



Hummingbird Learning Lab
Health and safety policy

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1. Aims

Our school aims to:

- Provide and maintain a safe and healthy environment
- Establish and maintain safe working procedures amongst staff, pupils and all visitors to the school site
- Have robust procedures in place in case of emergencies
- Ensure that the premises and equipment are maintained safely, and are regularly inspected

The Hummingbird Learning Lab is owned and operated by Beautiful Mind Learning Lab Ltd, which is the registered proprietor. Beau Lotto is the Sole Director of Beautiful Mind Learning Lab Ltd. The proprietor holds overall responsibility for ensuring that the school meets the Independent School Standards and all relevant statutory and regulatory requirements. The proprietor is supported by the governing body, also referred to as “the governing board”, “board of governors” and “governors”, which takes the form of an advisory group. The governing body has the aim of providing support and guidance to the Sole Director of BMLL. The Headteacher is responsible for the day-to-day leadership and management of The Hummingbird Learning Lab and is accountable to the proprietor.

2. Legislation

This policy is based on advice from the Department for Education (DfE) on [health and safety in schools](#), guidance from the Health and Safety Executive (HSE) on [incident reporting in schools](#), and the following legislation:

- [The Health and Safety at Work etc. Act 1974](#), which sets out the general duties employers have towards employees and duties relating to visitors on your premises
- [The Management of Health and Safety at Work Regulations 1999](#), which require employers to carry out risk assessments, make arrangements to implement necessary measures, and arrange for appropriate information and training
- [The Control of Substances Hazardous to Health Regulations 2002](#), which require employers to control substances that are hazardous to health
- [The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations \(RIDDOR\) 2013](#), which state that some accidents must be reported to the Health and Safety Executive (HSE) and set out the timeframe for this and how long records of such accidents must be kept
- [The Health and Safety \(Display Screen Equipment\) Regulations 1992](#), which require employers to carry out digital screen equipment assessments and states users’ entitlement to an eyesight test
- [The Gas Safety \(Installation and Use\) Regulations 1998](#), which require work on gas fittings to be carried out by someone on the Gas Safe Register
- [The Regulatory Reform \(Fire Safety\) Order 2005](#), which requires employers to take general fire precautions to ensure the safety of their staff
- [The Work at Height Regulations 2005](#), which require employers to protect their staff from falls from height

The school follows [national guidance published by UK Health Security Agency \(formerly Public Health England\)](#) and government guidance on [living with COVID-19](#) when responding to infection control issues.

The proprietor, through the Headteacher and school management team, will ensure that suitable and sufficient risk assessments are undertaken, recorded where required, communicated to relevant staff, and reviewed as living documents when circumstances, activities, premises arrangements or guidance change.

3. Roles and responsibilities

3.1 The Proprietor and Governing Body

Beautiful Mind Learning Lab Ltd, as proprietor, holds overall responsibility for health and safety matters at The Hummingbird Learning Lab. The proprietor is responsible for ensuring that appropriate arrangements are in place to manage health and safety risks to staff, pupils, visitors, contractors and others affected by school activities, whether on or off the school premises.

The proprietor delegates day-to-day implementation of this policy to the Headteacher and school management team.

The proprietor, as the employer or responsible body, has a duty to:

- assess the risks to staff and others affected by school activities in order to identify and introduce the health and safety measures necessary to manage those risks
- inform employees about risks and the measures in place to manage them
- ensure that adequate health and safety information, instruction, supervision and training are provided
- ensure that suitable arrangements are in place for monitoring, reviewing and improving health and safety practice.

The governing body supports the Proprietor in an advisory capacity by providing advice in relation to health and safety systems and policy review. Where a governor has a premises or health and safety focus, this is an advisory role only and does not replace the responsibilities of the proprietor, Headteacher, premises manager, competent person, landlord or contractors.

3.2 Headteacher

The headteacher is responsible for the implementation of health and safety day to day. This involves:

- Implementing the health and safety policy
- Ensuring there is enough staff to safely supervise pupils
- Ensuring that the school building and premises are safe and regularly inspected
- Providing adequate training for school staff
- Reporting to the Proprietor, on significant health and safety matters, risks, incidents, compliance issues and policy review. Relevant Governors may receive appropriate summary information.
- Ensuring appropriate evacuation procedures are in place and regular fire drills are held
- Ensuring that in their absence, health and safety responsibilities are delegated to another member of staff
- Ensuring all risk assessments are completed and reviewed
- Monitoring cleaning contracts, and ensuring cleaners are appropriately trained and have access to personal protective equipment, where necessary

In the headteacher's absence, the premises manager assumes the above day-to-day health and safety responsibilities.

3.3 Health and safety lead

The nominated health and safety lead is the headteacher.

The nominated competent person is the premises manager, supported where required by external competent advice, contractors, the landlord and relevant specialists.

3.4 Staff

School staff have a duty to take care of pupils in the same way that a prudent parent/carer would do so.

Staff will:

- Take reasonable care of their own health and safety and that of others who may be affected by what they do at work

- Co-operate with the school on health and safety matters
- Work in accordance with training and instructions
- Inform the appropriate person of any work situation representing a serious and immediate danger so that remedial action can be taken
- Model safe and hygienic practice for pupils
- Understand emergency evacuation procedures and feel confident in implementing them

3.5 Pupils and parents/carers

Pupils and parents/carers are responsible for following the school's health and safety advice, on-site and off-site, and for reporting any health and safety incidents to a member of staff.

3.6 Contractors

Contractors will agree health and safety practices with the headteacher/premises manager before starting work. Before work begins, the contractor will provide evidence that they have completed an adequate risk assessment/ method statement(RAMS) of all their planned work.

4. Site security

The headteacher in conjunction with the premises manager is responsible for undertaking a risk assessment for site security in order to identify and implement control measures in this area.

This will be reviewed annually or after significant change and recorded by amending the relevant risk document.

All staff should be conscious of all aspects of the security of people and property. In particular, the emergency exit doors on the outer perimeter of the buildings should only be used in the event of emergencies and kept secure at all other times.

Maintaining security is aimed at reducing the opportunity for unauthorised persons to enter the buildings through non-designated access points. It is also necessary to be alert to the possible presence of unauthorised persons on site who may constitute a threat to staff, students and bona-fide visitors and contractors.

Should there be an immediate risk of harm the relevant authorities including the police should be called on 999.

Should the site security be compromised, and a safeguarding risk be identified this risk is to be mitigated immediately and the premises manager informed. Temporary security methods can then be procured.

The landlord, King's Bruton, holds keys and may respond to premises emergencies where appropriate. King's Bruton's out-of-hours emergency number is 07971523294.

5. Fire

The landlord (Kings Bruton) is responsible for all fire safety equipment and will ensure that it is compliant and maintained correctly. All evidence supplied to HLL for the site control log book.

Emergency exits, assembly points and assembly point instructions are clearly identified by safety signs and notices. Fire risk assessment of the premises will be reviewed regularly.

Emergency evacuations are practised at least once a term and recorded in the site control log book.

The fire alarm is a loud buzzer.

Fire alarm testing will take place once a week and recorded in the site control log book.

New staff will be trained in fire safety and all staff and pupils will be made aware of any new fire risks.

In the event of a fire:

- The alarm will be raised immediately by whoever discovers the fire and emergency services contacted. Evacuation procedures will also begin immediately.
- Fire extinguishers may be used by staff only, and only then if staff are trained in how to operate them and are confident they can use them without putting themselves or others at risk.
- Staff and pupils will congregate at the assembly point. This is over the bridge in the park.
- Educators will take a register of pupils, which will then be checked against the attendance register of that day.
- The sweeper will take a register of all staff and visitors.
- Staff and pupils will remain outside the building until the emergency services say it is safe to re-enter

The school will have special arrangements in place for the evacuation of people with mobility needs and fire risk assessments will also pay particular attention to those with disabilities.

Any person with mobility needs and requires assistance will have their own personal emergency evacuation plan(PEEP). The PEEP will highlight who will assist them in the event of an emergency evacuation and which route to the assembly point will be used.

A fire safety checklist can be found in appendix 1.

6. COSHH

Schools are required to control hazardous substances, which can take many forms, including but not limited to:

- Chemicals
- Products containing chemicals
- Fumes
- Dusts
- Vapours
- Mists
- Gases and asphyxiating gases
- Germs that cause diseases, such as leptospirosis or legionnaires disease

Control of substances hazardous to health (COSHH) risk assessments are completed by the premises manager and circulated to all employees who work with hazardous substances via the staff handbook. Staff will also be provided with protective equipment, where necessary.

HLL use and store hazardous products in accordance with instructions on the product label. All hazardous products are kept in their original containers, with clear labelling and product information.

All hazardous chemicals are securely stored in a locked cupboard/room.

Any hazardous products are disposed of in accordance with specific disposal procedures.

Emergency procedures, including procedures for dealing with spillages, are displayed near where hazardous products are stored and in areas where they are routinely used.

6.1 Gas safety

The landlord (Kings Bruton) is responsible for gas safety and will ensure that:

- Installation, maintenance and repair of gas appliances and fittings will be carried out by a competent Gas Safe registered engineer

- Gas pipework, appliances and flues are regularly maintained
- All rooms with gas appliances are checked to ensure they have adequate ventilation
- Supply HLL with the relevant documentation for the premises file.

6.2 Legionella

The landlord (Kings Bruton) is responsible for Legionella safety and will ensure that:

- A water risk assessment was commissioned by Kings on 8th January 2026 by RMC. The Landlord(Kings Bruton)is responsible for ensuring that the identified operational controls are conducted and recorded in the school's water log book
- This risk assessment will be reviewed every 2 years and when significant changes have occurred to the water system and/or building footprint
- The risks from legionella are mitigated by the following: Water temperature checks to ensure correct heating of water, flushing of little used outlets, disinfection of spray head taps, access to detailed records from Kings for HLL site control log book.

6.3 Asbestos

The landlord (Kings Bruton) is responsible for Asbestos control and will ensure that a record is kept of the location of asbestos that has been found on the school site and a copy supplied to HLL for the premises file.

- Staff are briefed on the hazards of asbestos, the location of any asbestos in the school and the action to take if they suspect they have disturbed it.
- Arrangements are in place to ensure that contractors are made aware of any asbestos on the premises and that it is not disturbed by their work.
- Contractors will be advised that if they discover material that they suspect could be asbestos, they will stop work immediately until the area is declared safe.

7. Equipment

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

When new equipment is purchased, it is checked to ensure it meets appropriate educational standards.

All equipment is stored in the appropriate storage containers and areas. All containers are labelled with the correct hazard sign and contents.

7.1 Electrical equipment

- All staff are responsible for ensuring they use and handle electrical equipment sensibly and safely
- Any pupil or volunteer who handles electrical appliances does so under the supervision of the member of staff who so directs them
- Any potential hazards will be reported to the head teacher or premises manager immediately
- Permanently installed electrical equipment is connected through a dedicated isolator switch and adequately earthed
- Only trained staff members can check plugs
- Where necessary, a portable appliance test (PAT) will be carried out by a competent person
- All isolator switches are clearly marked to identify their machine/function

- Electrical apparatus and connections will not be touched by wet hands and will only be 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.

7.2 PE equipment

In the event of HLL using Kings PE facilities:

- Pupils are taught how to carry out and set up PE equipment safely and efficiently. Staff check that equipment is set up safely
- Any concerns about the condition of the gym floor or other apparatus will be reported to the Kings maintenance team.

7.3 Display screen equipment

- All staff who use computers daily as a significant part of their normal work have a display screen equipment (DSE) assessment carried out. '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)

7.4 Specialist equipment

Parents/carers are responsible for the maintenance and safety of their children's wheelchairs. In school, staff promote the responsible use of wheelchairs.

Oxygen cylinders are stored in a designated space, and staff are trained in the removal, storage and replacement of oxygen cylinders.

8. Lone working

Lone working may include:

- Late working
- Home or site visits
- Weekend working
- Premises manager duties
- Site cleaning duties
- Working in a single occupancy office
- Remote working, self-isolation and/or remote learning

Potentially dangerous activities, such as those where there is a risk of falling from height, will not be undertaken when working alone. If there are any doubts about the task to be performed, then the task will be postponed until other staff members are available.

If lone working is to be undertaken, a colleague, friend or family member will be informed about where the member of staff is and when they are likely to return.

The lone worker will ensure they are medically fit to work alone.

9. 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.

We will ensure that there is a suitable and sufficient working at height risk assessment in place and that any person working at height follows the control measures identified in the risk assessment to minimise the risk of harm from the work activity.

In addition:

- There are no ladders kept on site.
- Staff and Pupils are prohibited from using ladders.
- Only Kings staff are permitted to use their own ladders on site.
- Contractors are expected to provide their own ladders for working at height.
- Before using a ladder, contractors are expected to conduct a visual inspection to ensure its safety.
- Access to high levels, such as a roof, is only permitted by trained and competent persons.

10. Manual handling

The procedures related to manual handling apply to activities where there is a foreseeable risk of injury.

It is up to individuals to determine whether they are fit to lift or move equipment and furniture. If an individual feels that to lift an item could result in injury or exacerbate an existing condition, they must seek further assistance.

We will ensure that a risk assessment is undertaken to identify the nature of manual handling in the school, and that those who may be involved in manual handling activities are required to read it. We will make sure proper mechanical aids and lifting equipment are available in the school, and that staff are trained in how to use them safely.

Staff and pupils are expected to use the following basic manual handling procedure:

- Plan the lift and assess the load. If it is awkward or heavy, use a mechanical aid, such as a trolley, or ask another person to help
- Take the more direct route that is clear from obstruction and is as flat as possible
- Ensure the area where you plan to offload the load is clear
- When lifting, bend your knees and keep your back straight, feet apart and angled out. Ensure the load is held close to the body and firmly. Lift smoothly and slowly and avoid twisting, stretching and reaching where practicable

11. Off-site visits

When taking pupils off the school premises, we will ensure that:

- Risk assessments will be completed where off-site visits and activities require them
- All off-site visits are appropriately staffed
- Staff will take a mobile phone, an appropriate portable first aid kit, information about the specific medical needs of pupils, along with the parents/carers' contact details
- There will always be at least 1 first aider on school trips and visits

12. Lettings

In cases where the school's equipment, buildings or grounds are to be let, the proprietor, through the Headteacher and premises manager, will ensure that appropriate health and safety arrangements are in place. Governors may provide advisory support or feedback on lettings arrangements where relevant, but do

not hold operational responsibility or delegated decision-making authority unless separately and expressly delegated by the proprietor:

12.1 Any means of access and egress are safe for the use of hirers.

12.2 Any equipment to be used by hirers is safe and any operating instructions and Health and Safety precautions are clearly identified.

12.3 All emergency doors are clearly identified and fire drill/evacuation procedures are understood.

12.4 Telephones, alarms, fire fighting equipment and other safety equipment are pointed out and that users are familiar with how to use them.

12.5 After the hirers have vacated the premises a full security check of the site including any equipment used takes place and any faults are reported and recorded.

12.6 Any Health and Safety signage is clearly displayed and uses are clear as to the meanings.

12.7 There is a contact person available for hirers to contact should there be any issues that may require attention.

Further details can be found in the HLL lettings policy.

13. Violence at work

We believe that staff should not be in any danger at work, and will not tolerate violent or threatening behaviour towards our staff.

All staff will report any incidents of aggression or violence (or near misses) directed at themselves to the headteacher immediately. This applies to violence from pupils, visitors or other staff.

14. Smoking

Smoking/ Vaping is not permitted anywhere on the school premises.

15. 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 pupils to follow this good hygiene practice, outlined below, where applicable.

15.1 Hand washing

- 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 handling animals
- Cover all cuts and abrasions with waterproof dressings

15.2 Coughing and sneezing

- Cover mouth and nose with a tissue
- Wash hands after using or disposing of tissues
- Spitting is discouraged

15.3 Personal protective equipment

- Wear disposable non-powdered vinyl or latex-free CE-marked gloves and disposable plastic aprons where there is a risk of splashing or contamination with blood/body fluids (e.g. 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

15.4 Cleaning of the environment

- Clean the environment frequently and thoroughly

15.5 Cleaning of blood and body fluid spillages

- Clean up all spillages of blood, faeces, saliva, vomit, nasal and eye discharges immediately, and wear personal protective equipment
- When spillages occur, clean using a product that combines both a detergent and a disinfectant, and use as per manufacturer's instructions. Ensure it is effective against bacteria and viruses, and suitable for use on the affected surface
- Never use mops for cleaning up blood and body fluid spillages – use disposable paper towels and discard clinical waste as described below
- Make spillage kits available for blood spills

15.6 Laundry

- Wash laundry in a separate dedicated facility
- Wash soiled linen separately and at the hottest wash the fabric will tolerate
- Wear personal protective clothing when handling soiled linen
- Bag children's soiled clothing to be sent home, never rinse by hand

15.7 Clinical waste

- Always segregate domestic and clinical waste, in accordance with local policy
- Used nappies/pads, gloves, aprons and soiled dressings are stored in correct clinical waste bags in foot-operated bins
- Remove clinical waste with a registered waste contractor
- Remove all clinical waste bags when they are two-thirds full and store in a dedicated, secure area while awaiting collection

15.8 Animals

- Wash hands before and after handling any animals
- Keep animals' living quarters clean and away from food areas
- Dispose of animal waste regularly, and keep litter boxes away from pupils
- Supervise pupils when playing with animals
- Seek veterinary advice on animal welfare and animal health issues, and the suitability of the animal as a school pet

15.9 Infectious disease management

We will ensure adequate risk reduction measures are in place to manage the spread of acute respiratory diseases, including COVID-19, and carry out appropriate risk assessments, reviewing them regularly and monitoring whether any measures in place are working effectively.

We will follow local and national guidance on the use of control measures including:

Following good hygiene practices

- We will encourage all staff and pupils to regularly wash their hands with soap and water or hand sanitiser, and follow recommended practices for respiratory hygiene. Where required, we will provide appropriate personal protective equipment (PPE)

Implementing an appropriate cleaning regime

- We will regularly clean equipment and rooms, and ensure surfaces that are frequently touched are cleaned daily.

Keeping rooms well ventilated

- We will use risk assessments to identify rooms or areas with poor ventilation and put measures in place to improve airflow, including opening external windows, opening internal doors and mechanical ventilation

15.10 Pupils vulnerable to infection

Some medical conditions make pupils vulnerable to infections that would rarely be serious in most children. The school will normally have been made aware of such vulnerable children. These children are particularly vulnerable to chickenpox, measles or slapped cheek disease (parvovirus B19) and, if exposed to any of these, the parent/carer will be informed promptly and further medical advice sought. We will advise these children to have additional immunisations, for example for pneumococcal and influenza.

15.11 Exclusion periods for infectious diseases

The school will follow recommended exclusion periods outlined by the UK Health Security Agency and other government guidance, summarised in appendix 4.

In the event of an epidemic/pandemic, we will follow advice from the UK Health Security Agency about the appropriate course of action.

16. New and expectant mothers

Risk assessments will be carried out whenever any employee or pupil notifies the school that they are pregnant.

Appropriate measures will be put in place to control risks identified. Some specific risks are summarised below:

- Chickenpox can affect the pregnancy if a woman has not already had the infection. Expectant mothers should report exposure to an antenatal carer and GP at any stage of exposure. Shingles is caused by the same virus as chickenpox, so anyone who has not had chickenpox is potentially vulnerable to the infection if they have close contact with a case of shingles
- If a pregnant woman comes into contact with measles or German measles (rubella), she should inform her antenatal carer and GP immediately to ensure investigation
- Slapped cheek disease (parvovirus B19) can occasionally affect an unborn child. If exposed early in pregnancy (before 20 weeks), the pregnant woman should inform her antenatal care and GP as this must be investigated promptly
- Some pregnant women will be at greater risk of severe illness from COVID-19

17. Occupational stress

HLL is committed to promoting high levels of health and wellbeing, and recognises the importance of identifying and reducing workplace stressors through risk assessment in line with the HSE's management standards.

HLL ensures to have suitable occupational health support in place and specific arrangements for responding to individual concerns and monitoring staff workloads e.g., return to work procedures following absence.

This service supports the physical, mental and social well being of employees in all occupations. In addition, HLL has access to counselling services, details of which are shared regularly with all employees and actively provided to individuals and specific concerns. This is monitored by HLL human resources lead.

Where appropriate a personal risk assessment may be conducted to identify the extent and causes of employee stress and any reasonable adjustments or interventions which could help to reduce or manage the stress more effectively. Risk assessment findings will be recorded on the relevant document.

Additionally, HLL will fully support any staff concerns through appropriate Grievance and Disciplinary Processes and Policies.

18. Accident reporting

18.1 Accident record book

- An accident form will be completed as soon as possible after the accident occurs by the member of staff or first aider who deals with it. An accident form template can be found in a google form format [here](#).
- As much detail as possible will be supplied when reporting an accident
- Information about injuries will also be kept in the pupil's educational record
- Records held in the first aid and accident book will be retained by the school for a minimum of 3 years, in accordance with regulation 25 of the Social Security (Claims and Payments) Regulations 1979, and then securely disposed of.

18.2 Reporting to the Health and Safety Executive

The DSL will keep a record of any accident which results in a reportable injury, disease, or dangerous occurrence as defined in the RIDDOR 2013 legislation (regulations 4, 5, 6 and 7).

The DSL will report these to the HSE as soon as is reasonably practicable and in any event within 10 days of the incident – except where indicated below. Fatal and major injuries and dangerous occurrences will be reported without delay (i.e. by telephone) and followed up in writing within 10 days.

School staff: reportable injuries, diseases or dangerous occurrences

These include:

- Death
- Specified injuries, which are:
 - Fractures, other than to fingers, thumbs and toes
 - Amputations
 - Any injury likely to lead to permanent loss of sight or reduction in sight
 - Any crush injury to the head or torso causing damage to the brain or internal organs
 - Serious burns (including scalding) which:
 - o Covers more than 10% of the whole body's total surface area; or
 - o Causes significant damage to the eyes, respiratory system or other vital organs
 - Any scalping requiring hospital treatment
 - Any loss of consciousness caused by head injury or asphyxia
 - Any other injury arising from working in an enclosed space which leads to hypothermia or heat-induced illness, or requires resuscitation or admittance to hospital for more than 24 hours

- Work-related injuries that lead to an employee being away from work or unable to perform their normal work duties for more than 7 consecutive days (not including the day of the incident). In this case, the DSL will report these to the HSE as soon as reasonably practicable and in any event within 15 days of the accident
- Occupational diseases where a doctor has made a written diagnosis that the disease is linked to occupational exposure. These include, but are not limited to:
 - Carpal tunnel syndrome
 - Severe cramp of the hand or forearm
 - Occupational dermatitis, e.g. from exposure to strong acids or alkalis, including domestic bleach
 - Hand-arm vibration syndrome
 - Occupational asthma, e.g from wood dust
 - Tendonitis or tenosynovitis of the hand or forearm
 - Any occupational cancer
 - Any disease attributed to an occupational exposure to a biological agent
- Near-miss events that do not result in an injury, but could have done. Examples of near-miss events relevant to schools include, but are not limited to:
 - The collapse or failure of load-bearing parts of lifts and lifting equipment
 - The accidental release of a biological agent likely to cause severe human illness
 - The accidental release or escape of any substance that may cause a serious injury or damage to health
 - An electrical short circuit or overload causing a fire or explosion

Pupils and other people who are not at work (e.g. visitors): reportable injuries, diseases or dangerous occurrences

These include:

- Death of a person that arose from, or was in connection with, a work activity
- An injury that arose from, or was in connection with, a work activity and the person is taken directly from the scene of the accident to hospital for treatment

An accident “arises out of” or is “connected with a work activity” if it was caused by:

- A failure in the way a work activity was organised (e.g. inadequate supervision of a field trip)
- The way equipment or substances were used (e.g. lifts, machinery, experiments etc); and/or
- The condition of the premises (e.g. poorly maintained or slippery floors)

Information on how to make a RIDDOR report is available here: [How to make a RIDDOR report, HSE](#)

19. Training

Our staff are provided with health and safety training as part of their induction process.

Staff who work in high-risk environments, such as in science labs or with woodwork equipment, or work with pupils with special educational needs (SEN), are given additional health and safety training.

20. Monitoring

This policy will be reviewed annually by the Headteacher, premises manager, premises governor and/or nominated competent person, or sooner if required by changes in legislation, statutory guidance, premises arrangements, school practice, incidents, risk assessments or identified need.

21. Links with other policies

This health and safety policy links to the following policies:

- [First aid and medical treatment policy](#)
- [Risk assessment](#)
- Accessibility plan
- Remote learning
- [Emergency procedures manual](#)

Appendix 1. Fire safety checklist

ISSUE TO CHECK	YES/NO
Are fire regulations prominently displayed?	Yes
Is fire-fighting equipment, including any fire blankets, in place?	Yes
Does fire-fighting equipment give details for the type of fire it should be used for?	Yes
Are fire exits clearly labelled?	Yes
Are fire doors fitted with self-closing mechanisms?	Yes
Are flammable materials stored away from open flames?	Yes
Do all staff and pupils understand what to do in the event of a fire?	Yes
Can you easily hear the fire alarm from all areas?	Yes

Appendix 2. Accident report

The accident report form can be found on a google form [HERE](#)

Appendix 3. Asbestos record

Maintained by Kings, monitored by HLL and found in the

Appendix 4. Recommended absence period for preventing the spread of infection

This list of recommended absence periods for preventing the spread of infection is taken from non-statutory guidance for schools and other childcare settings from the UK Health Security Agency. For each of these infections or complaints, there [is further information in the guidance on the symptoms, how it spreads and some 'dos and don'ts' to follow that you can check](#).

In confirmed cases of infectious disease we will follow the recommended self-isolation period based on government guidance.

Infection or complaint	Recommended period to be kept away from school or nursery
Athlete's foot	None.
Bacillary Dysentery (Shigella)	Microbiological clearance is required for some types of shigella species prior to the child or food handler returning to school.
Campylobacter	Until 48 hours after symptoms have stopped.
Chicken pox (shingles)	Cases of chickenpox are generally infectious from 2 days before the rash appears to 5 days after the onset of rash. Although the usual exclusion period is 5 days, all lesions should be crusted over before children return to nursery or school. A person with shingles is infectious to those who have not had chickenpox and should be excluded from school if the rash is weeping and cannot be covered or until the rash is dry and crusted over.
Cold sores	None.
Conjunctivitis	None.
Cryptosporidiosis	Until 48 hours after symptoms have stopped. If a child has been diagnosed with cryptosporidium, they should NOT go swimming for 2 weeks following the last episode of diarrhoea.
Diarrhoea and/or vomiting (Gastroenteritis/norovirus)	Children and adults with diarrhoea or vomiting should be excluded until 48 hours after symptoms have stopped and they are well enough to return. If medication is prescribed, ensure that the full course is completed and there is no further diarrhoea or vomiting for 48 hours after the course is completed. For some gastrointestinal infections, longer periods of exclusion from school are required and there may be a need to obtain microbiological clearance. For these groups, your local health protection team, school health adviser or environmental health officer will advise.
Diphtheria	Exclusion is essential. Contact your local UKHSA health protection team about any cases in your setting. For toxigenic Diphtheria, only family contacts must be excluded until cleared to return by your local UKHSA health protection team.
E. coli (verocytotoxigenic or VTEC)	The standard exclusion period is until 48 hours after symptoms have resolved. However, some people pose a greater risk to others and may be excluded until they have a negative stool sample (for example, pre-school infants, food handlers and care staff working with vulnerable people). The health protection team will advise in these instances.
Flu (influenza)	Until recovered.

Infection or complaint	Recommended period to be kept away from school or nursery
Food poisoning	Until 48 hours from the last episode of vomiting and diarrhoea and they are well enough to return. Some infections may require longer periods (local health protection team will advise).
Giardiasis (giardia)	Until 48 hours after symptoms have stopped.
Glandular fever	None (can return once they feel well).
Hand, foot and mouth	Children are safe to return to school or nursery as soon as they are feeling better, there is no need to stay off until the blisters have all healed.
Head lice	None.
Hepatitis A	Exclude cases from school while unwell or until 7 days after the onset of jaundice (or onset of symptoms if no jaundice), or if under 5, or where hygiene is poor. There is no need to exclude well, older children with good hygiene who will have been much more infectious prior to diagnosis.
Hepatitis B	Acute cases of hepatitis B will be too ill to attend school and their doctors will advise when they can return. Do not exclude chronic cases of hepatitis B or restrict their activities. Similarly, do not exclude staff with chronic hepatitis B infection. Contact your local health protection team for more advice if required.
Hepatitis C	None.
Impetigo	Until lesions are crusted and healed, or 48 hours after starting antibiotic treatment.
Measles	Cases are infectious from 4 days before onset of rash to 4 days after, so it is important to ensure cases are excluded from school during this period.
Meningitis	Once the child has been treated (if necessary) and has recovered, they can return to school. No exclusion is needed.
Meningitis viral	Until recovered.
Meningococcal meningitis/ septicaemia	If the child has been treated and has recovered, they can return to school.
Mpox	Until recovered and deemed safe to return by their clinician or in line with current guidance.
MRSA (meticillin resistant Staphylococcus aureus)	None.
Mumps	5 days after onset of swelling (if well).
Respiratory infections including coronavirus (COVID-19)	Children and young people should not attend if they have a high temperature and are unwell. Anyone with a positive test result for COVID-19 should not attend the setting for 3 days after the day of the test.
Ringworm	Exclusion not needed once treatment has started.
Rotavirus	Until 48 hours after symptoms have stopped.
Rubella (German measles)	5 days from appearance of the rash.

Infection or complaint	Recommended period to be kept away from school or nursery
Salmonella	Until 48 hours after symptoms have stopped.
Scabies	The infected child or staff member should be excluded until after the first treatment has been carried out.
Scarlet fever	Children can return to school 24 hours after commencing appropriate antibiotic treatment. If no antibiotics have been administered, the person will be infectious for 2 to 3 weeks. If there is an outbreak of scarlet fever at the school or nursery, the health protection team will assist with letters and a factsheet to send to parents or carers and staff.
Slapped cheek syndrome, Parvovirus B19, Fifth's disease	None (not infectious by the time the rash has developed).
Threadworm	None.
Tuberculosis (TB)	Pupils and staff with infectious TB can return to school after 2 weeks of treatment if well enough to do so and as long as they have responded to anti-TB therapy. Pupils and staff with non-pulmonary TB do not require exclusion and can return to school as soon as they are well enough.
Typhoid and Paratyphoid fever	Inform your local health protection team as soon as possible. Seek advice from environmental health officers or the local health protection team on required exclusion periods.
Whooping cough (pertussis)	A child or staff member should not return to school until they have had 48 hours of appropriate treatment with antibiotics and they feel well enough to do so, or 21 days from onset of illness if no antibiotic treatment.

Health and Safety Plan



Hummingbird Learning Lab

Health and safety plan

Authors: Mick Willetts and Georgie Cutbill

Quality Assured: Dave Strudwick - Headteacher

Registered Proprietor: Beautiful Mind Learning Lab Ltd

Date reviewed: July 2026 by Dave Strudwick

Date Approved: November 2025

Date to be reviewed: November 2026

Intention of this plan:

Our school aims to:

- Provide and maintain a safe and healthy environment
- Establish and maintain safe working procedures amongst staff, pupils and all visitors to the school site
- Have robust procedures in place in case of emergencies
- Ensure that the premises and equipment are maintained safely, and are regularly inspected

This school's Health and Safety Plan is based on bringing the school health and safety policy to life. The plan is recorded on the Asana Board with evidence on the Premises Drive.

Organisation and Responsibilities for plan

It is the School's responsibility to ensure that Health and Safety is in our DNA. This means we use the following roles and teams to ensure that Health and Safety is seen as everyone's responsibility.

Table 1 – Designation of responsibilities

Person/Body	Responsibility
Owner Beau Lotto	The overall responsibility for risk resides with the owner
Governors	Annual review of the school risk register and directory of risk assessments, including a review of evidence of the implementation of this policy.
Headteacher Dave Strudwick	Overall responsibility for ensuring that a culture of risk assessment exists within the school. This includes: • clarity of delegated responsibilities for risk assessments • appropriate resource allocation for risk assessment, including training of those with delegated authority • effective communication to all staff of their role in the process of risk management • effective operation of the Health & Safety Committee with regard to monitoring and review of risk assessments
Premises Group Premises manager / Headteacher / Premises Consultant Georgie Cutbill, Dave Strudwick and Mick Willetts	• advising the headteacher on staff training requirements • maintenance of a directory (see Appendices 1 and 2) of routine¹ risk assessments covering the standard list of H&S risks <i>and</i> all other reasonably foreseeable hazards specific to the school • periodic review, ensuring that risk assessments are kept up-to-date and reviewed periodically • dynamic review where there is a change e.g. in staffing, procedures, legislation, new school activities or facilities, extreme weather...etc. • Recording and reporting accidents, including those reportable under RIDDOR, and updating risk assessments based on any lessons learned In addition to in-house risk assessments, the H&S committee must ensure that professional risk assessments are conducted for asbestos, legionella, gas, electrical and fire safety. These will be provided by King's Bruton in line with our tenancy agreement.

Premises manager Georgie Cutbill	• risk assessments relating to the access security of the school premises including access by visitors • annual Health and Safety Risk assessment of the site, including classrooms and facilities • identification and recommendation (to the Health & Safety Committee) of any areas on the premises requiring new or updated risk assessment.
Educational Visits Coordinator (EVC) Dave Strudwick	Ensuring that risk assessments are completed in accordance with the Inspired Group Offsite Visits and Related Activities policy
Designated Safeguarding Lead (DSL) Dave Strudwick	• active participation in the Premises Group and also with the support of the Safeguarding / Wellbeing governor Nicki Lorenzini • ensuring that the school risk directory includes appropriate risk assessments relating to pupil welfare, safeguarding² and supervision. Examples include where there is consideration of enhanced DBS checks for volunteers, possible suspension of staff, allegations of abuse, pupil convictions or cautions, risks of being drawn into terrorism, pupils previously excluded and pupils with behavioural, social and emotional difficulties. ² Risk management in this area is largely covered by having robust policies and procedures which are compliant with the extensive statutory guidance (e.g. <i>Keeping Children Safe in Education</i>), and which are effective in practice.
Educators	Each educator is responsible for assessing risks in its own areas and activities, e.g., Science, Art etc.
Individual staff members	• taking care of their own safety, and that of pupils, visitors and other staff members • being aware of, and cooperative with, the school's risk management measures including training and instructions • reporting any previously unidentified risks, defects or hazards in the school's operations or environment.
Students	We encourage students to learn how to assess risk, judge risk and mitigate these.

To do this we:

1. Have a weekly meeting of the Premises Group. We use an Asana Board where developments and actions are planned by the Premises Team

2. Bring any relevant items to the weekly staff meeting
3. Ensure that all new staff have a health and safety induction
4. Have Non Pupil Day time allocated for health and safety
5. Ensure that all visitors and volunteers are supervised by our team and are given a Safeguarding / health and safety briefing to read.
6. Ensure that all staff can access relevant information via the staff handbook
7. Ensure that students are directly involved in the health and safety of the school eg creating a risk assessment
8. Use Risk Assessments and regularly review these in line with our Risk Assessment Policy
9. Ensure that this plan is kept active

The proprietor ensures that

- The school complies with the Health and Safety at Work Act 1974.
- Monitor policy effectiveness through regular premises walk-throughs and reports
- Advice is given from premises governor

Premises Team & DDSL

- Manage day-to-day operational health and safety.
- Allocate adequate budget for safety training, maintenance, and equipment.
- Appoint competent persons to lead on specific risk areas.

Educators - Specialist Areas as per risk assessments

All Staff

- Take reasonable care of their own health and safety and that of students.
- Report hazards, near misses, or broken equipment immediately via the school reporting system.

Documentation for different parts of the plan

This documentation for the plan is on the Asana Board with evidence on the Premises Drive. This includes:

- Site Control Book including legionella, fire checks, evacuation drills etc
- Asana Board
- Risk Assessment Register
- Fire Risk Assessment
- Premises Drive
- COSHH Register
- Asbestos Register
- Gas Safety Certificate
- First Aid stocking and checking of materials
- Training Register
- Individual Healthcare Plans (IHPs) for students with chronic conditions (e.g., severe allergies, diabetes).
- Secure storage of emergency medication (e.g., EpiPens, inhalers) with rapid access.

Monitoring, Reporting and Review

- Log all minor incidents using accident form, these are reviewed as part of the yearly safeguarding review and earlier if needed following an accident.
- Report major injuries, fractures, or hospitalisations online via RIDDOR within statutory timeframes
- Termly site inspections conducted at least termly by the Site Manager and Health & Safety Consultant
- Annual review of all departmental risk assessments.