

Health & Safety Policy 2025



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Signed	-	Executive Head of school
Signed	-	Chair of governors
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Statement of intent

At The Horizon School, we are committed to the health and safety of our staff, pupils, and visitors. Ensuring the safety of our community is of paramount importance and this policy reflects our dedication to creating a safe learning environment.

We are committed to:

- Providing a productive and safe learning environment
- Preventing accidents and any work-related illnesses
- Compliance with all statutory requirements
- Minimising risks via assessment and policy
- Providing safe working equipment and ensuring safe working methods
- Including all staff and representatives in health and safety decisions
- Monitoring and reviewing our policies to ensure effectiveness
- Setting high targets and objectives to develop the school's culture of continuous improvement
- Ensuring adequate welfare facilities are available throughout our school
- Ensuring adequate resources are available to address health and safety issues, so far as is reasonably practicable.

1. Legal framework

This policy has due regard to all relevant legislation including, but not limited to, the following:

- Health and Safety at Work etc. Act 1974
- The Workplace (Health, Safety and Welfare) Regulations 1992
- The Management of Health and Safety at Work Regulations 1999
- The Control of Substances Hazardous to Health Regulations 2002
- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013
- The Construction (Design and Management) Regulations 2015
- The Personal Protective Equipment at Work Regulations 1992
- The Education (School Premises) Regulations 1999
- The Ionising Radiation Regulations 2017 (IRR17)
- The Food Information (Amendment) (England) Regulations 2019 (Natasha's Law)

This policy has due regard to national guidance including, but not limited to, the following:

- DfE (2022) 'Health and safety: responsibilities and duties for schools'
- DfE (2017) 'Safe storage and disposal of hazardous materials and chemicals'
- HSE (2024) 'Sensible health and safety management in schools'
- DfE (2022) 'First aid in schools, early years and colleges'
- DfE (2023) 'Automated external defibrillators (AEDs): a guide for maintained schools and academies'
- UK Health Security Agency (2024) 'Health protection in children and young people settings, including education'.

This policy operates in conjunction with the following school policies:

- First Aid Policy
- Invacuation, Lockdown and Evacuation Policy
- Personal Emergency Evacuation Plan (PEEP)
- Partial Lockdown Procedure
- Full Lockdown Procedure
- Visitor Policy
- Manual Handling Risk Assessment
- Working at Heights Risk Assessment
- Lone Worker Policy
- Supporting Pupils with Medical Conditions Policy
- Administering Medication Policy
- Data Protection Policy

- Adverse Weather Policy

2. Roles and responsibilities

The management committee, in conjunction with the head of school, will:

- Ensure it provides a safe place for all users of the site, including staff, pupils and visitors
- Oversee that staff receive training and instruction so that they can perform their duties in a healthy and safe manner
- Ensure whole-school familiarity with the requirements of the appropriate legislation and codes of practice
- Create and monitor a management structure responsible for health and safety in the school
- Ensure there is a detailed and enforceable policy for health and safety, and that the policy is implemented by all
- Assess the effectiveness of the policy and ensure any necessary changes are made annually
- Identify the risks relating to possible accidents and injuries and make reasonable adjustments to prevent them occurring
- Ensure the school has secured safe means of entry and exit for all site users
- Ensure the school can provide equipment, grounds and systems of work which are safe
- Ensure safe arrangements are made for the handling, storage and transportation of any articles and substances
- Ensure staff have safe and healthy working conditions that comply with statutory requirements, codes of practice and guidance
- Where necessary, ensure the school can provide protective equipment and clothing, along with any necessary guidance and instruction for safe use.

The Head of school will:

- Have overall responsibility for the day-to-day development and implementation of safe working practices and conditions for all staff, pupils and visitors
- Set the direction for effective health and safety management
- Introduce management systems and practices that ensure risks are dealt with sensibly, responsibly and proportionately
- Review this policy and its effectiveness annually
- Take all reasonably practicable steps to ensure this policy is implemented by the heads of the appropriate departments and other members of staff
- Designate a competent person who will be responsible for ensuring the school meets its health and safety duties – Kay Peterson is our Health and Safety Officer

The health and safety officer will:

- Assist with the creation and implementation of this policy.
- Be responsible for investigating accidents and incidents, to understand causes and amend risk assessments as required.
- Be the designated contact with the LA and the HSE where necessary.
- Support staff with any queries or concerns regarding health and safety.
- Identify hazards by conducting risk assessments.

Members of the senior leadership team will:

- Be familiar with the requirements of health and safety legislation
- Be responsible for the implementation and operation of the school's Health and Safety Policy in their area of responsibility delegated by the Head of school
- Be responsible for adhering to the aspects of health and safety that are outlined in their job descriptions
- Take a keen interest in the Health and Safety Policy and assist in ensuring all staff, pupils and visitors comply with its requirements.

All members of staff will:

- Take reasonable care of their own health and safety, and that of others who may be affected by what they do at work
- Cooperate with their employers on health and safety matters
- Carry out their work in accordance with training and instructions
- Inform the employer of any work situation representing a serious and immediate danger, so that remedial action can be taken
- Familiarise themselves with the Health and Safety Policy and aspects of their work related to health and safety
- Avoid any conduct which puts themselves or others at risk
- Be familiar with all requirements laid down by the management committee
- Ensure that all staff, pupils and visitors are applying health and safety regulations and adhering to any rules, routines and procedures in place
- Ensure all machinery and equipment is in good working order and safe to use, including adequate guards, and ensure such equipment is not used improperly.
- Use the correct equipment and tools for the job and any protective clothing supplied
- Ensure any toxic, hazardous or flammable substances are used correctly, and stored and labelled as appropriate
- Report any defects in equipment or facilities to the designated health and safety officer
- Take an interest in health and safety matters and suggest any changes that they feel are appropriate
- Make suggestions as to how the school can reduce the risk of injuries, illnesses and accidents
- Exercise good standards of housekeeping and cleanliness

- Adhere to their common law duty to act as a prudent parent would when in charge of pupils.

Pupils will:

- Exercise personal responsibility for the health and safety of themselves and others
- Dress in a manner that is consistent with safety and hygiene standards
- Respond to instructions given by staff in an emergency
- Observe the health and safety rules of the school
- Not misuse, neglect or interfere with items supplied for their, and other pupils', health and safety.

3. Training

The school will ensure that staff are provided with the health and safety training they need for their job. This may not always mean attendance at training courses; it may simply involve providing staff with basic instructions and information about health and safety in the school.

Staff will be provided with regular training opportunities and have access to support where needed. Staff are expected to undertake appropriate CPD in order to further contribute to the running and success of the school.

Staff will be trained on how to:

- Assess risks specific to their role
- Meet their roles and responsibilities identified within this policy.

Where relevant to their role, staff will receive specific training in:

- Using industrial machinery
- Managing asbestos
- Having responsibility for the storage and accountability for potentially hazardous materials.

4. First aid

The Horizon School will act in accordance with this first aid section at all times. The school will ensure that ample provision is made for both trained personnel and first-aid equipment on-site.

The Horizon School will carry out a first aid needs risk assessment in order to help assure that adequate provision is provided and to assess the first aid needs appropriate to the circumstances of the Horizon School.

When conducting a first aid needs assessment, the school will consider:

- The school site
- Pupils and staff members
- The hazards and risks present.

The Horizon School will teach health education to pupils, including further first aid, such as how to administer CPR and the purpose of defibrillators.

The Head of school will ensure that there is an appropriate number of first aid trained staff members working within in each classroom.

The following staff members are trained first-aiders:

Name	Position	Extension no.	Certification expiry date
Allison Millington	Deputy Headteacher	1001	06/2028
Sheridean Whitney	Specialist Teaching Assistant		02/2027
Sharon Shadforth	Teaching Assistant		02/2027
Sarah-Jane Martin	Specialist Lead Teacher for EBSA ARP	1007	06/2028

First aid boxes are located as follows, and the named staff members are responsible for their secure storage and use:

Location	Responsible staff member
School Main Office	Allison Millington
Engage Classroom	Sheridean Whitney
Staffroom	Sheridean Whitney
Green Room	Allison Millington
Science Block	Allison Millington
Integrate	Sharon Shadforth
Haven	Sarah-Jane Martin

The Horizon School will routinely re-evaluate its first aid arrangements annually to ensure that these arrangements continue to be appropriate for hazards and risks on the premises, the size of the school, the needs of any vulnerable individuals onsite, and the nature and distribution of students and staff throughout the Horizon School.

The Horizon School will have suitably stocked first aid boxes in line with the assessment of needs. Where there is no special risk identified, a minimum provision of first aid items will be as follows:

- A leaflet giving general advice on first aid
- 20 individually wrapped sterile adhesive dressings, of assorted sizes
- 2 sterile eye pads
- 2 individually wrapped triangular bandages, preferably sterile
- 6 safety pins
- 6 medium-sized (approximately 12cm x 12cm) individually wrapped sterile unmedicated wound dressings
- 2 large-sized (approximately 18cm x 18cm) individually wrapped sterile unmedicated wound dressings
- 3 pair of disposable gloves

All first aid containers will be identified by a white cross on a green background.

The appointed person will routinely examine the contents of first aid boxes, including any mobile first aid boxes for offsite use – these will be frequently checked and restocked as soon as possible after use. Items will be safely discarded after the expiry date has passed.

5. Automated external defibrillators (AEDs)

The Horizon School has procured an AED; This is located in the school office.

Where the use of the AED is required, individuals will follow the step-by-step instructions displayed on the device.

The Horizon School will make use of automated external defibrillator (AED) as part of its first aid equipment through the DfE's [arrangements](#) to buy, install and maintain an AED.

A general awareness briefing session, to promote the use of AEDs, will be provided to staff on an annual basis. Use of the AED will be promoted to students during PSHE lessons.

6. Contacting the emergency services

The Head of school will certify that procedures for ensuring safety precautions are properly managed are discussed, formulated and effectively disseminated to all staff.

Staff will contact the emergency services in an emergency. Staff will alert their colleagues to the incident, if it is safe and appropriate to do so, using two-way radios.

Where an ambulance is called for a pupil, Horizon School office staff will contact the pupil's parent. Where necessary, all pupils will be evacuated from the building and taken to the designated emergency assembly point – currently, this is the grassed area outside of the school. Horizon School staff will be aware of any pupils who have PEEPs. Staff will be responsible for the safety of pupils and responding to any questions from the emergency services, as best they can.

7. Accident reporting and investigation

All accidents and incidents, including near-misses or dangerous occurrences, will be reported as soon as possible to the health and safety officer using the standard Accident Report Form.

The Horizon School Business Manager will be responsible for informing the Head of school if the accident is fatal or a 'major injury', as outlined by the HSE.

The Horizon School will always record and report work-related injuries to staff members and injuries / treatment to pupils.

Reporting significant accidents

Significant accidents, as defined in the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013, will be reported to the HSE at the earliest opportunity relating to staff, pupils, contractors and visitors.

The Horizon School will always report 'specified injuries' to the HSE without delay. These injuries include the following:

- Accidents to employees causing either death or major injury
- Accidents resulting in employees being away from work or being unable to perform their normal work duties for more than seven consecutive days (this seven-day period does not include the day of the accident)
- Fractures, other than to fingers, thumbs and toes
- Amputation of an arm, hand, finger, thumb, leg, foot or toe
- Any injury likely to lead to permanent loss of sight or reduction in sight in one or both eyes
- Any crush injury to the head or torso, causing damage to the brain or internal organs
- Serious burn injuries (including scalding) which cover more than 10 percent of the whole body's surface area or cause significant damage to the eyes, respiratory system or other vital organs
- Any scalping requiring hospital treatment
- Any loss of consciousness caused by head injury or asphyxia
- Any other injury arising from working in an enclosed space which leads to hypothermia or heat-induced illness, or that requires resuscitation or admittance to hospital for more than 24 hours.

Additional reportable occurrences include the following:

- The collapse, overturning or failure of any load-bearing part of any lifting equipment
- The explosion, collapse or bursting of any closed vessel or pipe work
- Electrical short circuit or overload resulting in a fire or explosion
- Unintentional explosion, misfire or failure of demolition to cause the intended collapse, projection of material beyond a site boundary, or injury caused by an explosion
- Any accidental release of a biological agent likely to cause severe human illness
- Any collapse or partial collapse of scaffolding over five metres in height
- When a dangerous substance being conveyed by road is involved in a fire or is released
- The unintended collapse of any building or structure under construction, alteration or demolition, including walls or floors
- Any explosion or fire resulting in the suspension of normal work for over 24 hours
- Any sudden, uncontrolled release in a building of: 200kg or more of flammable liquid, 10kg or more of flammable liquid above its boiling point, 10kg or more of flammable gas, or 500kg or more of these substances if the release is in the open air

- Accidental release of any substances which may damage health
- Serious gas incidents
- Poisonings
- Skin diseases including, but not limited to: occupational dermatitis, skin cancer, chrome ulcer, or oil folliculitis/acne
- Lung diseases including, but not limited to: occupational asthma, farmer's lung, asbestosis, or mesothelioma
- Infections including, but not limited to: leptospirosis, hepatitis, anthrax, legionellosis, or tetanus
- Other conditions such as occupational cancer, certain musculoskeletal disorders, decompression illness and hand-arm vibration syndrome

The Horizon School will also report occupational diseases upon receipt of a written diagnosis from a doctor that a staff member has a reportable disease linked to occupational exposure. These include the following:

- Carpel tunnel syndrome
- Severe cramp of the hand or forearm
- Occupational dermatitis, e.g. from work involving strong acids or alkalis
- Hand-arm vibration syndrome
- Occupational asthma, e.g. from wood dust and soldering using rosin flux
- Tendonitis or tenosynovitis of the hand or forearm
- Any occupational cancer
- Any disease attributed to an occupational exposure to a biological agent

Work-related stress and stress-related illnesses will not be reported since they are not usually just one distinct event. RIDDOR stipulates that to be reportable, an injury must have resulted from an accident arising out of or in connection with work.

The Horizon School will only report accidents that are:

- Discrete
- Identifiable
- Unintended incidents which cause physical injury.

Reporting procedures

Should an incident require reporting to the Incident Control Centre (ICC) (part of the HSE), the health and safety officer, or a person appointed on their behalf, will file a report as soon as is reasonably possible. The person will complete the relevant report on the HSE website: <http://www.hse.gov.uk/riddor/report.htm>.

The Horizon School will not submit written accident reports to the HSE, except for in exceptional circumstances. The school will report all accidents and injuries online where possible using the above web address. Fatal and specified injuries, as outlined

in section 9, may only be reported using the telephone service on 0845 300 9923, open Monday to Friday 8.30am to 5pm.

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Reporting hazards

Horizon School staff, pupils, contractors and visitors have a legal duty to report any condition or practice they deem to be a hazard. In most cases, reporting should be conducted verbally to the Horizon School Office Manager as soon as possible, who will then inform the Head of school as appropriate.

Accident investigation

All accidents, however minor, will be investigated by the Horizon School Office Manager and the outcomes recorded. The length of time dedicated to each investigation will vary on the seriousness of the accident. After an investigation takes place, a risk assessment will be carried out, or the existing assessment amended, to avoid reoccurrence of the accident.

8. Active monitoring system

The Horizon School's procedure for actively monitoring its system will include:

- Annual audits, including fire risk assessments and health and safety audits performed by external specialist consultants
- Annual examination of documents to ensure compliance with standards
- Termly inspection of premises, plants and equipment by the building owners or their dedicated contractors
- Periodic reports and updates to the Horizon School Head of school
- External measures, such as surveys by the building owners, contractors and service providers, along with visits from Environmental Health and Ofsted.

9. Risk assessment

The Head of school has overall responsibility for ensuring potential hazards are identified and risk assessments are completed for all areas in the Horizon School. The health and safety officer will be consulted when risk assessments are being carried out.

Risk assessments will be conducted for all other areas of the overall building by the building owners with annual risk assessment of the Horizon School facility. Risk assessments will consider the needs of Horizon School staff, pupils, visitors and contractors. Risk assessments will identify all defects and potential risks along with the necessary solutions or control measures.

Risk assessments will be reviewed if:

- There is any reason to suspect that they are no longer valid
- There has been a significant change in related matters

- The management committee will be informed of risk assessments, allowing issues to be prioritised and actions to be authorised, along with funds and resources.

The Horizon School will record any significant findings of any risk assessments, including the following:

- The identified hazards
- How people might be harmed by them
- What the school has implemented to control the risk.

The Horizon School will appoint an educational visits coordinator and ensure they receive the training necessary to carry out the role. The educational visits coordinator will ensure risk assessments are completed by staff leading day trips or residential stays.

10. Slips and trips

In line with HSE guidance, control measures are in place to effectively control slip and trip risks. The Horizon School utilises the following procedure:

- Identify the hazards – risk factors considered include:
 - Environmental (floor, steps, slopes, etc.)
 - Contamination (water, food, litter, etc.)
 - Organisational (task, safety, culture, etc.)
 - Footwear
 - Individual factors (rain, supervision, pedestrian behaviour, etc.)
- Decide who might be harmed and how
- Consider the risks and decide if existing precautions are sufficient, or if further measures need to be introduced
- Record the findings
- Review the assessment regularly and revise if necessary.

The Horizon School will remain especially vigilant to the following hazards:

- Members of staff or pupils running or carrying heavy or awkward items
- Wearing unsuitable footwear
- Poor lighting – particularly where there are uneven surfaces and level changes
- Contamination
- Obstructions, e.g. bags and trailing cables.

11. Fire safety

All Horizon School staff fully understand and effectively implement the fire evacuation plan, which will be implemented in the event of a fire in conformance with the Horizon School Emergency Evacuation, Invacuation, Bomb Threat & Lockdown Plan.

The Head of school is responsible for ensuring that procedures are disseminated to all staff. Nominated Horizon School staff will receive fire safety training to ensure they understand the procedure for fire drills and the use of fire extinguishers.

The Horizon School will test evacuation procedures on a periodic basis. Firefighting equipment will be checked on an annual basis by an approved contractor. Fire alarms will be tested weekly from different 'break glass' fire points around the Horizon School by the building owners, and records will be maintained and held by the overall building owners. Emergency lighting will be tested on a monthly basis, and records will be maintained and held by the building owners.

The evacuation of visitors and contractors to the Horizon School will be the responsibility of the person they are visiting or working for.

The Horizon School will implement its Emergency Evacuation, Invacuation, Bomb Threat & Lockdown Plan to ensure that Horizon School staff, pupils and visitors to the Horizon School are safe and aware of the potential risks of fire.

12. Sharps

For the purposes of this policy, "**sharps**" is defined as sharp objects such as needles, scalpels, razor blades and broken glass which pose a risk of an accidental penetrating injury or laceration or puncture to skin.

Sharps are not likely to be found commonly on school premises; however, staff will be vigilant towards the following circumstances in which sharps may be found:

- During Horizon School-based vaccination programmes
- Where an individual within the Horizon School requires injections to manage a health condition
- Where a pupil brings a sharp into the Horizon School
- Where glass is broken within the Horizon School, or broken glass is found on or around the Horizon School premises
- Where drug paraphernalia, e.g. heroin needles, is found on or around the Horizon School premises
- Where craft and vocational training tools and paraphernalia are necessary to meet curriculum and certification needs.

In the context of this policy, offensive weapons are not considered sharps. Offensive weapons will be handled in line with the Horizon School behaviour Policy.

Handling and disposing of a sharp

All staff members will receive health and safety training as part of their induction, which will be refreshed annually. This training will include:

- The safe collection and disposal of sharps
- The procedure to log incidents and who to inform
- Immediate action in the event of sharps or needlestick injury.

Where an individual brings a sharp onto the Horizon School premises, e.g. a needle to manage a health condition, they will be responsible for its disposal. The use of needles for medication for an individual on the Horizon School premises will be managed in line with the Administering Medication Policy.

The Horizon School Head of school will ensure that all pupils are informed that, where they see a sharp, they must alert the nearest staff member immediately and avoid touching the sharp.

Sharps injury

First aid staff will be trained in handling sharps injuries, and will adhere following guidelines in case of injury from a contaminated sharp:

- Encourage the wound to bleed gently, ideally by holding it under running water
- Wash the wound using water and soap
- Avoid scrubbing the wound while washing
- Avoid sucking the wound
- Dry the wound and cover it with a waterproof dressing
- Seek medical advice.

Injuries will be handled in line with the First Aid section above.

13. Evacuation, invacuation, lockdown and bomb threat procedure

The school will follow the procedure outlined in the Invacuation, Lockdown and Evacuation Policy and in PEEPs in the event of a crisis.

In the event of an emergency, the procedures outlined in the Invacuation, Lockdown and Evacuation Policy, the Evacuation Procedure, and the appropriate Lockdown Procedure will be followed.

14. Visitors and contractors

The procedures outlined in the Visitor Policy will be implemented by relevant staff when receiving visitors to the Horizon School.

Contractors will be responsible for the health and safety of their employees and for ensuring safe working practices. They will not constitute a hazard to the Horizon School staff, pupils or visitors to the Horizon School.

15. Personal protective equipment (PPE)

The Horizon School will provide employees and pupils who are exposed to a hazard at the Horizon School, which cannot be controlled by other means, with PPE where appropriate. All staff and pupils will be provided with protective eyewear in all workshops and laboratories. Visitors will also be supplied with PPE when appropriate.

Horizon School staff and pupils will use the PPE provided, and care for it according to the instructions and training given. Supervising staff will ensure PPE fits the wearer properly. Where more than one item of PPE must be worn, the items should be compatible and remain effective. PPE will not be worn if wearing it causes a hazard greater than the hazard it is intended to protect the wearer from.

Horizon School pupils will report any loss or defects to their class teacher, who will report it to the Horizon School business Manager for repair. Damaged PPE will not be used and will be disposed of in line with the manufacturer's instructions if it is not possible to repair.

The Horizon School will always use PPE in line with UK Health Security Agency guidance.

16. Work-related hazards

Manual handling

Manual handling can prove hazardous when it has the potential to cause a musculoskeletal disorder. This can be due to repetition of the action, the force and/or posture involved in the completion of a handling task, and/or a person's ability to hold or grasp the particular item in a safe and balanced manner.

The Horizon School will, as far as practicable, reduce the need for members of staff to carry out any manual handling tasks that involve a risk of injury by not permitting the lifting of any heavy or awkward items. Where manual handling tasks are necessary, the Horizon School's Manual Handling Risk Assessment will be implemented. The control measures will be monitored to ensure they are reducing the risk of injury and being implemented correctly.

The capability and circumstances, e.g. age, of staff will be taken into account where manual handling tasks are required. Where there is an unacceptable risk of injury or harm, no manual handling tasks will take place.

All members of staff will receive manual handling information and training as needed.

In order to manage these risks, the Horizon School will implement and follow its Manual Handling Risk Assessment.

Working at heights

Procedures concerning employees working at heights will be addressed in the Working at Heights Risk Assessment.

Lone working

Policy and procedures concerning employees' lone working will be addressed in the Lone Worker Risk Assessment.

Stress management

Horizon School staff will be aware of the symptoms of stress, including sleeping problems, dietary problems, mood swings, feeling lethargic, fatigue, emotional problems, chest pains and elevated heart rate, lack of focus, inability to concentrate and increased sweating. Horizon School staff members who suffer from any of these symptoms are advised to consult their GP as soon as possible.

Display screen equipment

Display screen assessments will be carried out by the Horizon School business Manager for the Horizon School teaching and administrative staff who regularly use laptops or desktops computers or have a permanent change of workstation / equipment usage.

17. Maintaining equipment

The Horizon School will ensure that Horizon School staff and pupils can expect that any equipment they use is suitable for its intended use and is properly maintained. Inspectors, or a trained health and safety technician, will inspect the following equipment for health and safety issues annually:

- All electrical appliances
- All fume cupboards

It will be the responsibility of the Horizon School business Manager to ensure new equipment meets the appropriate standards and conforms to all health and safety requirements.

Any portable electrical equipment will be visually inspected on a daily basis prior to use by the Horizon School user and undergo PAT at intervals suitable for the type of equipment and its frequency of use.

18. Hazardous materials

The Horizon School will act in accordance with the Control of Substances Hazardous to Health Regulations 2002 at all times.

The Horizon School will only purchase hazardous materials from a reputable source, making sure that the relevant material safety data sheet (MSDS) is provided by the

retailer on delivery. The Horizon School will only order supplies of hazardous materials when existing stocks are no longer adequate, and in quantities that are no larger than necessary. No chemicals or other hazardous materials will be used without the permission of the Head of school.

The Horizon School business Manager will be responsible for ensuring all products that may be hazardous to health are risk assessed before being used, taking into account the advice on the relevant MSDS or Hazard – the latter is provided from CLEAPPS, recognised by Ofsted and HSE as a definitive basis for undertaking practical work safely.

The Horizon School Business Manager will ensure that the relevant control measures and appropriate guidelines are put in place to manage the risks identified in the above risk assessments. Control measures will be checked and reviewed by the Horizon School Office Manager on an half-yearly basis to ensure continued effectiveness, even when they are known to be reliable or if materials change.

The Head of school will ensure that at least two Horizon School staff members are suitably trained in the handling of hazardous chemicals and materials.

All equipment, materials and chemicals will be held in appropriate containers and areas conforming to health and safety regulations. Hazardous substances will be labelled with the correct hazard sign and contents label. Storage life will be considered by Horizon School faculty leaders. All COSHH and ionising radiations regulations will be adhered to.

Low-toxic products, such as corrective fluid and aerosol paints, will be stored securely and only used under supervision in a well-ventilated area. Dust and fumes will be safely controlled by local exhaust ventilation equipment.

No Horizon School staff member or pupil will ever be put at risk through exposure to any hazardous substance used in our practical curriculum. No potentially hazardous materials will be used in lessons without the approval of the Horizon School Office Manager. The Horizon School Office Manager will ensure Horizon School staff are appropriately trained to use hazardous materials where applicable.

Unwanted or surplus chemicals and materials, including those that have become unsafe, will be disposed of by a registered waste carrier, in accordance with school procedures.

19. Asbestos management

In accordance with HSE guidance, an asbestos management survey was undertaken, which is a United Kingdom Accreditation Service accredited surveying organisation. As a result of the asbestos management survey, risks were identified and dealt with on a priority basis. This survey will be undertaken again following any changes of use to a location or prior to any significant building work.

20. Cleaning

Contract cleaners will be monitored by the Horizon School business Manager. The standard required will be clear in the service level agreement held with the contracted cleaners. Special consideration will be given to hygiene areas.

The Head of school is responsible for ensuring that the Horizon School is at a safe temperature for Horizon School staff and pupils to work in. The Horizon School will adhere to the provisions as outlined in The Education (School Premises) Regulations 1999, which state the following:

Areas	Temperature
Where there is a below-normal level of physical activity due to ill health or a physical disability, e.g. isolation rooms; however, this does not include sleeping accommodation	21°C
Where there is a normal level of physical activity associated with teaching, private study or examinations	18°C
Where there is a high level of physical activity, e.g. PE sports halls, washrooms, sleeping accommodation and circulation spaces	15°C

21. Infection control

The Horizon School will actively prevent the spread of infection through the following measures:

- Routine immunisation
- Maintaining high standards of personal hygiene and practice
- Maintaining a clean environment.

The Horizon School will keep up to date with national and local immunisation scheduling and advice. All pupils' immunisation status is checked at the time of any vaccination. The Horizon School encourages parents to have their children immunised.

All Horizon School staff will be subject to a pre employment health declaration and any concerns will be referred to occupational health before starting employment at the Horizon School.

22. Allergens and anaphylaxis

The Horizon School's Allergen and Anaphylaxis Policy will be implemented consistently to ensure the safety of those with allergies.

Parents will be required to provide the Horizon School with up-to-date information relating to their children's allergies, as well as the necessary action to be taken in the

event of an allergic reaction, such as any medication required. Staff will also be required to provide the head of school with a list of their allergies. Information regarding pupils' and staff members' allergies will be collated and stored securely.

Under The Human Medicines (Amendment) Regulations 2017, the Horizon School is able to purchase adrenaline auto-injector (AAI) devices without a prescription, for emergency use on pupils who are at risk of anaphylaxis, but whose device is not available or is not working. The Horizon School will purchase spare AAIs from a authorised pharmaceutical supplier.

The Head of school and catering team will ensure that all pre-packed foods for direct sale (PPDS) made on the Horizon School's site meet the requirements of Natasha's Law, i.e. the product displays the name of the food and a full, up-to-date ingredients list with allergens emphasised, e.g. in bold, italics or a different colour. The catering team will also work with any external catering providers to ensure all requirements are met and that PPDS is labelled in line with Natasha's Law. Horizon School staff will receive appropriate training and support relevant to their level of responsibility, in order to assist Horizon School pupils with managing their allergies.

23. Medication

The school's Supporting Pupils with Medical Conditions Policy will be read, understood and adhered to at all times.

The Horizon School will obtain notification from parents regarding any medication that pupils are required to take. Only trained staff will administer medication. The Horizon School's Administering Medication Policy will be followed at all times. A record is kept of any medication that Horizon School pupils take.

24. Smoking

The Horizon School is a non-smoking premises and no smoking or vaping is permitted on the grounds. All Horizon School staff, pupils, visitors and contractors will be made aware of the rules.

25. Security and theft

The following steps are taken to reduce security risks in the Horizon School.

CCTV systems will be used to monitor events and identify incidents taking place. CCTV systems may be used as evidence when investigating reports of incidents. CCTV footage is personal data, so will be handled in accordance with the Horizon School's Data Protection Policy.

Money will be held in a safe and banked on a regular basis to ensure large amounts are not held on site. Money will be counted in an appropriate location, such as the school office, and staff should not be placed at risk of robbery.

Horizon School staff and pupils will be responsible for their personal belongings and the Horizon School accepts no responsibility for loss or damage. Thefts will be reported to the police and staff will be expected to assist police with their investigation.

All staff will be expected to take reasonable measures to ensure the security of Horizon School equipment being used. Missing or believed stolen equipment will be reported immediately to a senior staff member.

The Horizon School has access control and security measures to ensure the safety of the Horizon School, e.g. security glazing on windows. The Horizon School will ban individuals from the premises if they pose a risk to any member of the Horizon School community. The Horizon School will consider any risks that are posed by their local context, e.g. recent attempts at unauthorised access, drug dealing, etc.

26. Severe weather

The Head of school, and if necessary the management committee, will make a decision on Horizon School closure due to severe weather on the grounds of health and safety. If a closure takes place, the management committee will be promptly informed.

27. School trips and visits

School trips and visits are submitted to the Evolve software as part of the NYES service

28. Near misses

A 'near miss' is an event not causing harm but has the potential to cause injury or ill health.

If Horizon School staff members, pupils, contractors, or visitors see or are involved in a near miss, they will report it in order to allow consideration of how to prevent a possible accident happening in the future.

Reporting will be conducted verbally to the Horizon School Business Manager as soon as possible, who will then inform the Head of school as appropriate. The Horizon School Business Manager will report near misses that constitute as dangerous occurrences to the HSE. A 'dangerous occurrence' includes any incident which results in requiring hospital treatment or further attention.

All accidents and near misses, however small, will be reported and investigated by the health and safety officer and the outcomes recorded. The length of time dedicated to each investigation will vary depending on the seriousness of the accident.

After the investigation takes place, a risk assessment will be carried out, or the existing assessment amended, to avoid reoccurrence of the accident.

29. Monitoring and review

The effectiveness of this policy will be monitored continually by the Head of school and the management committee. Any necessary amendments will be made immediately with the next scheduled review date for this policy is October 2026.

The Horizon School will establish a monitoring system that is backed up by performance measures and this will be reviewed following an incident.

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