

Trust Education Group Ltd

Health and Safety Policy

1. Policy Statement

At Trust Education, we are fully committed to providing a safe, healthy, and supportive environment for all members of our community, including pupils, staff, visitors, volunteers, and contractors. We acknowledge our legal and moral responsibilities to ensure the health, safety, and welfare of everyone who may be affected by our operations.

As a specialist school supporting learners with Social, Emotional, and Mental Health (SEMH) needs, we understand that a robust and nurturing approach to health and safety is essential to ensuring the physical and emotional security of our students.

This policy has been developed in accordance with the:

- Health and Safety at Work etc. Act 1974
- Management of Health and Safety at Work Regulations 1999
- Education (Independent School Standards) Regulations 2014
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013
- Department for Education guidance, including:
 - Health and Safety: Responsibilities and Duties for Schools (2021)
 - Health and Safety on Educational Visits (2018)
 - Keeping Children Safe in Education (2024)

We recognise that promoting health and safety is not just about compliance, but about creating a culture where every individual takes ownership of risk awareness, safe behaviour, and personal wellbeing.

2. Aims and Objectives

Our primary aim is to ensure that all activities undertaken by Trust Education are conducted safely and without risk to health.

To achieve this, we are committed to:

- Developing, implementing, and maintaining clear systems and procedures for managing health and safety risks across the school.
- Promoting proactive identification, assessment, and control of risks for pupils, staff, the environment, and operational activities.
- Providing and maintaining safe facilities, equipment, and systems of work.
- Supporting staff through training, supervision, and resources.
- Ensuring effective emergency procedures are in place for fire, first aid, lockdown, medical emergencies, and safeguarding incidents.
- Involving staff and pupils in health and safety processes to promote shared responsibility.
- Auditing and reviewing practices regularly to ensure continuous improvement.

3. Responsibilities and Roles

3.1 Board of Trustees

- Holds ultimate accountability for health and safety.
- Ensures compliance with statutory duties.
- Allocates sufficient resources for health and safety provision.
- Reviews and approves this policy annually.
- Receives and scrutinises regular reports from the Headteacher and Health & Safety Co-ordinator.

3.2 Director of Education (Melissa Wainman)

- Holds operational responsibility for health and safety across the school.
- Ensures that a positive culture of safety is embedded.
- Oversees implementation of this policy and ensures compliance.
- Ensures incidents are investigated and lessons learned are acted upon.
- Reports directly to the Board of Trustees.

3.3 Health and Safety Co-ordinator (Katie Everson)

- Manages day-to-day health and safety.
- Maintains the Health & Safety Log.

- Oversees and reviews risk assessments.
- Conducts site inspections each term.
- Liaises with external contractors and statutory agencies.
- Reports to SLT and Trustees.

3.4 Staff Responsibilities

All staff must:

- Take reasonable care for their own safety and that of others.
- Follow health and safety procedures.
- Report hazards, accidents, and near misses immediately.
- Participate in training and emergency drills.
- Model safe behaviour to pupils.
- Adhere to pupil Behaviour Risk Management Plans (BRMPs).
- Use physical intervention (e.g. Team Teach) only as a last resort and in line with training.

3.5 Pupil Responsibilities

Pupils are encouraged and supported to:

- Follow instructions given by staff.
- Report hazards or concerns to an adult.
- Contribute to a positive, respectful environment.
- Use equipment responsibly and safely.

4. Site Safety and Risk Management

Trust Education maintains a secure and well-supervised site.

- Controlled access: monitored gates, visitor sign-in, CCTV coverage.
- Daily site checks carried out by the Site Manager.
- Termly inspections completed with findings reported to SLT.
- Risk assessments are completed and regularly reviewed for:
 - ☐ Curriculum subjects (Art & Design, Hair & Beauty, Textiles, Science).
 - ☐ Behaviour risks for individual pupils.
 - ☐ Fire safety and emergency evacuation.

- ☐ Offsite visits and transport.
- ☐ Manual handling, COSHH, and equipment use.
- ☐ Lone working and vulnerable situations.

First Aid and Medical Needs

- Adequate numbers of qualified First Aiders (including Paediatric) are maintained.
- First aid kits are available across the site and checked monthly.
- Staff trained in emergency medication (e.g. EpiPens, inhalers).
- Care Plans developed for pupils with medical needs.
- All accidents and injuries logged and reported to parents/carers.
- RIDDOR reporting completed where legally required.

6. Fire Safety and Emergency Evacuation

- Fire Risk Assessment reviewed annually.
- Fire drills held once per term with all staff and pupils participating.
- Fire alarms and emergency lighting tested regularly by certified contractors.
- Fire exits remain accessible, marked, and unobstructed at all times.
- Fire Marshal: Katie Everson.
- Lockdown procedures in place, with practice drills mindful of SEMH pupils.

7. Behaviour and Physical Intervention

- Trauma-informed, relational behaviour policy in place.
- Behaviour Risk Management Plans (BRMPs) implemented where needed.
- Staff trained in Team Teach and positive handling.
- Physical intervention is a last resort and proportionate to risk.
- All incidents recorded and reviewed as part of safeguarding and risk assessment.

8. Mental Health and Wellbeing

- Designated Mental Health Lead (Matthew Derbyshire) ensures a whole-school approach.
- Safe spaces and a wellbeing room are available to pupils in distress.

- Access to CAMHS, Educational Psychologists, and therapeutic support coordinated.
- Staff supported with wellbeing initiatives and workload management.
- Training delivered in trauma-informed practice, de-escalation, and resilience.

9. Curriculum Safety and Educational Visits

- PPE provided and safe storage procedures in place.
- Risk assessments updated termly in practical subjects.
- Offsite visits fully risk assessed and approved by the Headteacher.
- Ratios, transport, pupil needs, and emergency planning considered.

10. Training and Development

All staff complete induction training covering:

- Fire safety and evacuation
- First aid procedures
- Safeguarding
- Behaviour management
- Site security

Ongoing CPD includes:

- Team Teach
- Mental health awareness
- First Aid (incl. Paediatric)
- COSHH and Manual Handling
- Prevent Duty
- Training logs are maintained and monitored centrally.

11. Monitoring, Reporting, and Review

- Health & Safety Co-ordinator conducts regular inspections.
- Termly reports submitted to SLT and Trustees.

- Annual independent audit carried out.
- Accidents, incidents, and near misses analysed to inform improvements.
- Policy reviewed every 12 months or earlier following changes in law, DfE guidance, or incidents.

12. Related Policies and Documents

This policy should be read alongside:

- Safeguarding and Child Protection Policy
- Behaviour and Positive Handling Policy
- Fire Safety and Lockdown Policy
- First Aid and Medical Conditions Policy
- Educational Visits Policy
- Premises and Lettings Policy
- Lone Working Policy
- Anti-Bullying and Peer-on-Peer Abuse Policy
- Staff Wellbeing Policy

13. Approval and Signatures

This policy has been formally reviewed and approved by the Board of Trustees of Trust Education Group Ltd.

Date of Approval: _____

Next Review Date: _____

Signatures

Chair of Trustees: _____ **Date:** _____

Director of Education: _____ **Date:** _____

Headteacher: _____ **Date:** _____

Health & Safety Co-ordinator: _____ **Date:** _____

Staff Representative: _____ **Date:** _____

Policy Lead	Melissa Wainman Director of Education
Date:	15th September 2025
Policy Review Date:	September 2026
Version:	1
Approval:	Trust-Education Group Board of Governors

