

# Health and Safety Policy

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More Than Ed | Independent School

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**Responsible Person:** Jonathan Mundin (Health and Safety Officer)

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## 1. Aims and Statement of Intent

More Than Ed is committed to providing and maintaining a safe and healthy environment for all students, staff and visitors. We recognise that our students with social, emotional and mental health (SEMH) needs require enhanced safety considerations, due to potential behavioural challenges, medication requirements and vulnerability factors. Our school aims to establish and maintain safe working procedures that account for the unpredictable nature of SEMH behaviours, implement robust emergency procedures suitable for our students, ensure premises and equipment are maintained safely with regular inspections, and create an environment that supports both physical safety and emotional wellbeing. Our school aims to:

- provide and maintain a safe and healthy environment;
- establish and maintain safe working procedures among staff, students and all visitors to the school site;
- have robust procedures in place in case of emergencies; and
- ensure that the premises and equipment are maintained safely and are regularly inspected.

## 2. Roles and Responsibilities

### Health and Safety Officer

Jonathan Mundin is responsible for health and safety day to day. This involves implementing the health and safety policy; ensuring there are enough staff to safely supervise students; ensuring the school building and premises are safe and regularly inspected; providing adequate training for staff; ensuring appropriate evacuation procedures are in place and regular fire drills are held; ensuring health and safety responsibilities are delegated in their absence; ensuring all risk assessments are completed and reviewed; and monitoring cleaning processes. In the absence of the Health and Safety Officer, Alex North assumes full health and safety responsibilities, with authority to make immediate safety decisions.

### Staff

Staff have a duty to take care of students in the same way that a prudent parent would, with enhanced vigilance given SEMH vulnerabilities. Staff will take reasonable care of their own and others' health and safety; co-operate with the school on health and safety matters; work in accordance with training and instructions; inform the appropriate person of any serious and immediate danger; model safe and hygienic practice for students; understand emergency evacuation procedures; and maintain awareness that students may not recognise dangers independently, following physical intervention protocols precisely.

### Students and parents

While recognising that our students' SEMH needs may affect safety awareness, we work collaboratively with students at their developmental level to understand safety expectations. Parents support safety by following school safety advice at home and during visits, reporting incidents or concerns promptly, informing school of medication changes or health developments, and reinforcing safety messages appropriately for their child's understanding.

## Contractors

All contractors must agree health and safety practices with the Health and Safety Officer before commencing work. Requirements include providing comprehensive risk assessments beforehand, understanding our students' needs, maintaining enhanced vigilance and securing tools and materials, reporting any safety concerns immediately, and following site-specific safety rules without exception.

## 3. SEMH-Specific Safety

### Environmental adaptations

Our physical environment is specifically adapted for SEMH safety needs. Classrooms minimise potential weapons by securing or removing sharp objects, positioning furniture to allow quick staff exit, using shatterproof materials where possible, and installing observation panels in doors. Calm-down spaces feature soft furnishings, minimal hard objects, constant supervision capability, and regular safety checks for damage or hidden items.

### Crisis management preparedness

We maintain constant readiness for behavioural crises through clear escalation procedures known to all staff, rapid-response teams available during school hours, emergency medication protocols for prescribed interventions, safe physical intervention techniques through Team Teach training, post-incident support for those affected, and comprehensive debriefing for continuous improvement.

## 4. Site Security and Access Control

The Health and Safety Officer is responsible for delegating the security of the school site in and out of school hours, including visual inspections of the site and the intruder and fire alarm systems.

### Perimeter security

The school maintains robust perimeter security through secure fencing designed to prevent absconding, monitored and controlled entry and exit points, regular perimeter checks for damage or breach attempts, and immediate repair of any security compromises.

### Visitor management

All visitors must report to reception on arrival, sign in and receive a visitor badge, receive a safeguarding and behaviour briefing, be escorted in areas with student access, and sign out and return their badge when leaving. Unexpected visitors are not permitted access to student areas.

### Internal security

Internal security measures include lockable doors to restrict access to hazardous areas, secure storage for potentially dangerous items, controlled access to staff areas and offices, panic / intruder alarms for all staff, and clear sight lines in corridors and common areas.

## 5. Fire

Emergency exits, assembly points and Fire Action Plans are clearly identified by safety signs and notices in all classrooms and corridors. The fire risk assessment is reviewed regularly,

and emergency evacuations are practised at least once a term (three times per year). The fire alarm is a loud buzzer, and alarm testing is carried out regularly by the landlords. New staff are trained in fire safety, and all staff and students are made aware of any new fire risks. In the event of a fire:

- the alarm is raised immediately by whoever discovers the fire, and the emergency services are contacted if required; evacuation begins immediately;
- fire extinguishers may be used by trained, confident staff only, and only where it is safe to do so;
- staff, visitors and students congregate at the assembly point (opposite the Woodfield 24 building, under the tree with marked signage);
- the Business Manager, Michelle Needham, takes a register of students, which is checked against that day's attendance register;
- everyone remains outside until the emergency services or a member of SLT say it is safe to re-enter; and
- staff are aware of any adult or student with a Personal Emergency Evacuation Plan (PEEP) and act accordingly.

## 6. COSHH and Chemical Safety

The health and safety responsible person ensures that the storeroom containing cleaning materials is locked during the school day; that staff are adequately trained; that COSHH assessments are carried out, up to date and available to staff who need them; that staff using chemicals are informed of the dangers, control measures and required first aid; that the site and equipment are monitored regularly; that accurate records of checks are kept; and that risk assessments are carried out on all hazardous activities.

All hazardous cleaning chemicals are kept in the locked COSHH cupboard during the school day; staff must not keep their own supply in the classroom. Chemicals are stored in their original, clearly labelled containers, spillages are cleaned up at once, protective clothing is available, and staff must not bring substances hazardous to health into school without permission and a COSHH assessment.

## 7. Safety Checks

All safety and maintenance checks (fire, electrics, gas, legionella, asbestos and so on) are carried out by the landlords, RDaSH (Rotherham, Doncaster and South Humber NHS Foundation Trust).

### Asbestos

Staff are briefed on the hazards of asbestos, the location of any asbestos on site, and the action to take if they suspect they have disturbed it. Arrangements ensure contractors are made aware of any asbestos and do not disturb it; contractors who discover suspected asbestos must stop work immediately until the area is declared safe. The asbestos report and a record of locations are kept.

### Gas safety

There is no gas on the school site.

## **Legionella**

A water risk assessment was completed by Watermark Compliance, and a copy is retained on file. It is reviewed every two years and when significant changes occur to the water system or building footprint. Risks are mitigated through monthly temperature checks and weekly flushing.

## **8. Equipment**

All equipment and machinery is maintained in accordance with the manufacturer's instructions, with maintenance schedules for additional checks. New equipment is checked to ensure it meets appropriate educational standards, and all equipment is stored appropriately and labelled with the correct hazard sign and contents where appropriate.

### **Electrical equipment**

All staff use and handle electrical equipment sensibly and safely. Any student handling electrical appliances does so under staff supervision. Potential hazards are reported to a member of leadership immediately. Permanently installed equipment is connected through a dedicated isolator switch and adequately earthed; isolator switches are clearly marked. Portable appliance testing (PAT) is carried out by a competent person where necessary, and electrical apparatus is not touched with wet hands and is only used in dry conditions. Maintenance, repair, installation and disconnection are only carried out by a competent person.

### **PE and activity equipment**

PE equipment safety recognises that students may misuse items impulsively. Procedures include pre-use inspection for damage or modification, secure locked storage between uses, constant supervision during access, soft alternatives for dysregulated students, immediate removal of damaged items, and regular documented safety audits.

### **Classroom resources**

Even typically safe classroom resources require careful management, including scissors and sharp items counted in and out, art materials secured between lessons, science equipment locked when not supervised, cables managed to prevent misuse, and furniture checked for stability and damage.

## **9. Manual Handling and Physical Intervention**

### **Safe lifting**

Staff follow standard manual handling procedures while recognising additional SEMH considerations, including never lifting when alone with dysregulated students, assessing whether students can safely assist, securing areas before moving heavy items, and maintaining supervision while reorganising spaces. It is for individuals to determine whether they are fit to lift or move equipment; if lifting could cause injury, they will ask for assistance. Proper mechanical aids and lifting equipment are available, staff are trained in their safe use, and all staff have received manual handling training.

### **Physical intervention safety**

All staff using physical intervention must complete Team Teach training, covering the legal use of reasonable force, de-escalation as the primary strategy, approved holds that minimise

injury risk, breakaway techniques for self-protection, positional asphyxia awareness, and comprehensive recording requirements. Refresher training occurs annually and following any concerning incidents.

### **Post-intervention procedures**

Following any physical intervention, immediate steps include a medical assessment of all involved, completion of detailed incident records, notification of parents and senior leadership, debriefing for staff and student where appropriate, and review of the necessity and technique used. Patterns trigger additional training or changes to support plans.

## **10. Lone Working**

Certain activities are never undertaken alone, including physical interventions with known aggressive students, initial home visits to unfamiliar settings, working with students in crisis, administering emergency medication, and responding to intruder alarms; these require a minimum two-staff response. When lone working is necessary, staff ensure someone knows their location and expected return, maintain a charged mobile phone, carry a panic alarm where provided, position themselves near exits, document start and end times, and abort if feeling unsafe. Lone workers are supported through risk assessments, regular welfare checks, immediate response to missed check-ins, and post-activity debriefing.

## **11. Transport and Off-Site Safety**

Students are collected from home in the morning and returned home at the end of the day by a member of staff. Staff transporting students must maintain appropriate business insurance and a valid MOT. A transport risk assessment is completed for each student, journeys are logged with expected times, students are seated according to their risk assessment, clear behavioural expectations are maintained, and emergency procedures are in place. Mobile phones remain accessible but unused while driving, and staff carry a portable first aid kit, information about students' specific medical needs, and parents' contact details. Off-site visits require enhanced planning, including reconnaissance visits where possible, detailed risk assessments considering triggers, increased staffing ratios as needed, medical plans where applicable, and clear abort criteria if safety is compromised.

## **12. Other Health and Safety Arrangements**

### **Lettings**

The school is not available for hire, nor is any aspect of the school site or its facilities.

### **Violence at work**

Staff should not be in any danger at work, and the school will not tolerate violent or threatening behaviour towards staff. All staff report any incidents of aggression or violence, or near misses, directed at them to their line manager or the Headteacher immediately, whether from students, visitors or other staff.

### **Smoking and vaping**

Smoking and vaping are not permitted anywhere on the Woodfield Park site.

## 13. Health Management and Medical Procedures

### Medication management

Many SEMH students require medication for conditions including ADHD, anxiety, depression and psychosis. Procedures ensure safe storage in locked medical cabinets, administration only by trained staff, comprehensive record-keeping, regular medication reviews with prescribers, emergency medication protocols, and safe disposal of unused medications.

### Medical emergencies

Staff are trained to recognise and respond to medical emergencies, including allergic reactions and anaphylaxis, diabetic emergencies, seizures and epilepsy, asthma attacks, self-harm injuries, overdose or poisoning, and mental health crises. Emergency procedures are practised termly with scenario-based training.

### First aid provision

First aid arrangements include qualified first aiders on site at all times, fully stocked first aid stations, specialised supplies for self-harm treatment, mobile first aid kits for off-site activities, clear emergency contact procedures, and regular audits of supplies and training.

## 14. Infection Prevention and Control

We follow national guidance published by the UK Health Security Agency (UKHSA) when responding to infection control issues, and encourage staff and students to follow good hygiene practice. Recognising that some SEMH students have poor hygiene awareness or may use bodily fluids during incidents, we maintain stringent protocols, including readily accessible PPE, immediate cleanup of spillages, regular hand hygiene, appropriate clinical waste disposal, and enhanced cleaning schedules.

### Personal protective equipment

- Wear disposable, non-powdered vinyl or latex-free CE-marked gloves and disposable plastic aprons where there is a risk of splashing or contamination with blood or body fluids.
- Wear goggles if there is a risk of splashing to the face.
- Use the correct PPE when handling cleaning chemicals.

### Cleaning of blood and body fluid spillages

- Clean up all spillages of blood, faeces, saliva, vomit, and nasal and eye discharges immediately, wearing PPE.
- Use a product that combines a detergent and a disinfectant, effective against bacteria and viruses and suitable for the surface, as per the manufacturer's instructions.
- Never use mops for blood and body fluid spillages – use disposable paper towels and discard as clinical waste; make spillage kits available for blood spills.

### Students vulnerable to infection, and exclusion periods

Some medical conditions make students vulnerable to infections that would rarely be serious in most children. The school is normally made aware of such students, who are particularly vulnerable to chickenpox, measles and slapped cheek disease (parvovirus B19); if exposed,



the parent/carer is informed promptly and further medical advice is sought, and additional immunisations (for example pneumococcal and influenza) may be advised. Daily cleaning includes disinfection of high-touch surfaces, immediate response to contamination, and deep cleaning following infectious disease cases. The school follows UKHSA recommended exclusion periods for infectious diseases, while considering SEMH factors, and notifies parents promptly of any exposure.

## 15. Related Policies

This policy should be read alongside the school's other policies, including:

- Fire Safety Policy
- COSHH Policy
- First Aid Policy (including Accident and Incident)
- Critical Incident Policy and Lockdown Policy
- Contractor Management Policy
- Behaviour and Relational Policy (physical intervention)
- Supporting Pupils with Medical Conditions Policy

## 16. Legislation and Guidance

This policy is based on advice from the Department for Education on health and safety in schools, and the following legislation:

- Health and Safety at Work etc. Act 1974
- Management of Health and Safety at Work Regulations 1999
- Control of Substances Hazardous to Health Regulations 2002 (COSHH)
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)
- Health and Safety (Display Screen Equipment) Regulations 1992
- Regulatory Reform (Fire Safety) Order 2005
- Work at Height Regulations 2005
- UK Health Security Agency guidance: Health protection in schools and other childcare facilities