



Health and Safety Policy

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1. Aims

New Direction School aims to provide and maintain a safe, healthy and secure environment for students, staff, visitors, contractors and all others who may be affected by the school's activities. This policy sets out the arrangements for managing health and safety across the school, including the equine provision and all off-site activities.

The school will:

- provide and maintain safe premises, equipment, systems of work and learning environments;
- establish safe working procedures for staff, students, visitors and contractors;
- ensure health and safety risks are identified, assessed, recorded, communicated and reviewed;
- ensure that safeguarding, behaviour, medical, premises and activity-related risks are considered together where they affect student welfare;
- provide appropriate information, instruction, supervision and training;
- ensure emergency procedures are in place and understood by staff and students;
- promote a culture in which all staff can raise health and safety concerns promptly and without fear of blame.

2. Legislation and guidance

This policy has been drafted with reference to current legislation, statutory guidance and non-statutory guidance relevant to schools and independent special schools. It should be read alongside the school's Safeguarding and Child Protection Policy, First Aid and Medication procedures, Educational Visits procedures, Behaviour Policy, Fire Risk Assessment, Premises Management arrangements and Risk Assessment procedures.

Key legislation and guidance includes, but is not limited to:

- The Health and Safety at Work etc. Act 1974;
- The Management of Health and Safety at Work Regulations 1999;
- The Workplace (Health, Safety and Welfare) Regulations 1992;
- The Health and Safety (First-Aid) Regulations 1981;
- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR);
- The Regulatory Reform (Fire Safety) Order 2005;
- The Control of Substances Hazardous to Health Regulations 2002;
- The Control of Asbestos Regulations 2012;
- The Gas Safety (Installation and Use) Regulations 1998;
- The Electricity at Work Regulations 1989;
- The Provision and Use of Work Equipment Regulations 1998;
- The Manual Handling Operations Regulations 1992;
- The Work at Height Regulations 2005;
- The Health and Safety (Display Screen Equipment) Regulations 1992;
- The Equality Act 2010;
- The Education (Independent School Standards) Regulations 2014, including Part 3, paragraphs 11, 12, 13, 14 and 16, and Part 5, paragraph 25;
- DfE guidance: Health and safety: responsibilities and duties for schools;

- DfE guidance: First aid in schools, early years and further education;
- Keeping Children Safe in Education 2025;
- Working Together to Safeguard Children 2026;
- UK Health Security Agency (UKHSA) guidance: Health protection in children and young people settings, including education.

Where guidance is updated during the life of this policy, the school will follow the latest version and update procedures as necessary.

3. Roles and responsibilities

3.1 The Proprietor

The Proprietor is Yvonne Evans. The Proprietor has overall responsibility for ensuring that the school complies with its legal duties for health, safety and welfare. The Proprietor will ensure that suitable systems are in place to identify and manage risks, that appropriate resources are made available, and that this policy is effectively implemented and reviewed.

The Proprietor will ensure that:

- health and safety responsibilities are clearly delegated and understood;
- risks to staff, students and others affected by school activities are assessed and controlled so far as is reasonably practicable;
- staff are provided with suitable information, instruction, training and supervision;
- premises and equipment are maintained in a safe condition;
- fire safety, first aid and risk assessment arrangements meet the Independent School Standards;
- accidents, incidents and significant near misses are reviewed and acted upon.

3.2 Directors and delegated health and safety leads

The Directors are Luke Collins and Hannah Oliver. Luke Collins is the Head of Education and Hannah Oliver is the Head of Equine Provision. Day-to-day health and safety leadership is delegated to the Directors, who will work with the Proprietor and relevant staff to implement this policy.

The Directors are responsible for:

- implementing the health and safety policy and associated procedures;
- ensuring there are sufficient staff to supervise students safely;
- ensuring the school building, yard, outdoor areas and equipment are inspected and maintained;
- ensuring risk assessments are completed, communicated, reviewed and acted upon;
- ensuring fire drills, alarm tests and emergency procedures are carried out and recorded;
- ensuring first aid arrangements and medication procedures are suitable for the needs of the school;
- ensuring staff receive induction, refresher and role-specific health and safety training;
- reporting significant health and safety matters to the Proprietor;
- ensuring health and safety responsibilities are delegated during absence.

3.3 Designated Safeguarding Lead and safeguarding team

The DSL is Luke Collins. Deputy DSLs are Hannah Oliver, Emily Smith and Nikki Morris. Health and safety concerns that may indicate safeguarding risk, including unexplained injuries, neglect, unsafe home circumstances, risks arising from behaviour, unsafe transport arrangements, peer-on-peer harm, unsafe use of technology or any concern about adult conduct, must be reported to the DSL or

a Deputy DSL and recorded on CPOMS in accordance with the Safeguarding and Child Protection Policy.

3.4 Reception, administration and records

The receptionist is Laura Donaldson. Reception and administration staff support health and safety through visitor signing-in arrangements, communication with parents and carers, emergency contact information, attendance information on Arbor, accident reporting administration and the maintenance of relevant records as directed by the Directors.

3.5 Staff

All staff have a duty to take reasonable care for their own health and safety and for the health and safety of students, colleagues, visitors and others who may be affected by their actions or omissions. Staff must:

- co-operate with the school on health and safety matters;
- follow training, instructions, risk assessments and safe systems of work;
- use equipment and personal protective equipment correctly;
- report hazards, defects, accidents, incidents and near misses promptly;
- understand and follow emergency evacuation and lockdown procedures;
- model safe and hygienic practice for students;
- ensure health and safety concerns linked to safeguarding are reported through CPOMS and to the DSL team.

3.6 Students and parents/carers

Students and parents/carers are expected to follow school health and safety instructions, including arrangements for medication, behaviour support, off-site visits, infection control, site security and safe conduct around horses and equipment. Parents/carers must provide accurate and up-to-date medical and emergency contact information.

3.7 Contractors and visitors

Contractors and visitors must follow the school's signing-in, safeguarding, site security and health and safety arrangements. Contractors must provide evidence of suitable competence, insurance and risk assessments or method statements before work begins where relevant. Contractors must be informed of asbestos, fire, safeguarding and site-specific risks before undertaking work.

4. Site security and emergency arrangements

Luke Collins and Hannah Oliver are responsible for the day-to-day security of the school site, supported by Laura Donaldson and other delegated staff. The school will maintain arrangements for secure entry, visitor signing-in, supervision of students, keyholding, alarm response, emergency communication and site checks.

Yvonne Evans, Luke Collins and Hannah Oliver are key holders and will respond to emergency call-outs where appropriate. Keyholder information must be reviewed whenever staffing or responsibilities change.

Visitors and contractors must sign in and out, wear identification where required and be supervised in line with the school's safeguarding procedures. Unknown adults on site must be challenged politely and reported to a senior member of staff.

Emergency procedures, including fire, lockdown, serious injury, missing student, severe weather, utilities failure and security incidents, will be communicated to staff during induction and reviewed periodically. The main school telephone number is 01246 810456.

5. First aid and medical arrangements

The school will ensure that suitable first aid arrangements are in place, based on an assessment of the needs of students, staff, visitors, the premises, the equine provision, off-site activities and any known medical needs.

The named first aiders are:

- Laura Donaldson
- El Beaty
- Megan Wise
- Libby Blackman
- Trudi Watson
- Joanna Haigh
- Ellie Mae Hamilton-Wright

Staff Trained for Forest Schools First Aid

- Rachael Hardingham
- Mike Steel

Staff trained to administer medication include:

- Trudi Watson
- Rachael Hardingham
- Nikki Morris

Staff trained to support epilepsy, including the administration of buccal midazolam where authorised and required, include:

- Rachael Hardingham
- Trudi Watson
- Nikki Morris
- Libby Blackman
- Lizzy Cleobury-tyler
- Joanna Haigh
- Ellie Mae Hamilton-Wright
- Emily Smith
- Megan Wise

First aid boxes are located in:

- Office 1
- Prior Building Kitchen
- Prior Building Medical Room
- Feed Room

The school will monitor first aid qualification expiry dates and ensure sufficient trained staff are available during the school day, on the yard and during off-site visits. First aid supplies will be checked regularly and replenished as required.

Medication

Medicines will be stored securely in the medical room cabinet or medical fridge, with associated records kept safely. Emergency medication and devices such as inhalers, adrenaline auto-injectors, blood glucose testing equipment and other emergency medicines must be readily available to the student and must not be locked away where this would delay emergency access.

Medication will only be administered in line with parental consent, medical instructions and the school's medication procedures. Administration must be recorded. Controlled drugs, where held, must be stored and recorded in line with legal requirements.

Procedure following a student accident

- The member of staff on duty calls for a first aider or, if appropriate and safe, takes the student to a first aid post and calls for a first aider.
- The first aider assesses the student, administers first aid and ensures appropriate medical support is requested where required.
- Details of treatment are recorded in the treatment record and accident/incident form.
- Parents/carers are informed in line with the severity and nature of the incident.
- A senior leader is informed where the injury is serious, involves safeguarding concerns, requires hospital treatment or may be reportable under RIDDOR.
- Safeguarding concerns linked to an accident or injury are recorded on CPOMS and reported to the DSL or a Deputy DSL.

In the case of a residential visit, the designated residential first aider will administer first aid and reports will be completed in accordance with the residential centre's procedures and the school's reporting requirements. For day visits, staff will carry a suitable first aid kit, student medical information and emergency contact information.

Insurance

The Proprietor will ensure appropriate insurance is in place and reflects the level of risk associated with the school's activities. Avid Insurance Services Ltd are the current insurance provider. Details are displayed in the Robinson Building main eating room.

6. Fire safety

The school will comply with the Regulatory Reform (Fire Safety) Order 2005 and will maintain a suitable and sufficient fire risk assessment for the premises. The Proprietor is responsible for ensuring compliance, with day-to-day arrangements delegated to Luke Collins and Hannah Oliver.

Emergency exits, assembly points and fire action instructions will be clearly identified by signs and notices. Fire evacuation procedures will identify staff responsibilities for specific areas. The assembly point is the marked point in the car park unless an alternative location is communicated during an emergency.

The school will ensure that:

- fire risk assessments are reviewed at least annually and whenever there are significant changes to the premises, use of buildings, staffing, student needs or fire risk;
- fire drills take place at least once a term and are recorded;
- the fire alarm is tested weekly and records are kept in the fire folder;
- firefighting equipment, emergency lighting, fire doors, signage and escape routes are checked and maintained;
- new staff receive fire safety information during induction;
- staff and students are made aware of any new fire risks or revised evacuation arrangements;
- personal emergency evacuation plans (PEEPs) or individual evacuation arrangements are put in place for people who may need assistance, including those with mobility, sensory, communication or behavioural needs.

In the event of a fire:

- The alarm will be raised immediately by the person discovering the fire.
- Fire wardens or delegated staff will support the orderly evacuation of their areas.
- The emergency services will be contacted by Luke Collins, Hannah Oliver or the most senior member of staff available.
- Staff and students will evacuate by the nearest safe exit and assemble at the designated assembly point.
- Student registers will be checked against Arbor/attendance information and staff and visitor registers will be checked.
- Fire extinguishers may only be used by trained staff where they are confident it is safe to do so and where this does not delay evacuation.
- No person may re-enter the building until the emergency services or senior responsible person confirm it is safe.

7. Control of substances hazardous to health (COSHH)

The school will control exposure to hazardous substances in accordance with the Control of Substances Hazardous to Health Regulations 2002. Hazardous substances may include chemicals, cleaning products, fumes, dust, vapours, mists, gases, biological agents and substances used on the yard or in practical activities.

COSHH risk assessments will be completed and reviewed for hazardous substances. Staff who use hazardous substances will receive relevant information and instruction. Hazardous products must be kept in original containers where possible, clearly labelled, stored securely and used only in accordance with manufacturer instructions and risk assessments.

Hazardous products will be stored in locked cupboards or designated secure storage areas on the yard or in the Robinson Building. Personal protective equipment will be provided where required. Spillages must be managed in accordance with product instructions and local emergency procedures. Disposal must follow the appropriate disposal route.

7.1 Gas safety

- Installation, maintenance and repair of gas appliances and fittings will only be carried out by a Gas Safe registered engineer.
- Gas appliances, pipework and flues will be maintained and inspected as required.
- Rooms containing gas appliances will have adequate ventilation.

7.2 Asbestos

- The school will maintain an asbestos record or asbestos management plan where asbestos is present or presumed.
- Staff and contractors will be informed of known asbestos risks before work takes place.
- Contractors must stop work immediately if they discover or suspect asbestos-containing material and must not resume work until the area has been assessed and declared safe.
- The asbestos record will be reviewed and updated following surveys, works or changes in condition.

8. Equipment and premises safety

All equipment, machinery and premises systems will be maintained in accordance with manufacturer instructions, statutory requirements and local inspection schedules. New equipment will be checked to ensure it is suitable for its intended educational use and risk assessed where required.

8.1 Electrical equipment

- Staff must use and handle electrical equipment sensibly and safely.
- Students and volunteers may only use electrical equipment under appropriate supervision.
- Potential electrical hazards must be reported to Luke Collins or Hannah Oliver immediately.
- Portable appliance testing will be completed by a competent person where required by the school's risk assessment and inspection regime.
- Maintenance, repair, installation and disconnection of electrical equipment must be carried out by a competent person.
- Electrical equipment must not be touched with wet hands or used in wet conditions unless specifically designed for that use.

8.2 PE equipment

- Students will be taught how to use and set up PE equipment safely.
- Staff will check equipment before use and supervise activities appropriately.
- Concerns about flooring, apparatus or equipment must be reported promptly.

8.3 Display screen equipment

Staff who use display screen equipment daily as a significant part of their normal work will have a DSE assessment. Staff identified as DSE users are entitled to request an eyesight test for DSE use and corrective glasses where required specifically for DSE work.

8.4 Specialist equipment

Parents/carers are responsible for the maintenance and safety of student wheelchairs unless otherwise agreed. Staff will promote safe and responsible use of wheelchairs in school. Oxygen cylinders and other specialist medical equipment must be stored safely and used only by trained staff in accordance with individual care plans and risk assessments.

8.5 Yard equipment

Students will be taught how to use yard equipment safely before use. Students must be supervised when using yard equipment. Equipment must be stored safely, checked before use and removed from use if defective.

8.6 Forest Schools Equipment

- Students will be taught how to use and set up forest schools equipment safely.
- Staff will assess student competency prior to use of equipment
- Staff will check equipment before use and supervise activities appropriately.
- Students will be monitored closely when using equipment
- Concerns about flooring, apparatus or equipment must be reported promptly.

9. Lone working

Lone working may include late working, home visits, site visits, weekend work, site management tasks, cleaning duties, working in a single occupancy office or work in an isolated area of the site.

Potentially dangerous activities must not be undertaken alone, including work at height, work involving unpredictable animals, work involving significant manual handling risk, high-risk maintenance, or any activity where a lone worker could not summon help.

Where lone working is unavoidable, staff must:

- inform a colleague, senior leader, friend or family member where they are and when they expect to finish;
- ensure they have a charged phone or other means of communication;
- avoid tasks that exceed their training or competence;
- ensure they are medically fit to work alone;
- follow any lone working risk assessment or local procedure.

10. Working at height

Work at height will be avoided where possible. Where it cannot be avoided, it will be properly planned, supervised and carried out by competent people with appropriate equipment.

- Luke Collins and Hannah Oliver retain ladders for working at height.
- Students are prohibited from using ladders.
- Staff must wear appropriate footwear and clothing when using ladders.
- Ladders must be visually inspected before use.
- Contractors are expected to provide and use their own suitable equipment.
- Access to roofs or other high-level areas is only permitted for trained and authorised persons.

11. Manual handling

Manual handling tasks must be avoided where possible and assessed where there is a risk of injury. Staff must not lift or move items where they believe this could cause injury or worsen an existing condition. Assistance, mechanical aids or alternative arrangements must be used where required.

Staff and students should:

- plan the lift and assess the load;

- use a trolley or mechanical aid where appropriate;
- ask another person to help where the load is heavy, awkward or unstable;
- ensure the route and destination are clear;
- bend the knees, keep the back straight, keep the load close to the body and avoid twisting or reaching.

12. Working with horses and on the yard

The equine provision is a core element of the school's work and carries specific risks. Horses are live animals and can be unpredictable. All equine and yard activities must be risk assessed and supervised by competent staff. Hannah Oliver, Head of Equine Provision, is responsible for overseeing equine-related health and safety arrangements.

12.1 General yard safety

- Students must be supervised at all times on the yard.
- Staff will be supervised until deemed competent for specific yard tasks.
- Staff and students will only undertake tasks for which they are competent and authorised.
- Appropriate personal protective equipment must be worn, including riding hats where required.
- Long hair must be tied back and jewellery must not be worn where it creates a risk.
- Muddy footwear must be removed before entering indoor areas where required.
- Hands must be washed after working with horses, yard equipment or animal waste.

12.2 Yard tasks

- Everyone must follow instructions from the senior member of staff on the yard.
- Senior yard staff must allocate tasks according to staff and student competence, confidence, behaviour risk and individual risk assessments.
- Manual handling training and safe systems must be followed when moving feed, bedding, water, equipment or other heavy items.
- Defective or unsafe equipment must be taken out of use and reported.

12.3 Working with horses

- Staff may only enter a stable with a horse or lead a horse if they are confident, competent and authorised to do so.
- Students may only enter a stable with a horse or lead a horse when assessed as safe, under appropriate supervision and in accordance with their individual risk assessment.
- All work with horses must be under the instruction and, where required, direct supervision of a competent senior yard staff member.
- Riding, leading, grooming, mucking out, feeding and handling activities must follow the relevant risk assessment.

12.4 Infection control and biosecurity

- Good hygiene must be maintained around horses and yard areas.
- If a horse is sick or infection is suspected, senior staff will implement appropriate infection control and isolation procedures.
- Clean PPE must be used where required.

- Hands must be washed and clothing changed where contamination risk exists.
- Food and drink must be kept separate from animal areas.
- Tools used for isolated or sick animals must be kept separate and cleaned after use.
- Veterinary advice will be sought where animal health concerns create risk to students, staff or visitors.

13. Off-site visits

Off-site visits must be planned and risk assessed in line with the school's educational visits arrangements. Risk assessments must take account of the activity, location, travel, student needs, behaviour risks, medical needs, staffing, safeguarding arrangements and emergency procedures.

When students are taken off site, staff must ensure that:

- the visit has been authorised by an appropriate senior leader;
- risk assessments are completed where required and shared with relevant staff;
- staffing levels and staff competence are suitable for the students and activity;
- at least one first aider is available where required by the risk assessment;
- staff take a school mobile phone, portable first aid kit, relevant medical information and parent/carer emergency contact details;
- medication and emergency medication are taken where required;
- safeguarding concerns or incidents are reported to the DSL team and recorded on CPOMS.

14. Lettings and shared use

This policy applies to lettings and shared use of the premises. Hirers will be made aware of relevant health and safety, fire, safeguarding and site security arrangements and will be responsible for complying with them. Hirers must provide appropriate risk assessments, insurance and supervision arrangements where required.

15. Violence, aggression and behaviour-related risk

The school will not tolerate violent, threatening or abusive behaviour towards staff, students, visitors or contractors. Behaviour-related risks will be managed through the Behaviour Policy, individual student risk assessments, positive handling procedures where applicable, safeguarding procedures and staff training.

All incidents of aggression, violence, threats or near misses must be reported to a senior leader. Where the incident relates to a student, records must be updated on Arbor and/or CPOMS as appropriate. Risk assessments and support plans must be reviewed following significant incidents.

16. Smoking, vaping and prohibited substances

Smoking and vaping are not permitted anywhere on the school premises. Alcohol, illegal drugs and unauthorised substances are not permitted on site. Concerns about substances must be managed in accordance with the school's Drugs and Substance Misuse Policy, Behaviour Policy and Safeguarding and Child Protection Policy.

17. Infection prevention and control

The school will follow UKHSA guidance on health protection in children and young people settings, including education, and will seek advice from the local Health Protection Team where required. Infection control arrangements apply to classrooms, kitchens, toilets, medical areas, the yard, animal areas, off-site visits and transport arrangements where relevant.

17.1 Handwashing and personal hygiene

- Hands should be washed with liquid soap and warm water and dried with paper towels or a suitable hand-drying method.
- Hands must be washed after using the toilet, before eating or handling food, after handling animals, after contact with body fluids and after removing gloves.
- Cuts and abrasions must be covered with waterproof dressings.

17.2 Respiratory hygiene

- Mouth and nose should be covered with a tissue when coughing or sneezing.
- Tissues should be disposed of safely and hands washed afterwards.
- Spitting is discouraged and will be addressed through behaviour and hygiene expectations.

17.3 Personal protective equipment

- Disposable gloves and aprons must be worn where there is a risk of contact with blood, body fluids or contaminated materials.
- Eye protection should be worn where there is a risk of splashing to the face.
- The correct PPE must be used when handling cleaning chemicals or COSHH substances.

17.4 Cleaning and spillages

- The environment will be cleaned frequently and thoroughly.
- Spillages of blood, faeces, saliva, vomit, nasal or eye discharge must be cleaned promptly using suitable PPE and products.
- Mops must not be used for blood or body fluid spillages; disposable materials should be used and disposed of appropriately.
- Spillage kits will be available where required.

17.5 Clinical waste and laundry

- Domestic and clinical waste must be segregated where required.
- Clinical waste must be stored in appropriate bags and bins and removed by a registered waste contractor where necessary.
- Soiled laundry must be handled with PPE and washed separately at the hottest temperature the fabric will tolerate.
- Soiled student clothing should be bagged for return home and should not be rinsed by hand.

17.6 Students vulnerable to infection

Some students may be more vulnerable to infection because of medical conditions or treatment. The school will use information from parents/carers, healthcare professionals and individual healthcare plans to identify students who require additional precautions. Parents/carers will be informed promptly where exposure to relevant infectious diseases may affect a vulnerable student.

17.7 Exclusion periods

The school will follow the latest UKHSA exclusion guidance rather than relying on a fixed local list. Where an outbreak is suspected, the school will contact the local Health Protection Team and follow advice on communication, exclusion, cleaning and control measures.

18. New and expectant mothers

A risk assessment will be carried out when an employee or student notifies the school that they are pregnant, have given birth in the previous six months or are breastfeeding. The assessment will consider the individual's role, environment, manual handling, infection risks, violence or aggression risks, exposure to chemicals, work with animals, fatigue, stress and emergency evacuation arrangements.

Appropriate control measures will be put in place and reviewed as circumstances change. Expectant mothers should seek medical advice if exposed to chickenpox, shingles, measles, rubella or slapped cheek disease, especially where they are not immune or exposure occurs early in pregnancy.

19. Occupational stress and staff wellbeing

The school is committed to promoting staff health and wellbeing and recognises the importance of identifying and reducing workplace stressors. Workload, supervision, support, training, behaviour-related risk, lone working, trauma-informed practice and role clarity will be considered as part of health and safety management.

Staff should raise workload, stress or wellbeing concerns with their line manager or a senior leader. The school will consider individual risk assessments, reasonable adjustments, supervision, support plans or occupational health advice where appropriate.

20. Risk assessment and risk management

Risk assessment is central to the school's arrangements for protecting health, safety and welfare. The Proprietor has overall responsibility for risk management. Luke Collins and Hannah Oliver are responsible for ensuring that risk assessments are completed, reviewed, communicated and acted upon.

Risk assessments will identify hazards, those who may be harmed, existing controls, further action required, responsible persons, target dates and review dates. Risk assessments must be proportionate, practical and understood by the staff who need to use them.

The school will maintain risk assessments for relevant areas including:

- individual student risk assessments and behaviour-related risks;
- equine and yard activities;
- fire safety;
- asbestos management;
- first aid and medical needs;
- medication and emergency medicines;
- educational visits and transport;
- manual handling;
- working at height;
- lone working;

- COSHH;
- catering and food technology;
- DT/practical activities and equipment;
- security and site access;
- water hygiene and legionella;
- new and expectant mothers;
- stress and staff wellbeing;
- return to work after sickness absence;
- contractor activity and premises works;
- emergency situations and significant incidents.

Individual student risk assessments will be stored on Class Charts and reviewed at least termly, or sooner following a significant incident, change in need, change in placement, new medical information or safeguarding concern. Safeguarding concerns will be recorded on CPOMS. Attendance, behaviour and student information will be recorded on Arbor as appropriate.

All staff must use relevant risk assessments and report new or changing risks. Risk assessments are live documents and must be updated when controls are no longer effective or when new information becomes available.

Dynamic risk assessment

Staff are expected to use dynamic risk assessment in day-to-day practice. If an activity, environment or behaviour appears unsafe, staff must pause, seek support where needed, adjust controls or stop the activity. Staff should never continue an activity where the risk is clearly intolerable.

Risk rating

Likelihood / Severity	Trivial	Minor	Moderate	Intolerable
Improbable	Low	Low	Medium	High
Possible	Low	Medium	High	High
Probable	Medium	Medium	High	High
Action	Low: acceptable if controls are maintained.	Medium: reduce further where reasonably practicable and consider formal risk assessment.	High: do not proceed until risk is reduced. Seek senior support.	High: do not proceed. Full risk assessment and senior approval required.

21. Accident, incident and near-miss reporting

An accident/incident form must be completed as soon as possible after an accident, incident or significant near miss. The person completing the form must provide as much detail as possible, including what happened, who was involved, injuries, first aid given, witnesses, immediate action taken and any further action required.

Records of first aid and accidents will be retained securely for at least the required statutory period and in line with the school's data protection arrangements. Information about student injuries will also be retained in the student's educational or welfare record where appropriate.

21.1 Reporting to the Health and Safety Executive

Luke Collins and Hannah Oliver will ensure that reportable injuries, diseases and dangerous occurrences are reported to the Health and Safety Executive in accordance with RIDDOR 2013. Reports will be made as soon as reasonably practicable and within the relevant statutory timescales.

Reportable matters may include:

- work-related deaths;
- specified injuries to workers;
- over-seven-day injuries to workers;
- certain occupational diseases;
- dangerous occurrences;
- certain gas incidents;
- injuries to students, visitors or members of the public where the incident arises out of or in connection with a work activity and results in death or the person being taken directly to hospital for treatment.

Not all accidents in school are reportable under RIDDOR. The school will consider whether the incident arose from the way a work activity was organised, the condition of premises or equipment, or the level of supervision, and will seek advice where necessary.

21.2 Reporting to Ofsted and other agencies

Where required by the school's registration or applicable regulatory requirements, Luke Collins and Hannah Oliver will notify Ofsted of any serious accident, illness or injury to, or death of, a student while in the school's care as soon as reasonably practicable and no later than 14 days after the incident. Safeguarding concerns must be reported immediately to the DSL or a Deputy DSL and managed in line with local safeguarding procedures.

The school will also notify parents/carers, placing local authorities, insurers, the Health Protection Team, the local authority designated officer (LADO), emergency services or other agencies where required by the nature of the incident.

22. Training, induction and competence

All staff will receive health and safety information as part of induction. Induction will include emergency procedures, fire safety, accident reporting, safeguarding links, first aid arrangements, medication procedures where relevant, infection control, site security, risk assessment and how to report concerns.

Additional training will be provided for staff working in higher-risk areas or roles, including equine provision, practical subjects, first aid, medication, epilepsy support, moving and handling, fire warden duties, COSHH, food safety, educational visits, behaviour-related risk and supporting students with special educational needs.

Training records will be maintained and reviewed to ensure staff remain competent and refresher training is completed when required.

23. Monitoring and review

The Proprietor will monitor the operation of this policy and its procedures. Luke Collins and Hannah Oliver will monitor day-to-day implementation through risk assessment review, accident and incident analysis, site checks, fire records, first aid records, training records, safeguarding records and staff feedback.

This policy will be reviewed annually or earlier if there are significant changes to legislation, guidance, staffing, premises, student needs, provision, activities or following a serious incident.

Appendix 1. Fire safety checklist

Issue to check	Yes/No/Action
Are fire action notices displayed?	
Is firefighting equipment, including fire blankets where required, in place?	
Is firefighting equipment labelled for the type of fire it can be used on?	
Are fire exits clearly labelled and unobstructed?	
Are fire doors fitted with self-closing mechanisms and not wedged open?	
Are flammable materials stored safely and away from ignition sources?	
Do staff and students understand what to do in the event of fire?	
Can the fire alarm be heard clearly from all areas?	

Appendix 2. Asbestos record

Location	Product	Amount	Surface coating	Condition	Ease of access	Asbestos type	Comment/action

Appendix 3. Health protection and infection control reference

The school will follow the latest UKHSA guidance: Health protection in children and young people settings, including education. This includes the current exclusion table for infectious diseases and advice on outbreaks, vulnerable contacts, immunisation, cleaning, animals, food handling and communication with parents/carers.

Because exclusion periods and public health advice can change, the school will not rely solely on a static appendix. Staff should check the latest UKHSA guidance and seek advice from the local Health Protection Team where there is uncertainty, a suspected outbreak or a vulnerable student or staff member may be affected.

Appendix 4. Risk assessment template

Section	Details
Activity / area / student	
Assessment completed by	
Date completed	
Review date	
Hazards identified	
Who might be harmed and how	
Existing control measures	
Further action required / person responsible / target date	
Residual risk rating	

Appendix 5. Accident / Incident Form

Information required	Details
Name of injured person / person affected	
Status: student / staff / visitor / contractor	
Date and time of accident/incident	
Location	
Description of accident/incident/near miss	

Injury sustained, if any	
First aid or action taken	
Was parent/carer informed? By whom and when?	
Witnesses	
Was medical treatment or hospital attendance required?	
Was the DSL/Deputy DSL informed? CPOMS record made?	
Is RIDDOR consideration required?	
Immediate action taken to make safe	
Further action required / responsible person / date	
Form completed by / date	