HEALTH AND SAFETY GENERAL POLICY

The following members of staff are referred to in this policy and have responsibility for Health and Safety:

TITLE	NAME
Health and Safety Director	Deborah Livsey
NMS Sites Manager	Bonyo Dimitrov
Head Teacher	Mia Santa-Humfrey
Executive Head Teacher	Lucas Motion
School Office Manager	Mara Antunes
NMS HR	Nathan Hamilton

INTRODUCTION AND PRINCIPLES

The School is committed to ensuring a safe educational environment for all pupils and staff. The School takes very seriously its commitment to the well-being of its pupils and staff and all visitors to the site. This policy based on the DfE guidance Health and Safety: Responsibilities and Duties for Schools 2022, sets out how the School ensures all pupils, staff and visitors follow the Health and Safety related procedures.

This policy applies to all pupils including those within the Early Years Foundation Stage (EYFS).

The Health and Safety Policy sets out what we do at school at a high level. In terms of detail, we use the RBS Mentor Health and Safety Management System, an overview document for which is available at The New Model School Company Head Office. The RBS Management System outlines further policy, guidance, legislative references and procedures to ensure the health, safety and well-being of all staff, pupils and visitors. The RBS Mentor Management System also provides online Health & Safety training.

SPECIFIC OBJECTIVES

This policy sets out how the School environment is made and kept safe for the education of the children with us. The objectives of the policy therefore are to show:

1. An overview of procedures to ensure Health and Safety at the School which include those of the operator/proprietor of the School (NMS)
2. Engaging staff and pupils on the importance of Health and Safety at all times
3. Detailed procedures in the key risk areas
4. Training given to staff
5. Risk Assessments performed
6. Security and access
7. Related policies

OVERVIEW

The Head Teacher and staff are responsible for ensuring that the premises and all activities follow the associated policies and procedures to ensure a safe environment for all pupils, staff and visitors (including parents and contractors), and are accountable to the NMS Board of Directors on these.

NMS aims to ensure, so far as is reasonably practicable, the health, safety and welfare of our pupils, employees while they are at work and of others, who may be affected by our undertakings. This general policy statement provides a commitment and intent to comply with the Health and Safety at Work Act 1974.

To ensure the principles of health and safety are clearly understood throughout the School, we are committed to:

- complying with relevant health and safety laws and regulations, voluntary programmes, collective agreements on health and safety and other requirements to which the School subscribes; setting and monitoring of health and safety objectives for the School;
- effective communication of and consultation on health and safety matters throughout the School;
- assessing the risks to the safety and health of our pupils, employees and others who may be affected by our activities and implementing controls to minimise those risks;
- preventing work-related injuries, ill health, disease and incidents;
- providing and maintaining safe plant and equipment and implementing safe systems of work;

- the safe use, handling, storage and transport of articles and substances;
- providing and maintaining a safe working environment with safe access, egress and welfare facilities;
- providing the necessary training to our employees and others, including temporary employees to ensure their competence with respect to health and safety;
- providing suitable and sufficient information, instruction and supervision for pupils and employees;
- continually improving the performance of our health and safety management;
- devoting the necessary resources in the form of finance, equipment, personnel and time to ensure the health and safety of our employees and seeking expert help where the necessary skills are not available within the School;
- an annual review and when necessary the revision of this health and safety policy;
- making this policy available to relevant interested external parties, as appropriate.

GENERAL RESPONSIBILITIES

The NMS Health and Safety Director has been allocated overall health and safety responsibilities within the terms of our policy for all schools and places of work within NMS.

Day to day responsibility for ensuring the policy is put into practice across NMS, and for consultation with employees where appropriate, is shared between the Head teacher, NMS Sites Manager and the NMS Health and Safety Director.

RESPONSIBLE PERSONS WITHIN THE SCHOOL

The Head Teacher is responsible for Health and Safety at the School and the Executive Head Teacher acts as alternate where necessary and specific senior personnel within the School may also be allocated additional responsibility for health and safety. Where this responsibility is specific to a subject area, the details of the responsible person(s) are communicated to all employees in writing or verbally as required.

Management Structure:

Board of Directors

The NMS Health and Safety Committee is a Committee comprising members of the NMS Board of Directors meeting with its Advisory board. The Health and Safety Committee is chaired by the NMS Chairman and is responsible for strategic health and safety planning and for periodic review of health and safety performance. It delegates day to day supervision to the NMS Health and Safety Sub-Committee under the chairmanship of the Health and Safety Director

Members of the NMS Health and Safety Sub-Committee

The NMS Health and Safety Sub-Committee, chaired by the Health and Safety Director, is responsible for ensuring that the requirements of this policy and all other legislative requirements are managed day to day under the normal method of delegated powers.

Head Teacher

The Head Teacher reports on a termly basis to the Board of Directors and its Advisors via the School's general termly report dealing with academic, safeguarding and health and safety matters. The Head Teacher reports in detail on individual incidents as a member of the NMS Health and Safety Sub-committee.

ACTIVITIES OF THE ABOVE COMMITTEES AND HEAD TEACHER

To implement the School's Health and Safety Policy by:

- Ensuring adequate resources, both personnel and financial, are allocated to secure implementation of the policy
- Planning, organising and implementing arrangements to eliminate or control significant risks and to comply with relevant statutory provisions;
- Determining and documenting procedures, operational instructions, guidelines and codes of practice to implement the School's Health and Safety Policy;
- Ensuring that their responsible leadership team and employees are capable, through recruitment, training or otherwise, to carry out their duties for health, safety and welfare;
- Ensuring that all hazards are identified, significant findings of assessments are recorded, groups exposed to risks are identified and the actions taken to protect the health and safety of these groups are recorded;
- Ensuring that all employees are familiar with, and comply with, the requirements of the School's Health and Safety Policy and that all new employees are inducted into the requirements of the Health and Safety Policy and the School and departmental guidelines and instructions;
- Ensuring that contractors and sub-contractors have effective arrangements for health, safety and welfare;
- Establishing systems for monitoring all arrangements to ensure that they are working effectively;
- Reviewing information from monitoring systems to ensure continued and effective compliance.
- Reporting to the Board of Directors on health and safety issues within the School.

Head Teacher:

The Head Teacher is responsible for ensuring that the requirements of this policy and legal requirements specific to their sphere of activity are implemented and monitored.

They will ensure that:

- Any health and safety matters that they cannot deal with directly is brought to the attention of the NMS Health and Safety Sub-Committee.
- Significant hazards within their school are identified and suitable risk assessments undertaken, which will include general workplace risks, substance risks, equipment risks etc.
- Safety measures and controls identified by risk assessments are implemented.

- Employees and pupils are provided with suitable and sufficient information, instruction and training to enable compliance with this policy and legal standards.
- Will implement a system to manage health and safety within the School, which may include a schedule of inspection; service and maintenance arrangements for equipment and services; accident investigation arrangements.
- Equipment and substances are suitable for the purpose for which they are used.

Health and Safety Advisor:

In line with current legislation NMS have appointed the NMS Health and Safety Director to act as our in-house Health and Safety Advisor under Regulation 7 of the Management of Health and Safety at Work Regulations 1999.

Health and Safety Competent Advice and Guidance:

To assist us in our undertaking we have appointed RBS Mentor as Health and Safety Consultants to provide competent advice and guidance, as per Regulation 7 of the Management of Health and Safety at Work Regulations 1999, paragraph (5).

Employees shall:

- Take reasonable care of their own health and safety and that of others who may be affected by their actions;
- Co-operate with management to meet the employer's legal duties and work in accordance with the School's procedures;
- Not intentionally or recklessly interfere with or misuse anything provided in the interest of health, safety or welfare and refrain from actions (or inactivity) which might endanger themselves, or others;
- Demonstrate their commitment to health and safety by their behaviour and co-operate in the investigation of accidents and incidents;
- Use all equipment safely, including that provided for their personal protection and report to management any defects in equipment or other dangers at once, or as soon as it is safe to do so;
- Comply with all safety instructions or procedures and not undertake any tasks that they are not trained and authorised for.
- Report to the Head Teacher any health and safety concerns and/or breaches of health and safety.

Pupils shall:

- Comply with the School's rules and procedures.
- Take reasonable care of themselves and others.
- Co-operate with their teachers and other staff.
- Use equipment and substances in the manner in which they are instructed.
- Not misuse anything provided for the purposes of health and safety.
- Report anything they believe to be hazardous or dangerous to their Teacher or Head Teacher.

ENGAGING STAFF AND PUPILS ON THE IMPORTANCE OF HEALTH AND SAFETY

The School displays the Health and Safety Law wall chart (in the staff room) as required by law.

The first agenda item for all staff meetings at the School is Health and Safety. Staff will need to report any hazards or near misses, faulty equipment or repairs needed and these will be entered on the School repair register, if not already done. The issues will be raised by direct contact with the NMS Sites Manager or Director if it is more urgent. The Head Teacher will ensure that all identified repair or health and safety concerns are either recorded on the School's repair register, or recorded in the meeting minutes with follow up action documented.

The Head Teacher will regularly bring Health and Safety issues to the attention of the pupils through assemblies.

Accidents, incidents and near misses are recorded on the Engage management system and there are instructions for notifiable incidents under RIDDOR. (Reporting of Injuries, Diseases and Dangerous Occurrences). The person responsible for making a report to RIDDOR is Deborah Livsey the NMS Health and Safety Director.

Photos of children with allergies or particular health and safety needs are available in the staff room, dining hall and administration office, so that all staff are made aware of individual needs. The Allergy Safety Policy outlines in detail the School's approach to allergy management in line with the DfE's statutory guidance published in 2026.

THE DETAIL OF THE POLICY AS APPLIED LOCALLY AT THE SCHOOL – PUPILS AND STAFF

Electricity

All portable electrical equipment will be checked and maintained as per legislation. All fixed electrical systems installed will be inspected, tested and where necessary serviced every three years by a competent NICEIC electrician. Informal visual inspections will be carried out by staff as part of the regular checks as outlined above.

There is no gas supply at Maple Walk School

Asbestos

There is no asbestos on the school site.

Fire

The School is committed to maintaining a safe environment and meets its fire safety requirements by following up on all fire risk assessments, regular fire equipment servicing and testing. The Head Teacher and NMS Sites Manager will follow up on all. recommendations made by the Health and Safety Representative (RBS Mentor) who carries out the School's annual Health and Safety Audit. Fire Risk assessments are carried out by Astoria Fire & Security Ltd. New fire risk assessments are carried out when there are changes to the layout and/or the use of the building.

Fire evacuation drills will be carried out at least once per term and all new staff and pupils will be trained in fire evacuation procedure. Fire equipment will be tested as per legislation

by qualified personnel and copies of all checks maintained on site. The NMS Sites Manager will carry out weekly fire alarm and extinguisher checks and record these on the equipment testing checklist.

Most staff are trained in the use of fire extinguishers.

The Fire Action plan is displayed in all rooms and all fire exits and the locations of fire extinguishers are clearly displayed.

All visitors are given Fire Action information upon arrival.

Adverse Weather

The School Closure and Hazardous Weather Procedure has been developed and will be followed in the event of severe weather conditions. The Playground Procedure also outlines the action to be taken in the event of adverse weather.

The School operates preventative measures wherever possible, i.e. by following weather forecasts and taking appropriate action, such as gritting/salting when ground frost is expected.
For extreme heat the school has procedures in place to ensure that children are protected by ensuring there is adequate shade, sunscreen, water and adjusting the timetable to provide playtime or PE in air conditioned spaces

Medication

The School will administer medicine in some circumstances and this is outlined in detail in the First Aid Policy. If a child is on a course of antibiotics, parents are expected to provide a written request via email and sign a consent form which allows a trained member of staff to administer the course. Calpol or other palliative medicines will not be administered without parental consent. All medications will be administered in the presence of two members of staff and the dose and time of dose will be recorded in the communication book and signed by both members of staff.

Allergies

It is the parents' responsibility to inform the School in writing of any allergy their child may have. Although the School does not provide a lunch service, an external caterer, Todmorden Foods does offer lunches, which parents may sign up to and pay for on Todmorden Foods' website. Please refer to the Food Policy for further information. All parents are informed that no food containing nuts or nut products should be sent to school and nuts or nut products are not used in cookery activities at school.

For those children with severe allergies, Epipens need to be kept in school at all times in case of an allergic reaction and these should be kept up-to date by parents. All staff, peripatic teachers and the First Yield Food's ' staff will be aware of the children concerned and their photographs on display in their classroom, dining hall, staff room and school office.

There will be a list clearly on display in each classroom with each child's allergies, and the same list will be found in the staffroom, dining hall and admin office. Any temporary teachers will be made aware of any medical needs of the children in their class and the location of their medical box/Epipens/inhalers. Full details related to allergy management can be found in the School's Allergy Safety Policy.

Asthma

It is the parents' responsibility to inform the School if their child suffers from asthma. Parents must also supply inhalers and/or other suitable medication, and inform the School in writing of when the pupil should use the medication. All children suffering from asthma will have their photographs on display in their classroom, staff room, hall and admin office. Any temporary teachers will be made aware of any medical needs of the children in their class.

Medical Aids

All medical aids (Epipens and inhalers) are kept in first aid boxes in every classroom, as appropriate. The location of these boxes is the same in every class and all staff are aware of their location. A trained staff member checks the date of medical aids inside the children's first aid bags each term.

Medical aids are carried by a trained first aider when pupils leave school during school hours for regular or ad hoc trips, e.g. for sport at a local facility or other visits off site. Older children are encouraged to take responsibility for their own inhalers, where appropriate. However, a staff member ensures that all pupils have their medical aids prior to leaving the School.

It is parents' responsibility to ensure all medical aids are kept in date and are collected at the end of the School term.

First Aid & Accident Reports

Accidents for both staff and pupils are recorded by the School Office Manager and First Aid will be administered as per the First Aid Policy. Parents are emailed with details of any accidents and treatment, these emails are retained in an online folder. A list of trained First Aiders is displayed beside the First Aid kits, on the staffroom wall and in the First Aid Policy.

Frequent First Aid kit checks will be carried out to ensure First Aid kits remain suitably stocked at all times.

The online Accident Register for serious incidents prompts the recorder of all incidents to ask whether the accident is reportable under RIDDOR.

In the event of a more serious accident, the School Office Manager or staff member will complete the accident form on the Engage system, which is shared with the Head Teacher immediately after the injury is treated. If there is an entry made is also shared with the NMS Health and Safety Director..

It is the School's policy that any accident that involves a head or eye injury to a pupil, however apparently minor, is reported to parents as a matter of priority at the nearest most suitable moment. All injuries affecting the eyes or head should be monitored by staff at regular intervals for at least an hour after the event.

Where staff knowledge and experience is not extensive and expert advice is not available, staff will contact 111 for advice following an incident.

If in doubt, or following any administration of an Epipen, loss of consciousness, excessive bleeding, suspected fracture/break, an ambulance should be called on 999.

The Head Teacher, or a member of the Senior Leadership Team, if the Head Teacher is

unavailable, should be informed of any injury which does not clear within 30 minutes (i.e. has an ongoing effect which is undiminished, such as pain, shock, concussion or trauma).

The reporting of accidents is covered by the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR). These regulations place a requirement on employers to report certain incidents and accidents to the HSE. These include:

- deaths and specified injuries
- lasting over 7-day injuries
- some work-related diseases
- dangerous occurrences (near misses)
- gas incidents.

Details of any incidents affecting a member of staff that result in an over three-day absence from normal work duties must still be formally recorded in the School's Engage accident log.

We ensure all elements of an accident, incident or near miss investigation are recorded and filed for future reference, where practicable, we therefore:

- Keep any records that are produced as part of the investigation process or from the initial report, photographs and records of remedial actions, changes to SSOW, Risk Assessments etc. It is recommended that these are kept for a minimum of four years in a secure location
- In the event the accident or incident involves a young person under the age of 18, records are kept for a minimum of three years following the date of their 18th birthday.

Food Poisoning
The correct authorities will be informed of any food poisoning affecting two or more children caused by food or drink (which has been positively identified as having been consumed on the School premises), within 14 days of it occurring.

Supervision
For full details of the School's supervision of its children, please see the Child Protection and Safeguarding Policy.

There are two adults (Class Teacher and Teaching Assistant) teaching Reception through to Year 2, and at least one adult (the Class Teacher) in Years 3 to 6. If at any time the teacher leaves the room, the teacher assistant or another member of staff will be on hand to monitor pupils. Unless it is absolutely unavoidable children, will never be left unattended in a classroom at any time.

Playground rotas are provided for staff and the Head Teacher ensures that a sufficient number of staff are on duty to supervise playtimes. During wet playtimes, teachers or another adult will remain with their children and the corridors will be monitored by playground supervisors/class teachers/teaching assistants.

A playground risk assessment has been carried out and the Playground Procedure developed to ensure the safety of all pupils at playtime. Daily playground checks are

carried out as outlined in the Playground Procedure.

Adult/pupil ratios are not fixed and must take into account the nature of the group/individuals, any behavioural/medical/social needs and the activity being undertaken.

School Trips & Offsite Activities
As outlined in the Educational Visits and Educational Visits EYFS Policies, a risk assessment (see below) will be prepared by the class teacher acting as visit leader and signed off by the Head Teacher prior to any class trips. This will ensure that all risks associated with the journey and proposed activities are considered, as well as any specific children's needs.

A risk assessment is prepared for any offsite activities to ensure the safety of children at all times. A risk assessment for visits within the local vicinity is prepared at the start of the academic year.

More extensive planning, procedures and risk assessments have been developed for residential trips.

All staff conducting risk assessments have been given appropriate online and/or face-to-face personal/group training.

STAFF TRAINING

All staff will be required to read and understand the Health and Safety related policies and associated procedures. A sign off sheet is maintained to monitor this process. A training register will be maintained by the NMS HR to ensure that all training certificates are kept up to date and staff have received induction for all relevant procedures.

All supply teachers will be given access to the relevant Health and Safety procedures.

Specific staff have Health and Safety training relevant to their role, e.g. Working at height, risk assessment, health and safety management, food safety (this list is not exhaustive). All those in named roles have the relevant training.

RISK ASSESSMENTS

As outlined above and in the Risk Assessment Policy, a risk assessment will be prepared for any activity on or off site which may pose a risk to the people taking part. A list of all recurring activities requiring risk assessments is kept and these will be reviewed by the Head Teacher on an ongoing basis.

A risk assessment for each area within the school is also prepared and updated annually.

Manual Handling and Repetitive Strain Injury (RSI)
All staff are made aware of the importance of safe lifting techniques whenever the situation arises.

Staff will be made aware of the danger of RSI and, in particular, of the dangers of spending too much time at a computer although the nature of work at the School does provide

variety and therefore less exposure to injuries due to repetitive activities.

Staff who spend extended periods of time operating a computer are required to undertake a Display Screen Equipment assessment. All staff who spend extended periods of time operating DSE are entitled to an eye test paid for by NMS.

CONTRACTOR MANAGEMENT

NMS will ensure that any work involving the use of contractors will be undertaken safely and that our policy is clearly understood throughout the company, we will:

- identify the work, task or activities that require contractor involvement;
- check the competence of all contractors and select an appropriately experienced contractor;
- ensure that contractors undertake detailed risk assessments on all tasks that require their involvement;
- provide information, instruction and training;
- ensure that there is appropriate and sufficient co-operation and co-ordination between client and contractor;
- consult with all those involved in, or affected by, the work; and
- ensure that there are suitable management arrangements in place for the work being undertaken, including the provision of welfare facilities for use by contractors.

Procedure

To fulfil our responsibilities as outlined above, we will:

- carry out a review to establish what work, if any, is undertaken by contractors on our premises;
- ensure that an approved contractor list is compiled from contractors successfully meeting our criteria and only use contractors on this list;
- ensure that contractors undertake detailed risk assessments on all tasks that require their involvement;
- undertake site health and safety induction for all contractors not familiar with our premises;
- agree with contractors, prior to work starting and using the Information for Contractors Form, how work will be undertaken, what equipment will be used and what facilities will be made available to their staff;
- undertake regular briefings and meetings with contractors where work involves more than one day's work; and
- review contractor performance and provide feedback to the contractor on completion of the work.

DOCUMENT CONTROL

Policy - Introduction

Document control refers to the need to keep health and safety records in accordance with legislation and the health and safety management system. We are required to hold records to provide evidence of, for example, employee training, competence, inspection regimes, maintenance records, licences, risk assessments, policies and procedures etc.

Policy - Statement of Intent

The aim of this document control policy is to ensure, so far as is reasonably practicable, the health, safety and welfare of our employees while they are at work, and to comply with all relevant legislation, including:

- Health and Safety at Work etc. Act 1974
- Management of Health and Safety at Work Regulations 1999.

Employer Responsibilities

To ensure that all documents are controlled in accordance with the legal requirements and that this policy is clearly understood throughout the company, we will:

- set up and maintain an effective document management system;
- appoint a competent person to maintain the system;
- ensure that adequate resources are made available to fulfil the requirements of this policy; and
- review this policy at least annually or more frequently if significant changes occur.

Procedure

To fulfil our responsibilities as outlined above, we will:

- ensure all relevant documents are identified and listed;
- ensure systems are in place for recording and updating documentation;
- ensure records are identifiable, legible and stored so that they are readily retrievable;
- retain records for a minimum of three years, unless otherwise specified;
- identify any training needs of the person appointed to manage the system, to ensure their competency; and
- ensure the system is monitored and controlled.

EMERGENCY PROCEDURES/CRITICAL INCIDENTS

Policy - Introduction

An event can be considered to be an emergency if it requires a rapid and variable response in order to minimise losses. Explosions, chemical spills, bomb threats, pandemics and flooding are just a few examples of emergencies. Fire is also an emergency but fire is not included here because it has its own policy.

Emergency planning is concerned with taking a proactive approach: the aim is to try to eliminate the majority of potential accidents through the risk assessment process. However, unexpected, rare or extreme incidents do still happen and it is important to be prepared. The objective of emergency planning is to help contain and control the unexpected, to safeguard employees and others who might be affected and to minimise the damage caused.

Policy - Statement of Intent

The aim of this policy is to ensure, so far as is reasonably practicable, the health, safety and welfare of our employees and pupils while they are at work/school, in relation to emergency situations, and to comply with all relevant legislation, including:

- Health and Safety at Work etc. Act 1974
- Management of Health and Safety at Work Regulations 1999
- Control of Major Accident Hazards Regulations 1999 (as amended).

NMS Responsibilities

To ensure that the risks from emergency situations are identified, any subsequent actions undertaken safely and safe systems of work are clearly understood throughout the company, we will:

- identify all potential emergency situations other than fire (see Fire Policy);
- avoid these emergency situations wherever practicable by good working practices;
- assess the impact of emergency situations and reduce unavoidable risks;
- identify the actions required to respond to an emergency;
- ensure that staff with key roles in emergency situations have the competency to deal with the situation;
- provide employees with adequate information, instruction and training to enable them to follow emergency procedures safely;
- ensure that adequate resources are made available to fulfil the requirements of this policy; and
- review this policy at least annually or more frequently if significant changes occur.

Procedure

To fulfil our responsibilities as outlined above, we will:

- identify all emergency situations, excluding fire, which have the potential to occur in our workplace
- complete a detailed risk assessment of each potential emergency situation to assess whether it can be avoided and if not, the likely impact if it happens
- develop emergency response plans for each identified situation
- train key staff in the required competencies to enable them to develop and manage emergency plans
- inform all employees affected by emergency situations of any possible risks and how these can be avoided; and
- provide employees with sufficient information, instruction and training on approved emergency response plans to ensure their health and safety whilst undertaking tasks.

See the related Critical Incident Plan

SECURITY, ACCESS TO THE SCHOOL AND TRAFFIC MANAGEMENT

Further detail is outlined in the Security, Access Control and Lone Working Policy.

The Head Teacher is responsible for ensuring that the security at the School is of the highest standard to ensure the safety of all pupils, staff and visitors.

Children are not permitted to enter or leave the School premises unaccompanied by an adult, unless written permission has been provided and agreed with Head Teacher

All visitors who are unknown to staff and/or who have not been vetted for DBS certification must sign in on entry to the School and report to the Head Teacher or senior staff member. All visitors who are unknown to the School must present photographic ID to the office. No visitor or contractor will be allowed to move around the School premises unescorted unless they have received a DBS check.

School opening and closing procedures have been developed to ensure procedures are in place to control risks associated with staff working after hours.

The Missing Child Policy and Procedure is followed in the event of any child who is suspected to have left the School premises unaccompanied.

The Head Teacher understands that the School's location poses risk with regards to traffic dangers. These have been carefully considered and the Start and End of Day Procedures developed to ensure that children reach and leave the School premises safely each day.

Mia Santa-Humfrey
Head Teacher
September 2026

Review approved by Deborah Livsey NMS Health and Safety Director
New Model School Company Limited
September 2026

Signature of Deborah Livsey NMS Health and Safety Director

Next review date: August 2027

APPENDIX 1

RELATED HEALTH and SAFETY POLICIES and PROCEDURES

	Policy Name
1	Critical Incident Plan and Procedures
2	Start and End of Day Procedure
3	School Opening/Closing Procedure
4	First Aid Policy
5	Playground Procedure
6	School Closure and Hazardous Weather Procedure
7	Emergency Invacuation Procedure
8	Fire Action Plan
9	Risk Assessment Policy
10	Contractor management procedures
11.	Allergy Safety Policy