



Date: March 2025

# Health & Safety Policy

Combe Pafford School



# 1 Introduction

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At CPS, the health and safety of our pupils, staff, visitors, and contractors is of paramount importance. As a school catering to 261 special needs pupils and 135 staff members, we are committed to ensuring a safe, healthy, and supportive environment in which everyone can thrive. This policy outlines our approach to managing health and safety in accordance with relevant UK laws and guidelines, including the **Health and Safety at Work etc. Act 1974** and the **Equality Act 2010**.

## 2 Aims and Objectives

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- To provide and maintain a safe and healthy environment for all pupils, staff, visitors, and contractors.
- To identify, assess, and manage risks associated with school activities, particularly focusing on the needs of special needs pupils.
- To comply with all relevant health and safety legislation.
- To promote a culture of safety awareness and responsibility among staff, pupils, and visitors.
- To ensure that all staff receive adequate health and safety training and are fully aware of their responsibilities.

## 3 Responsibility

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### 3.1 Headteacher

The Headteacher is ultimately responsible for ensuring that health and safety measures are in place, regularly reviewed, and properly implemented. They will:

- Ensure the school complies with all relevant legislation.
- Allocate sufficient resources to manage health and safety effectively.
- Review the Health and Safety Policy annually.

### 3.2 Premises Manager

The Premises Manager is responsible for the day-to-day management of health and safety, ensuring that:

- Health and safety policies and procedures are implemented effectively.
- Risk assessments are carried out regularly and updated when necessary.
- Staff are trained in health and safety matters and receive regular updates.
- Incidents and accidents are investigated and reported appropriately.
- There is ongoing communication with staff and governors regarding health and safety matters..

### 3.3 Staff Members

All staff members are responsible for:

- Following the school's health and safety procedures and policies.
- Reporting any health and safety concerns or hazards immediately.
- Participating in training and keeping updated on health and safety practices.
- Ensuring pupils under their care are supervised in a safe manner.
- Carrying out risk assessments for any classroom activities, trips, or events they oversee

### 3.4 Health and Safety Officer

A designated Health and Safety Officer will oversee the practical implementation of this policy. This role includes:

- Conducting regular health and safety audits and inspections.
- Ensuring that emergency procedures, such as fire drills and lockdowns, are practised regularly.
- Liaising with external agencies and contractors to ensure compliance with safety regulations.

### 3.5 Pupils

Pupils are expected to:

- Follow school rules and guidelines designed to keep them and others safe.
- Report any hazards or unsafe practices to a member of staff.
- Participate in health and safety-related drills and activities as instructed.

## 4 Risk Assessment

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Risk assessments are essential for ensuring the safety of pupils and staff. We recognise the additional needs of our special needs pupils, and risk assessments will be adapted accordingly.

This includes:

- Individual risk assessments for pupils with specific needs (e.g., mobility issues, medical conditions, behavioural challenges).
- Regular assessments of the school's facilities, including classrooms, playgrounds, and specialised equipment.
- Assessments for school trips, outings, and extracurricular activities.
- Continuous review and updating of risk assessments following any significant changes to the environment or procedures.

## 5 Supporting Pupils with Special Needs

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Given the nature of our school, particular attention is given to ensuring the safety of our special needs pupils.

This includes:

- Providing adapted equipment, resources, and facilities as necessary.
- Ensuring that all staff are trained in the use of specialised equipment (e.g., hoists, sensory tools).
- Ensuring staff receive training in working with children with special needs, including deescalation techniques, first aid, and understanding specific medical conditions.
- Having a clear plan in place for emergency evacuation that considers pupils with mobility or sensory impairments.

## 6 Emergency Procedures

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The school has clear procedures in place for responding to emergencies:

- **Fire Safety:** Regular fire drills are conducted, with specific attention to the evacuation of special needs pupils who may require additional assistance.
- **First Aid:** The school has a sufficient number of trained first-aiders, with additional training provided to staff responsible for special needs pupils. First aid kits are easily accessible in key locations throughout the school.
- **Lockdown Procedures:** Lockdown drills are conducted to ensure that staff and pupils are familiar with procedures in the event of an external threat.

## 7 Training and Information

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Health and safety training is provided to all staff members, including:

- Induction training for new staff.
- Regular refresher courses on health and safety protocols.
- Specific training for staff working with special needs pupils, including manual handling, use of specialised equipment, and medical emergency procedures

## 8 Monitoring & Review

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The school's health and safety performance will be regularly monitored and reviewed by the Premises Manager and Headteacher, with reports provided to the governing body. This will include:

- Annual review of the Health and Safety Policy.
- Regular inspections of the school environment and facilities.
- Analysis of incident and accident reports to identify trends and implement preventive measures.

## 9 Reporting Incidents & Hazards

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All accidents, incidents, or near-misses must be reported immediately. The procedure for reporting is as follows:

- Staff must complete an incident report form, which is submitted to the Health and Safety Officer.
- The Health and Safety Officer will investigate the incident and take any necessary corrective action.
- Serious incidents must be reported to the appropriate authorities, such as the Health and Safety Executive (HSE).

## 10 Policy Review

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This Policy will be reviewed biennially, or after any major change, by the Head and the school's governing body to ensure that it remains relevant and effective.

Any updates will be communicated to staff and stakeholders.

Signature:



**S. Banfield**  
**Headteacher**  
**10/03/2025**

At CPS, we are committed to maintaining the highest standards of health and safety. By working together, we aim to create an environment where all pupils, staff, and visitors can feel safe, supported, and able to thrive.