



Bright Futures

Health and Safety Policy

Contents

Statement of intent

1. Organisation of Health & Safety Responsibility
2. Legal framework
3. Roles and responsibilities
4. Construction/maintenance of the premises
5. Pupils' duties
6. Training
7. First-aid
8. Contacting the emergency services
9. Fire safety
10. Accident reporting
11. Significant accidents
12. Reporting procedures
13. Reporting hazards
14. Accident investigation
15. Our active monitoring system

1 | Page

Date of issue: September 2023
Date of Review: September 2024

16. Bomb threat procedure
17. Evacuation
18. Visitors to the school
19. Personal protective equipment (PPE)
20. Maintaining equipment
21. Hazardous materials
22. Asbestos management
23. Medicine and drugs
24. Smoking
25. Housekeeping and cleanliness
26. Infection control
27. Allergens and anaphylaxis
28. Risk assessment
29. Slips and trips
30. Security and theft
31. Severe weather
32. Safe use of school vehicles
33. School trips and visits
34. Playground safety
35. Manual handling
36. Working at heights
37. Workplace health and safety: stress management
38. Workplace health and safety: display equipment
39. Near Misses

Statement of Intent

At *Ash Meadow* School we have our own policy that is supported by the wider organisations Health & Safety Policy Statement as follows:

2 | Page

Date of issue: September 2023
Date of Review: September 2024

'Bright Futures recognises that it has a responsibility to ensure that reasonable precautions are taken to provide and maintain working conditions which are safe, healthy and comply with all statutory requirements and codes of practice relating to the particular activities of the organisation.

Bright Futures is committed to ensure the safety of all its staff and all visitors to the business' premises, and as such has appointed the Operations Director to be the Responsible Person for Health and Safety issues on a daily basis. The Responsible Person conducts an annual review of the business's health and safety position.

The business is committed to providing and maintaining standards at least equal to the best practice. The business will observe the Health and Safety at Work etc. Act 1974 and all other relevant legislation, regulations and codes of practice made from time to time.

The business takes into account any recommendations made by the Health and Safety Executive with regard to health and safety issues, and where appropriate will liaise with the Health and Safety Executive/Local Authority on health and safety issues that are of particular relevance to the business.

Bright Futures considers that a safe and healthy working environment is a prerequisite to achieving the safe, high-quality care and education and a safe working environment for our staff and those who work on our behalf. As such Bright Futures will:

- Provide adequate control of Health and Safety risks arising from our work activities.*
- Consult with our employees on matters affecting their Health and Safety.*
- Provide safe plant and equipment.*
- Ensure safe use of handling and use of substances.*
- Provide information, instruction and supervision for employees.*
- Ensure all staff are competent to do their tasks, and to give them adequate training.*
- Prevent accidents and cases of work-related ill health.*
- Maintain safe and healthy working conditions.*
- Provide employees with health surveillance where necessary.*
- Review and revise this policy as necessary at regular intervals.'*

Organisation of Health & Safety Responsibilities

The Proprietor is accountable for the health and safety of all staff and students at Ash Meadow school. Day to day responsibilities of health and safety are delegated to the education leadership team. The Headteacher is responsible for health and safety within their school, supported by the Education Quality Lead; a role that supports all Bright Futures schools. Additionally, the governors forum is a place where senior leaders are supported and challenged on health and safety matters. At an organisational level schools have access to support from the Health & Safety and Compliance Manager who also arranges for annual audits to take place on health and safety practice.

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
- The Personal Protective Equipment at Work Regulations 1992
- The Education (School Premises) Regulations 1999
- 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 (2015) 'Health and safety for school children'
- DfE (2023) 'Keeping children safe in education 2023'
- DfE (2017) 'Safe storage and disposal of hazardous materials and chemicals'
- HSE (2021) 'Sensible health and safety management in schools'
- DfE (2022) 'First aid in schools, early years and colleges'
- UK Health Security Agency (2022) 'Health protection in children and young people settings, including education'

This policy operates in conjunction with the following school policies:

- COSHH Policy
- Asbestos Management Policy
- First Aid and Accident Policy
- Risk Assessment Policy
- Educational Visits Policy
- Lone Working Policy
- Staff Wellbeing Policy
- Allergen and Anaphylaxis Policy
- Whole School Food Policy
- Administering Medication Policy
- Data Protection Policy
- Educational Visits and School Trips Policy
- Invacuation, Lockdown and Evacuation Policy
- Fire Risk Assessment
- Personal Emergency Evacuation Plan
- Fire Evacuation Plan
- Accident Reporting Procedure Policy
- Visitor Policy

Roles and responsibilities

The Head Teacher will:

- Ensure 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.
- Annually assess the effectiveness of the policy and ensure any necessary changes are made.
- Identify risks relating to possible accidents and injuries, and make reasonable adjustments to prevent them occurring.

The Head Teacher will provide:

- A safe place for all users of the site including staff, pupils and visitors.

- Safe means of entry and exit for all site users.
- Equipment, grounds and systems of work which are safe.
- Safe arrangements for the handling, storage and transportation of any articles and substances.
- Safe and healthy working conditions that comply with statutory requirements, codes of practice and guidance.
- Supervision, training and instruction so that all staff can perform their duties in a healthy and safe manner.
- Where necessary, protective equipment and clothing, along with any necessary guidance and instruction.

The Head Teacher 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 Education Quality Lead.

The Education Quality Lead 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 LA and the HSE where necessary.
- Support staff with any queries or concerns regarding health and safety.
- Identify hazards by conducting risk assessments.

All teachers 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 classroom, and for areas of responsibility delegated by the Head Teacher.
- 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 Head Teacher.
- 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. They will also not allow improper use of such equipment.
- 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 competent person.
- 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.

The Company Health and Safety Manager will:

- Work alongside the Education Quality Lead to ensure that all H&S responsibilities are conformed to in education.
- Offer guidance when required, to support H&S queries.
- Be a point of call to investigate any breaches of Health and safety, accident, illnesses etc.

The Maintenance Manager will:

- Swiftly and effectively arrange repair of any maintenance across the school.
- Carry out projects which are relevant to improve the standard of the school.
- Be on call in the event of an emergency in order for the school to remain open.

Construction/maintenance of the premises

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 and includes:
 - 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.

The Head Teacher will ensure that all construction and maintenance projects have a formally appointed principal designer and principal contractor. The Head

Teacher will liaise with the principal contractor to identify if the scope of the project means that it should be notified to the HSE.

The Head Teacher will 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 principal contractor/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 Head Teacher, kept up-to-date by the competent person, and is made available to anyone who needs to alter or maintain the building.

The Head Teacher will hold timely progress meetings with the project team to ensure that all members are carrying out their roles as required. 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.

Pupils' duties

Pupils will:

- Exercise personal responsibility for the health and safety of themselves and others.
- 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.

Training

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

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

The Head Teacher will ensure that there are an appropriate number of first-aid trained staff members working within each classroom.

Staff members will be provided with regular training opportunities and have access to support where needed. Staff members 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.

The Education Quality Lead will ensure staff know how to meet their duties outlined in this policy.

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

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

First Aid

The school will act in accordance with the First Aid and Accident Policy at all times.

The school will ensure ample provision is made for both trained personnel and first-aid equipment on-site.

The following staff members are trained first-aiders:

Name	Location
Vicky Tijani	Office
Lauren Brownbill	Office
Lisa Maidment	Office
Michele Pitt	Office
Lily Mellor-Savage	Pastoral

First aid boxes are located as follows, and the named staff members are responsible for their secure storage and use:

Location	Responsible staff member
Food Tech Room	Lily Mellor-Savage
First Aid Room	Lily Mellor-Savage
Office	Lily Mellor-Savage

Contacting the emergency services

The Head Teacher will certify that procedures for ensuring safety precautions are properly managed are discussed, formulated and effectively disseminated 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 pupil's parents and/or carers.

Where necessary, all pupils will be evacuated from the building and taken to the designated emergency assembly point – currently, this is the school car park.

Staff will be aware of any pupils who have specific evacuation needs.

Staff will be responsible for the safety of pupils and responding to any questions from the emergency services, as best they can.

Fire safety

All staff members fully understand and effectively implement the Fire Evacuation Plan.

The Head Teacher is responsible for certifying that procedures for ensuring that safety precautions are properly managed will be discussed, formulated and effectively disseminated to all staff.

Staff will receive fire safety training to ensure they understand the procedure for fire drills and the use of fire extinguishers.

The school will test evacuation procedures on a half termly basis.

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

Firefighting equipment will be checked on an annual basis by an approved contractor.

Fire alarms will be tested half termly 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 yearly basis, and records will be maintained and held in Asher House.

Accident Reporting

All accidents and incidents, including near-misses or dangerous occurrences, will be reported as soon as possible to the nominated competent person using the school's Accident Report Form.

The competent person will be responsible for informing the Head Teacher 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 Accident Policy and Near-miss Policy.

Significant accidents

Significant accidents, as defined in the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013, will be reported to the HSE at the earliest opportunity.

The 'specified injuries' which must be reported include the following:

- Accidents to employees causing either death or major injury
- Accidents resulting in employees being away from work or being unable to perform their normal work duties for more than seven consecutive days (this seven-day period does not include the day of the accident)
- Fractures, other than to fingers, thumbs and toes
- Amputation of an arm, hand, finger, thumb, leg, foot or toe
- Any injury likely to lead to permanent loss of sight or reduction in sight in one or both eyes
- Any crush injury to the head or torso, causing damage to the brain or internal organs
- Any burn injury (including scalding) which covers more than 10 percent of the whole body's surface area or causes significant damage to the eyes, respiratory system or other vital organs
- Any degree of scalping requiring hospital treatment
- Any loss of consciousness caused by head injury or asphyxia
- Any other injury arising from working in an enclosed space which leads to hypothermia or heat-induced illness, or that requires resuscitation or admittance to hospital for more than 24 hours

Additional reportable occurrences include the following:

- The collapse, overturning or failure of any load-bearing part of any lifting equipment
- The explosion, collapse or bursting of any closed vessel or pipe work
- Electrical short circuit or overload resulting in a fire or explosion
- Unintentional explosion, misfire or failure of demolition to cause the intended collapse, projection of material beyond a site boundary, or injury caused by an explosion
- Any accidental release of a biological agent likely to cause severe human illness

- Any collapse or partial collapse of scaffolding over five metres in height
- When a dangerous substance being conveyed by road is involved in a fire or is released
- The unintended collapse of any building or structure under construction, alteration or demolition, including walls or floors
- Any explosion or fire resulting in the suspension of normal work for over 24 hours
- Any sudden, uncontrolled release in a building of: 200kg or more of flammable liquid, 10kg or more of flammable liquid above its boiling point, 10kg or more of flammable gas, or 500kg or more of these substances if the release is in the open air
- Accidental release of any substances which may damage health
- Serious gas incidents
- Poisonings
- Skin diseases including, but not limited to: occupational dermatitis, skin cancer, chrome ulcer, oil folliculitis/acne
- Lung diseases including, but not limited to: occupational asthma, farmer's lung, asbestosis, mesothelioma
- Infections including, but not limited to: leptospirosis, hepatitis, anthrax, legionellosis, tetanus
- Other conditions such as occupational cancer, certain musculoskeletal disorders, decompression illness and hand-arm vibration syndrome

The school will also report occupational diseases upon receipt of a written diagnosis from a doctor that a staff member has a reportable disease linked to occupational exposure. These include the following:

- Carpel tunnel syndrome
- Severe cramp of the hand or forearm
- Occupational dermatitis, e.g. from work involving strong acids or alkalis
- Hand-arm vibration syndrome
- Occupational asthma, e.g. from wood dust and soldering using rosin flux
- Tendonitis or tenosynovitis of the hand or forearm
- Any occupational cancer
- Any disease attributed to an occupational exposure to a biological agent

Work-related stress and stress-related illnesses will not be reported due to the fact that they are not usually just one distinct event. RIDDOR stipulates that to be

reportable, an injury must have resulted from an accident arising out of or in connection with work.

The school will only report accidents that are:

- Discrete.
- Identifiable.
- Unintended incidents which cause physical injury.

Reporting procedures

Should an incident require reporting to the Incident Control Centre (ICC) (part of the HSE), the competent person, or a person appointed on their behalf, will file a report as soon as is reasonably possible.

The person will complete the relevant report on the HSE website:

<http://www.hse.gov.uk/riddor/report.htm>.

The HSE no longer accepts written accident reports, except for in exceptional circumstances. The school will report all accidents and injuries online where possible (using the above link/web address).

Fatal and specified injuries, as outlined in 10.2, may only be reported using the telephone service on 0845 300 9923 (open Monday to Friday 8.30am to 5pm).

Reporting hazards

Staff, pupils, contractors and visitors have a legal duty to report any condition or practice they deem to be a hazard.

In the main, reporting should be conducted verbally to the administrator or deputy Head Teacher as soon as possible, who will then inform the Head Teacher as appropriate.

Serious hazards will be reported using the appropriate form available in the school office.

Accident Investigation

All accidents, however small, will be investigated by the competent person and the outcomes recorded.

The length of time dedicated to each investigation will vary on the seriousness of the accident.

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

The competent person 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/illness.

Our active monitoring system

It is good practice to actively monitor systems prior to accidents, ill health or incidents taking place; this involves regularly checking compliance procedures and the achievement of objectives. Our procedure for actively monitoring our system includes:

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

Bomb Threat procedure

In the event of an emergency, the procedures outlined in the Invacuation, Lockdown and Evacuation Policy and Lockdown Procedure will be followed.

All senior staff members are trained in handling bomb threats and have easy access to instructions of the procedure, which can be found in the Business Continuity plan and the Invacuation, Lockdown and Evacuation Policy.

Upon receipt of a bomb threat or a suspicious package, staff members will ask the following types of questions, regardless of the call's source (including if the call is from the police):

- Where is it?
- In which building is it and on what floor?
- What time will the bomb go off?
- What does the bomb look like and what colour is it?
- What type of bomb is it and what type of explosive?
- Who are you?
- Why are you doing this?
- Do you have a code word?

The appropriate evacuation procedure will be followed whether staff members believe the threat to be a hoax or not.

Where possible, caller ID or dialling the 1471 service will be used to identify where the call has come from.

Staff should note the time of the call and write down exactly what was said by the person calling, as this may be useful for the police.

Where possible, recording devices will be used whilst receiving a bomb threat.

The staff member receiving the call will contact the Head Teacher immediately, who will then alert the police and the LA.

The Head Teacher, or Deputy Head Teacher in her absence, will decide whether or not to evacuate the building.

Evacuation

The school will follow the procedure outlined in the Invacuation, Lockdown and Evacuation policy in the event of a crisis.

In the event of a fire, the Fire Evacuation Plan will be implemented.

If an evacuation is deemed necessary, the following procedure will take place:

All senior staff will be informed of the situation either in person or via the internal computer system, not by the use of radios or mobile phones. The evacuation will then take place as per fire drill procedures, except staff will be instructed to:

- Leave all doors and windows open (excluding the area in which the bomb or suspicious package is positioned; this room should be sealed with all windows and doors closed).
- Take all essential personal items with them, to avoid unnecessary searching.
- Staff and pupils will be asked to make their way to the normal fire assembly area (the area should be moved if close to the area of the bomb or suspicious package).
- Staff will be positioned at all gates leading into the school and nobody will be allowed in or out except for emergency personnel.
- Once the police have arrived, staff will await further instruction from the emergency services.

The school's Business Continuity Plan will be activated to help restore normality following an incident.

Visitors to the school

The procedures outlined in the Visitor Policy will be implemented by relevant staff when receiving visitors to the school.

All visitors and contractors will sign in to reception.

Once signed in, visitors and contractors will be collected from reception by the member of staff they are visiting, or escorted to the area of the school concerned.

No contractor will carry out work on the school site without the express permission of the Head Teacher, other than in an emergency or to make the site safe following theft or vandalism.

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.

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

Visitors and contractors will wear a visitor's badge at all times while on school grounds.

Any cleaning contractors will wear an easily identifiable uniform or badge at all times.

Staff members who encounter an unidentifiable visitor will enquire if they require assistance and direct them to the main office or off site.

Staff members who encounter uncooperative visitors threatening violence, refusing to leave the site, or carrying out physical or verbal abuse will seek immediate help via a 999 phone call.

Personal protective equipment (PPE)

PPE means all equipment worn, or held, by staff or pupils which is designed to protect them from specified hazards.

In line with the Personal Protective Equipment at Work Regulations 1992, 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.

Staff and pupils will use the PPE provided, and care for it according to the instructions and training given.

Pupils will report any loss or defects to their class teacher, who will report it to the Head Teacher for repair.

The PPE will fit the wearer properly. Where more than one item of PPE must be worn, they should be compatible and remain effective.

PPE will not be worn if a hazard is caused by wearing it that is greater than the hazard it is intended to protect the wearer from.

PPE includes workshop equipment, such as tool box tools, protective clothing, safety footwear and face masks, PE equipment, ICT equipment, photocopiers and other office equipment, lifting equipment and respiratory protective equipment.

Clothing that is not specifically designed to preserve the health and safety of the wearer does not constitute as PPE, e.g. school uniform.

Thorough risk assessments are carried out by the Head Teacher to determine the suitable PPE to be used for each hazard and these are reviewed on a timely basis.

Staff and pupils can expect that any equipment they use is suitable for its intended use and is properly maintained.

Staff will receive 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.

The school understands its duty to cover the costs of purchase, cleaning and repair for all clothing that is:

- Protective clothing that staff require to fulfil their roles.

In accordance with HM Revenue and Customs (HMRC), the school will pay any tax and national insurance on uniforms and PPE that are not exempt.

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 outdoor gymnasium equipment

- Any workshop equipment, e.g. t-shirt printer
- All boiler cupboards

It is the responsibility of the Headteacher to ensure new equipment meets the appropriate standards and conforms to all health and safety requirements. A health and safety technician should be consulted as necessary.

Any portable electrical equipment will be visually inspected on a daily basis by the caretaker, and undergo PAT at intervals suitable for the type of equipment and its frequency of use.

The school will make use of automated external defibrillator (AED) as part of its first aid equipment. This will be maintained as instructed.

Hazardous materials

The school will act in accordance with the school's COSHH Policy at all times.

No chemicals or other hazardous materials will be used without the permission of the Head Teacher.

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.

The Education Quality Lead is responsible for ensuring all products that may be hazardous to health are risk assessed before being used, taking into account the advice on the relevant MSDS or Hazard – the latter is provided from CLEAPPS, recognised by Ofsted and HSE as a definitive basis for undertaking practical work safely.

The Head Teacher in liaison with the Education Quality Lead 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.

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 teachers. All COSHH and ionising radiations 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.

No staff member or pupil should 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 Head Teacher.

The Head Teacher 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 caretaker 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 caretaker 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.

Asbestos management

In accordance with HSE guidance, an asbestos management survey was undertaken in October 2019 by Airborne Environmental Consultants Ltd, which is a United Kingdom Accreditation Service accredited surveying organisation.

This survey will be undertaken following any changes of use to a location or prior to any significant building work.

As a result of the asbestos management survey, any risks that were identified were dealt with on a priority basis.

Further details concerning the management of asbestos can be found in the Asbestos Management Policy.

Medicine and drugs

The school's First Aid and Accident Policy, and Administering Medication Policy will be read, understood and adhered to at all times.

The school will obtain notification from parents and carers regarding any medication that pupils are required to take whilst in school. Only trained staff will administer medication. Staff will receive specialist training in supporting pupils with specific medical conditions. The school's Administering Medication Policy will be followed at all times.

A record will be kept of any medication that pupils take – this will be checked prior to administering any non-prescription medication.

Smoking

The school is a non-smoking premises and no smoking will be permitted on the grounds.

The school's Code of Conduct, relating to smoking will be read, understood and adhered to by all staff.

Housekeeping and cleanliness

All cleaning will be monitored by the Pastoral Team. The standard required will be clear and responsibility will be upon each Teaching Assistant to ensure the area allocated to them is kept clean and tidy.

Special consideration will be given to hygiene areas. Waste collection services will be monitored by the caretaker. Special consideration will be given to the disposal of clinical waste.

The Head Teacher is responsible for ensuring that the school is at a safe temperature for staff and pupils to work in. The school will adhere to the provisions as outlined in The Education (School Premises) Regulations 1999, which state:

Areas	Temperature
Where there is a below-normal level of physical activity due to ill health or a physical disability, e.g. medical room; however, this does not include sleeping accommodation	21°C
Where there is a normal level of physical activity associated with teaching, private study or examinations	18°C
Where there is a high level of physical activity, e.g. PE sports halls, washrooms, sleeping accommodation and circulation spaces	15°C

Infection control

The school actively prevents the spread of infection through the following measures:

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

The school employs good hygiene practices in the following ways:

- Displaying posters throughout the school, encouraging all pupils, staff members and visitors to wash their hands after using the toilet, before eating or handling food, after touching animals, and following any other actions that increase the risk of the spread of infection, such as coughing or sneezing
- Ensuring there is sufficient liquid soap, warm water and paper towels available for everyone to wash their hands throughout the school
- Employing cleaners three times per week to carry out thorough and frequent cleaning that follows national guidance
- Providing PPE where necessary
- Immediately cleaning any spillages of bodily fluids with a combination of detergent and disinfectant, and always wearing PPE
- Washing all laundry in a separate dedicated facility and washing any soiled linens separately
- Hygienically bagging any pupils' soiled clothing to go home and never rinsing it by hand
- Providing a secure sharps bin, out of reach of pupils, for the disposal of sharps when required
- Discouraging pupils, staff members and visitors from touching any stray animals that may come onto the school premises

Staff and pupils displaying signs of infection, such as rashes, vomiting, diarrhoea, etc., will be sent home and recommended to see a doctor.

The school keeps up-to-date with national and local immunisation scheduling and advice. All pupils' immunisation status is checked at school entry and at the time of any vaccination.

The school encourages parents to have their children immunised.

All cuts and abrasions will be covered with waterproof dressings.

The school will ensure that arrangements are in place to minimise any pupil health risks, e.g. flu, by ensuring hygiene standards are maintained and pupils and staff are not permitted in school if they are unwell.

Allergens and anaphylaxis

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

Parents are 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 members are also required to provide the Head Teacher with a list of their allergies. Information regarding pupils' and staff members' allergies is collated and stored securely.

Under The Human Medicines (Amendment) Regulations 2017, the school is able to purchase 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 Head Teacher 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 members receive appropriate training and support relevant to their level of responsibility, in order to assist pupils with managing their allergies.

Further information relating to the school's policies and procedures addressing allergens and anaphylaxis can be found in the Allergen and Anaphylaxis Policy.

Risk assessment

The Head Teacher has overall responsibility for ensuring potential hazards are identified and risk assessments are completed for all areas in the school. The Education Quality Lead will be consulted when risk assessments are being carried out. Termly assessments of high-risks areas, such as bathrooms, will be undertaken.

Annual risk assessments will be conducted for all other areas of the school.

Risk assessments will consider the needs of staff, pupils, visitors and contractors.

Risk assessments will identify all defects and potential risks along with the necessary solutions or control measures.

Risk assessments will be reviewed if:

- There is any reason to suspect that they are no longer valid.
- There has been a significant change in related matters.

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 Senior Leadership Team will ensure risk assessments are completed by staff leading day trips or residential stays.

A Risk Assessment Policy is in place as per The Education (Independent School Standards) Regulations 2014.

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
- 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:

25 | Page

- 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

Security and theft

Policy and procedures to reduce security risks are addressed in the School Security policy.

CCTV systems will be used to monitor events and identify incidents taking place. CCTV systems may be used as evidence when investigating reports of incidents. CCTV footage is personal data, so will be handled in accordance with the school's Data Protection Policy.

Money will be held in a cash tin in a locked cupboard and sent back to head office 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 are responsible for their personal belongings and the school accepts no responsibility for loss or damage.

Thefts may be reported to the police and staff members are expected to assist police with their investigation.

All members of staff are 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 install access control and security measures to ensure the safety of the school, e.g. door security access control, security glazing on windows, security stops on windows.

The school will ban individuals from the premises if they pose a risk to any member of the school community.

The school will consider any risks that are posed by their local context, e.g. recent arson attacks.

Severe weather

The Head Teacher, in liaison with the Chief Executive Officer, makes a decision on school closure on the grounds of health and safety.

The school will act in accordance with the Adverse Weather Policy at all times.

Safe use of school vehicles

The school administrator is responsible for arranging the annual maintenance of the vehicles, including MOTs and road tax.

Drivers will complete the relevant form from the school office and supply a photocopy of their driving licence.

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

The vehicles 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 closing mileage, along with the reason for the trip and the driver's name will be recorded in the vehicle book located in the vehicle.

Car drivers must ensure that all passengers are wearing seatbelts before setting off on each journey in a company vehicle.

The administrator has the responsibility of checking all driving licenses and insurance documents on an annual basis. It is each driver's responsibility to notify the school if they are involved in any traffic violations which result in "points" being added to their licence. This means their eligibility to drive hire vehicles may be reviewed.

Risk assessments are carried out by staff and approved by a Senior Member of staff prior to any visits taking place. All school car vehicles undergo monthly safety checks together with the annual MOT, if applicable. .

Most day pupils are transported to and from Ash Meadow in taxis arranged by school staff and Local Authorities. Any complaints from pupils concerning either driver behaviour or the way they drive is reported to the school transport provider immediately.

Most residential pupils are transported to and from Ash Meadow in a school or company vehicle. Some local pupils may also walk.

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.

Playground Safety

All pupils are always monitored and supervised when using the school grounds and play equipment. The equipment is checked for safety each week by the Maintenance team. The equipment is checked, and a report provided yearly by an approved outside agency (RoSPA).

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/grasp the particular item in a safe and balanced manner.

In order to manage these risks, we have adopted policies and procedures. Further information concerning the safe management of manual handling can be found in the Manual Handling Policy.

Working at heights

Policy and procedures concerning employees working at heights are addressed in the Working at Heights Policy.

Staff members are required to sign statements confirming that they have received, read and understood the policy, prior to being allowed to work at heights.

Workplace health and safety: 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. Staff wellbeing risk assessments are in place, as well as weekly wellbeing sessions to support all staff.

Workplace health and safety: display equipment

Display screen assessments will be carried out by the Head Teacher for teaching staff and administrative staff who regularly use laptops or desktops computers.

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 as dangerous occurrences to the HSE. A 'dangerous occurrence' includes any incident which results in requiring hospital treatment or further attention.

All accidents and near misses, however small, will be reported and investigated by the Education Quality Lead, and the outcomes recorded. The length of time dedicated to each investigation will vary depending on the seriousness of the accident.

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

Monitoring and review

The effectiveness of this policy will be monitored continually by the Head Teacher. Any necessary amendments may be made immediately.

The next scheduled review date for this policy is September 2024.

The school will establish a monitoring system that is backed up by performance measures and this will be reviewed following an incident.

Classroom Checklist

Please note, this is not an exhaustive list and you should identify any other hazards associated with the daily use of the classroom in additional tables, including any further actions needed. If necessary, discuss your concerns with a senior leader in your school.

	Questions you should ask concerning your classroom environment:	Yes/No:	Further action required:
Movement around the classroom (slips and trips)	Is the internal flooring in good condition?		
	Are there any changes in floor level or type of flooring that need to be highlighted?		
	Are gangways between desks kept clear?		
	Are trailing electrical leads/cables prevented wherever possible?		
	Is lighting bright enough to allow safe access and exit?		
	Are procedures in place to deal with spillages, e.g. water and blood from cuts?		
	For stand-alone classrooms:		
	Are access steps or ramps properly maintained?		
	Are access stairs or ramps provided with handrails?		
Work at height (falls)	Do you have an 'elephant-foot' step-stool or stepladder available for use where necessary?		
	Is a window-opener provided for opening high-level windows?		
Furniture and fixtures	Are permanent fixtures in good condition and securely fastened, e.g. cupboards, display boards, shelving?		
	Is furniture in good repair and suitable for the size of the user, whether adult or child?		

	Is portable equipment stable, e.g. a TV placed on a suitable trolley?		
	Where window restrictors are fitted to upper-floor windows, are they in good working order?		
	Are hot surfaces, such as radiators, protected where necessary to prevent the risk of burns to vulnerable young people?		
Manual handling	Have trolleys been provided for moving heavy objects, e.g. computers?		
Computers and similar equipment	If you use computers as part of your job, has a workstation assessment been completed?		
	Have pupils been advised about good practice when using computers?		
Electrical equipment and services	Are fixed electrical switches and plug sockets in good repair?		
	Are all plugs and cables in good repair?		
	Has portable electrical equipment, e.g. laminators, been visually checked and tested at suitable intervals to ensure that they are safe to use? (There may be a sticker to show it has been tested.)		
	Has any damaged electrical equipment been taken out of service or replaced?		
Asbestos	If the school contains asbestos, have details of the location and its condition in the classroom been provided and explained to you?		
	Have you been provided with guidance on securing pieces of work to walls/ceilings that may contain asbestos?		

Fire	If there are fire exit doors in the classroom, are they unobstructed, unlocked and easy to open from the inside?		
	Is fire-fighting equipment in place in the classroom?		
	Are fire evacuation procedures clearly displayed?		
	Are you aware of the evacuation drill, including arrangements for any vulnerable adults or children?		
Workplace (ventilation and heating)	Does the room have natural ventilation?		
	Can a reasonable room temperature be maintained during use of the classroom?		
	Are measures in place, e.g. blinds, to protect from glare and heat from the sun?		