

PREVENT • PROTECT • REPORT • IMPROVE

Health and Safety Policy

Hindle's School of Excellence Limited

Policy owner	Director / H&S Lead	Approved by	Director
Version	3.0	Approval date	5 September 2026
Review cycle	Annually	Next review	September 2027
Applies to	Staff, learners, volunteers, visitors and contractors	Site	115 Rochdale Road, Bury, BL9 7BA

Statement of intent Hindle's will, so far as is reasonably practicable, provide a safe and healthy environment, prevent injury and work-related ill health, assess and control risks, consult workers, provide information and training, maintain safe equipment and continuously improve its arrangements.

Part A — Policy and responsibilities

1. Purpose and scope

This policy explains how Hindle's School of Excellence Limited manages health and safety at its premises and during tuition, alternative provision, remote or home working, educational visits and other activities. It applies to employees, agency and self-employed staff, volunteers, learners, visitors and contractors, with duties adapted to each person's role.

It is a statement of policy and does not form part of an employment contract. Detailed risk assessments, procedures and emergency plans support this policy and must be followed.

2. Legal framework

Hindle's will comply with applicable health and safety law and guidance, including:

- Health and Safety at Work etc. Act 1974;
- Management of Health and Safety at Work Regulations 1999;
- Workplace (Health, Safety and Welfare) Regulations 1992;
- Regulatory Reform (Fire Safety) Order 2005;
- Health and Safety (First-Aid) Regulations 1981;
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR);
- Control of Substances Hazardous to Health Regulations 2002 (COSHH);
- Provision and Use of Work Equipment Regulations 1998;
- Electricity at Work Regulations 1989;
- Manual Handling Operations Regulations 1992;
- Health and Safety (Display Screen Equipment) Regulations 1992;
- Personal Protective Equipment at Work Regulations 1992, as amended; and
- Equality Act 2010, safeguarding duties and relevant Department for Education and Health and Safety Executive guidance.

3. Objectives

- identify hazards and assess risk before activities begin and when circumstances change;
- eliminate risk where possible and otherwise apply suitable controls;

- provide safe premises, access, equipment, substances and working arrangements;
- protect children, young people, adults at risk, workers and visitors;
- provide appropriate information, instruction, training, supervision and PPE;
- consult workers and act on concerns, near misses and learning from incidents;
- plan for fire, medical, security, severe-weather and other emergencies; and
- monitor performance and review arrangements at least annually.

4. Director and Health and Safety Lead

Joanne C. Hindle, Director, has overall and day-to-day responsibility for health and safety. The Director will ensure competent advice is obtained where necessary and will:

- maintain this policy, risk assessments and action plans;
- allocate responsibilities and resources;
- arrange required inspections, testing, maintenance and training;
- coordinate fire safety, first aid, emergency planning and incident review;
- consult staff and communicate changes;
- verify contractor arrangements and cooperate with the landlord or other dutyholders; and
- decide whether an incident is reportable to an enforcing authority or commissioner.

5. Staff, volunteers and contractors

Everyone must take reasonable care of themselves and others, cooperate with Hindle's, follow training and instructions, use equipment and PPE correctly, maintain professional supervision and report hazards, defects, incidents, near misses and changes in health or ability that may affect safe work. No one may remove safeguards, improvise unsafe repairs or carry out work for which they are not competent or authorised.

Contractors must provide suitable competence, insurance, risk and method information, coordinate with Hindle's, control their work area and report incidents. Higher-risk work, including electrical, gas, work at height or asbestos-related activity, requires appropriately qualified persons and authorisation.

6. Learners, parents/carers and visitors

Learners must follow reasonable safety instructions, use equipment only as directed, avoid behaviour that creates danger and report hazards or injuries. Parents/carers should share relevant medical, accessibility and risk information and follow arrival, collection and emergency arrangements. Visitors must sign in where required, remain in authorised areas, follow instructions and be supervised according to risk.

Part B — Health and safety arrangements

7. Risk assessment and control

Risk assessments will identify who may be harmed, existing controls, further action, responsible persons and review dates. Assessments will be proportionate and recorded where required. They will consider routine and non-routine work, individual needs, lone and home working, visits, equipment, substances, infection, violence, fire and emergency situations.

The hierarchy of control will be used: eliminate the hazard; substitute; use engineering or environmental controls; use safe systems, supervision and training; and use PPE as a final or additional

control. Assessments will be reviewed after an incident, significant change, new information or evidence that controls are ineffective.

8. Individual and learner-specific risk

Hindle's will consider age, experience, pregnancy or new motherhood, disability, SEND, medical conditions, medication, communication, behaviour, trauma and mobility. Reasonable adjustments and Personal Emergency Evacuation Plans (PEEPs) will be agreed where required. Risk assessment must enable participation wherever reasonably possible and must not be used to discriminate or unnecessarily restrict education.

9. Premises, access and security

- keep floors, stairs, corridors and exits adequately lit, dry and free from obstruction;
- provide suitable temperature, ventilation, drinking water, toilets and welfare facilities;
- manage arrival, collection, visitors, keys and unauthorised access;
- complete documented opening and closing checks proportionate to risk;
- report building defects promptly and isolate dangerous areas;
- coordinate landlord duties, servicing and statutory inspections; and
- maintain an up-to-date asbestos register or obtain assurance from the responsible premises dutyholder before intrusive work.

10. Fire and emergency evacuation

A suitable fire risk assessment and emergency plan will be maintained. Alarm systems, emergency lighting, firefighting equipment, signage and escape routes will be inspected and serviced at appropriate intervals. Fire drills will be held at least termly while learners attend, and additionally where risk or significant change requires. Attendance and visitor information will support roll call.

On discovering fire or smoke: raise the alarm, call 999 when safe, warn others and evacuate. On hearing the alarm: leave by the nearest safe exit without collecting belongings, go to the assembly point, report for roll call and do not re-enter until authorised by the fire and rescue service or responsible person. Staff should not fight a fire unless specifically trained, authorised, the fire is small, a safe escape remains available and doing so does not delay evacuation.

11. First aid and medical emergencies

Hindle's will complete a first-aid needs assessment and provide suitable trained first aiders, equipment, information and arrangements. Call the school on 0161 764 2415 for the duty first aider. Call 999 for life-threatening illness, serious injury or where emergency help is required. First aid must be recorded, parents/carers and commissioners informed as appropriate, and contaminated waste managed safely.

Medication will be managed under the Medication Policy and individual healthcare plans. Staff must not work beyond their training. Defibrillator location and access arrangements, if applicable, will be communicated to staff.

12. Accidents, near misses and RIDDOR

All injuries, occupational ill health, dangerous occurrences and near misses must be reported promptly and recorded with factual information. The Director will secure evidence, identify immediate controls, investigate proportionately and track actions. Safeguarding and data-breach reporting may run alongside the health and safety process.

The responsible person will decide whether and when a report is required under RIDDOR and submit it to the relevant enforcing authority. Not every learner injury is reportable; reporting depends on the work-related circumstances and statutory criteria. Records will be retained under the Disposal of Records Schedule.

13. Equipment, electricity and maintenance

- purchase suitable equipment and follow manufacturer instructions;
- inspect before use and remove defective equipment from service;
- allow only competent and authorised persons to maintain or repair equipment;
- keep guards and safety devices in place;
- manage portable and fixed electrical equipment according to risk and inspection findings, rather than relying on an arbitrary annual PAT rule;
- avoid overloaded sockets, damaged cables and unsafe charging; and
- record safety-critical servicing, inspection and remedial action.

14. Hazardous substances, cleaning and sharps

Harmful substances will be avoided or substituted where possible. Current safety information, COSHH assessment, secure labelled storage, ventilation, PPE, spill response and disposal arrangements will be provided where necessary. Chemicals must never be decanted into food or drink containers.

Found needles, blades or unknown sharps must not be touched by learners. Staff will follow the Sharps Policy, use appropriate equipment and an approved sharps container, and seek urgent medical advice after a needlestick or exposure incident.

15. Manual handling and work at height

Avoid hazardous lifting where reasonably practicable; assess unavoidable tasks; reduce load, distance, twisting and repetition; use handling aids; and provide training where needed. Staff must request help rather than exceed their capability. Chairs, desks and improvised items must not be used for access at height. Suitable inspected step equipment may be used only by competent persons under an appropriate risk assessment.

16. Display screen equipment and workstation safety

Habitual display-screen users will receive information, a workstation assessment and support to vary tasks or take short, frequent changes of activity. Workstations should support neutral posture, suitable lighting and screen positioning. Eligible users may request an eyesight test and, where regulations require, basic corrective appliances for DSE work. Home workstations are included where applicable.

17. Violence, aggression and challenging behaviour

Hindle's will assess foreseeable risks from aggression, threats, harassment, absconding or unsafe behaviour. Controls may include information sharing, staffing, room layout, exits, alarms, communication, de-escalation, individual plans and police contact. Staff should withdraw and summon help rather than place themselves or others at unreasonable risk. Restrictive intervention must never be punishment and may only be used lawfully, as a last resort to prevent harm, by trained staff and with recording, review and safeguarding oversight.

18. Lone working, home tuition and personal safety

Lone and home working requires specific assessment and an agreed check-in/escalation system. Staff must confirm location and expected finish, retain access to communication, follow entry and exit arrangements, avoid unsafe environments and leave if risk becomes unacceptable. Home visits must consider household members, pets, smoking, access, parking, safeguarding, medical needs and emergency support. No worker will be criticised for withdrawing from an immediate danger and reporting it.

19. Educational visits and transport

Visits require proportionate planning, approval and risk assessment, including supervision, learner needs, consent, medication, first aid, travel, weather, emergency contacts and contingency arrangements. Vehicles used for work must be roadworthy, appropriately insured and driven by a licensed, fit driver. Staff must not transport learners in personal vehicles without prior written approval and required consent, insurance and risk controls.

20. Infection prevention and public-health incidents

Hindle's will provide suitable hygiene, cleaning, ventilation, waste and handwashing arrangements and follow current public-health advice. People with symptoms of a significant infectious illness should follow notified attendance and testing/exclusion arrangements. During an outbreak or public-health emergency, Hindle's may introduce temporary risk controls, remote delivery or altered operations and will communicate them clearly and review them regularly.

21. Stress, wellbeing and occupational health

Work-related stress risks will be considered through workload, role clarity, support, relationships, change and working conditions. Staff should raise concerns early. Hindle's may agree adjustments, supervision, workload action or occupational-health advice. Mental-health information will be handled confidentially while necessary safety information is shared on a need-to-know basis.

22. PPE

Where risk assessment identifies PPE, Hindle's will provide suitable PPE without charge to workers who are legally entitled to it, together with fitting, information, training, storage, maintenance and replacement. PPE does not replace more effective controls. Users must wear it as instructed, check it and report defects.

23. Consultation, training and competence

Health and safety will form part of induction. Role-specific training may include first aid, fire safety, safeguarding, moving and handling, COSHH, equipment, de-escalation, visits and infection control. Competence will be assessed by training, experience, knowledge and supervision—not attendance at a course alone. Staff will be consulted directly on risks and changes affecting them and may raise concerns without detriment.

24. Monitoring and review

The Director will monitor premises checks, risk-assessment actions, maintenance, incidents and near misses, sickness patterns, training, drills, contractor performance and feedback. Serious or repeated issues will trigger investigation and improvement. This policy will be reviewed annually and sooner after significant change, enforcement advice, incident or evidence that controls are ineffective.

25. Non-compliance

A deliberate or reckless breach may be managed under the relevant disciplinary, conduct, contract or learner-behaviour procedure. The response will be fair and proportionate and will consider training, supervision, disability, SEND, understanding and whether safe arrangements were adequate. Urgent safety action may be taken before a full review.

Part C — Contacts and approval

26. Reporting concerns

- Health and Safety Lead: Joanne C. Hindle, Director.
- School telephone: 0161 764 2415.
- School mobile: 07538 370518.
- Emergency services: 999.
- Safeguarding concerns: report immediately to the DSL under the Safeguarding Policy.
- Unresolved serious wrongdoing: use the Whistleblowing Policy.

27. Approval

Approved by	Joanne C. Hindle, Director and Health and Safety Lead
Signature	
Approval date	5 September 2026
Review cycle	Annually or sooner if required
Next review	September 2027