Hedgewood School

Health and Safety Policy

Date policy last reviewed: June 2026

Signed by:

_____ Co Co-Headteachers Date: _____

_____ Chair of governors Date: _____

Last updated: June 2026

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1. Aims

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.

2. Legislation and Related Policies

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 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)
- Terrorism (Protection of Premises) Act 2025 (Martyn's Law)
- Children's Wellbeing and Schools Act 2026
- Schools (Allergy Safety) / Benedict's Law when enacted
- Worker Protection (Amendment of Equality Act 2010) Act 2023

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 'Safe storage and disposal of hazardous materials and chemicals'
- HSE 'Schools and education'
- DfE 'First aid in schools, early years and further education'

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

This policy operates in conjunction with the following school policies:

- First Aid Policy
- Risk Assessment Policy
- School Uniform Policy
- Invacuation, Lockdown and Evacuation Policy
- Personal Emergency Evacuation Plan (PEEP)
- Bomb Threat Policy
- Visitor Policy
- Contractors Policy
- Manual Handling Risk Assessment
- Manual Handling Policy
- Working at Heights Policy
- Lone Worker Policy
- Staff Wellbeing Policy
- Display Screen Equipment (DSE) Policy
- COSHH Policy
- Asbestos Management Policy
- Infection Control Policy
- Allergen and Anaphylaxis Policy
- Food & Nutrition Policy
- Supporting Pupils with Medical Conditions Policy
- Smoke-free Policy
- School Security Policy
- Data Protection Policy
- Adverse Weather Policy
- Minibus Policy
- Educational Visits and School Trips Policy
- Evacuation Procedure
- Reference Business Continuity Plan,
- Critical Incident Plan,
- Missing Child Procedure,
- Positive Behaviour Policy,
- Bheaviour Policy,
- Online Safety Policy,
- Premises Management Policy,
- Prevent Risk Assessment,
- Emergency Planning and Communications Plan

3. Roles and responsibilities

3.1 The local authority and governing board

Hillingdon Local Authority has ultimate responsibility for health and safety matters in the school, but delegates responsibility for the strategic management of such matters to the school's governing board.

The Governing board, in conjunction with the Co-Headteachers will:

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

3.2 Co-Headteachers

The Co-Headteachers are responsible for health and safety. This involves:

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

In the Co-Headteachers absence, the assistant Headteachers assume the health and safety responsibilities.

- 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.
- Senior Leadership Team and phase leads 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, and for areas of responsibility delegated by the Co-Headteachers.
- 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 governing board.
- Ensure that all staff, pupils and visitors are applying health and safety regulations and adhering to any rules, routines and procedures in place.
- Ensure all machinery and equipment is in good working order and safe to use, including adequate guards, and ensure such equipment is not used improperly.
- Use the correct equipment and tools for the job and any protective clothing supplied.
- Ensure any toxic, hazardous or flammable substances are used correctly, and stored and labelled as appropriate.
- Report any defects in equipment or facilities to the designated health and safety officer.
- Take an interest in health and safety matters and suggest any changes that they feel are appropriate.
- Make suggestions as to how the school can reduce the risk of injuries, illnesses and accidents.
- Exercise good standards of housekeeping and cleanliness.
- Adhere to their common law duty to act as a prudent parent would when in charge of pupils.

Pupils will be supported, as appropriate to their needs, to understand and follow the school's health and safety rules and routines.

4.Training

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

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

Staff will be trained on how to:

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

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

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

5.First aid

The school will act in accordance with its First Aid Policy at all times and will ensure that appropriate first aid personnel, facilities and equipment are available to meet the needs of pupils, staff and visitors. The school will undertake regular first aid needs assessments, taking account of the nature of the site, the needs of pupils and staff, and the hazards and risks present within the school environment.

The school will maintain appropriate arrangements for managing medical emergencies, including the provision and routine checking of Automated External Defibrillators (AEDs), emergency asthma inhalers and emergency adrenaline auto-injectors. Staff will receive appropriate training to support pupils with medical conditions, including seizure management where required.

Following any accident, injury or medical emergency, appropriate post-incident welfare support will be provided, and incidents will be recorded, reviewed and investigated where necessary. The school will also deliver health education to pupils, including age-appropriate first aid awareness and basic life-saving skills.

The Co-Headteachers will ensure that there is an appropriate number of first aid trained staff members working within in each classroom.

The following staff members are trained first-aiders:

MEET OUR FIRST AIDERS

Priority First Aiders

Children



Lizzie Leahy

Positive Behaviour Support Lead

Pediatric First Aider
Emergency First Aid at Work



Ladan Jama

Assistant Headteacher

Emergency Pediatric First Aider

Adults



Jo Major

Senior Family Services Worker

First Aid at Work First Aider

Additional First Aiders

For Children

Jimmy Puddle	-	PE	Danielle Todd	-	Otter
Ursula Ribeiro	-	Giraffe	Chloe Maitre	-	Starfish
Maucha Ribeiro	-	Starfish	Maria O'Connor	-	Turtle
Russha Babikea	-	Leopard	Paul Welch	-	Penguin
Keeley Ward	-	Ladybird	Caz Williams	-	Zebra

For Adults

Pascal Asanga	-	Premises	Lizzie Leahy	-	PBS

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

Location	Responsible staff member
Reception	Caroline Williams
All Classrooms	Class Teachers
Hall	Jimmy Puddle /Luke Owens
Training Centre	Pascal Sama Asanga
Staff Room	Andy Catt
Servery	Sarah Acutt
Family Services	Ayo Akinnola/Jo Major

Violence Reduction

The school recognises that behaviour is a form of communication and is committed to reducing the occurrence of behaviours of concern through Positive Behaviour Support, strong relationships, effective communication and a low-arousal approach. Consistent with the school's Behaviour and Anti-Bullying Policy, staff will seek to understand the function of behaviour and identify strategies that reduce anxiety, promote emotional regulation and support positive outcomes for pupils.

All staff receive training in low-arousal approaches, de-escalation techniques and positive behaviour support strategies. The school's primary focus is prevention, early intervention and the creation of safe, calm and supportive learning environments that minimise the likelihood of incidents occurring.

Where there is an immediate risk of harm to a pupil or others, physical intervention may be used as a last resort and in accordance with the school's Behaviour and Anti-Bullying Policy and relevant legislation. Any intervention must be reasonable, necessary and proportionate to the level of risk presented.

Significant incidents will be recorded, reviewed and monitored to identify patterns, evaluate the effectiveness of existing support strategies and inform any updates to individual risk assessments, Positive Behaviour Support Plans or staff training requirements. Appropriate post-incident support will be provided to those affected

Occupational Road Risk

The school recognises the risks associated with vehicle movements and work-related driving activities. Suitable control measures will be implemented for staff who drive on behalf of the school, the operation of site vehicles, deliveries and contractor vehicles.

Vehicle and pedestrian routes will be managed to reduce the risk of collisions, with particular attention given to reversing vehicles, deliveries and areas where pedestrians may be present. Staff are expected to drive safely, comply with road traffic legislation and report any concerns relating to vehicle safety or transport operations.

Water Safety

The school will manage water systems to minimise risks to health and safety. Appropriate arrangements will be in place to control the risk of Legionella bacteria, maintain water hygiene standards and ensure drinking water remains safe and suitable for use.

Measures will also be implemented to reduce the risk of scalding from hot water systems, particularly in areas accessed by pupils and vulnerable individuals. Water systems will be inspected, monitored and maintained in accordance with statutory requirements and recognised guidance.

Estates Compliance

The school will maintain a programme of statutory inspection, testing and maintenance to ensure that premises, plant and equipment remain safe and compliant. This will include arrangements for the management of fire safety systems, gas installations, electrical systems, pressure systems, lifts, emergency lighting, portable electrical appliances (PAT), fixed electrical wiring and water hygiene.

The school will ensure that all required inspections, servicing and remedial works are completed by competent persons and that appropriate records are maintained.

Sustainability

The school is committed to reducing its environmental impact and promoting sustainable practices where reasonably practicable. Environmental risks will be considered as part of the school's risk management processes and actions will be taken to improve energy efficiency, reduce waste and encourage responsible use of resources.

The school will seek opportunities to promote biodiversity, support sustainable procurement practices and encourage environmentally responsible behaviours throughout the school community.

Artificial Intelligence

The school recognises the potential benefits of Artificial Intelligence (AI) tools in supporting operational and health and safety processes. AI systems may be used to assist with activities such as risk assessment administration, monitoring systems and data analysis where appropriate.

Any use of AI will be subject to appropriate human oversight and professional judgement. Decisions affecting the health, safety or wellbeing of individuals will not rely solely on automated systems. The school will ensure that any AI technologies are used in accordance with data protection requirements, information governance procedures and relevant legislation.

6. Contacting the Emergency Services

The Co-Headteachers 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/admin staff will contact the pupil’s parent. Where necessary, all pupils will be evacuated from their classroom and taken to the designated emergency assembly point – Assembly points can be found in appendix A. 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.

7. Accident Reporting, Investigation & RIDDOR

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

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

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

The school will always record and report work-related injuries to staff members or pupils.

Reporting 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 school will always report 'specified injuries' to the HSE without delay. These injuries 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
- Serious burn injuries (including scalding) which cover more than 10 percent of the whole body's surface area or cause significant damage to the eyes, respiratory system or other vital organs
- Any 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, or oil folliculitis/acne
- Lung diseases including, but not limited to: occupational asthma, farmer's lung, asbestosis, or mesothelioma
- Infections including, but not limited to: leptospirosis, hepatitis, anthrax, legionella , or 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 since 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 health and safety officer, 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 school will not submit written accident reports to the HSE, except for in exceptional circumstances. The school will report all accidents and injuries online where possible using the above web address. Fatal and specified injuries, as outlined in section 9, 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 most cases, reporting should be conducted to premises team as soon as possible, using the premises team request log available on google drive . Serious hazards will be reported immediately to premises team or SLT via phone or via main reception, who will then inform the Co-Headteachers as appropriate

Accident investigation

All accidents, however minor, will be investigated by the health and safety officer (Assistant Premises Manager) 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 health and safety officer will undertake monthly evaluations of all reported incidents. They will then identify patterns and trends in order to take corrective action and minimise the reoccurrence of any incident or illness.

8. Active Monitoring System

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

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

9. Risk Assessment

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

Termly assessments of high-risks areas, such as the servery, 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 governing board will be informed of risk assessments, allowing issues to be prioritised and actions to be authorised, along with funds and resources.

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

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

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

10. Slips, Trips and Falls

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 (footwear worn for evening events may not be in line with the School Uniform Policy)
    - 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

11. Fire safety

The school is committed to ensuring the safety of all staff, pupils, visitors and contractors through the effective management of fire safety arrangements. All staff are required to understand and implement the school's fire evacuation procedures and to respond appropriately in the event of a fire or other emergency requiring evacuation.

The Co-Headteachers are responsible for ensuring that fire safety procedures are developed, communicated and reviewed regularly. Staff will receive appropriate fire safety training, including instruction on emergency procedures, evacuation arrangements and the safe use of firefighting equipment where appropriate.

The school will carry out fire evacuation drills at least once each term to test the effectiveness of its procedures. Fire alarms will be tested weekly from different call points throughout the school, emergency lighting will be tested at least every six months, and firefighting equipment will be inspected annually by a competent contractor. Records of all testing, inspections and drills will be maintained.

Appropriate Emergency Evacuation Plans (EEPs) and Personal Emergency Evacuation Plans (PEEPs) will be developed where required to support staff, pupils or visitors who may require assistance during an evacuation. Refuge points will be clearly identified and managed in accordance with fire safety requirements.

The school will undertake regular inspections of fire doors, including weekly visual checks and more detailed inspections as required, to ensure that fire compartmentation remains effective.

Specific fire risks associated with modern technologies and premises management will be considered as part of the school's fire risk assessment process, including lithium battery storage and charging, electric vehicle charging facilities, and solar panel installations. Appropriate controls will be implemented, including procedures for the isolation of solar panel systems during emergencies where applicable.

The safe evacuation of visitors and contractors will be the responsibility of the member of staff hosting or supervising them. All visitors and contractors will be made aware of relevant emergency procedures when signing in or commencing work on site.

The school will implement and regularly review its Fire Safety Policy to ensure compliance with legal requirements and to safeguard all persons on the premises.

12. Protect Duty (Martyn's Law)

The school recognises its responsibilities under the **Terrorism (Protection of Premises) Act 2025 (Martyn's Law)** and is committed to taking proportionate steps to reduce the risk of harm from terrorist incidents and other major security threats.

The school will undertake and regularly review a terrorism risk assessment as part of its wider health, safety and security arrangements. Appropriate control measures will be implemented to manage identified risks, including procedures for dynamic lockdown, invacuation and emergency response.

Staff will receive appropriate counter-terrorism and security awareness training, such as ACT Awareness or equivalent programmes, to help them recognise potential threats and respond effectively to suspicious activity. Procedures will also be in place for reporting and managing suspicious packages or items found on the premises.

The school will maintain suitable site security measures, including controls over vehicle access where appropriate, and will ensure that effective emergency communication arrangements are in place for staff, pupils, visitors and emergency services.

The school will liaise with Police Counter Terrorism Security Advisors and other relevant agencies as required to ensure that security arrangements remain effective and reflect current guidance. Contractors, visitors and community users of the premises will be made aware of relevant security procedures and their responsibilities while on site.

The school's emergency and security arrangements will be regularly reviewed, tested and updated to ensure the safety and wellbeing of all members of the school community.

13. Violence and Aggression

The school is committed to providing a safe and respectful working environment for all staff, pupils, visitors and contractors. Violence, aggression, intimidation, harassment, verbal abuse and discriminatory behaviour, including racial abuse, will not be tolerated under any circumstances.

The school recognises that staff may occasionally encounter challenging behaviour from pupils, parents, carers or visitors. Incidents involving abusive, threatening or aggressive behaviour towards staff, including physical assault, verbal abuse, harassment or intimidation, will be taken seriously and managed in accordance with relevant school procedures.

In responding to incidents involving pupils, staff will follow the principles and approaches outlined in the school's Behaviour and Anti-Bullying Policy, which promotes a low-arousal, non-aversive approach, positive behaviour support and de-escalation strategies wherever possible. The school seeks to prevent incidents from escalating through effective communication, risk assessment and proactive behaviour support.

All incidents of violence, aggression or abuse must be reported promptly and recorded in accordance with school procedures. Incidents will be reviewed to identify any necessary actions, support requirements or additional control measures.

Following any incident, appropriate support and aftercare will be offered to affected staff. This may include debriefing, wellbeing support, counselling, Occupational Health referral, risk assessment review and any other reasonable measures required to support the individual's recovery and safe return to normal duties.

14. Sharps Management

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
- Where drug paraphernalia, e.g. heroin needles, are 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 Security Policy.

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 Supporting Pupils with Medical Conditions policy.

The Co-Headteachers 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 Co-Headteachers and Premises Manager/Assistant Premises Manager, will be informed.
- The incident will be recorded, with details of when, where and by whom the sharp was found.
- Sharps will be disposed of quickly and safely into the school's sharps bin.

Sharps injury

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

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

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

15. Emergency Procedures

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

All staff fully understand and effectively implement the school's Bomb Threat Policy.

In the event of an emergency, the procedures outlined in the Bomb Threat Policy, the Invacuation, Lockdown and Evacuation Policy, the Evacuation Procedure, and the appropriate Lockdown Procedure will be followed. All staff are trained in handling bomb threats and have easy access to instructions of the procedure, which can be found in the Bomb Threat Policy.

16. Visitors, Contractors and Community Users

The school will implement the procedures set out in the Visitor Policy and Contractors Policy to ensure that all visitors and contractors can access and work on the premises safely. Anyone hiring or using school premises will be informed of their health and safety responsibilities at the time of booking.

Contractors are responsible for the health, safety and welfare of their employees and must ensure that their activities do not pose a risk to pupils, staff, visitors or other persons on site. Before work commences, contractors must provide suitable Risk Assessments and Method Statements (RAMS) for review and approval by the school, where required.

Where work presents a higher level of risk, appropriate Permit to Work procedures will be implemented. This may include Hot Works Permits for activities involving heat, sparks or naked flames, and Isolation Permits where services or equipment require isolation before work can be safely undertaken.

All contractors and visitors will comply with the school's safeguarding arrangements. Where appropriate, contractors will be subject to DBS checks and will receive a safeguarding briefing before commencing work. Contractors will also be provided with relevant site information, including an asbestos briefing where necessary, to ensure work is carried out safely and in accordance with statutory requirements.

The school will monitor contractor activities and take reasonable steps to ensure that all work undertaken on site is planned, controlled and carried out safely.

17. Construction, Maintenance and CDM Compliance

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

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

The Co-Headteachers will ensure that all construction and maintenance projects have a formally appointed principal designer and principal contractor. The Co-Headteachers will liaise with the principal contractor to identify if the scope of the project means that it should be notified to the HSE. The Co-Headteachers will also ensure that:

- The principal designer and principal contractor are provided with a ‘client brief/CDM pre-construction information’ at the earliest opportunity, to contain relevant information which should, as a minimum, include the following:
    - What the school wants built or maintained
    - The site and existing structures
    - Information about hazards, such as asbestos
    - Timescales and budget for the build
    - How the school expects the project to be managed
    - CDM appointments of the principal contractor and/or principal designer
    - Welfare arrangements
    - Details of the nearest A&E department

- The principal contractor draws up a Construction Phase Plan that explains how health and safety risks will be managed – permission will not be given for construction or maintenance work to begin until this is in place.
- The principal designer prepares a health and safety file containing information that will help the school manage risks associated with any future maintenance, repair, construction or demolition work.
- The roles, functions and responsibilities of the project team are clearly defined in writing, e.g. in the project plan.
- Sufficient time and resources are allocated, and effective mechanisms are in place to ensure good communication, cooperation and coordination between all members of the project team.
- The principal contractor has made arrangements for adequate welfare facilities for their workers before the construction or maintenance work starts.
- Following completion of the project, the health and safety file is handed over to the Co-Headteachers, kept up to date by the health and safety officer, and is made available to anyone who needs to alter or maintain the building.

The Co-Headteachers and premises manager will hold regular 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.

18. Personal protective equipment (PPE)

The school will provide employees and pupils who are exposed to a hazard at the school, which cannot be controlled by other means, with PPE where appropriate. All staff and pupils will be provided with protective eyewear in all workshops and laboratories. Visitors will also be supplied with PPE when appropriate.

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

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

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

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

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

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

The SBM will keep a record of all expenses related to PPE and uniform for HR and finance purposes. 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. Using a P11D form, the school will report the cost of the following to HMRC, unless they are exempt:

- Buying the clothes for employees
- Lending clothes to employees
- Cleaning or repairing clothing

The school will not report the above to HMRC if it is provided as part of a salary sacrifice arrangement. If the school follows either of the below procedures, we will not report uniform costs as detailed in section 17 to HMRC:

- Paying a flat rate to employees as part of their earnings – either a benchmark rate or a special (bespoke) rate approved by HMRC
- Paying back the employee's actual costs

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

19. Employee Clothing and Uniform

If the school purchases clothing for employees, or lends it to them, we will:

- Report the costs on P11D form.
- Pay Class 1A National Insurance on the value of the benefit.
- If employees purchase clothing that is necessary to complete their role and the school reimburses them, the school will:
- Add the value of the benefit to employees' earnings.
- Deduct and pay PAYE tax and Class 1 National Insurance through payroll.

If employees purchase non-durable clothing, e.g. rubber gloves, and the school reimburses them, the school will:

- Add the value of the benefit to the employees' other earnings.
- Deduct and pay PAYE tax (not Class 1 National Insurance) through payroll.

If employees pay to have clothing cleaned or repaired, the school will:

- Add the value of the benefit to employees' earnings.
- Deduct and pay PAYE tax and Class 1 National Insurance through payroll.

The value of clothing for tax and reporting will depend on whether the school has given or lent clothing to employees. If clothing is given to employees, the school will use the higher of the following to work out the value of clothing for tax and reporting purposes:

- The second-hand value of the clothing when it is given to employees
- The initial cost of the clothing

If clothing is lent to employees, the school will use the higher of the following to work out the value of clothing for tax and reporting purposes:

- 20 percent of the clothing's market value when first provided to employees
- Any annual rental or hire charges the school pays for it

20. 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, will 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.

In order to manage these risks, the school will implement and follow its Manual Handling Policy.

Working at heights

Policy and procedures concerning employees working at heights will be 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.

Lone working

The school's arrangements for lone working are set out in the Lone Worker Policy and risk assessment. Staff required to work alone must read and understand the relevant policies and procedures and may be required to confirm this before undertaking lone working activities. Lone work is avoided whenever possible.

Employees are expected to undertake dynamic risk assessments to identify and manage any risks that arise while working alone. Appropriate control measures will be implemented where necessary, including regular radio or welfare checks, particularly during out-of-hours working.

Additional precautions will apply to higher-risk activities and locations, including work within plant rooms, roof access and other restricted areas. Staff undertaking lone working must follow established emergency contact procedures and ensure that their whereabouts and expected return times are known to an appropriate colleague or manager.

The school will take reasonable steps to ensure that if lone working is unavoidable, it is planned, monitored and carried out safely in accordance with risk assessments and relevant school procedures.

Mental Health and Wellbeing Inc. Stress management

The school is committed to promoting the mental health, wellbeing and psychological safety of all staff. It recognises that stress, burnout and exposure to traumatic incidents can affect health, wellbeing and work performance.

Staff should be aware of the signs and symptoms of stress, which may include sleeping difficulties, changes in appetite, mood swings, fatigue, emotional distress, chest pains, elevated heart rate, poor concentration and increased sweating. Staff experiencing these symptoms are encouraged to seek advice from their GP or an appropriate healthcare professional.

The school will take reasonable steps to identify and reduce risks to mental wellbeing, including undertaking stress management risk assessments where appropriate. Support may include access to counselling services, Occupational Health referrals, Mental Health First Aiders, and other wellbeing resources.

Where staff are affected by a traumatic event, serious incident, violence or aggression in the course of their work, appropriate post-incident support and aftercare will be provided to promote recovery and wellbeing.

The school will foster a supportive culture in which staff feel able to discuss wellbeing concerns and seek help when needed, and will regularly review measures to support the mental health and wellbeing of all employees.

All staff wellbeing matters are managed in line with the Staff Wellbeing Policy.

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. Further policy and procedures concerning display equipment are addressed in the Display Screen Equipment (DSE) Policy.

21. Maintaining Equipment

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

- All electrical appliances
- All fixed gymnasium equipment
- Any workshop equipment, e.g. lathes and kilns
- All fume cupboards

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

Any portable electrical equipment will be visually inspected on a daily basis by the site manager 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 through the DfE's arrangements to buy, install and maintain an AED.

22. Hazardous Substances (COSHH)

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

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 Co-Headteachers

The health and safety officer will be 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 site manager, 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 site manager on a termly basis to ensure continued effectiveness, even when they are known to be reliable.

The Co-Headteachers 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 Premises Managers. 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. Dust and fumes will be safely controlled by local exhaust ventilation equipment.

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

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

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

23. Asbestos Management

In accordance with HSE guidance, an asbestos management survey was undertaken on date by name of surveying organisation, which is a United Kingdom Accreditation Service accredited surveying organisation. As a result of the asbestos management survey, risks were identified and dealt with on a priority basis. This survey will be undertaken again following any changes of use to a location or prior to any significant building work.

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

24. Cleaning, Housekeeping and Workplace Environment

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

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

The Co-Headteachers are 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 the following:

Areas	Temperature
Where there is a below-normal level of physical activity due to ill health or a physical disability, e.g. isolation rooms; 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

25. Infection Prevention and control

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

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

The school will keep 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 staff will be subject to a full occupational health check before starting employment at the school.

The school will ensure that arrangements are in place to minimise any health risks, e.g. flu, by ensuring hygiene standards are maintained and pupils and staff are not permitted in school if they are unwell. Staff and pupils displaying signs of infection will be sent home and recommended to see a doctor.

Further information concerning the schools' policies and procedures addressing infection control can be found in the Infection Control Policy.

26. Allergens and Anaphylaxis

The school's Allergen and Anaphylaxis Policy will be implemented consistently to ensure the safety and wellbeing of pupils, staff, visitors and contractors with allergies. The school recognises the potentially life-threatening nature of anaphylaxis and is committed to maintaining effective systems to minimise risks and respond appropriately to allergic reactions.

Whole School Allergy Management

The school will:

- Maintain and annually review the Allergen and Anaphylaxis Policy
- Appoint a named Allergy Lead responsible for overseeing allergy management across the school.
- Ensure governors receive annual reports on allergy safety and compliance.
- Publish the Allergen and Anaphylaxis Policy on the school website.
- Maintain an Allergy Register containing details of all pupils with diagnosed allergies.

- Ensure all pupils with allergies have an Individual Healthcare Plan (IHP) and Allergy Action Plan.
- Review individual healthcare plans annually and whenever a pupil's medical needs change.
- Record, investigate and review all allergic reactions, including near misses.
- Share allergy information with relevant staff on a need-to-know basis while maintaining confidentiality.
- Promote a whole-school culture of allergy awareness and risk reduction.

Parents will be required to provide the school with up-to-date information relating to their child's allergies, medical needs and prescribed medication. Staff members will also be expected to inform the Co-Headteachers of any allergies that may affect their work. Information regarding allergies will be stored securely in accordance with the school's Data Protection Policy.

Under The Human Medicines (Amendment) Regulations 2017, the school may purchase spare adrenaline auto-injectors (AAIs) without prescription for emergency use on pupils who are at risk of anaphylaxis where their prescribed device is unavailable, damaged or unusable.

Mandatory Staff Training

The school will ensure that all relevant personnel receive annual allergy awareness and anaphylaxis training.

This includes:

- Teachers
- Teaching assistants
- Office staff
- Catering staff
- Cleaning staff
- Premises staff
- Agency staff

Training will cover:

- Recognising allergic reactions.
- Recognising signs and symptoms of anaphylaxis.
- Administration of adrenaline auto-injectors.
- Emergency response procedures.
- Food allergen awareness.
- Prevention of cross-contamination.
- Storage and accessibility of medication.
- Emergency communication procedures.
- Responsibilities under the school's Allergy Safety Policy.

Emergency Adrenaline Auto-Injectors

The school will:

- Maintain an adequate supply of in-date spare adrenaline auto-injectors.
- Check expiry dates monthly and replace devices as necessary.
- Maintain emergency allergy grab bags where appropriate.
- Ensure emergency medication is readily accessible at all times.
- Ensure emergency medication accompanies pupils during educational visits, off-site activities and transport arrangements.
- Ensure relevant staff know the location of all emergency medication.

Catering Requirements

The school and any external catering providers will take all reasonable steps to minimise allergen risks.

This will include:

- Completing allergen risk assessments.
- Maintaining accurate allergen information.
- Using allergen labelling on all applicable food products.
- Verifying allergen information with suppliers.
- Using separate preparation areas where reasonably practicable.
- Implementing colour-coded equipment and utensils where appropriate.
- Preventing cross-contamination during food preparation, serving and storage.
- Following robust cleaning procedures.
- Communicating effectively with parents and carers regarding dietary requirements.

The Co-Headteachers and catering team will ensure compliance with Natasha's Law and all applicable food safety legislation relating to allergen information.

Allergy Incidents

All allergic reactions, including suspected allergic reactions and near misses, will be:

- Documented.
- Investigated.
- Reviewed by relevant staff.
- Discussed with parents/carers where appropriate.
- Used to identify lessons learned and improve procedures.
- Included within the school's health and safety monitoring arrangements.

Where necessary, risk assessments, healthcare plans and procedures will be updated following an incident.

Allergy Risk Assessments

Specific allergy risk assessments will be completed where required, including for:

- Classrooms.
- Cooking activities.
- Food technology activities.
- Occupational Therapy food groups
- Sensory Play
- Educational visits.
- School trips.
- Residential visits.
- Breakfast clubs.
- Holiday & Saturday clubs.
- School transport.
- School productions and events.
- Fundraising activities involving food.

Risk assessments will be reviewed regularly and whenever circumstances change.

Visitors, Contractors and External Providers

Visitors, contractors, volunteers and external providers bringing food or drink onto the school site must comply with the school's Allergy Safety Policy.

Where appropriate, relevant allergy information and control measures will be communicated before activities take place.

Educational Visits

When planning educational visits, staff will ensure:

- Allergy and medical needs are identified and reviewed before the visit.
- Emergency medication is available at all times.
- A suitably trained first aider accompanies the visit.
- Relevant staff are aware of allergy management procedures.
- Allergy information is shared with venues where appropriate.
- The nearest suitable medical facility is identified as part of visit planning.
- Relevant risk assessments are completed and approved.

Monitoring and Quality Assurance

Allergy management will form part of the school's Active Monitoring System.

This will include:

- Annual allergy safety audits.
- Monthly checks of adrenaline auto-injector expiry dates.
- Annual reviews of Individual Healthcare Plans.
- Annual allergy training compliance audits.
- Monitoring of allergy-related incidents and near misses.
- Annual governor review of allergy management arrangements.

Governing Board Responsibilities

The Governing Board will:

- Monitor compliance with current allergy legislation and recognised best practice, including any requirements arising from Benedict's Law.
- Review allergy incidents and trends annually.
- Ensure sufficient resources are available to support effective allergy management.
- Receive annual assurance reports regarding allergy safety arrangements.
- Monitor staff training compliance.
- Seek assurance that appropriate systems are in place to safeguard pupils, staff and visitors with allergies.

Further information relating to allergens, anaphylaxis, medication and healthcare planning can be found within the school's Allergen and Anaphylaxis Policy and Supporting Pupils with Medical Conditions Policy.

27. Medication and Supporting Pupils with Medical Conditions

The school’s Supporting Pupils with Medical Conditions Policy will be read, understood and adhered to at all times. Staff will receive annual training in supporting pupils with medical conditions.

The school will obtain notification from parents regarding any medication that pupils are required to take. Only trained staff will administer medication. Pupils Individual Health care plan 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.

28. Smoking and Vaping

The school is a non-smoking premises and no smoking will be permitted on the grounds. The school’s Smoke-Free Policy will be read and understood by all staff. All staff, pupils, visitors and contractors will be made aware of the policy.

29. Security, CCTV and Theft Prevention

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

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

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

The school has access control and security measures to ensure the safety of the school, e.g. security glazing 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.

30. Severe Weather and Extreme Temperatures

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

The Co-Headteachers, in consultation with the Governing Board, are responsible for assessing the risks associated with severe weather conditions and determining whether the school can continue to operate safely. Where health and safety concerns are significant, a decision may be made to partially or fully close the school. In the event of a closure, the Governing Board will be informed promptly and appropriate communication will be issued to parents, carers and staff.

The school will monitor relevant weather information and official guidance, including UK Health Security Agency (UKHSA) Heat-Health Alerts. During periods of extreme heat, the school will take reasonable measures to minimise risk and maintain a safe learning and working environment. Such measures may include monitoring classroom and workspace temperatures, with particular consideration given where indoor temperatures exceed 30°C, ensuring access to drinking water and encouraging regular hydration, providing access to shaded areas during outdoor activities, and making appropriate adjustments to personal protective equipment (PPE) requirements where this can be done safely.

The school may also implement flexible working arrangements for staff where appropriate, reduce or modify physical activities, including physical education lessons, limiting outdoor activities, relocating activities indoors and provide information and support to help staff recognise and respond to the signs and symptoms of heat-related illness.

All decisions and actions taken in response to adverse weather conditions will be based on current risk assessments, official guidance and the school's duty to safeguard the health, safety and welfare of all members of the school community.

31. Safe use of Minibuses and Transport

Health and safety policy and procedures concerning school minibuses will be contained in the school's Minibus Policy. The health and safety officer will be responsible for arranging the annual maintenance of the minibus, including MOTs and road tax.

The driver will have a current license, be aged 25 years or over and hold a full licence in Group D or passenger carrying vehicles. Drivers will complete the relevant form from the school office and supply a photocopy of their driving licence.

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

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

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

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

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

The following staff members hold the required licence and have completed specific training allowing them to drive the minibus:

Staff member's name	Staff member's role
Pascal Asanga (MIDAS)	Assistant Premises Manager
Bryony Smith (MIDAS)	Co Headteacher
Tara Shikalislami (MIDAS)	Assistant Headteacher
Pearl Greenwald (MIDAS)	Co Headteacher
Natalie Noel (MIDAS)	Teaching Assistant
Paul Welch (MIDAS)	Teaching Assistant
Andrew Catt	Premises Manager

31. Monitoring, Review and Policy Evaluation

This policy will be reviewed at least annually by the governing body. The next scheduled review date for this policy is June 2027.