



Health and Safety Policy

Reviewed by	Nathan Slater, Headteacher
Checked by	Daniel Pallett, Executive Headteacher
Date reviewed:	September 2026
Next Review date:	September 2027, or sooner if legislation or guidance changes

1 Policy statement and scope

Jasmine Hall School will provide and maintain, so far as is reasonably practicable, a safe and healthy environment for pupils, employees, visitors, contractors and other people affected by its work. The school manages significant risks proportionately so that pupils can learn, participate and develop their understanding of risk without unnecessary restrictions.

This policy applies to Croft House, Cedar House and Markeaton House, school-led activities away from those sites, educational visits and transport arranged or operated by the school. Site-specific procedures, risk assessments and emergency plans support this policy.

The proprietor is the employer and holds overall accountability. Day-to-day implementation is delegated to the Headteacher, supported by senior leaders, premises staff and competent health and safety advice. Health and safety duties do not remove the school's safeguarding responsibilities.

2 Legal and regulatory framework

The school has regard to current legislation and statutory requirements, including:

- Health and Safety at Work etc. Act 1974
- Management of Health and Safety at Work Regulations 1999
- Health and Safety (First-Aid) Regulations 1981
- Workplace (Health, Safety and Welfare) Regulations 1992
- Control of Substances Hazardous to Health Regulations 2002
- Reporting of Injuries Diseases and Dangerous Occurrences Regulations 2013
- Regulatory Reform Fire Safety Order 2005
- Personal Protective Equipment at Work Regulations 1992 as amended in 2022
- Provision and Use of Work Equipment Regulations 1998
- Manual Handling Operations Regulations 1992
- Work at Height Regulations 2005
- Control of Noise at Work Regulations 2005 where relevant
- Control of Vibration at Work Regulations 2005 where relevant
- Control of Asbestos Regulations 2012
- Electricity at Work Regulations 1989
- Gas Safety Installation and Use Regulations 1998
- Construction Design and Management Regulations 2015
- Health and Safety Consultation with Employees Regulations 1996
- Safety Representatives and Safety Committees Regulations 1977 where applicable
- Education Independent School Standards Regulations 2014 as amended
- Equality Act 2010.

The school also follows relevant Department for Education, Health and Safety Executive and UK Health Security Agency guidance, including Health and safety responsibilities and duties for schools, sensible health and safety management in schools, incident reporting in schools, and health protection guidance for education settings.

3 Organisation and responsibilities

3.1 Proprietor

The proprietor will ensure that suitable governance, resources and competent advice are available. The proprietor will:

- approve this policy and review health and safety performance at least annually;
- confirm that responsibilities are allocated and understood;
- ensure premises, equipment and systems of work are maintained safely;
- provide suitable information, instruction, training and supervision;
- consult employees on matters affecting their health and safety; and

- ensure significant findings, incidents and required improvement actions receive appropriate oversight.

3.2 Headteacher

The Headteacher is responsible for day-to-day implementation across all three sites. The Headteacher will ensure that risk controls, emergency arrangements, training, reporting systems and monitoring are effective, and will escalate significant concerns to the proprietor.

3.3 Senior leaders and site leads

Leaders will manage risks within their areas, check that staff follow agreed controls, arrange or request training, act on reported defects, and review risk assessments after incidents or significant change. A named responsible person must be identified for each site and for higher-risk activities.

3.4 Competent advice

The proprietor will appoint or obtain access to a competent person with the skills, knowledge and experience needed to advise on health and safety. Specialist advice will be obtained where internal competence is insufficient.

3.5 Employees

All employees must take reasonable care of themselves and others, follow training and instructions, use equipment and protective measures correctly, report hazards and incidents promptly, and cooperate with the school. Staff must not undertake work for which they are not trained, authorised or competent.

3.6 Pupils and visitors

Pupils must follow reasonable safety instructions and report hazards. Staff will explain expectations in ways pupils can understand. Visitors and contractors must follow sign-in, safeguarding, security and site-safety arrangements.

3.7 School roles and local arrangements

The following responsibilities apply across Croft House, Cedar House and Markeaton House. Named postholders, deputies and local contact details are recorded in the school health and safety responsibility schedule and displayed or made available at each site. The schedule is updated whenever staffing or responsibilities change and does not require the main policy to be reissued.

Area	Lead responsibility	Core responsibility
Overall implementation	Headteacher	Implements this policy across all three sites and reports significant matters to the proprietor.
Site arrangements	David Torrance for Croft House, Cedar House and Markeaton House	Coordinates local checks, defects, emergency arrangements and completion of actions.
Competent advice	Competent person appointed by the proprietor	Provides proportionate advice and specialist support where internal competence is insufficient.
Educational visits	David Torrance, Educational Visits Coordinator	Oversees off-site visit planning, approval and monitoring through EVOLVE.
Fire safety	David Torrance	Maintain site fire arrangements, drills, checks, records and personal emergency evacuation plans.

Area	Lead responsibility	Core responsibility
First aid	Trained first aiders	Maintain needs assessments, cover, supplies, records and emergency response arrangements.
Premises compliance	Proprietor, premises leads and appointed contractors	Coordinate statutory inspection, maintenance, asbestos, water hygiene, electrical, gas and equipment controls.

4 Consultation information and training

The school will consult staff and, where applicable, recognised representatives about changes that may substantially affect health and safety. Staff may raise concerns without disadvantage through their line manager, site lead or the Headteacher.

Health and safety information is provided at induction and refreshed when responsibilities, risks or procedures change. Training will match the person's role and may include first aid, fire safety, moving and handling, medication, allergy response, infection control, COSHH, work equipment, minibus use, educational visits and behaviour-related risk management. Training records will be retained.

5 Risk assessment and reasonable adjustments

Suitable and sufficient risk assessments will cover employees and people who may be affected by school activities, including pupils, visitors and contractors. Assessments will identify hazards, who may be harmed, existing controls, any further action, an owner and a review date. Significant findings will be recorded and communicated to the people who need them.

Risk assessments will be reviewed when there is reason to believe they are no longer valid, after a significant incident, when circumstances change, or by the scheduled review date. Dynamic risk assessment may be required when conditions change unexpectedly, but it does not replace planned assessment where risks are foreseeable.

Jasmine Hall is a specialist SEND school. Assessments will consider communication, sensory, physical, medical, emotional and behavioural needs without using diagnosis as a reason for automatic exclusion. The school will consult pupils, parents, staff and relevant professionals where appropriate and make reasonable adjustments under the Equality Act 2010. Individual risk management plans must be proportionate, respectful and reviewed regularly.

Specific assessments will be completed where required for young workers and work-experience pupils, pregnant workers and new mothers, employees with disabilities or health conditions, temporary staff, volunteers and any person whose experience, communication or circumstances may place them at increased risk. Assessments will be reviewed promptly when the school is notified of a relevant change.

6 Premises inspection maintenance and welfare

Croft House, Cedar House and Markeaton House will each maintain planned checks and maintenance arrangements covering buildings, grounds, access routes, security, fire precautions, electrical and gas systems, water hygiene, ventilation, heating, glazing, play and physical activity areas, and any specialist or vocational equipment. Statutory inspection and testing records will be retained for each site and significant outstanding actions will be tracked to completion.

Staff must report defects promptly and take immediate reasonable action to prevent access to unsafe areas or equipment. Only authorised people may reinstate isolated equipment or areas. Housekeeping arrangements will reduce slips, trips, falling objects and obstructed escape routes.

The school will provide suitable toilets, washing facilities, drinking water, rest arrangements, lighting, ventilation and temperature management. Individual medical and SEND needs will be considered when deciding controls for heat, cold, noise, lighting and sensory demands.

7 Fire safety and emergency arrangements

A suitable fire risk assessment will be maintained for each site under the Regulatory Reform Fire Safety Order 2005. Each assessment will identify responsible persons, alarm and detection arrangements, escape routes, firefighting equipment, evacuation procedures, assembly points and support for people who may need assistance.

Fire alarms, emergency lighting and firefighting equipment will be tested and serviced at required intervals. Drills will be held and evaluated. Personal Emergency Evacuation Plans will be prepared where needed and must account for mobility, communication, sensory, regulation and supervision needs.

Site emergency plans will address fire, lockdown, evacuation, bomb threats, severe weather, utility failure, public health incidents and other foreseeable major incidents. Staff must follow the current site plan and call emergency services without delay where life or serious harm may be at risk. Parents, the proprietor and relevant authorities will be informed in line with the incident plan.

8 First aid medicines accidents and reporting

The school will complete a first-aid needs assessment for each site and activity. Trained first aiders, first-aid supplies and emergency information will be available in appropriate locations. Current first-aid arrangements and box locations will be displayed locally and checked regularly.

Medicines and healthcare needs will be managed through the First Aid Policy, Supporting Pupils with Medical Conditions arrangements and individual healthcare plans. Only trained and authorised staff may administer medication or undertake delegated healthcare procedures. Emergency medication must remain accessible to authorised staff and pupils in accordance with individual plans.

All accidents, injuries, significant near misses and work-related ill health must be recorded promptly. Parents or carers will be informed in accordance with the First Aid Policy, with particular care following head injury. Head injuries will be assessed, monitored and escalated in accordance with first-aid training and the pupil's individual needs; emergency medical assistance will be requested without delay where red-flag symptoms or other serious concerns are present.

The proprietor is legally responsible for RIDDOR reporting. The Headteacher or a nominated senior leader will gather the facts and, with competent advice where needed, decide whether the statutory criteria are met and ensure any required report is submitted within the applicable timescale. The school will not report an injury solely because it occurred on school premises: the work-related circumstances and current HSE criteria will be considered. RIDDOR records will be retained for at least the statutory period. Safeguarding concerns identified through an injury or incident must also be reported to the DSL immediately.

Serious incidents will be preserved and investigated so far as it is safe to do so. Investigations will identify immediate and underlying causes, corrective action, responsible persons and completion dates. Records will be stored securely and retained in accordance with legal and organisational requirements.

9 Safeguarding security and visitors

Health and safety and safeguarding arrangements will operate together. Access to each site will be controlled, visitors will sign in and wear identification, and unsupervised access to pupils will be permitted only where appropriate checks and authorisation are in place. Staff must challenge unknown or unauthorised persons safely and report concerns.

Security assessments will consider site boundaries, reception arrangements, lone working, keys and access controls, deliveries, aggressive or threatening behaviour, and pupils who may leave a safe area without permission. Any physical intervention must follow the Behaviour Policy, training and individual plans.

9.1 Violence aggression and behaviour-related risk

The school will assess foreseeable risks from violence, aggression, dysregulation and behaviour that may cause harm. Controls will reflect each pupil's communication, sensory and emotional needs and may include individual risk assessments, positive behaviour support plans, staffing arrangements, environmental adjustments and agreed responses. Staff must follow training and summon assistance rather than place themselves or others at avoidable risk.

Injuries, significant near misses and restrictive interventions will be recorded and reviewed. Staff will receive first aid, debriefing, welfare support and occupational health advice where appropriate. Leaders will consider whether the pupil's plan, staffing, environment, training or wider provision requires amendment and will share safeguarding information with the DSL.

10 Curriculum activities and educational visits

Curriculum and enrichment activities will be planned and supervised by competent staff. Risk controls will reflect the activity, equipment, environment and pupils' needs. Specialist guidance will be followed for science, design and technology, food, PE, vocational learning and other higher-risk activities.

David Torrance is the school's Educational Visits Coordinator. Educational visits and off-site activities must be planned, checked and approved through EVOLVE in accordance with the school's Educational Visits procedure. Planning will address staffing, transport, consent, medical and SEND needs, emergency contacts, safeguarding, venue competence and contingency arrangements. Activities will not be restricted simply because they involve risk; leaders will decide whether risks are reduced so far as is reasonably practicable.

10.1 Movement between Jasmine Hall sites and road crossing

Pupils and staff regularly move between Croft House, Cedar House and Markeaton House. Pupils are supervised by staff while crossing at all times and must use the agreed route and crossing point. Staff position themselves so that the group remains together, visibility is maintained and traffic conditions are checked before anyone enters the road.

Each pupil's individual risk assessment includes a specific road-awareness section. This records the pupil's understanding of traffic risk, communication and sensory needs, impulsivity or flight risk, mobility needs, level of supervision and any individual control measures. It is reviewed after an incident or near miss, when the pupil's needs or independence change, and as part of the scheduled risk-assessment review. Staffing ratios are determined by the individual assessments and the needs of the group, not by a fixed minimum.

Before leaving a site, the lead member of staff confirms the destination, route, pupil count, staffing, communication arrangements and any essential medication. A headcount is completed before departure, after each crossing and on arrival. If traffic, weather, roadworks or pupil presentation make the planned crossing unsafe, staff pause the journey and use a safer alternative or return to the site.

11 Transport and Vehicles

Vehicles used for school purposes must be roadworthy, insured, maintained and suitable for the journey and passengers. Drivers must hold the correct licence, meet school authorisation requirements and complete required checks. Journey planning will consider supervision, passenger needs, seatbelts or restraints, medication, emergency arrangements, fatigue and safe boarding. Further requirements are set out in the Vehicle and Transport Policy.

Staff travelling between sites, undertaking home tuition or home visits, or supporting community-based learning must follow the relevant lone-working, safeguarding, communication and check-in arrangements. The activity must be covered by an appropriate risk assessment, and staff must not continue where changing conditions create an uncontrolled risk.

12 Hazardous substances protective equipment and work equipment

Hazardous substances will be identified, assessed under COSHH, stored securely, labelled and used only by authorised persons following the assessment and safety data. Exposure will be prevented where reasonably practicable or adequately controlled. Waste and spillages will be managed safely.

Personal protective equipment will be provided where risk cannot be adequately controlled by other means. It must be suitable, maintained, stored correctly and accompanied by instruction. PPE is the final level of control and does not replace elimination, substitution, engineering or organisational controls.

Work equipment must be suitable, maintained and inspected as required. Guards and safety devices must not be bypassed. Staff and pupils may use specialist equipment only with appropriate instruction and supervision. Defective equipment must be removed from use and clearly identified.

Electrical and gas systems and appliances will be installed, inspected, maintained and repaired by competent persons. Staff must visually check portable equipment before use and report damage. Unauthorised personal electrical equipment must not be brought into use.

12.1 Purchasing and introducing equipment

Before new equipment, substances or activities are introduced, the responsible leader will consider suitability, installation, storage, maintenance, inspection, training, supervision, safeguarding and SEND implications. Required risk and COSHH assessments, operating instructions and emergency arrangements must be in place before use. Donated or personally supplied equipment is subject to the same checks as purchased equipment.

13 Asbestos and water hygiene

The proprietor will ensure the asbestos dutyholder arrangements are clear for each of Croft House, Cedar House and Markeaton House. Where asbestos-containing materials are present or presumed, an asbestos management plan and register will be maintained for the relevant site. Contractors and staff who may disturb the fabric of a building must check the register and receive authorisation before work starts. Suspected disturbance must be stopped immediately, the area isolated and specialist advice obtained before reoccupation or work resumes.

A suitable water hygiene risk assessment and written control scheme will be maintained for each site to manage legionella and other water risks. A named responsible person and competent support will complete and record the monitoring, temperature checks, flushing, cleaning, sampling and remedial actions specified by the scheme. Little-used outlets, school holidays, changes in occupancy and changes to the water system will receive particular attention.

14 Manual handling work at height and lone working

Hazardous manual handling will be avoided where reasonably practicable. Where it cannot be avoided, the task will be assessed and suitable equipment, staffing, training and individual handling plans provided. People-handling must follow professional advice and the pupil's plan.

Work at height must be planned, supervised and carried out by competent people using suitable equipment. Staff and pupils must not improvise access equipment. Ladders and step ladders may be used only where the task and duration make this appropriate and after the equipment has been checked.

Lone working will be avoided where the risk cannot be controlled. Assessments will consider the task, location, time, communication, emergency response, medical needs and risk of violence. Staff must follow the agreed contact and escalation arrangements.

15 Infection allergies smoking and sharps

The school will follow current UK Health Security Agency guidance on infection prevention and outbreak management. Controls may include hand and respiratory hygiene, ventilation, cleaning, exclusion periods, PPE, vaccination advice and communication with public health services. Risk assessments will be reviewed when public health advice changes.

Allergy and anaphylaxis risks will be managed through the school's Allergy Safety Policy and individual healthcare plans. Staff will know how to reduce exposure, recognise symptoms, access adrenaline auto-injectors and summon emergency help. Food information and allergen controls will be maintained where the school provides or handles food.

School premises, vehicles and grounds are smoke- and vape-free. Sharps must not be handled unless staff are trained and equipped. Discarded sharps will be isolated, collected with appropriate equipment and disposed of through an approved route. Any exposure injury will receive immediate first aid and medical advice.

15.1 Food safety and hygiene

Where food is stored, prepared, handled or served, the school will maintain suitable food-safety arrangements. These include personal hygiene, cleaning, prevention of cross-contamination, safe storage and temperature control, date and stock control, allergen information, waste disposal and pest control. Staff and pupils will be instructed and supervised at a level appropriate to the activity. Food-safety concerns, contamination or loss of temperature control must be reported immediately and affected food must not be used.

16 Staff health wellbeing and display screen equipment

The school will assess work-related stress risks and respond to concerns through workload management, supervision, support and occupational health where appropriate. This does not replace individual support following a specific incident or safeguarding concern.

Display screen equipment users will receive information and complete an assessment where required. Workstations, tasks and breaks will be arranged to reduce musculoskeletal and visual strain. Reasonable adjustments will be considered for disability, pregnancy and other individual needs.

17 Contractors and construction work

Contractors will be selected and managed according to the risk of the work. Before work starts, the school will confirm competence, insurance, safeguarding arrangements, risk assessments, method statements, permits, isolation requirements and emergency information as appropriate. Contractors must sign in and coordinate their work with the site lead.

Construction work will comply with the Construction Design and Management Regulations 2015. Work areas will be separated from pupils and routine school activity. The school will appoint the required dutyholders and ensure pre-construction information, construction phase plans and handover information are proportionate and complete.

18 Reporting monitoring and review

Staff must report hazards, defects, accidents and near misses as soon as possible. Urgent risks require immediate action to protect people, followed by notification to the site lead or Headteacher. Staff may stop an activity when they reasonably believe there is a risk of serious and imminent danger.

The school will monitor implementation through site inspections, compliance records, training records, incident and near-miss analysis, risk assessment review and completion of actions. Leaders will look for patterns across Croft House, Cedar House and Markeaton House and share relevant learning.

The Headteacher will report significant matters and an annual health and safety review to the proprietor. This policy will be reviewed at least annually and sooner following significant legal or organisational change, a serious incident, enforcement action or evidence that arrangements are ineffective.

18.1 Monitoring schedule

Activity	Minimum frequency	Lead and evidence
Immediate hazard and defect reporting	As identified	All staff; local reporting record and action log
Routine site and housekeeping checks	Ongoing with recorded planned checks	Named site lead; site checklist and defect log
Fire alarm, emergency lighting, equipment and drill checks	At the frequency set by the fire risk assessment and applicable standards	Local fire lead or competent contractor; fire logbook
First-aid provision and stock	Regularly and after use	First-aid lead; needs assessment and stock record
Water hygiene controls	At the frequency set by the risk assessment and written control scheme	Responsible person or competent contractor; water hygiene file
Risk assessments and individual pupil controls	By review date and after incident, near miss or significant change	Assessment owner and relevant leader; signed review record
Accident, near-miss and restrictive-intervention analysis	At least termly and after any serious incident	Senior leadership team; trend analysis and action log
Cross-site road-crossing arrangements	At least annually and following any incident, near miss or route change	Headteacher or delegated lead; route assessment and pupil risk assessments
Whole-school health and safety performance	At least annually	Headteacher and competent adviser; report to proprietor

19 Related Jasmine Hall policies and procedures

- Safeguarding and Child Protection Policy
- Behaviour Policy
- Risk Assessment Policy and arrangements
- Allergy Safety Policy
- First Aid Policy
- Supporting Pupils with Medical Conditions arrangements
- Educational Visits procedure
- Fire risk assessments and site evacuation plans
- Lockdown and emergency plans
- Lone Working Policy
- Vehicle and Transport Policy
- Business Continuity Plan
- Staff Code of Conduct and Whistleblowing procedures.

20 Key external references

- [DfE Health and safety responsibilities and duties for schools](#)
- [HSE Sensible health and safety management in schools](#)
- [HSE Schools and education guidance](#)
- [HSE Managing risks and risk assessment at work](#)
- [HSE RIDDOR reportable incidents](#)
- [DfE Keeping children safe in education 2026](#)
- [Education Independent School Standards Regulations 2014](#)