



# HOPEBRIGHT

S C H O O L

## **Health And Safety Policy**

**Reviewed** September 2026

**Review Date:** September 2027

### **Regulatory Compliance Statement**

This Health and Safety Policy has been written to comply with the requirements of **Part 3 of Schedule 1 of the Education (Independent School Standards) Regulations 2014 (as amended)**, which relates to the **welfare, health and safety of pupils at the school**, including the requirement to ensure that arrangements are made to safeguard and promote the health, safety and welfare of pupils.

The policy also reflects the duties placed on the school under the:

- Health and Safety at Work etc. Act 1974
- Management of Health and Safety at Work Regulations 1999
- Regulatory Reform (Fire Safety) Order 2005
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013
- relevant statutory guidance issued by the Department for Education
- guidance issued by the Health and Safety Executive (HSE)
- UK Health Security Agency (UKHSA) infection prevention and control guidance

This policy is written in line with expectations under the **Ofsted Education Inspection Framework**, particularly in relation to:

- safeguarding effectiveness
- leadership and management accountability
- behaviour and attitudes linked to safety
- effectiveness of risk management and site safety systems
- suitability and safety of premises and equipment

It applies to all activities undertaken by Hopebright School, including on-site provision, off-site educational visits, school transport arrangements where applicable, and any activities taking place under the responsibility of the school.

The policy is implemented to ensure that risks are appropriately identified, assessed, controlled, and reviewed, and that all staff understand their responsibilities in maintaining a safe environment for pupils, staff, visitors, and contractors.

This policy is published on the Hopebright School website and is available in printed form on request from the school office. It is actively implemented across all school sites and is reviewed regularly to ensure ongoing compliance with statutory requirements and best practice guidance.

**School:** Hopebright School

**Reviewed:** September 2026

**Next Review Date:** September 2027

## 1. Aims

Hopebright School recognises that effective health and safety management is fundamental to safeguarding pupils, protecting staff, and ensuring that the school meets its statutory obligations under the **Education (Independent School Standards) Regulations 2014**, **Health and Safety at Work Act 1974**, and associated legislation.

The aims of this policy are to ensure that Hopebright School:

- provides and maintains a **safe, secure, and well-managed environment** across all school sites, including classrooms, outdoor spaces, and off-site learning environments
- ensures that all pupils, including those with **SEND, SEMH needs, medical conditions, or vulnerabilities**, are appropriately safeguarded in relation to health, safety, and risk
- establishes a **robust health and safety management system** that is proactive, preventative, and continuously monitored
- ensures that all staff understand their responsibilities and are competent to carry them out safely
- prevents accidents, injuries, and ill health through effective risk assessment, supervision, and control measures
- ensures that all school activities are appropriately risk assessed, proportionate, and reviewed
- provides clear procedures for managing **emergencies, critical incidents, and safeguarding-related health and safety concerns**
- ensures all premises, equipment, and systems are **maintained, inspected, and compliant with statutory standards**
- promotes a culture in which **safety, safeguarding, and wellbeing are embedded into everyday practice**, not treated as separate systems
- ensures compliance with **Ofsted expectations for safeguarding effectiveness and welfare provision**

## **2. Legislation and Statutory Framework**

This policy is informed by and complies with the following legislation and statutory guidance:

- Health and Safety at Work etc. Act 1974
- Management of Health and Safety at Work Regulations 1999
- Workplace (Health, Safety and Welfare) Regulations 1992
- Control of Substances Hazardous to Health (COSHH) Regulations 2002
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013
- Education (Independent School Standards) Regulations 2014 (Part 3, 4, 5)
- Keeping Children Safe in Education (current statutory guidance)
- Regulatory Reform (Fire Safety) Order 2005
- Manual Handling Operations Regulations 1992
- Provision and Use of Work Equipment Regulations 1998 (PUWER)
- Lifting Operations and Lifting Equipment Regulations 1998 (LOLER)
- Health and Safety (First Aid) Regulations 1981
- Electricity at Work Regulations 1989
- Gas Safety (Installation and Use) Regulations 1998
- Working at Height Regulations 2005
- Equality Act 2010 (reasonable adjustments in risk management)
- SEND Code of Practice (2015)
- UK Health Security Agency (UKHSA) infectious disease guidance

The school follows **UKHSA guidance** for infection control, outbreak management, and exclusion periods.

This policy operates in conjunction with the school's safeguarding policies and is integral to compliance with **Ofsted Inspection Framework (Leadership and Management / Behaviour and Attitudes / Personal Development)**.

### **3. Roles and Responsibilities**

#### **3.1 Proprietor / Governing Body**

The Proprietor and Governing Body hold ultimate accountability for ensuring compliance with:

- Independent School Standards (ISSR Part 3, 4, 5)
- statutory health and safety legislation
- safeguarding requirements linked to welfare and safety
- adequacy of premises, staffing, and supervision

They will ensure:

- a written health and safety policy is implemented and reviewed
- sufficient resources are allocated for safe operation
- systems for monitoring safety performance are in place
- risk is managed strategically across the organisation
- safeguarding and health and safety systems are integrated and not operating in isolation
- appropriate external audits or inspections are commissioned where required

#### **3.2 Headteacher (Responsible Person)**

The Headteacher has day-to-day operational responsibility for health and safety.

They will ensure:

- implementation of all health and safety procedures
- completion, review, and oversight of risk assessments
- safe management of staffing ratios and supervision
- effective safeguarding-health and safety interface
- investigation and reporting of all incidents
- communication with parents, Ofsted, and external agencies where required
- safe delivery of school activities including off-site provision
- leadership of emergency planning and response systems
- monitoring of contractor safety and premises compliance

The Headteacher ensures that health and safety is embedded into **every aspect of school leadership and curriculum delivery.**

#### **3.3 Health and Safety Lead**

The Health and Safety Lead is responsible for:

- maintaining the school-wide risk register
- coordinating site inspections and compliance checks
- ensuring COSHH, fire, and premises safety documentation is current
- supporting incident investigation and trend analysis
- advising leadership on emerging risks
- liaising with external health and safety professionals
- supporting staff training and compliance audits

### **3.4 Staff Responsibilities**

All staff have a statutory duty of care and must act in accordance with a **reasonable and prudent professional standard**.

Staff will:

- take responsibility for their own safety and that of pupils
- follow all risk assessments, policies, and procedures
- actively supervise pupils at all times
- report hazards, near misses, and concerns immediately
- respond appropriately to emergencies
- participate in training and safeguarding briefings
- ensure equipment is used safely and correctly
- model safe behaviour at all times
- support inclusive risk management for SEND pupils

Failure to follow health and safety procedures may be treated as a disciplinary matter.

### **3.5 Pupils and Parents**

Pupils are supported to understand and follow safety rules appropriate to their age and needs.

Parents are expected to:

- support school safety expectations
- provide accurate medical and safeguarding information
- ensure pupils understand safety rules
- report relevant concerns or changes in risk

### **3.6 Contractors and Visitors**

All contractors must:

- provide RAMS (Risk Assessments and Method Statements)
- comply with safeguarding procedures (including DBS where required)
- sign in and wear identification
- follow site rules and supervision arrangements
- cease work immediately if unsafe conditions arise

#### **4. Site Security and Safeguarding Interface**

Hopebright School recognises that site security is not only an operational requirement but a **fundamental safeguarding control measure** that directly contributes to the protection, welfare, and wellbeing of pupils. Effective site security reduces the risk of unauthorised access, ensures appropriate supervision of all adults on site, and supports compliance with **Keeping Children Safe in Education (KCSIE)** and the **Independent School Standards (ISSR Part 3 and Part 4)**.

Site security systems are designed to ensure that pupils are protected from potential harm, that staff can operate in a safe environment, and that all visitors are appropriately managed and monitored throughout their time on school premises.

Hopebright School ensures the following arrangements are in place and actively maintained:

- **Controlled entry and exit points**

All access points to the school site are controlled during the school day. Entry systems are monitored and managed to ensure that no unauthorised individuals can access the premises. Doors and gates are secured in line with safeguarding procedures, while maintaining safe evacuation routes in accordance with fire safety legislation.

- **Visitor logging and identification systems**

All visitors are required to sign in on arrival using the school's designated visitor system. Visitors must provide identification where appropriate and are issued with clearly visible identification badges. Records are maintained to ensure an auditable log of all individuals who enter the school site, including contractors, agency staff, and external professionals.

- **Staff supervision of all visitors**

Visitors are never left unsupervised in areas where pupils are present. A designated member of staff is responsible for ensuring that visitors are appropriately escorted at all times, unless formal safeguarding checks and enhanced arrangements have been completed (for example, regulated professionals working on site under agreed protocols).

- **Secure perimeter arrangements**

The school maintains secure boundary arrangements to prevent unauthorised access or exit. External gates, fencing, and access routes are regularly inspected to ensure they remain safe, secure, and fit for purpose. Any identified weaknesses are escalated immediately and addressed without delay.

- **Monitoring of safeguarding-related risks on site**

Site security is actively linked to safeguarding risk management systems. Staff remain vigilant to potential safeguarding concerns arising from site access, visitor behaviour, unidentified individuals, or environmental risks. Any concerns are reported immediately in line with safeguarding procedures and recorded appropriately.

- **Secure storage of hazardous materials and equipment**

All hazardous substances, cleaning materials, specialist equipment, and any items that may pose a risk to pupils are stored securely and accessed only by authorised staff. Storage arrangements are

designed to prevent accidental exposure, misuse, or unauthorised access, and are subject to regular inspection and COSHH compliance checks.

In addition to the above, Hopebright School ensures that:

- all staff understand their role in maintaining site security as part of safeguarding responsibility
- any breaches or concerns relating to site security are recorded, investigated, and responded to promptly
- site security arrangements are considered as part of wider safeguarding audits, risk assessments, and health and safety monitoring systems
- procedures are reviewed following incidents, near misses, or changes to site use or pupil needs

Security and safeguarding arrangements are reviewed regularly as part of the school's **ongoing risk assessment cycle**, safeguarding governance processes, and health and safety monitoring procedures, ensuring continuous improvement and full compliance with statutory expectations.

## **5. Fire Safety and Emergency Procedures**

Hopebright School maintains full compliance with the **Regulatory Reform (Fire Safety) Order 2005** and associated Health and Safety Executive guidance. Fire safety is treated as a critical safeguarding and life safety priority and is embedded into daily operational practice across all school sites.

The school ensures that fire safety systems are not only compliant but actively reviewed, practised, and adapted to meet the needs of all pupils, including those with **SEND, SEMH needs, sensory sensitivities, mobility needs, or additional vulnerability during evacuation.**

### **Fire Safety Systems and Controls**

The school operates the following fire safety measures:

- **Site-specific fire risk assessments**

Fire risk assessments are completed for each site and reviewed at least annually, and additionally whenever there is a significant change to building layout, occupancy, equipment, or risk profile. Actions arising from assessments are recorded, prioritised, and tracked to completion.

- **Clearly marked evacuation routes and signage**

All escape routes are clearly identified, unobstructed, and maintained in accordance with fire safety requirements. Emergency lighting and signage are checked regularly to ensure visibility in low-light conditions.

- **Termly fire evacuation drills**

Fire drills are carried out at least once per term per site and are formally recorded. Each drill is evaluated to assess evacuation time, pupil behaviour, staff response, and any procedural issues. Findings are used to improve future practice.

- **Weekly fire alarm testing**

Fire alarm systems are tested weekly by designated competent staff to ensure full operational reliability. Records of testing are maintained and reviewed.

- **Designated fire wardens and trained staff**

Fire wardens are appointed for each site and receive appropriate training. Staff are briefed on evacuation responsibilities, including supporting vulnerable pupils and ensuring safe evacuation routes are followed.

- **Personal Emergency Evacuation Plans (PEEPs)**

Where required, individual PEEPs are developed for pupils and staff with additional needs. These are reviewed regularly and shared with relevant staff to ensure safe evacuation in line with individual requirements.

- **Assembly point procedures and registers**

Each site has designated assembly points. Registers for pupils and staff are taken immediately upon evacuation and cross-checked against attendance records to ensure full accountability.

- **Emergency service liaison procedures**

Clear procedures are in place for communication with emergency services. A designated senior leader is responsible for liaising with fire and rescue services upon arrival and providing relevant site and occupancy information.

### **Evacuation Procedures**

In the event of fire or activation of the alarm system:

- alarm activation triggers **immediate evacuation of the building**
- staff ensure calm, orderly movement of pupils using nearest safe exits
- no attempt is made to collect personal belongings
- staff support pupils requiring additional assistance in line with PEEPs
- registers are taken at assembly points and cross-checked promptly
- all individuals remain at assembly points until formally authorised to re-enter by emergency services or senior leadership

Staff are trained to prioritise **pupil safety, emotional regulation, and calm evacuation procedures**, particularly for pupils who may experience distress or dysregulation during emergencies.

## 6. COSHH and Hazard Management

Hopebright School complies fully with the **Control of Substances Hazardous to Health Regulations 2002 (COSHH)**. The school recognises that effective control of hazardous substances is essential to protecting pupils, staff, contractors, and visitors.

A central COSHH register is maintained and regularly reviewed to ensure all hazardous substances are identified, assessed, and appropriately controlled.

### **COSHH Control Measures**

The school ensures:

- **COSHH register maintenance**  
All hazardous substances used or stored on site are recorded in a COSHH register, including cleaning products, maintenance materials, and any specialist substances.
- **Secure and locked storage**  
Hazardous materials are stored in locked, clearly designated storage areas with restricted access. Access is limited to trained and authorised staff only.
- **Clear labelling and safety data sheets (SDS)**  
All substances are correctly labelled in line with manufacturer and legal requirements. Safety Data Sheets are readily available to staff and accessible in relevant work areas.
- **Staff training and competency**  
Staff who handle hazardous substances receive appropriate training in safe use, storage, dilution, and disposal procedures. Training is refreshed regularly.
- **Personal protective equipment (PPE)**  
Appropriate PPE (including gloves, aprons, eye protection where required) is provided, maintained, and its use enforced in line with risk assessments.
- **Spill response procedures**  
Spill kits are available in designated areas. Clear written procedures are displayed to ensure safe and immediate response to chemical or biological spills.
- **Safe disposal procedures**  
Hazardous waste is disposed of through approved licensed waste contractors in accordance with environmental and legal requirements. Disposal is documented and monitored.

Staff are required to report any unsafe storage, misuse, or accidental exposure immediately to senior leadership.

## 7. Equipment Safety and Maintenance

Hopebright School ensures that all equipment used on site is safe, suitable for purpose, and maintained in accordance with statutory requirements and manufacturer guidance.

The school operates a **planned preventative maintenance system** covering all relevant equipment, including educational, administrative, cleaning, and specialist equipment.

### General Equipment Safety Controls

The school ensures:

- all equipment is subject to scheduled inspection and maintenance
- equipment is immediately removed from use if defects or safety concerns are identified
- only trained and competent staff use specialist equipment where required
- equipment is stored securely and safely when not in use
- staff are trained in safe use and reporting of faults
- any defective equipment is clearly labelled and reported immediately

### Electrical Safety

The school maintains strict controls in line with the **Electricity at Work Regulations 1989**:

- annual **Portable Appliance Testing (PAT)** is carried out by a competent contractor
- fixed electrical installations are inspected and maintained by qualified engineers
- any faulty electrical equipment is immediately isolated and removed from use
- unauthorised or untested electrical appliances are not permitted on site
- staff are instructed not to use electrical equipment in unsafe conditions (e.g., wet environments unless specifically designed for use)
- all electrical faults are reported and logged for corrective action

### PE and Specialist Equipment

Physical education and specialist equipment is managed under strict supervision and risk control procedures:

- all equipment is inspected before each use to ensure safety and integrity
- equipment is maintained in accordance with manufacturer guidance and inspection schedules
- all PE activities are risk assessed, including consideration of pupil ability, SEND needs, and environmental conditions
- equipment is used only under direct supervision of trained and competent staff
- unsafe or damaged equipment is immediately removed from circulation and reported
- storage areas are regularly inspected to ensure safe condition and organisation

Staff are responsible for ensuring that equipment use does not present unnecessary risk and that all activities are adapted appropriately to ensure safe participation for all pupils.

## 8. Lone Working

Hopebright School recognises that lone working presents increased levels of risk due to reduced immediate access to support in the event of accident, emergency, or safeguarding concern. Lone working is therefore **actively risk assessed, controlled, and monitored** to ensure staff safety at all times.

Lone working may include, but is not limited to:

- early morning or late evening site opening/closing duties
- cleaning or maintenance activities outside normal school hours
- administrative work conducted in isolated areas of the building
- site inspections or security checks
- working in classrooms or offices when others are not present on site

### Control Measures

The school implements the following control measures:

- **Communication systems**  
All lone workers must have access to a working mobile phone or designated communication device at all times. Staff must ensure devices are charged, operational, and accessible throughout the working period.
- **Check-in procedures**  
Lone workers are required to follow agreed check-in and check-out procedures with a designated member of staff or senior leader. These procedures include confirming arrival, ongoing safety status, and departure from site.
- **Scheduled welfare checks**  
Where risk is elevated, scheduled welfare checks are undertaken by senior staff to confirm the safety and wellbeing of lone workers at agreed intervals.
- **Restriction of high-risk activities**  
Certain high-risk tasks are prohibited when working alone. These include, but are not limited to, working at height, manual handling of heavy items, use of hazardous substances, or any activity requiring immediate assistance in the event of emergency.
- **Escalation procedures**  
If a lone worker fails to check in or respond within an agreed timeframe, escalation procedures are activated immediately. This includes attempts to contact the individual, notification of senior leadership, and where necessary, contact with emergency services.

All lone working arrangements are subject to **formal risk assessment and regular review**.

## **9. Working at Height**

Hopebright School recognises working at height as a significant risk activity and ensures strict compliance with the **Working at Height Regulations 2005**.

Working at height includes any task where a person could fall and sustain injury, including use of ladders, step stools, or accessing elevated storage or structures.

### **Control Measures**

The school ensures:

- **Trained and competent staff only**  
Only staff who have received appropriate training and instruction are permitted to use ladders or equipment for working at height.
- **Pre-use inspection of equipment**  
All ladders and step equipment must be visually inspected before each use to ensure stability, integrity, and suitability. Defective equipment must not be used under any circumstances.
- **Prohibition of pupil involvement**  
Pupils are strictly prohibited from participating in any activity involving working at height, including assisting with equipment or accessing elevated areas.
- **Safe positioning and use**  
Staff must ensure ladders are positioned on stable ground, secured where appropriate, and used in accordance with safe working practices, including maintaining three points of contact where applicable.
- **Contractor responsibility**  
All contractors are responsible for providing their own compliant equipment and must demonstrate safe systems of work before commencing any activity involving working at height.
- **Supervision and planning**  
Where working at height is required, activities must be planned in advance and risk assessed, ensuring that safer alternatives are considered and used wherever reasonably practicable.

## **10. Manual Handling**

Hopebright School recognises that manual handling activities may present risks of musculoskeletal injury and ensures compliance with the **Manual Handling Operations Regulations 1992**.

Manual handling includes any transporting or supporting of a load by hand or bodily force, including lifting, lowering, pushing, pulling, or carrying.

### **Control Measures**

The school ensures:

- **Staff training**  
Staff receive appropriate training in safe manual handling techniques, including correct posture, load assessment, and safe movement practices.
- **Use of mechanical aids**  
Where reasonably practicable, mechanical aids such as trolleys, carts, lifting equipment, or adjustable furniture are used to reduce manual handling risks.
- **Avoidance of unnecessary lifting**  
The school actively promotes practices that reduce or eliminate manual handling wherever possible, including reorganisation of tasks and use of alternative methods.
- **Risk assessment of loads and tasks**  
Manual handling tasks involving heavy, bulky, unstable, or awkward loads are subject to risk assessment prior to undertaking the activity. This includes consideration of environment, distance, and individual capability.
- **Individual capability considerations**  
Staff are not expected to undertake manual handling tasks beyond their capability. Where concerns exist, support or alternative arrangements must be sought.
- **Reporting of injuries or concerns**  
Any pain, discomfort, or injury resulting from manual handling must be reported immediately to senior leadership and recorded appropriately.

## **11. Educational Visits (Off-site Activities)**

Hopebright School recognises that off-site educational activities provide valuable learning experiences but also introduce additional risks that must be carefully managed. All educational visits are planned, risk assessed, and approved in accordance with statutory guidance and safeguarding requirements.

The school complies with **Department for Education guidance on educational visits and the Outdoor Education Advisers' Panel (OEAP) national guidance** where applicable.

### **Control Measures**

All off-site activities must include the following safeguards:

- **Formal risk assessment and approval**  
All visits require a written risk assessment that considers travel, activity type, pupil needs, environment, supervision levels, and emergency procedures. Risk assessments must be approved by the Educational Visits Coordinator (EVC) prior to departure.
- **Educational Visits Coordinator (EVC) oversight**  
All visits are overseen by a designated EVC who ensures compliance with safeguarding, risk management, and staffing requirements. The EVC maintains oversight of planning, approval, and evaluation of all visits.
- **Emergency planning procedures**  
Each visit includes a detailed emergency plan covering accident response, lost pupil procedures, contact arrangements, and escalation routes. Staff are briefed fully before departure.
- **Appropriate staffing ratios**  
Staffing ratios are determined based on risk assessment, pupil age, SEND needs, behavioural profiles, and activity type. Staffing must always ensure effective supervision and safeguarding.
- **First aid provision**  
A trained first aider must accompany all off-site visits. First aid equipment appropriate to the activity and risk level must be carried at all times.
- **Safeguarding considerations**  
All visits include safeguarding planning, including supervision arrangements, appropriate adult vetting where required, and clear procedures for managing safeguarding concerns while off-site.
- **Pupil risk and individual needs**  
Individual pupil needs, including medical conditions, SEMH needs, sensory needs, and behavioural risks, are considered as part of the planning process. Adjustments are made to ensure safe participation wherever possible.
- **Communication systems**  
Staff must carry mobile communication devices to ensure constant contact with the school during visits.

- **Post-visit evaluation**

All visits are reviewed after completion to evaluate effectiveness, safety, and any incidents or learning points. Findings are used to improve future practice.

## **12. Violence and Aggression**

Hopebright School operates a **zero-tolerance approach to violence, threatening behaviour, intimidation, or aggression** directed towards staff, pupils, visitors, or contractors.

The school recognises that violence or aggression may arise from a range of contexts, including emotional dysregulation, SEND-related need, safeguarding concerns, or external stressors. However, all incidents are treated seriously and managed in a structured, proportionate, and safeguarding-informed manner.

### **Procedures and Controls**

The school ensures:

- **Immediate reporting of all incidents**

All incidents of violence, aggression, or threats are reported immediately to senior leadership and recorded formally on the school incident reporting system.

- **Risk assessment and dynamic response**

Following any incident, a dynamic risk assessment is undertaken to determine immediate safety measures, support needs, and any required changes to supervision or environment.

- **Safeguarding escalation where appropriate**

Where behaviour indicates safeguarding concerns (including contextual risk, exploitation, or unmet needs), incidents are escalated to the Designated Safeguarding Lead (DSL) in line with safeguarding procedures.

- **Police involvement where necessary**

The school will contact the police where there is immediate risk, criminal behaviour, or credible threats of serious harm. Decisions are made in line with safeguarding and legal thresholds.

- **Staff support and debrief systems**

All staff involved in or affected by incidents of violence or aggression are offered immediate support, including structured debriefing, access to leadership support, and occupational wellbeing provision where required.

- **Behaviour and safety planning**

Where patterns of aggression are identified, individual risk management plans are reviewed and updated to reduce future risk and ensure staff and pupil safety.

### **13. Smoking and Vaping**

Hopebright School maintains a **strict no-smoking and no-vaping policy** across all school sites, including buildings, outdoor areas, school transport, and any school-led off-site activities.

This applies to:

- all staff
- all pupils
- visitors
- contractors
- external professionals

#### **Enforcement Measures**

- Any breach of this policy is treated as a serious matter and will be addressed immediately.
- Staff are responsible for challenging non-compliance in a safe and appropriate manner.
- Pupils found smoking or vaping will be managed in line with safeguarding, behaviour, and health and safety procedures.
- Persistent breaches may result in disciplinary action or escalation to external agencies where appropriate.

The policy is designed to protect health, promote wellbeing, and ensure compliance with statutory expectations regarding safe school environments.

#### 14. Infection Prevention and Control

Hopebright School follows current **UK Health Security Agency (UKHSA)** guidance to prevent and manage the spread of infectious diseases within the school environment.

The school recognises that effective infection control is essential to safeguarding the health of pupils and staff, particularly those who may be clinically vulnerable.

#### **Infection Control Systems**

The school ensures:

- **Strict hygiene procedures**  
Regular handwashing routines are embedded into daily practice, with handwashing encouraged before eating, after toileting, and after contact with shared equipment.
- **Use of PPE where required**  
Personal protective equipment (PPE) is provided and used in line with risk assessments, particularly during first aid, cleaning of bodily fluids, or medical support tasks.
- **Cleaning schedules for high-risk areas**  
Enhanced cleaning routines are in place for high-touch surfaces, toilets, communal areas, and specialist rooms. Cleaning is carried out using appropriate disinfectants effective against bacteria and viruses.
- **Safe waste disposal systems**  
Clinical and general waste are segregated and disposed of in accordance with statutory guidance. Clinical waste is stored securely and collected by licensed contractors.
- **Exclusion procedures for infectious disease**  
The school follows UKHSA exclusion guidance for infectious illnesses. Pupils and staff are excluded where necessary to prevent transmission, and return-to-school criteria are applied consistently.
- **Outbreak response plans**  
The school maintains procedures for managing outbreaks, including communication with UKHSA, increased cleaning measures, temporary control measures, and communication with parents and staff.
- **Spill response kits**  
Spill kits are available across all sites and are used for safe management of bodily fluid incidents. Staff are trained in their correct use.

The school ensures that infection prevention and control measures are regularly reviewed and updated in line with national guidance.

## **15. New and Expectant Mothers**

Hopebright School is committed to protecting the health, safety, and wellbeing of new and expectant mothers in the workplace.

In line with the **Management of Health and Safety at Work Regulations 1999**, the school ensures that risk assessments are undertaken whenever a staff member notifies the school of pregnancy or return-to-work following childbirth.

### **Risk Assessment Considerations**

Risk assessments take into account:

- exposure to infectious diseases
- physical hazards (including manual handling and slips/trips)
- fatigue and workload demands
- environmental conditions (temperature, ventilation, stress factors)
- use of hazardous substances (COSHH-related risks)

### **Control Measures**

Where risks are identified, the school will:

- implement reasonable adjustments to working duties
- remove or reduce exposure to identified hazards
- provide alternative duties where necessary
- ensure appropriate rest breaks and workload management
- review arrangements regularly throughout pregnancy and return-to-work phases

The school ensures that all measures are proportionate, supportive, and compliant with equality and employment legislation.

## **16. Occupational Stress**

Hopebright School recognises that workplace stress is a **health and safety risk factor** and is committed to promoting staff wellbeing and reducing work-related stress where reasonably practicable.

The school acknowledges that staff working in education, particularly within settings supporting pupils with SEMH and additional needs, may be exposed to increased emotional and cognitive demands.

### **Systems of Control and Support**

The school ensures:

- **Workload monitoring systems**  
Leadership regularly reviews workload distribution to ensure it is reasonable, sustainable, and aligned with staffing capacity.
- **Supervision and reflective practice**  
Staff have access to supervision structures, reflective practice opportunities, and professional dialogue to support emotional processing and practice development.
- **Access to leadership support**  
Staff can access senior leaders for support with workload, wellbeing concerns, and professional challenges at any time through established reporting routes.
- **Wellbeing considerations in staffing decisions**  
Staffing arrangements, rota planning, and duty allocations take account of staff wellbeing, capacity, and experience.
- **Early identification of stress indicators**  
The school encourages open communication and identifies early signs of stress through supervision, absence monitoring, and professional dialogue.

Where required, the school may implement additional support measures, adjustments to duties, or referral to external occupational health or wellbeing services.

## **17. Accident Reporting and RIDDOR**

Hopebright School maintains a robust accident, incident, and near-miss reporting system in line with statutory requirements, safeguarding obligations, and insurance standards.

All staff are trained to recognise, respond to, and record incidents appropriately.

### **Recording Requirements**

The school ensures that the following are recorded:

- all first aid treatment administered
- all accidents involving pupils, staff, visitors, or contractors
- all near-miss incidents (events that could have caused harm)
- all incidents involving violence, aggression, or unsafe behaviour
- any safeguarding-related incidents linked to health and safety

Records are maintained securely and reviewed regularly by senior leadership.

### **RIDDOR Reporting**

The Headteacher (or delegated senior leader) ensures compliance with **Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013**.

Reportable incidents include:

- serious injuries or specified injuries
- injuries resulting in absence from work for more than 7 consecutive days
- dangerous occurrences or near-miss events with serious potential risk
- hospitalisation linked to school-related incidents

Where a RIDDOR-reportable incident occurs, it is:

- reported to the Health and Safety Executive within statutory timescales
- investigated internally to identify root causes and preventative actions
- recorded in full within the school's incident management system

### **Communication and Notification**

The school ensures that:

- parents are informed promptly of any accident or injury involving their child
- Ofsted is notified of serious incidents where required under statutory guidance
- safeguarding partners are informed where incidents have safeguarding implications
- appropriate internal review and follow-up actions are implemented

All incidents are analysed to identify trends, inform risk assessments, and improve future safety practice.

## 18. Training

Hopebright School recognises that effective health and safety management is dependent upon a **competent, well-trained workforce** who understand their responsibilities and are confident in applying safe systems of work. Training is therefore mandatory, structured, and continuously monitored to ensure ongoing compliance with statutory and safeguarding requirements.

The school ensures that all staff receive training that is appropriate to their role, level of responsibility, and the risks associated with their work.

### Core Training Provision

All staff receive:

- **Induction training**

All new staff complete a comprehensive induction programme before undertaking unsupervised work. This includes health and safety responsibilities, safeguarding expectations, emergency procedures, site security, reporting procedures, and risk awareness specific to Hopebright School.

- **Annual safeguarding and health & safety updates**

All staff undertake annual refresher training covering safeguarding (in line with Keeping Children Safe in Education), fire safety, incident reporting, risk awareness, and key health and safety procedures. Updates reflect changes in legislation, guidance, and identified school risks.

- **Specialist training (role-dependent)**

Where required, staff receive additional training relevant to their role and the needs of pupils. This may include:

- SEMH and trauma-informed practice
- de-escalation and behaviour support strategies
- positive handling / restrictive physical intervention (where authorised)
- first aid (including paediatric first aid where required)
- infection prevention and control
- COSHH awareness and safe handling procedures
- working at height awareness (where relevant)
- educational visits and off-site safety management

- **Role-specific and competency-based training**

Staff undertaking specific duties (e.g. site management, premises supervision, SEN support, or leadership roles) receive targeted training appropriate to their responsibilities. Competency is assessed where required before independent practice is permitted.

### **Training Governance and Monitoring**

Hopebright School ensures that:

- all training is **recorded centrally in a staff training register**
- training records include dates, content, provider, and attendance
- mandatory training compliance is actively monitored by senior leadership
- refresher training is scheduled in line with statutory or best practice intervals
- gaps in training are identified and addressed promptly
- staff are not permitted to undertake duties for which they have not received appropriate training

Training is reviewed as part of the school's wider **risk management and safeguarding governance framework**, ensuring that competence is maintained and aligned with evolving operational needs.

## 19. Monitoring and Review

Hopebright School is committed to maintaining a **systematic and evidence-based approach to monitoring health and safety performance**, ensuring continuous improvement and full compliance with statutory and regulatory requirements, including the **Independent School Standards (ISSR Part 3)** and **Ofsted inspection expectations for leadership and management effectiveness**.

The Health and Safety Policy is reviewed at least every **two years**, or earlier where required due to operational or regulatory need.

### Triggers for Early Review

The policy will be reviewed immediately in response to:

- changes in **health and safety legislation or statutory guidance**
- significant **incident trends or patterns of concern**
- serious safeguarding incidents linked to health and safety systems
- feedback or requirements arising from **Ofsted inspections or monitoring visits**
- changes to school structure, premises, staffing, or pupil cohort
- introduction of new activities, equipment, or operational procedures
- advice or direction from external agencies (e.g. HSE, UKHSA, local authority partners)

### Monitoring Framework

Hopebright School implements a structured monitoring system to ensure that health and safety arrangements remain effective in practice, not just in policy.

Monitoring includes:

- **Incident analysis**  
All accidents, near misses, and incidents are analysed to identify patterns, recurring risks, and areas requiring corrective action. Findings inform risk assessments and staff training priorities.
- **Premises inspections**  
Regular site inspections are carried out to assess the condition of buildings, equipment, fire safety systems, security measures, and general environmental safety. Deficiencies are recorded and actioned promptly.
- **Safeguarding audits (health & safety interface)**  
Safeguarding systems are reviewed alongside health and safety procedures to ensure that environmental risks, supervision arrangements, and site security measures support pupil welfare.
- **Staff feedback and consultation**  
Staff are actively encouraged to report hazards, suggest improvements, and contribute to health and safety discussions. Feedback is reviewed by leadership and used to improve systems and practice.
- **Governance oversight**  
The Governing Body or Proprietor receives regular reports on health and safety performance,

including incidents, compliance updates, audit findings, and identified risks. This ensures strategic oversight and accountability.

### **Continuous Improvement**

Hopebright School uses monitoring outcomes to:

- update risk assessments and control measures
- refine training and staff development priorities
- improve site safety systems and procedures
- strengthen safeguarding and welfare arrangements
- ensure compliance with all statutory obligations

Health and safety is treated as a **dynamic system of ongoing evaluation and improvement**, rather than a static policy document.

## **20. Links to Other Policies**

This policy must be read in conjunction with:

- Safeguarding and Child Protection Policy
- Behaviour and Emotional Regulation Policy
- First Aid Policy
- Risk Assessment Policy
- SEND Policy
- Accessibility Plan
- Positive Handling Policy
- Educational Visits Policy