

# THE MOUNT SCHOOL

# HEALTH AND SAFETY POLICY

**2026-2027**

|                       |                                                   |
|-----------------------|---------------------------------------------------|
| <b>Version</b>        | 2.0                                               |
| <b>Policy writer</b>  | Euan Burton-Smith                                 |
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| <b>Approval</b>       | Approved by Chris Sellers - Director / Proprietor |

This policy applies across The Mount School and its on-site Nursery/EYFS provision. It should be read with the School's safeguarding, fire/emergency, first aid, medical, allergy, medication, educational visits, restrictive intervention, security, risk assessment and premises procedures.

## Statement of intent

At The Mount School we are committed to the health, safety and welfare of staff, pupils, children in the Nursery, visitors, contractors and others affected by our activities. Health and safety is integral to effective education and safeguarding.

We will manage risk sensibly and proportionately. The aim is not to eliminate worthwhile activities, but to identify significant hazards, put suitable controls in place and learn from incidents and near misses.

- provide and maintain a safe and healthy learning and working environment;
- prevent, so far as reasonably practicable, work-related injury and ill health;
- comply with applicable health and safety, fire and premises requirements;
- provide safe equipment, systems of work, access and egress;
- consult and communicate with staff about relevant health and safety matters;
- provide suitable information, instruction, training and supervision;
- maintain appropriate welfare facilities;
- assess significant risks and implement proportionate controls;
- monitor performance and address deficiencies promptly; and
- provide resources reasonably necessary to meet health and safety duties.

## 1. Legal and regulatory framework

The proprietor of an independent school is accountable for health and safety. Day-to-day management may be delegated, but the proprietor's legal accountability is not removed by delegation.

This policy reflects the Health and Safety at Work etc. Act 1974; Management of Health and Safety at Work Regulations 1999; Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR); Regulatory Reform (Fire Safety) Order 2005; Control of Substances Hazardous to Health Regulations 2002 (COSHH); relevant workplace, equipment, manual handling and electrical-safety requirements; Equality Act 2010; Education (Independent School Standards) Regulations 2014 as amended; current DfE health and safety guidance for schools; and current HSE guidance.

Independent School Standard paragraph 11 requires the proprietor to ensure relevant health and safety laws are complied with through the drawing up and effective implementation of a written health and safety policy. Paragraph 12 separately requires compliance with the Fire Safety Order.

Health and safety arrangements also operate alongside Keeping Children Safe in Education 2026 and the current EYFS statutory framework where risks concern the welfare or safeguarding of children.

## 2. Organisation and responsibilities

| Role                      | Core responsibility                                                                                                                       |
|---------------------------|-------------------------------------------------------------------------------------------------------------------------------------------|
| Director / Proprietor     | Ultimate accountability; policy, resources, oversight, assurance and action on significant deficiencies.                                  |
| Headteacher               | Day-to-day implementation; competent support; risk management; monitoring; emergency and incident oversight.                              |
| Health and Safety Officer | Coordinates day-to-day health and safety arrangements and records as delegated.                                                           |
| Senior Leadership Team    | Implements arrangements in delegated areas; monitors practice; reports and addresses risks/incidents.                                     |
| All staff                 | Take reasonable care; follow controls/training; supervise pupils appropriately; report hazards/incidents; do not misuse safety equipment. |
| Contractors / hirers      | Manage risks created by their work/activity; cooperate with School controls; provide competence and safety information.                   |
| Pupils                    | Follow age-appropriate safety instructions and do not deliberately misuse safety equipment.                                               |

## 3. Duties of the Director / Proprietor

- maintain a suitable written health and safety policy and arrangements;
- ensure competent health and safety assistance is available;

- ensure significant risks are identified and managed;
- ensure premises, access/egress, equipment and systems of work are maintained safely;
- ensure suitable arrangements for hazardous substances and articles;
- ensure appropriate information, instruction, supervision and training;
- ensure significant findings, trends and unresolved risks are reviewed;
- authorise appropriate resources and remedial work; and
- seek assurance that the policy is being implemented in practice.

## 4. Duties of the Headteacher

The Headteacher has general responsibility for day-to-day development and implementation of safe working practices and conditions.

Euan Burton-Smith is the designated Health and Safety Officer/contact unless the School formally appoints another competent person. External competent advice will be obtained where the required knowledge is not available internally.

- ensure suitable and sufficient risk assessments are completed and significant findings communicated;
- ensure assessments are reviewed when no longer valid or after significant change, incident or emerging risk;
- ensure safety shortcomings are addressed and escalated where resources/authority are required;
- coordinate relevant contact with HSE, fire authority, insurers, Ofsted/DfE or other regulators where required;
- ensure appropriate staff induction and role-specific training; and
- maintain systems for active monitoring, incident review and annual policy review.

## 5. Duties of the Senior Leadership Team

SLT will implement this policy in delegated areas, consider health and safety when planning new initiatives, ensure incidents are reported, support investigations and take reasonable action to prevent recurrence.

SLT must escalate unresolved or serious risks promptly rather than accepting unsafe practice because it has become customary.

## 6. Duties of all staff

- take reasonable care of their own health and safety and that of others;
- cooperate with School arrangements and training;
- use equipment, PPE and substances only as instructed;
- not intentionally or recklessly interfere with safety equipment or controls;
- carry out appropriate supervision of pupils;
- report defects, hazards, near misses, accidents and unsafe practice promptly;
- stop or modify an activity where there is an immediate serious risk and seek advice;
- maintain good housekeeping and keep access/escape routes clear; and
- contribute to risk assessment and improvement where relevant to their work.

## 7. Pupils

Pupils will be taught and expected, in an age-appropriate way, to take reasonable care, follow staff instructions in routine and emergency situations, observe safety rules and not misuse equipment provided for safety.

A pupil's age, SEND, disability, communication, medical needs or developmental stage must be considered when deciding what can reasonably be expected of them.

## 8. Risk assessment

The Headteacher has overall responsibility for ensuring significant risks are assessed. Assessments must be suitable and sufficient, proportionate to the activity and focused on practical controls.

Significant findings should identify the hazard, who may be harmed and how, controls in place and further action required. Risk assessments are living documents and must be reviewed where there is reason to believe they are no longer valid or following significant change, incident or new information.

Annual review remains a useful Mount control for core premises/operational assessments, but annual review does not replace the duty to review sooner when circumstances require it.

Risk assessment must consider employees, pupils, Nursery children, visitors, contractors and others affected, including people who may be particularly vulnerable because of age, pregnancy, disability, SEND, medical condition or other relevant circumstance.

Educational visits are managed under the Educational Visits and School Journeys Policy.

## **9. Safeguarding and health and safety interface**

A health and safety issue may also be a safeguarding concern. Where an incident, unsafe practice, adult conduct, premises risk, supervision failure or injury raises a safeguarding concern, the Safeguarding and Child Protection Policy takes priority alongside any necessary immediate safety response.

Staff must not delay a DSL referral while waiting for a health and safety investigation. Equally, health and safety evidence must be preserved where doing so does not compromise child protection or police/LADO processes.

## **10. SEND, disability and reasonable adjustments**

Health and safety must not be used as a blanket reason to exclude pupils with SEND, disability or medical needs from ordinary school life. Risk should be assessed individually and reasonable adjustments considered.

Individual risk assessments, healthcare plans, intimate-care plans, behaviour/support plans and emergency evacuation arrangements should be coordinated where relevant.

## **11. First aid**

The School will provide adequate and appropriate first-aid equipment, facilities and trained personnel based on a first-aid needs assessment.

The Mount's detailed arrangements, including paediatric first aid in EYFS, are set out in the First Aid Policy. First-aid training does not by itself authorise or demonstrate competence to administer every medicine or specialist treatment.

Any person may call 999 where they reasonably believe emergency assistance is required. Staff should not delay an emergency call solely because a designated first aider is not immediately available.

## **12. Medical conditions, medicines and allergies**

The School's Supporting Pupils with Medical Conditions, Administration of Medication and Allergy Safety policies set out detailed arrangements.

Relevant risk assessments must take account of individual healthcare plans, emergency medication, allergies, food/cross-contact risk and staff competence. Time-critical emergency medicines must be accessible to those who may need them.

Serious allergic reactions and near misses will be reviewed for lessons and control improvements.

## **13. Accident, incident and near-miss recording**

Accidents and significant incidents involving employees, agency staff, trainees, pupils, Nursery children, visitors, contractors or members of the public affected by School activity must be recorded using the appropriate School system/form.

All incidents are recorded as required, while the depth of investigation reflects actual/potential severity, recurrence, safeguarding implications and learning value.

Near misses should be reported where they reveal a meaningful failure or risk that could reasonably have caused harm.

## **14. RIDDOR and external reporting**

RIDDOR reporting is not triggered merely because an accident happened at School or an ambulance/hospital was involved. The School will assess each event against the statutory RIDDOR criteria and current HSE guidance.

The Headteacher/authorised competent person will ensure reportable work-related deaths, specified injuries, qualifying over-seven-day worker injuries, reportable occupational diseases and dangerous occurrences are notified as required. Injuries to pupils or other non-workers are reportable only where the RIDDOR conditions for non-workers are met, including that the accident arose out of or in connection with work and resulted in the person being taken directly from the scene to hospital for treatment.

Records supporting the RIDDOR decision will be retained. Where there is doubt, competent advice/HSE guidance will be consulted.

Separate notification duties may arise under EYFS, safeguarding, fire, data protection or other regulatory arrangements. RIDDOR does not replace them.

## **15. Accident and incident investigation**

Investigations will seek causes and improvements rather than blame. They may consider supervision, environment, equipment, training, procedures, human factors, individual needs and whether existing controls were actually followed.

Following an incident, relevant risk assessments/procedures will be reviewed and amended where necessary. Significant trends will be reported to the Headteacher and Director/Proprietor.

## **16. Active monitoring and inspections**

The School will actively monitor health and safety rather than relying only on accident data. This includes document review, premises inspections, statutory/contractor checks, hazard reports, training records and follow-up of actions.

The Director/Proprietor and Headteacher will receive sufficient information to identify unresolved risks, repeated incidents and overdue actions.

## **17. Fire safety**

The School will comply with the Regulatory Reform (Fire Safety) Order 2005 and maintain a suitable fire risk assessment and fire-safety arrangements.

- fire alarm systems and call points will be tested/maintained at appropriate intervals and records kept;
- fire-fighting equipment and emergency lighting will be inspected/maintained by competent persons at required intervals;
- escape routes and fire doors will be kept available and unobstructed;
- staff, pupils, visitors and contractors will be given appropriate fire information;
- evacuation drills will be carried out and reviewed; and
- personal emergency evacuation arrangements will be considered for anyone who may require assistance.

Testing fire evacuation procedures each term and fire alarm call points weekly will be implemented.

Staff should not attempt to fight a fire unless it is safe, they are competent to do so, and the action does not delay evacuation or calling the fire and rescue service.

## **18. Lockdown, security and emergency planning**

Lockdown is part of the School's wider security/emergency arrangements and is not a fire evacuation procedure. The School will maintain a proportionate security plan informed by current risks.

The existing annual lockdown exercise may continue, but exercises must be age-appropriate, planned to avoid unnecessary distress and reviewed afterwards. Additional desktop or staff-only exercises may be used where more appropriate.

The School will maintain reliable methods of accounting for pupils and Nursery children during emergencies. Electronic systems may be supplemented by printed/emergency lists; a blanket requirement to maintain live paper registers 'at all times' is replaced by resilient, practicable arrangements.

## **19. Visitors and site security**

Visitors must follow the School's sign-in, identification and supervision arrangements. Staff who encounter an unidentified person should challenge safely or seek assistance and direct the person to reception.

Call 999 immediately where there is imminent danger, violence, a weapon, serious threat or another emergency; otherwise use the School's security/escalation procedure and police 101 where appropriate.

Safeguarding visitor requirements are governed by the Safeguarding Policy and visitor/contractor procedures.

## **20. Contractors and works on site**

Contractors must be competent, manage risks created by their work and cooperate with the School. The School will provide relevant information about site hazards and emergency arrangements.

- works must be authorised and planned to separate pupils from hazards;
- contractor risk assessments/method statements should be obtained where proportionate;
- asbestos information and other relevant premises hazards must be communicated before intrusive work;
- hot work, work at height, electrical isolation and other high-risk work require appropriate controls/permits where applicable;
- contractor safeguarding/identity/access arrangements must be agreed before work starts;
- work areas, tools, chemicals and waste must be secured from children; and
- completion/handback must leave the area safe for occupation.

## **21. Premises, estate and maintenance**

The School will maintain premises with regard to the health, safety and welfare of pupils, staff and visitors and will manage statutory compliance across the estate using competent persons where required.

Planned inspection/maintenance arrangements will cover, as relevant, fire systems, electrical systems, gas, water hygiene/Legionella, asbestos, lifts/lifting equipment, playground/gym equipment, ventilation/extraction, trees/grounds and other building systems.

Maintenance frequencies will follow applicable law, risk assessment, manufacturer/competent-person advice and the School's compliance schedule rather than assuming every item requires the same annual test.

## **22. Electrical safety and portable equipment**

Electrical equipment must be suitable, maintained and used safely. Staff must visually check equipment where appropriate and report damage or defects.

There is a risk based inspection/testing regime informed by equipment type, environment, use, history and competent advice. Portable appliance testing is one possible control and is not automatically required annually for every appliance.

Unauthorised repairs or modifications to electrical equipment are prohibited.

## **23. Work equipment, PE and play equipment**

Equipment must be suitable, maintained, guarded where necessary and used by competent persons in accordance with instruction. Pupils must receive appropriate supervision.

Fixed PE/gymnasium and play equipment will be inspected at suitable intervals by competent persons, with user checks between formal inspections where appropriate.

Defective equipment must be removed from use, isolated or clearly marked until made safe.

## **24. Hazardous substances and COSHH**

Hazardous substances must be identified, assessed and controlled under COSHH where applicable. They must be stored securely, appropriately labelled and inaccessible to pupils except under controlled educational use.

Safety data sheets support but do not replace a COSHH assessment. Controls should follow the hierarchy of control and may include substitution, ventilation/local exhaust ventilation, safe systems, PPE and training.

The blanket statement that no hazardous substance may be used without Headteacher permission is replaced by an authorised procurement/COSHH process: routine approved products may be used in accordance with their assessment; unusual or higher-risk substances require specific approval.

Where ionising radiation is relevant, specialist statutory arrangements and competent advice will apply; it is not assumed that the School routinely holds radioactive sources.

## **25. Manual handling**

Hazardous manual handling should be avoided where reasonably practicable. Where it cannot be avoided, the task must be assessed and risk reduced.

Staff must use appropriate equipment/assistance and follow training. Moving or assisting a pupil with mobility needs must follow any individual moving-and-handling plan and preserve dignity.

## **26. Work at height**

Work at height must be avoided where reasonably practicable and otherwise properly planned, supervised and carried out using suitable equipment. Chairs, tables or improvised furniture must not be used as access equipment.

Higher-risk work at height must be undertaken by competent staff/contractors.

## **27. Housekeeping, cleaning and waste**

Cleaning standards will be monitored by the School Manager or nominated person. Hygiene-critical areas receive particular attention.

Spillages, trailing cables, blocked routes and other slip/trip hazards must be addressed promptly.

Clinical, sharps, chemical and other specialist waste will be segregated and disposed of through appropriate arrangements.

Ordinary laboratory references from the previous policy apply only where the relevant materials are actually used.

## **28. Infection prevention and public health**

The School will manage infectious-disease risks proportionately, informed by current UKHSA/public-health advice. Controls may include hygiene, ventilation, cleaning, exclusion advice, PPE for specific tasks and outbreak response.

Risk assessments will be updated when public-health circumstances materially change. Infection control will be balanced with pupils' education and welfare.

## **29. Severe weather and environmental conditions**

The Headteacher, in liaison with the Director/Proprietor, will decide whether closure, delayed opening or other controls are necessary because of severe weather or site conditions.

The School will consider heat, cold, ice/snow, storms, flooding, air quality and other relevant environmental risks, including additional vulnerability of young children and pupils with medical needs.

## **30. Security, theft and personal safety**

Staff must take reasonable measures to protect School equipment and report suspected theft or loss promptly. Cash handling will be organised to avoid unnecessary risk.

The School will not use an absolute disclaimer for loss or damage to personal belongings where legal responsibility may arise; pupils/staff are nevertheless expected to take reasonable care of personal property.

Violence, threats and aggression toward staff will be risk assessed and managed under the School's security, behaviour, safeguarding and staff-welfare arrangements.

## **31. Lone working**

Lone working will be avoided for activities where the risk requires more than one person. Where lone working is permitted, risks such as access, communication, medical emergency, violence, manual handling and locking-up will be considered.

Staff must follow any check-in/out or escalation arrangements specified for their role/activity.

### **32. Stress, wellbeing and occupational health**

The School recognises work-related stress as a health and safety issue where demands, control, support, relationships, role or change create a foreseeable risk to health.

Managers should identify and respond to work-related risks, make reasonable adjustments where required, and seek occupational-health or other specialist advice where appropriate.

This does not replace ordinary management, capability, grievance or safeguarding processes where those are the appropriate route.

### **33. Display screen equipment (DSE)**

The School will identify users covered by DSE requirements and ensure suitable workstation assessments, information and adjustments. Staff should organise work to allow changes of activity/breaks and report discomfort or workstation concerns.

Eligible DSE users will be supported with eyesight testing in accordance with applicable regulations.

### **34. Personal protective equipment (PPE)**

PPE will be provided where risk cannot be adequately controlled by more effective measures. It must be suitable, maintained, compatible with other equipment and provided without charge to employees where legally required.

PPE is a last line of control and should not substitute for eliminating or reducing hazards at source.

### **35. New and expectant mothers**

Where the School is notified that an employee is pregnant, has given birth within the previous six months or is breastfeeding, relevant workplace risks will be considered and individual controls adjusted where necessary.

The process will respect confidentiality and equality duties.

### **36. EYFS / Nursery**

The EYFS statutory framework requires providers to take all necessary steps to keep children safe and well. Health and safety arrangements must reflect the age, dependency and developmental needs of Nursery/EYFS children.

- premises, equipment and outings must be safe and suitable;
- staffing and supervision must remain effective during routines, toileting, sleep, meals, outdoor play and emergencies;
- paediatric first-aid requirements must be met;
- medicines, allergies and food safety must follow EYFS and School procedures;
- sleep arrangements must follow current safer-sleep requirements;
- children must be protected from hazardous substances, hot surfaces, choking risks and unsafe access;
- accidents/injuries and required notifications must be handled under EYFS procedures; and
- risk assessment must be proportionate and embedded in daily practice.

### **37. Educational visits and off-site activities**

The Educational Visits and School Journeys Policy governs off-site planning, transport, supervision, medical/SEND needs, safeguarding, volunteers, emergency arrangements and visit risk assessment.

Health and safety vigilance applies throughout off-site activities; effective implementation of the School's health and safety policy includes responding promptly to risks arising away from the premises.

### **38. Restrictive intervention and post-incident safety**

Restrictive intervention is not a routine health and safety control. Where reasonable force, restraint or seclusion is used, the Restrictive Intervention and Reasonable Force Policy applies.

Any injury or significant force incident must receive appropriate first aid/welfare checks and the required recording, parent reporting and safeguarding consideration.

### **39. Training and competence**

Staff will receive health and safety information at induction and refresher/role-specific training according to risk. No member of staff should undertake a specialist task merely because they have been asked if they lack the necessary competence.

Training records will be maintained. Competence includes appropriate skills, knowledge, experience and, where relevant, qualifications.

### **40. Consultation and communication**

The School will communicate relevant health and safety information to staff and consult on matters that materially affect their health and safety. Staff are encouraged to raise concerns and suggest improvements without fear of disadvantage for doing so in good faith.

Urgent hazards should be reported immediately rather than waiting for a meeting or formal review.

### **41. Monitoring, audit and review**

Health and safety performance will be reviewed using both proactive and reactive information, including inspections, maintenance/compliance records, risk assessments, training, accidents, near misses, sickness/occupational-health themes, fire/emergency exercises and outstanding actions.

The Director/Proprietor will receive assurance that significant statutory checks and remedial actions are completed. Persistent overdue high-risk actions must be escalated.

This policy will be reviewed annually and sooner following a serious incident, significant regulatory change, inspection finding or material change to premises/operations.

## Appendix 1 - Health and safety responsibilities quick reference

| Issue                      | Primary lead                         | Escalation / linked policy                   |
|----------------------------|--------------------------------------|----------------------------------------------|
| Overall H&S management     | Headteacher / H&S Officer            | Director / Proprietor                        |
| Safeguarding concern       | DSL / DDSL                           | Safeguarding Policy                          |
| Fire safety                | Headteacher / competent fire support | Fire risk assessment / emergency procedure   |
| First aid                  | Lead First Aider / Headteacher       | First Aid Policy                             |
| Medical/allergy/medication | Relevant trained staff / Headteacher | Medical, Allergy, Medication policies        |
| Premises defect            | Headteacher / premises lead          | Director / competent contractor              |
| Educational visit          | Trip Leader                          | Headteacher / Educational Visits Policy      |
| RIDDOR assessment          | Headteacher / competent person       | HSE where statutory criteria met             |
| Contractor risk            | Commissioning/premises lead          | Headteacher                                  |
| Immediate danger           | Person discovering risk              | Make safe/stop activity; 999 where emergency |

## Appendix 2 - Hazard / near-miss reporting prompt

- Date/time/location.
- Hazard, defect or near miss observed.
- Who could be harmed and how.
- Immediate action taken.
- Photograph/evidence if safe and appropriate.
- Person informed.
- Further action required, responsible person and deadline.
- Date closed and verification that the control is effective.

## Appendix 3 - Accident / incident investigation prompt

- What happened, when and where?
- Who was affected and what injury/harm occurred or could have occurred?
- What task/activity was underway?
- What controls/risk assessment applied and were they followed?
- Were supervision, training, equipment and environment adequate?
- Did SEND, medical needs, fatigue, workload, behaviour or communication affect the event?
- Does the incident raise safeguarding, LADO, EYFS, RIDDOR, insurer or other notification issues?
- What immediate and longer-term actions are required?
- Does a risk assessment/policy/training arrangement need amendment?
- Who owns each action and by when?
- What learning should be shared and with whom?

## Appendix 4 - RIDDOR decision check

This is a prompt, not a substitute for checking current HSE guidance.

- Was there an accident, occupational disease or dangerous occurrence covered by RIDDOR?
- Was the accident work-related - did the way work was carried out, machinery/substance/equipment, or the condition of the premises play a role?
- Worker: death, specified injury, qualifying over-seven-day incapacity or other reportable category?
- Non-worker/pupil: did a work-related accident cause injury and result in the person being taken directly from the scene to hospital for treatment (or another applicable RIDDOR category)?
- Is there a dangerous occurrence or reportable occupational disease?
- Who is the 'responsible person' required to report?
- Check current HSE guidance and reporting timescale before submission.
- Record the decision and rationale even where the incident is not reportable.

## Appendix 5 - Premises compliance monitoring schedule template

| System / area                           | Required check / competent person | Frequency / due date | Evidence / certificate | Action / owner |
|-----------------------------------------|-----------------------------------|----------------------|------------------------|----------------|
| Fire alarm / detection                  |                                   |                      |                        |                |
| Emergency lighting                      |                                   |                      |                        |                |
| Fire extinguishers                      |                                   |                      |                        |                |
| Fire risk assessment                    |                                   |                      |                        |                |
| Electrical installation                 |                                   |                      |                        |                |
| Portable electrical equipment regime    |                                   |                      |                        |                |
| Gas systems/appliances                  |                                   |                      |                        |                |
| Water hygiene / Legionella              |                                   |                      |                        |                |
| Asbestos management                     |                                   |                      |                        |                |
| Lifts/lifting equipment (if applicable) |                                   |                      |                        |                |
| PE/play equipment                       |                                   |                      |                        |                |
| Ventilation / LEV where applicable      |                                   |                      |                        |                |
| Trees/grounds/site hazards              |                                   |                      |                        |                |
| Other statutory/insurance inspection    |                                   |                      |                        |                |