



Resicare Alliance

# Health & Safety

## Document Control

Initial purpose and scope of the new policy/procedure agreed by:	Resicare Alliance Ltd
Technical review carried out:	SMT
Final quality check carried out:	Chris Brown
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Department responsible:	Education
Job Title of Lead Person:	Chris Brown Director of education

## **Health & Safety Policy**

(Independent Special School)

### **1. Policy Statement**

Our school is committed to ensuring the health, safety, and welfare of all pupils, staff, visitors, contractors, and volunteers. As an independent special school, we recognise our enhanced duty to safeguard pupils with complex needs, disabilities, and vulnerabilities. We aim to provide a safe, supportive, and well-maintained environment that promotes wellbeing, learning, and independence.

#### **This policy is written in accordance with:**

- The Education (Independent School Standards) Regulations 2014, including Part 3 and Part 5
- The Health and Safety at Work etc. Act 1974
- The Management of Health and Safety at Work Regulations 1999
- The Children Act 1989 & 2004
- The Equality Act 2010
- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR)
- The Fire Safety Order 2005
- All relevant DfE guidance, including Health and Safety: Advice for Schools

We will take all reasonably practicable steps to ensure risks are identified, assessed, and controlled, with particular attention to the needs of pupils with SEND.

### **2. Responsibilities**

#### **2.1 Proprietor**

The Proprietor is responsible for ensuring:

- Compliance with all Independent School Standards relating to health, safety, welfare, and premises.
- Adequate resources for health and safety management.
- Annual review of this policy and associated procedures.
- Oversight of risk assessments, safeguarding, and premises safety.

## **2.2 Headteacher**

The Headteacher is responsible for:

- Implementing this policy across the school.
- Ensuring staff understand their responsibilities.
- Ensuring all required risk assessments are completed, reviewed, and acted upon.
- Ensuring the safety and welfare of pupils, including those with complex needs.
- Ensuring compliance with fire safety, first aid, and emergency procedures.
- Reporting significant incidents to the Proprietor.

## **2.3 Health & Safety Lead / Officer**

Responsible for:

- Coordinating all health and safety activities.
- Maintaining the school's risk assessment schedule.
- Ensuring environmental risk assessments (classrooms, grounds, equipment, specialist rooms) are completed and reviewed.
- Ensuring individual student risk assessments are completed, updated, and shared with relevant staff.
- Monitoring accident trends and implementing preventative measures.
- Liaising with external agencies (fire service, HSE, contractors).

## **2.4 Staff**

All staff must:

- Take reasonable care of their own health and safety and that of others.
- Follow all health and safety procedures and training.
- Report hazards, defects, or concerns immediately.
- Implement control measures identified in risk assessments.
- Follow individual student risk management plans.
- Supervise pupils appropriately at all times.

## **2.5 Pupils**

Pupils will be supported to:

- Follow safety instructions appropriate to their understanding.
- Use equipment safely.
- Report concerns to staff.

### **3. Risk Assessments**

#### **3.1 Environmental / Premises Risk Assessments**

The school maintains a full suite of environmental risk assessments covering:

- Classrooms and learning spaces
- Outdoor areas and playgrounds
- Specialist rooms (science, food tech, DT, sensory rooms)
- Kitchens and food preparation areas
- Fire safety and evacuation routes
- Maintenance and cleaning activities
- Vehicle access and transport arrangements
- Security and visitor management

These assessments are:

- Reviewed at least annually
- Updated after incidents, changes, or new equipment
- Communicated to all relevant staff
- Used to inform safe systems of work

#### **3.2 Individual Student Risk Assessments**

Every pupil has a personalised risk assessment that considers:

- Medical needs
- Behavioural risks
- Sensory needs
- Mobility and physical needs
- Communication needs
- Triggers, de-escalation strategies, and supervision requirements
- Any risks to themselves or others

These assessments:

- Are reviewed termly or sooner if needs change
- Are shared with all staff working with the pupil
- Inform behaviour plans, care plans, and curriculum access
- Are essential for meeting ISS Part 3 requirements

### **3.3 Activity-Specific Risk Assessments**

Risk assessments are completed for:

- Practical lessons (, PE food tech)
- Break and lunchtime supervision
- Transport and arrival/departure routines
- Use of specialist equipment
- One-to-one or intimate care activities

### **3.4 Educational Visits**

All off-site activities follow the school's Educational Visits Policy, which includes:

- Visit-specific risk assessments
- Individual pupil risk considerations
- Staffing ratios appropriate to pupil needs
- Pre-visit checks
- Emergency and communication procedures

## **4. Safeguarding and Welfare (ISS Part 3 Compliance)**

The school ensures:

- Effective supervision of pupils at all times
- Safe recruitment of staff and contractors
- Clear behaviour and anti-bullying procedures
- Safe storage and administration of medication
- Appropriate first aid provision
- Safe intimate care practices
- Clear procedures for managing challenging behaviour
- Staff training in safeguarding, de-escalation, and SEND needs

## **5. Training**

All staff receive training in:

- Health and safety awareness
- Fire safety and evacuation
- First aid (as required for role)
- Manual handling
- Positive behaviour support and de-escalation

- Safeguarding and child protection
- Use of specialist equipment
- Risk assessment implementation

Training is refreshed regularly and recorded.

## **6. Accident Reporting and Investigation**

- All accidents, incidents, and near misses are recorded.
- Serious incidents are reported to the Headteacher and Proprietor.
- RIDDOR reporting is completed where required.
- Trends are monitored and used to improve safety.
- Parents/carers are informed of relevant incidents involving pupils.

## **7. Emergency Procedures**

The school maintains:

- A fire safety risk assessment
- Evacuation plans tailored to pupils with SEND
- Personal Emergency Evacuation Plans (PEEPs)
- Regular fire drills
- Lockdown and emergency communication procedures
- Staff training in emergency response

## **8. Premises, Equipment & Environment (ISS Part 5 Compliance)**

We ensure:

- The premises are clean, safe, and well maintained.
- Heating, lighting, ventilation, and water systems meet regulatory standards.
- Classrooms are suitable for pupils' needs.
- Outdoor space is safe and appropriate for play and learning.
- Equipment is inspected, serviced, and used safely.
- Hazardous substances are stored and used in line with COSHH regulations.
- Adequate toilet, washing, and changing facilities are provided.
- Drinking water is accessible.

## **9. Consultation with Staff and Pupils**

- Staff are consulted on health and safety matters through meetings and briefings.
- Pupils' views are considered where appropriate, using communication methods suited to their needs.

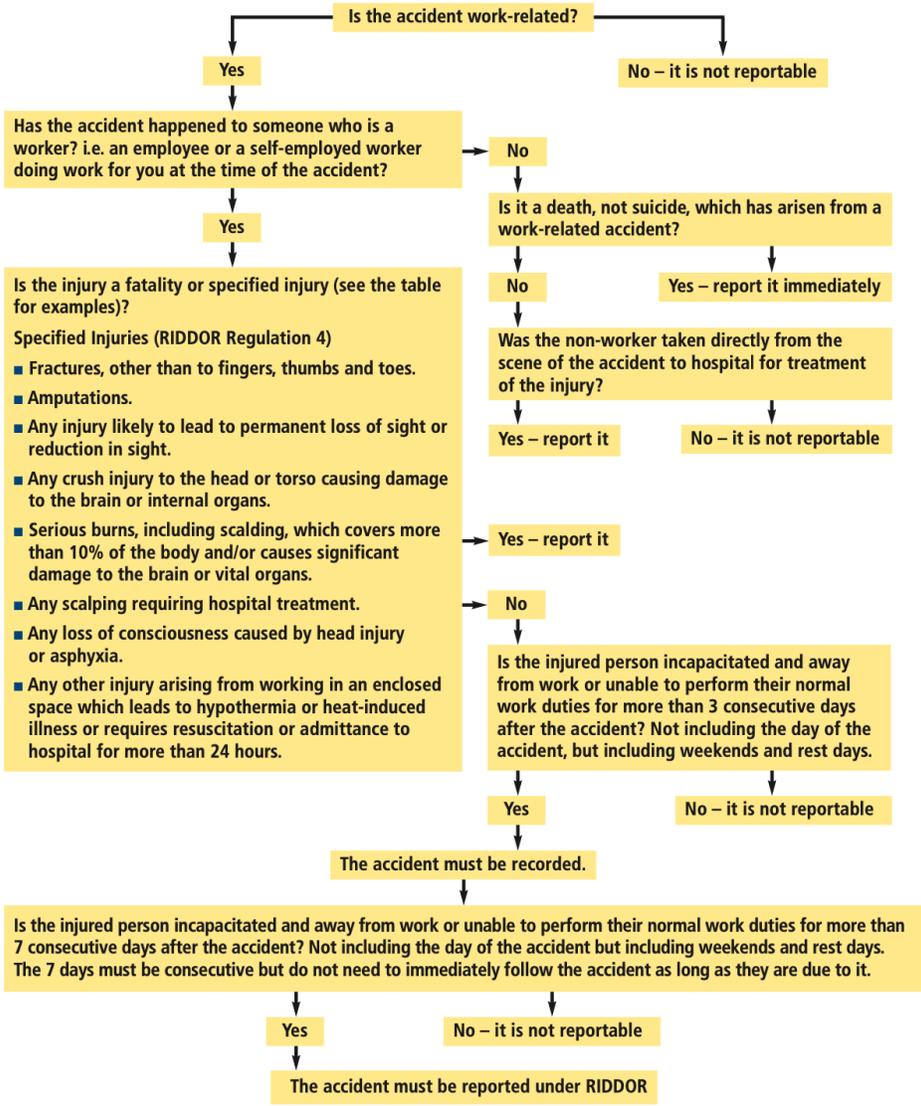
## **10. Monitoring and Review**

This policy is:

- Reviewed annually
- Updated following incidents, audits, or regulatory changes
- Monitored through regular health and safety audits and walk-throughs

# Appendix 1

## RIDDOR Reporting of Accidents Flowchart



# COSHH Policy Outline – The Yews

## 1. Purpose of the Policy

The purpose of this policy is to ensure that The Yews meets its legal duties under the **Control of Substances Hazardous to Health Regulations (COSHH) 2002** and aligns with the **Independent School Standards (ISS 2014/2019 updates)** regarding safeguarding pupils' welfare, health and safety.

Although The Yews will **not deliver science lessons**, the school will still use limited hazardous substances (e.g., cleaning products, maintenance materials). This policy ensures their safe storage, handling, and monitoring.

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## 2. Legal Framework

This policy is informed by:

- **COSHH Regulations 2002 (as amended)**
- **Health and Safety at Work Act 1974**
- **Management of Health and Safety at Work Regulations 1999**
- **Independent School Standards (ISS)**, particularly:
  - **Part 3 – Welfare, health and safety of pupils**
    - Standard 11: Arrangements to safeguard and promote pupils' welfare
    - Standard 12: Written health and safety policy
    - Standard 14: Safe supervision and management of pupils
  - **Part 5 – Premises and accommodation**
    - Standard 23: Adequate security and storage arrangements

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## 3. Scope

This policy applies to:

- All staff, including cleaners, site staff, administrators, and leadership
- Any contractors working on the premises
- Any hazardous substances used for cleaning, maintenance, or premises management

The Yews **does not teach science**, therefore **no laboratory chemicals or practical science substances** will be held on site.

## 4. Definition of Hazardous Substances

For the purpose of COSHH, hazardous substances include:

- Cleaning fluids and disinfectants
- Premises/maintenance materials (e.g., paint, adhesives, lubricants)
- Aerosols or solvents
- Any substances marked with hazard pictograms

No chemicals related to science education will be present on the premises.

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## 5. Key Principles

### 5.1 No Access by Pupils

In line with ISS Part 3, The Yews will ensure pupils **never access hazardous substances**.

All hazardous substances will be:

- **Locked away at all times**
- Stored in a **dedicated COSHH cupboard/locked storage room**
- Accessible **only to authorised staff**

### 5.2 Minimal Substances on Site

The Yews will keep only essential hazardous substances, limiting risk through **reduction and substitution**, in line with COSHH guidance.

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## 6. COSHH Risk Assessments

Although The Yews does not teach science, the school will carry out COSHH risk assessments for:

- Cleaning materials
- Maintenance products
- Any products with hazard warning labels

Risk assessments will include:

1. Identification of substance and hazards
2. Assessment of who may be harmed
3. Control measures (PPE, storage, procedures)
4. Emergency actions

5. Review cycle (annually, or sooner if needed)

Risk assessments will be stored with the Health & Safety documentation.

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## 8. Storage Arrangements

In compliance with ISS (Part 5):

- All hazardous substances will be stored in a **locked COSHH cupboard or locked room**
- Areas will display the **appropriate hazard signage**
- Substances must remain in **original containers**, labelled and sealed
- Decanting into unlabelled containers is strictly prohibited

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## 9. Use of Hazardous Substances

Staff must:

- Wear appropriate PPE as identified in the risk assessment
- Follow manufacturer guidance and MSDS information
- Never use substances around pupils
- Never mix chemicals

Contractors will provide their own COSHH compliance documentation.

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## 10. Training

All relevant staff will receive training including:

- Recognising hazard symbols
- Safe use, handling, and disposal procedures
- Emergency response procedures
- School-specific storage requirements

Records of training will be held centrally.

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## 11. Emergency Procedures

Emergency response procedures will include:

- Use of spill kits (if applicable)
- Evacuation protocols
- First aid measures
- Reporting procedures

Accidents or exposure must be recorded and reviewed.

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## 12. Monitoring and Review

- COSHH risk assessments are reviewed **annually** or when a new substance is introduced.
- Storage arrangements are checked during routine **H&S audits**.
- This policy is reviewed annually and approved by the Proprietor to ensure continued alignment with the **Independent School Standards**.

## 4. Significant Hazards

Hazard	Risk	Who May Be Harmed
Contact with skin/eyes	Irritation, burns, allergic reaction	Staff
Inhalation of vapours/aerosols	Breathing irritation, headaches	Staff
Ingestion	Toxicity, chemical burns	Pupils / staff
Spillage	Slip hazard, contamination	Pupils / staff
Access to unlocked hazardous substances	Serious injury given LD vulnerabilities	Pupils

## 5. Existing Control Measures (Baseline Controls)

### A. Storage

- All cleaning products are stored in a **locked COSHH cupboard** or **locked cleaner's room** at all times.
- Pupils have **no access** to storage keys.
- Substances remain in **original, labelled containers**.
- No decanting into unlabelled bottles.

### B. Access & Use

- Only **authorised cleaning staff** and **site staff** use cleaning products.
- Cleaning takes place **before/after school hours** where possible.
- If cleaning must occur during the day, products remain **in staff possession** and **never unattended**.

## 6. Risk Evaluation (Before Additional Controls)

Risk Area	Rating	Justification
Skin/eye contact	Medium	Irritants present
Inhalation	Low/Medium	Low-level vapours but manageable with ventilation
Ingestion	High	LD pupil population increases risk, even though substances are locked

Unauthorised  
access

High

Custody and access controls critical

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## 7. Additional Control Measures Required

- Ensure **annual COSHH training** for all staff.
- Conduct **monthly checks** of COSHH cupboard locks and integrity.
- Maintain an **inventory log** of substances including expiry dates.
- Ensure the **Site Manager** holds responsibility for risk assessment reviews.
- Install "**Hazardous Substances – Keep Locked**" **signage** on storage doors.
- Keep **SDS sheets** accessible in the cleaner's cupboard and main office.

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## 8. Emergency Procedures

### Spillages

- Use spill kit or absorbent materials.
- Ventilate area.
- Keep pupils away until fully cleaned.

### Skin/Eye Contact

- Rinse with clean water for 10–15 minutes.
- Remove contaminated clothing.
- Seek medical attention if symptoms persist.

### Ingestion

- Do NOT induce vomiting.
- Rinse mouth.
- Seek urgent medical assistance.

### Inhalation

- Move person to fresh air.
- Seek medical help if symptoms continue.

All incidents recorded in the **Accident/Incident Log** and CPOMS for student accidents -