HEALTH AND SAFETY POLICY

Who is this policy for?	**All members of staff, cover staff and volunteers**
Policy Date:	**June 2026**
Date of next review:	**June 2027**
Who is responsible for monitoring and evaluating this policy?	**Head teacher**
Signed off Date: Governing Body	**June 2026**

This policy should be read in conjunction with: Behaviour Management Policy, Capability policy and Procedure, Complaints Procedure, Exclusion Policy, Epilepsy Policy, Food Hygiene Policy, Fire Safety Policy, Late Arrival and Early Leaving Policy, Managing the Administration of Medication and PEG/Gastronomy Feeds, Manual Handling Policy, Physical Contact Policy and Intimate Care Policy and Procedure, Risk Assessment Policy, Safeguarding Policy, Safer Recruitment and Selection Policy, Safety of children and adults on educational visits, Security and Lockdown Policy, Sleeping Children Policy and Procedure, Sickness, First aid and Emergency Procedures, Storage and Administration of Medication Policy, and Whistleblowing Policy and uncollected child policy, Display Screen Equipment (DSE) Policy, Lone Working Policy, Work at Height Policy, Legionella and Water Hygiene Policy, Waste Management and Environmental Safety Policy, Equality, Diversity, and Inclusion Policy, Data Protection (GDPR) Policy, Training and Competency Policy, Emergency Response and Business Continuity Plan, Pupil Handling and Movement Assistance Policy, Infection Prevention and Control Policy, Violence and Aggression at Work Policy, External Visitors and Contractors Policy, Vehicle and Transport Safety Policy, Premises Maintenance and Safety Inspections Policy.

1.0 Health and Safety Commitment, Aims and Principles

1.1 Introduction

At Side by Side School, health and safety is a core priority underpinning all educational and support activities. As a specialist school catering for children and young people with complex needs, we are committed to maintaining the highest possible standards of health, safety, welfare, and safeguarding across all our premises and operations. Our objective is not merely to comply with statutory obligations, but to exceed them wherever reasonably practicable.

This Health and Safety Policy defines our framework for protecting the physical, emotional, and psychological wellbeing of pupils, staff, visitors, volunteers, contractors, and all other stakeholders. The policy reflects the legal duties under the Health and Safety at Work etc. Act 1974, the Management of Health and Safety at Work Regulations 1999, the Children Act 1989 and 2004, the Regulatory

Reform (Fire Safety) Order 2005, and other applicable legislation and statutory guidance relevant to education and care settings.

1.2 Core Aims

Our health and safety objectives are to:

1. Provide and maintain safe premises, equipment, working conditions, and learning environments that are suitable for all users, including those with sensory, medical or physical impairments
2. Prevent accidents, injuries and illness through effective risk management, preventive control measures, and responsive incident handling
3. Promote a whole-school culture of health and safety awareness, participation, and shared responsibility
4. Ensure that all staff, pupils, and external parties understand their own duties and obligations in maintaining a safe school
5. Maintain clear communication of policies, safe working procedures and emergency protocols throughout the organisation
6. Implement structured training, supervision and monitoring to uphold competence and compliance at all levels
7. Ensure continuous improvement through regular reviews, audits, evaluations and updates of all safety systems and arrangements
8. Protect the mental health, dignity and wellbeing of everyone in the school community

1.3 Legal Duty of Care

The school has a legal obligation to ensure, so far as is reasonably practicable, the health, safety and welfare of its employees under section 2(1) of the Health and Safety at Work etc. Act 1974. This duty extends to pupils under its care, visitors, volunteers, contractors, and others affected by its activities (section 3).

Under the same Act, employees also have a duty to:

- Take reasonable care of their own health and safety and that of others
- Cooperate with the employer on health and safety matters
- Not interfere with or misuse anything provided for health and safety purposes

1.4 Key Principles

The implementation of health and safety at Side by Side School is based on the following guiding principles:

- **Leadership and Accountability**: The Headteacher and Governing Body accept ultimate responsibility for health and safety, supported by designated leads for specific areas such as safeguarding, fire safety, medical care, site security and COSHH.
- **Collaboration and Inclusion**: Health and safety is a shared responsibility. All staff, regardless of role or seniority, are expected to contribute proactively.

- **Risk Management**: We follow a hierarchy of controls in assessing and managing risks, prioritising elimination, substitution, engineering controls, and safe systems of work over reliance on PPE alone.
  Training and Competence: Staff are provided with induction, mandatory training, refresher sessions, and specialist instruction appropriate to their roles and duties.
- **Monitoring and Review**: Health and safety arrangements are monitored at all levels and reviewed annually or following significant changes, incidents, or regulatory feedback.
- **Wellbeing and Safeguarding**: We acknowledge the interdependence between health, safety, safeguarding, and staff/pupil wellbeing. Physical safety measures are integrated with emotional and behavioural support frameworks.

2.0 Responsibilities of all staff

All employees, volunteers, and agency staff working at Side by Side School have a legal and moral duty to ensure their actions do not place themselves, pupils, colleagues, or visitors at risk of harm. They are expected to demonstrate continual awareness and commitment to safe working practices at all times.

2.1 General Staff Responsibilities

All staff must:

1. Be fully aware of their individual and collective responsibilities for maintaining a safe and healthy environment in accordance with this policy and supporting procedures.
2. Comply with all health and safety rules, procedures, risk assessments and guidance issued by the school or statutory agencies.
3. Use common sense and professional judgement at all times to avoid unsafe behaviours and report hazards immediately.
4. Attend mandatory health and safety training sessions, complete refresher training as required, and maintain awareness of safe practices specific to their role.
5. Familiarise themselves with emergency procedures including fire evacuation routes, assembly points, first aid arrangements and lockdown protocols.
6. Wear personal protective equipment (PPE) as required and ensure it is used correctly and stored properly.
7. Cooperate fully with health and safety inspections, audits, and investigations.
8. Immediately report to the Site Manager, Senior Leadership Team or Health and Safety Lead: ○ Any injury, incident, or near-miss (whether or not medical treatment is required)
   ○ Any damage or fault to equipment, tools, or physical infrastructure ○ Any situation where work cannot proceed safely or presents a risk to others
9. Follow safe handling techniques and lifting practices in line with the school's Manual Handling Policy.
10. Respect restricted areas and avoid using unsafe equipment or entering unauthorised zones.

2.2 Staff Working With Pupils With Additional Needs Given the specialist nature of the setting, all staff must also

1. Follow behaviour support plans, medical care plans, and risk assessments tailored to each child
2. Ensure safe positioning when supporting physical mobility, transfers, or handling
3. Identify signs of distress or discomfort in non-verbal pupils that may indicate safety concerns
4. Keep sharp objects, cleaning products, or unsafe materials secured at all times
5. Maintain heightened vigilance in sensory rooms, hydrotherapy areas, and play spaces where additional risks may exist

2.3 Professional Expectations Staff are expected to act as role models of safe behaviour and to:

1. Foster a safety-conscious culture among colleagues and pupils
2. Encourage and reinforce safety messages during lessons and group activities
3. Support new staff and visitors in understanding the school's safety arrangements
4. Challenge unsafe behaviour in a respectful and constructive manner Any deliberate breach of health and safety procedures, or failure to report hazards, will be treated seriously and may result in disciplinary action.

3.0 Responsibilities of the Headteacher, Deputy Head and Governors

3.1 Responsibilities of the Governing Body and Headteacher

The Governing Body and Headteacher hold overall accountability for the effective implementation of this Health and Safety Policy. They are expected to demonstrate proactive leadership, resource allocation, and decision-making that supports a positive safety culture throughout the school.
Their responsibilities include:

- Ensuring that safe work practices and procedures are established, implemented and consistently applied across all areas of the school
- Conducting annual and ad hoc reviews to confirm that a safe and healthy environment is maintained for all stakeholders
- Establishing, maintaining and reviewing a robust system for the reporting, recording, and investigation of all accidents, incidents, near-misses and hazards, in line with RIDDOR 2013 and internal incident protocols
  Ensuring all staff, pupils, contractors and visitors understand their own responsibilities with respect to health and safety, including through induction and refresher training
- Taking primary responsibility for developing and implementing the school's Health and Safety Policy, including annual reviews and revisions in line with new legislation or changes to operations

- Promoting safety awareness among all levels of staff and ensuring all employees are familiar with this and related policies, codes of practice and applicable health and safety legislation
- Ensuring access to competent Health and Safety advice either in-house or via an external consultancy
- Organising and facilitating safety training, supervision and competency evaluations for all staff, appropriate to their roles
- Ensuring that the buildings, grounds, plant and equipment are safe, secure and well maintained, with a system in place for prompt repair or isolation of damaged areas or defective systems
- Confirming that the school has robust procedures for fire safety, including regular fire risk assessments, fire drills, and checks on firefighting equipment and fire alarm systems
- Ensuring that emergency evacuation procedures are developed, rehearsed, and understood by all members of the school community, including provision for children with disabilities or additional support needs

3.2 Responsibilities of the Deputy Headteacher

The Deputy Head works closely with the Headteacher and SLT to manage the day-to-day implementation of health and safety arrangements with particular focus on pupil welfare and curriculum-linked activities. Responsibilities include:

- Overseeing the operational delivery of health and safety procedures across all teaching and support areas
- Acting as the health and safety lead for pupil-facing programmes, including safe classroom setups, behaviour support plans, and individual care needs
- Supporting staff to complete dynamic risk assessments when responding to changing or unforeseen pupil behaviours
- Monitoring daily practice for compliance with agreed safety standards and escalating any breaches to the Headteacher or Site Manager
- Liaising with external professionals (e.g. physiotherapists, occupational therapists, education psychologists) to ensure care plans and safety strategies are well-integrated into school procedures
- Supporting post-incident reviews involving pupils and contributing to corrective or preventive actions
- Promoting a culture of open reporting, reflection, and safeguarding across all departments

3.3 Responsibilities of the Paediatric Nurse

The Paediatric Nurse plays a crucial role in supporting health and safety through medical care, policy contribution, and staff education. Responsibilities include:

- Providing emergency medical care and administering first aid to pupils and staff, ensuring prompt response to incidents requiring medical attention

- Managing and administering prescribed medications in accordance with care plans and school policy, while maintaining accurate, up-to-date medical records
- Offering advice, training and support to staff regarding the management of health conditions, hygiene standards, and safe handling of medical situations
- Contributing to the development and review of policies involving medication, first aid, intimate care, infection control and health emergencies
- Ensuring compliance with statutory health regulations and record-keeping standards, including storage of controlled medications and clinical reporting

3.4 Responsibilities of the Crèche Manager

The Crèche Manager is responsible for day-to-day application of the health and safety policy for early years pupils. Responsibilities include:

- Supervising the implementation of risk assessments for all nursery and early years activities and play environments
- Monitoring the cleanliness, safety and age-appropriateness of materials, toys and furnishings
- Ensuring all safeguarding procedures, medical support plans and evacuation protocols are followed
- Supporting the paediatric nurse and SLT in managing medical incidents or behaviour requiring intervention

3.5 Responsibilities of the Site Manager

The Site Manager ensures the physical environment is maintained to a high safety standard and that facilities comply with legal duties. Responsibilities include:

- Implementing the health and safety policy in relation to buildings, infrastructure, grounds and plant
- Conducting regular premises inspections and checks for hazards, damage or maintenance issues
- Coordinating statutory testing (e.g. fire alarms, emergency lighting, water temperature checks, PAT testing)
- Ensuring secure storage and safe usage of hazardous substances and cleaning products under COSHH regulations
- Managing contractors on site including vetting, safety briefing and access control
- Maintaining records of site repairs, contractor permits, compliance documentation and incident reports
  Supporting emergency procedures such as lockdown and fire evacuation drills

3.6 Responsibilities of Teachers and Keyworkers/Teaching Assistants

All classroom-based staff must actively promote health and safety awareness and act to protect pupils and others at all times. Responsibilities include:

- Encouraging safety consciousness in pupils through example, discussion and classroom reinforcement
- Acting as positive role models who apply safe practice in all settings

- Taking prompt action to prevent unsafe behaviour or situations, including challenging any behaviour that may put pupils or staff at risk
- Completing and acting upon risk assessments for off-site visits, practical lessons, or high-risk activities
- Reporting hazards, injuries or near-misses to the appropriate manager or via the school's reporting systems

3.7 Responsibilities of Pupils

While recognising that pupil capacity may vary due to age or need, all pupils will be supported to take part in health and safety awareness through:

- Developing a basic understanding of safety rules and the reasons behind them
- Participating in the creation of age-appropriate safety codes (e.g. classroom or playground charters)
- Conducting themselves in a calm, cooperative manner aligned with school behaviour expectations
- Gradually taking responsibility, as appropriate, for their own conduct, personal hygiene, and safe interaction with the school environment

3.8 Responsibilities of Parents and Guardians

Parents and guardians play a vital role in maintaining the health and safety standards of the school by:

- Ensuring that their children attend school in good physical and mental health, and notifying the school of any contagious illness or condition
- Promptly communicating reasons for absences via phone call or written note to ensure accurate safeguarding records
- Maintaining open communication with school staff regarding any changes to a child's medical, emotional, or behavioural needs that may affect health or safety
- Supporting their children in developing personal responsibility, hygiene habits, and safe behaviours appropriate to their age and ability
- Keeping emergency contact information up to date so that they can be reached without delay in case of illness, injury, or emergency incidents

3.9 Additional Responsibilities of the Site Manager

In addition to section 3.5 above, the Site Manager is specifically responsible for:

- Ensuring that cleaning chemicals and equipment that may pose a hazard are safely used, stored securely in COSHH-compliant areas, and inaccessible to pupils
- Maintaining a high standard of cleanliness and orderliness across all indoor and outdoor areas
- **Promptly reporting faults, damage, or health and safety concerns to senior management and acting to isolate hazards where necessary**
- Conducting daily visual risk assessments of the premises and confirming that teachers conduct daily risk assessments of their classrooms and learning spaces

- Monitoring contractor and grounds maintenance activities to ensure compliance with health and safety protocols
- Coordinating the proper disposal of waste materials, including general, recyclable, medical and hazardous waste streams
- Maintaining the boiler room and associated utilities to a high safety standard, including record keeping and servicing coordination

4.0 Health and Safety Procedures and Involvement

4.1 Staff Involvement To ensure whole-school engagement in health and safety:

- Regular health and safety meetings are held with representation from teaching, non-teaching and administrative staff to review current practices, incidents and planned improvements

4.2 Pupil Health and Safety Awareness To provide opportunities for pupils to learn about and engage with health and safety:

- The PHSE curriculum incorporates age-appropriate lessons on personal safety, hygiene, emergency responses and safe relationships
- Kodesh and secular topics address safety considerations, including those relevant to cultural and religious practices (e.g. safe handling of cleaning agents during Pesach preparations)
- The 14–19 life skills programme includes modules on personal care, workplace safety, self-discipline, and independent living, in preparation for adulthood

4.3 Accident Prevention, Reporting and Investigation A multi-layered approach is applied to prevent, report and investigate accidents:

- Risk assessments are carried out and reviewed routinely for all activities, rooms and off-site visits
- All staff and pupils are encouraged to remain vigilant, identify risks, and act to mitigate hazards where possible
- Staff must report identified hazards immediately to the Site Manager using the school's online reporting system
  All accidents must be reported to the Paediatric Nurse. Staff accidents are recorded on a dedicated adult incident form. Pupil accidents are recorded on CPOMS with appropriate parent notification (e.g. signed form, telephone call or internal report)
- The Paediatric Nurse is responsible for investigating each accident or near-miss to determine root causes and introduce corrective or preventive actions

4.4 Accident Books and Records

- Accident books are maintained securely by the Paediatric Nurse
- Pupil injury records, where parental acknowledgment is required, are printed, signed, and stored in locked files in line with GDPR and safeguarding best practice
- Records are monitored for patterns and trends and are reviewed during SLT health and safety meetings to guide policy updates and staff training

4.5 Use of CPOMS: Incident and Safeguarding Reporting System

At Side by Side, CPOMS (Child Protection Online Monitoring System) is the school's primary digital platform for reporting and managing safeguarding, medical, behavioural and health and safety incidents. It provides a secure and auditable record of events and enables timely communication and follow-up by designated staff. Staff Responsibilities:

- Class Leads and Therapists are responsible for immediately logging any accidents, incidents, or safeguarding concerns onto CPOMS. They must ensure accurate categorisation of incidents and assign them to the relevant individuals for action in line with school procedures.
- Paediatric Nurse oversees all medical incidents logged on CPOMS. She ensures they are properly addressed, provides appropriate follow-up care or referral, and updates medical records accordingly.
- Site Manager monitors reports for any facilities-related health and safety hazards. If an incident arises due to an environmental or structural issue, the Site Manager must promptly address the issue and log remedial actions.
- Headteacher (Designated Safeguarding Lead) holds overall responsibility for safeguarding reports. The Headteacher reviews each concern, ensures appropriate external reporting (e.g. to social care or LADO) where necessary, and performs regular audits to identify trends and address safeguarding risks across the school.

Training and Compliance:

- Regular CPOMS refresher training is delivered to all staff at least annually
- Induction training for new staff includes full CPOMS usage guidance
- CPOMS use is covered in the Safeguarding and Reporting Policy
- Access is restricted to trained staff and data is stored in accordance with GDPR requirements

4.6 First Aid Provision and Emergency Medical Procedures

To ensure the safety and wellbeing of all pupils, staff and visitors, Side by Side School maintains comprehensive first aid coverage:

- A full-time, experienced Paediatric Nurse is available on site
- Multiple trained First Aiders and Paediatric First Aiders are present across all school floors
- Fully stocked first aid boxes are maintained in the nurse's office/medical room and additional kits are accessible across the building
- Parents are notified of injuries using the appropriate accident notification forms or telephone communication, depending on severity
- All accidents involving staff or volunteers are recorded using staff-specific incident report forms
- Emergency procedures include:
    - Summoning of an ambulance by any competent adult in the event of a serious medical incident
    - Designation of a responsible adult to meet and escort emergency services to the relevant location
    - If parents or emergency contacts are unreachable, a senior staff member will accompany the pupil to hospital • Lists of qualified first aiders are clearly displayed on each floor Individual Medical Protocols:

- Pupils with emergency care plans (e.g. epilepsy, severe allergies) have clearly displayed copies of their Emergency Procedure Protocols in:
    - The classroom
    - The medical/first aid room
    - First aid call point
    - Headteacher's office

4.7 Fire Safety Management

For fire precautions, please refer to the full Fire Safety Policy. In summary, the school ensures:

- A robust and current Fire Risk Assessment is in place, reviewed annually or following significant changes
- All staff are trained in fire safety and participate in termly fire drills
- Emergency evacuation plans are displayed and rehearsed
- Fire alarms, emergency lighting, fire doors, and firefighting equipment are regularly tested and maintained by competent contractors
- Fire exits are clearly marked and unobstructed at all times
- Personal Emergency Evacuation Plans (PEEPs) are created for pupils or staff with mobility or sensory impairments

4.8 Control of Substances Hazardous to Health (COSHH)

To comply with COSHH Regulations 2002, the following arrangements are in place:

All hazardous substances (including cleaning agents and science materials) are securely stored in locked areas clearly labelled and inaccessible to pupils

- A COSHH risk assessment and data sheet is obtained for every product before use
- Personal Protective Equipment (PPE) such as gloves or eye protection is issued, used, and maintained as required
- Staff receive training on safe handling, use and disposal of hazardous substances
- Spill kits and eye wash stations are provided where appropriate

4.9 Electrical Safety

Electrical safety across the school is maintained through:

- Annual Portable Appliance Testing (PAT) for all portable electrical devices coordinated by the Site Manager
- Annual fixed installation testing by NICEIC-approved contractors
- Careful siting of equipment to avoid trailing cables and trip hazards
- Immediate removal and reporting of faulty equipment
- Use of socket protectors in classrooms where appropriate for younger pupils
- No personal electrical appliances are permitted without prior inspection and approval

4.10 Managing Pupils with Complex Medical Needs

To support pupils with medical needs, Side by Side ensures:

- All staff (teaching, support, and supply) are made aware of individual pupils' medical needs and any emergency procedures
- Each pupil with a complex or chronic condition has an individual Healthcare Plan or Emergency Response Protocol
- All medication must be clearly labelled with pupil name, dosage, and instructions. A consent form must be signed by parents/carers
- Medicines are stored securely in locked cupboards. Controlled drugs are stored in a separate controlled drugs safe, in line with legislation
- Medication administration is recorded, signed for, and overseen by the Paediatric Nurse or trained delegate
- Emergency medication (e.g. EpiPens) is kept accessible but secured within reach in the classroom or designated area

4.11 Food Safety and Cooking Activities

For ensuring safety during cooking we have:

- A requirement that cookers or ovens are not used unless essential fire precautions (e.g. fire blankets and extinguishers) are present and accessible
  Pupils receive both formal instruction and supervised hands-on learning to build awareness of safe cooking practices
- Adequate adult supervision and maintenance of strict staff-to-pupil ratios during all cooking activities
- Overcrowding is avoided in kitchen areas and safe zones are demarcated where hot appliances or sharp utensils are used

Please refer to the full Food Hygiene Policy for details on food handling, hygiene standards and kitchen-specific risk assessments

4.12 Personal Hygiene and Infection Control

For ensuring personal hygiene we have:

- Regular instruction and reinforcement of handwashing after toilet use and before eating
- Accessible and well-maintained handwashing stations with warm water, soap and drying facilities
- Visual hygiene reminders displayed around sinks and bathrooms
- Ongoing education around hygiene integrated into the PSHE and Life Skills curriculum

Head Lice

Where a child is found to have head lice during the school day, the parent/carer will be informed. The child will not normally be sent home early and may remain in school for the remainder of the day.

Parents/carers will be expected to treat the child's hair appropriately at home, using a suitable treatment or method as advised by a pharmacist or healthcare professional. Treatment should be

carried out promptly, and parents/carers should ensure that the child's hair has been treated and is clear of live lice before they return to school, in order to minimise the risk of spread to others.

Where appropriate, the school may remind parents/carers of the importance of checking and treating other household members.

4.13 Playground and Outdoor Area Safety

For ensuring playground safety we have:

- Clearly communicated school rules and behavioural expectations when using outdoor spaces
- Dedicated staff assigned for active supervision during breaks and outdoor play
- Regular inspection, cleaning and maintenance of all playground equipment and surfaces by the Site Manager
- Risk assessments for playground use, with particular attention to pupils with mobility or behavioural needs

4.14 Pregnant Staff and Nursing Mothers

For ensuring safe working arrangements we have:

- Individual pregnancy risk assessments carried out by the Deputy Head in consultation with the staff member
- Adjustments made to duties, workstation, or physical demands as required, following medical or occupational health advice
- Provision of appropriate rest breaks and private, hygienic space for expressing milk if required

4.15 Safe Stacking and Storage Practices

To reduce the risk of injury and maintain a safe environment:

- Storage is designed to match the height, weight and bulk of items
  Equipment and supplies are not stored in corridors, on top of cupboards or radiators
- Shelving units are secured where necessary and never overloaded
- Floor areas are kept free from obstacles and checked daily for obstructions

4.16 Prevention of Slips, Trips and Falls

- All staff and pupils are encouraged to report hazardous conditions such as spills, uneven flooring or obstructed walkways
- The Site Manager is responsible for responding promptly and taking corrective action
- Wet floor signage is used where applicable
- Footwear guidance is in place for pupils and staff to minimise slip risks

4.17 Pupil Supervision and Lone Child Protection

Please also refer to the Behaviour Management Policy and the Uncollected Child Policy.

We maintain clear rules for pupil supervision:

- Pupils are never left unattended in classrooms, therapy spaces or specialist rooms
- A consistent adult presence is maintained during transitions, activities and off-site trips
- Registers and sign-in/out logs are used to track pupil movement and confirm attendance throughout the day
- If a child is uncollected, procedures set out in the Uncollected Child Policy are followed, including staff supervision, recordkeeping, and escalation to the Headteacher or Designated Safeguarding Lead

5.0 Risk Assessments

5.1 Policy Statement

Side by Side School recognises that risk assessments are a cornerstone of effective health and safety management. We are committed to undertaking suitable and sufficient risk assessments for all school activities, locations, equipment and individuals, and reviewing them regularly. These assessments enable us to proactively manage risk and ensure the safety and wellbeing of pupils, staff, visitors and contractors within our environment.

5.2 Responsibilities

- The Headteacher has overall responsibility for ensuring that all statutory and school-specific risk assessments are carried out, kept up to date, and appropriately acted upon. The Headteacher is also responsible for allocating necessary resources and monitoring implementation.
  The Deputy Head is responsible for overseeing curriculum-related risk assessments, particularly for educational visits, physical activities, and subject-based hazards. They will also coordinate with relevant staff for consistent application across departments.
- The Site Manager is tasked with conducting and maintaining all risk assessments related to the physical premises, including inspections of fire systems, access controls, storage facilities, lighting, electrical systems and general building safety. They are also responsible for implementing remedial actions.
- Teachers, therapists, and support staff are responsible for carrying out specific risk assessments for their areas of teaching, therapeutic work, or individual pupil needs. This includes preparing assessments for activities such as cooking, crafts, play, and off-site trips.
- The Paediatric Nurse contributes to the development of medical and health-related risk assessments. This includes pupil-specific care plans and managing the safe administration of medicines, allergy responses, seizure protocols and emergency procedures.

5.3 Types of Risk Assessments Conducted

- General Classroom and Activity Risk Assessments: Identifying risks associated with daily classroom operations and learning activities including use of materials, equipment, group dynamics and individual needs.

- Individual Pupil Risk Assessments: Tailored to pupils with specific medical, mobility, sensory or behavioural challenges, including lifting protocols, escape routes, and proximity to triggers.
- Educational Visits and Transport Risk Assessments: Conducted for all offsite visits including travel, venue access, staffing levels, supervision plans and contingency strategies.
- Premises and Maintenance Risk Assessments: Covering building integrity, playgrounds, lighting, walkways, heating systems, and potential hazards such as ice, broken fixtures or asbestos (if relevant).
- Fire Risk Assessment: Detailed assessment in line with the Fire Safety Order 2005 and reviewed annually or after significant changes. (See Fire Safety Policy.)
- COSHH Risk Assessments: Conducted for all cleaning products, science materials, and therapy-related chemicals stored or used on site. (See COSHH section.)
- Display Screen Equipment (DSE) Assessments: Applied to all administrative or long-duration computer users to prevent ergonomic issues.
- Manual Handling Risk Assessments: For lifting of equipment, children, or deliveries to prevent back injury and ensure correct techniques.
- Lone Working Risk Assessments: For staff working outside normal hours, or in isolated settings such as therapy rooms or late meetings.
- Work at Height Risk Assessments: Required for tasks such as putting up displays, accessing storage areas, or conducting maintenance above ground level.
  Pregnancy and New Mother Risk Assessments: Conducted when a staff member notifies the school of their pregnancy to assess tasks, exposure to hazards and necessary adjustments.
- Temporary Contractors and External Visitor Risk Assessments: Ensuring appropriate controls, induction and supervision are in place for any third-party personnel on site.

5.4 Procedures

- A standardised risk assessment template is provided to all relevant staff, stored in the central safety drive and available in hard copy for classroom use.
- All new staff are trained on risk assessment responsibilities and use of the format during induction. Annual refresher training is provided for all staff, with emphasis on hazard identification, evaluating risk, and implementing controls.
- Risk assessments must be reviewed annually or more frequently if there is a significant change in equipment, premises layout, pupil needs or reported incident.
- High-risk activities will not be permitted to proceed without a signed and reviewed risk assessment approved by a senior leader. Staff must demonstrate clear understanding of all control measures.

5.5 Safe Systems of Work

- Where risks cannot be eliminated, a Safe System of Work (SSoW) is put in place. This includes written guidance on task-specific safety instructions, control measures, staffing levels, use of equipment, PPE, and escalation procedures.
- SSoWs are mandatory for repetitive tasks, lifting of children, use of mechanical or sensory equipment, cleaning using hazardous substances, or any activities involving physical restraint.

- Visual flowcharts or step-by-step posters may also be displayed in relevant areas to support the understanding and compliance of all staff.

5.6 Monitoring and Review

- All incidents, accidents, near-misses, or dangerous occurrences must be reported immediately to the Headteacher and logged on the electronic health and safety system. An Incident Record Form is completed and reviewed by the Health and Safety Lead within 24 hours. Serious incidents are reported to RIDDOR via the HSE online portal where legally required. Parents are informed on the same day of any significant injury or safeguarding-related event. A termly analysis of all reported incidents is conducted to identify trends and inform preventative planning.

5.7 Monitoring and Review

- The Health and Safety Committee, comprising school leaders, the site manager and paediatric nurse, meets termly to review outstanding actions, risk trends, and incident responses.
- All risk assessments are stored centrally and version controlled. Paper copies are kept in key operational areas and digital versions are accessible via secure staff drive.
- Following any near miss, accident or incident, an immediate review of the related risk assessment is triggered. Lessons learned are documented and updates implemented across affected departments.

6.0 Training, Supervision and Competency

6.1 Policy Statement

Side by Side School recognises that well-trained, adequately supervised, and competent staff are essential to delivering a safe learning and working environment. We are committed to ensuring all employees and volunteers receive the training and supervision required to perform their roles safely and confidently and to comply with relevant health and safety legislation.

6.2 Induction and Mandatory Training

- All new staff and volunteers undergo a comprehensive induction programme which includes fire safety, safeguarding, emergency procedures, manual handling, infection control, use of personal protective equipment (PPE), first aid arrangements, and incident reporting using CPOMS.
- Staff are not permitted to commence unsupervised duties until their induction has been completed and competency has been confirmed by a designated line manager or department head.
- Mandatory refresher training (e.g. safeguarding, fire safety, paediatric first aid) is conducted annually or at intervals defined by statutory or school policy. Compliance is tracked and logged by the Deputy Head and HR administrator.

6.3 Ongoing Competency and Role-Specific Training

- Staff receive regular role-specific training based on their position, for example:
  - Class staff receive training on behaviour support strategies, child protection, intimate care, physical intervention, and autism specific approaches.
  - Paediatric nurses and first aiders are required to maintain valid certifications through accredited training providers.
  - Site staff receive training in manual handling, COSHH, asbestos awareness (if applicable), safe working at height, and equipment safety.
  - Admin staff undertake display screen equipment (DSE) assessments and training, GDPR/data protection and lone working where relevant. ○ Staff involved in outings or transport are briefed on pupil-specific care plans, medical needs, emergency protocols, and supervision requirements.

6.4 Supervision

- The school ensures that new or junior staff, agency workers, students, and volunteers are not left in unsupervised situations where health and safety risks could arise until they are deemed competent.
- Teaching assistants, keyworkers and therapists are directly supervised by experienced classroom leads, teachers or senior staff.
- Specialist support staff are required to escalate concerns or requests for guidance to their designated supervisor if they are unsure how to proceed safely.

6.5 Competency Reviews and Training Needs Analysis

- The Headteacher and Deputy Head conduct termly training audits to identify gaps in individual or team competencies.
- Outcomes of internal audits, incidents, or changes in legislation are used to inform updates in training provision.
- Professional development plans include evaluation of training history and performance against expected competency standards. Staff whose roles change (e.g. promotion to leadership, change of setting) are reassessed and retrained where necessary.

6.6 Record Keeping and Monitoring

- All training and supervision records are logged centrally on the staff development register, including course title, provider, date, renewal deadline, and staff signature.
- Any staff who fail to attend scheduled mandatory training are followed up by the Deputy Head to ensure rescheduling and compliance.
- Health and safety committee members receive periodic CPD to remain informed of changes in regulatory requirements, risk trends, and management strategies.

6.7 Continuous Improvement

- Feedback is actively sought following training sessions to improve content relevance and effectiveness.
- The school seeks external advice and accredited providers where needed to ensure staff training meets the needs of the school's SEND context and complies with national guidance.

7.0 Emergency Planning and Response

7.1 Policy Statement

Side by Side School is committed to safeguarding the health, safety, and welfare of all pupils, staff, and visitors in the event of an emergency. Our emergency response procedures aim to provide a structured, calm, and effective approach to dealing with incidents that could disrupt safe operations or present a threat to life, property, or wellbeing.

7.2 Scope This section applies to all types of emergencies, including but not limited to:

- Fire or smoke
- Medical emergencies
- Violent intruders or aggressive behaviour
- Lockdown situations
- Gas leaks or utility failure
- Bomb threats or suspicious packages
- Extreme weather conditions or structural collapse
- Missing pupil or unauthorised departure from site

7.3 Emergency Procedures and Responsibilities

- The Fire Safety Policy sets out procedures for safe evacuation in the event of fire, including designated assembly points, evacuation routes, and named Fire Wardens.
- In all emergencies, the Headteacher or Deputy Head acts as the Incident Coordinator and assumes control until emergency services arrive.
- Office staff are responsible for contacting emergency services and ensuring the main entrance is staffed to direct first responders.
- Class Leads must bring their class registers and PEEP folders (Personal Emergency Evacuation Plans) and account for all pupils under their supervision.
- The Site Manager is responsible for isolating utilities if required (e.g. gas, electricity) and for maintaining access routes for emergency vehicles.
- The Paediatric Nurse attends to any casualties or health-related emergencies, and ensures that key medical records, medication, and emergency contact information are accessible.

7.4 Business Continuity

- The school maintains a Business Continuity Plan which outlines procedures for partial or full site closure, relocation of critical operations, and communication with stakeholders.
- In the event of significant disruption (e.g. building damage), temporary educational provision will be coordinated in liaison with the Local Authority and parents.
- Off-site evacuation locations are pre-identified and regularly reviewed for accessibility and suitability.

7.5 Lockdown Procedures

- Side by Side operates a Lockdown and Security Policy which is activated in the event of a violent intruder, police incident nearby, or other threats requiring shelter-in-place.
- Lockdown drills are practised at least once per academic year.
- Staff receive training on audible and non-verbal lockdown cues, securing classrooms, and maintaining calm for pupils with sensory sensitivities.

7.6 Communication and Notification

- Parents are notified through agreed channels (text/email/phone) in the event of emergencies requiring early collection or site closure.
- Staff are instructed via internal broadcast systems or mobile communications, with a designated back-up system in case of failure.
- Emergency contact lists for pupils and staff are kept updated and stored in hard copy at reception and the Headteacher's office.

7.7 Training and Drills

- Fire evacuation drills are conducted once per term and recorded by the Site Manager.
- Lockdown drills are conducted annually, with briefings before and after to support pupils.
- All new staff receive emergency response training during induction and are shown how to operate fire alarms, exit doors, and identify refuge areas.

7.8 Review and Evaluation

- All emergencies and drills are logged and reviewed during termly health and safety meetings.
- Lessons learned from real incidents or drills inform updates to policies and procedures.
- The Health and Safety Lead ensures continuous compliance with the Fire Safety Order 2005, Department for Education guidance, and Local Authority emergency planning requirements.

8.0 Control of Substances Hazardous to Health (COSHH) and Hazardous Substances

8.1 Policy Statement

Side by Side School is committed to the safe procurement, storage, use and disposal of all substances that may pose a risk to health in accordance with the Control of Substances Hazardous to Health Regulations 2002 (COSHH). These measures apply to cleaning products, science or art materials, maintenance chemicals, and any other hazardous agents used within the school setting.

8.2 Identification and Inventory

- The Site Manager, in conjunction with cleaning contractors and curriculum leads, maintains a central inventory of all substances that are considered hazardous under COSHH. This includes SDS (Safety Data Sheets) and updated manufacturer information.
- A COSHH assessment is carried out for each item before it is introduced to the school. No substance will be brought into the school unless authorised and assessed. The inventory includes location, date of acquisition, and review cycles.

8.3 Risk Assessment and Labelling

- All hazardous substances are clearly labelled in accordance with CLP (Classification, Labelling and Packaging) regulations, with appropriate pictograms and hazard warnings.
- Risk assessments identify potential exposure routes (inhalation, ingestion, skin contact), control measures, required PPE, and emergency procedures.
- The Headteacher is responsible for ensuring assessments are reviewed at least annually or sooner if substances or processes change.

8.4 Safe Use and Handling

- Only trained and authorised staff may use hazardous substances. Training includes safe handling, PPE requirements, emergency response, and disposal protocols.
- Pupils are never permitted to handle any hazardous substance, and all educational use of such materials (e.g. in science or DT) is strictly supervised by a qualified teacher.
- Substances are used in well-ventilated spaces and staff follow all manufacturer instructions.
- Staff supervising pupils with PMLD or developmental impairments are specifically briefed on how to prevent inadvertent exposure to hazardous substances, including ensuring pupils are not in cleaning areas or near art or science materials containing irritants. Enhanced signage and visual communication cards are used to signal areas where COSHH substances are in active use.

8.5 Storage

- All hazardous substances are stored in secure, locked cupboards that are clearly labelled and inaccessible to pupils.
- Storage areas are well-ventilated and checked weekly by the Site Manager to ensure no leakage, damage, or expired products.

- Controlled substances such as strong acids or bleach are held separately with restricted key access.

8.6 Personal Protective Equipment (PPE)

- Appropriate PPE is provided free of charge for all staff using hazardous substances. This may include gloves, goggles, aprons, or respirators.
- PPE must be used as specified in the COSHH assessment and replaced promptly if damaged or contaminated.
- PPE is checked for suitability and comfort and replaced on a planned schedule.

8.7 Cleaning and Maintenance

- Cleaning staff are trained in safe chemical use and COSHH principles.
- The Site Manager ensures that cleaning chemicals are not left unattended, especially during the school day.
- Substances are never decanted into unlabelled or inappropriate containers.

8.8 First Aid and Emergency Response

- The Paediatric Nurse is trained in chemical-related first aid (e.g. eye wash procedures, burns response).
- Emergency information including COSHH sheets is available in the medical room, cleaning stores, and with the Site Manager.
- Spills are contained using appropriate absorbent materials and disposed of following COSHH guidance.

8.9 Waste Disposal

- Waste hazardous substances are disposed of using authorised contractors or Local Authority hazardous waste services.
- Disposal records are maintained for audit purposes.
- Chemical waste must never be disposed of via general waste or drains unless explicitly permitted under local regulations.

8.10 Monitoring and Review

- Termly audits are conducted by the Health and Safety Lead to ensure COSHH compliance across the site.
- Feedback from staff using substances is encouraged to identify safer alternatives or further training needs.

- COSHH arrangements are reviewed annually and whenever new substances or usage patterns are introduced.

9.0 Premises Maintenance and Workplace Safety

9.1 Policy Statement

Side by Side School is committed to maintaining its buildings, facilities, and grounds in a safe and compliant condition, in accordance with the Health and Safety at Work etc. Act 1974, Workplace (Health, Safety and Welfare) Regulations 1992, and associated guidance. Proper maintenance is essential to ensure the safety of all staff, pupils, visitors, and contractors.

9.2 Responsibilities

- The Site Manager has primary responsibility for coordinating all maintenance activities, ensuring compliance with statutory inspection schedules, and addressing issues reported by staff.
- The Headteacher and Health and Safety Lead oversee premises risk assessments and ensure that maintenance arrangements meet operational and educational needs.
- External contractors are engaged for specialised works such as gas servicing, lift inspection, and structural work, and must provide risk assessments and method statements prior to commencing any job.

9.3 Statutory Compliance and Safety Checks The school undertakes the following inspections and safety checks in line with legal requirements:

The school undertakes the following inspections and safety checks in line with legal requirements:

- Fire alarm servicing and testing (at least weekly user tests and 6-monthly servicing)
- Emergency lighting testing (monthly flick test and annual full duration test)
- Water hygiene including Legionella monitoring (monthly checks and annual risk assessment)
- Portable appliance testing (annually)
- Fixed electrical installation inspection (every 5 years)
- Gas safety inspection by Gas Safe registered contractor (annually)
- Lifts and hoists inspected and maintained as required under LOLER (6-monthly)
- Playground and PE equipment inspection (daily user check and annual professional inspection) External lighting checks to ensure pathways, entrances and emergency exits are well lit and functional

  Statutory compliance records are audited each half term and maintained digitally with alerts for upcoming expiry dates or missed inspections, forming part of the premises audit process.

9.4 Planned Preventative Maintenance

- A maintenance schedule is kept and updated by the Site Manager to ensure regular inspection and servicing of key systems.
- Works are planned during holidays or out-of-hours when possible to avoid disruption and reduce risk.

9.5 Workplace Conditions

- All parts of the school are maintained in a clean and orderly condition.
- Ventilation, lighting, and heating systems are checked regularly to ensure comfort and compliance.
- Windows, doors, floors, and ceilings are checked for integrity and repaired promptly if damage is reported.
- Toilets and washing facilities are kept clean, well-stocked, and accessible.
- Staff and pupils are encouraged to report any concerns regarding cleanliness, comfort or damage.

9.6 Grounds and External Safety

- External areas including car parks, pathways, and playgrounds are kept clear of debris, well lit, and free of trip hazards.
- Regular checks are made after adverse weather to ensure surfaces are safe.
- Perimeter fencing, gates, and locks are checked routinely to ensure site security.
- Playground equipment is visually checked daily and inspected professionally annually. Damaged or unsafe equipment is removed or locked off until repaired.
- Toys used outdoors are regularly cleaned, inspected for damage or wear, and disposed of if they pose a safety risk.
- The building layout is reviewed annually to ensure accessibility for all pupils, including those using wheelchairs or mobility aids. Corridors, doorways, and classroom spaces are measured to confirm minimum clearance for accessibility. All learning and therapy spaces used by wheelchair users are on the ground floor or have lift access. Wayfinding signage includes pictorial symbols and clear contrasts for visual impairments. The school ensures all evacuation routes, toilets, and
  therapy rooms comply with Part M of the Building Regulations.

9.7 Reporting Repairs and Maintenance Needs

- Staff report maintenance issues via the school's internal logging system or directly to the Site Manager.
- Urgent issues (e.g. heating failure, broken windows, flooding) are prioritised and addressed the same day where feasible.

9.8 Contractor Control and Safety

- All contractors are required to sign in, provide ID, and be supervised if working during school hours.
- Contractors must submit method statements, insurance documents, and DBS checks if working near children.
- Work areas are cordoned off and children are not permitted to enter contractor zones.
- Hot works (e.g. welding, soldering) require a permit to work issued by the Site Manager. Appropriate fire watch and extinguishers must be present during such works.

9.9 Monitoring and Review

- The Health and Safety Lead and Site Manager review maintenance records termly to identify trends or recurring faults.
- Site safety inspections are conducted monthly with actions logged and tracked to completion.
- Maintenance policies and systems are reviewed annually, and as part of the school's overall Health and Safety Policy review process.

10.0 Lone Working and Out of Hours Procedures

10.1 Policy Statement

Lone working or working out of hours can increase the risk of harm due to the absence of immediate support in an emergency. Side by Side School recognises the need to protect staff who may be on-site alone or beyond normal school hours and provides clear procedures and support systems to reduce associated risks.

10.2 Definition Lone working may include, but is not limited to:

- Site staff attending the premises during weekends, holidays, or late evenings
- Teaching or administrative staff preparing materials out of hours
  Contractors or therapists working alone in areas away from others
- Staff working off-site with a pupil or at home visits

10.3 Risk Assessment

- Lone working is subject to a specific risk assessment which identifies risks linked to the environment, type of work, accessibility of help, and medical history of the individual.
- Risk assessments are reviewed annually or after any reported incident involving lone working.

10.4 Control Measures

- No staff member is permitted to work alone with a pupil under any circumstance.
- Staff must inform the Site Manager, SLT member, or designated contact if they plan to work outside of regular hours.
- All lone workers must carry a mobile phone and keep it accessible.
- The internal school sign-in/out system must be used to register time of entry and departure.
- High-risk tasks such as working at height, manual handling of large loads, or handling hazardous materials are strictly prohibited when working alone.

10.5 Security and Access

- All access to the school during out-of-hours must be authorised by the Headteacher or Site Manager.
- Staff should only use designated entry points and must ensure all doors are locked upon leaving.
- Lighting must be adequate in all areas used and access routes must be clear of hazards.

10.6 Emergency Protocol

- Lone workers must know the location of the nearest phone, fire alarm, first aid kit, and emergency exits.
- In the event of an emergency or feeling unwell, the lone worker should call 999 and alert a member of SLT by phone.
- An out-of-hours emergency contact list is kept updated and accessible in the staff area and main office.

10.7 Monitoring and Reporting

- All lone working incidents or near misses must be reported using the school's incident report system.
  Periodic checks are made by the Site Manager or SLT to ensure staff onsite are accounted for and safe.
- Lone working procedures are reviewed as part of the termly health and safety review meetings.

11.0 Educational Visits and Off-Site Safety

11.1 Policy Statement

Side by Side School is committed to ensuring the health, safety and welfare of pupils and staff during all educational visits and off-site activities. These activities form a valuable part of the curriculum and

learning experience, and must be planned, risk assessed, and managed with strict adherence to safety protocols in accordance with the Department for Education guidance on Health and Safety on Educational Visits (2018), and relevant local authority procedures.

11.2 Roles and Responsibilities

- The Headteacher has overall responsibility for authorising all educational visits and ensuring that arrangements meet health and safety standards.
- The Educational Visits Coordinator (EVC) ensures that visit leaders are competent, documentation is completed, and post-visit evaluations are carried out.
- Visit Leaders are responsible for planning the visit, conducting risk assessments, briefing staff and pupils, and maintaining control during the activity.
- Support staff and accompanying adults must follow instructions from the visit leader and act to uphold the safety and welfare of pupils.

11.3 Planning and Risk Assessment

- All off-site visits require a written risk assessment covering transport, location hazards, medical needs, pupil supervision, emergency arrangements, and safeguarding.
- Risk assessments must be reviewed and signed off by the EVC and Headteacher before the visit takes place.
- Where activities include higher risk elements (e.g. swimming, boating, climbing), providers must hold relevant qualifications and insurance, and their risk assessments must be reviewed.

11.4 Consent and Communication

- Written parental consent must be obtained for all off-site visits.
- Parents must be provided with clear information about the purpose, destination, travel arrangements, staffing, timings, and any special requirements for the visit.
  Emergency contact details for parents and carers must be confirmed before departure.

11.5 Supervision and Ratios

- Pupil to staff ratios are determined based on the age, needs, and number of pupils, location, and nature of the activity. A minimum of two adults must accompany any group.
- For pupils with SEND or complex needs, one-to-one or enhanced supervision ratios may be required.
- All staff must carry a list of pupils with relevant medical or behavioural needs noted.

11.6 Transport

- Transport must be arranged using licensed, insured, and reputable providers.
- All vehicles must have appropriate seatbelts for all passengers.
- Supervision must be maintained throughout travel, and seatbelt use monitored.

11.7 Medication and First Aid

- A qualified first aider must accompany all trips.
- Staff must carry a suitable first aid kit and emergency medication (e.g. EpiPens, inhalers).
- Pupil medical protocols must be accessible and reviewed prior to travel.
- The school maintains a medical register, updated monthly, detailing each pupil's specific conditions, medication requirements, and emergency plans. Every classroom and therapy area contains a printed summary of urgent medical needs with photo ID for instant identification. Emergency grab-bags containing EpiPens, inhalers, and seizure rescue medications are held in accessible staff areas with clearly labelled pupil names and dosing instructions. An AED (Automated External Defibrillator) is located in the main hallway and is tested weekly. At least two members of staff per floor are trained in paediatric first aid, with refreshers tracked termly.

11.8 Emergency Procedures

- Visit Leaders must carry a charged mobile phone and emergency contact list.
- In case of serious incident, emergency services must be called first, followed by informing the school.
- The Headteacher or senior staff member will act as the school contact and coordinate further action.
  A dynamic risk assessment process should be followed throughout the visit, with staff authorised to adjust plans to ensure safety.

11.9 Weekend Trips and Residentials

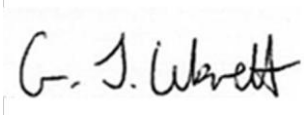
- For any overnight or weekend trips, additional risk assessments must be completed to cover accommodation safety, night-time supervision, and safeguarding arrangements.
- Staff rotas must be established to ensure 24-hour supervision.
- All trip leads must conduct a pre-visit site check or request documentation from providers in advance.

11.10 Evaluation

- All visits must be evaluated after the event. Any incidents, near misses or safety concerns must be reported and recorded.
- Lessons learned should be used to improve planning and risk management for future visits.

12.0 Work at Height and Access Equipment Safety

12.1 Policy Statement



Side by Side School is committed to preventing falls from height and ensuring the safety of staff, contractors and others when working at height. This includes activities such as accessing high shelving, changing light fittings, working on roofs or elevated platforms, and using step ladders. All such tasks must be risk assessed and properly controlled in compliance with the Work at Height Regulations 2005.

12.2 Risk Assessment and Planning

- A specific risk assessment must be carried out before any work at height takes place. This includes consideration of the task, the environment, the equipment to be used, the competence of the individual, and the presence of vulnerable persons nearby (e.g. pupils).
- The hierarchy of control should be followed: avoid working at height if possible, use suitable equipment to prevent falls, and reduce the consequences of a fall if one were to occur.

12.3 Safe Use of Equipment

- Only equipment deemed appropriate for the task may be used. This includes ladders, step stools, mobile towers or MEWPs, which must be well-maintained and inspected regularly.
- Ladders may only be used for short-duration tasks and must be footed or secured. Step ladders should be the default equipment for indoor tasks.
  Staff must never stand on chairs, tables or other makeshift items.

12.4 Training and Competence

- Staff who are required to carry out work at height must be trained in ladder safety and the safe use of any access equipment.
- Contractors performing tasks at height must provide evidence of appropriate training, equipment, and risk assessment prior to commencing work.

12.5 Supervision and Authorisation

- Work at height must be authorised by the Site Manager or Headteacher.
- No pupil or unauthorised individual may access elevated areas or equipment intended for work at height.
- Work should be avoided when children are present in the vicinity, or suitable barriers/signage must be used to isolate the work area.

12.6 Inspection and Maintenance

- All ladders, step stools and access equipment must be inspected termly and recorded in the Premises Inspection Log.

- Damaged or defective equipment must be removed from use immediately and clearly marked as unsafe.

12.7 Emergencies and Incident Reporting

- Any incident, near miss or unsafe condition involving work at height must be reported to the Headteacher and logged via CPOMS if relevant.
- Staff must know how to respond if a fall occurs, including calling emergency services and providing first aid while preserving the scene.

13.0 Manual Handling

13.1 Policy Statement

Manual handling tasks, including lifting, carrying, pushing, pulling, and moving loads, present a significant risk of musculoskeletal injury if not carried out properly. Side by Side School is committed to ensuring that all manual handling operations are assessed, planned, and performed safely and in accordance with the Manual Handling Operations Regulations 1992 (as amended).

13.2 Risk Assessment

- All manual handling tasks must be assessed to identify potential risks to staff or others. This includes consideration of the load, task, individual capability, and working environment.
  A formal manual handling risk assessment must be completed for high-risk activities such as moving heavy furniture, handling pupils with mobility needs, or assisting with deliveries.

13.3 Training and Competence

- Staff involved in manual handling activities must receive appropriate training on safe lifting techniques, the use of mechanical aids, and posture awareness.
- Specialist training must be provided for staff engaged in pupil handling or supporting pupils with physical disabilities.
- Training will be refreshed periodically, particularly when risk assessments change or incidents occur.

13.4 Safe Systems of Work

- Staff must avoid lifting wherever practicable. Trolleys, hoists, and other mechanical aids should be used to reduce risk.
- Loads should be broken down into manageable sizes. Shared lifting should be used when appropriate.
- Manual handling should only be performed by those who are physically able and not suffering from injury or illness.

13.5 Environment and Equipment

- Walkways and workspaces must be kept free from obstructions to facilitate safe movement of loads.
- Manual handling aids (e.g. sack trucks, wheeled bins, hoists) must be inspected regularly and maintained in safe condition.

13.6 Monitoring and Review

- All manual handling activities must be reviewed annually or sooner if circumstances change.
- Near misses, injuries or concerns related to manual handling must be reported to the Site Manager and logged on CPOMS if pupil related.

13.7 Pupils and Manual Handling

- Staff must never lift pupils unless trained to do so and only in line with an agreed care plan and risk assessment.
- Pupils with mobility or postural needs must be supported using designated equipment and in accordance with relevant procedures.

14.0 Infection Prevention and Control

14.1 Policy Statement

Side by Side School is committed to maintaining a safe, hygienic environment to protect pupils, staff, and visitors from the spread of infectious diseases. As a SEND setting, many pupils may have complex medical needs or reduced immunity, and it is essential that robust infection control measures are in place in line with national guidance including the Health Protection in Schools guidance from the UK Health Security Agency (UKHSA).

14.2 Responsibilities

- All staff are responsible for maintaining personal hygiene and following all infection control measures.
- The Paediatric Nurse leads on infection prevention and provides guidance, training, and updates.
- Cleaning contractors are responsible for carrying out enhanced cleaning routines as per agreed specifications and in line with COSHH guidelines.

14.3 Hand Hygiene

- Pupils and staff must wash hands with soap and water at key times: after using the toilet, before eating, and after outdoor play.
- Alcohol-based hand sanitiser is available throughout the premises, but should not replace handwashing where soap and water are available.

- Staff must support pupils who are unable to wash their hands independently.

14.4 Respiratory Hygiene and PPE

- Catch it, Bin it, Kill it posters are displayed in all classrooms.
- Tissues and lidded bins are available in every teaching and therapy space.
- Where needed, staff will use gloves, aprons or face coverings, especially when dealing with bodily fluids, administering medication, or supporting a child with respiratory illness.

14.5 Cleaning and Disinfection

- All cleaning must be carried out using products that meet BS EN standards for virucidal activity.
- High-touch areas (e.g. door handles, light switches, toilet flushes) are cleaned frequently throughout the day.
- Any area contaminated by blood, vomit or other bodily fluids is cleaned immediately using appropriate PPE and cleaning agents.

14.6 Illness and Exclusion

- Staff or pupils showing signs of communicable illness must not attend school.
- The school follows UKHSA guidance on exclusion periods for illnesses such as diarrhoea, vomiting, chickenpox, flu and COVID-19.
- Parents are notified immediately if a child becomes ill during the day, and children are supervised in an isolated space until collected.

14.7 Infection Outbreak Management

- The school has a written Outbreak Management Plan outlining roles and steps in the event of a confirmed outbreak.
- This includes liaison with Public Health teams, notification to parents, and enhanced cleaning and hygiene protocols.
- Records of all symptomatic cases and absences are maintained and monitored by the Designated Safeguarding Lead.

14.8 Staff Training

- Annual infection control training is provided to all staff, including proper handwashing, PPE use, and recognising symptoms of communicable diseases.
- Updates are issued as required by national or local health authorities.

15.0 Fire Safety and Emergency Evacuation

15.1 Policy Statement

Side by Side School recognises its duty under the Regulatory Reform (Fire Safety) Order 2005 to take all reasonable steps to reduce the risk of fire and ensure the safety of pupils, staff, visitors, and contractors in the event of a fire or other emergency. Particular attention is given to the needs of vulnerable persons, including wheelchair users, pupils with complex medical needs, and individuals who require support with mobility or communication. Fire safety is managed in conjunction with the school's Fire Safety Policy and associated evacuation plans.

15.2 Responsibilities

- The Headteacher, as the Responsible Person, has overall accountability for fire safety management and implementation across all settings and departments.
- The Site Manager acts as the Competent Person and is responsible for implementing daily and weekly checks, arranging servicing, and maintaining records.
- Fire Wardens, allocated to zones throughout the school, complete sweep checks, support safe evacuations, and ensure pupils needing assistance are prioritised.
- All staff are required to attend fire safety training and to familiarise themselves with the evacuation plan relevant to their work area and pupils in their care.

15.3 Fire Risk Assessment

- A Fire Risk Assessment is undertaken annually by a competent fire safety assessor and is reviewed whenever structural changes, staffing shifts, or new pupil needs arise.
- Risk assessments highlight vulnerable areas, ignition risks, safe escape routes, and the specific needs of children with SEND and EHCPs.
- The assessment also includes the compatibility of alarm systems for pupils with sensory sensitivities or hearing impairments.

15.4 Fire Detection and Warning

- The school uses a fully addressable fire detection and alarm system suitable for all building types, including visual alarms in rooms occupied by hearing-impaired pupils.
- Weekly tests are conducted and recorded by the Site Manager.
- Staff receive instruction on fire alarm tones and how to manually raise the alarm if required.

15.5 Firefighting Equipment

- Fire extinguishers, fire blankets and safety signage are located in accessible areas. Extinguishers are sited at wheelchair-accessible height where relevant.
- Equipment is checked monthly and serviced annually.
- Staff are trained to evacuate rather than fight fires, unless a minor fire can be safely contained.

15.6 Means of Escape and Evacuation Procedures

- Escape routes are clearly signed, wide enough for wheelchair access, and free from obstructions.
- Designated staff are assigned to support named pupils with mobility, behavioural, or sensory needs during evacuation.
- PEEPs (Personal Emergency Evacuation Plans) are created for any pupil or staff member needing evacuation assistance and are kept accessible in classrooms, the medical room, and the Site Manager's office.
- A separate refuge area with two-way communication is maintained for pupils who require staged evacuation.
- Evacuation drills are conducted every term, including scenarios involving stairs, lifts, and staff shortages.
- As part of our ongoing accessibility review, fire evacuation routes are mapped and adapted for pupils who may not be able to understand verbal instructions or standard signage. Staff working with pupils with severe developmental or cognitive impairments receive specific training in nonverbal evacuation guidance and maintaining calm behaviour during alarm triggers. Fire doors are installed with low-vision signage and tactile indicators where necessary, and visual alert devices are used in areas for pupils with hearing loss.

15.7 Assembly and Roll Call

- Two clearly marked external assembly points are designated, with space for wheelchairs and supervision needs.
- Roll call procedures are adapted to account for pupils with communication or behavioural difficulties.
- Class Leads, therapists, or keyworkers take responsibility for their group and report immediately to the senior fire marshal if anyone is unaccounted for.

15.8 Liaison with Emergency Services

- Emergency service access is clearly marked and kept unobstructed.
- Site maps and detailed school layout diagrams, including gas shutoffs and high-risk areas, are supplied to fire services annually and when structural changes occur.
- Staff are designated to liaise with emergency services on arrival and provide information regarding pupils needing evacuation support or medical attention.

15.9 Monitoring and Review

- All drills, maintenance checks, incidents, and updates to PEEPs are logged and reviewed monthly.
- The Fire Risk Assessment and related procedures are reviewed at least annually, or following any incident, false alarm, structural change, or medical update.
- Fire safety is reviewed as part of the school's wider health and safety audit, and findings are discussed in the school's termly Health and Safety Committee meetings.

16.0 Safeguarding and Child Protection

16.1 Policy Statement

Side by Side School is committed to safeguarding and promoting the welfare and protection of all pupils, with special emphasis on those with complex and additional needs. Our safeguarding strategy is fully aligned with Keeping Children Safe in Education (KCSIE), the Children Act 1989 and 2004, Working Together to
Safeguard Children (2018), and local safeguarding partnership arrangements. We maintain a proactive culture of vigilance, professional curiosity, and robust reporting practices across the whole school community.

16.2 Roles and Responsibilities

- The Headteacher is the Designated Safeguarding Lead (DSL) and has ultimate responsibility for child protection matters. They ensure that all safeguarding procedures are followed, incidents are investigated, and multi-agency cooperation is maintained.
- The Deputy DSL supports the Headteacher and acts in their absence.
- All staff members, including agency staff and volunteers, are required to read Part 1 of KCSIE and complete annual safeguarding training.
- All concerns must be recorded promptly on CPOMS and escalated appropriately.

16.3 Recruitment and Vetting

- All recruitment follows the safer recruitment principles, including DBS checks, barred list checks, references, and identity verification.
- The Single Central Record is maintained by the HR officer and reviewed weekly.
- Volunteers and visitors are subject to appropriate safeguarding checks and supervision in line with school policy.

16.4 Safeguarding Culture and Training

- Annual safeguarding training is mandatory for all staff, covering core safeguarding principles, abuse types, whistleblowing, the Prevent duty, peer-on-peer abuse, online safety, and SEND-specific risks.
- Designated staff receive enhanced DSL training every two years.
- Safeguarding is embedded into the induction process for all new staff.

16.5 Identifying and Responding to Concerns

- Staff are trained to identify signs of abuse or neglect, including those more difficult to detect in non-verbal or developmentally delayed pupils.
- All safeguarding concerns are recorded on CPOMS and must include factual, detailed descriptions.

- Immediate risks are referred to the Headteacher/DSL without delay. In extreme cases, referrals are made to the local authority without waiting for parental consent.

16.6 Specific Safeguarding Risks in SEND Settings

- Staff are trained to recognise increased vulnerability in pupils with communication difficulties, dependency on intimate care, or reduced comprehension.
- Additional protocols are in place to manage restraint, physical contact, one-to-one settings, and toileting.
- All physical interventions are logged and reviewed for safeguarding implications.

16.7 Reporting and Record Keeping

- CPOMS is used to maintain a secure record of all safeguarding concerns.
- Records are comprehensive, chronological, and regularly reviewed by the DSL.
- The DSL conducts pattern analysis to identify pupils at cumulative risk.

16.8 Multi-Agency Working

- The school actively works with social care, health professionals, the police, and specialist education teams.
- The DSL or appointed representative attends all case conferences, core group meetings, and multi-agency panels.

16.9 Policy Review and Monitoring

- This section is reviewed annually by the DSL and Governors.
- Audits are undertaken in line with local authority frameworks.
- Feedback from pupils, parents, and staff informs updates to this section.

17.0 Display Screen Equipment (DSE) and Staff Wellbeing

17.1 Policy Statement

The school is committed to protecting the health, safety, and welfare of all staff who use Display Screen Equipment (DSE) as part of their normal work activities. In accordance with the Health and Safety (Display Screen Equipment) Regulations 1992, the school implements measures to reduce risks associated with prolonged screen use and promotes good ergonomic practice and wellbeing.

17.2 Risk Assessment

- DSE workstations will be assessed for all staff who regularly use screens for continuous periods of an hour or more.

- Assessments are reviewed when workstations change or staff report discomfort.
- The Site Manager and Health and Safety Coordinator ensure DSE assessments are carried out using a standardised checklist.

17.3 Workstation Set-Up

- All DSE users are provided with guidance on ergonomic workstation setup, including chair height, screen distance, monitor angle, and foot support.
- Adjustable chairs, monitors, keyboards, and other equipment will be supplied as needed to support good posture.

17.4 Breaks and Changes of Activity

- Staff are encouraged to take short, frequent breaks from screen work to prevent fatigue, visual discomfort, and musculoskeletal issues.
- Line managers monitor working patterns to ensure compliance with rest and change of activity guidance.

17.5 Eyesight Testing

- All staff who qualify as DSE users may request an eye test paid for by the school.
- If prescribed for DSE work, the cost of basic glasses will be reimbursed in line with school policy.

17.6 Training and Awareness

- All DSE users receive training as part of their induction and at periodic intervals, which includes:
  - Identifying risks related to screen work
  - Adjusting equipment correctly
  - Recognising early signs of strain or discomfort

17.7 Staff Wellbeing

- The school recognises the link between safe DSE use and wider staff wellbeing.
- Access to occupational health services, mental health support, and work related stress resources are available.
- Regular check-ins with line managers, a supportive HR environment, and access to flexible working are promoted.

17.8 Monitoring and Review

- The Health and Safety Lead monitors DSE compliance annually.
- Staff feedback on workstation comfort and wellbeing is used to improve support and reduce risks.
- DSE arrangements are reviewed alongside overall wellbeing and absence data.

18.0 Violence, Aggression and Challenging Behaviour

18.1 Policy Statement

Side by Side School acknowledges that within a specialist SEND setting, there may be instances of challenging behaviour that present a risk of aggression or violence. The school is committed to maintaining a safe working and learning environment where all staff and pupils feel secure. This section complements the Behaviour Management Policy and Safeguarding Policy.

18.2 Risk Identification and Assessment

- Challenging behaviour risk assessments are developed for all pupils who present known risks of aggression or self-injurious behaviour.
- Individual Behaviour Support Plans (BSPs) are prepared with input from teachers, therapists, and parents, and are regularly reviewed.
- Areas of high interaction or confined spaces are assessed for risk potential and adapted where needed.

18.3 Preventive Measures

- Emphasis is placed on de-escalation, structured routines, visual support systems, and sensory regulation strategies to reduce behavioural triggers.
- Staff are trained in proactive behaviour management and the principles of Positive Behaviour Support (PBS).
- Environment and curriculum design account for sensory needs, communication challenges, and emotional regulation support.

18.4 Staff Training and Competency

- All staff undergo training in managing challenging behaviour, including Team Teach or equivalent accredited interventions.
- Training includes recognising early warning signs, responding proportionately, using safe holds if absolutely necessary, and recording incidents accurately.

18.5 Incident Management

- All incidents involving aggression or violence are logged via CPOMS and reviewed by the Senior Leadership Team and the Safeguarding Lead.
- Injuries to staff or pupils are treated immediately, with follow-up support offered.
- Post-incident debriefs are held with staff and where appropriate with pupils, to reflect and amend risk controls.

18.6 Support for Staff and Pupils

- Where staff experience distress or injury due to an incident, they are offered counselling, occupational health support, and adjustments as needed.
- Pupils who exhibit frequent or severe behaviours receive targeted input from SEND professionals and are supported through graduated, multiagency plans.

18.7 Monitoring and Review

- Data from incident reports is analysed termly to identify patterns or recurring risks.
- SLT, the SENDCo, and health and safety coordinators use this data to revise plans, adjust environments, and inform ongoing staff training.

19.0 Water Hygiene and Legionella Control

19.1 Policy Statement

Side by Side School recognises its legal obligation to manage and control risks associated with Legionella and water hygiene. As required by the Health and Safety at Work Act 1974 and the Control of Substances Hazardous to Health Regulations 2002 (COSHH), we are committed to preventing the growth and transmission of Legionella bacteria and other waterborne pathogens through proper design, maintenance and monitoring of our water systems.

19.2 Responsibilities

- The Site Manager is the designated duty holder for Legionella management, responsible for overseeing compliance with the Approved Code of Practice L8 (ACoP L8) and HSG274 Parts 1–3.
- An external competent contractor is appointed to conduct routine testing, system disinfections, and monitoring of temperature outlets.
- The Health and Safety Lead ensures water safety arrangements are reviewed as part of the overall risk assessment and compliance programme.

19.3 Risk Assessment

- A full Legionella risk assessment of the school's water systems is carried out by a competent person and reviewed at least every two years or sooner if the system changes.
- The assessment covers tanks, boilers, calorifiers, showers, taps, and all hot and cold water outlets.

19.4 Monitoring and Testing

Water temperatures are checked monthly to ensure hot water is stored above 60°C and distributed above 50°C, while cold water remains below 20°C.

- Sentinel taps (the first and last on each distribution run) are tested regularly and records are maintained.
- Weekly flushing of infrequently used outlets is conducted to prevent stagnation.
- Showerheads and other outlets are cleaned and disinfected quarterly.

19.5 Control Measures

- Cold water storage tanks are checked for cleanliness, integrity and insulation.
- Pipework is insulated and laid out to avoid dead legs or areas of stagnation.
- Thermostatic mixing valves (TMVs) are fitted where needed to regulate water temperature at outlets safely.

19.6 Record Keeping

- All monitoring and testing results are documented and retained for a minimum of five years.
- Any defects or anomalies identified during routine checks are reported to the Site Manager and addressed without delay.
- Records are kept of training received by staff involved in Legionella control.

19.7 Response to Incidents

- In the event of a suspected Legionella incident, the affected systems will be immediately shut down and disinfected.
- Public health authorities will be informed and their guidance followed.
- Any individual presenting symptoms will be advised to seek urgent medical attention.

19.8 Training and Awareness

- Site staff responsible for water safety receive Legionella awareness training.
- Refresher training is provided at intervals or following changes to systems or staff roles.

20.0 Waste Management and Environmental Safety

20.1 Policy Statement

Side by Side School is committed to promoting a clean, safe and environmentally responsible environment by managing waste in accordance with the Environmental Protection Act 1990 and the Waste (England and Wales) Regulations 2011. The school recognises its duty of care in the safe segregation, handling, storage, and disposal of all waste types including general, clinical, hazardous, and recyclable waste.

20.2 Responsibilities

- The Site Manager is responsible for coordinating waste collection and disposal activities, ensuring that procedures are followed and that service providers are appropriately licensed.

- Classroom staff must ensure that waste is segregated into designated bins and that pupils are encouraged to participate in appropriate recycling behaviours.
- The School Nurse oversees the safe disposal of clinical waste including sharps and medication.

20.3 Waste Segregation

- Waste is classified and disposed of according to category: general, recyclable, food, confidential, hazardous (e.g. chemicals, batteries), and clinical (e.g. dressings, sharps).
- Clinical waste is stored in designated yellow bags and collected by a licensed waste contractor.
- Confidential waste (e.g. personal pupil information) is shredded or stored securely until professional collection.

20.4 Storage and Collection

- Waste bins are provided throughout the premises, clearly labelled, and emptied regularly.
- External bins are stored in a secure area away from children, with lids kept shut to prevent pest access and fire risk.
- Clinical and hazardous waste is stored in secure, designated areas in compliance with the relevant legal requirements.

20.5 Disposal Arrangements

- Waste is collected by licensed waste carriers with Duty of Care waste transfer notes retained for all collections.
- Special arrangements are made for the disposal of broken electronic items under WEEE Regulations.

20.6 Infection and Hazard Control

- Hands must be washed after handling waste.
  Appropriate PPE is provided and used when dealing with clinical or hazardous waste.
- Any spillage or contamination is cleaned immediately using approved disinfectants.

20.7 Environmental Awareness

- Pupils are engaged through environmental education and recycling initiatives.
- The school aims to reduce landfill waste through reuse and recycling schemes.
- Energy-saving and sustainability measures are promoted across all departments.

20.8 Monitoring and Review

- Waste procedures are reviewed annually and whenever changes occur to relevant legislation.
- Incidents or breaches involving waste handling are reported, investigated, and used to inform improvements.

21.0 Vehicle and Transport Safety

21.1 Policy Statement

Side by Side School is committed to ensuring the safety of all pupils, staff and volunteers involved in the use of vehicles for educational and operational purposes. This includes the safe management of school transport (such as minibuses and taxis), travel arrangements for off-site visits, and deliveries to or from the site. The school's transport safety practices are designed to protect all users and meet legal requirements under the Road Traffic Act 1988, Health and Safety at Work etc. Act 1974, and associated DfE guidance.

21.2 Responsibilities

- The Headteacher is responsible for overall transport safety and ensuring that all policies are adhered to.
- The Educational Visits Coordinator (EVC) ensures safe arrangements for transport during off-site activities.
- The Site Manager monitors on-site vehicle movements and access control for deliveries and collections.
- All drivers (including contractors and escorts) are responsible for following safe driving practices and completing pre-use vehicle checks.

21.3 Vehicle Checks and Maintenance

All school-owned or hired vehicles undergo regular maintenance and inspections as per manufacturer and DVSA schedules.

- Pre-use checks must be carried out before every journey by the responsible driver.
- Records of vehicle servicing, insurance, and MOT certification are maintained and monitored by the Site Manager.

21.4 Driver Requirements

- All staff or volunteers operating school vehicles must have a valid driving licence appropriate for the vehicle type.
- Drivers must complete a driver declaration form annually and disclose any endorsements or medical conditions.
- Drivers of minibuses must undertake MiDAS training or equivalent and adhere to school journey protocols.

21.5 Pupil Transport and Supervision

- Risk assessments are completed for all journeys involving pupils, taking into account age, ability, medical needs, and behaviour.

- Appropriate supervision is provided in line with pupil needs. Escorts or staff trained in managing SEND behaviour accompany pupils when necessary.
- Wheelchair users are securely restrained using approved anchor points and ramps/lifts must be operated only by trained individuals.

21.6 Use of Contractors and Taxis

- All transport providers are checked for insurance, roadworthiness, and driver DBS clearance before engagement.
- Taxi drivers transporting pupils must be briefed on the specific needs of the child where applicable, and communication logs are maintained.

21.7 On-Site Vehicle Safety

- Deliveries are scheduled to avoid peak pupil movement times.
- Vehicle access gates are monitored, and speed restrictions are enforced.
- Staff and visitors are informed of on-site traffic routes and parking areas.

21.8 Emergency Preparedness

- In the event of a breakdown or accident during transport, staff follow the school's emergency communication procedure.
  First aid kits and emergency contact details must be carried in all school vehicles.
  Parents are notified immediately in the event of any serious incident involving transport.

21.9 Monitoring and Review

- Transport arrangements and incidents are monitored and reviewed annually by the Health and Safety Lead.
- Any incidents or near-misses are investigated and logged to inform future risk controls.

22.0 Premises Security and Lockdown Procedures

22.1 Policy Statement

Side by Side School is committed to ensuring the security of pupils, staff, visitors, and contractors while on site. We recognise the increased need for robust security arrangements within a SEND setting, where pupil vulnerabilities require enhanced safeguarding. The school maintains a comprehensive security management plan that includes preventative measures, incident response, and regular review in line with the Counter-Terrorism and Security Act 2015 and guidance from the Department for Education.

22.2 Responsibilities

- The Headteacher has overall responsibility for site security, ensuring all procedures are implemented and followed.
- The Site Manager manages daily security operations, including gate access, CCTV, alarm systems, and visitor procedures.
- All staff are responsible for maintaining vigilance and reporting any concerns immediately to the Designated Safeguarding Lead.

22.3 Site Access Control

- The main entrance to the school is staffed and monitored during arrival and departure times.
- All external gates and doors are secured and access-controlled, with visitor intercom or staff swipe card systems in place.
- All visitors must sign in at reception and wear visible identification badges.
- Deliveries are arranged for designated time windows to avoid pupil movement periods and are supervised.

22.4 Internal Movement and Zoning

Sensitive areas (including medical rooms, staff offices, and high-dependency pupil zones) are access-controlled with keypads or swipe cards.
Pupils who require higher levels of supervision are supported by staff during transitions.

- Zoning principles ensure that activities are separated by pupil group and risk level, especially for pupils with challenging behaviour.

22.5 Surveillance and Alarm Systems

- CCTV cameras are operational at all main entrance points and internal corridors.
- Intruder alarm systems are activated outside of operating hours and routinely tested.
- Panic buttons are available in key areas such as reception, medical room, and SLT offices.

22.6 Lockdown Procedures

- The school has a written Lockdown Procedure that includes clear signal instructions (e.g. internal alert system or code words).
- Regular lockdown drills are carried out in a calm and reassuring manner to prevent anxiety among pupils.
- All classrooms have internal blinds and door security devices to allow lockdown to be swiftly implemented.
- Staff receive annual training on lockdown protocols, including SEND appropriate language for instructing pupils.
- Where pupils may struggle with lockdown compliance (e.g. sensory needs or emotional regulation), individual support plans and visual timetables are used.

22.7 Missing Pupil Protocol

- If a pupil is unaccounted for, the school follows the Missing Pupil Procedure, involving an immediate search, contact with parents and, if necessary, the police.
- Staff are aware of escape risks related to open doors or external transitions, particularly for pupils with ASD or limited awareness of danger.

22.8 Threat Response

- The Headteacher and SLT maintain contact with local police and counterterrorism units where necessary.
- A critical incident log is maintained during and after any lockdown or security event.
  A confidential record of all security incidents is kept for review and future prevention.

22.9 Monitoring and Review

- Security procedures are reviewed annually or following any incident.
- A record of access control logs, visitor entry, and incident drills is maintained by the Site Manager and monitored by the Health and Safety Lead.

23.0 Contractor Management and On-Site Works

23.1 Policy Statement

The school recognises that contractors working on-site present specific health and safety risks to pupils, staff, and themselves. We therefore have in place strict management procedures to ensure all works are undertaken safely, particularly in an environment involving vulnerable children with complex needs. This includes control of contractors, pre-works planning, safeguarding, and supervision, in line with CDM 2015, HSE guidance and applicable fire and COSHH legislation.

23.2 Pre-Works Planning

- All contractors must provide full RAMS (Risk Assessments and Method Statements) in advance of any planned works, which will be reviewed and approved by the Site Manager and Health and Safety Lead.
- High-risk activities including hot works, working at height, asbestos disturbance or confined space entry must be clearly identified and managed with additional control measures.
- All contractors must evidence competence, training, and insurance cover before being permitted to start work on site.

23.3 Safeguarding and Access Control

- Contractors must sign in and out at reception and display a visitor badge at all times.

- Contractors may only access areas agreed in advance and may not have unsupervised access to pupils at any time.
- Where contractors are on site during school hours, supervision or segregation measures will be applied to prevent incidental contact with children.

23.4 Permits to Work and Hot Works

- Hot works (welding, soldering, cutting, or any flame/heat-producing task) must not be conducted without a valid hot work permit issued by the Site Manager.
- The hot work permit will require confirmation of fire extinguishers on hand, fire watch arrangements, and a check for combustible materials.
  A fire watch must be carried out for a minimum of 60 minutes after hot works are completed.

23.5 Site Induction

- All contractors will be given a site-specific induction prior to starting work. This includes key risks, fire evacuation procedures, first aid points, safeguarding expectations, and school-specific hazards.
- Contractors must confirm in writing that they have received and understood this induction before work begins.

23.6 Supervision and Monitoring

- The Site Manager or delegated responsible person will routinely monitor contractor activities to ensure adherence to agreed RAMS and school rules.
- Any unsafe practice or non-compliance may result in the contractor being removed from site and reported to their employer.

23.7 Emergency Protocols

- Contractors must immediately report any incident, injury, fire alarm, or security breach to the Site Manager or SLT.
- Contractors will be accounted for during any evacuation.

23.8 Record Keeping

- Copies of RAMS, hot work permits, insurance, induction sign-offs and contractor logs will be retained on file by the Site Manager for review and compliance auditing.

24.0 Data Protection and Confidentiality

24.1 Policy Statement

Side by Side School is committed to ensuring the confidentiality, integrity, and lawful processing of all personal and sensitive data in line with the UK General Data Protection Regulation (UK GDPR), Data Protection Act 2018, and education-specific guidance. Given our role supporting vulnerable pupils, including those with EHCPs, medical conditions, and safeguarding concerns, robust controls are vital.

24.2 Data Protection Responsibilities

- The Headteacher is the named Data Controller and oversees compliance with the school's Data Protection Policy.
  The school's appointed Data Protection Officer (DPO) advises on policy compliance, subject access requests, and breach notification procedures.
- All staff must complete annual data protection training and follow safe practices when handling personal data.

24.3 Secure Storage and Access Control

- All paper records containing personal or sensitive data (e.g. safeguarding logs, medical records, risk assessments) are securely stored in locked cabinets or designated restricted-access areas.
- Digital records are password protected and stored on secure, encrypted platforms with access limited to authorised personnel only.

24.4 Sharing and Disclosure

- Personal data will only be shared with external professionals (e.g. therapists, healthcare professionals, local authority, emergency services) on a strict need-to-know basis and in accordance with the legal basis for processing.
- Parental consent will be obtained unless data sharing is required under statutory safeguarding or emergency conditions.

24.5 CPOMS and Electronic Systems

- CPOMS is the school's designated safeguarding and incident reporting tool and includes detailed audit trails and access control.
- All users must follow the CPOMS usage protocol and avoid downloading or transferring confidential records outside the secure system.

24.6 Data Breaches and Incident Response

- Any suspected or actual data breach must be reported immediately to the DPO or Headteacher.
- The school will act swiftly to investigate and mitigate the impact, notify affected parties, and report to the Information Commissioner's Office (ICO) where legally required.

24.7 Pupil and Parent Rights

- Parents and pupils (where appropriate) have the right to request access to personal data held about them, correct inaccuracies, and request erasure under specific circumstances.

- Subject access requests must be responded to within one calendar month.

24.8 Retention and Disposal

All personal data is retained in accordance with the school's Data Retention Policy and Records Management Schedule.

- Confidential records will be disposed of securely, either by shredding (paper) or secure deletion (electronic files).

25.0 Staff Health, Pregnancy, and Occupational Health Monitoring

25.1 General Staff Health

- All employees are required to declare any medical or physical conditions that may affect their ability to perform their duties safely. Reasonable adjustments will be made in accordance with the Equality Act 2010.
- Health surveillance may be arranged where the nature of the work poses an identified health risk, including work involving pupils with challenging behaviours, use of cleaning chemicals, or prolonged DSE use.

25.2 Pregnancy and New or Expectant Mothers

- Side by Side School is committed to ensuring the health and safety of new or expectant mothers.
- Individual pregnancy risk assessments will be undertaken for all staff who inform the school of their pregnancy. These assessments will consider factors such as manual handling, access arrangements, stress, chemical exposure, standing for long periods, and working hours.
- Adjustments will be made to duties, breaks, or environments as required to support the individual's wellbeing. Facilities for rest and access to private areas are made available.
- Return-to-work discussions are carried out sensitively and with full regard to fitness for duties.

25.3 Occupational Health Referrals

- Where concerns arise about an employee's physical or mental wellbeing, the school may refer the employee to an external occupational health provider with the individual's consent.
- The occupational health professional will advise the school on reasonable adjustments, phased returns, or further assessments needed to ensure safety and wellbeing at work.

25.4 Mental Health and Stress Management

- Staff wellbeing is supported through a range of measures including access to an internal wellbeing lead, external counselling referrals, regular supervision, and an open-door policy with senior leadership.
- Work-related stress risks are identified and mitigated through risk assessments, line manager reviews, and staff feedback.

25.5 Immunisations and Communicable Diseases

- Staff working with pupils who have compromised immunity or specific medical needs may be asked to provide evidence of immunisation for diseases such as MMR, chickenpox, or COVID-19.
- Where outbreaks occur, health protection advice will be followed, and staff will be supported with time off or alternative duties as required.

25.6 Toy and Play Equipment Safety

- All toys and play equipment provided for pupils, especially in Early Years and SEND classrooms, will be age-appropriate, clean, undamaged, and regularly inspected for wear and tear.
- Cleaning protocols are followed to reduce the risk of infection transmission. Toys shared between classes are cleaned and disinfected between uses.
- Loose parts, small components, and sharp edges are strictly prohibited where pupils are at risk.
- Staff are trained to identify unsafe items and remove them immediately from circulation.

25.7 External Lighting and Site Illumination

- The school ensures that all external areas, including entrances, walkways, parking zones, emergency exits, and perimeter boundaries, are well-lit during hours of darkness.
- Lighting is maintained in full working order by the Site Manager and is checked regularly to ensure no bulbs are out, fittings are secure, and timers or sensors are working effectively.
- Sufficient illumination is considered part of the school's security arrangements and helps deter intruders, prevent trips or accidents, and support CCTV functionality.

25.8 DBS and Criminal Record Checks

- The school operates robust safer recruitment processes in accordance with Keeping Children Safe in Education (KCSIE) and conducts enhanced DBS checks for all staff, governors, volunteers, and contractors who have unsupervised access to pupils.
- Records of DBS certificates, barred list checks, and overseas criminal checks (where applicable) are securely stored in the school's single central record.
- Rechecks are carried out in accordance with best practice, and no staff member is permitted to work with pupils until the DBS clearance process has been fully completed.
- Visitors and short-term contractors are required to be supervised at all times unless appropriate checks are verified in advance.

26.0 Health and Safety Monitoring, Review and Policy Updates

26.1 Policy Review Process

- The health and safety policy is formally reviewed annually or sooner if there is a significant change in legislation, premises structure, or operational procedures. The review is led by the Headteacher in consultation with the Site Manager, the Paediatric Nurse, and external competent persons where needed.
- All amendments must be approved by the governing body and shared with all staff following review.

26.2 Internal Monitoring and Audits

- Termly internal audits are conducted to assess compliance with this policy and identify emerging risks.
- Monitoring includes site walkabouts, classroom checks, COSHH storage reviews, fire exit clearance inspections, and record checks (accident reports, CPOMS entries, statutory inspection certificates).
- The Headteacher and Site Manager document outcomes and assign responsibility for remedial actions with deadlines for completion.

26.3 Statutory Inspections and Compliance Checks

- The school ensures that required checks are undertaken on a scheduled basis by competent contractors, including but not limited to:
    - PAT testing (annual) ○ Fixed wiring testing (every 5 years) ○ Gas safety checks (annually)
    - Water hygiene inspections including legionella (as per risk assessment)
    - Lifting equipment (e.g., hoists) under LOLER ○ Playground equipment safety checks (as per manufacturer and ROSPA standards)

26.4 Staff and Stakeholder Feedback

- All staff are invited to report safety concerns, suggest improvements, and contribute to the review of risk assessments.
- Anonymous feedback routes are made available for staff who feel uncomfortable raising concerns openly.
- Input is also sought from pupils (where appropriate) and parents, particularly for SEND-specific risks.

26.5 Accident Data and Trend Analysis

- The Paediatric Nurse, Site Manager, and Headteacher review incident logs on CPOMS and first aid records monthly to identify recurring hazards or areas needing risk control improvements.

- Findings are shared in staff briefings, and safety alerts are issued where necessary.

26.6 First Aid Needs Assessment and Provision

- The school conducts a formal First Aid Needs Assessment annually, taking into account the nature of activities, number of staff and pupils, age and needs of pupils (including medical dependencies), and size and layout of the premises.
- The current provision includes:
    - A full-time qualified Paediatric Nurse onsite
    - Multiple staff trained in Paediatric First Aid and Emergency First Aid at Work
    - First aid boxes located throughout the school and checked monthly ○ AED (defibrillator) installed on-site, maintained and checked weekly with all relevant staff trained in its use
    - Emergency medication protocols tailored to individual pupils
- A register of first aiders is maintained and updated whenever staff join or leave.
- The school maintains a medical register, updated monthly, detailing each pupil's specific conditions, medication requirements, and emergency plans. Every classroom and therapy area contains a printed summary of urgent medical needs with photo ID for instant identification. Emergency grab-bags containing EpiPens, inhalers, and seizure rescue medications are held in accessible staff areas with clearly labelled pupil names and dosing instructions. An AED (Automated External Defibrillator) is located in the main hallway and is tested weekly. At least two members of staff per floor are trained in paediatric first aid, with refreshers tracked termly.

26.7 Documentation, Record Keeping and Accessibility

- All monitoring records, inspection certificates, and audit reports are stored securely and are available to inspectors, the governing body, and insurers on request.
- All documents are kept in both physical and digital formats, in compliance with GDPR.

26.8 Governing Body Oversight

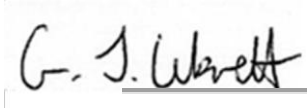
- A named Health and Safety Governor receives all monitoring reports and is actively involved in overseeing policy reviews.
- Any significant failures or high-risk items identified during monitoring are escalated immediately to the full board of governors.

27.0 Policy Sign-Off and Distribution

27.1 Policy Authorisation and Endorsement

- This policy is formally authorised by the Headteacher and ratified by the Governing Body. Their endorsement confirms that all legal duties under relevant health and safety and safeguarding legislation are being met, and that appropriate resources are committed to ensure its implementation.

- The signatories listed below confirm their agreement and responsibility to oversee and maintain compliance with the policy.

Signed: 

Headteacher: Gerald Lebrett
Date: 15/06/2026

27.2 Distribution of the Policy

- Once authorised, the policy is made available to all school staff via the shared staff drive and printed copies are stored in the main office and staff room.
- New staff are issued with this policy as part of their induction and must sign to confirm they have read and understood its contents.
- Contractors, volunteers and agency workers are provided with a summary guide of this policy and required to follow all relevant procedures.
- Parents and carers may request a digital or printed copy via the school office, and a summary is also available on the school website.

27.3 Accessibility and Translation

- A plain language version or alternative format will be made available upon request for staff or parents who require support due to disability or language barriers.
- Where pupils are involved in understanding relevant aspects of health and safety (e.g. fire drill participation), visual and sensory-appropriate methods are used for communication and education.

27.4 Implementation Monitoring

- The implementation of the policy is monitored through line manager supervision, feedback from training sessions, and outcomes from audits.
- Staff performance in relation to health and safety is part of the school's appraisal system, and support is provided where gaps in understanding are identified.