



Health and Safety Policy

Policy Reviewed by:	Hayley Richardson-Byrne / Suzy Hollett
Date:	01.09.2026
Policy Verified by:	Senior Management Team
Date:	06.10.2026
Date for Next Review:	01.09.2027

Key Personnel	
Proprietor	Sara Llewellyn
Designated Safeguarding Lead (DSL)	Suzy Hollett
Deputy Headteacher	Natalie Lovelock
HR Manager	Hayley Richardson-Byrne
Business Manager	Sophie Illingworth
IT Manager	Jamie Martin
Teaching Staff	Joe Ross Ryan Colvin

1. Policy Statement

Maple Haven School is a specialist independent SEND school supporting up to 14 primary-aged pupils.

The school is committed to providing and maintaining a safe, healthy, secure and inclusive environment for pupils, staff, volunteers, contractors and visitors. Effective health and safety arrangements are an essential part of safeguarding and promoting the welfare of children and underpin all aspects of school life.

Maple Haven School adopts a stage not age approach, recognising that pupils may require different levels of supervision, support, communication and risk management depending on their developmental stage, EHCP outcomes, medical needs, communication profile, sensory needs and individual circumstances.

The school recognises that many pupils may have additional vulnerabilities and that health and safety arrangements must be adapted accordingly. Reasonable adjustments will be made where necessary to ensure pupils can access education, activities and opportunities safely.

The Proprietor, Sara Llewellyn, has overall responsibility for health and safety throughout the school and is committed to ensuring that effective systems are in place to identify, assess, manage and monitor risks.

2. Aims

This policy aims to:

- Provide a safe and healthy environment for all members of the school community.
- Protect pupils, staff, visitors and contractors from foreseeable harm.
- Promote a positive health and safety culture.
- Ensure legal compliance with health and safety legislation.

- Support safeguarding and pupil welfare.
- Ensure risks are identified, assessed and managed effectively.
- Promote individualised risk management for pupils with SEND.
- Protect the physical and mental wellbeing of pupils and staff.
- Support effective emergency planning and business continuity arrangements.
- Encourage shared responsibility for health and safety.

3. Maple Haven School Context

Maple Haven School is a specialist SEND school currently supporting up to 14 primary-aged pupils.

Many pupils may present with:

- Autism Spectrum Condition (ASC)
- Social, Emotional and Mental Health (SEMH) needs
- Communication and interaction differences
- Sensory processing differences
- Learning difficulties
- Medical conditions
- Emotional regulation difficulties

The school recognises that pupils may experience additional risks because of their SEND needs and that individual risk assessments may be required to support participation, learning, wellbeing and independence.

Health and safety arrangements will always be balanced with the school's commitment to developing independence, confidence and resilience.

4. Legislative Framework

This policy has regard to:

- 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 (RIDDOR) 2013
- Control of Substances Hazardous to Health (COSHH) Regulations 2002
- Equality Act 2010
- Keeping Children Safe in Education (KCSIE) 2026
- Working Together to Safeguard Children 2026
- Independent School Standards
- Data Protection Act 2018
- UK General Data Protection Regulation (UK GDPR)

5. Roles and Responsibilities

Proprietor

Sara Llewellyn is responsible for:

- Providing strategic oversight of health and safety.
- Ensuring suitable health and safety arrangements are in place.
- Monitoring compliance with health and safety requirements.
- Reviewing significant incidents and risks.
- Ensuring adequate resources are available.
- Supporting a positive health and safety culture.
- Reviewing health and safety audits and action plans.

Deputy Headteacher

Natalie Lovelock is responsible for:

- Day-to-day implementation of this policy.
- Monitoring health and safety arrangements across the school.
- Ensuring risk assessments are completed and reviewed.
- Supporting staff in safe working practices.
- Investigating incidents where required.
- Reporting significant concerns to the Proprietor.

Designated Safeguarding Lead (DSL)

Suzy Hollett is responsible for:

- Ensuring health and safety arrangements support safeguarding.
- Monitoring health and safety risks affecting vulnerable pupils.
- Supporting individual risk assessments for pupils with SEND.
- Reviewing incidents that raise safeguarding concerns.
- Monitoring patterns identified through accidents, injuries or welfare concerns.

Business Manager

Sophie Illingworth is responsible for:

- Day-to-day health and safety administration.
- Maintaining health and safety records.
- Monitoring statutory inspections and servicing schedules.
- Supporting premises compliance.
- Maintaining accident and incident records.
- Coordinating health and safety audits.
- Supporting risk management processes.

HR Manager

Hayley Richardson-Byrne is responsible for:

- Maintaining health and safety training records.
- Supporting staff wellbeing initiatives.
- Monitoring staffing-related risks.
- Supporting return-to-work processes where appropriate.

IT Manager

Jamie Martin is responsible for:

- Monitoring ICT-related health and safety risks.
- Supporting safe use of technology.
- Managing cyber security risks.
- Supporting business continuity arrangements.
- Supporting Display Screen Equipment (DSE) assessments where required.

Teaching Staff

Teaching staff, including Joe Ross and Ryan Colvin, are responsible for:

- Following health and safety procedures.
- Reporting hazards, accidents and concerns.
- Following risk assessments.
- Promoting safe behaviours.
- Supporting pupil wellbeing and safety.
- Maintaining vigilance regarding safeguarding and welfare concerns.

6. Risk Assessments

The school will ensure that suitable and sufficient risk assessments are undertaken and reviewed regularly.

Risk assessments may cover:

- Individual pupils.
- Educational visits.
- Trampolining activities.
- Animal-assisted activities.
- Forest school activities.
- Premises and site risks.
- Manual handling.
- Fire safety.
- Medical needs.
- Behaviour support plans.
- Contractors and visitors.

Risk assessments will be reviewed:

- Annually.
- Following an incident.
- Following significant changes.
- When new risks are identified.

7. Accident, Incident and Near Miss Reporting

All accidents, injuries, incidents and near misses must be reported promptly.

Where an accident, injury or incident raises safeguarding, welfare or behavioural concerns, details will also be recorded on CPOMS and reviewed by the DSL.

The school uses CPOMS to:

- Monitor safeguarding concerns.
- Identify patterns or recurring issues.
- Support risk assessment reviews.
- Monitor vulnerable pupils.
- Inform safeguarding interventions where required.

Accident records will be maintained securely and reviewed regularly to identify trends and areas for improvement.

Parents will be informed where appropriate.

8. Medical Needs

The school recognises that many pupils may have medical conditions requiring additional support.

The school will:

- Maintain appropriate medical information.
- Develop healthcare plans where required.
- Ensure medication is managed safely.
- Provide appropriately trained staff.
- Liaise with parents and health professionals.

Individual medical risks will be reflected within care plans and risk assessments.

9. Personal Emergency Evacuation Plans (PEEPs)

Where required, pupils and staff will have individual Personal Emergency Evacuation Plans (PEEPs).

PEEPs will consider:

- Mobility needs.
- Communication needs.
- Sensory needs.
- Medical conditions.
- Behavioural needs.

- Supervision requirements.

PEEPs will be reviewed regularly and whenever circumstances change.

10. Infection Prevention and Control

The school will maintain effective arrangements to minimise the risk of infection.

This includes:

- Hand hygiene.
- Cleaning schedules.
- Safe management of bodily fluids.
- Safe management of animal interactions.
- Appropriate use of personal protective equipment (PPE) where required.
- Following UK Health Security Agency (UKHSA) guidance.

Additional measures may be introduced where necessary following public health advice.

11. Violence, Aggression and Challenging Behaviour

The school recognises that some pupils may experience difficulties with emotional regulation and behaviour as a result of their SEND needs.

The school uses:

- Positive Behaviour Support.
- Individual risk assessments.
- Behaviour Support Plans.
- De-escalation strategies.
- Therapeutic approaches.

Where incidents occur, staff safety and pupil welfare remain priorities.

Any restrictive intervention will be used only as a last resort and in accordance with school policies and training.

12. Staff Training

Appropriate health and safety training will be provided to staff.

Training may include:

- Safeguarding.
- Fire safety.
- First aid.
- Manual handling.
- Risk assessment.
- Positive handling.
- COSHH awareness.
- Food hygiene.
- Infection control.

Training records will be maintained by Hayley Richardson-Byrne.

13. Monitoring and Evaluation

This policy will be monitored by:

- Sara Llewellyn, Proprietor
- Natalie Lovelock, Deputy Headteacher
- Sophie Illingworth, Business Manager
- Suzy Hollett, DSL

Monitoring activities may include:

- Health and safety audits.
- Premises inspections.
- Accident analysis.
- CPOMS reviews where appropriate.
- Fire safety reviews.
- Risk assessment audits.
- Staff feedback.
- Pupil voice.
- Parent feedback.

Findings will be used to improve practice and strengthen health, safety and wellbeing arrangements throughout the school.

14. Review

This policy will be reviewed annually or sooner where:

- Legislation changes.
- National guidance changes.
- Significant incidents occur.
- Inspection findings require amendment.
- School circumstances change.