Park Lodge School

Health and Safety Policy

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Introduction

School context

Park Lodge School is a highly specialist provision for young people admitted to Park Lodge Clinic, a Tier 4 CAMHS Eating Disorder Service. We are not a mainstream setting: our students present with complex needs that require education to be fully integrated into their clinical care and recovery. While most students have a primary diagnosis of an eating disorder or eating-related difficulty, many also experience co-occurring mental health conditions such as depression, OCD, or anxiety.

A significant feature of our student profile is disengagement from education prior to admission. Many have experienced long periods out of school, disrupted learning journeys, or strained relationships with education. Re-engagement is therefore central to our work. From admission, we build a detailed picture of each young person's educational history, health needs, and personal circumstances, enabling us to design personalised programmes that focus not only on academic progress but also on restoring confidence, rebuilding routines, and preparing students for their next steps.

Students are admitted and discharged throughout the year, with the average stay being 16–20 weeks, though some remain significantly longer depending on clinical needs. All placements are commissioned by home Local Authorities, who retain statutory responsibility for education. Close collaboration with families, home schools, and community teams ensures continuity of learning and a supported transition post-discharge.

The school operates within Park Lodge Hospital and is embedded in the work of the hospital's Multi-Disciplinary Team, including Psychiatrists, Psychologists, Occupational Therapists, Social Workers, and Nursing and Care staff. Education is not delivered in isolation but as a core part of recovery. Daily collaboration with clinical colleagues aligns learning with therapeutic progress so that barriers are understood holistically and education actively contributes to reintegration.

Our ethos is built on personalisation, flexibility, and partnership. We work at the intersection of health, education, and family life, ensuring every young person has the opportunity to re-engage with learning, develop resilience, and transition successfully back into their home, school, and wider community.

Ethos and Vision

At Park Lodge School, our ethos reflects the unique circumstances in which we work. We educate young people who are inpatients at Park Lodge Clinic, a Tier 4 CAMHS Eating Disorder Service. Education here is not an add-on: it is an essential strand of treatment and recovery. Everything we do is shaped by our commitment to each student's health, wellbeing, and future.

Our core values are expressed through the acronym HEALTH, which captures the spirit of our school:

- Hopeful Environment – We create a climate of optimism and possibility, helping young people to see beyond their immediate challenges and believe in their capacity to grow.
- Empathy and Understanding – We foster a community that listens, understands, and values every individual, ensuring students feel safe, seen, and supported.
- Achievement – We celebrate progress in all its forms. Academic success is important, but so too is confidence, resilience, and re-engagement with learning.
- Lifelong Learning – We model curiosity and growth, encouraging students and staff to continue developing their skills, knowledge, and aspirations.
- Therapeutic Support – Working hand-in-hand with the hospital's clinical team, we integrate therapeutic strategies into daily learning, ensuring education is part of the recovery journey.
- Holistic Wellness – We see the whole child: their health, their learning, their family, and their future. Our goal is to equip students for a successful return to education, home, and community life.

These values underpin our ethos and define our purpose. Park Lodge is a place where education and recovery go hand in hand, where barriers are met with creativity and compassion, and where every young person is given the chance to rediscover their voice, their talents, and their future.

Our vision is that every young person leaves Park Lodge having re-engaged with education, equipped with renewed confidence, resilience, and the skills to thrive in life beyond the hospital.

Statement of Intent

We are committed to ensuring the health, safety, and wellbeing of all staff, pupils, and visitors. The safety of our school community is paramount, and this policy reflects our dedication to creating a secure and supportive learning environment.

We are committed to:

- Providing a safe and productive environment for learning and work.
- Preventing accidents, injuries, and work-related illnesses through proactive risk management.
- Complying with all statutory requirements and regulatory guidance.
- Identifying and minimising risks via clear procedures, assessments, and policies.
- Ensuring safe working equipment, facilities, and methods.
- Consulting and involving staff in health and safety matters.
- Monitoring, reviewing, and improving our policies and practices to maintain effectiveness.
- Promoting a culture of continuous improvement and high standards in health and safety.
- Providing appropriate welfare facilities and ensuring adequate resources are in place to support safety measures.

Given the hospital setting and the vulnerability of our pupils, the Headteacher works closely with the hospital centre to ensure specialist health and safety standards are consistently applied.

Scope

This policy applies to all staff, students, visitors, and contractors of Park Lodge School. The school accepts responsibility for ensuring, so far as is reasonably practicable, the health, safety, and welfare of its staff, visitors, and contractors.

Students remain under the overall responsibility of the hospital healthcare team for their care and wellbeing. The school works in partnership with the hospital to ensure that health and safety standards are upheld in all areas accessed by students and staff.

When activities take place off-site, the school retains responsibility for the health and safety of its staff and takes reasonable steps to ensure that suitable

arrangements are in place for students. This includes checks on fire safety, first aid provision, safeguarding measures, and risk assessments with third-party providers.

Responsibilities

Advisory Board

- Ensuring that an effective Health and Safety Policy and associated procedures are in place.
- Approving the Health and Safety Policy in partnership with the Headteacher.
- Determining the frequency of policy reviews (at least annually, or sooner if required by changes in legislation or circumstances).
- Receiving and considering regular reports on health and safety performance, incidents, and compliance.
- Holding the Headteacher to account for the effective implementation of health and safety arrangements.
- Ensuring that sufficient resources are made available to enable the school to meet its health and safety responsibilities.

Headteacher and School Leadership Team

The Headteacher acts as the School's Health and Safety Officer and holds overall responsibility for the effective implementation of this policy. The School Leadership Team supports this role. Together they are responsible for:

- Leading consultation, review, and development of the Health and Safety Policy.
- Ensuring the day-to-day implementation of safe working practices for staff, students, and visitors.
- Identifying, assessing, and managing health and safety risks within the school environment and during off-site activities.
- Ensuring defects, hazards, or concerns are reported and managed promptly in partnership with the hospital.
- Keeping the Advisory Board informed of significant health and safety risks, incidents, or emerging issues.
- Ensuring staff receive appropriate induction, supervision, and training to maintain safe standards of practice.
- Responding to health and safety queries or concerns raised by staff, students, or visitors.

- Representing the school at Clinical Governance meetings and ensuring agreed actions are implemented.
- Delegating specific health and safety duties where appropriate, while retaining overall accountability.
- The Deputy Headteacher acts as Deputy Health and Safety Officer and assumes these responsibilities in the absence of the Headteacher.

All Staff

All staff share responsibility for maintaining a safe school environment. Staff are expected to:

- Take reasonable care of their own health and safety and that of students, colleagues, and visitors.
- Follow all health and safety policies, procedures, training, and instructions.
- Use any protective equipment, safety devices, or resources provided.
- Adhere to and contribute to risk assessments relevant to students, curriculum activities, and off-site visits.
- Report promptly any health and safety concerns, hazards, accidents, or near misses to their line manager.
- Maintain safe, clean, and orderly working environments and report missing or defective equipment without delay.
- Exercise a duty of care consistent with that of a prudent parent when supervising students.
- Familiarise themselves with this policy and associated procedures, and seek clarification if unsure.

Visitors, Contractors, and Students

Visitors and Contractors are expected to:

- Follow all school and hospital procedures while on the premises.
- Comply with safeguarding and health and safety requirements communicated to them (e.g. signing in, wearing ID badges, following fire evacuation routes).
- Report any hazards, concerns, or incidents to a member of staff immediately.

- Not misuse or interfere with equipment, systems, or safety controls.

Students are expected to:

- Report any health and safety concerns to a member of staff.
- Follow safe working practices, classroom rules, and emergency procedures at all times.
- Wear personal protective equipment when instructed.
- Use equipment and materials responsibly and avoid interfering with safety systems.

Arrangements and Key Areas

Risk Management and Monitoring

The school is committed to identifying and managing risks to ensure the health, safety, and welfare of staff, students, and visitors. Risk management is an ongoing process and includes:

- Risk Assessments: Risk assessments are carried out for the school premises, curriculum activities, off-site visits, and individual student needs where appropriate. Assessments identify hazards, evaluate risk, and set out control measures.
- Review and Update: Risk assessments are reviewed annually, or sooner if circumstances change, and updated accordingly.
- Recording and Reporting: All significant risks are recorded, with actions logged and monitored until resolved. Staff must report new hazards or concerns promptly.
- Monitoring: The Headteacher and Advisory Board monitor compliance with risk management procedures through regular checks, audits, and feedback.
- Hospital Partnership: Where risks fall under the hospital's responsibility (e.g. site infrastructure, clinical areas), the school works in collaboration with the Hospital Site Services Manager to ensure that standards are met.
- Continuous Improvement: Outcomes from incidents, near misses, and audits are used to improve future practice.

Fire and Emergency Procedures

The school works in collaboration with Park Lodge Hospital to ensure effective fire safety and emergency arrangements. The hospital has overall responsibility for fire systems, alarms, evacuation routes, and compliance with statutory requirements.

The school ensures that:

- Training: All staff receive fire safety and emergency procedures training as part of induction, with refresher updates provided as required.
- Evacuation Procedures: Staff and students are familiar with evacuation routes and assembly points. Procedures are displayed clearly in all classrooms and shared areas.

- Fire Drills: Fire drills are carried out termly in collaboration with the hospital to ensure safe and efficient evacuation.
- Signage: Fire exit routes and emergency signage are checked regularly by school staff to ensure visibility and compliance.
- Lone Working: Staff who are required to work alone must follow agreed procedures to ensure their safety in an emergency.
- Emergency Response: Any issues identified during drills or real incidents are reported to the Headteacher and Site Services Manager, with corrective action taken promptly.

Curriculum and Activity Safety

The school's curriculum is designed to provide safe, accessible, and engaging learning experiences appropriate to the needs of our students.

Curriculum Safety:

- The school does not deliver high-risk subjects such as PE, Science with hazardous substances, or Design Technology.
- All teaching resources and activities are risk assessed to ensure they are appropriate for the individual needs and profiles of students.
- Staff adapt learning activities to minimise risks and ensure a safe and supportive classroom environment.

Off-Site Educational Visits:

- All educational visits are planned collaboratively with the hospital's clinical team.
- The hospital retains responsibility for students' safety, observation, and healthcare needs during visits, due to the level of supervision and clinical oversight required.
- The school retains responsibility for staff safety and for ensuring educational visits meet learning objectives and follow school safeguarding and risk assessment processes.
- Venues are checked in advance where possible to ensure appropriate standards of fire safety, accessibility, and first aid provision.
- Visits are authorised by the Headteacher in consultation with the Hospital and clinical team.

Premises and Equipment Safety

- The school is committed to maintaining a safe environment for staff, students, visitors, and contractors.
- Maintenance: Regular checks are carried out to ensure that furniture, fixtures, and teaching equipment are safe and in good condition. Any defects or hazards are reported immediately to the Headteacher and, where appropriate, to the Hospital Site Services Manager.
- Electrical Safety: The hospital manages the electrical infrastructure. The school ensures that portable electrical equipment used by staff is PAT tested, maintained safely, and checked before use.
- Manual Handling: Staff are trained to use safe handling techniques for moving equipment or resources to minimise risk of injury.
- Working at Height: Staff only undertake work at height if trained and provided with appropriate equipment. For higher-risk work (e.g., building maintenance, changing light fittings), the hospital site team leads.
- Hospital Partnership: The hospital is responsible for major premises management, including building safety, plant, and specialist equipment. The school works closely with the Hospital Site Services Manager to ensure that shared areas are safe and compliant with statutory requirements.
- Reporting: All hazards, defects, or incidents involving premises or equipment are reported immediately to the Headteacher and logged for action.

Hazardous Substances and Infection Control

- The school recognises the importance of managing hazardous substances and preventing the spread of infection to protect staff, students, and visitors.
- Cleaning and Hygiene: Regular cleaning of classrooms and shared areas is carried out to maintain high hygiene standards. Staff ensure surfaces and equipment are cleaned appropriately and report any issues.
- Hazardous Substances: The school does not use hazardous chemicals in teaching activities. Any cleaning products or substances used are stored safely, labelled, and used according to instructions.
- Legionella and Water Safety: The hospital manages water systems and Legionella control. The school liaises with the Hospital Site Services Manager to ensure compliance in shared areas.

- Infection Prevention: Staff follow infection control procedures, including hand hygiene, use of PPE where appropriate, and exclusion policies for contagious illnesses.
- Reporting and Monitoring: Any infection-related incidents, spills, or potential hazards are reported to the Headteacher and recorded. The Headteacher ensures that appropriate action is taken in collaboration with the hospital.

Staff Health and Wellbeing

- The school is committed to promoting the health, safety, and wellbeing of all staff.
- Training: Staff receive induction and ongoing training on health and safety, safe working practices, emergency procedures, and any role-specific risks.
- Personal Protective Equipment (PPE): Appropriate PPE is provided where required, and staff are trained in its correct use.
- Stress and Workload Management: The school promotes a supportive working environment, monitors staff workload, and provides access to wellbeing resources as required.
- New and Expectant Mothers: Risk assessments are undertaken for new or expectant mothers, and adjustments are made to working practices to ensure their safety and wellbeing.
- Monitoring and Support: Staff are encouraged to raise any health, safety, or wellbeing concerns. The Headteacher and Leadership Team monitor these matters and take appropriate action.

Security and Supervision

- The school is committed to maintaining a safe and secure environment for staff, students, and visitors.
- Site Security: The school ensures that access to the building is controlled, including secure entry points, visitor sign-in procedures, and monitoring of shared areas. Staff are aware of security procedures and report any breaches immediately.
- Supervision of Students: Students are supervised appropriately at all times in classrooms and shared areas. Daily risk assessments determine whether

students can safely attend school-based activities, in collaboration with the hospital clinical team.

- Positive Handling / De-escalation: Where required, hospital clinical staff trained in positive handling and de-escalation techniques support students. School staff work in partnership with clinical staff to maintain safety but do not deliver physical interventions themselves.
- Monitoring and Review: Supervision arrangements, security measures, and incidents are regularly reviewed to ensure effectiveness. The Headteacher ensures any required actions are implemented promptly.

Monitoring and Review

The school ensures that health and safety arrangements are continuously monitored, evaluated, and improved.

- Annual Review: The Health and Safety Policy and associated procedures are reviewed at least annually by the Headteacher and Advisory Board, or sooner if required by changes in legislation, circumstances, or incidents.
- Records: Inspections, audits, risk assessments, incidents, and corrective actions are recorded and maintained to provide evidence of monitoring and compliance.
- Incident Response: Significant incidents, near misses, or identified hazards are investigated promptly, with actions taken to prevent recurrence.
- Legislative and Best Practice Updates: The policy and procedures are updated to reflect changes in legislation, guidance, or best practice, ensuring ongoing compliance and safety.
- Health and safety performance, including inspections, audits, incidents, and corrective actions, is reported formally to the Advisory Board and included in the Clinical Governance report, ensuring governance oversight and accountability.

References / Cross-Referenced Policies

This Health and Safety Policy should be read in conjunction with the following school and hospital policies, which provide further guidance on specific areas:

- Fire Safety Policy – detailed procedures on fire prevention, alarms, evacuation routes, and drills.
- First Aid Policy – arrangements regarding first aid provision, staff training, medication, and medical support.
- Safeguarding Policy – procedures relating to the welfare and protection of students.
- Educational Visits Policy – guidance on planning and managing educational visits safely.
- Risk Assessment Policy – methodology for assessing and managing risks across school activities and premises.
- Disaster Plan / Business Continuity Policy – procedures for major incidents or emergencies affecting school operations.
- Mental Health and Wellbeing Policy – guidance on promoting staff and student wellbeing, and responding to mental health concerns.
- Premises Management Policy – procedures for managing building safety, maintenance, and compliance with statutory requirements.
- Reasonable Force and Physical Intervention Policy – guidance on the safe and lawful use of physical intervention, primarily delivered by trained hospital staff.

These policies complement the Health and Safety Policy, ensuring that all aspects of staff, student, and visitor safety, welfare, and statutory compliance are fully covered.