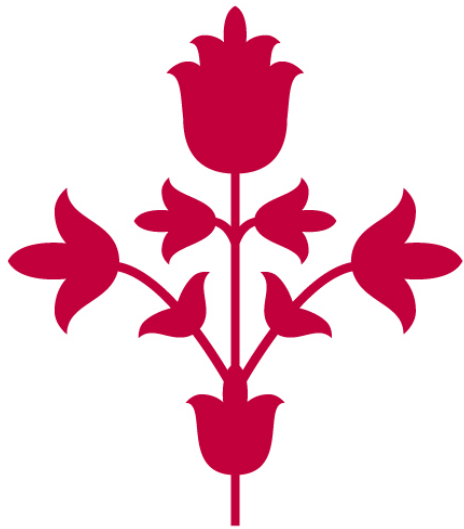




Earlscliffe



STATUTORY SCHOOL POLICY • 2026–27

Health & Safety Policy

A practical, proportionate framework for protecting the health, safety and welfare of everyone who learns, lives, works at or visits Earlscliffe.

Headteacher	Dr N Robinson
Policy owner	Head of Estates & Facilities / Health & Safety Officer
Effective	1 September 2026
Next formal review	Before 1 September 2027 — or earlier following significant statutory, operational or school change

Document control

Policy title	Health and Safety Policy
School	Earlscliffe
Policy owner	Head of Estates & Facilities / Health & Safety Officer
Accountable leader	Dr N Robinson, Headteacher
Approval authority	Governing Body / Proprietor
Version	2026.1
Prepared	17 August 2026
Effective from	1 September 2026
Next formal review	Before 1 September 2027 — or earlier following significant change
Applies to	All pupils, boarders, staff, governors/proprietors, volunteers, contractors, visitors and agency staff; all Earlscliffe premises, boarding houses, school transport and school-organised off-site activity.

IMPLEMENTATION NOTE

This policy is designed to sit above detailed operational procedures and risk assessments. Where a specialist policy or procedure exists (for example Fire Safety, First Aid, COSHH, Asbestos, Security, Educational Visits or Safeguarding), that document provides the detailed control arrangements and must be followed alongside this policy.

Approval and review record

Approved by	Dr N Robinson - Headteacher
Approval date	01 Sept 2026
Review completed by	Mr L Connolly
Date of next review	Before 1 September 2027

Key changes in this edition

- Rebuilt around the National College model-policy headings while retaining Earlscliffe-specific operational arrangements from the school's previous health and safety policies.
- Updated legal and guidance framework for an independent boarding school, including the Independent School Standards, the May 2026 National Minimum Standards for Boarding Schools and Keeping Children Safe in Education 2026.
- Strengthened governance, competent-person, active-monitoring, accident/near-miss, contractor, boarding, security, asbestos, legionella, electrical safety and consultation arrangements.
- Clarified the interface between health and safety, safeguarding and residential/boarding welfare, without duplicating the school's Safeguarding and Child Protection Policy.

Health and safety at a glance

IMMEDIATE DANGER

Call 999 where there is an immediate threat to life or serious injury. Make the area safe only if it is safe to do so, arrange first aid/emergency medical attention, and notify the Headteacher and Health & Safety Officer as soon as practicable.

ACCIDENT OR INJURY

Provide first aid, record the incident promptly, preserve relevant evidence where appropriate, and report it to the Health & Safety Officer. The HSO determines whether RIDDOR or another external notification is required.

HAZARD OR DEFECT

Stop or isolate unsafe activity/equipment where necessary and report the hazard immediately. Do not use defective equipment or enter an unsafe area until authorised.

SAFEGUARDING CONCERN

Health and safety action must never delay safeguarding action. Any concern about a child or an adult's conduct towards a child must be reported under the Safeguarding and Child Protection Policy and KCSIE procedures.

Contents

Document control.....	2
Approval and review record.....	2
Key changes in this edition.....	2
Health and safety at a glance.....	3
Contents.....	4
Statement of intent.....	6
1. Legal framework.....	6
2. Roles and responsibilities.....	7
2.1 Governing Body / Proprietor.....	7
2.2 Headteacher.....	7
2.3 Head of Estates & Facilities / Health & Safety Officer (HSO).....	8
2.4 Deputy Headteacher / boarding leadership.....	8
2.5 House Managers / boarding staff.....	8
2.6 Department/subject leads and supervisory staff.....	8
2.7 School Nurse / medical staff.....	8
2.8 All staff.....	9
2.9 Pupils and boarders.....	9
3. Training and first aid.....	9
First aid.....	9
4. Contacting the emergency services.....	9
5. Accident reporting and investigation.....	10
6. Active monitoring system.....	10
7. Risk assessment.....	10
8. Slips and trips.....	10
9. Fire safety.....	11
10. Sharps.....	11
11. Evacuation, invacuation, lockdown and bomb threat procedure.....	11
12. Visitors and contractors.....	11
13. Construction and maintenance.....	12
14. Personal protective equipment (PPE).....	12
15. Employee clothing.....	12
16. Work-related hazards.....	12
16.1 Manual handling.....	12
16.2 Working at height.....	12
16.3 Lone working.....	12

16.4 Display screen equipment and occupational wellbeing.....	12
17. Maintaining equipment.....	13
18. Hazardous materials.....	13
19. Asbestos management.....	13
20. Cleaning.....	13
21. Infection control.....	13
22. Allergens and anaphylaxis.....	14
23. Medication.....	14
24. Smoking and vaping.....	14
25. Security and theft.....	14
26. Severe weather.....	14
27. Safe use of minibuses and vehicles.....	14
28. School trips and visits.....	15
29. Near misses.....	15
30. Monitoring and review.....	15
Appendix B — Boarding and residential health & safety controls.....	17
Appendix C — Key related policies and procedures.....	17
Policy assurance note.....	18

Statement of intent

Earlscliffe is committed to providing and maintaining, so far as is reasonably practicable, a safe and healthy environment for pupils, boarders, staff, visitors, contractors and others who may be affected by the school's activities. Health and safety is an integral part of leadership, safeguarding, boarding welfare, educational provision and day-to-day operations.

The school will manage risk sensibly and proportionately. Our aim is not to eliminate worthwhile educational activity, but to identify foreseeable hazards, assess significant risks and implement controls that allow pupils to learn, live and participate safely.

- Provide safe premises, boarding accommodation, plant, equipment and systems of work.
- Prevent, so far as reasonably practicable, accidents, injury and work-related ill health.
- Provide appropriate information, instruction, training, supervision and consultation.
- Maintain safe arrangements for the use, handling, storage and transport of articles and substances.
- Provide safe access and egress, suitable welfare facilities and a healthy working and living environment.
- Ensure adequate resources and competent advice are available to manage health and safety effectively.
- Monitor performance, learn from accidents and near misses, and review controls following significant change.
- Coordinate health and safety with safeguarding, medical, fire, security and boarding arrangements.

1. Legal framework

This policy has due regard to applicable legislation and statutory requirements, including, where relevant:

- Health and Safety at Work etc. Act 1974.
- Management of Health and Safety at Work Regulations 1999.
- Workplace (Health, Safety and Welfare) Regulations 1992.
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR).
- Control of Substances Hazardous to Health Regulations 2002 (COSHH).
- Regulatory Reform (Fire Safety) Order 2005.
- Control of Asbestos Regulations 2012.
- Construction (Design and Management) Regulations 2015.
- Electricity at Work Regulations 1989.
- Gas Safety (Installation and Use) Regulations 1998.
- Provision and Use of Work Equipment Regulations 1998 (PUWER).
- Lifting Operations and Lifting Equipment Regulations 1998 (LOLER), where applicable.
- Manual Handling Operations Regulations 1992.
- Work at Height Regulations 2005.
- Personal Protective Equipment at Work Regulations 1992 and Personal Protective Equipment at Work (Amendment) Regulations 2022.
- Health and Safety (Display Screen Equipment) Regulations 1992.
- Ionising Radiations Regulations 2017, where applicable.
- Food Information Regulations 2014, as amended, including allergen requirements commonly associated with Natasha's Law.
- Equality Act 2010.
- Education (Independent School Standards) Regulations 2014, particularly the requirements concerning pupil welfare, health and safety, fire safety and premises.
- Children Act 1989 duties relevant to boarding welfare and accommodation.

The policy also has regard to current national guidance, including DfE health and safety responsibilities and duties for schools; HSE guidance for schools and education; DfE first-aid guidance; UKHSA health-protection guidance for education settings; the National Minimum Standards for Boarding Schools (updated May 2026); and Keeping Children Safe in Education 2026, which comes into force on 1 September 2026.

SAFEGUARDING INTERFACE

KCSIE is principally safeguarding guidance rather than a health-and-safety code. It is relevant here where health and safety arrangements intersect with safeguarding — for example site security, visitors and contractors, residential settings, supervision, safer working practice and emergency response. The Safeguarding and Child Protection Policy remains the controlling document for child-protection concerns.

2. Roles and responsibilities

2.1 Governing Body / Proprietor

- Retains overall accountability for ensuring that the school meets its legal duties as employer/proprietor and provides a safe environment for pupils, staff and visitors.

- Ensures suitable governance oversight, resources and competent health and safety advice are available.
- Reviews health and safety performance, including significant accidents, trends and high-level risks, and approves this policy.
- Ensures the policy is reviewed at least annually and after significant incidents or material changes.

2.2 Headteacher

- Has overall day-to-day responsibility for implementing this policy and setting the direction for effective, proportionate health and safety management.
- Ensures responsibilities are delegated clearly and that appropriate resources, training and supervision are provided.
- Ensures significant health and safety risks are escalated to the Governing Body / Proprietor.
- Ensures an annual health and safety audit/review is undertaken and actions are followed through.
- Ensures health and safety arrangements integrate with safeguarding, boarding, educational visits, medical provision and emergency planning.

2.3 Head of Estates & Facilities / Health & Safety Officer (HSO)

- Acts as the school's competent person for day-to-day health and safety advice, supported where necessary by Dukes Education or external specialists.
- Coordinates implementation of this policy, statutory testing and inspection records, contractor controls, premises risk management and remedial works.
- Investigates accidents and significant near misses, supports review of risk assessments and determines/coordinates external reporting, including RIDDOR where required.
- Coordinates fire-safety premises arrangements and drills with relevant leaders and maintains statutory records.
- Acts as the designated asbestos duty-holder lead for operational purposes and maintains the Asbestos Management Plan/register and contractor controls.
- Coordinates legionella/water-hygiene controls, electrical safety arrangements, maintenance safety and relevant specialist inspections.
- Provides or arranges site-specific induction for contractors and ensures appropriate segregation/supervision from pupils.

2.4 Deputy Headteacher / boarding leadership

- Ensures health and safety arrangements for pupils and boarders are effective across the school day, boarding houses and school-organised activities.
- Ensures boarding practice reflects the National Minimum Standards, including safe accommodation, supervision, security, medical support and emergency arrangements.
- Works with the HSO and House Managers to address residential risks and patterns of concern.

2.5 House Managers / boarding staff

- Have specific responsibility for safe day-to-day operation of boarding houses within their delegated remit.
- Report premises defects promptly, implement security/close-down and emergency procedures, and ensure pupils follow safety requirements.
- Maintain appropriate supervision and escalate medical, safeguarding or health and safety concerns without delay.

2.6 Department/subject leads and supervisory staff

- Implement this policy in their areas and ensure suitable risk assessments and specialist controls are in place.
- Ensure staff and pupils receive appropriate instruction and supervision and that unsafe equipment or activities are stopped.
- For Science and other practical areas, maintain appropriate inventories, COSHH controls and specialist safety arrangements, drawing on CLEAPSS or equivalent competent guidance where applicable.

2.7 School Nurse / medical staff

- Provides specialist advice on pupil health and first-aid/medical arrangements within professional competence.
- Supports review of accident and illness patterns and escalates concerns requiring health and safety action.
- Works in accordance with the First Aid, Medication, Medical and Safeguarding policies and boarding standards.

2.8 All staff

- Take reasonable care of their own health and safety and that of others who may be affected by their acts or omissions.
- Cooperate with the school, follow training and instructions, use equipment correctly and report serious/immediate dangers, hazards, defects, accidents and near misses promptly.
- Do not intentionally or recklessly interfere with or misuse anything provided for health, safety or welfare.
- Exercise appropriate common-law care for pupils in their charge and follow relevant risk assessments and supervision requirements.

2.9 Pupils and boarders

- Follow reasonable health and safety instructions and emergency procedures.
- Take age-appropriate responsibility for their own safety and the safety of others.
- Do not misuse safety equipment, interfere with fire/security systems or use prohibited/unsafe items.
- Report hazards, accidents, damage or safety concerns to a member of staff.

3. Training and first aid

The school will provide staff with health and safety information, instruction, training and supervision appropriate to their role and the level of risk. Training may include induction, briefings, supervised practice, online learning, specialist courses and refresher training.

- All new staff receive induction covering this policy, emergency/fire procedures, first-aid arrangements, accident reporting, security and safeguarding interfaces.
- Role-specific training is provided where required, including for practical science, machinery/equipment, COSHH, manual handling, working at height, asbestos awareness, fire responsibilities, minibus driving and other specialist duties.
- Relevant Estates/Maintenance staff and contractors receive asbestos awareness and site-specific safety information appropriate to the work.
- Training needs are reviewed after incidents, changes in role/process, introduction of new equipment/substances, and through active monitoring.

First aid

Earlscliffe will maintain first-aid provision informed by a first-aid needs assessment, taking account of the school and boarding estate, pupil profile, staff, activities, travel/off-site provision and foreseeable hazards. Trained personnel and appropriate first-aid equipment will be available, including arrangements outside normal teaching hours for boarders. Detailed procedures are set out in the First Aid and Medical policies.

4. Contacting the emergency services

In an emergency, staff must prioritise life safety. Call 999 (or 112) where police, fire or ambulance attendance is required. Give the school/building name, full address, nature of the emergency, number and condition of casualties, known hazards and a contact number. Where practicable, arrange for a member of staff to meet emergency services and direct them to the incident.

The Headteacher, HSO, DSL and/or boarding lead must be informed as appropriate to the nature of the incident. Emergency action must not be delayed while seeking internal permission.

5. Accident reporting and investigation

All accidents causing injury, significant property damage or other material safety concern must be reported promptly and recorded using the school's designated accident-reporting system/records. Incidents involving pupils must also be communicated to the School Nurse/medical team as appropriate.

- Staff involved in or witnessing an accident must make the situation safe, obtain first aid, preserve relevant evidence where appropriate and report the circumstances without delay.
- The HSO will ensure proportionate investigation of significant incidents, identify immediate and underlying causes, and require risk assessments or procedures to be reviewed where necessary.
- The HSO will coordinate reports to external bodies where legally required, including RIDDOR reports to the HSE.
- Accident data and significant trends will be reviewed by senior leaders and reported to governance at least termly or through the school's established governance reporting cycle.

6. Active monitoring system

Earlscliffe will use active and reactive monitoring to test whether controls are working in practice. This includes planned inspections, statutory testing, risk-assessment review, boarding-house checks, fire records, contractor monitoring, accident/near-miss analysis and follow-up of reported defects.

- The HSO maintains an action log for significant premises and compliance issues and escalates overdue/high-risk actions.
- Senior leaders discuss material health and safety, security and maintenance matters through SLT and/or the Health and Safety Committee.

- Staff may raise health and safety suggestions or concerns directly with the HSO. Consultation will be meaningful and, where required, undertaken with employee representatives.
- The School Nurse/medical team and HSO review relevant accident/illness patterns to identify recurring issues.

7. Risk assessment

Suitable and sufficient risk assessments will be completed for significant risks arising from school activities, premises, boarding, work processes and educational visits. Assessments will identify hazards, who may be harmed and how, existing controls, further actions, responsible persons and review arrangements.

- Risk assessments must be proportionate to the activity and recorded where required by law or school procedure.
- Particular consideration will be given to vulnerable individuals and groups, including pupils with SEND, disabilities, medical needs, pregnancy, young workers and others requiring reasonable adjustments.
- Assessments will be reviewed following significant change, an accident/near miss, new information, or where there is reason to believe the assessment is no longer valid.
- Dynamic risk assessment may be necessary during changing situations, but does not replace planned assessment for foreseeable significant risks.

8. Slips and trips

All staff share responsibility for good housekeeping. Spillages, damaged flooring, trailing cables, poor lighting, obstructed routes and external surface defects must be addressed or reported promptly. House Managers report defects in paving/tarmac around boarding premises to the HSO. Routes used for evacuation must be kept clear.

9. Fire safety

The school will comply with the Regulatory Reform (Fire Safety) Order 2005 and maintain suitable fire risk assessments for its premises. Detailed arrangements are set out in the Fire Safety Policy/procedures.

- Each building will have clear evacuation procedures and appropriate fire-safety information.
- Fire drills will be undertaken at appropriate intervals, including boarding drills at times that test residential arrangements.
- Fire alarm, emergency lighting, extinguishers and other fire-safety systems will be inspected, tested and maintained by competent persons at prescribed intervals.
- Each building will maintain appropriate fire records/folders covering checks, drills, servicing and remedial actions.
- Personal Emergency Evacuation Plans (PEEPs) will be prepared where required.
- Fire doors, escape routes and fire-fighting equipment must not be obstructed or interfered with.

10. Sharps

Sharps must be handled and disposed of using appropriate containers and procedures. Staff must not place hands into waste containers or attempt unsafe retrieval. Needlestick or sharps injuries must receive immediate first aid and medical assessment. Any deliberate or suspicious sharp found on site must also be considered under safeguarding/security procedures.

11. Evacuation, invacuation, lockdown and bomb threat procedure

The school maintains emergency procedures for evacuation, invacuation/lockdown and other serious incidents. Staff and pupils must follow instructions promptly. The response will be led by the senior person in charge and coordinated with emergency services where required. Safeguarding, accountability for boarders, communication with families and continuity of supervision will be considered in emergency planning.

12. Visitors and contractors

Visitors and contractors must follow the school's sign-in, identification, safeguarding, security and site-safety arrangements. Unknown or unauthorised persons should be challenged only where it is safe to do so and reported immediately.

- All contractors receive a site-specific induction from the HSO or delegate before work begins, proportionate to the work and risks.
- Contractor competence, insurance, risk assessments/method statements and permits will be checked where relevant.
- Work must be planned to prevent or minimise contact with pupils. Segregation and supervision arrangements are mandatory where necessary.
- Safeguarding/DBS requirements will be determined in accordance with KCSIE 2026 and the school's safeguarding/contractor procedures, based on the nature of the activity and access to children.
- Contractors must be informed of relevant asbestos information before intrusive work and must not commence work that may disturb asbestos-containing materials without authorisation and suitable controls.

13. Construction and maintenance

Construction, refurbishment and maintenance work will be planned and managed in accordance with applicable health and safety law, including the Construction (Design and Management) Regulations 2015 where applicable. The HSO will coordinate school-side controls and competent contractors.

- Work areas will be securely segregated from pupils and unauthorised persons.
- Safe systems of work will be used for power tools, machinery, ladders, scaffolding, hot works and other higher-risk activities.
- Relevant permits, isolations and contractor documentation will be used where appropriate.
- The HSO will arrange appropriate inspection of trees on premises owned or leased by the school and ensure necessary works are completed.

14. Personal protective equipment (PPE)

Where risks cannot be adequately controlled by other means, suitable PPE will be provided, maintained and used. PPE selection will be based on risk assessment, compatibility and fit. Staff must use PPE as instructed and report loss, damage or defects. Pupils will use protective equipment appropriate to the activity and level of risk.

15. Employee clothing

Staff must wear clothing and footwear suitable for the duties being undertaken and comply with any specific safety requirements for practical, maintenance, cleaning, catering or other specialist work. Loose clothing, jewellery or footwear that creates a foreseeable risk around machinery, chemicals or practical activity must be avoided.

16. Work-related hazards

16.1 Manual handling

Manual handling will be avoided where reasonably practicable and assessed where there is a significant risk of injury. Staff will use appropriate techniques and mechanical aids where available. Complex or unusual tasks require a specific assessment.

16.2 Working at height

Work at height will be avoided where possible and otherwise properly planned, risk assessed and undertaken using suitable equipment by competent persons. Staff must not improvise access equipment. More complex work or work beyond routine low-level access requires specific controls.

16.3 Lone working

Lone working will be risk assessed where relevant. Controls may include communication/check-in arrangements, restrictions on higher-risk tasks, access/security measures and confirmation of safe return after off-site or isolated work.

16.4 Display screen equipment and occupational wellbeing

The school will assess DSE workstations where required and provide information on safe use. Work-related stress and wellbeing concerns will be managed through appropriate leadership, HR and wellbeing arrangements, recognising that psychosocial hazards can affect health and safety.

17. Maintaining equipment

Plant, work equipment and safety-critical systems will be selected, installed, inspected, tested and maintained by competent persons at appropriate intervals. Defective equipment must be taken out of use, clearly identified and reported.

- School-owned portable electrical equipment will be subject to a risk-based programme of visual inspection and testing.
- Boarders' electrical equipment will be managed under boarding-house electrical safety rules, including inspection/testing arrangements determined by risk.
- Science equipment, fume cupboards, gas/electrical installations and other specialist equipment will be maintained and tested in accordance with manufacturer, competent-person and relevant technical guidance.
- Records of statutory and significant maintenance/testing will be retained.

18. Hazardous materials

COSHH assessments will be completed for hazardous substances used or stored by the school. Substances will be labelled, stored, handled and disposed of safely, with access restricted where appropriate. Safety data sheets and control measures will be available to relevant staff.

The HSO is responsible for school-wide premises/maintenance COSHH coordination. The Head of Science/appropriate subject lead is responsible, with the HSO, for laboratory inventories, assessments and controls. Cleaning and catering teams will maintain appropriate substance controls within their areas.

Specialist risks such as biological agents, compressed gases, noise and ionising radiation will be managed using competent advice and relevant legal/technical standards.

19. Asbestos management

The school will manage asbestos in accordance with the Control of Asbestos Regulations 2012. The HSO is the operational asbestos duty-holder lead and will maintain the asbestos register/management plan, ensure relevant inspections are undertaken and ensure information is provided to anyone liable to disturb the fabric of the building.

- No intrusive work may begin until asbestos information has been checked and the work authorised.
- Relevant Estates/Maintenance staff and contractors will receive appropriate asbestos-awareness information/training.
- Suspected disturbance or damage to asbestos-containing material must be treated as an emergency: stop work, prevent access and notify the HSO immediately.

20. Cleaning

Cleaning will be undertaken using safe systems of work, appropriate COSHH controls, PPE and equipment. Cleaning materials will be stored securely and away from unauthorised pupil access. Wet floors and other temporary hazards will be signed/controlled. Domestic staff contribute to boarding-house hygiene and water-hygiene controls as allocated.

21. Infection control

The school will follow current UKHSA and public-health guidance for the prevention and management of infectious disease. Controls may include hygiene measures, ventilation, exclusion where advised, cleaning/disinfection, communication with families and liaison with health professionals. Boarding arrangements will take account of the practical needs of pupils who are unwell and the risk of transmission in residential settings.

22. Allergens and anaphylaxis

The school will manage food-allergy and anaphylaxis risks through medical information, catering controls, staff awareness, emergency medication arrangements and individual healthcare planning where required. Food information and allergen requirements will be followed by catering providers. Emergency response must prioritise administration of prescribed/adrenaline medication in accordance with training and calling emergency services.

23. Medication

Medication will be stored, administered, recorded and disposed of safely in accordance with the school's Medication/Medical policies and the National Minimum Standards for Boarding Schools. Boarders permitted to self-medicate will be assessed as sufficiently responsible and suitable secure storage will be provided. Prescribed medicines must only be given to the person for whom they are prescribed.

24. Smoking and vaping

Smoking and vaping are prohibited in school buildings and boarding accommodation and are controlled across the school estate in accordance with law and school rules. Fire risk, pupil welfare and safeguarding implications will be considered in enforcement and incident response.

25. Security and theft

Earlscliffe will maintain proportionate security measures to protect pupils, boarders, staff and property. External doors and access controls, visitor registration, staff awareness and boarding-house security arrangements will be maintained and reviewed.

- Visitors must report to Reception/sign in as required and wear identification where issued.
- External doors/access points will be secured using the school's access-control arrangements; bedroom security will be managed in accordance with boarding requirements.
- Security lighting and other physical measures will be maintained where provided.
- Unknown persons must be reported and challenged only where safe and appropriate.
- Security incidents involving pupils or potential safeguarding risk must be reported to the DSL as well as the relevant operational lead.

26. Severe weather

The school will assess and manage risks arising from severe weather, including snow/ice, heat, storms, flooding and travel disruption. Controls may include gritting, restricting access, changing activities, adjusting supervision, closing unsafe areas, modifying travel arrangements and communicating with families. Boarding continuity and safe staffing will be considered where pupils remain resident.

27. Safe use of minibuses and vehicles

School vehicles and minibuses will be maintained, insured and operated in accordance with legal requirements and the school's vehicle/minibus procedures. Drivers must be appropriately licensed, authorised, medically/competently fit where required and comply with seat-belt, passenger, defect-reporting and journey-safety requirements.

Vehicle defects or safety concerns must be reported immediately and the vehicle must not be used where unsafe. Risk assessment for journeys will take account of driver fatigue, weather, route, supervision, passenger needs and emergency arrangements.

28. School trips and visits

Educational visits, including overseas trips, are governed by the school's Educational Visits and School Trips Policy and associated risk-assessment/approval procedures. Health and safety planning must be proportionate and enable worthwhile educational experiences while addressing foreseeable significant risks. Safeguarding, medical, insurance, transport, supervision and emergency arrangements must be integrated.

29. Near misses

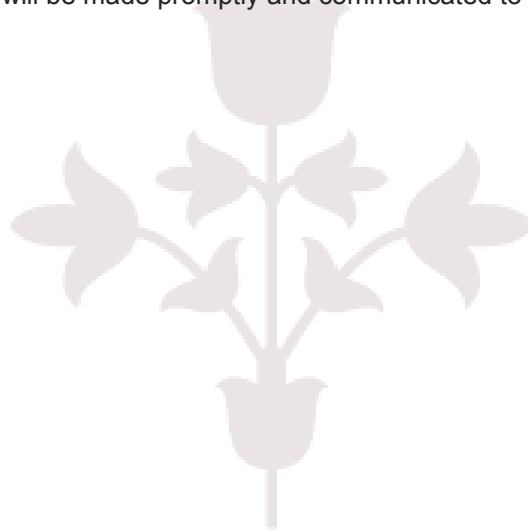
A near miss is an event that did not cause injury or ill health but had the potential to do so. Staff, pupils, contractors and visitors are encouraged to report near misses so the school can learn before harm occurs.

- Near misses should be reported promptly to the HSO using the school's reporting route.
- Significant near misses will be investigated proportionately and relevant risk assessments/controls amended.
- Dangerous occurrences that meet the statutory RIDDOR criteria will be reported to the HSE. Not every event requiring hospital treatment is automatically a RIDDOR dangerous occurrence; the legal criteria will be applied by the HSO/competent adviser.

30. Monitoring and review

The Headteacher and Governing Body / Proprietor will monitor the effectiveness of this policy. It will be formally reviewed at least annually and sooner following significant legislative/guidance change, a serious incident, material change to premises or operations, or evidence that controls are ineffective.

Health and safety performance will be informed by inspections, audits, accident/near-miss trends, statutory compliance records, staff consultation, boarding checks, risk-assessment review and progress against action plans. Necessary amendments will be made promptly and communicated to those affected.



Earlscliffe



Appendix A - Earlscliffe-specific operational controls

Area	Earlscliffe control
Risk assessment	All activities with significant foreseeable risk are subject to suitable and sufficient assessment using the school's prescribed format/matrix. Department leads own activity-specific assessments; the HSO coordinates premises risks.
Fire records	Each building maintains appropriate fire records/folders for checks, drills, servicing and remedial actions. Boarding drills are included.
COSHH	COSHH assessments and inventories are maintained for relevant substances. Control equipment is inspected/tested as required.
Manual handling / work at height	Staff receive appropriate instruction. Specific written assessments are required for higher-risk or non-routine tasks.
Lone working	Risk assessment and check-in/safe-return arrangements are used where the circumstances warrant them.
Asbestos	The HSO maintains the Asbestos Management Plan/register and ensures relevant staff/contractors receive information and training.
Legionella / water hygiene	The HSO coordinates competent water-risk assessment and monitoring. Infrequently used outlets are flushed at an appropriate risk-assessed frequency; shower heads/outlets are cleaned/descaled and temperatures monitored in accordance with the written control scheme. Records are retained.
Electrical safety	Electrical equipment is managed through visual inspection and risk-based testing. Boarding electrical items are subject to school rules and inspection/testing arrangements.
Contractors	Site-specific induction, safeguarding controls, segregation/supervision and appropriate RAMS/permit checks are required.
Security	Access controls, visitor registration, boarding-house security and reporting/challenge procedures are maintained.
Accessibility	The school has regard to the Equality Act 2010 and its Accessibility Plan; reasonable adjustments are considered within risk assessment and emergency planning.
Grounds / trees	Grounds defects are reported promptly. The HSO arranges competent tree inspection at appropriate intervals and necessary remedial work.

Appendix B - Boarding and residential health & safety controls

Because Earlscliffe provides boarding accommodation, health and safety arrangements must operate across the full residential cycle, not only the teaching day. The following principles apply alongside the Boarding, Safeguarding, Fire, Medical, Security and Missing Pupil procedures:

- Boarding accommodation is maintained in a safe, secure, clean and appropriately lit/heated condition, with defects reported and prioritised according to risk.
- Boarders have access to appropriate medical support and first aid, including outside normal school hours.
- Medication is stored and administered safely; self-medication is risk assessed and secure storage provided where permitted.
- Fire precautions and drills specifically test residential arrangements, including night-time or reduced-staffing scenarios as appropriate.
- House Managers and boarding staff maintain supervision, security and close-down procedures and know how to summon senior/emergency support.
- Electrical items brought by boarders are subject to school safety rules.
- Water hygiene, cleaning, food/allergen safety, infection control and welfare facilities are managed with the residential nature of the premises in mind.
- Safeguarding concerns arising from premises, supervision, visitors/contractors, peer behaviour or residential practice are referred under the Safeguarding and Child Protection Policy without delay.

Appendix C - Key related policies and procedures

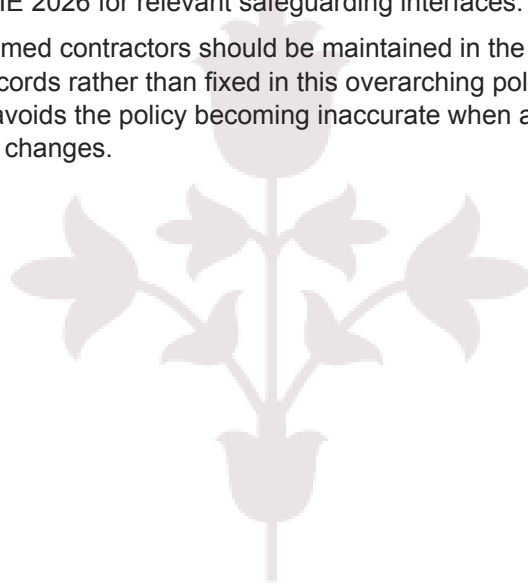
This policy should be read with the school's current versions of relevant policies and procedures, including where applicable:

- Safeguarding and Child Protection Policy
- First Aid / Medical Policy
- Risk Assessment Policy and risk-assessment procedure
- Fire Safety Policy and evacuation procedures
- Emergency / Lockdown / Invacuation procedures
- Security and Visitor procedures
- Contractor management procedures
- COSHH arrangements
- Asbestos Management Plan
- Legionella / water-hygiene written control scheme
- Manual Handling and Working at Height procedures
- Lone Working arrangements
- Educational Visits and School Trips Policy
- Minibus / vehicle procedures
- Medication and Supporting Pupils with Medical Conditions arrangements
- Allergen / Anaphylaxis arrangements
- Infection Control arrangements
- Accessibility Plan
- Boarding policies and procedures
- Staff Wellbeing / DSE arrangements

Policy assurance note

This 2026–27 draft uses the National College Health and Safety Policy (version dated 1 November 2025) as the structural model and incorporates Earlscliffe-specific controls from the school's June/December 2025 health and safety documents. It has also been checked against current DfE/HSE expectations for school health and safety, the Independent School Standards, the National Minimum Standards for Boarding Schools updated in May 2026, and KCSIE 2026 for relevant safeguarding interfaces.

Operational frequencies and named contractors should be maintained in the relevant specialist registers, written schemes and service records rather than fixed in this overarching policy unless they are a statutory or governance requirement. This avoids the policy becoming inaccurate when a competent-person risk assessment or service provider changes.



Earlscliffe

