



HEALTH & SAFETY POLICY

Updated June 26

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Head of
Education

Effective Date: April 2026

Review Date: April 2027

Responsibility: Head of Education and Proprietor

1. Aims

Projection Education aims to:

- Provide and maintain a safe and healthy environment for our 16 pupils and staff.

* Establish and maintain safe working procedures among staff, pupils, and visitors.

- Have robust procedures in place for emergencies, including fire and medical crises.
- Ensure that the school premises and all equipment are maintained safely through a rigorous schedule of regular inspections.

2. Legislation

This policy complies with the Independent School Standards and the following:

- Health & Safety at Work Act 1974
- Management of Health & Safety at Work Regulations 1999
- COSHH Regulations 2002
- RIDDOR 2013
- Regulatory Reform (Fire Safety) Order 2005
- The Education (Independent School Standards) Regulations 2014

3. Roles & Responsibilities

The lines of accountability are as follows:

- **The Proprietor:** Has ultimate responsibility for Health and Safety and ensuring the school has the resources to meet statutory requirements.
- **Head of Site:** Acts as the designated Health and Safety Officer for the site. The Head of Site will maintain a live Premises and Health & Safety Action Log. Hazards identified through daily site inspections, staff reports, pupil incidents, contractor feedback, or risk assessments will be recorded, risk-rated, and assigned to a named individual with a clear target completion date. Any hazard or risk that cannot be adequately controlled immediately,

and which may have an impact on pupil, staff, or visitor safety, will be escalated to the Head of Education and the Proprietor on the same day. Progress against all actions will be monitored regularly to ensure timely completion and effective risk management.

- **All Staff:** Have a legal duty to report hazards immediately, model safe hygiene, and follow the Individual Risk Assessments for each pupil. Pupil-level risk assessments will be reviewed following any serious incident, significant change in presentation, restraint or seclusion incident, near miss, safeguarding concern, placement review or change in medication/medical need.

4. Site Security: The Ferry Centre is secured by fencing and car park gates. The Head of Site is responsible for:

- **Daily Perimeter Checks:** Ensuring all gates and boundary fences are secure.
- **Visitor Protocol:** All visitors must sign in, wear an ID badge, and be briefed on emergency procedures.
- **Access Control:** Ensuring internal "fob" or keyed doors are functioning to prevent unauthorised egress/ingress, vital for our SEMH cohort.

5. Fire Safety

The Ferry Centre maintains its own Fire Risk Assessment (FRA).

- **Drills:** Fire drills are conducted at least once per term and recorded in the Fire Log Book.
- **Equipment:** Fire extinguishers and alarms are serviced annually by a certified contractor.
- **PEEPs:** Every pupil at Projection Education will be assessed upon admission to determine if a PEEP is required. Due to the SEMH profile of our school, most pupils will have an individualised PEEP to manage sensory triggers and behavioural responses during an emergency evacuation.

6. COSHH (Control of Substances Hazardous to Health)

The school maintains a **COSHH Register**.

- All cleaning materials and chemicals are stored in a locked cupboard inaccessible to pupils.
- Safety Data Sheets (SDS) are kept on-site for every substance used.
- **Statutory Testing:** The Head of Site ensures annual Gas Safety checks, 5-year Fixed Wire Testing, and regular Legionella risk assessments/water temperature monitoring.

7. Lone Working

While we prioritise team-based support for our pupils, staff working alone (e.g., late-staying leadership or 1:1 off-site sessions) must:

- Use a "check-in" system with a designated SLT member.
- Ensure a mobile phone is fully charged and accessible.
- Avoid high-risk activities (e.g., using ladders) when alone on site.

8. Manual Handling and Physical Intervention

- **Pupil Support:** Staff are trained in safe manual handling for equipment (e.g., standing frames).
- **Positive Handling:** Any use of reasonable force, restraint or seclusion will be managed in accordance with the school's Behaviour and Restrictive Intervention Policy. Incidents will be recorded promptly in the school's restrictive intervention log and parents/carers will be informed as soon as practicable, ideally on the same day, unless doing so would be likely to place the pupil at risk of significant harm. Records will include the time, date, location, duration, reason for intervention, type and degree of force used, injuries and follow-up action.
- Given our SEMH focus, staff are trained in a recognised framework (BellsCroft) for safe physical intervention. This is only used as a last resort to prevent injury and is recorded in the **Bound Book**.

9. Off-site Visits (Learning Outside the Classroom)

Every off-site visit requires a formal Risk Assessment approved by the Head of Education.

- Staff must carry a mobile phone, a first aid kit, and "grab-packs" containing pupil emergency contact details and medical protocols.

10. Violence at Work

We acknowledge that SEMH difficulties can lead to "behaviour that challenges."

- We do not tolerate violence, but we manage it through Individual
- Pupil Risk Assessments.
- All incidents of physical aggression are logged, and staff receive a mandatory Debrief to support their mental wellbeing.

11. Infection Prevention & Control

The school maintains high hygiene standards to prevent the spread of infection:

- **Spillages:** Use of "Bodily Fluid Disposal Kits" and appropriate PPE (gloves/aprons).
- **Hand Hygiene:** Supervised handwashing for pupils before meals.
- **Clinical Waste:** Dedicated bins for soiled PPE or dressings, collected by a licensed contractor.

12. Accident Reporting (RIDDOR)

- **Accident Book:** All accidents/near-misses are recorded immediately.
- **Reporting:** Serious accidents (as defined by RIDDOR) are reported by the Head of Education to the Health and Safety Executive (HSE).
- **Head Injuries:** Parents are notified **immediately** via phone for any bump to the head, followed by a written "Head Bump" letter.

13. Training Log

The Head of Education maintains a **Staff Training Matrix** ensuring all staff are current in:

- First Aid at Work (with Paediatric First Aid where KS1 is present).
- Fire Safety Awareness.
- Safeguarding & Prevent.
- Food Hygiene (for staff assisting with snacks/meals).

14. Monitoring and Governance

- **Weekly:** Site walk-around by the Head of Education.
- **Annually:** Full policy review and external health and safety audit.

15. Safeguarding

Health and Safety is an integral part of safeguarding. If a safety issue (e.g., a broken lock) creates a safeguarding risk, it is escalated to the Designated Safeguarding Lead (DSL) immediately.

Signed: _____ (Proprietor)

Signed: _____ (Head of Education)