



The Parks School

Motivate • Challenge • Support

Health & Safety Policy

“Our mission is to **inspire** growth, **nurture** potential and **support** one another with **passion**, upholding **integrity** and fostering **respect** whilst promoting **empowerment** with everything we do”

HEALTH & SAFETY POLICY

Policy Version: September 2026

Review Date: September 2027

Policy Lead: Headteacher

Approved By: Proprietor

1. Policy Statement

The Parks School is committed to providing a safe, healthy and secure environment for all pupils, staff, visitors and contractors.

Health and safety is everyone's responsibility. We aim to prevent accidents, injuries and work-related ill health by promoting a positive culture where risks are identified, managed and reviewed effectively.

Our approach reflects our school values:

Motivate – Create a safe environment where everyone feels confident to learn and work.

Challenge – Encourage everyone to take responsibility for maintaining high standards of health and safety.

Support – Work together to protect the wellbeing of our whole school community.

We will:

- Provide safe buildings, equipment and learning environments.
 - Meet all relevant health and safety legislation.
 - Complete suitable and sufficient risk assessments.
 - Provide appropriate information, instruction, training and supervision.
 - Monitor our arrangements regularly.
 - Continually improve our health and safety systems.
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2. Legislation

This policy is based upon:

- Health and Safety at Work etc. Act 1974
- Management of Health and Safety at Work Regulations 1999
- Workplace (Health, Safety and Welfare) Regulations
- Regulatory Reform (Fire Safety) Order 2005
- RIDDOR 2013
- COSHH Regulations 2002

- PUWER Regulations
 - Manual Handling Operations Regulations
 - First Aid Regulations 1981
 - Independent School Standards
 - HSE Guidance for Schools
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3. Responsibilities

Directors

The Directors will:

- Ensure suitable health and safety arrangements exist.
 - Allocate appropriate resources.
 - Review health and safety performance each term.
 - Ensure statutory compliance.
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Headteacher

The Headteacher is responsible for day-to-day management and will:

- Lead health and safety across the school.
 - Ensure policies are implemented.
 - Complete and review risk assessments.
 - Ensure staff receive appropriate training.
 - Investigate accidents.
 - Report significant incidents.
 - Monitor compliance.
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Health & Safety Lead

The Health & Safety Lead will:

- Carry out inspections.
 - Review risk assessments.
 - Monitor premises safety.
 - Maintain statutory records.
 - Support managers.
 - Liaise with contractors.
 - Coordinate fire safety.
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Senior Leaders

Senior Leaders will:

- Monitor their areas.
 - Ensure safe working practices.
 - Complete departmental risk assessments.
 - Report hazards.
 - Support staff.
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All Staff

Every member of staff must:

- Work safely.
 - Follow school procedures.
 - Report hazards immediately.
 - Report accidents and near misses.
 - Attend training.
 - Use equipment correctly.
 - Keep work areas tidy.
 - Challenge unsafe behaviour.
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Pupils

Pupils are expected to:

- Follow instructions.
 - Behave safely.
 - Respect equipment.
 - Report hazards.
 - Care for themselves and others.
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4. Health & Safety Management

The school will maintain arrangements for:

- Annual policy review.
- Annual fire risk assessment.
- Annual premises audit.
- Termly health and safety inspections.
- Dynamic risk assessments.

- Staff consultation.
 - Incident investigations.
 - Continuous improvement.
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5. Risk Assessment

Risk assessments will be completed for:

- Curriculum activities
- Educational visits
- Behaviour support
- Individual pupils (where required)
- Manual handling
- Lone working
- Fire safety
- Premises
- COSHH
- Pregnancy
- Maintenance activities

Risk assessments will be reviewed:

- Annually
 - Following an accident
 - Following significant changes
 - Where concerns are identified
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6. SEMH Risk Management

As an SEMH school, additional consideration is given to:

- Emotional regulation
- Behaviour presenting risk
- Positive handling
- Trauma-informed practice
- Dynamic risk assessment
- Individual behaviour support plans
- Safe spaces
- De-escalation strategies

All staff receive appropriate behaviour management and positive handling training.

7. Fire Safety

The school will ensure:

- Fire Risk Assessment reviewed annually.
- Weekly alarm testing.
- Monthly emergency lighting checks.
- Fire extinguishers serviced annually.
- Evacuation drills each half-term.
- Personal Emergency Evacuation Plans where required.

Staff must know:

- Escape routes.
 - Assembly points.
 - Fire alarm procedures.
 - Roles during evacuation.
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8. First Aid

The school will:

- Maintain trained First Aiders.
- Keep first aid boxes fully stocked.
- Record all treatment.
- Inform parents where appropriate.
- Review accidents for trends.

Emergency medication will be stored securely and be readily accessible.

9. Accident & Incident Reporting

All accidents, incidents and near misses must be reported immediately.

Serious incidents will be:

- Investigated.
- Recorded.
- Reviewed.
- Reported under RIDDOR where required.

Lessons learned will be shared with staff.

10. Educational Visits

All visits require:

- Risk assessment.
 - Appropriate staffing.
 - Emergency arrangements.
 - First aid provision.
 - Parental consent where applicable.
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11. Premises & Security

The school will maintain:

- Secure boundaries.
- Visitor signing-in procedures.
- Contractor management.
- CCTV where appropriate.
- Safe access routes.
- Building maintenance schedules.

Unknown visitors must always be challenged politely.

12. Equipment Safety

The school will ensure:

- PAT testing.
- Fixed wiring inspections.
- Safe storage.
- Regular servicing.
- Fault reporting procedures.

Unsafe equipment must be removed from use immediately.

13. Hazardous Substances (COSHH)

COSHH assessments will be completed for all hazardous substances.

Chemicals will be:

- Stored securely.

- Clearly labelled.
 - Used only by authorised staff.
 - Reviewed annually.
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14. Lone Working

Where staff work alone:

- Risks will be assessed.
 - Staff will notify senior leaders if support is needed
 - Contact arrangements will be in place when on external trips/activities
 - High-risk activities will not be undertaken alone.
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15. Staff Wellbeing

The Parks School recognises the importance of staff wellbeing.

Support includes:

- Regular supervision.
 - Access to wellbeing support.
 - Mental health awareness.
 - Workload management.
 - Occupational health where required.
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16. Training

Mandatory training includes:

- Health & Safety
- Safeguarding
- First Aid
- Fire Safety
- Positive Handling
- Behaviour Management
- COSHH Awareness
- Prevent
- GDPR

Training records will be maintained.

17. Monitoring

Monitoring includes:

Frequency	Activity
Daily	Site checks
Weekly	Fire alarm testing
Monthly	Premises inspection
Termly	Health & Safety audit
Annual	Policy review, Fire Risk Assessment, Full compliance audit

18. Policy Review

This policy will be reviewed:

- Annually.
- Following legislative changes.
- Following serious incidents.
- Following significant changes to the premises or school operations.

The Headteacher will report health and safety performance to the Board of Directors at least once each term.

APPENDIX 1

Accident, Incident & Near Miss Reporting Procedure

Purpose

The Parks School is committed to learning from accidents, incidents and near misses to prevent recurrence and continually improve health and safety.

What must be reported?

Staff must report:

- Injury to a pupil
- Injury to staff
- Injury to visitors
- Near misses
- Dangerous occurrences
- Violent incidents
- Damage to property
- Behaviour resulting in injury
- Medical emergencies

Reporting Process

Step 1

Make the area safe.



Step 2

Provide First Aid.



Step 3

Inform Senior Leadership immediately.



Step 4

Record on the school's accident reporting system before leaving site.



Step 5

Parents informed where appropriate.

**Step 6**

Investigation completed.

**Step 7**

Actions identified.

**Step 8**

Risk assessment reviewed if required.

RIDDOR

The Headteacher will determine whether an incident is reportable under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR).

APPENDIX 2

Fire Evacuation Procedure

On hearing the alarm

Everyone must:

- Stop work immediately.
- Leave belongings.
- Close doors behind them.
- Walk calmly.
- Follow nearest escape route.
- Do not run.
- Do not use lifts.

Staff Responsibilities

Teachers must:

- Escort pupils.
- Check toilets (where safe).
- Close classroom door.
- Take register.
- Report missing pupils immediately.

Assembly Point

Rear Car Park

Headteacher Responsibilities

- Contact Fire Service.
- Confirm evacuation.
- Liaise with Fire Officer.
- Authorise re-entry.

No one may re-enter the building until authorised.

APPENDIX 3

Lockdown Procedure

Full Lockdown

When instructed:

- Bring pupils inside immediately.
- Lock classroom doors.
- Close windows and blinds.
- Move pupils away from windows.
- Switch lights off if appropriate.
- Remain silent.
- Await further instructions.

Staff should reassure pupils and maintain calm.

Only the Headteacher or emergency services may end the lockdown.

APPENDIX 4

First Aid Arrangements

First Aid Equipment

Located:

- Reception
- First Aid Room
- Minibus
- Educational Visits Bags

Emergency Medication

Stored securely but easily accessible.

Includes:

- Individual medication

Staff Responsibilities

- Summon First Aider
- Record treatment
- Inform parents where appropriate
- Monitor pupil

Serious injuries require 999.

APPENDIX 5

Health & Safety Inspection Checklist

Daily

- ☐ Fire exits clear
 - ☐ Corridors free from obstruction
 - ☐ Toilets clean
 - ☐ Playground safe
 - ☐ Doors secure
 - ☐ Hazard reporting completed
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Weekly

- ☐ Fire alarm test
 - ☐ First Aid checks
 - ☐ Security checks
 - ☐ Cleaning standards
 - ☐ External grounds
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Monthly

- ☐ Fire doors
- ☐ Emergency lighting
- ☐ Water temperatures
- ☐ Classroom furniture
- ☐ Electrical equipment

☐ Site walk

Termly

☐ Full Health & Safety Audit

☐ Behaviour Risk Review

☐ Fire Drill

☐ Premises Inspection

APPENDIX 6

Risk Assessment – Activity/Trip

Assessor(s):

Date:

Assessment of risk for:

HAZARD	THOSE AT RISK	IS THE RISK ADEQUATELY CONTROLLED	RESIDUAL RISK	WHAT FURTHER ACTION IS REQUIRED TO CONTROL RISK
List hazards or potential hazardous times of the school day here:	List groups of people at risk from hazards identified	List existing controls here or note where information can be found	LOW/MED/HIGH	List the risks, which are not adequately controlled, and the actions proposed where it is reasonably practicable to do more.
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APPENDIX 7

Educational Visit/Minibus Checklist

DAILY MINIBUS SAFETY CHECKLIST

(To be completed before every journey)

SCHOOL MINIBUS DAILY VEHICLE CHECK

Date:

Driver Name:

Vehicle Registration:

Mileage (Start):

Mileage (End):

1. EXTERNAL CHECKS

Check	Yes	No	Action Taken
Tyres inflated and no visible damage	☐	☐	
Lights working (front, rear, brake, indicators)	☐	☐	
Mirrors secure and adjusted	☐	☐	
Windscreen clear (no cracks obstructing view)	☐	☐	
Wipers functioning	☐	☐	
No visible fluid leaks	☐	☐	
Fuel level sufficient	☐	☐	

2. INTERNAL CHECKS

Check	Yes	No	Action Taken
Seat belts working and accessible	☐	☐	
Seats secure	☐	☐	
First aid kit present and stocked	☐	☐	
Fire extinguisher present	☐	☐	
Emergency exits accessible	☐	☐	

Check	Yes	No	Action Taken
No loose objects	☐	☐	
Clean and safe interior	☐	☐	

3. SAFEGUARDING CHECK

- ☐ Staff ratio appropriate
 - ☐ Staff/Student allocations complete
 - ☐ Pupil medication present (if required)
 - ☐ Mobile phone charged
 - ☐ Behaviour expectations stated
 - ☐ Seating plan followed (if required)
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4. DEFECT REPORTING

If any defects identified:

- Vehicle must NOT be used if safety critical
- Report immediately to Site Manager / SLT
- Record in vehicle Check List

Details of defect:

5. END OF JOURNEY CHECK

- ☐ Vehicle clean
- ☐ No damage noted
- ☐ Keys returned securely
- ☐ Incident forms completed (if required)

Driver Signature: _____

Date: _____

APPENDIX 8

Statutory Inspection Schedule

Inspection	Frequency	Responsible
Fire Alarm Test	Weekly	Site Manager
Emergency Lighting	Monthly	Contractor
Fire Extinguishers	Annual	Contractor
Fire Risk Assessment	Annual	Competent Person
PAT Testing	Risk Based	Contractor
Fixed Wiring	Every 5 Years	NICEIC Electrician
Legionella Review	Monthly/Annual	Contractor
Water Temperature Checks	Monthly	Site Manager
Playground Equipment	Termly	Site Manager
Asbestos Review	Annual	Competent Person
Gas Safety	Annual	Gas Safe Engineer
Boiler Service	Annual	Contractor

APPENDIX 9 – Dynamic Risk Assessment Prompt Card (SEMH)

Staff should continuously ask themselves:

- Is the environment still safe?
- Has the pupil's presentation changed?
- Are additional controls needed?
- Can the activity continue safely?
- Do I need assistance?
- Does this need recording or reviewing?

Remember: Stop the activity immediately if the risk becomes unacceptable.
