



Health and Safety Policy

Person Responsible:	Headteacher
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Last reviewed on:	10th July 2025
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Next review due by:	1st September 2026
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Created:	SchoolPro
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Revisions:	Date/s:
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Quorn Hall School is part of Newcome Education, which is owned and operated by Cavendish Education.

This policy is one of a series of school policies that, taken together, are designed to form a comprehensive statement of the school's aspiration to provide an outstanding education for each of its pupils and of the mechanisms and procedures in place to achieve this. Accordingly, this policy should be read alongside these policies. In particular it should be read in conjunction with the policies covering equality and diversity, Health and Safety, safeguarding and child protection.

All of these policies have been written, not simply to meet statutory and other requirements, but to enable and evidence the work that the whole school is undertaking to ensure the implementation of its core values:

- **'Levelling up'** – We want our children to be able to meet appropriate milestones and age related expectations, socially, emotionally and academically.
- **Thrive not survive** – We want our children to thrive in school and society, not just survive their adverse childhood experiences.
- **Confidence** – Develop confidence in their abilities and self image/esteem as learners and members of society.
- **Creativity** – Foster individuality and celebrate differences and create a compassionate and accepting environment. Provide tools that give pupils options, voice, and choice in order to enable them to be creative.
- **Competence** – In their ability to self-regulate and interact with different types of people and overcome the challenges and traumas from the past.
- **Character** – Develop resilience so they see failures or negative situations as a learning opportunity by implementing a growth mindset approach.
- **Compassion** – For pupils and the challenging circumstances they have encountered in both their personal and educational lives.
- **Care** – To overtly demonstrate to pupils that adults do care about them and their futures – every day is a fresh start.

While this current policy document may be referred to elsewhere in Quorn Hall School documentation, including particulars of employment, it is non-contractual.

In the school's policies, unless the specific context requires otherwise, the word "parent" is used in terms of Section 576 of the [Education Act 1996](#), which states that a 'parent', in relation to a child or young person, includes any person who is not a biological parent but who has parental responsibility, or who has care of the child. Department for Education guidance [Understanding and dealing with issues relating to parental responsibility updated August 2023](#) considers a 'parent' to include:

- all biological parents, whether they are married or not
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- any person who, although not a biological parent, has parental responsibility for a child or young person – this could be an adoptive parent, a step-parent, guardian or other relative
- any person who, although not a biological parent and does not have parental responsibility, has care of a child or young person

A person typically has care of a child or young person if they are the person with whom the child lives, either full or part time and who looks after the child, irrespective of what their biological or legal relationship is with the child.

The school contracts the services of third-party organisations to ensure regulatory compliance and implement best practices for:

- HR and Employment Law
- Health & Safety Guidance
- DBS Check processing
- Mandatory Safeguarding, Health & Safety, and other relevant training
- Educare / National College (online CPD)
- Data protection and GDPR guidance
- Specialist insurance cover
- Neotas (Online searches / Social Media checks)
- VWV (legal)

Where this policy refers to ‘employees’, the term refers to any individual that is classified as an employee or a worker, working with and on behalf of the school (including volunteers and contractors).

Quorn Hall School is committed to safeguarding and promoting the welfare of children and young people and expects all staff, volunteers, pupils and visitors to share this commitment.

All outcomes generated by this document must take account of and seek to contribute to safeguarding and promoting the welfare of children and young people at Quorn Hall School.

The policy documents of Quorn Hall School are revised and published periodically in good faith. They are inevitably subject to revision. On occasions a significant revision, although promulgated in school separately, may have to take effect between the re-publication of a set of policy documents. Care should therefore be taken to ensure, by consultation with the Senior Leadership Team, that the details of any policy document are still effectively current at a particular moment.

Quorn Hall School

Part 1: Statement of Intent

The Governing Body and Headteacher of the school fully recognise their legal responsibilities, under national health and safety. As employers and those responsible for the premises, they are committed to providing a safe and healthy environment for all staff, pupils, and anyone else affected by the school's activities.

We are dedicated to managing health and safety risks by conducting thorough risk assessments, implementing effective control measures, and ensuring ongoing monitoring and review of safety systems. This commitment is driven by the leadership of the Governing Body and Headteacher.

Key responsibilities include:

- Creating a culture of health and safety and maintaining a safe and healthy working and learning environment.
- Providing leadership and control of identifiable health and safety risks on our premises.
- Allocating adequate resources to manage health and safety, as far as reasonably practicable.
- Complying with all relevant legal and statutory health and safety obligations.
- Ensuring staff receive appropriate training, information, and guidance.
- Ensuring that all employees and contractors are competent to do their work, and where appropriate giving them suitable training.
- Minimising the risk of accidents and work-related health issues.
- Providing and maintaining safe, suitable buildings and equipment.
- Ensuring the safe handling, storage, and use of substances within the school environment.
- Identifying, assessing, and managing risks for both curriculum and non-curriculum activities, including offsite events and trips.
- Maintaining a healthy working environment, including appropriate welfare facilities.
- Ensuring that our premises are secure and that DBS safeguarding checks are made for each member of our workforce.
- Setting clear objectives to drive continuous improvement in health and safety performance.
- Promoting safe working practices and providing well-maintained equipment.
- Regularly reviewing and improving safety procedures to ensure their effectiveness.
- Preventing accidents and cases of work-related ill health.
- Actively managing and supervising health and safety at work.
- Having access to competent advice.

- Aiming for continuous improvement in health and safety performance and management by regular review and revision of this policy.
- Ensuring safe access to and exit from the premises at all times.

In addition, the Governing Body and Headteacher are committed to safeguarding the health and safety of non-employees, including pupils, visitors, contractors, and the wider community. We will provide the necessary training, supervision, and information to ensure the safety of everyone affected by our operations.

The Governing Body and Headteacher will allocate the necessary resources, including financial support, to implement this policy.

All staff are expected to comply with this policy and actively support the Governing Body and Headteacher in maintaining and improving the school's health and safety standards. The cooperation of all employees and others using the premises is essential for the successful implementation of this policy.

This Policy Statement, along with the organizational structure and safety procedures, will be reviewed annually or updated as required.

Approved by the Governing Body:

Signed:

Headteacher's Name: Andy Cutts-McKay

Date:

Signed:

Chair of Governors' Name: Ian Thorsteinsson

Date:

Part 2 Organisation

Organisation Overview

To meet the health and safety (H&S) requirements of the Governing Body and Headteacher, extra responsibilities are assigned within the school's management, as outlined in this H&S Policy.

Governing Body

The Governing Body is responsible for ensuring the school complies with the H&S Policy. They work with the Headteacher to put in place and review safety measures, making updates as needed.

Headteacher

The Headteacher manages the daily implementation of the H&S Policy. They collaborate with the Governors to maintain safety standards, review procedures, and ensure safe working conditions.

Head of Compliance for H&S

While the Headteacher ultimately remains responsible they may delegate carrying out their duties to this named member of staff.

Premises Manager

The Premises Manager handles day-to-day safety concerns in the school buildings. They address or report any safety issues and stop unsafe practices when necessary.

Employees

All staff must ensure their own safety and that of others by following the H&S Policy, using equipment safely, reporting hazards, and adhering to any training. Any issues with safety should be reported to their line manager.

Pupils

Pupils are expected to take responsibility for their own safety, follow school rules, wear appropriate clothing for safety or hygiene, and follow staff instructions during emergencies. They should use school equipment properly and not interfere with safety measures.

Safety Representatives

Safety Representatives can investigate accidents, inspect the school, and address concerns. They receive training and safety information but are not part of the school's management.

Temporary Staff

Temporary staff receive health and safety instructions, including fire and emergency procedures. They report to the Headteacher during their time at the school.

Teachers

Teachers ensure compliance with the H&S Policy in their classrooms. They are responsible for pupil safety and must maintain a safe learning environment.

Teaching Assistants

Teaching assistants follow the H&S Policy and report to the class teacher, helping ensure safety during lessons.

Off-Site / Educational Visit Coordinator (OVC / EVC)

The OVC / EVC ensures school trips follow safety standards, working with trip leaders to align activities with school policies.

Volunteers and Parent Helpers

Volunteers and parent helpers receive health and safety guidance and report to the supervising teacher during their time at the school.



Part 3

General Arrangements

Culture
Documentation
Communication and training
Governor oversight
Risk assessment
Accidents, incidents
First Aid
Serious incident management
Medical needs and vulnerabilities
Control of contractors
Clothing
Display screen equipment
Doors and gates
Drinking water
Electrical installations
Cleaning including Sanitary and Washing facilities
Floors and traffic routes
Lighting
Restaurants and canteens
Resting and eating meals
Waste management
Workplace environment
Security
Tree management
Driving for work
COSHH (Control of substances hazards to health)
Legionnaires disease)
Manual handling
Working at height
Confined spaces
Noise
Work equipment – Machinery
Work equipment – Storage racking
Work equipment – Office equipment)
Work equipment – Pressure Systems
Playground and gym equipment
Science teaching
Design and Art teaching
Educational / offsite visits
Outdoor and adventurous activities
School Farms
School Pets

Culture

Ethos

Health and safety at Quorn Hall School is a shared responsibility embraced by all staff. We actively participate in recognising and mitigating risks to ensure a safe environment for everyone.

We believe pupils benefit from engaging with small, managed risks, building their responsibility, resilience, respect, and relationships within our school.

We proactively identify potential hazards and learn from all accidents, incidents, and near misses to continuously improve our safety practices. This commitment ensures a balanced approach, allowing pupils to develop crucial life skills while maintaining a safe and supportive learning environment. Open communication, regular training, and active participation in risk management are key to our culture of safety.

Documentation

Health and Safety Information:

- Relevant Health and Safety posters are displayed throughout the school premises as legally required.
- All new employees receive a comprehensive Health and Safety handbook during their induction, provided by the Premises Lead. Receipt of this handbook is signed off, and a copy of the signed confirmation is stored in the employee's electronic file.
- A Health and Safety Visitors' leaflet is provided to all visitors and contractors upon arrival and is readily available in the school reception area.

Incident Reporting and Analysis:

- Records of all accidents, incidents, and near-misses are maintained electronically on the Quorn Hall School Google Drive.
- These reports are subject to regular analysis and review by the school governors on a termly basis to identify trends and areas for improvement.
- Health and Safety issues are discussed weekly and minuted during SLT meetings.

Policies and Risk Assessments:

- All Health and Safety policies and associated risk assessments are formally ratified at meetings of the school governors delegated to the Health and Safety Leadership group.
- The school's Health and Safety documentation undergoes external audits to ensure compliance and effectiveness.
- Approved policies and risk assessments are shared with all staff and governors. Furthermore, certain key documents are made accessible to parents/carers and other stakeholders via the school website.

Communication and Training

Training Records:

- The school provides a range of Health and Safety training for staff, including but not limited to: Manual Handling, Fire Marshal duties, Working at Height, Control of Substances Hazardous to Health (COSHH), First Aid, and General Health and Safety awareness.
- Certificates of completion for all Health and Safety training are stored in individual employee electronic files and are also recorded on a central training register.

Health and Safety Senior Leadership Team

- SLT (Senior Leadership Team) meet twice weekly and Health and Safety issues are discussed in both the operation and development meeting.
- All issues are shared and communicated with all staff at daily briefing meetings and training sessions.
- Presentations and safety videos are shared with pupils in an age appropriate way.

Induction process

- A comprehensive Health and Safety handbook is provided to each new employee during their induction.
- The induction covers various Health and Safety topics, including:
 - Fire Safety
 - Key, Security, and Staff Areas
 - General Health and Safety
 - River Safety
 - Hazard Reporting

- Teaching Space Daily H&S Checks
 - Gates and Vehicle Movement
 - H&S Courses and Training
- Employees are required to read the handbook, sign a confirmation of receipt, and submit it to the HR Officer.

Governor Oversight

Overall responsibility for Health and Safety within Cavendish Education rests with the Director of Compliance. Gary Balcombe serves as the Group Safeguarding, Quality & Compliance Director, bringing over 20 years of experience in safeguarding, quality, and compliance related to children and young people.

To ensure effective communication and response to serious incidents, the Cavendish Serious Incident Reporting Form must be used to notify the People Director, the Director of Compliance, and the Compliance Audit Manager on the same day of any serious staff or pupil H&S incident. This includes, but is not limited to:

- Any RIDDOR report (following the RIDDOR Reporting Decision Matrix)
- Any notifiable infectious disease (which must be RIDDOR-reported)
- A non-RIDDOR serious or significant accident
- A pupil or staff member being the victim or perpetrator of a serious assault (including the use of a weapon)
- A serious incident of self-harm
- Serious concerns regarding a missing pupil
- Near misses (where a risk assessment needs updating)
- H&S issues requiring notification to Cavendish Education (e.g. calling emergency services, gas leaks, electrical issues, major water leaks, structural damage)
- A pupil accessing a 'risky area' (for schools with boarding/residential provision, but all schools to report)
- Any permanent exclusion.

Governance meetings are held termly to monitor accidents, RIDDOR reports, and serious incident data.

Risk Assessment

Training requirements

All staff are trained on how to write a robust risk assessment including how to score using a 5 x 5 matrix scoring system. They are provided with comprehensive planning

documents with pre-recorded common risks to add and modify according to their needs and identified hazards.

Risk assessments are created and reviewed for individual pupils, trips and activities, subject areas such as DT, Forest School. General school areas also have a risk assessment and are reviewed annually or sooner if required.

Risk assessment Policy

This Risk Assessment Policy at Quorn Hall School, outlines our commitment to providing a safe environment for its pupils and staff. It details the procedures for identifying, evaluating, and controlling potential hazards across all school activities and locations. The policy emphasises a proactive approach to safety, aiming to enable all individuals to thrive, not just survive, by mitigating risks and ensuring appropriate control measures are in place.

Risk assessments are designed to facilitate safe practices and are readily accessible to relevant personnel, with electronic confirmation of review replacing the need for physical signatures. Information within these assessments is handled with appropriate confidentiality and shared only with necessary individuals in accordance with data protection legislation. The policy also empowers staff to respond to unforeseen hazards by ceasing activity, evaluating new risks, and seeking guidance from senior leaders when necessary, with a process for documenting these instances to inform future policy updates.

[Risk Assessment Tracker](#) includes all general areas and subjects etc. and is stored on the general share drive. Trip Risk assessments are shared in a Google drive as are individual pupil and staff risk assessments.

Accidents, Incidents

Training requirements

All staff are mandated to participate in training programmes focused on de-escalation techniques for managing behaviours that may potentially result in incidents or accidents. This training encompasses the identification and recording of setting events, triggers, and hazards. The collected data will be utilised for predictive analysis, preventative measures, and mitigating the impact of potential accidents and incidents. Staff are required to maintain accurate records based on factual observations, excluding personal opinions. This training will be conducted during designated Inset days and as required for refresher sessions.

Accident recording

Google Forms are utilised to record staff and pupil accidents. Data recorded includes location, time of day, category of concern, first aid administered, and the individual who provided first aid. This data is analysed to identify near misses and determine preventative measures to mitigate the occurrence of future accidents.

Analysis and use of records

The Premises team conducts a regular review of all accidents and identifies areas requiring immediate or medium-term planned maintenance. Pupil risk assessments are updated as necessary.

The Head of Compliance reviews all records and reports to the Senior Leadership Team. Termly reports are submitted to the Governing Body.

Lessons learned from each incident are disseminated to all staff to enhance safety measures.

Next of kin are notified immediately in cases where the individual requires emergency hospital treatment or has sustained a head injury. All other reports are shared with relevant staff at the end of the school day. The Riddor matrix provided by Cavendish Education is used to determine the necessity of submitting a Riddor report to Charnwood Borough Council. If a Riddor report is required, a copy of the completed report is retained on the electronic staff and pupil files.

First Aid

Training requirements

All staff are mandated to complete annual first aid training. Designated staff attend and complete First Aider at Work including Paediatrics. Lists of trained staff are displayed around the school premises.

First Aid kits

First Aid kits are maintained and refreshed by trained staff. They are available to use in the medical room found on the ground floor by the pupil entrance and several are kept in Reception for staff to easily access for day to day needs and school trips.

Procedures

First Aid provisions are available across the school, including readily accessible kits in classrooms, the school office, the medical room, the dining hall, science labs, the design and technology room, art rooms, the sports hall, the Forest School, and each minibus. A First Aid kit is also located in a cabinet in the gym.

The procedure for managing anaphylactic reactions in pupils with known allergies includes steps for administering an Epi-Pen by a trained first aider or staff member. Key actions include immediately calling for an ambulance (dialling 999), informing the operator of an anaphylactic reaction and providing the pupil's name, contacting the pupil's parents, and administering a second dose of adrenaline after ten minutes if the ambulance has not arrived and the pupil's condition has not improved.

Directions for using an Epi-Pen: pull off the grey cap, hold the pen against the outer thigh, press down firmly until it clicks, hold for ten seconds to allow the adrenaline to be absorbed, withdraw the needle, and observe for a positive response. A second dose can be administered after ten minutes if needed. It is crucial to confirm that an ambulance has been called. Staff working with pupils who have known anaphylaxis are to receive regular, specialist training on the condition and its treatment.

Sickness

If the child has any of the following they must be sent home:

- Temperature and any other symptoms of COVID
- Sickness or diarrhoea
- Unexplained rash

The School will expect parents and carers to follow up-to-date guidance for managing the risk of COVID-19.

For many sickness conditions (see chart below) the pupil should remain home until symptom-free for a period of time depending on the condition. The school refers to the latest [Public Health Guidelines](#) regarding illnesses at school and the spread of infection.

AED

An Automated External Defibrillator (AED) is available on the school premises. It is located in the school Reception area. Full use is itemised in the First Aid Policy.

Serious Incident Management

The Headteacher or Head of Compliance is responsible for managing and coordinating responses to serious incidents.

If the incident happens outside of school pupil attendance times a decision will be made about whether it is safe or not to open to pupils and or staff. A serious incident report will be completed on Google Forms to inform the Governing Body of all serious incidents. Parents / Carers will be notified via our text system from our MIS and followed up with an email. School education would move to remote learning via Google Classroom. We have a [Critical Incident Business Continuity Plan](#) which includes our Activation process, roles and responsibilities, Incident Management Actions, Recovery and Resumption Phase and Incident logs.

Training requirements

A lockdown and evacuation is trained via an annual drill. Staff will practise without pupils present in order to fully familiarise themselves with procedures so that when the drill is performed with pupils they can focus on keeping the pupils safe and calm as they find this experience to be extremely upsetting.

Fire

We have smoke and heat detectors around the school. The alarm is tested weekly and fire drills are carried out termly with all pupils and staff. The fire department has a code to gain access to our building out of hours and an emergency contact box is installed on the exterior wall. All corridors and doorways are to remain clear of clutter and accessible at all times. Fire doors are not to be propped open unless a door opener is installed which releases upon the fire alarm being activated.

Storms

The Premises Team will assess wind speeds to determine whether pupils can attend Forest School or access the wooded area. In the event of a decision to close the woods due to severe weather conditions, this information will be communicated via email and over the school radio system. Daily inspections are conducted to monitor trees for potential hazards such as fallen or broken branches. However, it is important to note that the woods are ancient and contain very old, tall trees, which may present inherent risks.

Floods

Quorn Hall School is situated within the Quorn Flood Defence area and borders the River Soar. A short fence has been installed along the riverbank, and pupils are instructed not to cross this boundary. In the event of a transgression, risk assessments are updated, and discussions are held with the relevant professional support team.

During periods of significant rainfall, the river may overflow its banks, leading to localised flooding on school grounds. The school's risk assessment protocol mandates closure when the water level surpasses the fence height, effectively eliminating the visual boundary for pupils. Additionally, the presence of contaminated flood water poses a safety risk, rendering the school environment unsuitable for pupil attendance.

A water level measuring stick has been installed on-site to monitor the rise and fall of flood waters, providing a clear indication of the extent and impact of flooding.

Three life buoys are strategically placed along the river edge, and all staff members receive mandatory training on their proper use during emergency situations as part of their induction process.

Medical Needs & Vulnerabilities

Training requirements

All staff involved in medication administration will undergo comprehensive training on: Safe medication handling and administration techniques.

- Recognition and response to potential side effects and adverse reactions.
- Emergency procedures.
- Relevant legislation and school policies.
- Regular refresher training will be provided to all staff involved in medication administration to ensure ongoing competency.
- Key groups of staff supporting pupils with specific conditions (e.g., epilepsy, acquired brain injury) will receive specialised training tailored to the individual needs of those pupils.

Accessibility and Equality

Training is provided throughout the school academic year to support staff to consider inclusivity and access to the curriculum and building where practicable.

Medication Procedures

We have a clear protocol in school regarding medicines as many of them are controlled drugs.

Purpose

- To ensure the safety and well-being of all pupils.
- To comply with all relevant legislation and regulations regarding medication administration in educational settings.
- To provide a clear framework for staff responsibilities and procedures.

Key Principles

- **Prioritisation of Pupil Safety:** The safety and well-being of all pupils is paramount. All medication administration will be conducted with the utmost care and attention to detail.

- **Informed Consent:** Written informed consent from parents/carers will be obtained prior to the administration of any medication at school.
- **Clear Protocols:** We have a clear protocol in school regarding medicines as many of them are Class A.

Individual Health Care Plans (IHCP) are developed and maintained for the administration of all medications, including:

- Medication storage and security procedures. All medication is stored in locked cupboards in the locked key room off the Headteacher's office.
- Documentation procedures.
- Emergency procedures for managing adverse reactions.
- These protocols will be readily accessible to all relevant staff.
- Monitor pupils for any potential side effects or adverse reactions.
- Maintain accurate records of all medication administration. Controlled drugs are logged in a controlled drugs book kept in the locked key room. Over the counter medicines are logged on the MIS system for each pupil. These records are internally quality assured termly by a member of the Senior Leadership Team.
- Communicate any concerns regarding a pupil's medication or health to the appropriate key staff (e.g., parents/guardians, healthcare providers).

Parents/Carers:

- Provide accurate and up-to-date information regarding their child's medical conditions and medications.
- Provide written informed consent for the administration of all medications at school.
- Communicate any changes in their child's medical condition or medication regimen to school staff promptly.

Disabled accessibility

Physical Access: We ensure where practicable in a listed building accessibility for pupils and staff with disabilities (wheelchairs, mobility aids, sensory needs). We maintain safe and accessible emergency exits from the Ground Floor.

Information Access: We communicate health & safety information clearly to all pupils and staff (visual aids, simple language, accessible formats, dyslexia friendly fonts).

Social & Emotional Access: We prevent bullying and harassment, provide mental health support, implement trauma-informed practices and provide support from Therapists and Positive Relationship Mentors.

Digital Access: We address cyber-bullying swiftly and ensure equitable access to technology.

Inclusion & Participation: Ensure all pupils feel included and participate in health & safety initiatives.

New or expectant mothers

To protect the health of new and expectant mothers and women of childbearing age we:

1. Assess the risks that our practice activities may have on women of childbearing age and any potential foetus.
2. Inform the employees of those risks.
3. Reduce those risks so far as is reasonably practicable.
4. Assess the risks to any worker who notifies us that they are pregnant or are returning to work after having given birth.
5. Consider factors such as:
 - Consider their ability to intervene with pupils who may become dysregulated.
 - Substances to which they might be exposed.
 - The size and shape of their workstation.
 - Posture.
 - Environmental factors.
 - Ability to stand or sit for long periods.
 - Lifting and carrying.
 - Noise levels.
 - Welfare arrangements.
6. Discuss the results of the risk assessment with the worker.
7. Consider how to reduce risks.
8. Find alternative work for the worker if it is not possible to reduce risks in her current job to an acceptable level. Alternatively give her paid absence from work.
9. Implement our decisions.
10. Make sure all managers and other employees are aware and understand the measures to be taken.
11. Review the risk assessment as pregnancy develops or as the pregnant worker makes any concerns or problems known.

English as a foreign language

We would ensure that all pupils and staff who have English as a foreign language have support in the forms of translation of key documents, advocacy in formal meetings and a mentor in place to support and aid understanding.

Lone workers

We limit lone working as much as possible however we have a comprehensive policy which sets out clear procedures. These include:

- Supervisors periodically visit and observe lone workers.
- Signing in and out correctly.
- Regular contact between line managers and lone workers by telephone or radio.
- Text to line manager upon arrival and departure where appropriate.
- A risk assessment must be carried out to make sure they've got the right training, are fit for the job, and have all the necessary information about what they're doing, including any equipment or substances involved.
- If there's any risk of violence, especially if they're handling cash, they need to be trained in how to prevent and handle it.
- Crucially, there must be adequate first aid available, the correct personal protective equipment provided with training on how to use it, and reliable ways to keep in touch with them and for them to contact managers or get help in an emergency, including out-of-hours arrangements.

Control of Contractors

Contractor selection process

Insurance Verification: We will require proof of adequate and up-to-date public liability, employer's liability, and professional indemnity insurance.

Site-Specific Risk Assessment Review: We will scrutinise the contractor's initial risk assessments and method statements to ensure they are comprehensive and address the specific needs and vulnerabilities of our SEMH pupil population.

Right to Audit: We reserve the right to audit the contractor's health and safety management systems and practices, either before or during the project.

Disclosure and Barring Service (DBS) Checks: Where possible all work will take place after the end of the school day for pupils or during holiday periods. This reduces the need to carry out DBS checks as contractor personnel will not have unsupervised access to pupils or school grounds.

Contractor induction process

Induction Meeting: An induction meeting will be held with the contractor's site manager and relevant personnel, led by our Health and Safety Lead or designated staff member. This will cover key policies, site-specific risks, communication protocols, and expectations for working around our pupils.

Signage: Relevant health and safety information, including emergency contact details and site-specific warnings, will be clearly displayed in work areas.

Regular Communication: Ongoing communication will be maintained through regular site meetings, and prompt updates on any changes to school routines or potential hazards.

Named Point of Contact: A designated member of school staff will be the primary point of contact for all health and safety matters related to the contractor.

Contractor monitoring process

We will actively monitor contractor compliance through:

Regular Site Inspections: Our Health and Safety Lead or designated staff will conduct regular site inspections to ensure work is being carried out safely and in accordance with agreed risk assessments and method statements.

Informal Observations: All school staff will be vigilant and empowered to raise any immediate health and safety concerns they observe.

Permit-to-Work Systems: For high-risk activities, a permit-to-work system will be implemented, requiring sign-off by a designated school representative before work can commence.

Monitoring of Method Statements: Ensuring work is carried out as described in the agreed method statements.

Display Screen Equipment

Individual workstation assessments

DSE Risk Management

We are committed to protecting our workforce from health and safety risks associated with using display screen equipment (DSE).

Our Approach

- We appoint our Premises Lead to identify and mitigate DSE risks.
- We assess individual DSE risks using the HSE assessment tool.
<https://www.hse.gov.uk/msd/dse/assessment.htm>
- We develop and implement control measures, policies, and safe work systems by providing items such as standing desks, ergonomic chairs and laptop stands etc.
- Trained personnel manage the DSE risk management programme.
- We ensure employees follow established procedures and use provided controls.
- We provide and document DSE risk management training.

- We regularly monitor and improve our DSE risk management systems.

3. Doors, Gates and Windows

Main Gates:

- Access controlled with a locking system to prevent unauthorised vehicle access and pupils leaving without permission.

Doors:

- Mostly access controlled (staff access only, except corridors and common areas). Doors are only locked where necessary (e.g., for corrosive chemicals or equipment). All staff can access toilet locks to ensure single pupil occupancy for safeguarding. All access doors open freely when the fire alarm is activated.

Fire Safety:

- Fire doors and exits are assessed, monitored, and addressed in our fire risk assessment. Emergency exits and fire doors are clearly marked with emergency lighting in key areas. External doors have nearby lighting for visibility.

Windows:

- All windows have restrictors. Some have external Perspex with ventilation holes for added safety and fresh air.

Drinking Water

Access:

We ensure ready access to clean and safe drinking water throughout the school day for all pupils and staff. This includes:

- Cooling machines strategically located around the school.
- Water jugs available in classrooms.
- Encouragement for pupils to bring refillable water bottles.

Quality:

We adhere to all relevant regulations regarding the quality of our drinking water supply. This includes:

- Regular testing and maintenance of our water systems.
- Compliance with local health and safety guidelines.

Hygiene:

We promote good hygiene practices around drinking water:

- Regular cleaning and maintenance of drinking dispensers.
- Education for pupils on proper handwashing before drinking.
- Discouraging sharing of drinking bottles.

Electrical Installations

The school is committed to ensuring the safety and integrity of all electrical installations.

Fixed Wire Testing:

- A comprehensive fixed wire test is conducted on all electrical installations every five years by qualified professionals.
- Any identified issues are documented in an action plan and promptly rectified.

Backup Power:

- A backup generator is in place and regularly tested by the Premises team.
- Professional load testing of the generator is conducted every six months.

Protection and Prevention:

- All electrical components, including fuse boards, are securely enclosed to prevent unauthorised access.
- Portable Appliance Testing (PAT) is performed annually by an external specialist.
- The Premises team routinely monitors electrical systems to prevent overloading and identify potential hazards such as damaged or frayed wiring.
- All staff are responsible for reporting any electrical hazards using the daily hazards report available on the Quorn Hall School Connect page.

Safe Usage and Control:

- Classroom light switches have been converted to key switches, operated daily by the Premises team.
- The Premises team will provide guidance to any staff observed using electrical appliances and equipment unsafely.

Maintenance and Isolation:

- All electrical systems can be safely isolated to facilitate maintenance work.
- Wherever possible, electrical maintenance is scheduled to occur outside of school term times.

Qualified Personnel:

- All electrical work, particularly installations in older parts of the building, is carried out by qualified and registered electricians.
- The majority of electrical systems have been modernised and updated based on findings from the five-year fixed wire testing reports.

High Water Area:

- In areas with high water exposure (e.g., kitchens, science labs, art and food tech) they have their own distribution board.

Cleaning including Sanitary and Washing Facilities

We have a duty to ensure the safety, health and welfare of our employees, children, pupils, vulnerable adults and others who enter our premises by keeping it in a clean, tidy and sanitary condition. We do this by employing an outside cleaning company who are responsible for:

- Developing and implementing cleaning procedures and associated safe systems of work where required.
- Ensuring that competent, trained personnel manage cleaning regimes and control measures.
- Carrying out regular housekeeping audits.
- Providing and using personal protective equipment where necessary.
- Managing the workforce to ensure that they use the control measures provided and follow policies and procedures.
- Providing instruction and where necessary training which is recorded.
- Regular monitoring and review of arrangements to ensure that the workplace is kept clean and our cleaning arrangements are adequate.
- Employees and others following procedures and safe systems of work.

Schedules

The cleaning contractor provides written detailed cleaning schedules for all areas other than the kitchen. This is created and maintained by the kitchen staff. Time is allocated in their schedules for cleaning each day per cleaner. All areas are cleaned over a five day programme with classrooms, toilets and common areas cleaned every day.

COSHH

We provide two cleaning cupboards which they can use for COSHH products to be secured safely. They maintain their own COSHH register.

Health Surveillance

Quality Assurance: Our Premises Lead oversees the quality of cleaning services, with a focus on high-risk areas (toilets, science labs, cookery rooms). Regular inspections and feedback is provided to the cleaning contractor.

Daily Maintenance: The Premises Team addresses immediate cleaning needs during the school day, ensuring the availability of soap, hand towels, and other essential supplies.

Hand Hygiene:

- Staff actively encourage regular handwashing among pupils, especially before eating and during food preparation.
- Separate toilet and handwashing facilities are provided in all toilet blocks.

Waste Management:

Sanitary bins are provided in all appropriate restrooms and are collected as part of our waste management contract.

Floors and Traffic Routes

Floor Maintenance:

- Floors are maintained in good condition and kept clear of hazards, with daily cleaning and deep cleans during holidays. Staff are instructed not to obstruct corridors or high-traffic areas.

Incident Management:

- Near misses and accidents are recorded, and identified floor hazards are promptly addressed.

Slip, Trip, and Fall Prevention:

- Slip-resistant flooring is used in high-traffic areas. Raised areas can be reported via the Hazard Reporting Form on the Quorn Hall School Connect page.

External Traffic:

- The external car park and taxi routes have separate risk assessments shared with taxi companies, including a 5 mph speed limit. Pupils and staff wait in a designated hard-covered area away from the taxi zone, with only one taxi loading/unloading at a time.

Outdoor Routes:

- Outdoor areas (e.g. playgrounds, paths) are maintained to prevent accidents in bad weather using grit and salt.

Safe Movement:

- The safe movement of large groups (e.g. during fire drills or assemblies) is managed by opening key doors with fire alarm-activated floor locks.

Wet Floors:

- Wet or slippery floors are managed with appropriate signage and immediate clean-up by the Premises team (via radio call).

Lighting

Adequacy:

- The school ensures adequate lighting in all working and learning areas through daily checks and the daily Health and Safety form on the Quorn Hall School Connect page.

Maintenance:

- Lighting levels are maintained to prevent eye strain and improve concentration by replacing fittings with LEDs.

Emergency Lighting:

- Battery-backed emergency lighting is in place and serviced by an external specialist to ensure functionality.

Natural Light:

- Natural light is maximised in classrooms and workspaces by using minimal window coverings.

Glare Reduction:

- Display screens are positioned to minimise glare and shadowing.

Outdoor Lighting:

- Adequate outdoor lighting is provided for safety during early mornings and evenings.

Corridors and Stairs:

- Sufficient lighting is maintained in corridors and stairwells to prevent accidents.

Control:

- All light switches have been converted to key switches, and the Premises team are responsible for operating them to ensure consistent and appropriate lighting for safety and health.

Restaurants and Canteens

Responsibility

We have in-house catering staff with a Head Chef who takes responsibility for all food preparation, storage of food, cleaning the food preparation and serving areas. Deep cleans and ventilation cleaning and service is managed by the Head of Premises.

Monitoring

School catering is monitored by the Food Hygiene Standards and we are graded Level 5 for the last three visits. Head of Kitchen and all catering staff working standards are monitored using Colleague on a Page and these are reviewed at every supervision.

Individual allergies and religious and cultural dietary needs are recorded and shared with kitchen staff. They are monitored via the pupil's individual risk assessment.

Head of Kitchen completes the government food standards audit annually.

Resting and Eating Meals

The school provides dedicated spaces for pupils and staff to rest and eat meals.

Eating Areas:

- Two designated rooms are available for pupils and staff to eat.
- Access to drinking water and juice is provided in these areas.
- Staff have a separate staff room equipped with a microwave, refrigerator, and facilities for making hot and cold drinks.
- The eating areas are included in the daily cleaning schedule.

Staff Rest Facilities:

- The staff room is furnished with two sofas to provide a space for rest.

Food Provision:

- Nutritious meals, including breakfast, snacks, and lunch, are planned and provided free of charge to all pupils and staff.
- To manage capacity and maintain a comfortable environment, lunchtimes are staggered. See [Food Policy](#).

Waste Management and Pest Control:

- Food-related waste is segregated using a colour-coded bin system to facilitate appropriate disposal.
- Professional pest control services are engaged to manage the risks associated with food waste.

Waste Management

Safe Disposal:

- We ensure safe and hygienic waste disposal throughout the school by emptying all bins daily.

Waste Streams:

- General waste and recycling are managed and promoted with separate bins and collection storage. Food waste has clearly labelled, separate bins.

Training:

- Staff and pupils are trained on proper waste sorting and disposal.

Collection:

- Waste is collected weekly to prevent build-up and safety hazards.

Pest Control:

- Pest management systems are in place for outdoor waste bins to keep them pest-free. All waste is stored in a locked area inaccessible to pupils.

Confidential Waste:

- Confidential or sensitive documents are securely disposed of using locked shredding cupboards in key areas, with collection by an external shredding company.

Hazardous Waste

- We use a waste management company (Baxter Environmental) for the safe disposal of hazardous waste as per our waste management contract.
- We have a separate part to our contract with Initial who dispose of hazardous; medical, biological and sharps.

Workplace Environment

The school is committed to providing a safe and comfortable working environment for all staff.

Temperature Control and Ventilation:

- School boilers are maintained to ensure a comfortable ambient working temperature.
- Window-mounted air conditioning units are available in specific areas, such as the IT suite.
- The Premises team provides fans for staff use as needed. Personal fans are not permitted.
- Where feasible, the Premises team will ensure daily ventilation by opening windows.
- Windows on higher and ground floors are fitted with vented perspex to allow airflow while maintaining security.

- South-facing classroom windows are tinted to mitigate solar heat gain.
- CO2 monitors are installed in each classroom to aid in maintaining adequate air quality.

Cleanliness and Order:

- All staff are responsible for maintaining clean, tidy, and uncluttered workspaces.
- A contracted external cleaning company conducts daily cleaning in the evening.

Display Screen Equipment (DSE):

- All staff with desks are required to complete online DSE training and a self-assessment.
- The Premises Manager follows up on DSE assessments and facilitates the provision of ergonomic equipment to optimise staff workspaces, particularly in office areas.

Pest Control:

- A contracted external pest control company conducts regular inspections, maintains pest control measures, and monitors their effectiveness.

Inclusive Environment and Wellbeing:

- The school is committed to providing a welcoming and inclusive environment that supports staff wellbeing. Individual assessments may be conducted following Occupational Health referrals or Access to Work grants to address specific needs.

Specific Health Needs:

- The school ensures that environmental conditions are suitable for pupils with specific health needs, such as asthma. These requirements are addressed on an individual basis and documented in Individual Healthcare Plans (IHCPs).

Security

Security Measures

The school employs several measures to ensure the safety and security of the school site and its occupants.

Perimeter Fencing:

- A 6-foot security fence encloses the majority of the school grounds.

- Along the river boundary, a 2-foot fence serves as a clear visual boundary for pupils while mitigating the risk of falls into the river.
- Signage is prominently displayed on the river side of the fencing, clearly indicating that entry constitutes trespassing on private property. It is noted that while the river is navigable by small craft (paddleboards, canoes, rowing boats), this section is not part of the main canal/narrowboat system.

Main Entrance:

- The school's main entrance features a double-gated system for enhanced security.
- Access for visitors or late arrivals (e.g., taxis) is controlled via an intercom system connected to the main Reception.

Visitors:

Quorn Hall School's Visitor Policy outlines the procedures for managing visitors to the school site, aiming to safeguard children and staff.

- All visitors must report to Admin/Reception, provide identification, state their purpose, and sign into the visitor portal. They are required to wear identification badges and will be informed of emergency procedures.
- Visitors are to be escorted by a staff member at all times.
- Governors and volunteers undergo DBS checks and are expected to adhere to the policy.
- Any unidentified individuals will be challenged, and failure to comply may result in being asked to leave the premises, with the police being contacted if necessary.

CCTV:

Quorn Hall School employs CCTV to ensure the safety and security of staff, pupils, and visitors, adhering to UK GDPR guidelines and other relevant legislation.

- The system is used to deter crime and monitor the premises, but will not be used in changing facilities.
- Access to footage is restricted to authorised personnel, including the Headteacher and Premises Manager, and clearly signposted.
- Footage is kept for six days, and the system is regularly reviewed to maintain its effectiveness and compliance.

Tree Management

Tree surveying

- Several of our trees have a Protected Tree Order (PTO). All trees are surveyed using an independent company.

Arrangements for management

- The annual survey will identify management needs and where appropriate consent from Charnwood Borough Council will be sought.

Procedures for in house management

- The trees are monitored at least weekly. Limbs are assessed as safe and the wind speed and direction is assessed. Premises Lead will notify all staff when the risk is assessed as high and pupils will not be allowed to go into the wooded area. Forest School staff move their learning indoors.

Driving for Work

Training requirement

- Drivers must also complete the following training. [Peninsula Training](#)

Use of personal vehicles

- Staff who use their own vehicles provide proof of current and valid business insurance.

School Vehicles:

- Drivers must be authorised to drive by a Line Manager.
- To become an authorised driver, they must show their current driving licence to HR.
- The licence will be checked for disqualifications, endorsements, and coverage.
- A copy of the licence will be kept on record.
- Drivers must complete Peninsula Training and familiarise themselves with the policy.
- Any subsequent changes to the licence must be reported to the manager without delay.
- An annual check of the driving licence will be conducted.

- Before taking a vehicle, drivers should inspect it for damage or defects and ensure that all necessary equipment is present.
- Falsification of any driving licence document will be treated as a disciplinary issue.

COSHH (Control of Substances Hazardous to Health)

Training requirements

- All premises staff, Head of Compliance, SLT and teaching staff who use COSHH products complete an awareness of COSHH on National College training.

Substance identification

- Red warning labels are noted and data sheets are gained for all products.

Risk assessment

- Any areas who identify any COSHH products risk assess each product, identify hazards, mitigate these hazards, record what to do in an emergency and link the data sheet for each product.

Substance substitution policy

- Where reasonably practicable, Quorn Hall School prioritises the substitution of hazardous substances identified through COSHH assessments with safer alternatives. We are committed to minimising risks to health by actively seeking and implementing less harmful products and processes to protect our staff, pupils, and visitors.

Storage

- All identified substances are stored in locked storage areas.

Legionnaires Disease

Our Commitment:

- We are committed to managing and monitoring our water systems to minimise the risk of Legionella bacteria growth.

External Specialists:

- We utilise external specialists for expert management and monitoring of Legionella risks.

Regular Monitoring:

- Our Premises team conducts routine water temperature checks for regular testing and treatment of water systems (e.g., showers, hot water taps).

Staff Training:

- Training is provided to staff responsible for water safety management and testing procedures.

Record Keeping:

- Records of water system inspections, testing, and maintenance are maintained on our Google Facilities drive.

Infrequent Use:

- The Premises team will flush infrequently used water systems, such as showers and dead legs, to prevent stagnation.

Plan Review:

- External specialists regularly review the effectiveness of our Legionella management plans.

Manual Handling

Our Commitment

We are dedicated to protecting the safety, health, and welfare of everyone in our educational setting from risks associated with manual handling.

Responsibilities

- Head of Compliance is appointed to identify and manage heavy loads or lifting hazards.
- Premises staff members are nominated to manage and identify load or lifting hazards.

Risk Management

- We assess manual handling risks to our workforce.
- We develop and implement safe procedures and work systems to minimise these risks.
- Competent and trained personnel conduct manual handling risk assessments.

- We aim to eliminate manual handling where reasonably practicable through mechanical aids or other alternatives.

Monitoring and Review

- We regularly inspect the premises for changes that may require reassessment.
- We monitor and review our systems to continuously improve manual handling risk management.

Training and Compliance

- Job-specific manual handling training is provided and recorded for relevant workers.
- All employees and others must follow established procedures, control measures, and safe systems of work.

Working at Height

Our Commitment

We are committed to ensuring the health, safety, and welfare of our employees and others regarding the risks associated with working at height.

Responsibilities

- A senior manager is designated to identify and manage working at height activities.

Risk Management

- We assess the risks of working at height to our workers and others.
- We prioritise avoiding working at height by following the legally mandated hierarchy of controls.
- When working at height is unavoidable, we develop and implement safe procedures, control measures, and work systems.
- We ensure that all access and working at height equipment is suitable, correctly installed, used, maintained, and regularly checked.
- Competent and trained personnel conduct risk assessments and inspections.
- Competent and trained personnel install and manage control measures.
- We manage work activities to ensure adherence to procedures, control measures, and safe systems of work.

Training and Review

- Relevant training is provided and documented.
- We monitor and review our systems to continuously improve our management of working at height risks.

Confined Spaces

Our Commitment:

- Safety in all enclosed/restricted areas is a priority.

Identification & Risk:

- We identify and assess risks in limited confined spaces (e.g., small storage, ducts).

Safe Work:

- We minimise entry. When necessary, we use safe procedures, ensure ventilation, and control access.

Information:

- Relevant staff receive information on risks and safe practices.

Noise

Noise Management

The school actively manages noise levels to provide a comfortable and conducive environment for both staff and pupils.

Noise Reduction Measures:

- Noise reduction panels have been installed in identified high-traffic areas such as dining rooms, meeting rooms, and assembly halls to mitigate noise exposure.
- The Music Room, where potentially high noise levels may occur, is equipped with sound insulation on the walls and door.

Support for Noise Sensitivity:

- Pupils who are sensitive to noise are provided with noise-cancelling headphones to help manage auditory input.

Construction Noise:

- To minimise disruption from building noise, all construction work is scheduled to take place outside of school term times whenever possible.

Behavioural Strategies:

- The school uses strategies such as Zones of Regulation and PACE to support positive behaviour and, in turn, manage noise levels within classrooms.

Vibrations

Our Commitment: We aim to minimise the risks to health from exposure to vibration.

Risk Assessment: We will assess tasks involving vibration to identify potential hazards and exposure levels for employees.

Control Measures: We will implement measures to reduce vibration exposure, such as:

- Selecting low-vibration tools and equipment.
- Ensuring proper maintenance of equipment.
- Providing training on correct tool use to minimise vibration.
- Limiting exposure times where necessary.
- Considering alternative work methods.

Health Surveillance: Where the risk assessment indicates a potential for harm, we will provide appropriate health surveillance.

Responsibilities: Employees must use equipment correctly and report any concerns about vibration.

Work Equipment – Machinery

The school is committed to ensuring the safe use and maintenance of all machinery and equipment on site.

Maintenance and Inspection:

- All machinery, including playground equipment and woodwork machines, undergoes regular maintenance and inspections by specialist companies to ensure safe operation.

Training and Competency:

- Any staff or pupils who are required to use machinery receive thorough training on its safe operation prior to use.

Safety Features and Personal Protective Equipment (PPE):

- The school ensures that all machinery is equipped with appropriate safety guards and protective devices.
- Necessary Personal Protective Equipment (PPE) is provided and its use is enforced for relevant tasks.

Hazard Reporting:

- Staff are required to use the established hazard reporting system to promptly report any faults, defects, or safety concerns related to machinery and equipment.

Supervised Use by Pupils:

- Pupils are only permitted to operate machinery under the direct supervision of trained and competent staff members.

Work Equipment – Storage Racking

Safe Systems:

- We will implement safe systems of work for loading and unloading racking to prevent collapses or falling items.

Inspections:

- Regular inspections of racking will be conducted by competent personnel to identify any damage or defects. Damaged racking will be taken out of use immediately.

Load Limits:

- Maximum load capacities for each racking system will be clearly displayed and must be adhered to.

Training:

- Staff who use storage racking will receive appropriate training on safe loading and unloading procedures and how to identify potential hazards.

Reporting:

- Any concerns or damage to storage racking must be reported immediately using the hazard reporting form on Quorn Hall School Connect page.

Work Equipment – Office Equipment

The school is committed to providing and maintaining safe and functional office equipment for staff use.

Maintenance and Supplies:

- Regular maintenance and safety checks of office equipment (e.g. computers, printers, photocopiers) are conducted by professional specialists (MTS) and lease companies.
- The Premises team is responsible for ensuring adequate supplies of paper and replacement cartridges.

Ergonomic Use:

- Please refer to the Display Screen Equipment (DSE) section for guidance on the ergonomic setup and safe use of office equipment, including screen height and posture.

Fault Reporting:

- Any faults or malfunctions in office equipment must be reported promptly using the hazard reporting system available on the Quorn Hall School Connect page.

Cable Management:

- The school implements measures to ensure electrical cables and plugs for office equipment are managed safely to prevent trip hazards and electrical shocks. This

includes the use of cable covers, under-desk nets, and surge-protected extension devices.

Work Equipment – Pressure Systems

The school prioritises the safe operation and maintenance of all pressure systems (e.g. boilers, compressors) to minimise the risk of accidents such as bursts and leaks.

Risk Management and Maintenance:

- Potential risks associated with pressure systems are proactively identified and managed through regular inspections and comprehensive service agreements.

Trained Personnel:

- Only trained members of the Premises team are authorised to operate and monitor pressure systems. They ensure that these systems are always used within their safe operating parameters.

Emergency Response and Isolation:

- The school has established relationships with recognised and trusted contractors who are available to respond promptly in the event of emergencies or system failures. These contractors are also responsible for the safe isolation of pressure systems during maintenance or periods of non-use.

Personal Protective Equipment (PPE):

- Staff are required to use appropriate Personal Protective Equipment (PPE) when working with or in close proximity to pressure systems.

Playground and Gym Equipment

The school is committed to ensuring that all playground and gym equipment is safe, properly installed, and well-maintained.

Maintenance and Inspections:

- Annual safety checks are carried out by a specialist company.
- Daily visual checks and any identified hazards are reported using the Quorn Hall Hazard Reporting system on the Connect page.

Supervision and Training:

- PE staff, Premises team members, and identified Teaching Assistants receive training to supervise the safe use of playground and gym equipment.
- The gym is strictly for use by trained staff only.

Playground Surfaces:

- Playground surfaces are maintained to a safe standard.
- Grit and sand are applied during icy weather.
- In periods of heavy rain, staff are instructed not to use the playground area.

Risk Assessment:

- A comprehensive Risk Assessment is in place to manage potential risks of falls or injuries associated with both gym and playground equipment.

Accident Monitoring and Reporting:

- All accidents and near misses are carefully monitored and analysed to identify, report, and address any faults or damage to playground and gym equipment.

Safe Usage by Pupils:

- Pupils are to use gym equipment appropriately and under the constant supervision of trained staff.
- Personal Protective Equipment (PPE) or safety gear is mandatory for specific gym activities, as outlined in the relevant Risk Assessment.

See [PE Risk Assessment](#) for more information

Science Teaching (5.1)

The school is committed to maintaining safe science laboratories and equipment through regular inspections and maintenance. The science gas supply and ventilation cupboards are serviced annually by external specialists.

Risk Assessment:

- Quorn Hall School uses CLEAPSS (Consortium of Local Education Authorities for Schools' Science) resources for conducting thorough risk assessments for all science experiments, practical lessons, and specialised science equipment (e.g. Bunsen burners, microscopes).

Training and Supervision:

- Both staff and pupils receive comprehensive training in the safe use of chemicals, equipment, and protective gear within science classes.
- Personal Protective Equipment (PPE), such as goggles, gloves, and lab coats, is mandatory when required for science lessons.
- All science lessons are supervised by trained staff, and pupils are not permitted unsupervised access to the laboratories.

Hazardous Materials:

- Hazardous materials and substances are stored and disposed of safely, adhering strictly to Control of Substances Hazardous to Health (COSHH) regulations. These procedures are detailed within the Science Lab risk assessment.
- The Science teacher ensures that Safety Data Sheets (SDS) are readily available and understood by both staff and pupils.

First Aid:

- Readily accessible First Aid kits are available for addressing any accidents or incidents that may occur during science lessons, such as chemical spills or burns.

See [Science Risk Assessment](#) for more information.

Design and Art Teaching

The school ensures that all design and art equipment (e.g. glue guns) is maintained and inspected regularly, including Portable Appliance Testing (PAT).

Safe Equipment Usage:

- Staff provide pupils with thorough guidance on the safe use of all machinery and tools employed in design and art lessons.

Protective Equipment:

- Appropriate Protective Equipment (PPE), such as safety goggles, aprons, and gloves, is mandatory for specific activities to ensure pupil safety.

Secure Storage:

- Locked cupboards are in place to provide secure storage and ensure the safe handling of sharp or potentially hazardous tools.

Hazard Reporting:

- Any faults or damage to design and art equipment must be reported using the hazard reporting system available on the Quorn Hall School Connect page.

Supervision:

- High levels of supervision are maintained during all practical lessons to ensure the safe and appropriate use of equipment.

Hazardous Materials (COSHH):

- The school manages the safe use of potentially hazardous materials and substances, adhering to Control of Substances Hazardous to Health (COSHH) regulations. This includes adhesives, paints, and chemicals, and is detailed within the Art Room risk assessment, which is reviewed and updated at least annually or following any accident or near miss.

See [Art Risk Assessment](#) for more information.

Educational / Off site Visits

Visit approval system

All members of staff organising a visit off school premises (for instance, trips to museums or outdoor pursuits) must complete a Trip Request Form. This form needs the go-ahead from the Senior Leadership Team (SLT) to make certain all visits are suitable for the pupils' abilities and clearly link to what they're learning in class.

Training requirements

Our Compliance Lead provides annual training to all staff on how to carry out thorough risk assessments for off site visits and how to deal with any emergencies or accidents that might happen during these activities.

Templates, including a detailed action plan, can be found on Google Drive to help staff think through all the important bits of off site visits.

Consent

Before any educational trip, we'll get in touch with parents/carers to get their permission and any important medical information for the pupils taking part. For local trips, we get this consent when pupils first join the school.

Transport

School minibuses are available to make sure transport for off site visits is safe (along with other options like regular buses and coaches). These minibuses have regular check-ups and are given a safety once-over before each journey.

First Aid

Dedicated Trip First Aid kits are taken on all off site visits, and all staff complete general first aid training every year.

Supervision

We make sure there are enough supervising adults on all off site visits, taking into account what the activity is, how many pupils there are, and how old they are.

Risk Assessments

Specific risk assessments are drawn up and put in place to manage the needs of pupils with medical conditions or special educational needs during off site visits.

Outdoor and Adventurous Activities

Risk Assessment

- The school makes certain that risk assessments are carried out for all outdoor and adventurous activities (for example, Duke of Edinburgh's Award, Forest School).
- The school will review and update risk assessments and safety procedures for outdoor and adventurous activities at least once a year.

Staff Training and Qualifications

- Staff receive training in how to handle the particular risks involved in outdoor and adventurous activities. This includes expeditions and overnight camping trips.
- The teacher in charge of Forest School is qualified in First Aid, so they can deal with any injuries that might happen during outdoor and adventurous activities.

Pupil Safety and Well-being

- Individual Healthcare Plans (IHCPs) are in place to ensure the safety of pupils with medical conditions when they're taking part in outdoor activities.
- Pupils are supervised at all times to make sure they're safe during outdoor activities.

- The school manages the risks of bad weather during outdoor and adventurous activities by limiting the amount of time spent in the wooded area when there are high winds.
- Personal protective equipment (PPE) will be needed for different types of outdoor activities (such as walking boots and fire gloves).

See [Forest School Risk Assessment](#) for more information.

School Farms

The school is committed to the safe and responsible management of goats on our premises. We acknowledge they have both physical and biological hazards. These include butting, tripping, and potential for injury from hooves or bites, and biological hazards, including zoonotic disease transmission and parasites. Control measures include clear interaction guidelines, strict supervision, secure enclosures, staff training in handling and hygiene, and the provision of necessary personal protective equipment.

To ensure the well-being of both people and animals, the policy outlines standards for goat housing and welfare, including enclosure size, shelter, access to resources, and health monitoring protocols overseen by a registered veterinarian. Clear responsibilities are assigned to designated staff members, and guidelines are provided for appropriate pupil involvement, emphasising education and respectful interaction. Specific risk assessments will be conducted for all goat-related activities and reviewed regularly.

By adhering to these guidelines, the school aims to create a safe and positive environment for pupils, staff, and visitors who may interact with the goats, while also ensuring the health and welfare of the animals themselves. This comprehensive approach prioritises proactive risk management and clear, consistent procedures for all involved.

See [Goat Risk Assessment](#) for more information.

School pets

Person responsible

Person Responsible:

The designated member of the Senior Leadership Team (SLT) who is the primary care-giver for the school therapy dog holds overall responsibility for its well-being, behaviour, and adherence to this policy while on school premises.

Monitoring and Control of the Animal:

Quorn Hall School has a designated therapy dog who resides with a member of the SLT but attends school every weekday during term time. Information regarding the presence of the school dog is provided during the Admissions process, allowing parents/carers to inform the school of any allergies or phobias. All interactions between the dog and pupils are actively managed and supervised by staff to minimise the risk of accidents such as bites or scratches. To maintain good hygiene, handwashing is encouraged for everyone after handling or being in close proximity to the dog. Pupil access to the therapy dog is regulated, and clear rules and boundaries for interacting with the pet are communicated effectively to both pupils and staff.

Risk Assessment:

To ensure the safety and well-being of all members of the school community, the therapy dog has limited access to specific areas within the school building. This includes restrictions from classrooms and eating areas to uphold hygiene standards and minimise potential risks. A comprehensive risk assessment is conducted and regularly reviewed concerning the presence and interaction with the school therapy dog, taking into account factors such as the dog's temperament, pupil behaviour, and environmental controls.