Health & Safety Policy

School Level – Southampton Hospital School

Reviewed on	2026/27, Term 1	Review frequency	Annual
Next review due	2027/28, Term 1	Template Yes / No	Y
Owner	School Leader	Approved by	Board of Trustees

History of Policy Changes

Date	Page	Change	Origin of Change
	All	References to Governing Body changed to Local Governing Committee (LGC)	Annual Review
	All	References to Headteacher changed to School Leader	
	All	All references to Smoking now include Vaping	
2026/27 T1	6, 3.4	Zone charts added (N/A for SHS)	Annual Review

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1. Introduction

Hamwic Education Trust (HET) believe that all pupils should receive a high quality, enriching, learning experience in a safe and inclusive environment, which promotes excellence through a broad curriculum that prepares them for their future and opens doors to a diverse array of opportunities as well as that all pupils and adults within HET flourish as individuals and together.

This policy is for all employees working within the school (which for ease of reference are referred to throughout this document as SHS).

This also applies to agency workers, consultants, self-employed contractors, volunteers and work experience students.

As part of Hamwic Education Trust, Southampton Hospital School works in partnership with University Hospital Southampton NHS Foundation Trust to maintain high standards of health and safety across all areas of provision, including inpatient, outpatient and outreach services.

The school is committed to:

- Providing safe working and learning environments.
- Maintaining safe systems of work and premises.
- Providing appropriate information, instruction, training and supervision.
- Consulting with staff on health and safety matters.
- Promoting a culture in which everyone takes responsibility for health and safety.
- Ensuring risks are identified, assessed and managed appropriately.

This policy should be read alongside the Hamwic Education Trust Health and Safety Policy.

2. Health & Safety Policy Statement

HET's Board of Trustees (BoT) recognises that under the Health and Safety at Work etc. Act 1974 it has a duty to ensure, so far as is reasonably practicable, the safety, health and welfare of all persons affected by its activities and accepts that it has a responsibility to take all reasonably practicable steps to secure the health and safety of pupils, staff and others using HET premises or participating in sponsored activities. It believes that the prevention of accidents, injury or loss is not only essential to the efficient operation of the HET but is also an essential aspect of the education of its pupils.

The BoT aims to provide a safe and healthy working and learning environment for staff, pupils, and visitors. In pursuit of this, it seeks to ensure, as far as is reasonably practicable:

- The provision and maintenance of safe workplaces, and safe systems of work.
- Clear definition of responsibilities of employees at all levels.
- Provision of appropriate information, instruction, training, and supervision.
- Provision of effective systems of communication on all health and safety matters.
- Adequate opportunities for employee consultation on health and safety matters.
- Co-operation with other organisations in respect of health and safety

The arrangements outlined in this policy and the various other safety provisions made by the BoT will not prevent accidents nor ensure safe and healthy working conditions on their own. The BoT strongly believe that only the adoption of safe methods of work and good practice by every individual member of staff can ensure everyone's personal health and safety. The BoT will take all reasonable steps to identify and reduce hazards to a minimum, but all staff and pupils must appreciate that their own safety and that of others also depends on their individual conduct and vigilance while on HET premises or while taking part in sponsored activities.

The BoT will review this policy statement annually and update, modify or amend it as it considers necessary to ensure the health, safety and welfare of staff and pupils.

This local Health & Safety Policy must be read in conjunction with the HET Health & Safety Policy.

Paragraph 6 of the above policy outlines the responsibilities of the School Leader, as follows;

3. Health & Safety Duties of School Leaders

The overall responsibility for health and safety is that of the School Leader with support from the BoT, the CEO and HET Managed Services. The BoT will work with the CEO and HET Managed Services to ensure the Trust is always health and safety compliant.

As well as the general duties which all members of staff have School Leaders working with HET Managed Services will ensure the implementation of the policy and development of safe working practices and will take all reasonably practicable steps to achieve this end through managed allocation of duties to the heads of appropriate departments, senior members of staff, teachers and others as appropriate.

The School Leader is required to take all necessary and appropriate action to ensure that the requirements of all relevant legislation, codes of practice and guidelines are always met in full.

In particular, the School Leader will, in conjunction with HET Managed Services.

a) Have a working knowledge of the requirements of the Health and Safety at Work etc. Act 1974 and any other health and safety legislation and codes of practices relevant to the work of the HET.
b) Ensure, always, the health, safety and welfare of staff, pupils and others using school premises, facilities, or services or attending or taking part in sponsored activities. This will involve ensuring the relevant risk assessments are in place and signing them off.
c) Ensure safe working conditions for the health, safety and welfare of staff, pupils and others using our premises and facilities.
d) Ensure safe working practices and procedures throughout, including those relating to the provision and use of machinery and other apparatus, so that each task is conducted to the required standards and so that all risks are controlled.
e) Consult where appropriate with members of staff, including school's health and safety representatives on health and safety issues.
f) Conduct periodic reviews to ensure that the requirements of the policy are being met.
g) Identify the training needs of staff and pupils and ensure, within the financial resources available, that all members of staff and pupils who have identified training needs receive adequate and appropriate training and instruction in health and safety matters.
h) Encourage staff, pupils, and others to promote health and safety.
i) Ensure that any defects in the premises, its plant, equipment, or facilities which relate to or may affect the health and safety of staff, pupils and others are made safe without delay.
j) Encourage all employees to suggest ways and means of reducing risks.
k) Collate accident and incident information and, where necessary, conduct accident and incident investigations.
l) Monitor the standard of health and safety throughout school, including all activities, encourage staff, pupils, and others to achieve the highest possible standards and

discipline those who consistently fail to consider their own well-being or the health and safety of others.

m) Monitor first aid and welfare provision.
n) Monitor the management structure, along with the governors.
o) Ensure the health and safety audit part of the estates health check is reviewed and any actions completed with the specified time

To enable the School Leaders to meet the above duties the Deputy School Leader (DSL), Senior Leadership Team (SLT), staff and the school site staff will assist with the day-to-day implementation of the policy.

4. Procedures

The information below is school specific Health & Safety information and procedures.

Procedures and Arrangements

Each teacher is responsible for the safety of the children in his/her care. Children are received into the classroom at 9:00am in Bursledon House and from 9.30 am in G-Level and Piam Brown where they are then supervised by a member of staff. For outreach students, teachers and parents hold joint responsibility for their safety during sessions as set out in the initial parental agreement, risk assessment and IHP.

At playtimes and lunchtimes children are returned to their nursing team who then take responsibility for supervising the children. Leaders will conduct visual checks of the apparatus if they are asked by health to supervise the children at any point. This should only be in exceptional circumstances.

In the case of an accident follow the school First Aid Policy.

At the end of the school day or following after school activities, children are released in accordance with their parent's wishes. This may be returning to their bed/bay, collection by a parent, or returned to their nursing team. Each teacher is responsible for ensuring safe handover of pupils including checking that adequate supervision is available before leaving the child.

Any children not collected will be supervised in the reception area until the arrival of the responsible person.

The school leader is responsible for the school store cupboards and the safe storage of any chemicals (COSHH) used for science lessons. They are responsible for safe usage of cleaning materials both by themselves and other members of staff, also for good working practice, e.g., proper handling of furniture, even distribution of weight, use of step ladders etc.

Staff are responsible for the correct reporting of accidents to themselves and others, reporting damage or breakage of any equipment, which might constitute a health or safety hazard, both in the school and the grounds. The school staff will use the online help desk to report defects.

Accidents in School

If possible ensure the injured person is moved to a safe location indoors. If in doubt DO NOT MOVE, keep him/her warm and call a First Aider or member of the nursing team. Call 2222 for serious accidents to patients.

First aid equipment is kept in each classroom, the school office and a kit is taken to outreach lessons by teachers.

Serious accident to Child – either phone 999 for Ambulance if off UHS NHS site, or call 2222 if on site. If a member of the child's nursing team cannot be located then;

- Contact Parent

- Either
a) Wait for parent to come or
b) Arrange to meet parent at hospital, or
c) Take child to hospital and leave message for absent parent.

Take with you the child's address, date of birth, name of Doctor, plus any knowledge of recent injections or allergies. Be prepared to give details of accident, e.g. was child sick? Did they lose consciousness? What made an open wound?

The accident book must be completed for minor accidents to pupils. In the case of a more serious accident an online form must be completed for pupils. All adult accidents should be completed on an online form. Contact the school office for assistance with completing the appropriate form.

Accident on a School Trip

See Off site visits Policy. Child's health & contact details should be accessed through school. School will deal with contacting parents, however, a member of the child's nursing team will be present on all trips in accordance with school policy.

Accident or Illness of Staff - whilst on a school trip

As above but substituting parent for next of kin. This information is held in the School Office. Staff should inform the School Office of any changes.

Administration of Medicines

See School and HET First Aid Policy.

Arson

University Hospital Southampton and Southampton Hospital School take reasonable steps to minimise the risk of arson. External areas are monitored through hospital security arrangements and regular site inspections.
Staff should report any suspicious items, evidence of fire-setting, unauthorised access or security concerns immediately to UHS Security and the School Office.
Combustible materials should be stored safely, and unnecessary build-up of waste should be avoided.

Asbestos

A survey has been carried out for the presence of asbestos containing materials (ACMs), and where necessary identification labels placed. Any areas where ACMs have been identified have been addressed to determine the risk to persons who may be exposed and where necessary removed. Where removal is not necessary, periodic monitoring for condition will be instigated and a record maintained. The survey report is available for reference to all persons who may potentially disturb ACM's during their work i.e. contractors.

The asbestos survey is held in the school office and is given to all contractors as a matter of routine.

Boiler Room

Plant rooms, service cupboards, maintenance areas and other restricted facilities remain under the management of University Hospital Southampton.
School staff must not enter restricted service areas unless authorised and accompanied by appropriately trained personnel.
Any concerns regarding the condition or security of these areas should be reported through the school helpdesk system or directly to UHS Estates.

Cooking Activities

Great care must be exercised when the airfryer and soup maker are in use. Cooking activities supervised by a parent are still the responsibility of the Class Teacher, who must ensure that new helpers are given information and support, and a risk assessment is in place.

Contractors on Site/Deliveries of Stores

The school office staff are to allow vehicles onto the site only when essential and are to inform such visitors of priority given to safety of the children. Movement of vehicles are banned whilst children are in the vicinity of the playground. Prior to contractors working on site a meeting will be held with the School Leader to establish safe working procedures.

COSHH – Control of Substances Hazardous to Health

All COSHH Risk Assessments and Data Sheets are store in a folder on the teams drive and made available to all staff.

All substances are stored safely in appropriate storage areas. Unmarked/incorrectly marked containers should never be used to store any hazardous chemicals.

Dogs

Dogs are not permitted on the school site except for assistance dogs/school dogs and for curriculum purposes.

Electrical Equipment

PAT Testing is carried out yearly and all records maintained. Staff are not permitted to bring their own electrical equipment into school unless it has been PAT tested. All staff are reminded to report any damaged equipment through the Helpdesk Support Ticket System. When purchasing new electrical items during the time between tests, the receipt should be retained and the item booked on the next annual test. All second hand or other electrical items being brought in to the school, must have an indate PAT test before use in school.

Emergency Evacuation Plan

EMERGENCY EVACUATION PROCEDURES (ALSO SEE SCHOOL'S Emergency Management Plan).

Action after evacuation of the building if the building cannot be re-entered and the playground is unsafe.

Head teacher or Senior manager takes decision to leave the premises.

- Bursledon House - exit via front door and walk along the path to the eye hospital. Staff to stand in road when children crossing (level crossing available – cars limited to 10mph). - Children to line up under the external covered entrance of the eye hospital - Lead staff arrange waiting indoors if required.
- Recheck Class Registers, Visitors' Signing in Book and Children Removed/Returned Register.
- Parents contacted & asked to cascade message to collect children.
- Class teachers present in charge of reuniting children with parents.
- Head teacher in charge of press liaison, missing children.
- All staff in charge of toileting, comforting, drinks etc.

In UHS wards, staff must follow the directions of NHS staff and security.

Extended Schools

External agencies, therapists, volunteers, contractors and organisations working alongside Southampton Hospital School are expected to comply with school and hospital health and safety requirements.
Where activities are delivered by external providers, appropriate risk assessments, safeguarding arrangements and insurance documentation will be obtained and reviewed before activities commence.

Fire

The school follows procedures discussed at annual Fire Awareness Training for all staff.
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- Ring nearest fire alarm bell/ break glass point.
- Call 2222 if on UHS NHS site
- Staff will supervise children by the quickest, safest route to assemble at the nearest assembly point. Children must walk quickly but quietly and leave without collecting belongings. Staff will close doors of empty rooms if possible.
- Staff to note that assembly points are different for different areas of the hospital, take time to know your exits and assembly point.
- Persons/children with a PEEP the procedure in place for them will be followed.
- Teachers check children against the register, reports to Head teacher (or next senior member of staff). In the event of any child missing, teacher informs Head teacher who decides how a search is to be made.
- Children must stand quietly and may only re-enter the building when given permission by the fire officer or Head teacher. Where safe to do so, children may shelter in the Bursledon Hut.
- School office to liaise with UHS NHS Fire Officer, to call Fire Brigade if deemed necessary or UHS NHS fire officer cannot be reached. Otherwise to follow the direction of the UHS NHS fire officer.

- School office to collect the visitors' signing in book and staff sign-in board, then check the school office area and toilets before leaving the building.
- Any ancillary staff, parents and students leave the school and will be directed to go to the assembly area to be accounted for.
- Fire practice to take place at least one a term.
- Fire equipment is tested at regular intervals and used by those trained to do so.

Records of fire procedures, fire drills and training are maintained electronically and reviewed by school leaders.

Staff are requested to inform the School Office and use the signing in and out app, if they are leaving the building during office hours.

All non-staff in school should sign in and wear a badge.
A fire safety announcement will be given at the beginning of events on site, such as the school play.

The following are Fire Wardens: **Toni Graves**
The school maintains a list of trained Fire Wardens.

First Aid Provision

It is the responsibility of the First Aid at Work (FAW) and first aiders to check the contents of all first aid kits half termly, or if large amounts of stock have been used. They will receive a renumeration for the role of being a first aider, which is set by the Trust.

Upon being summoned in the event of an accident, the first aider/appointed person is to take charge of the first aid administration/emergency treatment commensurate with their training. Following their assessment of the injured person, they are to administer appropriate first aid, and make a balanced judgement as to whether there is a requirement to call an ambulance. If the incident is more serious and they need to call the FAW for support, then they must do so and remain with the injured person until a complete handover has taken place. The injured person should not be moved if there is any possibility of a spinal or neck injury.

The first aider/appointed person is to always request an ambulance/ first responder or seek 999 advice on the following occasions:

- in the event of a serious injury;
- in the event of any significant head injury;
- in the event of a period of unconsciousness;
- whenever there is the possibility of a fracture/dislocation or where this is suspected;
- whenever the first aider is unsure of the severity of the injuries;
- whenever the first aider is unsure of the correct treatment;
- in the event of a severe allergic reaction or following the administration of an EpiPen;
  • in the event of the person having difficulty breathing, or showing signs of a heart attack/stroke
- severe seizure if person has not had a seizure before.

In the event of an accident involving a pupil/student, where appropriate, it is policy to always notify parents of their child's accident if it:

- is considered to be a serious (or more than minor) injury;

- requires first aid treatment for serious (or more than minor) injury;
- requires attendance at hospital;
- if a there has been an injury to the head.

Our procedure for notifying parents will be to use all telephone numbers available to contact them and leave a message should the parents not be contactable.

In the event that parents cannot be contacted and a message has been left, our policy will be to continue to attempt to make contact with the parents every hour. In the interim, we will ensure that the qualified first aider, appointed person or another member of staff remains with the pupil/student until the parents can be contacted and arrive (as required).

The following are qualified first aiders:

- Elizabeth Perkins
- Zoe Hayes
- Chris Tait
- Becky Nicholas
- Katie Kempsey
- Toni Grtaves
- Arran Ness
- Mike Mullen

Legionella

A Risk Assessment will be carried out on the water system at the school and all remedial work will be addressed and completed. Statutory checks are carried out and records kept. This is managed and conducted by UHS NHS for all hospital buildings.

Nuts/Nut Products including Sesame Seeds

Southampton Hospital School has a strict 'no nuts' policy within the school, this includes sesame seeds. We request that no nuts or nut products are bought into the school. This is in line with expectations in local schools and across the UHS NHS trust.

Physical Assault, Threatening Behaviour or Verbal Abuse at Work

It is important that cases of physical assault, threatening behaviour or verbal abuse from parents and pupils at work are reported and investigated. This will enable the school to ensure appropriate care of employees, help to prevent a possible reoccurrence of the incident and to complete a risk assessment. Staff must report any concerns or issues they are facing.

What to do:
Immediately report **all** instances of assault, threatening behaviour or verbal abuse. This includes any "low-level" hitting or biting from any pupil as well as threatening behaviour face-to-face or by email/phone. Reports will be made to the Headteacher and Office Manager who will direct you to the appropriate online report form and complete with you if required. Where necessary, you will be informed of any follow up investigation or action. Incidents involving pupils will also be recorded on Bromcom.

Risk Assessments (RA)

All staff have a responsibility to highlight risks likely to impact staff, pupils or visitors to the site through any aspect of the school's work. The School Leader and senior support staff regularly review general risk assessments including those required by legislation, this includes D.S.E and lone working risk assessments. Staff are consulted during the production of risk assessments. Completed risk assessments are circulated to all applicable staff. Teachers and the Site Manager are responsible for producing risk assessments covering the activities they plan to undertake. These are reported to the School Leader who reviews & monitors their effectiveness alongside senior support staff.

The school will carry out suitable risk assessments as per those listed on the risk register. Using the appropriate risk assessment templates.

Risk identification

All hazards will be identified and recorded unless eliminated completely

Responsibility for risk assessment

The RA will be signed by both the person responsible and School leader

Training requirements

RA training is offered at regular intervals for all staff to attend.

Risk rating

The overall risk will be low if any higher, the RA will need to be revisited.

Control measures

Adequate control measures will be put in place to eliminate/reduce the risk, these will be written on the RA.

Communication process

All Staff will be made aware of the RA applicable to them.

Review process

RA will be reviewed every 2 years or earlier if there are significant changes.

Slips and Trips

The areas of the hospital used by the school are inspected regularly for any slip and trip hazards by UHS NHS site staff.

However, all staff have a responsibility to report any potential hazards that they have observed, such as lifting carpet or trailing leads, to the School Office.

Smoking

In the interests of the pupils, staff and visitors, there is a policy of no smoking throughout the school and grounds.

Any reference to smoking includes cigarettes, e-cigarettes, vaping devices and all associated products.
This policy is enforced throughout the UHS NHS site.

Stress

Stress is acknowledged by the school as a cause of staff ill health and all efforts are made to reduce it. The school follows the HET Wellbeing Policy.

Training

Relevant and appropriate Health and Safety training will be provided for staff. Refresher courses will be timetabled and an up-to-date register of courses attended by staff will be kept. New staff members and workplace trainees will be given specific induction in Health and Safety matters and an induction pack given out with the employee handbook.

Visitors

All visitors to the school are required to sign in at the main reception – clear signage directs visitors in this way. Visitors (including Governors) are instructed to wear a high visibility badge throughout the duration of their visit.

If you have any concerns about your workplace, please report them to the relevant persons identified within your place of work.

REMEMBER EVERYONE IS RESPONSIBLE FOR HEALTH AND SAFETY. IF YOU ARE IN DOUBT ABOUT ANYTHING PLEASE ASK YOUR SCHOOL LEADER/LINE MANAGER

For Further guidance please contact the Head of Estates on 07889 602 896.
nikki.thorne@hamwic.org

Links to other policies and documents

HET Wellbeing Policy
HET Health and Safety Policy