

Health and safety Policy/Procedures

Mending Lines

1. Statement of Intent

Mending Lines is committed to providing a safe and healthy environment for all staff, pupils, and visitors. We recognise our statutory duties under the **Health and Safety at Work etc. Act 1974** and other relevant legislation.

We aim to:

- Promote a culture of safety and wellbeing.
- Identify and manage risks to staff, pupils, and visitors.
- Ensure all staff understand their responsibilities.
- Integrate health and safety with safeguarding and overall pupil welfare.

2. Roles and Responsibilities

All Staff:

All members of staff, including teachers, teaching assistants, and administrative staff, have a legal and moral responsibility to:

- Take reasonable care for their own health and safety and that of others.
- Cooperate with management to enable compliance with legal duties.
- Report any hazards, accidents, or near misses immediately.
- Follow all health and safety procedures and instructions.

Pupils:

- Pupils are expected to follow health and safety instructions, act responsibly, and report any concerns or unsafe conditions to a member of staff.

Head of Provision / Director:

- Ensure that health and safety procedures are implemented, monitored, and regularly reviewed.
- Maintain oversight of incidents, accidents, and risk assessments.



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- Ensure all staff are trained in relevant procedures.

3. Arrangements and Procedures

Risk Assessment:

- Written risk assessments will be conducted for all significant hazards and activities, including those related to individual pupil needs.
- Risk assessments will be reviewed regularly or when changes occur to environment, equipment, or activities.
- Specific risk assessments cover:
 - Individual pupils (behavioural, medical, educational needs)
 - Off-site activities and educational visits
 - Practical lessons, vocational activities, and outdoor education
 - Specialist equipment

Fire Safety:

- Comprehensive fire risk assessments are in place.
- Fire alarms, extinguishers, and emergency lighting are regularly tested and maintained.
- Evacuation plans are displayed, and drills conducted at least once per term.
- Staff and pupils receive training on fire safety procedures.

First Aid and Medical Needs:

- Sufficient qualified first aiders are available.
- First aid kits are clearly marked, accessible, and regularly restocked.
- All accidents and incidents are recorded, and parents/carers notified.
- Individual Health Care Plans (IHCPs) are maintained for pupils with medical conditions.
- Procedures for administering medication follow strict training, consent, and recording protocols.

Pupil Supervision and Safeguarding:



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- Adequate supervision ratios are maintained at all times, with increased ratios for pupils with complex needs.
- Lone working procedures are in place, including check-in/out systems and emergency protocols.
- This policy is linked to the Safeguarding and Child Protection Policy to ensure pupil wellbeing.

Off-site Activities and Educational Visits:

- All off-site activities are risk-assessed, and written parental consent obtained.
- Staff leading visits are trained and competent.
- Health and safety arrangements of third-party providers are checked before visits.

Premises and Equipment:

- Routine maintenance and inspections of the building and equipment are conducted.
- Electrical appliances undergo regular Portable Appliance Testing (PAT).
- Defective equipment is immediately removed from use and reported.

Training:

- All new staff receive a full health and safety induction.
- Ongoing training covers first aid, fire safety, lone working, and managing challenging behaviour.

Reporting Accidents and Incidents:

- All accidents, however minor, are recorded in the accident book.
- Reportable incidents under **RIDDOR** are reported to the Health and Safety Executive (HSE) as required by law.

4. Local Health and Safety Contact Information

Newark and Sherwood District Council – Environmental Health

Castle House, Great North Road, Newark, Nottinghamshire, NG24 1BY



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Phone: 01636 650000 (Mon–Fri, 9am–5pm)

Email: customerservices@newark-sherwooddc.gov.uk

Website: newark-sherwooddc.gov.uk/healthandsafety

5. Monitoring and Review

- This policy will be reviewed annually or when there are significant changes to premises, legislation, or provision.
- The **Head of Provision / Director** monitors compliance and ensures staff adhere to policy requirements.

