

HANDEL HOUSE SCHOOL
Northolme, Gainsborough, Lincs. DN21 2JB
Telephone 01427 612426



HEALTH, SAFETY AND WELFARE POLICY

This Policy, which applies to the whole school including the Early Years Foundation Stage (EYFS), is publically available on the School website and on request a copy may be obtained from the School Office.

POLICY APPROVAL

Signed: *M. Raisborough* **Name:** Mark Raisborough

Position: Proprietor / Headteacher **Date:** September 2026

Next Review: September 2027

1. POLICY STATEMENT

Handel House School is committed to providing a safe, healthy and secure environment in which pupils can learn, staff can work effectively, and visitors and contractors can access the premises without unnecessary risk. The School recognises that effective health and safety management is an integral part of the education, care and welfare of pupils and is a shared responsibility. The School will, so far as is reasonably practicable:

- provide and maintain safe premises;
- provide safe systems of work and learning;
- provide suitable and properly maintained equipment;
- identify hazards and assess and control risks;
- provide appropriate information, instruction, training and supervision;
- provide suitable first-aid arrangements;
- maintain effective emergency procedures;
- protect pupils, staff, visitors and contractors from foreseeable risks;
- investigate accidents, incidents and near misses;
- consult staff on health and safety matters;
- monitor the effectiveness of health and safety arrangements; and
- review this policy and associated procedures regularly.

The School recognises that health and safety cannot be achieved through written procedures alone. Everyone working or learning at Handel House School has a responsibility to behave sensibly, follow established procedures and report hazards or concerns. The School will seek to maintain a proportionate approach to health and safety which enables pupils to participate fully in education, sport, educational visits, residential activities and other enrichment opportunities while managing foreseeable risks appropriately.

2. LEGAL AND REGULATORY FRAMEWORK

This policy has regard to relevant legislation, regulations and official guidance, including, where applicable:

- Health and Safety at Work etc. Act 1974;
- Management of Health and Safety at Work Regulations 1999;
- Workplace (Health, Safety and Welfare) Regulations 1992;
- Personal Protective Equipment at Work Regulations 1992, as amended;
- Control of Substances Hazardous to Health Regulations 2002 (COSHH);
- Manual Handling Operations Regulations 1992;
- Provision and Use of Work Equipment Regulations 1998 (PUWER);
- Electricity at Work Regulations 1989;
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR);
- Display Screen Equipment Regulations 1992, where applicable;
- Control of Asbestos Regulations 2012;
- Regulatory Reform (Fire Safety) Order 2005, as amended;
- Fire Safety (England) Regulations 2022, where applicable;
- Equality Act 2010;
- Education (Independent School Standards) Regulations 2014, particularly Parts 3 and 5, as amended;
- Children Act 1989;
- Construction (Design and Management) Regulations 2015;
- relevant first-aid and supporting medical needs guidance;
- current Department for Education guidance relating to independent schools;
- current safeguarding requirements and statutory guidance;
- relevant Health and Safety Executive guidance; and
- the Terrorism (Protection of Premises) Act 2025 and associated guidance, as applicable to the School.

The School will have regard to current legislation and official guidance as it applies to an independent school. The policy will not rely upon outdated legislation or guidance where this has subsequently been replaced. The School will also take account of relevant requirements arising from EYFS provision.

3. SCOPE

This policy applies to:

- all pupils, including children in EYFS;
- all teaching and support staff;
- the Proprietor and Headteacher;
- volunteers and work experience personnel;
- contractors and maintenance personnel;
- visitors;
- hirers and users of the premises;
- educational visits and residential activities;
- extracurricular and out-of-hours activities; and
- any other person who may be affected by the School's activities.

Health and safety responsibilities extend to activities undertaken both on and away from the School premises.

4. RESPONSIBILITY AND ACCOUNTABILITY

4.1 The Proprietor / Employer

The Proprietor/employer retains ultimate responsibility for ensuring that appropriate health and safety arrangements are in place. Where the Proprietor is also the Headteacher, the two roles are distinct even though they are undertaken by the same person:

- as **Proprietor/employer**, responsibility is retained for ensuring appropriate health and safety arrangements and resources;
- as **Headteacher**, responsibility is exercised for the day-to-day implementation, monitoring and management of those arrangements.

Tasks may be delegated, but delegation does not remove the responsibility to ensure that delegated functions are appropriately undertaken. The Proprietor/Headteacher will:

- ensure that the School has a suitable written health and safety policy;
- ensure that sufficient resources are available to implement the policy;
- ensure that health and safety arrangements are proportionate to the risks presented by the School's activities and premises;
- ensure that appropriate risk assessments are undertaken;
- ensure that statutory inspection, testing and maintenance arrangements are in place;
- ensure that staff receive appropriate information, instruction and training;
- ensure that suitable first-aid arrangements are available;
- ensure that fire and emergency arrangements are established and tested;
- ensure that educational visits and residential activities are appropriately planned and risk assessed;

- ensure that contractors are appropriately managed;
- investigate significant accidents, incidents and near misses;
- ensure that RIDDOR requirements are considered and complied with where applicable;
- consult staff on health and safety matters;
- maintain a Health and Safety Action Plan/compliance log;
- monitor outstanding actions;
- seek competent external advice where necessary;
- provide the School Advisory Board with appropriate health and safety information; and
- formally review this policy at least annually.

5. SCHOOL ADVISORY BOARD

The School Advisory Board is an advisory body and does not assume the statutory or legal responsibilities of the Proprietor/employer. The School Advisory Board will nevertheless provide an appropriate level of independent challenge and oversight by receiving information concerning significant health and safety matters. The Proprietor/Headteacher will provide the Advisory Board, normally at least termly, with an appropriate summary covering matters such as:

- significant accidents or incidents;
- serious hazards or outstanding risks;
- fire safety and emergency evacuation;
- health and safety audits;
- statutory inspection and testing;
- significant risk assessments;
- outstanding actions;
- relevant training;
- educational visit safety;
- premises or maintenance concerns; and
- any significant changes affecting health and safety.

Where a serious health and safety concern relates to the conduct or decision-making of the Proprietor/Headteacher, the matter may be brought to the attention of the Chair of the School Advisory Board in accordance with the School's governance and complaints arrangements.

6. RESPONSIBILITIES OF THE HEADTEACHER

The Headteacher is responsible for the day-to-day management of health and safety. The Headteacher will:

- implement this policy;
- ensure that staff understand their health and safety responsibilities;
- ensure that suitable risk assessments are completed and reviewed;
- maintain appropriate health and safety records;
- ensure that identified hazards are addressed;

- ensure that unsafe equipment is withdrawn from use;
- ensure appropriate supervision of pupils;
- ensure adequate first-aid provision;
- ensure emergency procedures are understood and practised;
- monitor premises and equipment;
- ensure that defects are reported and remedied;
- ensure that staff receive appropriate training;
- maintain an appropriate training record;
- ensure that accidents, incidents and near misses are recorded and investigated where appropriate;
- consider whether incidents are reportable under RIDDOR;
- ensure appropriate arrangements for contractors and visitors;
- monitor health and safety through staff meetings, inspections and audits;
- maintain the Health and Safety Action Plan; and
- report significant matters to the Proprietor and School Advisory Board as appropriate.

7. RESPONSIBILITIES OF ALL STAFF

All staff have a legal responsibility to take reasonable care of their own health and safety and that of others who may be affected by their acts or omissions.

Staff must:

- familiarise themselves with this policy and relevant procedures;
- follow safe systems of work;
- comply with reasonable health and safety instructions;
- undertake only tasks for which they are appropriately trained or competent;
- seek advice where they are uncertain about the safety of an activity;
- maintain appropriate standards of housekeeping;
- report hazards, defects and unsafe conditions promptly;
- report accidents, incidents and near misses;
- use equipment appropriately;
- use PPE where required;
- not misuse or interfere with safety equipment;
- follow fire and emergency procedures;
- maintain appropriate supervision of pupils;
- consider individual pupil needs when undertaking activities;
- contribute to risk assessment where appropriate; and
- raise concerns about health and safety without delay.

Staff must not knowingly undertake an activity which they believe presents an unacceptable risk without first seeking advice from the Headteacher.

8. TEACHING AND SUPPORT STAFF

Teachers and support staff are responsible for applying appropriate health and safety arrangements within their areas of work. They will:

- plan activities with appropriate regard to health and safety;
- identify foreseeable hazards;
- follow relevant risk assessments;
- ensure pupils receive appropriate safety instructions;
- provide appropriate supervision;
- report hazards and defects;
- maintain safe storage of equipment and substances;
- ensure equipment is suitable and used correctly;
- take appropriate action where an unsafe situation arises; and
- report unresolved concerns to the Headteacher.

Particular consideration will be given to activities involving:

- PE and sport;
- science;
- design and technology;
- practical activities;
- outdoor learning;
- swimming;
- educational visits;
- residential visits;
- use of specialist equipment;
- hazardous substances; and
- pupils requiring additional support.

9. CONSULTATION WITH STAFF

Health and safety is a standing item within the School's staff meeting arrangements. Staff are encouraged to raise:

- hazards;
- near misses;
- accidents;
- concerns regarding supervision;
- equipment defects;
- premises issues;
- training needs;
- concerns regarding workload or work-related stress; and
- suggestions for improving safety.

The School will seek to ensure that health and safety arrangements are proportionate, practical and effective.

10. RISK ASSESSMENT

The School will undertake **suitable and sufficient** risk assessments for significant activities, premises-related hazards and other foreseeable risks. Risk assessments will:

1. identify hazards;
2. identify who may be harmed and how;
3. evaluate the level of risk;
4. identify appropriate control measures;
5. identify who is responsible for implementing controls;
6. record significant findings where appropriate;
7. identify further actions where required; and
8. be reviewed and amended when necessary.

Risk assessments will be reviewed:

- following a significant change;
- following an accident or near miss where relevant;
- when new equipment, substances or activities are introduced;
- when premises or staffing arrangements change;
- where a pupil's needs change significantly;
- where a new or expectant mother requires specific consideration;
- where a member of staff or pupil has a disability or other relevant need;
- periodically as appropriate to the level of risk; and
- whenever monitoring or inspection indicates that a review is required.

The School will not use an arbitrary review period as a substitute for professional judgement. A Health and Safety Action Plan will be maintained to record significant outstanding actions arising from risk assessments, inspections, audits or incidents.

11. VULNERABLE PERSONS

Risk assessments will take account, where relevant, of:

- young children;
- pupils with SEND or medical needs;
- disabled pupils and staff;
- new or expectant mothers;
- young workers;
- inexperienced or newly appointed staff;
- lone workers;

- visitors unfamiliar with the premises; and
- contractors.

Where an individual assessment is required, this will be undertaken separately or incorporated into the relevant activity/personal risk assessment.

12. PREMISES, HOUSEKEEPING AND GENERAL SAFETY

The School will seek to maintain premises that are safe, clean and suitable for their intended use. Staff must:

- keep corridors, stairways and exits clear;
- promptly report defects;
- store equipment safely;
- avoid trailing cables and unnecessary trip hazards;
- ensure spillages are dealt with promptly;
- ensure cleaning materials are appropriately stored;
- ensure furniture and equipment are suitable and stable;
- ensure doors and windows are used safely; and
- take reasonable steps to prevent pupils accessing hazardous areas or materials.

Routine premises inspections will be undertaken and significant defects recorded and followed through to completion.

13. PUPIL SUPERVISION

Pupils will be adequately supervised having regard to:

- age;
- maturity;
- SEND and individual needs;
- activity;
- location;
- environmental conditions;
- foreseeable risks; and
- the number and experience of supervising adults.

The School maintains a separate **Supervision of Pupils Policy** which should be read alongside this policy. Staff must raise concerns where the planned level of supervision appears insufficient for the circumstances.

14. FIRST AID

The School maintains a separate **First Aid, Medical Needs and Medication Policy**. First-aid arrangements will be sufficient to deal with foreseeable incidents and will take account of:

- the size and layout of the School;
- pupil and staff numbers;
- activities undertaken;
- off-site activities;
- residential visits;
- EYFS provision;
- sports activities; and
- identified medical needs.

The School will ensure that an appropriate number of suitably trained first aiders are available whenever pupils are present, subject to the specific requirements of the activity and risk assessment. Training requirements will be determined by role, risk and statutory requirements. EYFS paediatric first-aid requirements will be separately addressed where applicable. First-aid equipment will be readily accessible, appropriately stocked and checked regularly. Accidents and first-aid treatment will be recorded in accordance with the First Aid Policy. Parents/carers will be informed of significant injuries and as otherwise required by the School's procedures.

15. MEDICAL NEEDS, MEDICATION AND ALLERGIES

The School will make reasonable arrangements to support pupils with medical conditions. Arrangements include, where applicable:

- individual healthcare plans;
- safe storage of medication;
- administration of medication by authorised staff;
- emergency medication;
- asthma inhalers;
- auto-injectors;
- diabetes management;
- epilepsy management;
- allergy and anaphylaxis arrangements; and
- communication with parents/carers and relevant healthcare professionals.

The School will maintain appropriate emergency procedures for anaphylaxis and other foreseeable medical emergencies. Arrangements will be reviewed when statutory requirements or official guidance change.

16. ACCIDENTS, INCIDENTS AND NEAR MISSES

All accidents, injuries and significant incidents involving pupils, staff or visitors must be reported promptly. Near misses must also be reported where they provide useful information about a potential hazard. The Headteacher will determine whether further investigation is necessary. Investigations will consider:

- what happened;
- who was involved;
- immediate causes;
- underlying causes where relevant;
- whether existing controls were adequate;
- whether a risk assessment requires review; and
- whether further action is necessary.

Where appropriate, parents/carers will be informed. Significant incidents will be reported to the Proprietor and, where appropriate, the School Advisory Board.

17. RIDDOR

The School will comply with the **Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)**.

The School will consider whether an incident is reportable rather than assuming that every serious accident is automatically reportable. For employees, RIDDOR includes reporting requirements for specified injuries and certain occupational diseases and dangerous occurrences. An over-seven-day absence/inability-to-work threshold applies to certain worker injuries. Different criteria apply to pupils and members of the public who are not at work, including certain incidents resulting in hospital treatment. Where a report is required, it will be made through the current HSE reporting arrangements. The School will retain appropriate records of reportable incidents.

18. FIRE SAFETY

Fire safety arrangements are maintained in accordance with the **Regulatory Reform (Fire Safety) Order 2005**, as amended, and relevant fire safety regulations and guidance. The School will maintain:

- a suitable and sufficient fire risk assessment;
- an emergency fire action plan;
- appropriate fire detection and alarm arrangements;
- suitable fire-fighting equipment;
- clearly identified escape routes;
- emergency lighting where required;

- appropriate fire safety signage;
- arrangements for assisting persons who may require additional support;
- staff fire safety training;
- regular evacuation drills;
- records of fire drills;
- inspection and maintenance arrangements; and
- appropriate liaison with competent fire safety contractors/advisers.

The Responsible Person and any appointed competent persons will have sufficient knowledge, training and experience for the functions they undertake. The School will not rely upon a particular commercial accreditation as proof of competence where the legal requirement is competence. The Fire Safety Policy and Fire Risk Assessment provide further detail. Fire safety arrangements will be reviewed following significant changes, incidents or other circumstances that may affect fire safety.

19. EVACUATION, LOCKDOWN, INVACUATION AND EMERGENCY PLANNING

The School maintains emergency procedures covering foreseeable emergencies. These include, where appropriate:

- fire;
- serious injury or medical emergency;
- gas or utility failure;
- loss of essential services;
- severe weather;
- security incidents;
- intruder incidents;
- lockdown;
- invacuation;
- evacuation;
- serious external incident; and
- terrorism-related incidents.

Emergency procedures will be proportionate to the School's premises, pupil numbers and activities. The School will consider the principles of **Run, Hide, Tell** where relevant to a fast-moving terrorist or weapons-related incident. The School will maintain appropriate communication arrangements and will liaise with emergency services where required. The Terrorism (Protection of Premises) Act 2025 has established a new statutory framework for protective security arrangements. Implementation is subject to a minimum 24-month period, and the School will monitor commencement and guidance and implement any requirements applicable to it. Current DfE guidance indicates that settings expecting fewer than 200 people may fall outside the scope of the premises duty, but preparedness remains good practice.

20. FIRE DRILLS AND EMERGENCY DRILLS

Fire drills will be undertaken regularly and recorded. Drills will be reviewed to identify:

- evacuation time;
- difficulties encountered;
- problems with routes or exits;
- supervision issues;
- communication problems;
- pupils requiring additional assistance; and
- improvements required.

Where appropriate, emergency or lockdown procedures will also be practised. The School will avoid drills becoming purely routine and will periodically consider realistic variations while maintaining pupil welfare.

21. SECURITY AND VISITORS

The School will take reasonable steps to maintain site security. Visitors will normally:

- report to the School Office/reception;
- sign in;
- wear an appropriate visitor identification badge;
- be appropriately supervised where necessary; and
- sign out when leaving.

Visitors, contractors and delivery personnel must follow reasonable School instructions. Any unidentified or unauthorised person on site should be reported immediately to the Headteacher or another designated member of staff. Where an individual presents an immediate risk, the School may contact the police or other emergency services. Restrictions on access to the premises are managed in accordance with the School's relevant behaviour, complaints and premises-access procedures.

22. CONTRACTORS

The School will take reasonable steps to ensure that contractors working on its premises are competent and appropriately managed. Before significant works commence, the School will consider:

- the nature and scope of the work;
- risks to pupils, staff and visitors;
- contractor competence;
- safeguarding implications;
- site segregation;

- working hours;
- access and egress;
- hazardous materials;
- fire safety;
- emergency arrangements; and
- communication between the School and contractor.

Where construction work falls within the scope of the **Construction (Design and Management) Regulations 2015**, the School will ensure that appropriate duties and arrangements are identified and discharged. Contractors must not create avoidable risks to pupils, staff or visitors. Where necessary, work areas will be segregated from pupils and staff.

23. LETTINGS AND HIRERS

Where School premises are hired for activities outside the normal direction of the School, the letting agreement will identify relevant responsibilities. Hirers must:

- comply with reasonable School health and safety requirements;
- comply with emergency procedures;
- observe agreed capacity limits;
- use equipment appropriately;
- report accidents and hazards;
- not introduce unsafe equipment;
- not interfere with fire safety equipment; and
- comply with the terms of the letting agreement.

The School will take reasonable steps to ensure that premises and equipment made available for lettings are safe for their intended use.

24. LONE WORKING

The School recognises that staff may occasionally work alone, particularly:

- before or after normal school hours;
- during holidays;
- when undertaking administrative work;
- when opening or closing the premises;
- when dealing with contractors; or
- during other out-of-hours activities.

The School will assess significant lone-working risks. Staff working alone must:

- ensure that another person knows they are on site where appropriate;
- maintain access to a telephone or other communication method;

- avoid undertaking tasks presenting unacceptable risk when alone;
- report any concerns or incidents;
- follow site security arrangements; and
- leave the premises if circumstances become unsafe.

Particular caution will be exercised regarding working at height, electrical work, hazardous substances, major maintenance and other higher-risk activities. HSE guidance requires employers to manage risks to lone workers through appropriate risk assessment, training, supervision and keeping in touch.

25. MANUAL HANDLING

Manual handling will be managed in accordance with the **Manual Handling Operations Regulations 1992**. Where reasonably practicable, the School will avoid unnecessary manual handling. Where handling is necessary, staff will consider:

- the weight and nature of the load;
- the environment;
- the distance involved;
- individual capability;
- available equipment; and
- whether assistance is required.

Staff must not attempt to move loads beyond their capability.

26. SLIPS, TRIPS AND FALLS

The School will seek to reduce slips, trips and falls through:

- good housekeeping;
- appropriate storage;
- prompt treatment of spillages;
- maintenance of floor surfaces;
- suitable lighting;
- safe cable management;
- clear walkways; and
- appropriate outdoor maintenance.

Defects presenting an immediate risk will be addressed or isolated promptly.

27. WORK AT HEIGHT

Work at height will be avoided where reasonably practicable. Where work at height is necessary, appropriate equipment and procedures will be used. Staff must not improvise by

standing on furniture, chairs or other unsuitable objects. Higher-risk work at height will be undertaken only by appropriately competent persons.

28. CONTROL OF HAZARDOUS SUBSTANCES – COSHH

Where hazardous substances are used, the School will comply with the **Control of Substances Hazardous to Health Regulations 2002 (COSHH)**. The School will maintain:

- an appropriate inventory;
- relevant safety information;
- COSHH assessments;
- safe storage arrangements;
- appropriate instructions;
- suitable PPE where required; and
- arrangements for disposal.

Hazardous substances must be kept away from pupils unless their controlled use forms part of an appropriately risk-assessed activity.

29. ELECTRICITY

Electrical installations and equipment will be maintained in a safe condition.

The School will:

- arrange appropriate inspection and testing;
- undertake visual checks;
- remove damaged equipment from use;
- ensure electrical equipment is used appropriately; and
- use competent persons for electrical work.

Staff must not use equipment they believe to be electrically unsafe.

30. WORK EQUIPMENT

Work equipment will be suitable for its intended purpose and maintained appropriately. Where applicable, arrangements will comply with the **Provision and Use of Work Equipment Regulations 1998 (PUWER)**. Defective equipment will be:

1. removed from use;
2. clearly identified where appropriate; and
3. repaired or disposed of before being returned to service.

31. PERSONAL PROTECTIVE EQUIPMENT

Where risks cannot be adequately controlled by other means, appropriate PPE will be provided. PPE must:

- be suitable for the task;
- be maintained;
- be stored appropriately;
- be used correctly; and
- be replaced when necessary.

Staff and pupils will receive appropriate instruction where PPE is required.

32. ASBESTOS

The School maintains an asbestos management arrangement based on the relevant asbestos survey and management plan.

The School will:

- maintain appropriate asbestos records;
- ensure relevant staff and contractors are aware of asbestos risks;
- prevent unauthorised disturbance of asbestos-containing materials;
- communicate relevant information to contractors;
- review the management arrangements periodically; and
- take appropriate action if asbestos-containing material is suspected to have been disturbed.

No person should undertake work likely to disturb building materials without appropriate checks and authorisation.

33. WATER HYGIENE AND LEGIONELLA

The School will maintain appropriate arrangements for water hygiene and the management of legionella risk. This will include:

- appropriate risk assessment;
- monitoring where required;
- maintenance of water systems;
- management of temperature and outlets where appropriate;
- action following abnormal results; and
- appropriate record keeping.

Competent external advice will be obtained where necessary.

34. GAS AND HEATING SYSTEMS

Gas appliances and heating systems will be inspected and maintained by appropriately competent persons. Access to boilers, plant rooms and other hazardous service areas will be appropriately controlled. Any suspected gas leak or serious defect will be dealt with immediately in accordance with emergency procedures.

35. SPORTS AND PLAY EQUIPMENT

Sports and play equipment will be appropriately selected, maintained and inspected. Staff supervising physical activities will consider:

- the suitability of the equipment;
- age and ability of pupils;
- condition of surfaces;
- weather conditions;
- appropriate supervision;
- foreseeable injuries; and
- relevant activity risk assessments.

Defective equipment will be withdrawn from use until appropriately repaired.

36. VEHICLE AND TRANSPORT SAFETY

The School recognises that vehicle risks exist not only on School premises but also at entrances, on adjacent roads and during school transport arrangements.

Vehicle-related risks will therefore be considered in relation to:

- parent and visitor vehicles;
- deliveries;
- contractors;
- coaches;
- minibuses;
- School vehicles;
- pedestrian movement;
- collection and drop-off arrangements; and
- school trips.

Where pupils are transported, the School will use appropriate vehicles and competent drivers and will ensure that suitable arrangements are in place for seat belts, supervision and emergency communication. Pupils will be instructed to wear seat belts whenever provided and required. The School will consider workplace transport risks in areas immediately outside the

premises where these may affect pupils, staff or visitors. HSE guidance specifically identifies vehicle movements around schools, deliveries and buses as risks that should be considered.

37. EDUCATIONAL VISITS AND RESIDENTIAL ACTIVITIES

Educational visits will be managed through the School's separate **Educational Visits and Off-Site Activities Policy**. The School will ensure that:

- visits are appropriately planned;
- relevant risks are assessed;
- appropriate staffing is provided;
- emergency arrangements are established;
- appropriate medical information is available;
- staff understand their responsibilities;
- appropriate communication arrangements are in place;
- transport is suitable;
- residential arrangements are appropriately assessed; and
- parents/carers receive appropriate information and consent arrangements.

Risk assessments will reflect the specific circumstances of the visit rather than relying solely on generic assessments. Additional consideration will be given to residential activities, adventurous activities, swimming, transport and unfamiliar environments.

38. HYGIENE AND INFECTION CONTROL

The School promotes good hygiene and infection-control practice. Arrangements include:

- regular cleaning;
- suitable handwashing facilities;
- appropriate provision for drying hands;
- safe disposal of waste;
- appropriate management of bodily fluids;
- suitable cleaning materials;
- appropriate PPE where required; and
- communication with parents/carers regarding significant infectious disease concerns.

Pupils are taught appropriate personal hygiene through the curriculum and daily routines. Specific infectious disease/outbreak arrangements are maintained separately.

39. OCCUPATIONAL HEALTH AND WORK-RELATED STRESS

The School recognises that health and safety includes the physical and psychological wellbeing of staff. The School will seek to identify and manage significant work-related stressors. Staff are encouraged to raise concerns at an early stage. Where appropriate, the School may seek

advice from occupational health or other competent professional services. Workload, staffing, working conditions and significant changes to working practices will be considered where they may affect staff wellbeing and safety.

40. NEW AND EXPECTANT MOTHERS

Where a member of staff notifies the School that they are pregnant or have recently given birth, an appropriate individual risk assessment will be undertaken and reviewed as the pregnancy progresses or circumstances change. The assessment will consider, where relevant:

- manual handling;
- slips and trips;
- working at height;
- prolonged standing;
- physical intervention;
- infectious diseases;
- access to toilets and welfare facilities;
- emergency evacuation;
- lone working;
- educational visits and residential activities;
- workload and fatigue; and
- any medical advice provided.

The School will make reasonable adjustments where necessary.

41. BEHAVIOUR, VIOLENCE AND PHYSICAL INTERVENTION

All members of the School community are expected to behave in a manner that supports a safe environment. The School maintains separate policies governing:

- behaviour;
- sanctions;
- bullying;
- physical intervention/reasonable force;
- searching, screening and confiscation; and
- complaints and conduct of parents/visitors.

Any incident involving violence, aggression or threatening behaviour will be dealt with proportionately and recorded where appropriate. Staff who experience violence or aggression should report the incident to the Headteacher.

42. SMOKING, VAPING, ALCOHOL AND DRUGS

The School is a smoke-free and vape-free environment. Smoking and vaping are not permitted on School premises or during School activities. Alcohol and illegal drugs must not be brought onto or consumed on School premises except where specifically authorised for an appropriate School function and managed safely. Staff must not attend work or undertake School duties while impaired by alcohol, illegal drugs or medication that affects their ability to work safely.

43. CURRICULUM HEALTH AND SAFETY

Health and safety education is incorporated appropriately into the curriculum. Pupils are taught to:

- recognise hazards;
- make sensible decisions;
- look after themselves and others;
- use equipment safely;
- behave appropriately in PE and sport;
- understand personal hygiene;
- understand relevant health risks; and
- develop increasing independence and responsibility.

Teachers will provide safety instructions appropriate to the age and understanding of pupils.

44. SAFEGUARDING INTERFACE

Health and safety arrangements operate alongside the School's safeguarding arrangements.

Where a health and safety concern also raises a safeguarding issue, the School's

Safeguarding and Child Protection Policy takes precedence for safeguarding procedures. All staff must know how to report safeguarding concerns. The School will ensure that safeguarding and health and safety arrangements are appropriately coordinated, particularly in relation to:

- visitors;
- contractors;
- educational visits;
- supervision;
- first aid and medical needs;
- pupil collection;
- site security;
- lone working; and
- emergency situations.

45. STAFF TRAINING

Staff will receive health and safety training appropriate to their roles.

Training may include:

- general health and safety;
- fire safety;
- first aid;
- paediatric first aid where required;
- risk assessment;
- educational visits;
- COSHH;
- manual handling;
- safeguarding-related safety procedures;
- emergency procedures;
- lockdown/invacuation;
- allergy and anaphylaxis awareness;
- use of specialist equipment; and
- other role-specific training.

The School will maintain a training matrix identifying relevant training and renewal dates. Training will be reviewed following changes to legislation, guidance, equipment, staffing or identified risk.

46. STATUTORY INSPECTION, TESTING AND MAINTENANCE

The School will maintain an appropriate schedule for statutory inspection, testing and planned maintenance. This may include:

- electrical installations;
- portable electrical equipment;
- gas systems and appliances;
- fire alarm systems;
- emergency lighting;
- fire extinguishers;
- emergency doors and escape routes;
- heating systems;
- water hygiene;
- asbestos management;
- playground and sports equipment;
- Pressure and ventilation systems, where applicable; and
- other equipment or systems identified through risk assessment.

Records will be retained for an appropriate period.

47. MONITORING AND AUDIT

Health and safety will be monitored through a combination of:

- routine premises inspections;
- staff observations and reports;
- accident and near-miss monitoring;
- risk assessment reviews;
- fire drill monitoring;
- statutory testing;
- maintenance records;
- training records;
- educational visit reviews;
- staff consultation;
- the Health and Safety Action Plan;
- external health and safety audits; and
- management review.

The School will obtain competent external health and safety advice where appropriate. The School's external health and safety audit will normally be undertaken annually, with recommendations recorded and monitored through the Health and Safety Action Plan.

48. HEALTH AND SAFETY ACTION PLAN

A Health and Safety Action Plan/compliance log will be maintained. The Action Plan will identify, where applicable: Action - Source - Risk/Priority - Responsible Person - Target Date - Completion - Review. Actions arising from:

- external audits;
- risk assessments;
- fire risk assessments;
- accidents;
- near misses;
- inspections;
- maintenance;
- statutory testing;
- staff concerns; or
- regulatory developments

will be considered for inclusion. Outstanding high-priority actions will be monitored until satisfactorily completed.

49. RECORD KEEPING

The School will retain appropriate health and safety records, including, where relevant:

- this policy;
- risk assessments;
- fire risk assessment;
- fire drill records;
- accident and incident records;
- RIDDOR reports;
- first-aid records;
- equipment inspections;
- statutory testing;
- maintenance records;
- asbestos records;
- COSHH assessments;
- water hygiene records;
- training records;
- educational visit documentation;
- health and safety audit reports;
- Health and Safety Action Plans; and
- emergency planning records.

Records will be stored securely and retained in accordance with applicable legal, safeguarding and data-protection requirements.

50. REVIEW OF POLICY

This policy will be formally reviewed **annually**.

The review will consider:

- changes in legislation;
- changes in DfE or HSE guidance;
- Independent School Standards developments;
- inspection findings;
- accidents and incidents;
- near misses;
- external audit recommendations;
- changes to premises;
- changes to staffing;
- changes to activities;
- new equipment or substances;
- changes to pupil needs; and
- any other matter affecting health and safety.

The policy will be reviewed sooner where a significant change occurs or where legislation, regulatory requirements, an incident or professional advice indicates that an earlier review is necessary. The next scheduled formal review is **September 2027**.

51. RELATED POLICIES AND DOCUMENTS

This policy should be read alongside, as applicable:

- First Aid, Medical Needs and Medication Policy;
- Fire Safety Policy;
- Fire Risk Assessment;
- Emergency Evacuation Procedures;
- Lockdown/Invacuation Procedures;
- Safeguarding and Child Protection Policy;
- Behaviour Policy;
- Anti-Bullying Policy;
- Physical Intervention/Reasonable Force Policy;
- Educational Visits and Off-Site Activities Policy;
- Risk Assessment Policy;
- COSHH arrangements;
- Asbestos Management Plan;
- Lone Working arrangements;
- Supervision of Pupils Policy;
- Equality and Accessibility policies;
- Staff Code of Conduct;
- Visitors and Contractors arrangements;
- Premises and Maintenance procedures;
- Educational Visits procedures;
- Medical Conditions and Allergy arrangements; and
- Health and Safety Action Plan.

APPENDIX 1

HEALTH, SAFETY AND WELFARE – SUPPORTING DOCUMENTS AND WORKING PRACTICES

The following documents and arrangements support the implementation of this policy:

1. Accident, Incident and Near-Miss Reporting
2. Asbestos Management
3. Behaviour and Physical Intervention
4. COSHH
5. Crisis and Emergency Management

6. Educational Visits and Residential Activities
7. Electrical Safety
8. Fire Safety and Emergency Evacuation
9. First Aid and Supporting Medical Needs
10. Allergy and Anaphylaxis Management
11. Health and Safety Action Plan
12. Health and Safety Audit and Inspection
13. Health and Safety Training Matrix
14. Hygiene and Infection Control
15. Lone Working
16. Manual Handling
17. New and Expectant Mothers
18. Occupational Health and Work-Related Stress
19. Personal Protective Equipment
20. Premises Maintenance
21. Risk Assessment
22. Security and Visitors
23. Slips, Trips and Falls
24. Supervision of Pupils
25. Transport and Vehicle Safety
26. Water Hygiene and Legionella
27. Working at Height
28. Work Equipment and PUWER
29. Contractors and CDM
30. Lettings and Hirers
31. Emergency Lockdown/Invacuation
32. Serious Incident/Terrorism Preparedness
33. Waste Disposal
34. Food Hygiene
35. Display Screen Equipment
36. Playground and Sports Equipment
37. Statutory Inspection and Testing Schedule

M.Raisborough September 2026

Reviewed by Advisory Board September 2026

POLICY APPROVAL

Signed: *M.Raisborough* **Name:** Mark Raisborough

Position: Proprietor / Headteacher **Date:** September 2026

Next Review: September 2027