

Health and Safety Policy

Orange Tree School

(Including OTS–Ridgeway)

Independent School Standards: 11, 12, 16, 25 and 34

Target Audience(s):	<input checked="" type="checkbox"/> All Staff <input type="checkbox"/> External suppliers or visitors <input type="checkbox"/> Regulatory / Legal bodies <input type="checkbox"/> Other (e.g. Students/patients) <input type="checkbox"/> Teaching staff
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Policy Committee Sponsor:	Peter Curtis
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1. STATEMENT OF INTENT

Orange Tree School is committed to ensuring, so far as is reasonably practicable, the health, safety and welfare of all pupils, staff, volunteers, contractors and visitors.

The School recognises its legal duties under health and safety legislation and the Independent School Standards Regulations and is committed to creating a safe and healthy environment in which pupils can learn and staff can work.

The prevention of accidents, injury and ill health is essential to the effective operation of the School and forms part of the education and welfare of pupils.

The proprietor takes ultimate responsibility for health and safety and ensures that appropriate policies, procedures and systems are in place and effectively implemented across all School sites.

2. LEGAL FRAMEWORK

This policy is informed by, and implemented in accordance with, relevant health and safety legislation and guidance, including but not limited to:

- Health and Safety at Work etc. Act 1974
- Management of Health and Safety at Work Regulations 1999
- Regulatory Reform (Fire Safety) Order 2005
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)
- Control of Substances Hazardous to Health Regulations 2002 (COSHH)
- Electricity at Work Regulations 1989
- Provision and Use of Work Equipment Regulations 1998 (PUWER)
- Working at Height Regulations 2005
- Lifting Operations and Lifting Equipment Regulations 1998 (LOLER), where applicable

This policy supports compliance with **Part 3 of the Independent School Standards Regulations**, in particular paragraphs **11, 12, 16, 25 and 34**.

3. ORGANISATION AND RESPONSIBILITIES

3.1 Proprietor / Advisory Board

The proprietor has ultimate responsibility for health and safety and ensures that:

- suitable policies are in place and reviewed regularly
- statutory duties are met
- appropriate resources are allocated
- assurance is received that health and safety arrangements are effective

3.2 Headteacher

The Headteacher has overall responsibility for day-to-day health and safety management and will:

- ensure this policy is implemented consistently
- oversee health and safety arrangements across all sites
- ensure staff receive appropriate training and information
- monitor incidents, accidents and near misses
- ensure appropriate action is taken to address identified risks

3.3 School Business Manager (SBM)

The SBM acts as the operational Health & Safety lead and is responsible for:

- premises management and statutory testing
- contractor management and site safety
- fire safety systems and compliance
- liaising with external health and safety advisers
- responding to reported hazards and defects

3.4 OTS–Ridgeway Lead Teacher

The Lead Teacher at OTS–Ridgeway is responsible for:

- overseeing health and safety arrangements within the hospital school environment
- liaising with hospital management and professionals
- ensuring risk assessments and control measures are implemented
- escalating concerns to the Headteacher

3.5 Staff and Volunteers

All staff and volunteers must:

- take reasonable care of their own health and safety and that of others
- cooperate with leadership on health and safety matters
- follow policies, procedures and risk assessments
- report hazards, defects or concerns immediately
- not interfere with safety equipment

3.6 Pupils, Parents and Visitors

Pupils, parents and visitors are expected to cooperate with the School's health and safety arrangements and follow guidance provided on-site and during off-site activities.

4. RISK ASSESSMENT

The School operates a **separate Risk Assessment Policy** which sets out procedures for identifying hazards, assessing risks and implementing control measures.

Risk assessments are completed and reviewed for:

- school premises and facilities
- curriculum activities and specialist rooms
- educational visits and trips
- transport and home visits
- individual pupils
- external venues and work experience placements

Appropriate action is taken to reduce identified risks so far as is reasonably practicable.

5. PREMISES MANAGEMENT AND SITE SAFETY

Orange Tree School takes responsibility for all aspects of premises safety, including:

- fire alarms and fire safety equipment
- termly fire drills
- hot and cold-water systems and legionella management
- plumbing, drainage and waste disposal
- electricity and lighting
- building maintenance
- lift maintenance where applicable
- security systems and electronically secured doors
- internal and external cleaning

The premises are cleaned daily. Any defects or hazards must be reported immediately to the SBM.

Planned Preventative Maintenance and Statutory Testing

The School operates planned preventative maintenance and statutory testing arrangements, including:

- fire alarms and emergency lighting
- fire doors and fire-fighting equipment
- electrical safety inspections and PAT testing
- water hygiene and legionella controls
- lift servicing
- security systems

Defects are recorded and remedial action taken within appropriate timescales.

Asbestos

Where asbestos is known or suspected, it is managed in line with an asbestos management plan and relevant survey information. Where no asbestos is present, this is based on appropriate survey evidence.

6. HAZARDOUS SUBSTANCES AND COSHH

The School has limited use of hazardous substances, primarily cleaning products and laboratory materials.

- Hazardous substances are securely stored and accessible only to authorised staff
- COSHH risk assessments are in place where required
- Pupils are closely supervised when hazardous substances are used
- COSHH cabinets and appropriate ventilation are provided in specialist areas

Advice from the HSE will be sought where necessary.

7. ACCIDENTS, INCIDENTS AND RIDDOR

All accidents, incidents and near misses involving pupils, staff or visitors must be reported and recorded.

The School complies with **RIDDOR 2013** and reports relevant incidents to the Health and Safety Executive as required.

Investigations are undertaken to identify causes and prevent recurrence. HR follows up work-related sickness absence where appropriate.

8. FIRE SAFETY

The School complies fully with the **Regulatory Reform (Fire Safety) Order 2005**.

Fire safety arrangements include:

- annual external fire risk assessments
- weekly fire alarm testing
- termly fire evacuation drills
- maintenance of fire-fighting equipment
- emergency lighting testing
- clear signage and evacuation routes
- trained fire marshals

Personal Emergency Evacuation Plans (PEEPs)

PEEPs are developed and implemented where required for pupils, staff or visitors who may need additional support during evacuation. These are reviewed regularly and shared with relevant staff.

Emergency Evacuation

- Fire procedures are displayed throughout the building
- Fire marshals oversee evacuation and checks
- Registers are taken at assembly points
- No one re-enters the building until authorised

9. CONTRACTORS AND VISITORS

All contractors must:

- agree works in advance with the SBM
- provide evidence of competence, insurance and risk assessments
- sign in and out
- be supervised if works occur during the school day

Visitors must sign in, wear identification and be supervised at all times.

10. TRAINING AND INFORMATION

The School ensures staff receive:

- health and safety induction
- annual refresher training
- role-specific training where required
- information relating to identified risks and control measures

Training needs are reviewed regularly.

11. MONITORING, REVIEW AND ASSURANCE

Health and safety arrangements are monitored through:

- incident and near-miss review
- risk assessment review
- premises inspections and audits
- statutory testing records

The proprietor body receives assurance through reporting and review that health and safety arrangements are effective, standards are met consistently, and pupil welfare is promoted.

This policy is reviewed annually or sooner if required.