

High Grange

Adaptive thinking, Communication, Emotional wellbeing, Independence

Creating a Safe Environment		
HEALTH AND SAFETY POLICY		
Last Update: September 2025	Responsible: Principal	Page: 1 of 7

This policy promotes ACE because;	
	Our health and safety policy promotes adaptive thinking through clear routines and procedures, like knowing what to do in the event of a fire. Enhancing communication skills via collaborative tasks and visual supports like checking equipment and reporting any faults and supporting emotional well-being by providing predictable structures, safe opportunities for independence, and strategies that reduce anxiety while building confidence and resilience.

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1. Policy statement

Rushcliffe Care Group and the Principal of High Grange School are committed to ensuring the Health and Safety of all children/young people and staff at the school and of all visitors to the school. The school will provide safe equipment, resources and procedures for all staff, pupils and young people and visitors involved in school activities. They also recognise their responsibility to consider the health and safety of contractors and any other person whose health and safety may be affected by High Grange activities.

The effective management of Health and Safety ranks equally with any other managerial, supervisory and safeguarding responsibility. Health and Safety is addressed through the agenda of the weekly Senior Management Team meeting. There is also a legal and moral responsibility on all employees to safeguard their own, and pupils/young people, health and safety and to cooperate with their employer by following established procedures and bringing to the attention of school any health and safety problems of which they are aware.

It is the intention of the Principal to ensure that the established policies and procedures issued by Rushcliffe Care Group are followed and developed locally to meet the needs of the school, as set down in this policy statement. The aim is to ensure that health and safety becomes an integral part of school and the activities.

The School Principal will sign a copy of the Health & Safety Policy and ensure that this is available to staff on the staff drive, in policy folders and available to parents, contractors and visitors should the need arise.

2. Organisation and responsibilities

General:

The Principal will ensure:

- This Health and Safety Policy & Rushcliffe Care's Health & Safety policy are complied with at all times
- All accidents, dangerous occurrences, diseases, near misses and property damage are reported and that the cause is investigated and that all reasonably practicable steps have been taken to prevent it happening again
- The maintenance of Estates and repair of machinery, plant and equipment is carried out as appropriate, by a competent person, in accordance with Rushcliffe Care's procedures
- Adequate First Aid provisions are made in accordance with management guidelines on First Aid arrangements
- All employees, including new employees, receive adequate health and safety information, instruction and to enable them to work without undue risk.
- New employees receive adequate health and safety training as part of the staff induction process
- They are available to any member of staff to discuss and attempt to resolve any health and safety issues
- Staff are provided with and use protective clothing and safety equipment, which must be properly maintained and reviewed when required
- Effective arrangements are in force to facilitate the evacuation of each building in case of fire or other emergencies and that fire-fighting equipment is readily available and properly maintained
- A Fire log is kept in which to record all evacuation practices and any non-conformance
- The Health and Safety Lead for Rushcliffe Care is informed of all reportable incidents, accidents or occurrences at the school.

The Health and Safety team will:

- Ensure that the Health and Safety policy is complied with and shall report deficiencies to the Principal.
- Submit a termly health and safety report to the Principal in terms of Health and Safety audit conducted by Jim Horne Rushcliffe Care Group Safety, Health, environmental and facilities (SHEF) manager.
- Chris Haines – Deputy Head is High Grange Schools onsite health and safety officer.

- On receipt of a complaint from a member of staff, investigate the issue and take appropriate action
- Undertake Risk Assessments in accordance with management guidelines (Please refer to High Grange School risk assessment policy)
- Maintenance and Health and Safety is on the SLT meetings weekly and minutes and actions are undertaken

The maintenance and Estates manager has a duty to check the general conditions of the school premises and, in particular, the non-classroom areas; and for ensuring that health and safety hazards are dealt with effectively or reported to the Rushcliffe Safety, Health, environmental and facilities (SHEF) manager as necessary. Any issues should be reported to the Principal for appropriate action and future prevention where possible

The maintenance and Estates manager will carry out monthly checks across the whole site in regard of:

- Water temperatures
- Swimming Pool Chlorination and pH levels
- Fire safety systems inclusive of alarm, emergency lighting and fire extinguisher tests and will maintain a written log of these checks. Any non-conformance will be reported immediately to the Principal or health and safety point of contact.

The maintenance and Estates manager will check all electrical equipment annually and arrange for fire extinguishers to be checked by an external competent person. They are responsible for arranging all vehicle checks and MOTs and for organising repair work to be carried out by an external competent person. The maintenance and Estates manager will liaise with the Principal to arrange termly fire evacuation practices at the school.

The Domestic Services Manager will arrange that cooks and cleaners employed by High Grange School are given necessary health and safety information on safe working procedures and practice; that the safety checking of their equipment is carried out; and that cleaning materials are assessed in accordance with the Control of Substances Hazardous to Health Regulations (COSHH) 2002 and the management guidelines.

All teachers are responsible for ensuring that their classrooms and their curriculum areas are checked frequently to ensure that no health and safety hazards are present. Should a teacher identify hazards, then they are required to ensure that the risk of injury is eliminated or reduced to an acceptable level. If the teacher cannot resolve the issue because it is beyond their remit, affects other areas of the school, or requires financial support, then the Principal or the H&S co-ordinator should be advised of the hazard/issue. Teachers are responsible for updating classroom risk assessments at least annually. Chris Haines the school's Deputy Head has overall site responsibility for health and safety at High Grange School.

All staff have a health and safety responsibility to ensure that they are safe in what they are doing and that their actions do not cause harm/injury to others. Accordingly, all staff shall ensure that they comply with the High Grange Health and Safety Policy, training and instructions. Staff shall report hazards to their immediate line manager or the maintenance and Estates manager in accordance with the policy.

3. Specific requirements

A Health and Safety Meeting will be held, and minutes taken, each term. Jim Horne is the 'Groups' overall Safety, Health, environmental and facilities (SHEF) manager and he chairs Health and Safety meetings on the school site he also conducts at least a quarterly Health and Safety inspection / audit and outcomes are shared with the Board of Governors / directors Sue Wilkinson, the school Principal, Deputy Head Teacher who has Health and Safety responsibility for the site and Graham Jago who is head of estates at High Grange School.

The Health and Safety Committee is made up of the following members of staff:

- Rushcliffe Care Safety, Health, environmental and facilities (SHEF) manager – Jim Horne
- Board of Governors / Directors – Sue Wilkinson
- Principal / DSL (SSL) – Gavin Spicer
- Deputy Head-teacher/ Deputy DSL – Chris Haines
- Nurse - Heather Brandon-White
- Maintenance and Estates Manager – Graham Jago
- Rebecca Holden – Occupational Therapist

4. Arrangements

Training:

- All new employees, teaching, non-teaching, shall be provided with the following in-house Health and Safety training on induction:
 - Basic First Aid
 - Manual Handling
 - Risk Assessment
 - Fire Evacuation appropriate to their main place(s) of work
 - Safety on school transport (Transport staff / drivers)
 - Safety on off-site educational visits
 - Fire Evacuation
 - Risk assessment
 - Administration of medication (Nurse in school / trained other staff)
- All employees and volunteers shall on their first day of employment be informed of what to do in the event of a fire and what first aid arrangements are in place.

- All employees and volunteers will be given a copy of the school's induction file within the first week of starting their employment. Refresher training will be planned into the school's annual training plan.

Risk Assessment:

- All pupils, from admission, will have an individual Risk Assessment in place, which is amended annually, or as required. All staff working with the child are required to read the RA and sign and date that they have done so.
- All locations visited by the school shall have a written risk assessment in place, which is to be read and signed by the activity leader, before the trip is allowed to take place. These shall be updated annually.
- All teaching areas will have a Risk Assessment in place, which is updated annually or more often, as required.
- All subjects and activities will have a Risk Assessment in place, which is updated annually or more often, as required.
- The School H&S Co-ordinator will have overview of all on-site and off-site risk assessments and will provide all necessary guidance and resources for these to take place.