The Evolution and Henslow School Health and Safety Policy

Reflexion Care Group Limited has a Health and Safety Policy which is regularly updated, a copy of which is held at Head Office and on the school computer system. The Health and Safety Policy of the Evolution and Henslow School should be read in conjunction with the company policy.

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

Health and Safety at Work etc. Act 1974, which sets out the general duties employers have towards employees and duties relating to lettings

Workplace (Health, Safety and Welfare) Regulations 1992, which require employers to provide adequate lighting, heating, ventilation and workspace (and keep them in a clean condition); staff facilities, including toilets, washing facilities and refreshments.

Management of Health and Safety at Work Regulations 1999, which require employers to carry out risk assessments, make arrangements to implement necessary measures, and arrange for appropriate information and training

Control of Substances Hazardous to Health Regulations 2002, which require employers to control substances that are hazardous to health (as amended 2003 and 2004)

Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013, which state that some accidents must be reported to the Health and Safety Executive and set out the timeframe for this and how long records of such accidents must be kept

Health and Safety (Display Screen Equipment) Regulations 1992, which require employers to carry out digital screen equipment assessments and states users' entitlement to an eyesight test

Health and Safety (First Aid) Regulations 1981, which requires the employer to ensure that First Aid provision is sufficient for the place of work

Health and Safety Information for Employees (amended) Regulations 2009, which deal with the provision of information for employees relating to health and safety and welfare.

Manual Handling Operations Regulations 1992, which require an employer to ensure that all transportation or supporting of a load by bodily means is appropriately managed in the workplace.

Gas Safety (Installation and Use) Regulations 1998, which require work on gas fittings to be carried out by a Competent Person.

Electricity at Work Regulations 1989, which require work on electrical systems to be carried out by a Competent Person.

Regulatory Reform (Fire Safety) Order 2005, which requires employers to take general fire precautions to ensure the safety of their staff

Work at Height Regulations 2005, which requires employers to protect their staff from falls from height

Public Health (Control of Diseases) Act 1984 which covers the measures that can be implemented by the authorities when there is a serious threat to Public Health.

Aims

- To ensure the health and safety of all employees, students, visitors and members of the public who enter onto the premises of The Evolution or Henslow School.
- To set out the duties and responsibilities of both the organisation and its employees.
- To recognise the partnership necessary with the L.A to ensure that all statutory duties in this field are met.
- To emphasise the importance of the need to manage health and safety.

Plan

- The Directors have overall responsibility for Health & Safety at The Evolution and Henslow School
- This responsibility is delegated to The Head Teacher who has day to day responsibility for Health and Safety at both sites, along with the Deputy Head Teachers.
- Teaching Staff have responsibility for Health and Safety in respect of their areas of the curriculum and their daily working areas.
- All staff in attendance at The Evolution and Henslow School, regardless of position or role, have certain duties and responsibilities in respect of Health and Safety as set out in the Health and Safety at Work Act 1974 and the Management of Health and Safety at Work Regulations 1999
- Such duties include:
    - Co-operation in respect of any Health and Safety matter
    - To not interfere with anything provided to safeguard their safety
    - To adhere to any instruction or training in respect of Health and Safety
    - To use any equipment in accordance with instruction or training received
    - To take reasonable care of the Health and Safety of both themselves and others; and
    - To report any Health and Safety concern to The Head teacher or either of the Deputy Head teachers.
- To perform a suitable and sufficient risk assessment with regards to any Hazard which is likely to cause injury or harm; to act on that risk assessment to reduce the potential for injury or harm; and to identify any residual risk that may remain subsequent to the measures to reduce risk being put in place.
- To regularly review all risk assessments pertaining to their area of work
- To review Health and Safety through it being an agenda item at staff meetings
- To maintain good order and behaviour of all students by adhering to the School Behaviour Policy.
- To ensure that contractors can satisfy the school of their competence to pursue their activities safely and make adequate arrangements for fire and other relevant emergency precautions.
- To ensure visitors are briefed appropriately with regards to health and safety matters
- To encourage students to take reasonable care to avoid acts or omissions that it can be reasonably foreseen might be likely to injure someone.
- To ensure the safety of disabled people, please refer to the Disability, Equality and Accessibility policy.

Under Common Law, all staff at The Evolution and Henslow School have a duty of care to all students in their charge. The simplest means of deciding on the suitability of certain actions is to ask yourself “Is that which I am about to do, that which I would do with my own children?” If the answer is no, then the action should be avoided. Similarly, the duty of care is to do that which would be deemed as “reasonable”. Although there is no legal definition of reasonableness, a helpful guideline for what is unreasonable is “to do that which if in full possession of facts, (one) would not have dreamt of doing.” In a court of law, the questions asked would be:-

- Is a duty of care owed?

- Was the duty not discharged or not discharged properly?
- If not, did any damage accrue?

If the answer is “yes” then the member of staff may be facing a charge of negligence. This must be manifest negligence or incompetence. Simple under performance is not negligence. The defence against a charge of negligence would need to cover:-

1. All reasonable steps (as that of a reasonable body of professional opinion) have been taken to ensure the safety of equipment and premises, including suitable Risk Assessment.
2. Class instruction/briefing on safety and appropriate behaviour has been given.
3. Class prepared for activity and instructed in the use of equipment and appropriate footwear and clothing.
4. The work/activity is in keeping with appropriate and normal practice.
5. Visits, outdoor pursuits and overseas trips have all conformed to the School’s policy on visits.

Do

The Head Teacher and Deputy Head Teachers will deal with all Health and Safety issues relating to contractors working on the site and also the cleaning. School staff are expected to be aware of the Health and Safety policy and will have signed to say that they have read this document.

Where an occasion arises where no such guidance has been given/is relevant a risk assessment should be undertaken:

- Identify hazards - those aspects which have the potential to cause harm;
- Assess risks - the likelihood of injury coupled with its severity;
- Consider who may be harmed
- Control measures to manage risk
- If the residual risk is still too high seek advice about how to proceed

It is the responsibility of the Head Teacher and Deputy Head teachers to ensure that general risk assessments are carried out effectively and annually reviewed and that risk assessment for visits and trips are carried out each time a visit or trip occurs. Staff at school are trained as Educational Visits Co-ordinators (This process will be overseen by the director responsible for school). Please see the relevant policy.

Contractors and School Partnerships

The majority of maintenance work carried out at school is done by Reflexion Care Group Limited employees on the Maintenance team, who are aware of the company’s Health and Safety Policy. External Contractors carrying out work for the school will be required to be aware of the company’s Health and Safety Policy and act in accordance with this policy. Contractors will be required to assess the risks to anyone who might be affected as a result of the performance of the contract. In particular, they will be required to make appropriate arrangements with the Head teacher or Deputy to ensure that the Directors and users are sufficiently and suitably informed and consulted on issues relevant to risk control.

Any external users of the school premises will exchange H&S policies and procedures with the School and ensure that the H&S of all staff and users will be protected to a level which is reasonably practicable and equivalent in standard to the School.

It is the Head Teacher’s and Deputy’s responsibility and or the Director who has requested work be completed, to ensure that any External Contractors hold the relevant certificates to prove that they are a Competent Person and that both their Public Liability

Insurance, and their Employers Liability Insurances are current and valid. This responsibility may be discharged through the Facilities Administrator through the normal procedures required in confirming work to be completed.

Consultation and Advice

Employees with observations or queries with regards to Health and Safety should raise their concerns with the Head Teacher or Deputy Head Teacher in the first instance. If the employee continues to have concerns, then the matter should be brought to the attention of one of the company Directors.

It is the responsibility of the Head Teacher and Deputy Head teacher to ensure that appropriate knowledge is possessed by employees who work in hazardous areas;

- Science (use CLEAPPS)
- Outdoor activities (consider AALA certification + activity tickets)
- Design and Technology
- Physical Education

It is the responsibility of each of the teachers to ensure that they have access to and knowledge of relevant advice and information relating to their area of specialism.

Workplace stress

Employees should seek support and advice in the first instance from colleagues, the head teacher or Deputy Head teacher if they are experiencing stress which they feel is unmanageable and/or impacting on their health. They have a duty to raise such issues to allow New Reflexions to respond appropriately in an effort to reduce stress. If the response of the Head Teacher or Deputy Head Teacher is not to their satisfaction, then concerns should be taken to the HR manager (Carrie Collins) or Director with responsibility for the school: Mandy Clarke.

Accident Reporting

All injuries should be reported to the administration team at The Evolution School or Henslow School who will ensure the accident book is completed.

It is the responsibility of the Head Teacher or Deputy Head Teacher to report student accidents to the Care administrator at Head Office and employee accidents to the Human Resources Department, who will then determine if the Company needs to file a RIDDOR.

The school keeps a log on its information management system of all visits and trips. The lead teacher/teaching assistant should log on their return that no incidents or accidents have occurred during the trip or record details of any issues.

First Aid – see separate policy

External Investigation of an Accident

Where a RIDDOR instigates an external investigation of an accident by the appropriate authorities the Evolution and Henslow School and their staff will co-operate fully with the investigating authority.

Training, Instruction and Competence

The successful implementation of this policy depends upon the knowledge and skill of all staff. It is a fundamental responsibility of all managers to ensure that staff and the students under their control are competent for the tasks they are called upon to perform.

Mini-buses

The Evolution School and Henslow School do not own a mini-bus. For any visits involving the use of a hired mini-bus, it is the duty of the staff concerned to ensure that they adhere to all the regulations covering the use of the mini-bus (e.g. insurance, fitness for purpose, driver training, seat belts, and driver hours, inspection for safety and reporting faults and student supervision).

The Evolution and Henslow School have school cars which are available for teachers to use for work purposes. Teachers should take responsibility for reporting any damage/issues in a timely fashion.

Teachers must inform the Head teacher or Deputy Head Teacher if there are any changes to their driving licence which may impact on their insurance to use the school car.

Teachers should report any issues with the school car to an appropriate person as soon as possible.

A weekly vehicle check should be undertaken of the school cars and shared with the garage as appropriate.

School security

Both school sites must remain secure at all times, this means that main and pedestrian gates must remain closed and locked to the outside. All employees are responsible for ensuring this security and students should be encouraged to understand the importance of security too. Anyone allowing access to visitors should seek to identify the visitor via the intercom system before allowing them access.
Out of hours the school should be locked, including any internal doors and the intruder alarm activated at the Primary School site. The secondary site has external and corridor CCTV.

Public Health Incidents

Both school sites at all times must adhere to guidance and instruction that may be issued by UK Government, Local Authorities or both National and Regional Public Health Authorities.

Any outbreak of an Infectious Disease on either School site must be reported to the relevant authority in accordance with UK legislation.

In the event of an outbreak the approach should be;

1. Elimination: stop an activity that is not considered essential if there are risks attached.
2. Substitution: replace the activity with another that reduces the risk. Care is required to avoid introducing new hazards due to the substitution.
3. Develop controls: design measures that help control or mitigate risk.
4. PPE consideration: any personal protective equipment (PPE) should be used in line with UK Health Security Agency guidance.

Violence at work

The Evolution School and Henslow School believe that staff should not be in any unnecessary danger at work, RTI training is designed to ensure the safety of all and should be used appropriately. The schools do not tolerate violent or threatening behaviour towards staff, but also recognise that the vulnerable nature of the young people we work with means that this type of behaviour may be experienced. All staff should report any incidents of aggression or violence (or near misses) directed to themselves to the Head teacher or Deputy Head Teachers and record as required using the School information management system. Violence from visitors or other staff will not be tolerated and issues should de reported immediately to the Head teacher or Deputy Head Teachers.

Visitors

Visitors to the school will either be accompanied at all times or be provided with information about fire evacuation procedures, school rules, contact names and this policy. Regard must be given to visitors DBS status if students are present in the building they must be accompanied or only have access to areas which students do not have access.

All visitors to the school must sign in and sign out at reception showing ID as requested.

Manual Handling

All staff receive training during their induction in relation to safe lifting and moving of everyday work equipment. Staff at both schools should constantly consider their own health and safety when lifting or moving heavy items and take the necessary precautions, seek assistance or choose not to carry out the activity if it is not safe to do so. Each school owns a step ladder, anyone using this ladder must have read the associated risk assessment, carry out a visual check before use and be suitably fit and well to apply it.

Fire Safety (including gas leaks and chemical leaks)

- The Head teacher, Deputy head teachers along with the fire officer (Jonathan Penrose) are responsible for ensuring that Fire (Emergency) Evacuation procedures are in place, are known and understood by all and practised at least once a term (see Fire file for those procedures).
- The fire officer (Jonathan Penrose) is responsible for the day to day checking of fire extinguishers and for regular fire system checks. At the Primary School Simon Sowden carries out this role with Jonathan's consultation.
- On hearing the alarm all staff must evacuate themselves and those young people in their charge via the nearest fire exit to the collection point on the playground. Detailed information about individual staff roles is available on a separate sheet.
- If it is not immediately clear why the alarm has been triggered, then the person in charge is to carry out a full check of the buildings including cupboards and unused spaces. Only when it is **absolutely** clear that there is no fire and the cause of the alarm has been identified should young people be re-admitted to the building.
- If there is a fire, then young people who have care staff present should be dismissed with their care staff to return home. At the Evolution School any remaining students and staff can take shelter in the nearby primary school if necessary, so that arrangements can be made to return them home.
- At the Henslow School it may be possible to safely use one of the buildings to take shelter until arrangements can be made to return home, if this is not safe, students would need to be taken to head office until arrangements can be made or dropped at home by school staff.

- All necessary contact details are available via the schools SIMS online if the school is not accessible.

Fire detection systems, emergency lighting systems and fire-fighting equipment will be inspected by a competent person at least annually, or after any event which result in a full evacuation of the premises, other than for the purposes of a fire drill.

Substances/COSHH (The Control of Substances Hazardous to Health (COSHH) Regulations 2002)
The Head teacher and Deputy head teachers are responsible for a formal assessment of the risks that might arise from the use at work of substances defined as hazardous to health. This responsibility may be delegated to those with specific knowledge and experience with certain hazardous items, E.g. Science teacher. Precautions commensurate to the risk must be specified and implemented. Any mechanical measures (such as fume cupboards) used to control risks must be subject to periodic inspection and records kept to prove that this requirement has been complied with. Employees are required to make full and proper use of any protective equipment provided to protect their health and report immediately any defects.

Substances "hazardous to health" fall into the following categories:-

a) substances labelled by suppliers "very toxic", "toxic", "harmful", "corrosive" or "irritant"
b) substances for which a maximum exposure is specified
c) a micro-organism used at work that constitutes a hazard to health
d) dust of any kind if it is present in substantial concentration in air
e) any substance not included there which creates a comparable hazard to health

Both school sites follow guidance from the Health and Safety executive relating to managing substances that could be harmful. These occur in the following areas;

- Science chemicals
- Substances used in Art or other Creative Activities
- Cleaning materials

The Evolution and Henslow School store all these items in a locked, labelled cupboard. The school is a member of CLEAPPS which provides all of the required safety and risk assessment information to guide the Science teacher about the safe use and storage of items.
The school requests Safety Data Sheets for all ordered cleaning items and any art materials that require these, they are available for those using these items.

When using substances which may be hazardous, staff should consider;

- Elimination – eliminate the use of a harmful substance
- Substitution – use a safer form of the product (for example, paste rather than powder)
- Reduction – reduce the amount used or the time spent using the substance
- Isolation / enclosure
- Local exhaust ventilation / general ventilation such as doors and windows
- Safe systems of work
- Information, instruction and training
- Supervision
- Personal protective equipment

Legionella

The school is committed to protecting employees, pupils, visitors, contractors, and other building users from the risks associated with exposure to Legionella bacteria in water systems.

The head Teacher/Deputy Headteacher are responsible for:

- Ensure suitable Legionella risk assessments are completed.
- Allocate appropriate resources for implementation of control measures.
- Appoint a competent person to manage Legionella controls.
- Arrange water temperature monitoring.
- Ensure flushing regimes are undertaken.
- Keep accurate records.
- Arrange remedial works where deficiencies are identified

Control Measures

The school will implement the following controls:

Water Temperature Control (Monthly)

- Cold water maintained below 20°C within two minutes.
- Hot water stored at 60°C or above.
- Hot water outlets achieve at least 50°C within one minute.

Flushing Regime

Unused or infrequently used outlets will be flushed:

- Weekly during term time.
- Before reopening after school holidays or building closures.

Shower Management

- Clean and descale shower heads quarterly.
- Disinfect shower heads at least quarterly or in accordance with the risk assessment.

The school will implement effective control measures to minimise the risk of Legionnaires' disease and will ensure compliance with all relevant health and safety legislation and HSE guidance.

Risk Assessments

The Head and Deputy Head Teachers will carry out annual site risk assessments, more often if a new risk becomes apparent. These will detail how risk is to be minimised during the normal functioning of the school. Each teacher is responsible for carrying out dynamic risk assessments for the activities and area for which they are responsible. Where a member of school staff wishes to carry out an activity which could be considered riskier or uses equipment or materials which have specific risk management requirements, they should complete an on-site risk assessment and discuss it with the Head/Deputy head Teachers prior to the activity taking place.
Risk assessment for off-site activities are detailed in our Educational visits and trips policy.

Check

Electrical Safety

The company Health and Safety Manager is responsible for ensuring the inspection of electrical equipment. PAT testing will be carried out regularly at the school. All teachers are responsible for removing from use any item from their own areas which fails to meet the necessary requirements. Any member of staff wishing to bring personal electrical items to use in school must first discuss the matter with the Head Teacher or Deputy Head teachers; if the item is less than a year old and visual inspection indicates no damage then it is likely to be permitted. Any items over one year old must be PAT tested before use. The electrical systems for The Evolution School and the Henslow School will be inspected fully by a competent person either every five years or following a significant replacement, or addition to the electrical systems at the property.

Oil / Gas Safety

Any oil or gas heating systems will be inspected by a competent person at least annually, or upon a major refurbishment or overhaul of the system.

Monitoring and Evaluation and Review

Periodic checks and routine inspection of the premises and the Risk Assessment procedures will be made by a person with Health and Safety responsibilities to ensure that the stated arrangements are in force and are effective.

Asbestos

Both the Evolution and Henslow school sites have had a full inspection and report, there are no records of asbestos which require any further action. Any works that may open up areas previously unavailable should have full consideration for the possibility of discovering asbestos. Those undertaking this work should have training to ensure they remain safe.

Last Reviewed	*August 2026*
Next Review Due	*August 2027*
Reviewed by	*The Health and Safety Manager, P Scott Sep 2026*