



HEALTH & SAFETY POLICY

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1. Statement of Intent

The Redway School is committed to providing and maintaining a safe, healthy and supportive environment for pupils, staff, volunteers, contractors and visitors. The school recognises that effective health and safety management is fundamental to safeguarding, high-quality education, pupil wellbeing and the effective operation of a specialist setting.

The Redway School is a maintained community special school for pupils aged 2–19. The school supports pupils with a wide range of learning difficulties, including profound and multiple learning difficulties, severe learning difficulties and complex medical conditions. Health and safety arrangements must therefore reflect the individual and sometimes significant physical, medical, sensory, communication and behavioural needs of pupils.

The school will, so far as is reasonably practicable:

- provide safe premises, plant, equipment and systems of work;
- identify hazards and assess significant risks before work or activities take place;
- put proportionate controls in place and review them when circumstances change;
- provide appropriate information, instruction, supervision, training and personal protective equipment;
- ensure staff are competent for the duties they undertake, including specialist care and moving-and-handling activities;
- work collaboratively with Milton Keynes City Council, health professionals, families and other agencies where health and safety responsibilities overlap;
- record, investigate and learn from accidents, incidents, near misses and unsafe conditions;
- promote a positive culture in which staff report concerns promptly and do not take unnecessary risks;
- ensure that health and safety arrangements support pupils' dignity, independence, participation and learning.

This policy sets out the organisation and arrangements for health and safety. It does not replace individual risk assessments, pupil-specific care plans, medical protocols, safe systems of work or emergency plans.

2. Scope and Principles

This policy applies to everyone working in, attending or visiting The Redway School, including pupils, employees, agency workers, volunteers, governors, contractors, health professionals and visitors. It applies to the main school site, the Transitions provision and school transport, and to activities undertaken off site on behalf of the school.

2.1 Core principles

- Health and safety is everyone's responsibility. Legal responsibility remains with the employer and those with delegated management responsibilities.
- Safeguarding and health and safety are complementary. Where an unsafe practice could also expose a pupil to harm, the school's safeguarding procedures must be followed.
- Controls should be proportionate and should not unnecessarily restrict pupils' access to learning, play, community activities, independence or positive risk-taking.
- Individual pupil needs must be considered. A generic risk assessment is not a substitute for a pupil-specific assessment where the pupil's needs create additional or different risks.
- Staff must follow training, care plans, risk assessments, manufacturers' instructions and reasonable management instructions.
- Where staff are uncertain whether an activity is safe, they must stop or make the activity safe before proceeding and seek advice.

3. Legal and Guidance Framework

The policy is informed by the legal framework and guidance applicable to maintained schools in England. The school will monitor changes to legislation and authoritative guidance and will amend arrangements where required.

Key legislation / guidance	Relevance to The Redway School
Health and Safety at Work etc. Act 1974	General duties of the employer, employees and others affected by work activities.
Management of Health and Safety at Work Regulations 1999	Risk assessment, arrangements, competent assistance, information, cooperation and training.
Control of Substances Hazardous to Health Regulations 2002 (COSHH)	Assessment and control of exposure to hazardous substances.
Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)	Reporting specified work-related incidents, injuries, diseases and dangerous occurrences.
Provision and Use of Work Equipment Regulations 1998 (PUWER)	Suitability, maintenance, inspection and safe use of work equipment.
Lifting Operations and Lifting Equipment Regulations 1998 (LOLER)	Safe planning, supervision, use and examination of lifting equipment, including people-lifting equipment.
Work at Height Regulations 2005	Planning, competence and control of work involving falls from height.
Regulatory Reform (Fire Safety) Order 2005	Fire risk assessment and general fire precautions.
Health and Safety (Display Screen Equipment) Regulations 1992	Assessment and control of risks from display screen work.
Gas Safety (Installation and Use) Regulations 1998	Competent installation, maintenance and safety of gas systems and appliances.
Workplace (Health, Safety and Welfare) Regulations 1992	Workplace conditions including ventilation, temperature, lighting, cleanliness and welfare.
Control of Asbestos Regulations 2012	Management of asbestos-containing materials and protection of workers.
UKHSA health protection guidance	Infection prevention, control and public-health exclusion periods.
DfE health and safety guidance	School-specific responsibilities, risk management, emergency planning and educational visits.

The school will use the most current version of relevant legislation and official guidance. The DfE confirms that its health and safety advice applies to maintained schools, while Milton Keynes City Council advises that a written policy should clearly identify responsibilities and arrangements and be reviewed in light of experience or organisational change. □cite□turn1search2□turn0search1□

4. Roles and Responsibilities

4.1 Employer / Milton Keynes City Council

Milton Keynes City Council is the local authority employer for the maintained school. The school will comply with the Council's corporate health and safety requirements and will seek advice from Council health and safety services where appropriate. The school will ensure that delegated responsibilities are clear and that statutory duties are not assumed to have been transferred merely because tasks have been delegated.

4.2 Governing Board

- Provide strategic oversight of health and safety and ensure that suitable arrangements are in place.
- Approve the Health & Safety Policy and receive assurance that it is implemented.
- Monitor significant health and safety risks, accidents, trends, compliance and remedial actions.

Health & Safety Policy

- Ensure health and safety is considered when approving significant changes to buildings, staffing, activities or equipment.
- Challenge leaders where evidence indicates that arrangements are not effective.

4.3 Headteacher

- Have day-to-day leadership responsibility for health and safety across the school.
- Ensure adequate staffing, supervision and resources are available for safe operation.
- Ensure staff follow school policies, risk assessments, emergency procedures and training requirements.
- Ensure serious incidents are escalated appropriately to the local authority, governors, emergency services and other agencies.
- Promote a culture where concerns are raised and acted upon.

4.4 Business Manager / Health & Safety Lead

- Coordinate the school's health and safety management system.
- Maintain the policy, risk-assessment register, compliance records and action plans.
- Coordinate statutory inspections, maintenance and testing with competent contractors and the local authority.
- Monitor premises safety, fire arrangements, COSHH, contractor controls and accident reporting.
- Provide health and safety reports to the Headteacher and Governing Board.
- Ensure that significant risks are escalated and that actions are tracked to completion.
- Arrange appropriate training and competent advice.

4.5 Site Manager

- Carry out and record routine premises, grounds, security and fire-safety checks assigned by the school.
- Report hazards, defects and non-compliance promptly to the Business Manager.
- Maintain safe storage and access arrangements and prevent unauthorised access to hazardous areas.
- Coordinate with competent contractors and ensure contractor work is controlled.
- Maintain relevant logbooks and records, including fire checks and premises inspections.
- Do not undertake work beyond their competence or authorisation.

4.6 Senior Leaders and Line Managers

- Implement this policy within their areas of responsibility.
- Ensure staffing and supervision arrangements are appropriate.
- Check that risk assessments and safe systems of work are understood and followed.
- Identify training needs and report health and safety concerns.
- Take immediate action where an unsafe practice or condition is identified.

4.7 All staff

- Take reasonable care of their own health and safety and that of others.
- Follow training, risk assessments, care plans, safe systems of work and instructions.
- Report hazards, accidents, near misses, defective equipment and unsafe practices promptly.
- Never use equipment or undertake specialist procedures without appropriate competence and authorisation.
- Use PPE correctly and report shortages or defects.
- Cooperate with investigations and health and safety monitoring.

4.8 Pupils

Pupils will be supported to understand and follow safety expectations appropriate to their age, communication needs and level of understanding. Staff will adapt safety teaching and supervision to individual pupil needs.

4.9 Contractors

Contractors must provide evidence of competence, insurance and relevant risk assessments/method statements where required. They must follow site rules, safeguarding requirements and the school's arrangements for asbestos, fire, access and emergency procedures. Work must stop if an unexpected hazard is identified.

5. Health & Safety Management Arrangements

5.1 Risk assessment

The school will maintain a structured risk-assessment system covering premises, activities, equipment, staff groups and individual pupils where required. Significant findings will be recorded and communicated to those who need the information.

5.2 Hierarchy of controls

1. Eliminate the hazard where reasonably practicable.
2. Substitute with a safer method, product or process where practicable.
3. Introduce engineering or physical controls.
4. Introduce administrative controls, procedures, supervision and training.
5. Use PPE as the final or additional control where appropriate.

5.3 Individual pupil risk assessments

Where a pupil's medical, physical, sensory, communication or behavioural needs create a significant additional risk, an individual risk assessment will be completed and reviewed with relevant staff and professionals. Examples may include epilepsy, dysphagia, PEG feeding, oxygen, mobility needs, falls, self-injury, behaviours that challenge, absconding, allergies, water-based activities or specialist equipment.

5.4 Dynamic risk assessment

Staff are expected to make proportionate dynamic assessments during activities. Dynamic assessment does not replace formal risk assessment. Where circumstances materially change, staff must pause, reassess, introduce additional controls and seek management support where needed.

5.5 Review triggers

- after an accident, near miss or significant incident;
- when equipment, premises, staffing or working practices change;
- when a new pupil or medical need introduces a significant risk;
- following updated professional advice;
- when monitoring identifies ineffective controls;
- at the scheduled review date.

6. Premises, Site Security and Contractors

The school will maintain safe buildings, grounds, entrances, exits and circulation routes. The Site Manager and Business Manager will coordinate routine checks and arrange competent maintenance.

- Fire exits and escape routes must remain clear.
- Damaged flooring, furniture, fixtures, gates, doors, playground equipment or other hazards must be reported immediately.
- Vehicles must not block emergency access.
- Visitors must sign in and follow the school's visitor arrangements.
- Contractors must be controlled and segregated from pupils where necessary.
- Areas containing hazardous equipment, chemicals or plant must be secured from unauthorised access.
- Security incidents and suspected intruders must be reported immediately.

The school operates across its main site and Transitions provision. Current public information confirms that The Redway School is a maintained community special school for pupils aged 2–19 and that the Site Manager role includes responsibility for both the building/grounds and nearby Transitions unit.

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7. Fire Safety and Emergency Evacuation

Fire safety arrangements are governed by the school's Fire Safety Policy, fire risk assessment and emergency plan. This policy provides the overarching health and safety framework.

- The fire risk assessment will be reviewed regularly and after significant changes.
- Fire alarm testing, emergency lighting, fire doors, extinguishers and other controls will be inspected/tested at the required intervals.
- Evacuation drills will be undertaken at least termly unless a documented risk assessment determines a different frequency.
- New staff will receive fire safety information during induction.
- Personal Emergency Evacuation Plans (PEEPs) or equivalent arrangements will be developed where a pupil or adult cannot safely use normal evacuation arrangements.
- Staff must know their nearest safe exit and assembly arrangements.
- Fire doors and escape routes must not be wedged open or obstructed.
- Only trained staff should use fire extinguishers and only where safe to do so.

7.1 Evacuation

6. Raise the alarm immediately when a fire or suspected fire is discovered.
7. Call the emergency services in accordance with the school's emergency procedure.
8. Evacuate using the safest available route; do not use lifts unless specifically designed and authorised for evacuation.
9. Take registers and essential emergency information where this can be done without delay or risk.
10. Assist pupils in accordance with their individual evacuation arrangements.
11. Report to the designated assembly point and account for pupils, staff and visitors.
12. Do not re-enter until authorised by the emergency services or the designated senior leader.

8. Emergency, Lockdown and Critical Incidents

The school will maintain an Emergency/Critical Incident Plan covering foreseeable events such as fire, serious injury, missing pupil, intruder, violence, severe weather, flooding, utility failure, transport incident and public-health incidents. DfE guidance specifically identifies serious injury, property damage, criminal activity, severe weather, public-health incidents and community disasters as matters schools should plan for. □cite□turn1search17□

8.1 Lockdown / security incident

- Follow the school's emergency communication and lockdown instructions.
- Move pupils and staff to the safest available location where appropriate.
- Secure doors/windows where this can be done safely.
- Maintain calm and minimise unnecessary movement.
- Follow police/emergency service instructions.
- Record and review the incident afterwards.

8.2 Severe weather / loss of utilities

Leaders will consider heating, cooling, ventilation, water, electricity, food, medication, communication, transport and the specific vulnerability of pupils when deciding whether activities can continue safely.

9. First Aid, Medical Needs and Medication

The school will maintain appropriate first-aid provision for the size, activities and needs of the school. The current school arrangements identify first-aiders across departments and first-aid boxes in classrooms, the gym, hydrotherapy pool and minibuses.

- All accidents and injuries must receive an appropriate assessment by a trained first aider or other competent person in accordance with school procedures.
- First aiders must maintain current qualifications relevant to their duties.
- First aid equipment must be checked and replenished at defined intervals.
- Emergency medication must be available, in date and stored according to the relevant medical protocol.
- Medication must only be administered by staff who have been trained and authorised in accordance with the school's medical conditions and medication procedures.
- Individual healthcare plans and emergency protocols must be accessible to staff who need them.
- Staff must follow professional advice for complex medical needs and must not improvise clinical procedures.

9.1 Complex medical needs

The Redway School's specialist provision includes pupils with complex medical conditions. The school will use individual healthcare plans, risk assessments, training and professional guidance for needs such as epilepsy, dysphagia, enteral feeding, respiratory support, oxygen and mobility-related care. The school website confirms that it works with health professionals as part of a multi-agency approach and provides specialist support including dysphagia/SALT and orthopaedic/orthotic services. □cite□turn0search7□

9.2 Oxygen and medical gases

- Oxygen cylinders must be stored securely in designated areas and handled only by trained staff.
- Storage must be ventilated and kept away from ignition sources and incompatible materials.
- Cylinders must be secured against falling and transported using appropriate equipment.
- Staff must follow the pupil's clinical protocol and supplier instructions.
- Any damaged cylinder, suspected leak or unsafe storage condition must be reported immediately.

10. Infection Prevention and Control

The school will follow current UKHSA/public-health guidance and local health protection advice. Current UKHSA guidance on exclusion periods was updated on 9 July 2026 and should be used as the current reference rather than relying on an outdated fixed appendix. □cite□turn1search10□

10.1 Standard precautions

- Hand hygiene must be performed at appropriate times, including before eating/food handling and after toileting, personal care, cleaning and contact with body fluids.
- Staff must cover cuts and abrasions with waterproof dressings.
- Gloves and aprons must be used where there is a risk of contact with blood or body fluids.
- Eye/face protection must be used where splashing is reasonably foreseeable.
- Cleaning products must be used according to COSHH assessments and manufacturer instructions.
- Spillages of blood or body fluids must be dealt with promptly using appropriate PPE and cleaning/disinfection arrangements.
- Clinical waste must be segregated, stored and collected in accordance with local arrangements.
- Shared equipment must be cleaned between users where indicated by risk assessment.

10.2 Laundry and intimate care

- Soiled clothing and linen must be handled using appropriate PPE.
- Soiled clothing being returned home must be bagged safely and not rinsed by hand.
- Intimate care must follow the pupil's care plan, dignity requirements and infection-control procedures.
- Staff must report sharps injuries, exposure incidents and significant contamination immediately.

10.3 Respiratory and communicable infections

The school will respond proportionately to outbreaks and infectious disease notifications, using UKHSA guidance and advice from the local health protection team. Ventilation, cleaning, hand hygiene and exclusion will be used as appropriate to the infection and setting.

11. Moving and Handling, Hoisting and Lifting Equipment

Moving and handling is a significant health and safety consideration in a specialist school. The school will maintain a separate Manual Handling Policy and individual pupil moving-and-handling plans where required.

- Staff must follow individual moving-and-handling plans and never use an unsafe technique because of time pressure.
- Mechanical aids must be used where identified as necessary.
- Only trained and competent staff may operate hoists or other specialist lifting equipment.
- Equipment must be subject to pre-use checks, maintenance and statutory examination as applicable.
- Slings must be compatible with the hoist and pupil, correctly sized, inspected and used according to manufacturer and professional guidance.
- Staff must report damaged or suspect equipment immediately and remove it from service where necessary.
- Moving-and-handling incidents and near misses must be reported and reviewed.

11.1 LOLER

Where lifting equipment is used at work, including patient/person hoists, LOLER requirements apply. HSE guidance states that lifting operations must be properly planned by a competent person, appropriately supervised and carried out safely, and that lifting equipment must be fit for purpose and subject to required thorough examination. [□cite□turn1search6□turn1search0□](#)

11.2 Manual handling of objects

- Plan the task and assess the load.
- Use a trolley or other mechanical aid where practicable.

- Keep the route clear and avoid twisting while carrying.
- Ask for assistance where the load is heavy, awkward or unstable.
- Do not lift beyond personal capability.

12. Specialist Equipment and Work Equipment

All work equipment must be suitable, maintained and used by competent people. The school will apply PUWER principles to relevant work equipment and will follow manufacturers' instructions.

- Equipment must be checked before use where required.
- Defective equipment must be taken out of service and clearly identified.
- Maintenance and statutory inspection records must be retained.
- Staff must not modify safety-critical equipment without authorisation.
- Specialist pupil equipment must be used in accordance with professional recommendations and individual plans.
- Electrical equipment must be used safely and repaired only by competent persons.
- Portable electrical equipment will be inspected/tested according to risk and the school's maintenance programme.

12.1 PE, sensory and therapeutic equipment

Staff responsible for PE, sensory, rebound, therapy and other specialist activities must complete appropriate pre-use checks and follow activity-specific risk assessments. Pupils must be appropriately supervised.

13. Hydrotherapy / Swimming Pool Safety

The hydrotherapy/swimming pool is a specialist environment requiring enhanced control measures. The pool must be operated in accordance with the school's pool procedures, risk assessments, water-management arrangements and competent-person advice.

- Only trained and authorised staff may undertake pool plant duties or enter restricted plant areas.
- Water quality parameters must be tested and recorded at the required intervals.
- Pool plant and chemical controls must be secured from unauthorised access.
- An emergency communication method must be available on poolside.
- Staffing levels must meet the pool risk assessment and activity requirements.
- A designated member of staff must maintain appropriate vigilance for all swimmers.
- Pupil-specific medical and moving-and-handling risks must be assessed before participation.
- Emergency rescue, evacuation and first-aid arrangements must be practised and understood.
- Poolside must be kept free from avoidable slip/trip hazards.
- Any contamination, equipment defect or water-quality concern must be escalated immediately.

The existing school policy specifies a minimum of two staff on poolside, with one staff member designated as a 'Spotter', and requires a DSL to be in school when the swimming pool area is used. Those local arrangements should be retained unless superseded by a newer pool risk assessment or competent advice.

14. Educational Visits and Off-Site Activities

All educational visits must be planned in accordance with the school's educational visits procedures and any local-authority requirements. The level of planning must reflect the activity, destination, transport and individual needs of participating pupils.

- Complete proportionate risk assessments and visit planning.
- Ensure staffing levels and staff competence are appropriate.
- Take emergency contacts, relevant medical information, first aid equipment and school communication equipment.
- Ensure individual healthcare and moving-and-handling requirements can be safely met.
- Consider accessibility, evacuation, changing/toileting, medication, feeding, behaviour, communication and sensory needs.
- Ensure staff know what to do if a pupil becomes unwell, missing, distressed or injured.
- Review incidents and near misses following visits.

15. School Transport and Vehicle Safety

- Vehicles must be maintained and operated in accordance with legal and local-authority requirements.
- Drivers must hold the required licence/authorisation and relevant school/local-authority training.
- Where required, MIDAS or equivalent minibus driver training must be current.
- Drivers must complete the vehicle pre-use check and report defects before use.
- Wheelchairs and mobility equipment must be secured using approved systems.
- Seat belts and other occupant restraints must be used as required.
- Passenger assistants must understand their responsibilities, including emergency evacuation.
- Drivers must not use a vehicle that is unsafe or has a safety-critical defect.
- Private vehicles used for authorised school business must have appropriate insurance and authorisation.

16. Positive Behaviour, Violence and Aggression

The school will promote safe, respectful and least-restrictive approaches to behaviour. Staff must follow the Behaviour Policy, Restrictive Intervention Policy and individual pupil plans.

- Risk assessments will identify foreseeable triggers, early warning signs and preventative strategies.
- Staff will use approved de-escalation and positive behaviour approaches.
- Physical intervention, where lawful and necessary, must only be undertaken by trained staff using approved methods and in accordance with school policy.
- Incidents must be recorded and reviewed.
- Staff must report injuries, threats, assaults and near misses.
- Where a pupil's behaviour creates a significant risk to others, leaders must review staffing, environment, activity and support arrangements.
- Violence or aggression from visitors, contractors or adults will not be tolerated and may require escalation through safeguarding, security or employment procedures.

17. Lone Working

Lone working must be controlled through the school's Lone Working Policy and individual risk assessments where necessary.

- Staff must not undertake high-risk activities alone.

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- Work involving significant work at height, hazardous plant, electrical isolation, dangerous chemicals or other foreseeable serious risk must have appropriate supervision.
- Staff working alone must have a reliable means of communication.
- Arrangements should identify expected location and expected finish time where risk warrants it.
- Staff must report if circumstances change or if they feel unsafe.
- Remote working must not compromise confidentiality, safeguarding or health and safety.

18. COSHH, Hazardous Substances and Biological Hazards

The school will identify hazardous substances and complete COSHH assessments where required. This includes cleaning chemicals, disinfectants, laboratory/educational materials, pool chemicals and other substances capable of causing harm.

- Keep chemicals in suitable, labelled containers.
- Store chemicals securely and separately from food and pupil-accessible areas.
- Follow Safety Data Sheets and COSHH assessments.
- Use appropriate PPE.
- Do not mix chemicals unless specifically authorised by the manufacturer/procedure.
- Spillages must be managed using the designated spill procedure.
- Staff must report symptoms or exposure incidents promptly.
- Pool chemicals must be managed by trained/authorised staff.

19. Asbestos, Legionella, Gas and Water Safety

19.1 Asbestos

- The school will maintain an asbestos management plan/register where applicable.
- Staff and contractors must not disturb suspect materials.
- Contractors must be made aware of asbestos information before work starts.
- Work must stop immediately if suspect asbestos-containing material is discovered.
- Only competent, appropriately licensed contractors may undertake asbestos-related work where required.

19.2 Legionella and water hygiene

- The school will maintain a water safety risk assessment and written scheme where required.
- Temperature, flushing, cleaning, disinfection and other control measures will be completed and recorded.
- Showers, outlets and other higher-risk systems will be managed according to the risk assessment.
- Changes to the water system or building use will trigger review.

19.3 Gas safety

- Gas appliances and installations must be maintained by competent/Gas Safe registered engineers.
- Defects must be reported immediately.
- Staff must not undertake unauthorised gas work.
- Appropriate ventilation must be maintained.

20. Working at Height

- Work at height must be avoided where reasonably practicable.

Health & Safety Policy

- Where unavoidable, it must be properly planned and carried out by competent people.
- Ladders and steps must be suitable, maintained and checked before use.
- Pupils must not use ladders or access restricted roof/plant areas.
- Staff must use appropriate footwear and maintain three points of contact where appropriate.
- Contractors must provide and use suitable equipment for their work.

21. Display Screen Equipment and Ergonomics

Staff who are DSE users will complete a workstation assessment. Where required, adjustments will be made to seating, screen position, keyboard/mouse, lighting, breaks and working arrangements. Eligible users may request an eyesight test in accordance with DSE arrangements.

22. Smoking and Vaping

Smoking and vaping are not permitted inside school buildings or in areas where prohibited by law or school rules. Staff must follow the school's expectations for off-site smoking/vaping and must not smoke or vape in view of pupils or in a way that compromises the school's professional standards or safeguarding arrangements.

23. New and Expectant Mothers

When the school is notified that an employee is pregnant, has recently given birth or is breastfeeding, an individual risk assessment will be completed and reviewed as circumstances change. The assessment will consider manual handling, infection exposure, chemicals, work at height, violence/aggression, fatigue, temperature, working hours and any other relevant hazards.

Managers will discuss reasonable adjustments with the employee and seek occupational health or professional advice where appropriate.

24. Occupational Health, Wellbeing and Work-Related Stress

The school recognises that health and safety includes protection from work-related ill health and excessive workplace stress. Leaders will monitor workload, staffing pressures, exposure to violence, manual handling demands and other foreseeable stressors.

- Staff will have access to management support and appropriate occupational health arrangements.
- Work-related stress concerns will be taken seriously and assessed where appropriate.
- Following incidents involving violence, injury or distress, managers will consider immediate support and follow-up.
- Return-to-work and reasonable-adjustment arrangements will be considered where appropriate.

25. Accident, Incident, Near-Miss and RIDDOR Reporting

All accidents, injuries, near misses and significant unsafe occurrences must be reported promptly using the school's reporting system. Reporting is not intended to allocate blame; it enables the school to provide care, identify trends, investigate causes and prevent recurrence.

25.1 Immediate response

13. Make the area safe and protect people from further harm.
14. Provide first aid or summon emergency medical assistance as required.

15. Notify the relevant manager/leader.
16. Inform parents/carers where required by school procedure.
17. Record the incident as soon as reasonably practicable.
18. Preserve relevant evidence where a serious incident may require investigation.
19. Escalate to the Business Manager/Headteacher and local authority where required.

25.2 RIDDOR

The Business Manager/authorised person will determine whether an incident is reportable under RIDDOR and will make the report within the statutory timescale. Serious incidents should be escalated immediately so that the correct reporting route can be confirmed. The school's previous policy contained detailed examples of specified injuries and reportable events; this policy retains the principle but directs staff to the current HSE criteria rather than embedding a static list that could become outdated.

The school will also investigate significant near misses and unsafe conditions even where RIDDOR reporting is not required.

25.3 Learning from incidents

- Identify immediate, underlying and organisational causes where proportionate.
- Review relevant risk assessments and procedures.
- Consider whether training, staffing, equipment or environmental changes are needed.
- Share learning with relevant staff without compromising confidentiality.
- Track corrective actions to completion.

26. Training, Competence and Induction

The school will provide health and safety information, instruction and training proportionate to role and risk. Induction will include emergency arrangements, safeguarding, reporting routes and relevant specialist procedures.

Training / competence area	Typical requirement
General health & safety	Induction and periodic update as identified by risk.
Fire safety	Induction plus refresher/role-specific training.
First aid	Current qualification appropriate to role and setting.
Moving and handling	Annual/equivalent theoretical learning plus practical competence for relevant staff.
Hoist/lifting equipment	Role-specific practical training and competency checks.
Medication / medical procedures	Only where required for the pupil and role; competency recorded.
Epilepsy / emergency medication	As required by pupil need and school arrangements.
Positive handling	Current approved training for staff expected to use interventions.
Pool safety	Role-specific pool, rescue and plant competence.
Minibus driving	Required licence and school/local-authority training such as MIDAS where applicable.
COSHH	Role-specific instruction for hazardous substances.
DSE	Assessment and guidance for DSE users.

The school publicly states that new staff complete safeguarding and epilepsy training before commencing their roles and that specialist teaching assistants receive induction and relevant training, including Signalong and Team Teach. ☐cite☐turn0search9☐

27. Visitors, Volunteers and Lettings

- Visitors must sign in and follow site security arrangements.
- Visitors must be appropriately supervised unless authorised to work independently.
- Contractors must provide evidence of competence and comply with site rules.
- Volunteers and work-experience personnel must receive appropriate induction.
- Lettings must include health and safety requirements and emergency arrangements.
- Anyone who identifies an unsafe condition must report it to the school.

28. Monitoring, Inspection, Audit and Review

The school will monitor health and safety through routine inspections, statutory compliance checks, accident and near-miss analysis, training records, risk-assessment reviews and governor oversight.

Frequency	Examples	Lead / responsibility
Daily / ongoing	Immediate hazards, pupil-specific controls, equipment condition	All staff / class leaders
Weekly	Fire alarm test and other scheduled premises checks	Site Manager / delegated competent person
Monthly	Relevant fire safety and premises checks; action-plan review	Site Manager / Business Manager
Termly	Fire drill, health & safety monitoring, risk register review	Business Manager / SLT
Annually	Policy implementation review, training matrix, statutory compliance programme	Business Manager / Headteacher
At least every 2 years	Formal policy review and Governing Board approval	Business Manager / Governing Board
After significant change	Risk assessments, emergency plans, equipment or staffing arrangements	Relevant manager

Milton Keynes City Council advises that health and safety policies should be reviewed in light of experience and organisational change, with an annual review process recommended even where no changes are identified. The school's formal policy review cycle is two years, but significant changes will trigger earlier review and annual implementation monitoring. ☐ cite ☐ turn ☐ search ☐

29. Links with Other Policies

- First Aid Policy
- Supporting Pupils with Medical Conditions / Managing Complex Health Needs
- Manual Handling Policy
- Risk Assessment Policy / Risk Assessment Register
- Fire Safety Policy and Emergency Plan
- Lone Working Policy
- Behaviour Policy
- Restrictive Intervention Policy
- Safe Touch / Intimate Care arrangements
- Educational Visits / Off-Site Visits Guidance
- School Transport arrangements
- Safeguarding and Child Protection Policy

Health & Safety Policy

- Emergency / Critical Incident Plan
- Accessibility Plan
- Staff Code of Conduct
- Wellbeing / Mental Health policies
- COSHH assessments and premises compliance records

Appendix 1 – Health & Safety Responsibilities Matrix

Area	Primary lead	Supporting roles	Key evidence
Policy and H&S system	Business Manager / H&S Lead	Headteacher, governors, SLT	Policy, action plan, reports
Premises and site	Site Manager	Business Manager, contractors	Inspection logs, maintenance records
Fire	Site Manager / Business Manager	Fire wardens, SLT	Fire logbook, drills, risk assessment
Risk assessment	Relevant manager	H&S Lead, staff	Risk register, individual assessments
First aid	Head of Care / designated lead	First aiders	First-aid records, training
Medical needs	Designated health/medical leads	Teachers, trained support staff, health professionals	Healthcare plans, training records
Moving & handling	Relevant operational lead	Physio/OT, trained staff	Handling plans, training, LOLER records
Pool	Pool lead / trained staff	SLT, first aiders	Water logs, checks, training
Transport	Headteacher / transport lead	Drivers, passenger assistants	Vehicle checks, licences/training
COSHH	Site Manager / designated competent person	Cleaning staff, relevant users	COSHH assessments, SDS
Accident/RIDDOR	Business Manager	Headteacher, managers	Incident records, HSE reports
Training	Business Manager / SLT	Line managers	Training matrix, certificates
Governor oversight	Governing Board	Headteacher / BM	Minutes, monitoring reports

Appendix 2 – Minimum Inspection and Testing Schedule

The exact frequency must follow legislation, competent advice, manufacturer instructions, risk assessment and local-authority arrangements. The table is a management framework rather than a substitute for statutory examination requirements.

Item	Minimum management check	Record
Fire alarm	Weekly test / statutory servicing as applicable	Fire logbook
Emergency lighting	Routine monthly/annual checks as required	Fire logbook
Fire extinguishers	Visual checks and competent servicing	Fire logbook
Fire doors	Routine inspection	Premises/fire records

Hoists and slings	Pre-use checks plus LOLER examination as required	Equipment/LOLER records
Pool water	Daily/operational testing as required by pool procedure	Pool log
Electrical equipment	User checks and risk-based inspection/testing	Electrical records
Gas	Competent servicing/checks at required intervals	Gas safety records
Water / Legionella	Monitoring and control measures per risk assessment	Water log
Asbestos	Management plan and periodic review	Asbestos register/plan
Play/PE equipment	Pre-use and periodic inspection	Equipment checklist
Vehicles	Pre-use checks plus servicing/statutory tests	Vehicle records
COSHH	Assessment review when products/processes change	COSHH register
Premises	Routine site inspection	H&S/premises log

Appendix 3 – Accident / Incident Reporting Flow

20. Is anyone injured or in immediate danger? → Make safe, provide first aid and call emergency services if required.
21. Notify the class/line manager and senior leader as appropriate.
22. Record the incident promptly using the school's reporting process.
23. Notify parents/carers and relevant professionals where required.
24. Escalate serious incidents to the Headteacher and Business Manager.
25. Consider safeguarding implications.
26. Consider whether the incident may be RIDDOR reportable.
27. Investigate significant incidents and near misses.
28. Review risk assessments, training, equipment and staffing.
29. Record and monitor corrective actions.

Appendix 4 – Infection Exclusion Guidance

The school will use the current UKHSA public-health exclusion guidance rather than relying on a permanently fixed table in this policy. The current UKHSA guidance was updated on 9 July 2026. Staff should check the current guidance and seek health protection advice where an infection is unusual, severe, part of an outbreak or affects a particularly vulnerable pupil. [cite turn1search10](#)

Key examples in the current guidance include: diarrhoea/vomiting generally requiring 48 hours after symptoms stop; chickenpox until lesions have crusted; measles exclusion for the specified infectious period; and respiratory illness exclusion where a child is unwell with a high temperature. Exact periods should always be checked against the current UKHSA guidance.

Appendix 5 – Staff Health & Safety Quick Reference

- STOP if you believe an activity is unsafe.
- PROTECT the pupil, yourself and others from immediate danger.
- REPORT hazards, accidents, near misses and defective equipment.
- FOLLOW the risk assessment, care plan and safe system of work.

- ASK for help if you are not trained or competent.
- USE PPE and specialist equipment correctly.
- CHECK emergency arrangements before high-risk activities.
- NEVER improvise a clinical procedure or specialist lifting technique.
- REVIEW and learn after incidents.
- RAISE concerns—health and safety is everyone's responsibility.