Health and Safety Policy

Policy Number:	EDU.POL.038	Policy Owner Job Role	Quality Manager
Issue Number:		Ratified By	Quality Director
Issue Date:	01.07.26	Service Type:	Schools
		Applicable Services:	Education
Contributors	Rob Arrowsmith		
Mandatory Policy	Yes		
Note	This policy must not be amended without prior approval of the Education Director		

Table of Contents

Section	
1	**Supporting Documents**
2	**Introduction**
3	**Aim & Scope**
4	**Abbreviations/Definitions**
5	**Policy Content**
6	**Responsibilities**
7	**Training Requirements**
8	**Equality Impact Statement**
9	**Sources of Information / References**
10	**Version Control (where else is this policy located, ie. Circle, Nourish, Radar)**
11	**Appendices**

1. Supporting Documents

- Risk Assessment Policy
- Premises and Site Security Policy (EDU.POL.042)
- Fire Safety Policy, Procedures & Guidance
- First Aid Policy (EDU.POL.029)
- Critical Incidents Policy (EDU.POL.045)
- Educational Visits Policy (EDU.POL.028)
- Medical Conditions and Medication Policy (EDU.POL.030)
- Allergy Safety Policy (EDU.POL.044)
- Positive Handling and Physical Intervention Policy (EDU.POL.020)
- Supervision of Pupils Policy (EDU.POL.043)

Related policies are held within RADAR in the School's policy folder.

2. Introduction

Copyright – to be used only with prior and express permission of Keys Group.

At The Acres, we keep our pupils, staff and visitors safe and healthy while they are in our care. We take our health and safety duties seriously and we build them into the everyday running of the school. This policy is our overarching statement of how we manage health and safety, and it sits above the more detailed policies that cover specific risks.

We are a special school. Our pupils have a wide range of needs, and some present risks to themselves or others when they are distressed. Our approach to health and safety takes account of this, so that we keep everyone safe while we keep the school calm, nurturing and therapeutic.

3. Aim & Scope

This policy applies to all staff, governors, pupils, parents and carers, visitors and contractors at The Acres, and to all our premises and activities, on site and off site. It aims to:

- Meet our legal duties to provide a safe and healthy environment.
- Assess and control the risks to pupils, staff and others.
- Make sure everyone knows their part in keeping the school safe.
- Keep accidents, injuries and ill health as low as we reasonably can.

4. Abbreviations and Definitions

Hazard. Something with the potential to cause harm.

Risk. The chance that a hazard will cause harm, and how serious that harm could be.

Risk assessment. The process of identifying hazards, deciding who could be harmed and how, and putting controls in place.

Competent person. A person with the training, knowledge and experience to manage a particular health and safety matter.

COSHH. The rules for controlling substances that are hazardous to health.

5. Policy Content

5.1 Principles and Approach

Our approach rests on the following principles.

Safety is everyone's job. Every member of staff has a part to play in keeping the school safe.

We assess and control risk. We identify hazards, assess the risk, and put sensible controls in place.

We are proportionate. We focus our effort on the real risks, and we do not let paperwork get in the way of safe practice or of pupils taking part.

Copyright – to be used only with prior and express permission of Keys Group.

We plan for our pupils. We take account of the particular risks in a special school and adapt our controls to each pupil's needs.

We learn from what goes wrong. We record accidents and near misses, and we act on them.

We work together. We consult staff on health and safety and we work with the Keys central team and outside experts.

5.2 Health and Safety in Practice

Risk assessment

At The Acres, we assess the risks across our premises and activities, put controls in place, and review the assessments regularly and after any incident or change. Risk assessment is how we turn this policy into safe practice. The detail of how we assess and record risk is in our Risk Assessment Policy.

Safe premises, equipment and maintenance

We keep our buildings, grounds and equipment safe and properly maintained, and we carry out the checks, servicing and testing required, for example for gas, electrical equipment, water systems and play equipment. The detail of site safety and security is in our Premises and Site Security Policy (EDU.POL.042).

Fire safety and emergencies

We manage fire risk through a fire risk assessment, working fire detection and alarms, clear escape routes, and regular drills. Our response to fire and to other serious emergencies is set out in our Fire Safety Policy, Procedures & Guidance, Procedures & Guidance and our Critical Incidents Policy (EDU.POL.045).

Hazardous substances

We control substances that are hazardous to health under COSHH. We assess them, store and use them safely, keep them out of the reach of pupils, and hold the safety information for each one. This matters in areas such as cleaning, science, art, design and technology, and catering.

Accidents, first aid and reporting

We record all accidents and injuries, and we report those the law requires under RIDDOR. We provide first aid through trained staff and suitable equipment, and the detail is in our First Aid Policy (EDU.POL.029). We review accident records to spot patterns and reduce repeat incidents.

Health, wellbeing and safe staffing

We look after the health and wellbeing of our staff as well as our pupils, including their workload and their exposure to distressing incidents. We deploy enough

Copyright – to be used only with prior and express permission of Keys Group.

suitably trained staff to keep the school safe, and we provide the training, supervision and support that safe practice needs.

Educational visits and off-site activities

We plan off-site activities and educational visits with a risk assessment, suitable staffing and clear emergency arrangements. The detail is in our Educational Visits Policy (EDU.POL.028).

Medical needs and allergens

We manage pupils' medical needs and allergies so that they are kept safe at school, including at mealtimes. Allergen risk management runs through our catering and risk assessment arrangements. The detail is in our Medical Conditions and Medication Policy (EDU.POL.030) and our Allergy Safety Policy (EDU.POL.044).

Contractors and visitors

We manage contractors and visitors so that their presence and their work do not put pupils or staff at risk, including checking their identity and, where needed, their vetting, and controlling their work on site. This works with our Premises and Site Security and Safeguarding policies (EDE.POL.002).

Specific risks in our setting

Our pupils' needs create some particular health and safety risks, for example during physical interventions, in sensory or low-stimulus spaces, in practical lessons and kitchens, and where a pupil may harm themselves or others. We assess these risks for individual pupils and for activities, and we train staff to manage them safely. Physical intervention is covered by our Positive Handling and Physical Intervention Policy (EDU.POL.020), and risks linked to behaviour by our Behaviour Policy (EDU.POL.027).

5.3 Recording, Monitoring and Reporting

Accidents, injuries, near misses and hazards are recorded on RADAR, RIDDOR-reportable events are reported, and any incident with a safeguarding dimension is recorded on CPOMS. Risk assessments and safety checks are documented and dated. Leadership monitors health and safety, reviews accident and incident data, reports to the proprietor and governors and the Keys central team, and acts to reduce risks so that The Acres keeps improving. Health and safety audits are completed at regular intervals and monitored through the school's quality assurance framework.

5.4 Equality and Inclusion

At The Acres, this policy is applied fairly and in line with the Equality Act 2010. We make sure our health and safety arrangements meet the needs of disabled pupils, staff and visitors, and that they keep pupils safe without restricting them more than

Copyright – to be used only with prior and express permission of Keys Group.

is necessary. Any concern that this policy disadvantages a pupil should be raised with the headteacher.

6. Responsibilities

6.1 Pupils

Follow the safety rules, use equipment properly, and tell a member of staff about anything that looks unsafe or about any injury.

6.2 Staff

Follow this policy and the related procedures, carry out and follow risk assessments, keep their areas safe, and report hazards, accidents and near misses.

6.3 Leadership

Leadership at The Acres makes sure the school meets its health and safety duties, that risk assessments are in place and current, that staff are trained, and that accidents are recorded, reported and acted on. The day to day management of health and safety is led by Karen Ayres, Headteacher and Alisha Beckwith. Leaders must also make reference to the Keys Group Health and Safety Policy, particularly in relation to the overarching structure of group health and safety oversight, quality assurance and governance.

6.4 Governance

The proprietor and governors at The Acres make sure the school has effective health and safety arrangements and that this policy is followed, and they review health and safety performance, including accident data.

6.5 Parents and carers

Share information about their child's needs and any risks, and follow the school's health and safety arrangements when they are on site or on a visit.

6.6 Named leads

The health and safety lead at The Acres is Karen Ayres, Headteacher with support from Alisha Beckwith, Administrator and Will Phillips, Caretaker. The person who manages the premises is Karen Ayres.

7. Training Requirements

All staff receive health and safety training at induction and regular updates, including risk assessment, fire safety, first aid awareness, manual handling and the specific risks in their role. Staff who carry out specialist tasks, for example using hazardous substances, leading visits, or carrying out physical interventions, receive the additional training their role needs at The Acres.

8. Equality Impact Statement

Copyright – to be used only with prior and express permission of Keys Group.

All policies will be developed and implemented in a manner that promotes equality, diversity, and inclusion, ensuring fair and equitable treatment for all individuals. Policies must align with relevant equality legislation and reflect the expectations and standards set by our regulatory bodies. They will demonstrate a commitment to eliminating discrimination, advancing equality of opportunity, and fostering an inclusive environment that respects and values the diverse needs, backgrounds, and experiences of those we support, as well as our workforce.

9. Sources of Information / References

This policy reflects current statutory guidance and legislation, including:

- The Education (Independent School Standards) Regulations 2014, in particular the requirement to have and implement a written health and safety policy and to meet Part 3 on the welfare, health and safety of pupils, read with the Independent School Standards guidance (April 2026).
- Health and Safety at Work etc. Act 1974.
- Management of Health and Safety at Work Regulations 1999.
- The Control of Substances Hazardous to Health Regulations 2002 (COSHH).
- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR).
- The Health and Safety (First-Aid) Regulations 1981.
- The Regulatory Reform (Fire Safety) Order 2005.
- Keeping Children Safe in Education (DfE, 2025, and the 2026 version from 1 September 2026).
- Equality Act 2010.
- DfE guidance on health and safety on educational visits, and on emergency planning and response.

10. Version Control

This document can also be found in Radar. This policy is reviewed annually, or sooner if legislation or statutory guidance changes. The named owner for review at The Acres is the headteacher.

11. Appendices

Copyright – to be used only with prior and express permission of Keys Group.

11.1 Appendix A: School-Specific Annex

Health and Safety Leadership

The overall responsibility for Health and Safety at The Acres rests with: **Karen Ayres, Headteacher** (Health and Safety Lead), **Alisha Beckwith** (Deputy Health and Safety Lead), **Will Phillips** (Site Support)

The Health and Safety Lead is responsible for:

- Monitoring the implementation of this policy.
- Ensuring statutory inspections are completed.
- Maintaining the school risk register.
- Reviewing accidents, incidents and near misses.
- Coordinating responses to identified health and safety concerns.
- Liaising with the Keys Group Health and Safety Team.

Premises Management

The Acres operates a programme of planned premises inspections and maintenance, including:

- Fire alarm testing.
- Emergency lighting checks.
- Water hygiene monitoring.
- Electrical equipment testing (PAT).
- Fixed electrical installation inspections.
- Fire extinguisher servicing.
- Playground and outdoor environment inspections.
- Vehicle safety checks where applicable.

Records of statutory checks, inspections and servicing schedules are maintained within the school's compliance documentation and premises records held within Reception.

First Aid Provision

Qualified First Aiders on site include:

- Vicky Beacock
- Leah Dent
- Malgorzata Wenvek (Gosia)
- Laura Horton
- Tim Hotchkin
- Kerrie Waddington
- Ann Golding
- Lee John Nicholson
- Sarah Hurry
- Lynne Newmarch
- Michelle Carless

A minimum of two trained first aiders are available on site during operational hours.

First aid equipment is located within:

- Reception

Copyright – to be used only with prior and express permission of Keys Group.

- First Aid Room
- Enterprise Centre
- Kitchens
- Vehicles

The designated First Aid Room is located between Blocks A and B.

Accident and Incident Reporting

The school records:

- Accidents
- Injuries
- Near misses
- Dangerous occurrences
- Health and Safety concerns

using the **RADAR** reporting system.

All incidents are reviewed by leaders to identify:

- Emerging patterns.
- Environmental concerns.
- Repeat incidents.
- Additional control measures.

Significant incidents are reviewed through safeguarding and health and safety processes where applicable.

COSHH Management

Hazardous substances are stored securely and only accessible to authorised staff.

COSHH documentation is maintained by: **Vicky Beacock**

Current COSHH information is stored within the kitchen area and is available for staff reference.

COSHH assessments are reviewed regularly and whenever new substances are introduced.

Site-Specific Risks

As a specialist setting for pupils with additional needs, The Acres recognises several site-specific risks which require enhanced controls, including:

- Behaviour presenting a risk of harm to self or others.
- Physical intervention and positive handling incidents.
- Practical vocational activities.
- Kitchen-based learning activities.
- Educational visits and community access.
- Sensory and therapeutic environments.
- Pupils who may abscond from supervision.

These risks are controlled through:

- Individual pupil risk assessments.
- Positive Behaviour Support Plans.
- Staff training.
- Appropriate staffing ratios.

Copyright – to be used only with prior and express permission of Keys Group.

- Dynamic risk assessment procedures.

Emergency Evacuation Arrangements

In the event of a fire alarm activation:

- Staff will escort pupils to the designated assembly point.
- Registers will be taken and checked.
- The senior person on site will coordinate emergency procedures.
- Emergency services will be contacted where necessary.

Fire drills take place termly and outcomes are recorded.

Invacuation Arrangements

Where an external threat presents a greater risk than remaining inside buildings, an invacuation procedure will be implemented.

Examples may include:

- Community incidents.
- Dangerous animals on site.
- Severe weather.
- Police-directed lockdown situations.

During invacuation:

- Pupils and staff will immediately return to or remain within the nearest secure building.
- External doors will be secured.
- Registers will be completed.
- Communication will be maintained through leadership and emergency services where necessary.
- Pupils will remain supervised until an all-clear is issued.

Staff receive briefing on invacuation procedures through induction and periodic emergency planning updates.

Monitoring and Quality Assurance

Health and Safety is monitored through:

- Daily site observations.
- Weekly premises inspections.
- Termly health and safety audits.
- Accident and incident trend analysis.
- Annual policy review.
- External quality assurance visits.

The effectiveness of Health and Safety arrangements is reported through leadership monitoring and governance processes.

Copyright – to be used only with prior and express permission of Keys Group.