff, pupils and visitors are applying health and safety regulations and adhering to any rules, routines and procedures in place.
- Ensure all machinery and equipment is in good working order and safe to use, including adequate guards, and ensure such equipment is not used improperly.
- Use the correct equipment and tools for the job and any protective clothing supplied.
- Ensure any toxic, hazardous or flammable substances are used correctly, and stored and labelled as appropriate.
- Report any defects in equipment or facilities to the designated health and safety officer.
- Take an interest in health and safety matters and suggest any changes that they feel are appropriate.
- Make suggestions as to how the school can reduce the risk of injuries, illnesses and accidents.
- Exercise good standards of housekeeping and cleanliness.
- Adhere to their common law duty to act as a prudent parent would when in charge of pupils.

Pupils will:

- Be supported, according to their age, developmental level, communication needs and individual needs, to understand and follow health and safety expectations. Staff will provide appropriate supervision, modelling, visual support and reasonable adjustments to enable pupils to participate safely in school activities.
- Dress in a manner that is consistent with safety and hygiene standards.
- Respond to instructions given by staff in an emergency.
- Observe the health and safety rules of the school.
- Not misuse, neglect or interfere with items supplied for their, and other pupils', health and safety.

3. Training

The school will ensure that staff are provided with the health and safety training they need for their job. This may not always mean attendance at training courses; it may simply involve providing staff with basic instructions and information about health and safety in the school.

Staff will be provided with regular training opportunities and have access to support where needed. Staff are expected to undertake appropriate CPD in order to further contribute to the running and success of the school.

Staff will be trained on how to:

- Assess risks specific to their role.
- Meet their roles and responsibilities identified within this policy.

Where relevant to their role, staff will receive specific training in:

- Using industrial machinery.
- Managing asbestos.
- Having responsibility for the storage and accountability for potentially hazardous materials.

4. Contacting the Emergency Services

The Head Teacher will ensure that procedures for managing safety precautions are discussed, formulated and effectively communicated to all staff.

Staff will contact the emergency services in an emergency. Staff will alert their colleagues to the incident, if it is safe and appropriate to do so, using two-way radios.

Where an ambulance is called for a pupil, **office staff** will contact the parent/carer or other emergency contact. Where necessary, all pupils will be evacuated from the building and taken to the designated emergency assembly point. Staff will be aware of any pupils who have PEEPs. Staff will be responsible for the safety of pupils and responding to any questions from the emergency services, as best they can.

5. Accident Reporting and Investigation

All accidents and incidents, including near-misses or dangerous occurrences, will be reported as soon as possible to the health and safety officer using the standard Accident Report Form.

The health and safety officer will be responsible for informing the headteacher if the accident is fatal or a 'major injury', as outlined by the HSE.

More in-depth information concerning reporting accidents and near-misses can be found in the following sections of this policy.

The school will maintain appropriate internal records of accidents and incidents. Incidents will only be reported under RIDDOR where the statutory reporting criteria are met.

RIDDOR reporting

The school will determine whether an accident, occupational disease or dangerous occurrence is reportable under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) by reference to current HSE guidance.

Where the statutory reporting criteria are met, the responsible person will make the required report to the HSE within the applicable timescale and will retain an appropriate record of the report and any follow-up action.

Not all accidents, injuries or near misses are reportable under RIDDOR. Internal recording and investigation will be proportionate to the seriousness of the event, the potential for recurrence and any learning required.

Reporting hazards

Staff, pupils, contractors and visitors have a legal duty to report any condition or practice they deem to be a hazard. In most cases, reporting should be conducted verbally to the site manager as soon as possible, who will then inform the headteacher as appropriate. Serious hazards will be reported using the appropriate form available in the school office.

Accident investigation

Accidents and incidents will be recorded as appropriate. Significant accidents, incidents, recurring patterns and relevant near misses will be investigated proportionately by the health and safety officer or another competent person. Where necessary, risk assessments and control measures will be reviewed and amended to reduce the risk of recurrence.

The health and safety officer will undertake monthly evaluations of all reported incidents. They will then identify patterns and trends in order to take corrective action and minimise the reoccurrence of any incident or illness.

6. Active Monitoring System

The school's procedure for actively monitoring its system will include:

- Annual audits, including fire risk assessments and health and safety audits.
- **Termly** examination of documents to ensure compliance with standards.
- **Termly** inspection of premises, plants and equipment.
- **Half-termly** reports and updates to the headteacher.
- External measures, such as surveys by contractors and service providers, along with visits from Environmental Health and Ofsted.

7. Risk Assessment

The headteacher has overall responsibility for ensuring potential hazards are identified and risk assessments are completed for all areas in the school. The health and safety officer will be consulted when risk assessments are being carried out.

Higher-risk activities and areas will be subject to review at intervals proportionate to the level of risk. This includes, where applicable, behaviour and positive handling, intimate care, sensory provision, PE and physical activity, lone working, educational visits, medication, hazardous substances, pupil movement around the site and individual pupil-specific risks. As an independent special primary school, Riverstone Academy will ensure risk management takes account, where relevant, of pupils' communication needs, sensory processing, mobility, medical conditions, emotional regulation, behaviour, absconding or elopement risk, personal care needs and ability to understand and follow safety instructions. Individual risk assessments, PEEPs and other support plans will be used where necessary. Risk assessments will also be reviewed following an accident, incident or near miss, a change in pupil need, the introduction of new equipment or activities, changes to the premises, or where there is reason to believe existing controls are no longer effective.

The school will record any significant findings of any risk assessments, including the following:

- The identified hazards
- How people might be harmed by them
- What the school has implemented to control the risk

The school will appoint an educational visits coordinator and ensure they receive the training necessary to carry out the role. Where there is no educational visits coordinator, the headteacher will perform this duty. The educational visits coordinator will ensure risk assessments are completed by staff leading day trips or residential stays.

Health and safety considerations arising from behaviour, positive handling or restrictive intervention will be managed in accordance with the Behaviour Policy, individual pupil risk assessments and the school's current restrictive intervention procedures. Any use of reasonable force must be lawful, necessary, proportionate and the least restrictive option reasonably available in the circumstances.

8. Slips and Trips

In line with HSE guidance, control measures are in place to effectively control slip and trip risks. The school utilises the following procedure:

- Identify the hazards – risk factors considered include:
 - Environmental (floor, steps, slopes, etc.)
 - Contamination (water, food, litter, etc.)
 - Organisational (task, safety, culture, etc.)
 - Footwear – including footwear worn by pupils, staff and visitors – will be considered where it may increase the risk of slips, trips or falls.
 - Individual factors (rain, supervision, pedestrian behaviour, etc.)
- Decide who might be harmed and how
- Consider the risks and decide if existing precautions are sufficient, or if further measures need to be introduced
- Record the findings
- Review the assessment regularly and revise if necessary

The school will remain especially vigilant to the following hazards:

- Members of staff or pupils running or carrying heavy or awkward items
- Wearing unsuitable footwear

- Poor lighting – particularly where there are uneven surfaces and level changes
- Contamination
- Obstructions, e.g. bags and trailing cables

9. Fire Safety

Staff will receive appropriate fire safety training, including evacuation procedures and the action to take on discovering a fire. Staff will not be expected to tackle a fire unless they have received appropriate instruction or training, it is safe to do so and their escape route remains available.

All staff fully understand and effectively implement the fire evacuation plan, which will be implemented in the event of a fire.

The Head Teacher is responsible for ensuring that fire safety procedures and precautions are properly managed, documented and effectively communicated to staff.

The school will test evacuation procedures on a termly basis. Firefighting equipment will be checked on an annual basis by an approved contractor. Fire alarms will be tested weekly from different 'break glass' fire points around the school, and records will be maintained and held in the school office. Emergency lighting will be tested on a six-monthly basis, and records will be maintained and held in the school office.

The evacuation of visitors and contractors will be the responsibility of the person they are visiting or working for.

The school will implement its Fire Safety Policy to ensure that staff, pupils and visitors are safe and aware of the potential risks of fire.

10. Sharps

For the purposes of this policy, "**sharps**" is defined as sharp objects such as needles, scalpels, razor blades and broken glass which pose a risk of an accidental penetrating injury or laceration or puncture to skin.

Sharps are not likely to be found commonly on school premises; however, staff will be vigilant towards the following circumstances in which sharps may be found:

- During school-based vaccination programmes
- Where an individual within the school requires injections to manage a health condition
- Where a pupil brings a sharp into the school
- Where glass is broken within the school, or broken glass is found on or around the school premises

In the context of this policy, offensive weapons are not considered sharps. Offensive weapons will be handled in line with the School Behaviour and safeguarding policies.

Handling and disposing of a sharp

All staff will be instructed during induction on how to respond safely if they find a sharp, including not touching it and reporting it immediately. Staff who may be required to retrieve or dispose of sharps will receive additional training appropriate to that role, including:

- The safe collection and disposal of sharps.
- Assembling sharps boxes and verifying that they are compliant with the accepted standards.

- The procedure to log incidents and who to inform.
- Immediate action in the event of sharps or needlestick injury.

Where an individual brings a sharp onto the school premises, e.g. a needle to manage a health condition, they will be responsible for its disposal. The use of needles for medication for an individual on the school premises will be managed in line with the Administering Medication Policy.

The headteacher will ensure that all pupils are informed that, where they see a sharp, they must alert the nearest staff member immediately and avoid touching the sharp.

Where a sharp is found, the nearest staff member will move all pupils away from the area in order to prevent accidental injuries and will guard the sharp while alerting another staff member to bring the sharps retrieval kit. Sharps retrieval kits will contain:

- Protective gloves.
- A pair of long-stemmed tongs.
- A pincer tool, e.g. tweezers.
- Brush and pan.
- Sharps box for disposal.

Sharps boxes will be marked 'Danger: Contaminated Sharps' and 'Destroy by Incineration'. They will be kept off the floor and out of the reach of pupils. Sharps boxes must not be filled above the designated fill line on the outside of the box. Once filled, boxes will be sealed immediately and removed by a clinical waste contractor or a specialist collection service.

The staff member will check the surrounding area carefully to ensure that no other sharps are in the vicinity. Where the sharp cannot be removed immediately, e.g. due to a delay in obtaining the sharps retrieval kit, the area will be secured and clearly marked to prevent access until the sharp can be safely removed by an appropriately equipped member of staff.

The following procedure will be followed in the event that sharps are found on the school premises:

- Staff will wear protective gloves and will not handle sharps with bare hands.
- Staff will not handle sharps while barefoot or wearing open shoes, as injury may occur if the sharp is dropped on feet.
- Only one sharp will be handled at a time and, where there are multiple, sharps will be carefully separated using the pair of tongs.
- Sharps will be picked up using the relevant equipment, e.g. pair of tongs or brush and pan for broken glass, and place it into the sharps box, which will be brought to the sharp rather than the other way around.
- The appropriate staff, including the headteacher and site manager, will be informed.
- The incident will be recorded, with details of when, where and by whom the sharp was found.
- Sharps will be disposed of quickly and safely into the school's sharps bin.

Sharps injury

First aid staff will be trained in handling sharps injuries, and will adhere following guidelines in case of injury from a contaminated sharp:

- Encourage the wound to bleed gently, ideally by holding it under running water
- Wash the wound using water and soap
- Avoid scrubbing the wound while washing
- Avoid sucking the wound

- Dry the wound and cover it with a waterproof dressing
- Seek medical advice

Injuries will be handled in line with the First Aid Policy.

11. Evacuation, Invacuation and Lockdown

The school will follow the procedure outlined in the Evacuation and lockdown policy

In the event of an emergency the appropriate Lockdown Procedure will be followed.

Emergency planning will also address, where relevant, loss of utilities, severe weather, security incidents and other foreseeable disruptions. Plans will take account of pupil-specific needs, including PEEPs, communication requirements, medication, mobility, sensory needs and arrangements for safe collection or continued supervision.

12. Visitors and Contractors

Anyone hiring the premises will be made aware of their health and safety obligations when making the booking.

Contractors will be responsible for the health and safety of their employees and for ensuring safe working practices. They will not constitute a hazard to staff, pupils or visitors to the school.

All visitors and contractors will follow the school's visitor management arrangements, including signing in and out, wearing identification where required and following safeguarding and site safety instructions. Contractors will be selected and managed according to the nature and risk of the work, with appropriate competence checks, safeguarding controls, site induction, risk assessments/method statements and permit-to-work arrangements for higher-risk activities. Work will be segregated from pupils where necessary, and contractors will be appropriately supervised or monitored.

13. Construction and Maintenance

When undertaking construction or maintenance work, the school will do so in accordance with The Construction (Design and Management) (CDM) Regulations 2015. Construction work means the carrying out of any building, civil engineering or engineering construction work, including:

- The construction, alteration, conversion, fitting out, commission, renovation, repair, upkeep, redecoration, or other maintenance, decommissioning, demolition or dismantling of a structure.
- The preparation for an intended structure, including site clearance, exploration, investigation (but not site survey) and excavation (but not pre-construction archaeological investigations), and the clearance or preparation of the site or structure for use or occupation at its conclusion.
- The installation, commission, maintenance, repair or removal of mechanical, electrical, gas, compressed air, hydraulic, telecommunications, computer or similar services which are normally fixed within or to a structure.
- The assembly on site of prefabricated elements to form a structure or the disassembly on site of the prefabricated elements which, immediately before such disassembly, formed a structure.
- The removal of a structure, or of any product or waste resulting from demolition or dismantling of a structure, or from disassembly of prefabricated elements which immediately before such disassembly formed such a structure.

Where required under the Construction (Design and Management) Regulations 2015, the school will ensure that the appropriate dutyholders, including a principal designer and principal contractor, are appointed in writing. The headteacher will also ensure that:

- The principal designer and principal contractor are provided with a 'client brief/CDM pre-construction information' at the earliest opportunity, to contain relevant information which should, as a minimum, include the following:
 - What the school wants built or maintained
 - The site and existing structures
 - Information about hazards, such as asbestos
 - Timescales and budget for the build
 - How the school expects the project to be managed
 - CDM appointments of the principal contractor and/or principal designer
 - Welfare arrangements
 - Details of the nearest A&E department
- The principal contractor draws up a Construction Phase Plan that explains how health and safety risks will be managed – permission will not be given for construction or maintenance work to begin until this is in place.
- The principal designer prepares a health and safety file containing information that will help the school manage risks associated with any future maintenance, repair, construction or demolition work.
- The roles, functions and responsibilities of the project team are clearly defined in writing, e.g. in the project plan.
- Sufficient time and resources are allocated, and effective mechanisms are in place to ensure good communication, cooperation and coordination between all members of the project team.
- The principal contractor has made arrangements for adequate welfare facilities for their workers before the construction or maintenance work starts.
- Following completion of the project, the health and safety file is handed over to the headteacher, kept up to date by the health and safety officer, and is made available to anyone who needs to alter or maintain the building.

The Head Teacher will ensure that project progress and health and safety arrangements are reviewed with the project team at intervals proportionate to the nature, duration and risk of the work. Where the project is for a new workplace or alterations to an existing workplace, it must also meet the standards set out in the Workplace (Health, Safety and Welfare) Regulations 1992.

14. Personal Protective Equipment (PPE)

The school will provide employees and pupils who are exposed to a hazard at the school, which cannot be controlled by other means, with PPE where appropriate. Appropriate PPE will be provided where a risk assessment identifies that exposure to a hazard cannot be adequately controlled by other means. PPE requirements will reflect the activity undertaken and the individual needs of staff and pupils.

Staff and pupils will use the PPE provided, and care for it according to the instructions and training given. Supervising staff will ensure PPE fits the wearer properly. Where more than one item of PPE must be worn, the items should be compatible and remain effective. PPE will not be worn if wearing it causes a hazard greater than the hazard it is intended to protect the wearer from.

Pupils will report any loss or defects to their class teacher, who will report it to the site manager for repair. Damaged PPE will not be used and will be disposed of in line with the manufacturer's instructions if it is not possible to repair.

Thorough risk assessments will be carried out by the health and safety officer to determine the suitable PPE to be used for each hazard and these are reviewed on a termly basis.

Staff and pupils will receive appropriate health and safety training in order to ensure they know how to properly use, maintain and store PPE, and how to detect and report faults. Equipment manuals are readily available and warning signs are clearly displayed in areas, and on equipment, where PPE is mandatory. When not in use, PPE will be properly stored, kept clean, and in good repair.

The school will cover the costs of purchase, cleaning and repair for all clothing that is:

- Protective clothing that staff require to fulfil their roles.
- A uniform that employees only wear to work.

The school will always use PPE in line with UK Health Security Agency guidance.

15. Employee Clothing

The school will provide required PPE without charge where it is necessary to manage a health and safety risk. PPE will be suitable for the activity and wearer, appropriately maintained, replaced where necessary, and accompanied by suitable information, instruction and training. Any tax or payroll implications associated with staff clothing or uniforms will be managed in accordance with current HMRC requirements.

16. Work Related Hazards

Manual handling

Manual handling can prove hazardous when it has the potential to cause a musculoskeletal disorder. This can be due to repetition of the action, the force and/or posture involved in the completion of a handling task, and/or a person's ability to hold or grasp the particular item in a safe and balanced manner.

The school will, so far as reasonably practicable, avoid the need for hazardous manual handling. Where manual handling cannot be avoided, the risks will be assessed and appropriate control measures implemented.

The capability and circumstances, e.g. age, of staff will be taken into account where manual handling tasks are required. Where there is an unacceptable risk of injury or harm, no manual handling tasks will take place.

All members of staff will receive manual handling information and training as needed.

Lone working

Policy and procedures concerning employees' lone working will be addressed in the Lone Worker Policy. Staff members will be required to sign statements confirming that they have received, read and understood the relevant policies, prior to being allowed to undertake lone working.

Stress management

Staff will be aware of the symptoms of stress, including sleeping problems, dietary problems, mood swings, feeling lethargic, fatigue, emotional problems, chest pains and elevated heart rate, lack of focus, inability to concentrate and increased sweating. Staff members who suffer from any of these symptoms are advised to consult their GP as soon as possible. All staff wellbeing matters are managed in line with the Staff Wellbeing Policy.

Display screen equipment

DSE workstation assessments will be completed for staff who are defined as display screen equipment users under the applicable regulations.

17. Maintaining Equipment

The school will ensure that staff and pupils can expect that any equipment they use is suitable for its intended use and is properly maintained. Inspectors, or a trained health and safety technician, will inspect the following equipment for health and safety issues annually:

- All electrical appliances
- All fixed gymnasium equipment

It will be the responsibility of the health and safety officer to ensure new equipment meets the appropriate standards and conforms to all health and safety requirements. A health and safety technician will be consulted if necessary.

Electrical equipment will be subject to appropriate user checks, visual inspection and, where necessary, testing by a competent person at intervals determined by risk, taking account of the type of equipment, frequency of use and environment.

18. Hazardous Materials

The school will only purchase hazardous materials from a reputable source, making sure that the relevant material safety data sheet (MSDS) is provided by the retailer on delivery. The school will only order supplies of hazardous materials when existing stocks are no longer adequate, and in quantities that are no larger than necessary. No chemicals or other hazardous materials will be used without the permission of the headteacher.

Safety Data Sheets (SDS) and, where applicable, relevant CLEAPSS guidance will be consulted when assessing risks associated with hazardous substances and practical activities.

The Head Teacher, in liaison with the health and safety officer, will ensure that the relevant control measures and appropriate guidelines are put in place to manage the risks identified in risk assessments. Control measures will be checked and reviewed by the Head Teacher on a termly basis to ensure continued effectiveness, even when they are known to be reliable.

The headteacher will ensure that at least two staff members are suitably trained in the handling of hazardous chemicals and materials.

All equipment, materials and chemicals will be held in appropriate containers and areas conforming to health and safety regulations. Hazardous substances will be labelled with the correct hazard sign and contents label. Storage life will be considered by department leaders. All COSHH regulations will be adhered to.

Low-toxic products, such as corrective fluid and aerosol paints, will be stored securely and only used under supervision in a well-ventilated area. Dust and fumes will be safely controlled by local exhaust ventilation equipment.

No staff member or pupil will ever be put at risk through exposure to any hazardous substance used in our practical curriculum. No potentially hazardous materials will be used in lessons without the approval of the health and safety officer. The health and safety officer will ensure staff are appropriately trained to use hazardous materials.

Where a substance has a workplace exposure limit, control measures will ensure that exposure is below the limit.

The Head Teacher will keep an up-to-date inventory of all the hazardous chemicals and materials held at the school. A termly audit of hazardous materials will be undertaken by the site manager with routine surveillance to ensure that they remain safe to store. Unwanted or surplus chemicals and materials, including those that have become unsafe, will be disposed of by a registered waste carrier, in accordance with school procedures.

19. Asbestos Management

The school will comply with its duties under the Control of Asbestos Regulations 2012. Where asbestos-containing materials may be present, the school will maintain appropriate asbestos information, including an asbestos register and management plan where required, monitor the condition of known or presumed asbestos-containing materials, and ensure relevant information is made available to contractors and others who may disturb the fabric of the building. Where reliable documentary evidence confirms that premises were constructed after 2000, this will be retained as part of the premises records.

Water hygiene and Legionella

The school will manage water hygiene risks, including Legionella, through suitable and sufficient risk assessment, monitoring and control measures. Competent advice will be obtained where required, and records of relevant checks, temperatures, flushing, cleaning or remedial actions will be maintained in accordance with the risk assessment.

Gas safety

Where gas systems or appliances are present, they will be maintained and inspected at appropriate intervals by suitably qualified and competent persons. Any defects or concerns will be acted upon promptly and relevant records retained.

Electrical and specialist equipment safety

Electrical installations and equipment will be maintained in a safe condition and inspected or tested at risk-based intervals by competent persons. Where the school uses work equipment, lifting equipment, hoists or specialist SEND equipment, the requirements of PUWER and LOLER will be applied where relevant, alongside manufacturer instructions and individual risk assessments.

20. Cleaning

Contract cleaners will be monitored by the Head Teacher. The standard required will be clear in the service level agreement held with the contracted cleaners. Special consideration will be given to hygiene areas.

Waste collection services will be monitored by the Head Teacher. Special consideration will be given to the disposal of laboratory materials and clinical waste.

The school will ensure that indoor temperatures are reasonable and appropriate for the activities undertaken and the needs of pupils and staff. Particular consideration will be given to pupils whose SEND, medical conditions, sensory needs or physical needs may affect their ability to regulate or communicate discomfort relating to temperature.

21. Infection Control

The school will actively prevent the spread of infection through the following measures:

- Routine immunisation
- Maintaining high standards of personal hygiene and practice
- Maintaining a clean environment

Relevant health and immunisation information provided by parents/carers and health professionals will be recorded where necessary to support the health and safety of the pupil and school community. The school will follow current UKHSA and public health advice in relation to infection prevention and control.

Pre-employment health information and occupational health assessment will be sought where appropriate and lawful, including where necessary to assess fitness for particular duties or identify reasonable adjustments. Health information will be handled confidentially and in accordance with data protection and equality requirements.

The school will ensure that arrangements are in place to minimise any health risks, e.g. flu, by ensuring hygiene standards are maintained. Pupils and staff will be advised to remain away from school where required by current public health guidance, where they are not well enough to participate safely in school, or where attendance may present an unacceptable risk of infection to others.

22. Allergens and Anaphylaxis

The school's Allergen and Anaphylaxis Policy will be implemented consistently to ensure the safety of those with allergies.

Parents will be required to provide the school with up-to-date information relating to their children's allergies, as well as the necessary action to be taken in the event of an allergic reaction, such as any medication required. Staff should inform the school of relevant allergies or medical needs where these may affect their safety at work or require workplace adjustments or emergency arrangements. Information regarding pupils' and staff members' allergies will be collated and stored securely.

Under The Human Medicines (Amendment) Regulations 2017, the school is able to purchase adrenaline auto-injector (AAI) devices without a prescription, for emergency use on pupils who are at risk of anaphylaxis, but whose device is not available or is not working. The school will purchase spare AAIs from a pharmaceutical supplier, such as the local pharmacy.

The headteacher and catering team will ensure that all pre-packed foods for direct sale (PPDS) made on the school site meet the requirements of Natasha's Law, i.e. the product displays the name of the food and a full, up-to-date ingredients list with allergens emphasised, e.g. in bold, italics or a different colour. The catering team will also work with any external catering providers to ensure all requirements are met and that PPDS is labelled in line with Natasha's Law. Further information relating to how the school operates in line with Natasha's Law can be found in the Whole-School Food Policy.

Staff will receive appropriate training and support relevant to their level of responsibility, in order to assist pupils with managing their allergies.

23. Medication

The school will obtain notification from parents regarding any medication that pupils are required to take. Only trained staff will administer medication. The school's Administering Medication Policy will be followed at all times. A written record will be maintained of medication administered to pupils in accordance with the Administering Medication Policy.

24. Smoking & Vaping

The school is a non-smoking premises and no smoking or vaping will be permitted on the grounds. This is detailed in the staff handbook which will be read and understood by all staff. All staff, pupils, visitors and contractors will be made aware of the policy.

25. Security and Theft

Money will be held in a secure place and banked on a weekly basis to ensure large amounts are not held on site. Money will be counted in an appropriate location, such as the school office, and staff should not be placed at risk of robbery.

Staff and pupils will be responsible for their personal belongings and the school accepts no responsibility for loss or damage. Thefts will be reported to the police and staff will be expected to assist police with their investigation.

All staff will be expected to take reasonable measures to ensure the security of school equipment being used. Missing or believed stolen equipment will be reported immediately to a senior staff member.

The school will maintain proportionate access control, perimeter and visitor-management arrangements to protect pupils, staff and visitors. Security arrangements will take account of the local context and the needs of pupils with SEND, including any known absconding or elopement risks. Electronic locking or access-control systems on escape routes will be configured so that emergency evacuation is not compromised, with appropriate emergency release arrangements and fire-safety integration where required. Individuals may be restricted or banned from the premises where they pose a risk to the school community, subject to appropriate legal and safeguarding considerations.

26. Severe Weather

The school will act in accordance with the Adverse Weather Policy where the weather could pose a risk to individuals on school site.

The headteacher, in liaison with the Directors, will make a decision on school closure due to severe weather on the grounds of health and safety. If a closure takes place, the Proprietor/Directors will be promptly informed.

27. Safe use of Minibuses

The health and safety officer will be responsible for arranging the annual maintenance of the minibus, including MOTs and road tax.

Drivers must hold the appropriate driving licence entitlement for the vehicle and circumstances in which it is being driven. The school will verify licence entitlement and any applicable permit, insurance and training requirements before authorising a member of staff to drive.

If passengers are paying a charge, the minibus permit will be clearly displayed in the vehicle.

Internal damage to the minibus will be the responsibility of the individual or organisation using the minibus. The school will decide who is responsible for covering the cost of any repairs.

The minibus will carry strictly one person per seat and seat belts will be worn at all times.

Fines accrued will be paid by the driver at the time the offence was committed.

Starting and finishing mileage, along with any potential risks or defects identified, will be reported upon return to the school.

Only staff who have been authorised by the school and whose driving licence, insurance eligibility, medical fitness where applicable and any required training have been verified may drive a school minibus. The school will maintain a current Approved Driver Register.

28. School Trips and Visits

Health and safety policy and procedures concerning school trips and visits, including trips abroad, are contained in the school's Educational Visits Policy.

29. Near Misses

A 'near miss' is an event not causing harm but has the potential to cause injury or ill health.

If staff members, pupils, contractors, or visitors see or are involved in a near miss, they will report it in order to allow consideration of how to prevent a possible accident happening in the future.

Reporting will be conducted verbally to the health and safety officer as soon as possible, who will then inform the headteacher as appropriate.

The school will report near misses that constitute dangerous occurrences to the HSE. The school will report a dangerous occurrence to the HSE where the incident falls within one of the categories specified as reportable under RIDDOR. Not all near misses are reportable under RIDDOR; however, the school will record and investigate near misses internally where this will assist in identifying hazards and preventing future harm.

Accidents and near misses will be reported and recorded in accordance with school procedures. Investigation will be proportionate to the seriousness of the event, the level of potential harm, recurrence and any learning required. Significant or recurring events will prompt review of relevant risk assessments and control measures.

After the investigation takes place, a risk assessment will be carried out, or the existing assessment amended, to avoid reoccurrence of the accident.

30. Monitoring and review

The effectiveness of this policy will be monitored by the Head Teacher and Directors and formally reviewed at least annually. It will also be reviewed following significant incidents, relevant changes to legislation or statutory guidance, significant changes to the premises or operation of the school, or where monitoring identifies that existing arrangements are no longer effective.

The school will maintain a monitoring system supported by appropriate performance information. The Directors will receive regular assurance on significant health and safety risks, accidents and near misses, RIDDOR reports, fire safety, statutory premises checks, high-risk or overdue actions, and findings arising from audits, inspections or competent-person reports.

