Ingfield Manor School
Health & Safety Policy

Policy implemented:	January 2021
Last reviewed:	August 2025
Next review due:	August 2026

1. Summary

Ambito Care and Education affirms its commitment to fulfil legal requirements and other requirements to ensure the Health and Safety of all its employees whilst they are at work and the students whilst under their care. This also includes a commitment to provide safe and healthy working conditions for the prevention of work-related injury and ill health. The Board of Directors regard the promotion of Health and Safety (H&S) measures as a mutual objective of management and employees at all levels and will ensure that employees are at all times mindful of our collective 'duty of care'.

Ingfield Manor School is committed to maintaining a healthy and safe environment for our students, staff and other interested parties (Parents, non-teaching staff, neighbours, outside contractors, Ofsted inspectors, Social workers and other local authorities), taking all reasonable steps to ensure that all individuals are exposed to the lowest practicable level of risk.

This Policy should be read in conjunction with the Company's H&S policy.

All staff at Ingfield Manor School have a clear responsibility for the health and safety of themselves and others within the workplace.

A fully comprehensive induction course is provided for all new employees, job specific training is delivered as required and all training is recorded on the employees training record.

2. Document Control

Initial purpose and scope of the new policy/procedure agreed by:	James Winchester, Principal, June 2025
Sponsor Technical review carried out:	
Final Information Governance quality check carried out:	Katie Pingree, Quality Manager – Education,
Date implemented:	June 2025
Version Number:	V3
Date of the next review:	June 2026
Department responsible:	Education
Job Title of Lead Person:	James Winchester, Principal
Author / Main Contact, including their job title (if different from above):	James Winchester, Principal

In addition to this policy, local authorities and other commissioners may have their own policies, procedures and guidance which Services must comply with. These policies should complement this policy.

However, there may be additional requirements put in place by local authorities and other commissioners and these must be adhered to. Changes must not be made to Salutem's policies and procedures without corporate approval but, where needed, local procedures should be developed to accompany these.

EQUALITY AND DIVERSITY STATEMENT

The Salutem Group is committed to the fair treatment of all in line with the Equality Act 2010. An equality impact assessment has been completed on this policy to ensure that it can be implemented consistently regardless of any such factors and all will be treated with dignity and respect.

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This policy must be brought to the attention of all employees.
The controlled version of this policy is available on Ingfield Manor School drives. Printed or downloaded copies are uncontrolled and may not be up to date.

4. Health & Safety Risk Management

Those responsible for Health and Safety Risk Management will ensure that all staff at Ingfield Manor School:

a) Familiarise themselves with the requirements of the Health and Safety at Work Act 1974 and all other relevant H&S legislation, Codes of Practices and guidance notes issued. Particular reference will be made to 'The Management of Health and Safety at Work' Regulations, 1999.

b) Ensure that the H&S Policy adopted is both effective and enforceable.

c) Periodically assess the H&S Policy to ensure that any necessary changes are made.

d) Ensure that those charged within the H&S Policy identify all hazards and therefore evaluate the levels of risk relating to:

e) Accidents / Fire

f) Health and Safety

g) Environment

h) Sponsored activities on and off-site.

i) Safeguarding Policy

There are control measures in place which provide for the most appropriate means of minimising the level of risk to staff, students and others.

In particular Ingfield Manor School has a responsibility, so far as is reasonably practicable to:

a) Provide equipment and systems of work which are safe and without risks to health;

b) Make arrangements for ensuring the handling, storage and transportation of articles and substances are safe and without risk to health;

c) Provide suitable and sufficient information, instruction, training and supervision to enable all employees, students and others affected by the activities of Ingfield Manor School to perform their activities and duties safely and efficiently;

d) Promote the development and maintenance of sound H&S practices ensuring that any actions taken are inclusive and non-discriminatory;

e) Maintain the premises in a condition that is safe and without risk to health and ensure the maintenance of safe access to and exit from the premises

f) Such arrangements for all staff including temporary and voluntary staff / helpers to receive information and training on:

   i) The Group's H&S Policy

   ii) Safety matters relevant to their place of work

   iii) Welfare facilities including first aid requirements

5. Health & Safety Responsibilities

Organisation

Although the Board of Directors and in particular, the C.E.O. have the ultimate responsibility for ensuring that Ambito Care and Education Ltd achieves and maintains a satisfactory performance in Health and Safety matters, they will devolve many of the responsibilities for ensuring that this is achieved to the Divisional Director and the Ingfield Manor School team.

Ambito Care and Education Ltd's objectives on Health and Safety will be communicated to all staff with instructions on how they are to be achieved via establishment safety officers, regular updates on staff notice boards (and /or via Blink) and the issue of staff handbooks.

Responsibilities

Chief Executive Officer (CEO)
has ultimate responsibility for all matters relating to Health and Safety and welfare of every person employed within Ambito Care and Education including young people placed in Ambito Care and Education's care and also ensuring that members of the general public who may be affected by any of the Ambito Care and Education's activities are not thereby exposed to risks to their health and safety.

Chief Quality Officer
Is directly responsible to the Chief Executive Officer for ensuring the effectiveness, implementation and update of the Health and Safety Policy and to oversee the highest possible standards of Safety, Health and Environmental practice throughout Ambito Care and Education Ltd.

Divisional Directors
Responsible to CEO and Director of QA and Governance to implement the strategic direction of the Group with particular responsibility for developing and implementing 'Best Practices' relating to current and future Safety, Health and Environmental statutory requirements.

In turn, the following appointed persons indicated below are responsible for all matters relating to Safety, Health, Environment and welfare within their respective operations:

Principal
Is responsible for all local matters relating to Health and Safety and welfare of every person employed within Ingfield Manor School including young people placed in Ingfield Manor School's care and for ensuring that members of the general public who may be affected by any of Ingfield Manor School's activities are not thereby exposed to risks to their health and safety.

6. Arrangements for Safety & Welfare

Accident Reporting
All incidents whether involving injury or not must be recorded on Nourish (the Quality Team is automatically notified). A member of the Senior Leadership Team (SLT) is to be made aware of this entry at the soonest opportunity. The Principal will receive automatic notification by email of any incidents reported on Nourish.

The Principal will be responsible for ensuring the notification of the accident to the Health and Safety Executive (and/or if Riddor is applicable) when necessary and will ensure records of these notifications are maintained. Any incidents of significance will be referred up to the Board of Directors.

Reporting of 'Near Misses'
At Ingfield Manor School we encourage reporting of Near Misses to aid Lessons for Learning and pro-active risk management.

Fire
The Principal and delegated staff will ensure that:

1. Fire exits are clearly marked, accessible, and obstruction-free.
2. The fire alarm is tested weekly.
3. Fire drills are conducted at least once per term for both day and residential students.
4. Firefighting equipment is regularly inspected, kept in working order, and promptly replaced if used.

5. Fire procedures are reviewed annually and communicated to all staff.
6. A sufficient number of trained fire marshals are on duty at all times.

Personal Emergency Evacuation Plans ("PEEPs")
A bespoke 'escape plan' will be raised for individuals who may not be able to reach an ultimate place of safety unaided or within a satisfactory period of time in the event of an emergency.

PEEPs may be required for individuals with:
- Mobility impairments
- Sight impairments
- Hearing impairments
- Cognitive impairments
- Other circumstances

A temporary PEEP may be required for:
- Short term injuries (i.e. Broken leg)
- Temporary medical condition
- Those in the later stages of pregnancy

Smoking and Vaping
Smoking and vaping is not permitted anywhere within or near school buildings. A designated smoking area is located on the site perimeter, away from the main school.

COSHH
Schools are required to control substances hazardous to health (COSHH). Ingfield Manor School maintains a separate Statement of Intent for COSHH items on site.

Water/Legionella
A formal water/legionella risk assessment is undertaken every two years by a qualified contractor, and recommended actions addressed promptly (unless there is a valid reason not to do so).

The Premises team is responsible for ensuring that the identified operational controls are conducted and recorded in the school's water log book.

The risks from legionella are mitigated by the following:
- Weekly flushing through of infrequently used outlets
- Monthly temperature monitoring of hot and cold-water outlets, and blended taps
- Quarterly clean and descale of shower and water outlets

Asbestos
- Asbestos must be assumed to be present unless proven otherwise by a detailed survey
- A record is kept of the location of asbestos that has been found on the school site and locations are checked every six months by the Premises team
- If any damage or flaking is identified to be asbestos containing material, it must be reported immediately to the Principal and Salutem Estates team.
- Asbestos is not deemed to be a risk when it is undisturbed. As such, staff must only use allocated noticeboards for displays and must never affix anything directly to walls or ceilings
- Contractors must be provided with details of known and assumed asbestos locations before commencing any works
- if suspected asbestos is discovered, contractors must stop work immediately until the area is declared safe.

Equipment and Machinery
All equipment and machinery are maintained in accordance with the manufacturer's instructions. In addition, maintenance schedules outline when extra checks should take place.

All equipment should be used in line with PUWER regulations and must be handled with care. No attempt should be made at maintenance or repair unless you have adequate knowledge to carry this out. Specialist equipment that constitutes medical devices should only be prescribed by suitably trained staff (i.e. therapists, nurses).

Any lifting equipment and compressors used within Ingfield Manor School premises is inspected and tested by appointed contractors in accordance with Lift Operating and Lifting Equipment Regulations (LOLER) 1998.

Faulty equipment must be reported to the Premises team and immediately labelled 'Out of Use'.

Electrical equipment

- All staff are responsible for ensuring they use and handle electrical equipment sensibly and safely
- Any potential hazards must be reported to the Premises Lead immediately
- Installation, maintenance and repair of electrical appliances and fittings are carried out by a qualified contractor
- Annual Portable Appliance Testing takes place annually.
- Permanently installed electrical equipment is connected through a dedicated isolator switch and adequately earthed
- All isolator switches are clearly marked to identify their machine
- Electrical apparatus and connections must not be touched by wet hands and only used in dry conditions
- Maintenance, repair, installation and disconnection work associated with permanently installed or portable electrical equipment is only carried out by a competent person
- Fixed wiring is inspected and tested every five years.

Display screen equipment (VDU/DSE)

Staff who use computers daily as a significant part of their normal work should complete a display screen equipment (DSE) self-assessment. 'Significant' is taken to be continuous/near continuous spells of an hour or more at a time.

Staff identified as DSE users are entitled to an eyesight test for DSE use upon request, and at regular intervals thereafter, by a qualified optician (and corrective glasses provided if required specifically for DSE use)

Work must be planned to ensure that a change in task is carried out approximately every hour for a minimum of a few minutes to ensure undue strain is not placed on eyesight and upper limbs.

Workstations should be arranged by the individual to their own requirements.

Working at Height

We will ensure that work is properly planned, supervised and carried out by competent people with the skills, knowledge and experience to do the work.

In addition:

- The Premises team retains ladders for working at height and maintains a register of all ladders, steps and hop-ups
- Staff will wear appropriate footwear and clothing when using ladders
- Before using a ladder, staff are expected to conduct a visual inspection to ensure its safety
- Access to high levels, such as roofs, is only permitted by trained individuals.
- Contractors are expected to provide their own ladders for working at height
- Any scaffolding, ladders, crawling boards and other equipment used for access must be properly maintained and all scaffolding erected must be to relevant British Standards

Company vehicles

All Ingfield Manor School buses have been declassified with the DVLA to permit DL licence drivers. All vehicles must carry breakdown details. Prior to travelling with students, staff must complete the following:

- full risk assessment – signed off by the Principal
- vehicle layout plan
- vehicle check list completed.

All staff who drive school vehicles must have a driving licence check and complete a familiarisation activity prior to use. Any staff responsible for transporting students and/or clamping within vehicles receive enhanced training from a suitably qualified (MIDAS) individual

A formal check of driving licences is carried out annually by a designated member of the administration team and recorded on the Driving Licence Check spreadsheet in accordance with the company's Transporting People Safely Procedure.

The Premises team are responsible for carrying out regular routine checks on all vehicles and maintaining the servicing and MOT logs.

Site Security
All contractors and volunteers working at Ingfield Manor School where there is a risk of direct contact with students and/or sensitive data should hold a DBS (Disclosure and Barring Service) certificate, or a risk assessment will be put in place if relevant.

All staff are responsible for maintaining site security and where safe to do so challenging an unknown visitor / trespasser on site premises.

7. Arrangements for Health

Infection prevention and control
We follow national guidance published by the UK Health Security Agency when responding to infection control issues. We will encourage staff and students to follow good hygiene practice, outlined below, where applicable.

Handwashing
- Wash hands with liquid soap and warm water, and dry with paper towels
- Always wash hands after using the toilet, before eating or handling food, and after contact with animals
- Cover all cuts and abrasions with waterproof dressings
- Coughing and sneezing
- Cover mouth and nose with a tissue when sneezing of coughing
- Dispose of tissues properly and wash hands after use
- Spitting is discouraged

Personal protective equipment
- Ingfield Manor School will provide personal protective equipment for all employees as/when needed for safe working.
- Disposable non-powdered vinyl or latex-free CE-marked gloves and disposable plastic aprons should be worn where there is a risk of splashing or contamination with blood/body fluids (for example, nappy or pad changing)
- Wear goggles if there is a risk of splashing to the face
- Use the correct personal protective equipment when handling cleaning chemicals
- Use personal protective equipment (PPE) to control the spread of infectious diseases where required or recommended by government guidance and/or a risk assessment

Cleaning of the environment
- Classrooms, bathrooms, toilets and communal areas are cleaned daily during term time
- Offices, workspaces, meeting rooms and staffrooms are cleaned at least once a week
- Kitchen and classroom waste bins are emptied daily
- Office, workspaces, meeting rooms and staffroom bins are emptied at least once a week

Cleaning of blood and body fluid spillages
- Spillages of blood, faeces, saliva, vomit, and nasal or eye discharge must be cleaned up immediately. Staff must wear appropriate personal protective equipment (PPE) during the cleaning process to reduce the risk of contamination.
- Cleaning must be carried out using a product that combines both a detergent and a disinfectant, following the manufacturer's instructions. The product must be effective against both bacteria and viruses and appropriate for use on the affected surface.

- Designated spillage kits are used for the safe and effective cleaning of all blood and body fluid spillages.

Laundry

- Laundry is washed in a dedicated facility
- Soiled linen is washed separately (in “red bag”) and at the hottest wash the fabric will tolerate.

Clinical Waste Management

- Clinical and domestic waste are segregated and disposed of responsibly
- Used nappies/pads, gloves, aprons and soiled dressings are stored in yellow clinical waste bags in foot-operated bins
- Clinical waste is removed by a licensed contractor
- Clinical waste bins are emptied daily, and the bags stored in a dedicated, secure bin while awaiting collection.

8. Staff Wellbeing

All staff have access to a confidential wellbeing service via Salutem Extras.

Occupational Health & Stress
All new employees complete a health questionnaire upon appointment.

Any employee experiencing health issues that is impacting their work will be referred to the company Occupational Health services who will advise whether the problem is work related. Discussions will be held with the company’s insurers and a decision made on a course of action.

We are committed to promoting and supporting positive mental health and wellbeing for our whole school community. Staff are screened prior to appointment and have access to an Employee Assistance Programme.

New and expectant mothers
Risk assessments are carried out whenever any employee notifies the school that they are pregnant.

Appropriate measures will be put in place to control risks identified.

Noise
Surveys are carried out by Group Estates Management to comply with the Control of Noise at Work Regulations, 2005. There are no mandatory noise areas within Ingfield Manor School.

First Aid
The Nursing Team and Senior Leadership Team are the responsible persons for First Aid at Ingfield Manor School. See the First Aid Policy for details.

Alcohol and Substance misuse
Any staff member found under the influence of either alcohol or drugs during working hours will be subject to disciplinary action. Driving a company vehicle while under the influence of alcohol or drugs is strictly prohibited and will result in disciplinary action.

9. Areas of Governance

This policy has been written with expert contribution from appropriate stakeholders. The Information Governance Team will monitor, reflect on and gain organisational learning from the implementation of this policy. This policy will be reviewed and updated two years from implementation unless legal changes demand a more timely amendment.

The application of this policy and its associated documents is mandatory for all services staff, volunteers, agency staff and all other Salutem representatives. Staff understanding of this policy and associated documents will be assured through training, assessment of competency and supervision.

Staff understanding of this policy will be assured through training and the delivery of awareness raising workshops as deemed necessary by SLT. The people we support will be involved in the review to ensure it captures the important issues for them.

10. Areas of Responsibility

The Principal is responsible for the implementation of this policy.

All staff have a responsibility for following this policy.

11. Learning and Development

Salutem is committed to ensuring that all staff are aware of what is expected of them so that everyone is appropriately supported. Staff should speak to their line manager in relation to their learning needs using supervision and through the appraisal process.

12. Associated Documents

First Aid Policy

Risk assessment

Supporting students with medical conditions

Accessibility plan

Mental Health and Wellbeing

Remote learning

Lone Working

Emergency or critical incident plan

Lockdown Procedure

13. Useful Links

Health and Safety legislation:

The Health and Safety at Work etc. Act 1974

The Management of Health and Safety at Work Regulations 1999

Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)

Control of Substances Hazardous to Health COSHH 2002

Control of noise at Work Regulations 2005

The Regulatory Reform (Fire Safety) Order 2005

Manual Handling of Loads Regulations 1992

Health and Safety (Display Screen Equipment) Regulations 1992

Personal Protective Equipment at Work Regulations 1992

Provision and Use of Work Equipment Regulations 1998

Workplace (Health, Safety and Welfare) Regulations 1992

Electricity at Work regulations 1989

Food Safety Act 1990

Health and Safety (First-Aid) Regulations 1981 (As amended) Control of Asbestos at Work Regulations 2012

Education Legislation:

The Adventure Activities Licensing Regulations 2004

Education (School Premises) Regulations 1999 (SI 1999 No.2)

Establishment Standards and Framework Act 1998

Education and Inspections Act 2006

School Inspections Act 1996

Education Act 2002

Health and Safety: Advice on legal duties and powers (For local authorities, School leaders, School staff and Governing bodies F00191759, June 2013

The Education (Independent School Standards) (England) (Amendment) Regulations January 2015

14. Version Control

This is a controlled document. As a controlled document, any printed copies of this document, or saved onto local or network drives should be actively monitored to ensure the latest version is always available.

Version Number	Date	Status	Changes
V3.0	August 2025		