



The Manor School

Health and Safety Policy 2025 - 2026



Reviewed by:	Kelly Pope
Review Date:	14.04.2026
Date of next review:	September 2026



Legal Status:

This policy is written with regard to the **Independent School Standards (ISS)** and reflects the expectations set out in:

- Health and Safety at Work etc. Act 1974
- Management of Health and Safety at Work Regulations 1999
- Control of Asbestos Regulations 2012
- Control of Substances Hazardous to Health Regulations 2002 (COSHH)
- Electricity at Work Regulations 1989
- Gas Safety (Installation and Use) Regulations 1994 & 1998
- Health and Safety (First Aid) Regulations 1991
- Regulatory Reform (Fire Safety) Order 2005
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)
- Workplace (Health, Safety and Welfare) Regulations 1992
- Work at Height Regulations 2005
- Personal Protective Equipment at Work Regulations 1992
- Manual Handling Operations Regulations 1992
- Equality Act 2010

The Manor School is committed to meeting and exceeding these requirements.

Applies to:

- The whole school inclusive of activities outside of the normal school hours.
- All staff (teaching and support staff), the proprietor and volunteers working in the school.

Purpose:

The purpose of this policy is to ensure that all pupils, staff, visitors, and contractors are kept safe through robust, proactive, and values-driven health and safety practice. As a specialist SEND and SEMH provision operating within a Grade II listed building, we recognise the importance of safe environments, predictable routines, and trauma-informed approaches to risk management.

Date: 5th March 2026

Date: 14th March 2026

Signed:

Sariena Watkins
Associate Headteacher

Signed:

Kelly Pope
Executive Headteacher



Policy Statement

The Manor School is committed to providing and maintaining a safe, healthy, and supportive environment for all members of our community. Health and safety is integral to our culture, our safeguarding practice, and our commitment to high-quality education.

We will:

- maintain safe working conditions
- identify, assess, and manage risks
- ensure staff are trained and competent
- maintain safe buildings, equipment, and systems
- respond promptly to hazards, incidents, and concerns
- work collaboratively with staff, pupils, families, and professionals
- ensure that health and safety is understood as everyone's responsibility

This policy is supported by detailed procedures, risk assessments, and compliance systems.

Scope

This policy applies to:

- all staff
- all pupils
- visitors, contractors, and external professionals
- all activities on-site and off-site
- all school environments, including classrooms, outdoor areas, specialist rooms, and communal spaces

Principles

Our approach is guided by:

- **Safety:** We maintain safe environments and safe systems of work.
- **Inclusion:** Health and safety supports, not restricts, access to learning.
- **Preparedness:** Staff are trained, confident, and proactive.
- **Consistency:** Procedures are clear, predictable, and followed by all.
- **Accountability:** Oversight and monitoring are embedded at all levels.
- **Trauma-Informed Practice:** Safety is relational as well as physical.

Statutory Requirements

The school meets its legal duties by:

- completing and reviewing risk assessments
 - maintaining safe buildings, equipment, and systems
 - ensuring fire, first aid, and emergency arrangements are in place
 - reporting incidents in line with RIDDOR
 - ensuring staff receive appropriate training
 - maintaining accurate records and documentation
 - ensuring contractors are competent and managed safely
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Company Philosophy in Health and Safety

At Bayleaf, our professional practice is rooted in our company philosophy: providing trauma-informed, therapeutic care where children and young people feel safe, valued and understood. We nurture trust, emotional growth and resilience through compassionate, consistent and relationship-led support.

These values sit alongside our CARE principles — Curiosity, Accountability, Respect and Engagement - which shape the professional conduct and relational practice of all staff.

- C = **Curiosity** and a bias for action fuel our innovation.
- A = **Accountability** to those we serve help us deliver results.
- R = **Respect** and Integrity are demonstrated in our actions.
- E = **Engaged** and Passionate Employees define our company

Our values shape how we approach Health and Safety

Value	How it is embedded in School
Curiosity	Staff remain open to learning about risks, systems, and safer ways of working. We continually review, question, and improve our practice.
Courage	Staff act decisively when responding to hazards, incidents, or concerns. Courage includes speaking up, challenging unsafe practice, and prioritising safety.
Community	Health and safety is a shared responsibility. We work together—staff, pupils, families, and professionals—to maintain a safe, supportive environment.

Health and Safety in relation to The Manor's Values

The Manor School's values shape the way we approach Health and Safety across our community. These values guide staff in responding to potential hazards and identify risks with professionalism, compassion, and consistency. They ensure that Health and Safety requirements and expectations are met in a way that is safe and compliant and continues to be aligned with our ethos values ensuring pupils still receive inclusive and trauma-informed care whilst maintaining safety.

Value	How it is embedded in School
Respect	We maintain environments that honour the dignity and safety of every pupil.
Independence	pupils are supported to understand and follow safe routines, with staff support, whilst maintaining and/or promoting independence skills.
Confidence	Staff act with assurance in emergencies and daily practice speaking up and notifying SLT of specific concerns however small.
Achievement	Safe environments enable pupils to thrive academically and socially whilst ensuring safety and appropriate risk to support their goals and interests.
Perseverance	We consistently maintain high standards and respond promptly to concerns.
Kindness	We approach safety with compassion, patience, and understanding with the knowledge that some of our pupils are risk averse and need consistent support to enable them to thrive.



Definitions

- **Hazard:** Anything with the potential to cause harm.
- **Risk:** The likelihood that harm will occur.
- **Risk Assessment:** A systematic process for identifying hazards and implementing controls.
- **Near Miss:** An event that could have caused harm but did not.
- **Dangerous Occurrence:** A serious incident requiring reporting under RIDDOR.
- **Competent Person:** Someone with appropriate training, knowledge, and experience.
- **ACMs:** Asbestos-containing materials present in some Grade II listed buildings.
- **Permit to Work:** A formal system controlling high-risk activities (e.g., intrusive works).

Roles & Responsibilities

Proprietor, Director of Education and Executive Headteacher

- Ensures adequate resources for health and safety
- Reviews compliance and performance
- Ensures policies are up to date

Headteacher

- Holds day-to-day responsibility for health and safety
- Ensures risk assessments are completed and reviewed
- Ensures staff receive training, supervision, and information
- Investigates incidents and implements control measures
- Ensures emergency procedures are implemented
- Reports significant concerns to the Proprietor

Deputy Headteacher

- Supports operational oversight
- Leads daily site checks and compliance monitoring
- Oversees contractor management and permit-to-work processes

All Staff

- Follow health and safety procedures
- Report hazards, incidents, and concerns immediately
- Use equipment safely
- Maintain safe environments
- Model safe behaviour for pupils

Contractors

- Must be competent and approved
 - Must follow site rules and permit-to-work systems
 - Must provide evidence of qualifications and insurance
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SEND and SEMH-Specific Health & Safety Requirements

As a specialist provision, The Manor School implements additional measures, including:

- individual risk assessments for pupils (RMP – Risk Management Plan)
- behaviour-related risk assessments (1 Page Profiles and trip specific Risk Assessments)
- Designated safe Spaces and de-escalation or sensory support spaces
- supervision ratios appropriate to need
- safe storage of hazardous items (Not limited to COSHH, includes Sharpes such as Pencil Sharpeners and Scissors)
- ligature-risk awareness and environmental checks
- sensory-safe environments
- trauma-informed approaches to physical safety
- staff training in de-escalation and crisis response
- integration of medical needs into safety planning

Daily, Weekly and Monthly Checks

Daily

- site walk and visual safety check
- fire exits and escape routes
- cleanliness and trip hazards
- equipment condition
- outdoor and hall area safety

Weekly

- fire alarm tests
- first aid kit checks
- water flushing (legionella control)
- Outdoor and indoor equipment checks
- Electronic equipment checks

Monthly

- full site health and safety audit
- emergency lighting checks
- review of risk assessments
- review of incident logs and patterns

Building and Area-Specific Checks

The Manor School operates within a **Grade II listed building**, requiring:

- adherence to heritage restrictions
 - no intrusive works without approval
 - strict asbestos management (ACMs must not be disturbed)
 - annual asbestos survey review
 - gas safety checks by qualified engineers
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- electrical testing and PAT testing
 - water safety and legionella controls
 - contractor supervision and permit-to-work systems
 - Radon Gas Checks (If required in the area)

Safeguarding Links

Health and safety is inseparable from safeguarding. Any health and safety concern that impacts welfare must be reported to the DSL.

This policy supports:

- safe environments
- safe supervision
- safe recruitment
- emergency response
- reporting concerns
- protecting vulnerable pupils

Related Documents and Further Reading

- Data Protection and GDPR Policy
- Safeguarding Policy
- Positive Relationships and Behaviour Policy & Effective Restraint Policy
- Equality Statement
- SEND Policy
- First Aid Policy

Closing Statement

The Manor School is committed to maintaining a safe, healthy, and nurturing environment for all pupils, staff, and visitors. Through proactive risk management, strong values, and consistent practice, we ensure that safety is embedded in every aspect of school life. Health and safety is a shared responsibility, and together we create a community where everyone can thrive.

This policy is reviewed each academic year or sooner should compliance, law or incident mean the policy needs reviewing or amending.

Appendix 1:

Monthly Checklist

Item	Yes/No
Have any accidents/incidents been recorded, reported and investigated?	
Have any new employees been induction and included in the training programme?	
Is the first aid box readily available and fully stocked?	
Is the fixed wiring from obvious damage/defects?	
Are fire exits and escape routes unlocked and free from obstructions?	
Are weekly fire alarm tests being completed and recorded?	
Are fire systems being regularly maintained and records up to date?	
Are water systems being regularly maintained and records up to date?	
Are all thermostatic controls on washbasins/baths operating properly?	
Is waste safely stored away from buildings?	
Are there minimal combustible materials being stored?	
Is perimeter fencing free from damage?	
Are vehicle and pedestrian routes free from obstructions, eg parked cars and lorries?	
Are manhole covers and gulley covers in place and free from damage?	
Are road surfaces free from potholes and other changes in level?	
Is artificial lighting working and free from damage?	
Are all materials stored so they that they are unlikely to fall?	
Is the site free from slipping, tripping and falling hazards?	
Are buildings free from loose cladding, damaged brickwork etc.	
There are no dead/overgrown trees and hanging branches over pedestrian routes.	
Is work equipment free from damage and provided with the correct guarding.	
Is personal protective equipment provided and being worn?	



Are all hazardous substances safely stored and used?	
Have contractors been issued with the correct safety documentation?	
Are safety signs in place, eg fire directional, speed limits etc.	
Are all security doors operating effectively?	
Have all defects identified in last month's checklists been remedied?	

Where the answer above is 'no' then the remedial action should be listed below

Issue	Date completed

Role:	
Signed:	
Date:	



Appendix 2:

Weekly Building Audit

Location Name:	
Date:	
Carried out by:	
Signed:	

Question	Yes	No	Comments	Resolution and date
External				
Are all walkways clear from debris?				
Are all walkways even and free from damage?				
Are all gates secure and working properly?				
Are all walls and dividing fences free from damage?				
Is all external lighting working correctly?				
Are all drains secure and working properly?				
Are all down spouts intact?				
Is all guttering intact?				
Is all masonry and stonework intact?				
Are all roofing slates in place?				
Is all outdoor storage in good order?				
Internal				
is all flooring and floor covering level and free from damage?				
Are staircases free from damage?				
Is lighting satisfactory?				
Can the temperature be controlled?				
Are all radiators secured properly to the wall and working?				
Question	Yes	No	Comments	Resolutions and date
Do all doors operate correctly?				



Do all door locks operate correctly?				
Do all windows operate correctly?				
Are upper floor windows fitted with restrictors?				
Do all toilets operate correctly?				
Do all taps work correctly?				
Are all wall tiles intact?				
Are all handrails secured?				
Is electrical equipment visually inspected regularly?				
Is bedroom or classroom furniture free from damage?				
Is all other furniture free from damage?				
Are all switches and power sockets easily accessible?				
Are all switches and power sockets free from damage?				

Comments/Notes:

Has Maintenance been informed Yes / No?	
Name of person who informed maintenance:	
Date Maintenance Informed:	
Date Maintenance Actioned	



Appendix 3

Weekly Room Check

Location Name:	
Date	
Room:	

Description	Yes	No	Comments	Resolutions and date
Is the door in good working order?				
Can the door be secured?				
Are the door handles intact?				
Is the door closure working correctly? (Does it close itself where required?)				
Is the floor covering intact? (carpet laminate etc)				
Is the floor area free from damage?				
Are all threshold strips in place?				
Is the smoke detector intact?				
Is the light working and shade fitted?				
Is the light switch safe to use?				
Are the sockets safe to use?				



Are there any trailing wires across the floor?				
Are all electrical appliances positioned safely?				
Is all furniture free from damage?				
Can the windows be opened/ closed?				
Are restrictors fitted to the windows where required?				
Are the curtain/ blinds working correctly?				

Has maintenance been notified	Yes / No	Date notified:
Name Person Completing the Form		
Role		
Signed		
Date		



Appendix 4

Water Temperature Record Sheet

Hot and cold water temperatures are recorded to reduce the risk from production of legionella. Hot water temperatures must be kept below 43°C (as there is a risk of scalding). Cold water temperatures must be kept below 20°C. This check should be carried out weekly.

Date & Time	Area temperature taken in	Temperature	Hot water - Action if above 43 °C Cold water – Action if above 20 °C	Test carried out by
Date – Time –		Hot – Cold –		
Date – Time –		Hot – Cold –		
Date – Time –		Hot – Cold –		
Date – Time –		Hot – Cold –		
Date – Time –		Hot – Cold –		
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Date – Time –		Hot – Cold –		
Date – Time –		Hot – Cold –		
Date – Time –		Hot – Cold –		

Descaling of shower heads must take place every 3 months. This is done by removing the shower head and submerging it in a descaling agent.

Date showerhead was last descaled:

Note:

All taps that are not used regularly must be run for two minutes every week.

All toilets that are not used regularly need to be flushed weekly

Please sign here to confirm this has been done: _____



Appendix 5

CONTRACTORS PERMIT TO WORK

This permit is to be completed by the contractor

Name of Contractor:		Company Name:	
Duration of Work:		Telephone No:	

Nature of Work to be Undertaken – tick appropriate box

Roof Work	<input type="checkbox"/>	Hot work, including welding	<input type="checkbox"/>
Confined Space	<input type="checkbox"/>	Window Cleaning	<input type="checkbox"/>
Lift Shaft Work	<input type="checkbox"/>	Other (specify)	<input type="checkbox"/>
Electrical Work	<input type="checkbox"/>		
Work of Gas Installation	<input type="checkbox"/>		

Health and safety competence questions for contractors - initial box as confirmation

I am fully aware of Bayleaf Education Limited's health and safety policy	<input type="checkbox"/>	All contractors are trained and competent to the correct level to carry out this process	<input type="checkbox"/>
I have provided a copy of our health and safety policy prior to carrying out the work	<input type="checkbox"/>	No formal notices have been issued to the company by the Health & Safety Executive in the last three years	<input type="checkbox"/>
All parties are issued with all suitable PPE and sufficient apparatus	<input type="checkbox"/>	No legal proceedings have been taken against, the organisation or staff in the last three years	<input type="checkbox"/>

Work Detail:

Safety Precautions and safe system of work to be adopted (Absolute Duty)

1. No tools are to be left unattended
 2. Material must be cleared away at the end of each job (or when leaving the work area)
 3. Bayleaf Education staff must be informed at all time when there is a change to the working procedure
 4. No contractor must enter a room without the permission of the Bayleaf Education staff
 5. All contractors must be supervised at all times
 6. All contractors must sign in and sign out at the start and end of the job (each day with Admin)
- Should there be any additional question or clarification be sought, the Headteacher should be informed immediately.

I have read the conditions which apply to short term contractors and agree to ensure the safety of myself and others:

Signed: (Contractor)	
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Date:	
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I have agreed to your safety precautions and safe system of work:

Signed: (Manager)	
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Date:	
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