

Invested Education

Health & Safety Policy

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Signed	C Fleming-Smith

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Statement of intent

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

We are committed to:

- Providing a productive and safe learning environment.
- Preventing accidents and any work-related illnesses.
- Compliance with all statutory requirements.
- Minimising risks via assessment and policy.
- Providing safe working equipment and ensuring safe working methods.

- Including all staff and representatives in health and safety decisions.
- Monitoring and reviewing our policies to ensure effectiveness.
- Setting high targets and objectives to develop the school's culture of continuous improvement.
- Ensuring adequate welfare facilities are available throughout our school.
- Ensuring adequate resources are available to address health and safety issues, so far as is reasonably practicable.

1. Legal Framework

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

- Health and Safety at Work etc. Act 1974
- The Workplace (Health, Safety and Welfare) Regulations 1992
- The Management of Health and Safety at Work Regulations 1999
- The Control of Substances Hazardous to Health Regulations 2002
- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)
- The Construction (Design and Management) Regulations 2015
- The Education (Independent School Standards) Regulations 2014, particularly Part 3 and Part 5
- The Personal Protective Equipment at Work Regulations 1992, as amended by the Personal Protective Equipment at Work (Amendment) Regulations 2022
- The Equality Act 2010
- The Food Information Regulations 2014, as amended, including requirements relating to prepacked food for direct sale
- The Regulatory Reform (Fire Safety) Order 2005

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

- DfE 'Health and safety: responsibilities and duties for schools'
- DfE 'Health and safety on educational visits'
- DfE 'First aid in schools, early years and colleges'
- HSE 'Sensible health and safety management in schools'
- HSE guidance on RIDDOR
- UK Health Security Agency 'Health protection in children and young people settings, including education'
- DfE guidance on the Independent School Standards
- Government guidance on fire safety in educational premises

The school will also keep emerging duties, including those arising from the Terrorism (Protection of Premises) Act 2025, under review and will implement any applicable requirements when they come into force.

This policy operates in conjunction with the following school policies and procedures:

- First Aid Policy
- Administering Medication Policy
- Educational Visits Policy
- Evacuation, Invacuation and Lockdown Procedures
- Risk Assessment Policy
- Behaviour Policy
- Safeguarding and Child Protection Policy
- Lone Working Policy
- Minibus/Transport Risk Assessments and driver authorisation arrangements

2. Roles and Responsibilities

The Directors, as the proprietor body, in conjunction with the Head Teacher, will:

- Ensure it provides a safe place for all users of the site, including staff, pupils and visitors.
- Oversee that staff receive training and instruction so that they can perform their duties in a healthy and safe manner.
- Maintain sufficient oversight to assure themselves that health and safety duties and the relevant Independent School Standards are met consistently.
- Create and monitor a management structure responsible for health and safety in the school.
- Ensure there is a detailed and enforceable policy for health and safety, and that the policy is implemented by all.
- Assess the effectiveness of the policy and ensure any necessary changes are made annually.
- Ensure significant risks are identified, assessed and controlled, including risks arising from pupils' SEND, medical needs, behaviour, mobility, sensory needs and absconding risk where relevant.
- Ensure the school has secured safe means of entry and exit for all site users.
- Ensure the school can provide equipment, grounds and systems of work which are safe.
- Ensure safe arrangements are made for the handling, storage and transportation of any articles and substances.
- Ensure staff have safe and healthy working conditions that comply with statutory requirements, codes of practice and guidance.
- Where necessary, ensure the school can provide protective equipment and clothing, along with any necessary guidance and instruction for safe use.

The Directors will receive termly health and safety assurance information, including significant accidents and near misses, RIDDOR reports, fire safety, premises inspections, outstanding high-risk actions, statutory servicing/testing, security issues and significant trends.

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

The health and safety officer will:

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

All members of staff will:

- Take reasonable care of their own health and safety, and that of others who may be affected by what they do at work.
- Cooperate with their employers on health and safety matters.
- Carry out their work in accordance with training and instructions.
- Inform the employer of any work situation representing a serious and immediate danger, so that remedial action can be taken.
- Familiarise themselves with the Health and Safety Policy and aspects of their work related to health and safety.

- Avoid any conduct which puts themselves or others at risk.
- Be familiar with all requirements laid down by the directors.
- Ensure that all staff, pupils and visitors apply health and safety regulations and adhere to any rules, routines and procedures in place.
- Ensure all machinery and equipment is in good working order and safe to use, including adequate guards, and ensure such equipment is not used improperly.
- Use the correct equipment and tools for the job and any protective clothing supplied.
- Ensure any toxic, hazardous or flammable substances are used correctly, and stored and labelled as appropriate.
- Report any defects in equipment or facilities to the designated health and safety officer.
- Take an interest in health and safety matters and suggest any changes that they feel are appropriate.
- Make suggestions as to how the school can reduce the risk of injuries, illnesses and accidents.
- Exercise good standards of housekeeping and cleanliness.
- Adhere to their common law duty to act as a prudent parent would when in charge of pupils.

Pupils will:

- 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.

3. Training

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

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

Staff will be trained on how to:

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

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

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

4. Contacting the Emergency Services

The Head Teacher will 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 parent. Where necessary, all pupils will be evacuated from the building and taken to the designated emergency assembly point. Staff will be aware of any pupils who have PEEPs. Staff will be responsible for the safety of pupils and responding to any questions from the emergency services, as best they can.

5. Accident Reporting and Investigation

All accidents, incidents and near misses will be reported as soon as reasonably practicable to the health and safety officer using the school's agreed reporting system.

All accidents and incidents will be recorded appropriately. The level of investigation will be proportionate to the actual and potential severity of the event. Significant incidents, recurring incidents and incidents indicating a possible failure of existing controls will be investigated, with risk assessments and control measures reviewed where appropriate.

RIDDOR reporting

The school will report work-related deaths, specified injuries, over-seven-day injuries, occupational diseases and dangerous occurrences where the statutory reporting criteria in RIDDOR are met.

For non-employees, including pupils and visitors, an injury is reportable where it results from a work-related accident and the person is taken directly from the scene of the accident to hospital for treatment, or where the accident results in death. Not every accident to a pupil is reportable under RIDDOR.

The health and safety officer, or a person formally delegated to act on their behalf, will determine whether an event is reportable and will use the current HSE RIDDOR reporting arrangements.

Specified injuries to workers include, amongst other matters, certain fractures, amputations, permanent or significant loss of sight, specified crush injuries, serious burns, scalping requiring hospital treatment, loss of consciousness caused by head injury or asphyxia, and specified injuries arising from work in an enclosed space.

The school will also report diagnosed occupational diseases and dangerous occurrences where these fall within the categories prescribed by RIDDOR. A dangerous occurrence is a specified serious near-miss event; it is not simply any incident requiring hospital treatment.

Reporting hazards

Staff, pupils, contractors and visitors are encouraged to report hazards promptly. Serious or immediate hazards must be reported without delay to the health and safety officer, Head Teacher or another senior leader so that appropriate action can be taken.

Accident investigation and monitoring

The health and safety officer will review accident, incident and near-miss information regularly to identify patterns, recurring hazards and opportunities to strengthen controls. Significant findings and trends will be reported to the Head Teacher and, through termly assurance reporting, to the Directors.

6. Active Monitoring System

The school will actively monitor health and safety through a proportionate programme which includes:

- Annual review of the Health and Safety Policy and whole-school arrangements.
- A current fire risk assessment, reviewed whenever there is reason to suspect it is no longer valid or following significant change.
- Termly premises and health and safety inspections, with actions recorded and tracked to completion.
- Regular review of statutory testing, servicing and maintenance schedules.
- Half-termly or termly reporting to the Head Teacher, proportionate to current risk.
- Termly proprietor assurance reporting to the Directors.
- Review of accident, incident, near-miss and behaviour-related injury trends.
- External inspections, surveys and competent-person advice where appropriate.

Monitoring will focus on whether arrangements are implemented effectively in practice, not only whether documents exist.

7. Risk Assessment

The Head Teacher has overall responsibility for ensuring that significant hazards are identified and suitable and sufficient risk assessments are completed. The health and safety officer will support this process.

Risk assessment will be proportionate to the activity and level of risk. Assessments will consider staff, pupils, visitors and contractors and, where relevant, the specific needs of pupils with SEND. This may include medical needs, mobility, communication, sensory processing, distressed behaviour, restrictive interventions, absconding/elopement risk and emergency evacuation.

The school will maintain risk assessments for relevant premises, activities and operations. These may include:

- Premises and site security.
- Fire and emergency evacuation.
- Educational visits and off-site activities.
- Transport and minibus use.
- Manual handling and moving/assisting pupils where relevant.
- COSHH and hazardous substances.
- Lone working.
- Individual pupil risks where a generic assessment is insufficient.
- Behaviour-related risks, including foreseeable risk of injury to pupils or staff.
- Medical and accessibility needs where relevant.

Risk assessments will be reviewed when there is reason to believe they are no longer valid, following a significant change, following a significant incident or near miss, or when new information indicates that controls may need to change.

Significant findings will record:

- The hazards identified.
- Who may be harmed and how.
- Existing control measures.
- Further action required, responsible person and timescale.
- Residual risk where appropriate.

The Directors will receive sufficient information about significant risks to enable them to prioritise actions and authorise resources.

The school will appoint an Educational Visits Coordinator (EVC), or the Head Teacher will undertake the role where appropriate. Educational visit risk management will be carried out in accordance with the Educational Visits Policy and current DfE guidance.

8. Slips and Trips

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

- Identify the hazards – risk factors considered include:
 - Environmental (floor, steps, slopes, etc.)
 - Contamination (water, food, litter, etc.)
 - Organisational (task, safety, culture, etc.)
 - Footwear
 - Individual factors (rain, supervision, pedestrian behaviour, etc.)
- Decide who might be harmed and how
- Consider the risks and decide if existing precautions are sufficient, or if further measures need to be introduced

- Record the findings
- Review the assessment regularly and revise if necessary

The school will remain especially vigilant to the following hazards:

- Members of staff or pupils running or carrying heavy or awkward items
- Wearing unsuitable footwear
- Poor lighting – particularly where there are uneven surfaces and level changes
- Contamination
- Obstructions, e.g. bags and trailing cables

9. Fire Safety

The school will comply with the Regulatory Reform (Fire Safety) Order 2005 and maintain a suitable and sufficient fire risk assessment.

All staff will understand and implement the school's fire and evacuation procedures. Induction and refresher training will be provided at appropriate intervals, and staff will know how to raise the alarm, evacuate pupils and visitors, and respond to pupils with Personal Emergency Evacuation Plans (PEEPs) or other additional needs.

The school will:

- Carry out and record fire drills at appropriate intervals and at least termly during normal operation.
- Test the fire alarm system weekly, using different manual call points in rotation where practicable, and record the outcome.
- Arrange servicing and maintenance of fire detection, alarm and firefighting equipment by competent persons at appropriate intervals.
- Carry out a recorded monthly function test of emergency lighting, with periodic full-duration testing by a competent person in accordance with the relevant maintenance regime.
- Keep escape routes, final exits and fire doors unobstructed and in good working order.
- Ensure security/access-control arrangements do not prevent safe emergency escape.
- Maintain suitable arrangements for visitors and contractors.

The evacuation of pupils with SEND will be planned according to individual need. PEEPs will be in place where required and reviewed when circumstances change.

10. Sharps

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

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

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

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

Handling and disposing of a sharp

All staff members will receive health and safety training as part of their induction, which will be refreshed annually. This training will include:

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

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

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

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

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

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

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

The staff member will check the surrounding area carefully to ensure that no other sharps are in the vicinity. Where the sharp cannot be removed immediately, e.g. due to a delay in obtaining the sharps retrieval kit, the nearest staff member will place a cone or box on top of the sharp to prevent anyone from touching or finding it.

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

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

Sharps injury

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

- Encourage the wound to bleed gently, ideally by holding it under running water
- Wash the wound using water and soap
- Avoid scrubbing the wound while washing
- Avoid sucking the wound
- Dry the wound and cover it with a waterproof dressing
- Seek medical advice

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

11. Evacuation, Invacuation and Lockdown Procedures

The school will maintain clear procedures for evacuation, invacuation and lockdown and will implement the appropriate procedure in response to the nature of an emergency.

Arrangements will identify:

- Who has authority to initiate each procedure.
- How staff, pupils and visitors will be alerted.
- Roles and responsibilities during the incident.
- How emergency services and parents/carers will be contacted where appropriate.
- How attendance and accountability will be confirmed.
- Arrangements for pupils with SEND, including communication, sensory, behavioural, medical and mobility needs.
- Any PEEPs or individual emergency arrangements required.
- Procedures for reunification, recovery and post-incident review.

Staff will receive suitable information and training, and procedures will be practised proportionately so that they are understood and workable without causing unnecessary distress to pupils.

12. Visitors and Contractors

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

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

13. Construction and Maintenance

Construction and maintenance work will be planned and managed in accordance with the Construction (Design and Management) Regulations 2015 where applicable.

The school, as client, will ensure that contractors are competent, risks to pupils and staff are controlled and work areas are appropriately segregated and secured. Particular attention will be paid to safeguarding, access routes, fire precautions, noise, dust, hazardous substances and preventing pupil access to work areas.

Where a project involves, or is reasonably foreseeable to involve, more than one contractor, the school will ensure that a principal designer and principal contractor are appointed in writing as required by CDM. For single-contractor projects, the school will ensure that the relevant client and contractor duties are fulfilled without unnecessarily creating roles that the Regulations do not require.

Before work begins, the school will provide relevant pre-construction information and ensure that an appropriate construction phase plan is in place. Where required, a health and safety file will be prepared and retained for future maintenance or alteration work.

The Head Teacher or delegated competent person will monitor significant projects and ensure that any changes to the premises continue to meet relevant workplace, fire safety and Independent School Standards requirements.

14. Personal Protective Equipment (PPE)

Where risks cannot be adequately controlled by other means, the school will provide suitable PPE free of charge to employees and, where appropriate, pupils or visitors. PPE will be selected on the basis of risk assessment and must be appropriate for the task and the wearer.

The school will:

- Ensure PPE is compatible where more than one item is required.

- Provide instruction and training on correct use where necessary.
- Ensure PPE is properly stored, maintained, cleaned and replaced when defective.
- Take account of fit, comfort, disability and individual needs.
- Apply the Personal Protective Equipment at Work Regulations 1992 as amended in 2022.

Staff must use PPE provided in accordance with instruction and report loss, damage or defects promptly.

15. Employee Clothing

Employees must wear clothing and footwear that is suitable for their role and does not create an avoidable health and safety risk. Where specific protective clothing is required because risks cannot be adequately controlled by other means, it will be provided and managed as PPE in accordance with section 14.

The school will consider whether clothing, jewellery, footwear or other personal items could create risks during practical activities, physical support of pupils, manual handling, food preparation or other duties and will provide proportionate guidance where required.

This section does not determine payroll or tax treatment of uniforms or clothing; such matters will be managed through the school's finance and payroll arrangements.

16. Work Related Hazards

Manual handling

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

The school will, as far as practicable, reduce the need for members of staff to carry out any manual handling tasks that involve a risk of injury. Where manual handling tasks are necessary, the school's Manual Handling Risk Assessment will be implemented. The control measures will be monitored to ensure they are reducing the risk of injury and being implemented correctly.

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

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

Lone working

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

Stress management

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

Display screen equipment

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

17. Maintaining Equipment

The school will ensure that equipment is suitable for its intended use, maintained in a safe condition and inspected or tested at intervals appropriate to the level of risk and manufacturer's instructions.

Staff will carry out appropriate pre-use or visual checks and report defects promptly. Defective equipment will be taken out of use where necessary until it can be repaired or replaced.

Electrical equipment will be maintained through a risk-based system of user checks, formal visual inspection and, where appropriate, portable appliance testing. PAT will not be treated as an automatic annual requirement for every item unless the risk assessment indicates this is appropriate.

Fixed electrical installations, lifting equipment, play/PE equipment and other specialist systems will be inspected and serviced by competent persons at legally required or otherwise appropriate intervals.

The health and safety officer will maintain oversight of relevant inspection, servicing and defect records.

18. Hazardous Materials

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

The health and safety officer will ensure substances hazardous to health are assessed before use, taking account of the current safety data sheet and other competent guidance relevant to the activity.

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

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

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

Low-toxic products, such as corrective fluid and aerosol paints, will be stored securely and only used under supervision in a well-ventilated area. Dusts, fumes and vapours will be controlled appropriately where they present a foreseeable risk.

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

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

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

19. Asbestos Management

The school will maintain reliable evidence of the age and construction history of the premises and will determine whether the Control of Asbestos Regulations 2012 duty to manage applies.

Where the school has reliable documentary evidence that the building was constructed after the prohibition of asbestos-containing materials and that asbestos was not used, this evidence will be retained. The school will not rely solely on the age of the building without supporting information.

If there is any uncertainty about the presence of asbestos-containing materials, competent advice and, where appropriate, a suitable asbestos survey will be obtained before intrusive maintenance or construction work is undertaken.

20. Cleaning and Workplace Conditions

Contract cleaning arrangements will be monitored by the Head Teacher or delegated person. Required standards will be set through the relevant service agreement, with particular attention to toilets, food areas, medical areas and other higher-risk hygiene locations.

Waste collection and disposal arrangements will be suitable for the waste produced by the school, including clinical or hazardous waste where applicable.

The school will maintain reasonable indoor temperatures and ventilation appropriate to the activities taking place and the needs of pupils and staff. There are no fixed statutory classroom temperature figures in this policy; the school will manage thermal comfort on the basis of risk, activity, weather conditions and individual health or SEND needs.

21. Infection Control

The school will take proportionate steps to prevent and control infection, including:

- Maintaining high standards of hand hygiene and respiratory hygiene.
- Maintaining a clean environment and appropriate cleaning regimes.
- Following current UKHSA guidance for education settings.
- Managing outbreaks or significant infectious-disease concerns in liaison with relevant health protection professionals where required.
- Encouraging families to follow national immunisation advice.

Information about pupils' relevant medical needs and vaccination status will be handled lawfully and only where necessary for the school's functions. Staff health arrangements will be proportionate to the role and will not involve blanket 'full occupational health checks' unless justified. Pre-employment health processes will focus on fitness for role, workplace safety and any reasonable adjustments that may be required.

Staff and pupils who are unwell will be managed in accordance with current public health guidance and the school's attendance/sickness procedures.

22. Allergens and Anaphylaxis

Parents will be required to provide the school with up-to-date information relating to their children's allergies, as well as the necessary action to be taken in the event of an allergic reaction, such as any medication required. Staff will also be required to provide the Head Teacher with a list of their allergies. Information regarding pupils' and staff members' allergies will be collated and stored securely.

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

The Head Teacher and staff 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.

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

The school will comply with current statutory requirements and Department for Education guidance relating to allergy safety in schools, including the requirements commonly referred to as Benedict's Law. The school

will maintain and implement a separate Allergy Safety Policy setting out its arrangements for preventing and responding to allergic reactions and anaphylaxis.

The school will ensure that staff receive appropriate allergy and anaphylaxis training, that individual arrangements are in place for pupils with known allergies, that emergency medication is appropriately available and maintained, and that allergic reactions and relevant near misses are recorded, reviewed and used to improve practice.

23. Medication

The school will obtain notification from parents regarding any medication that pupils are required to take. Only trained staff will administer medication. The school's Administering Medication Policy will be followed at all times. A record will be kept of any medication that pupils take – this will be checked prior to administering any non-prescription medication.

24. Smoking & Vaping

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

25. Security and Theft

The school will maintain proportionate security arrangements to protect pupils, staff, visitors, premises and equipment. Security will be planned alongside safeguarding and fire safety so that measures designed to prevent unauthorised access do not compromise emergency escape.

The school will:

- Maintain secure site boundaries, external doors and gates appropriate to the local context and pupil cohort.
- Use access-control systems, including fobbed doors where appropriate, and review their operation regularly.
- Maintain visitor identification, signing-in and supervision arrangements.
- Consider unauthorised access, intruders and local security risks.
- Assess and manage foreseeable absconding/elopement risks for pupils, including through individual risk assessments where generic controls are insufficient.
- Ensure pupils cannot readily access unsafe areas or leave the site unnoticed where this presents a foreseeable risk.
- Keep keys, access credentials and sensitive security information appropriately controlled.
- Report theft or suspected criminal activity to the police where appropriate.

Staff and pupils are responsible for taking reasonable care of personal belongings. School equipment will be secured appropriately and suspected theft or loss reported promptly to a senior member of staff.

26. Severe Weather

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

The Head Teacher, in liaison with the Directors, will make a decision on school closure due to severe weather on the grounds of health and safety.

27. Safe Use of Minibuses and School Vehicles

The school will maintain separate vehicle-specific risk assessments and driver-authorisation arrangements. Vehicles used to transport pupils will be appropriately insured, maintained, serviced, taxed and MOT tested where required.

Only drivers who have been formally authorised by the school may drive pupils. Before authorisation, the school will check:

- The driver's licence and entitlement for the particular vehicle and intended use.
- Any age or experience requirements imposed by the insurer.
- Insurance cover.
- Any training or assessment required by the school or insurer.
- Any relevant medical or legal restrictions known to the school.

The school will not rely on a blanket statement that every minibus driver must hold Category D. The required entitlement will depend on the vehicle's seating capacity, weight, the driver's licence and the legal basis on which the transport is operated. Where there is uncertainty about D1/D entitlement, permits, PSV/operator licensing or hire-and-reward rules, the school will obtain competent advice before the vehicle is used.

The school will maintain a separate authorised driver register rather than listing named drivers within this policy.

For pupil journeys:

- There will be no more than one person per designated seat.
- Seat belts will be worn and suitable child restraints/booster seats used where required by law or individual risk assessment.
- Pupil-specific transport risks, including absconding, distressed behaviour, sensory needs, medical needs and seatbelt removal/refusal, will be assessed where relevant.
- The driver's primary responsibility while the vehicle is moving is safe driving; pupil supervision and behaviour support will be undertaken by accompanying staff wherever reasonably practicable.
- Pre-use vehicle checks and defect reporting procedures will be followed.
- Safe boarding, alighting, headcounts and emergency procedures will be used.

Any permit or operator-licensing requirements will be determined by the actual operating model and will not be assumed merely because passengers do or do not pay a separate fare.

28. School Trips and Visits

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

29. Near Misses

A near miss is an unplanned event that did not result in injury or ill health but had the potential to do so. Staff, pupils, contractors and visitors are encouraged to report near misses so that hazards and weaknesses in controls can be addressed before harm occurs.

Near misses will be recorded and reviewed proportionately. Significant or recurring events will prompt review of relevant risk assessments and control measures.

Only those near misses that fall within one of the specific categories of 'dangerous occurrence' prescribed by RIDDOR will be reportable to the HSE. Requiring hospital treatment does not, by itself, make a near miss a dangerous occurrence.

30. Monitoring and Review

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

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