



## HEALTH AND SAFETY POLICY

June 2026

### PART ONE - STATEMENT OF INTENT

The School's Governing Body and Headteacher recognise and accept their responsibilities under law. As responsible employers and/or persons in control of premises, the requirement to provide a safe and healthy working environment for all employees and others affected by its activities is acknowledged.

The school is committed to managing risks by ensuring that risk assessments are undertaken, control measures implemented, and systems are continuously monitored and reviewed led by the school's Governing Body and Headteacher.

The Governing Body and Headteacher are responsible for:

- Providing a safe and healthy working and learning environment and ensuring that the premises are maintained in a safe condition.
- Maintaining safe access to and egress from the premises.
- Preventing accidents and work-related ill health.
- Assessing and controlling risks from curriculum and non-curriculum work activities including offsite visits.
- Complying with statutory requirements as a minimum.
- Ensuring safe working methods and providing safe equipment.
- Providing effective information, instruction and training.
- Monitoring and reviewing systems to make sure they are effective.
- Developing and maintaining a positive health and safety culture through communication and consultation with employees on health and safety matters.
- Setting targets and objectives to develop a culture of continuous improvement.
- Ensuring a healthy working environment is maintained including adequate welfare facilities.
- Ensuring adequate resources are made available for health and safety issues, so far as is reasonably practicable.
- Ensuring safe use, handling and storage of substances at work.

In addition to the above commitment, the Governing Body and Headteacher also recognise their obligations to non-employees and provide trainees, members of the public, pupils, contractors, etc., or anyone who is or may be affected by the School's activities with the necessary information, instruction, training and supervision to ensure the safety of those affected.



The Governing Body and Headteacher are committed to this Policy, and all staff are required to comply. They are encouraged to support the Governing Body and Headteacher's commitment to continuous improvement in the School's health and safety performance. For this policy to be effectively implemented, the school requires the full co-operation of employees and others who use the premises.

**This policy has been produced and will apply:**

- 1) in accordance with the School's intention to comply with all requirements of the *Health and Safety at Work etc. Act* (HSAW) 1974 Section 2 (3) and all other relevant statutory requirements.
- 2) with reference to the non-statutory advice in *Health and Safety: responsibilities and duties of schools* (April 2022); and
- 3) in line with the School's intention to ensure, so far as is reasonably practicable, the health, safety and welfare of all staff, pupils and visitors, while in School or engaged on school activities.

This Policy Statement and the accompanying organisation and arrangements will be reviewed at least annually and revised as and when necessary.

This Policy Statement, together with the organisational structure and the following arrangements and procedures, has been approved by the school's Governing Body.

Chair of Governors	Headteacher
Signed: 	Signed: 
Name: T. J. CARE	Name: G. HALLAM
Date: 10 <sup>TH</sup> NOVEMBER 2025	Date: 13/11/25

**Review date:** November 2026

## **PART TWO - ORGANISATION**

### **Introduction**

To achieve compliance with the Governing Body and Headteacher's Statement of Intent the School's normal management structure will have additional responsibilities assigned to them as detailed in this part of this Policy Document.

### **Responsibilities defined and actions required by the Governing Body**

The Governing Body require that the School should adopt this framework for managing health and safety:

- The Governor responsible for health and safety attends where possible the meetings of the School's termly Health and Safety Committee and receives copies of all relevant paperwork.
- The minutes of the School's Health and Safety Committee meetings and a report on health and safety covering: statistics on accidents to pupils, staff and visitors, staff training, fire drills, and all new or revised policies and procedures are tabled termly at a meeting of the Governing Body.
- There is an opportunity at each term's Governing Body meeting for any Governor to bring any other issues on health and safety to the Governing Body's attention.
- An external health and safety consultant reviews the overall arrangements for health and safety, including fire safety, the general state of the school, and reports on actions required with recommended timescales. The progress of implementation is monitored by the Governing Body.

### **Governing Body**

The Governing Body has overall collective responsibility for health and safety within the School. They have a responsibility to ensure that health and safety issues are considered and addressed, and that this policy is implemented throughout the School.

They will also make adequate resources available so far as is reasonably practicable, to enable legal obligations in respect of health and safety to be met. This will include ensuring the provision of sufficient training opportunities to staff to ensure they are able to work in a safe manner.

Where appropriate, advice from a Competent Person will be sought to advise the School and tasks will be delegated to suitable employees in order to assist the Governing Body in carrying out its duties.

The Governing Body will hold the Headteacher to account in respect of the requirements set out in this policy.

In consultation with the Headteacher, the Governors will ensure that there are effective and enforceable arrangements for the provision of health and safety throughout the School. The Governing Body will monitor the implementation of this policy, periodically assessing its effectiveness and ensuring that any necessary revisions are made.

## **Headteacher**

The Headteacher will assist the Governing Body in directing the overall management and development of this policy, defining the aims of the policy and communicating the responsibilities associated with the management of health and safety within the School.

The Headteacher will report to the Governing Body on health and safety performance and assist the Governing Body in implementing changes in the policy which it has approved.

The Headteacher will maintain the profile of health and safety within the School by the development of safe working practices and conditions and will ensure that health and safety standards are maintained at all times.

## **Chief Operating Officer (COO)**

Day-to-day responsibility for the operation of health and safety at the school is delegated by the Headteacher to the Chief Operating Officer (COO).

The COO provides support to the Governing Body and the Headteacher to enable them to fulfil their health and safety duties. The COO has the following responsibilities:

- Ensure they are familiar with the School's health and safety management systems.
- Coordinate and manage the annual risk assessment review process for the School.
- Keep up to date with health and safety legislation and case law.
- Coordinate the provision for the inspection and maintenance of work equipment throughout the School.
- Manage the records of all health and safety activities including management of the fabric of the building and building services.
- Advise the Headteacher of situations or activities which are potentially hazardous to health and safety of staff, pupils and visitors.
- Ensure that staff are adequately instructed in safety and welfare matters about their specific workplace and the school in general.
- Co-ordinate advice from specialist safety advisors and be responsible for the production of associated action plans.
- Ensure compliance with Construction (Design and Management) Regulations.
- Investigate and record accidents and incidents.
- Chair the School Health and Safety Committee.

So far as is reasonably practicable, the COO will ensure that arrangements are in place for:

- Safety and security
- Fire safety
- Electrical safety
- Gas safety
- Water quality
- Hazardous materials, including asbestos
- Emergencies
- Staff induction and training
- The appointment of competent contractors.

## Health and Safety Committee

The role of the Health and Safety Committee is to:

- Discuss matters concerning health and safety, including any changes to regulations.
- Monitor the effectiveness of health and safety within the School.
- Monitor progress in implementing any recommendations in the fire risk assessment.
- Review accidents and near misses and discuss preventative measures.
- Review and update risk assessments.
- Discuss training requirements.
- Monitor the implementation of professional advice.
- Review health and safety policy guidance.
- Assist in the development of safety rules and safe systems of work.
- Monitor communication and publicity relating to health and safety in the workplace.
- Encourage suggestions and reporting of defects by all members of staff.

The committee meets once a term and is chaired by the COO. The Governor with responsibility for oversight of health and safety will attend whenever possible and will report to the Governing Body on the business of the committee. The appointed competent person also attends as required.

The minutes of each meeting of the committee will be made available to the Governing Body and to staff.

The members of the committee are:

- Headteacher
- COO
- Head of Senior School
- Head of Junior School
- Assistant Head (Early Years)
- Assistant Head (Head of Sixth Form and DSL)
- Human Resources Manager
- Senior School Science Subject Leader
- Senior School Design Technology Subject Leader
- Senior School Art Subject Leader
- Director of Sport
- Head Caretaker
- Executive Assistant
- Catering Manager
- Facilities Development and Community Use Lead
- Facilities Operation Lead

Where a committee member's absence is unavoidable, they are responsible for arranging for another delegate to attend on their behalf, to represent their area of responsibility and to report back to them following the meeting.

### **Subject leaders and co-ordinators and the Assistant Head (Early Years)**

Subject leaders in the senior school, subject co-ordinators in the junior school, and the person in charge of the Early Years Foundation Stage (EYFS) will ensure, so far as is reasonably practicable, the health and safety of those affected by activities under their control. They are responsible for maintaining up to date risk assessments for areas under their control.

Specific risk assessment requirements include:

- Science activities (including hazardous substances and flammable materials) - Senior School Science Subject Leader
- Sports activities - Director of Sport
- Art activities (including harmful substances and flammable materials) - Senior School Art Subject Leader
- Music activities - Senior School Music Subject Leader
- Design Technology activities - Senior School Design Technology Subject Leader
- Outdoor lessons - Head of Senior School, Head of Junior School, Assistant Head (Early Years)
- Trips and visits - Head of Senior School, Head of Junior School, Assistant Head (Early Years)
- EYFS - Assistant Head (Early Years)
- Catering - Catering manager
- Cleaning - Cleaning team leaders/cleaning contractors

### **Educational Visits Co-ordinator (EVC)**

The EVC is responsible for ensuring that the risks assessments prepared for trips and visits take due account of health and safety requirements and that any external organisation used for a specific visit is properly licensed and insured for the activities which will take place.

### **Head Caretaker**

The Head Caretaker will assist the COO (in co-operation with others as appropriate) as required with the implementation of the following:

- Building security.
- Prevention of unsupervised access by pupils to potentially dangerous areas.
- Site traffic movements.
- Maintenance of school vehicles.
- Testing arrangements, maintenance and records, including fire, electrical, gas, equipment, water quality, asbestos.
- Good standards of housekeeping, including drains, gutters, etc.
- Control of hazardous substances for grounds maintenance activities.
- Keeping statistics and preparing summary reports for the School Health and Safety Committee.
- Producing and maintaining records of maintenance work.

## **Human Resources (HR) Manager**

The HR Manager will:

- Advise the Senior Leadership Team if additional health and safety training is identified.
- Arrange any health and safety training that has been requested by the Senior Leadership Team.
- Maintain records of health and safety training.

## **Designated Safeguarding Lead (DSL) and Deputies**

The DSL and the members of the designated safeguarding team are required to ensure that pupils remain safe from harm both within and beyond the school. This requires vigilance and actions in many areas relating directly and indirectly to health and safety, including:

- The security of all school sites, working with the Headteacher and COO.
- Appropriate safeguarding training and guidance for those working at the School as employees, contractors, or volunteers and for those visiting the school.
- Ensuring that the School meets the requirements for safeguarding and the wellbeing of pupils as set down in the Independent School Standards.
- Working with the HR Manager to ensure that all required checks are in place before a person may commence work at the school.

## **School Office**

Staff working in the Senior and Junior School offices are responsible for:

- Maintaining an accident book and referring notifiable accidents to the COO for reporting to the Health & Safety Executive.
- Keeping statistics and preparing summary reports for the Health and Safety Committee.
- Checking that all first aid boxes and eye wash stations are replenished.
- Weekly checks of Automated External Defibrillator/s (AEDs).

## **Staff**

The co-operation of all staff is essential to the success of this policy. Staff should notify their line manager or a member of the Senior Leadership Team of any hazards to health and safety which they notice and of any suggestion they wish to make regarding health and safety.

Staff are required to:

- Follow this policy and raise any questions about the implementation of this policy with the COO.
- Follow requirements imposed on the School or any other person under health and safety law and co-operate fully to enable them to perform their duties effectively.
- Take reasonable care for their own health and safety and, that of pupils, visitors, temporary staff, volunteers, and contractors.
- Comply with the School's Health and Safety Policy and procedures at all times.
- Exercise effective supervision of pupils within their control and to know the procedures for fire, first aid and other emergencies.
- Report all accidents, incidents and near misses in line with the reporting procedure.
- Co-operate with school management on all matters relating to health and safety.

- Not intentionally interfere with or misuse any equipment or fittings provided in the interests of health, safety and welfare.
- Report all defects of premises or equipment and any health and safety concerns.
- Ensure that they only use equipment or machinery that they are competent / have been trained to use.
- Make use of all necessary control measures and personal protective equipment provided for safety or health reasons.

### **Pupils**

All pupils must be encouraged to follow all safe working practices and observe all school safety rules.

Pupils, allowing for their age and aptitude, are expected to:

- Exercise personal responsibility for the health and safety of themselves and others.
- Observe standards of dress consistent with safety and/or hygiene.
- Observe all the health and safety rules of the school and in particular the instructions of staff given in an emergency.
- Use and not wilfully misuse, neglect or interfere with things provided for their health and safety.
- Inform any member of staff of any situation which may affect their safety.

### **Visitors**

Where the facilities are shared, it must be ensured that there are suitable and sufficient arrangements for communicating and coordinating health, safety and security policies and procedures with other occupiers e.g. catering/cleaning contractors, parents and outside staff.

The COO will ensure that a suitable system is implemented whereby visitors are required to record their visit to the school and the time they leave. This will include all visitors to the school including Governors, contractors, and volunteers.

Visitors will be required to wear a visitors' identification badge and be accompanied at all times by a responsible employee (unless they are a regular visitor who has passed safeguarding checks).

Should a fire/emergency occur or the fire alarm be activated whilst visitors are on the school's premises, the person accompanying the visitor will take them to the fire assembly point.

Should an incident/accident occur involving a visitor, it must be reported and an investigation undertaken as soon as possible by the Headteacher (or person delegated to by the Headteacher).

### **External Health and Safety Advisors**

The School has appointed Pentagon Assurance as its legally designated "competent person" to support compliance with health and safety legislation, specifically in accordance with HS(G)65.

As part of this arrangement, Pentagon will provide a Health and Safety Advisor whose primary responsibility will be to design and lead a comprehensive safety development programme tailored to the School's needs.

Pentagon's support will include:

- Annual HS(G) 65 audit
- Annual desktop review with H&S Co-ordinator
- Management of H&S documents to requirements of HS(G) 65
- Annual Legal register review
- Attendance at 3 H&S committee meetings

The COO will also arrange as appropriate for additional external consultants to advise on specific matters of health and safety within the School.

## PART THREE - ARRANGEMENTS

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## 1. RISK ASSESSMENT

### 1.1 Curriculum Safety

Subject Leaders are responsible for identifying and controlling risks associated with curriculum activities, in line with national guidance such as CLEAPSS. For any activity not covered by national guidance, a suitable and sufficient risk assessment must be carried out.

Each department must:

- Maintain an up-to-date inventory of all equipment.
- Ensure tools, equipment, and machinery are regularly checked, properly maintained, and stored safely.

### 1.2 Display Screen Equipment (DSE)

All staff who use display screen equipment for more than one hour per day must complete a DSE self-assessment and submit it to their line manager.

Staff identified as DSE users are entitled to an eyesight test every two years, conducted by a qualified optician.

DSE assessments are reviewed annually, and must also be updated when:

- Equipment is changed.
- Office layouts are altered.
- Staff roles or workstations change.

### 1.3 Educational Visits / School Trips

Refer to [Educational Visits Policy](#)

The school complies with DFE Guidance on offsite visits and school journeys.

### 1.4 Friends of The Newcastle School (FoTNS)

The school supports the activities of the Friends of The Newcastle School (FoTNS), providing a platform for parental involvement in school life.

FoTNS with support from the COO, is responsible for ensuring that risk assessments are completed for all events they organise. Adequate insurance cover must be in place for these activities, in line with school policy and legal requirements.

### 1.5 Hazardous Substances (Control of Substances Hazardous to Health (COSHH))

The COO acts as the designated COSHH Coordinator and oversees the implementation of COSHH procedures across the site.

Each department is responsible for:

- Maintaining an up-to-date inventory of hazardous substances used or stored within their area.
- Conducting and regularly reviewing COSHH risk assessments for all relevant substances and activities.
- Ensuring that appropriate control measures are in place and followed.

- Communicating risks and safe handling procedures to all relevant staff and, where applicable, pupils.
- Keeping records of training, assessments, and incidents related to hazardous substances.

All reasonable steps will be taken to prevent exposure to hazardous substances. Where elimination or substitution is not possible, suitable control measures will be implemented, and a COSHH risk assessment must be completed and shared with affected staff.

Departments must ensure that:

- Safety Data Sheets (SDS) are available and accessible for all hazardous substances.
- Staff receive appropriate training in the safe use, storage, and disposal of hazardous substances.
- Suitable personal protective equipment (PPE) is provided and used correctly.
- Emergency procedures are in place for spills, accidental exposure, or other incidents.

Where applicable, departmental safety policies may supplement this overarching policy to address specific risks and procedures relevant to their subject area or operational activities.

Model risk assessments, such as those provided by CLEAPSS, may be used as a basis for departmental assessments, provided they are appropriately customised to reflect the specific circumstances and environment of the school.

## **1.6 Lone Working**

*Refer to Security, Access Control, Workplace Safety and Lone Working Policy*

The school ensures that lone working is risk assessed and that appropriate control measures are put in place to mitigate those risks. Staff assist in the operation of any systems designed to provide for their safety.

## **1.7 Manual Handling**

*Refer to Working at Height Policy & Manual Handling Policy*

Where manual handling tasks cannot be avoided and present a significant risk, a manual handling risk assessment will be completed and shared with relevant staff. Appropriate training will be provided where necessary.

Staff and pupils must not undertake manual handling activities that could cause harm to themselves or others. They are expected to follow all provided information, instructions, and training.

The COO is responsible for ensuring:

- Staff do not carry out manual handling risk assessments unless trained to do so.
- Staff involved in manual handling receive adequate information, instruction, training, and where appropriate equipment to carry out tasks safely.

## 1.8 Noise

The School is aware of their responsibility for assessing the risks of noise and where noise is identified as a significant risk the School ensures appropriate control measures are put in place.

## 1.9 Personal Protective Equipment (PPE)

Personal Protective Equipment (PPE) is a key control measure used to reduce the risk of harm where hazards cannot be eliminated or adequately controlled by other means. The need for PPE is identified through general risk assessments and COSHH-specific assessments.

Responsibilities:

- Senior Leaders and Department Leads are responsible for:
  - Assessing tasks and environments to determine PPE requirements.
  - Selecting appropriate PPE based on the nature of the hazard, ensuring it meets relevant standards.
  - Procuring and providing PPE to users at no cost.
  - Maintaining a departmental PPE inventory, including expiry dates and replacement schedules.
  - Ensuring staff are trained in the correct use, storage, and maintenance of PPE.
  - Monitoring compliance and addressing any misuse or non-use of PPE.
- Users of PPE are responsible for:
  - Using PPE as instructed and provided.
  - Reporting any defects, damage, or concerns regarding PPE immediately.

Compliance with COSHH:

Where hazardous substances are present, PPE must be considered as part of the COSHH risk assessment. This includes:

- Ensuring PPE is suitable for the type of exposure (e.g. respiratory protection, gloves, eye protection).
- Confirming compatibility with other control measures (e.g. ventilation systems).
- Keeping records of PPE issued, including type, date of issue, and expiry.
- Ensuring PPE is used in conjunction with other controls, not as a substitute.

PPE must be regularly inspected, maintained, and replaced as necessary to ensure continued effectiveness. Where applicable, departments may supplement this policy with subject-specific guidance tailored to their operational needs.

## 1.10 Pupil Supervision

Refer to [Pupil Supervision Policy](#)

The level of pupil supervision is determined through risk assessment, taking into account the nature of the activity, the age and needs of the pupils, and the environment in which the activity takes place. Staff are responsible for ensuring appropriate supervision is in place at all times to safeguard pupils and minimise risk.

## 1.11 Risk Assessment

Refer to [Risk Assessment Policy](#)

Ensuring the School has effectively implemented risk assessments is the responsibility of the Headteacher and the COO. Risk assessments are available for all staff to view and are held centrally in the 'Staff Information' (a staff shared area of the School's computer network).

Risk assessments will be reviewed on an annual basis or when the work activity changes, whichever is the soonest and staff are made aware of any changes to risk assessments relating to their work.

### General

The school conducts and documents risk assessments for all activities which present significant risks to the staff, pupils and visitors.

### Curriculum

Risk assessments for curriculum-related activities will be conducted by the relevant Subject Leaders or subject teachers, following appropriate codes of practice and using model risk assessments where applicable.

When a new course is introduced or developed, all associated activities will be reviewed against these standards. Any significant findings will be integrated into daily teaching materials, including schemes of work, lesson plans, and other relevant documentation.

### Lone Working

The School recognises that staff who work alone can be exposed to additional risks which wouldn't be present if accompanied by another person. The school have determined, by risk assessment, those activities where work can be done safely by one unaccompanied person.

### Individual Risk Assessment

The School recognises that the general precautions taken to protect the health and safety of the workforce may not in all cases protect all employees, visitors and pupils. There are circumstances where further risk assessment is required to ensure the safety of all individuals within the school, examples include where an individual has been identified as a:

- New/Expectant Mother
- Person with a disability or a short-term ailment (including those using crutches)

- Inexperienced member of staff.

The COO along with relevant staff, in cooperation with the individual (and their parent/guardians in certain circumstances), will assess these risks, identify relevant control measures and review them on a regular basis.

### **1.12 School Transport**

*Refer to Minibus Policy*

All school minibus drivers must:

- Be aged 21 or over.
- Hold a full Category B (car) driving licence with D1 entitlement.
- Successfully complete a formal driver assessment prior to being authorised to drive.
- Submit to annual checks of their driving licence
- Complete an annual health declaration.

The HR Manager maintains a current list of approved drivers and ensures that all required checks are carried out and documented annually.

Before each journey, approved drivers must:

- Complete a pre-use vehicle checklist to confirm the roadworthiness and safety of the minibus.
- Report any faults, concerns, or issues immediately to the Office Staff.
- Ensure that any identified issues are addressed before the vehicle is used, with remedial actions coordinated by the COO.

Drivers are also responsible for:

- Ensuring that all passengers wear seatbelts.
- Adhering to legal requirements and school policy regarding speed limits, rest breaks, and supervision.
- Maintaining appropriate behaviour and safety standards during transport.

### **1.13 Security Arrangements**

*Refer to Security, Access Control, Workplace Safety and Lone Working Policy*

Potential risks to site security are identified and evaluated through the formal risk assessment process. Where reasonably practicable, measures are implemented to ensure that premises remain secure, access is appropriately controlled, and unauthorised entry is prevented.

Maintaining a safe and secure environment requires the cooperation and vigilance of all employees and visitors. However, individuals must never compromise their personal safety in the course of reporting or responding to security concerns.

Any suspicious activity, behaviour, or incidents occurring on or near the premises must be reported immediately. A written record should be maintained for all incidents involving trespass, violence, or other security breaches.

#### **1.14 Violence to Staff**

The school are aware of their responsibility for assessing the risks of violence to staff and where violence is identified as a significant risk the school ensure appropriate control measures are put in place. Staff report any incident of aggression or violence (or near misses) directed to themselves to the Headteacher or any member of the Senior Leadership Team.

#### **1.15 Work Experience Placements**

*Refer to Work Experience Policy*

Work experience placements, whether undertaken by pupils off-site or by individuals placed within the school, must comply with relevant health and safety legislation.

Pupils on Placement: The school will ensure that external providers have appropriate health and safety arrangements in place, including risk assessments and supervision. Pupils must receive a pre-placement briefing and report any concerns during their placement to a member of school staff.

Placements within School: Individuals undertaking placements at the school will be provided with a site induction, relevant training, and supervision appropriate to their role. Risk assessments will be completed for any tasks involving significant risk.

All parties involved in placements must follow the school's safeguarding and health and safety procedures at all times.

#### **1.16 Working At Height**

*Refer to Working at Height Policy*

Where work at height activities cannot be avoided a task specific risk assessment will be conducted to ensure risks are adequately controlled and communicated to any employee who may work at height.

Only employees who have had the necessary training are authorised to work at height. The COO is the School's nominated person responsible for work at height. Access equipment such as ladders, stepladders and kickstools are subject to monthly recorded inspections to ensure they are suitable and in good working order. It is the responsibility of the Caretakers to carry out these checks. Procedures are in place to ensure any damaged access equipment is clearly labelled and removed as soon as practicable.

## **2. PREMISES**

### **2.1 Asbestos**

Asbestos surveys have been completed for all school sites, and an Asbestos Management Plan is in place. This plan is accessible to contractors and relevant personnel working on or within school buildings.

To minimise the risk from asbestos-containing materials (ACMs), the school maintains a safe and healthy environment by:

- Complying with all relevant legislation, including the Control of Asbestos Regulations 2012.
- Removing ACMs where the risk to building users is deemed unacceptable.
- Appointing a named responsible person (COO) to oversee the implementation and review of the Asbestos Management Plan.
- Communicating the location of ACMs to staff, contractors, and visitors where necessary.

Where work may involve contact with ACMs:

- The COO or Head Caretaker will appoint an HSE-licensed asbestos contractor to carry out the work.
- No untrained staff or contractors may disturb or work near ACMs.

Staff Awareness and Reporting:

- Any school employee whose role may involve potential exposure to asbestos will receive asbestos awareness training.
- If any employee, contractor, or pupil suspects they have discovered asbestos, they must report it immediately to the COO. The area will be secured and appropriate action taken in line with the Asbestos Management Plan.

### **2.2 Catering and Food Hygiene**

All catering activities must be carried out in a manner that protects the health and wellbeing of pupils, staff, and visitors

Catering services are provided by a contract caterer who is responsible for ensuring compliance with all relevant food hygiene and safety legislation, including the Food Safety Act 1990 and Food Hygiene Regulations.

The School ensures that:

- The caterer holds appropriate food hygiene certification and is registered with the local authority.
- Regular inspections and audits are carried out to monitor hygiene standards.
- Any concerns relating to food safety are reported to the COO and addressed promptly.

Where food is prepared by staff, for example, during lessons, clubs, or school events, the following arrangements apply:

- Staff must follow basic food hygiene practices, including handwashing, safe food storage, and cleaning of surfaces and utensils.

- Any staff involved in regular food preparation must complete basic food hygiene training, appropriate to the level of risk.
- Risk assessments must be completed for food-related activities, particularly where pupils are involved.
- All food preparation areas must be kept clean, and any perishable items must be stored and handled safely.

### **2.3 Cleaning and Housekeeping**

A cleaning schedule is in place and monitored by the COO to ensure that all areas of the school are maintained to a high standard of cleanliness. Deep cleaning is carried out periodically, and waste is disposed of in accordance with health and safety and environmental guidelines.

The School ensures:

- General cleanliness across all areas.
- Safe stacking and storage of materials.
- Proper maintenance and inspection of equipment such as ladders.
- That non-slip flooring is used where appropriate.

All staff and pupils are expected to adopt good housekeeping practices to support a safe and healthy working and learning environment.

### **2.4 Construction (Design and Management) Regulations (CDM)**

The School complies with the Construction (Design and Management) Regulations 2015 (CDM) for all construction and maintenance projects. These regulations apply to any building work, including new builds, refurbishments, extensions, and significant maintenance.

Where applicable, the school will:

- Appoint a Principal Designer and Principal Contractor for notifiable projects.
- Ensure that all duty holders are competent and understand their responsibilities under CDM.
- Provide relevant pre-construction information to contractors.
- Ensure that a Construction Phase Plan is in place before work begins.
- Monitor the work to ensure it is carried out safely and in accordance with legal requirements.

All construction work is risk assessed, and appropriate control measures are implemented to protect pupils, staff, and visitors.

### **2.5 Community Use / Lettings**

The COO will ensure that any hirer of the premises, for any event, is aware of their obligations under health and safety legislation and the school health and safety policies. The School ensures that the hirer has public liability insurance in place in order to indemnify the School from all such hirer's claims arising from negligence.

A lettings agreement is completed for all hires, confirming that the premises will be used safely and in accordance with school expectations.

## 2.6 Electrical Safety

The School takes all reasonably practicable steps to ensure that electrical equipment is safe, suitable for its intended use, and maintained in a safe condition. All relevant staff are made aware of the hazards associated with electrical equipment and must follow safe working procedures to minimise risks to themselves and others.

Key measures include:

- Portable Appliance Testing (PAT) is carried out annually.
- Fixed Electrical Installation Testing (Fixed Wire Testing) is conducted every five years, or sooner if required by changes in use or condition.
- Records of all electrical safety tests are maintained and stored securely on the Staff SharePoint.
- Only competent persons with appropriate technical knowledge, training, and information may carry out testing, repairs, or work on electrical systems.

Staff responsibilities:

- Conduct a visual inspection of plugs, cables, and equipment before use.
- Report any faults or concerns with electrical equipment or wiring to the COO immediately.
- Do not use defective equipment, it must be clearly marked and removed from service until repaired or safely disposed of.
- Personal electrical items must not be brought into school without prior authorisation and must undergo the same safety checks as school-owned equipment.

All electrical safety procedures are reviewed regularly to ensure ongoing compliance with relevant legislation, including the Electricity at Work Regulations 1989.

## 2.7 Gas Safety

All gas appliances and systems on the school site are maintained and tested by Gas Safe registered contractors in accordance with legal requirements. Formal inspections are carried out annually, and visual checks are conducted regularly by caretaking staff to identify any signs of damage or malfunction.

No person may interfere with or attempt to repair any gas appliance, fitting, or pipework unless they are qualified, competent, and authorised to do so.

The School ensures:

- Records of inspections and maintenance are kept securely.
- Any faults or concerns are reported immediately to the COO.
- Contractors working on gas systems are vetted for competence and certification.
- Risk assessments are completed for any work involving gas systems or appliances.

## 2.8 Legionella

The school has an effective Water Hygiene Management Plan in place to control the risks of legionellosis to pupils, staff, and visitors. A Legionella Risk Assessment is carried out by a competent contractor and reviewed every two years, or sooner if there are significant changes to the water system or building layout.

The COO is the named responsible person and has received appropriate training in water system management. They are responsible for ensuring that all operational controls such as temperature monitoring, flushing regimes, and sampling are conducted and recorded in the school's Water Log Book.

Regular documented water checks are undertaken, and an annual inspection is carried out to ensure compliance. Records of all maintenance, monitoring, and sampling activities are retained.

## 2.9 Maintenance of Machinery and Equipment

The school ensures that all machinery and equipment are inspected, tested, and maintained in accordance with legislative requirements and manufacturer guidance. Competent contractors or suitably trained staff carry out these tasks at appropriate intervals, and records are maintained by the COO.

All staff must:

- Report any faults or concerns with machinery or equipment to the COO immediately.
- Ensure defective equipment is clearly marked and removed from service, stored securely pending repair or disposal.
- Conduct basic visual checks before use, where appropriate.

Subject Leaders are responsible for:

- Identifying and implementing maintenance requirements for equipment within their departments.
- Ensuring staff receive appropriate training or instruction.
- Providing and enforcing the use of necessary personal protective equipment (PPE).

The following equipment has been identified as involving specific health and safety risks. Inspection, use, and repair responsibilities are outlined below:

Equipment	Inspection & Repair	Inspection Frequency
Access equipment (e.g. ladders)	Caretakers	Monthly
Caretaking/cleaning equipment incl. hand tools	Caretakers	As per manufacturer's guidance
Gas appliances (incl. boilers)	Approved contractor	Annually
PE and sports equipment	Approved contractor	Annually

Equipment	Inspection & Repair	Inspection Frequency
Playground apparatus	Approved contractor	Annually
LEV, fume cupboards, spray booths	Approved contractor	Every 14 months
Technology equipment	Approved contractor	Annually
Art/Design equipment	Approved contractor	Annually
Portable electrical equipment	Approved contractor	Annually
Fixed electrical wiring	Approved contractor	Every 5 years
Fire detection and alarm system	Approved contractor	As per fire safety regulations
Emergency lighting	Approved contractor	As per fire safety regulations
Firefighting equipment	Approved contractor	Annually
School minibuses	Approved contractor	As per DVSA guidance
Fixed and portable pressure systems	Approved contractor	As per Pressure Systems Safety Regulations
Water systems (incl. Legionella control)	Approved contractor	As per Legionella risk assessment
Kitchen extract canopies and ductwork	Approved contractor	Annually
Air conditioning	Approved contractor	Every 6 months
Access control & CCTV	Approved contractor	Annually
Intruder alarm	Approved contractor	Annually
EVAC chairs	Approved contractor	Annually

## 2.10 Managing Contractors

*Refer to Selecting and Managing Contractors Policy*

Contractors working on school premises must comply with all relevant health and safety legislation and the school's safeguarding requirements. They are expected to follow their own safe systems of work while considering the impact of their

activities on staff, pupils, and visitors. All contractors must adhere to site rules, including signing in, wearing identification, and being briefed on emergency procedures and known hazards.

Before engagement, contractors are subject to competency checks, including the review of health and safety policies, risk assessments, and method statements. The school provides relevant site-specific information and ensures that contractor activities are risk assessed, with appropriate control measures in place before work begins.

A senior member of staff is appointed to liaise with contractors throughout the duration of the work and monitor compliance. Any concerns about unsafe practices must be reported immediately to the COO.

### **2.11 Premises Management**

The School identifies and manages risks associated with caretaking, grounds maintenance, and general premises operations through the formal risk assessment process. This includes assessing hazards related to manual handling, working at height, use of machinery, and exposure to hazardous substances.

Daily site inspections are carried out by the caretaking team to identify and address any immediate issues such as damage, obstructions, or unsafe conditions. More detailed inspections are conducted periodically and recorded to ensure ongoing compliance with health and safety standards.

The COO is responsible for overseeing premises safety, ensuring that maintenance schedules are followed, statutory checks are completed (e.g. fire safety systems, water hygiene, electrical testing), and that any defects or hazards reported by staff are acted upon promptly. All staff are encouraged to report concerns using the recognised reporting process to support the safe upkeep of the school environment.

### **2.12 Slips, Trips and Falls**

The School recognises that slips, trips, and falls are among the most common causes of accidents. It is the responsibility of all staff to maintain safe environments by keeping traffic routes and exit paths clear, particularly within classrooms and workspaces. The COO ensures regular inspections of communal areas to identify and address potential hazards.

All hazards, obstructions, spillages, defects, or maintenance issues must be reported promptly to the COO / Caretakers. Staff are expected to remain vigilant and take proactive steps to prevent accidents.

The school ensures that:

- All areas are adequately lit.
- Handrails are installed where necessary.
- Floors are regularly cleaned and maintained to prevent the build-up of substances that may cause slipping.
- Non-slip flooring is used in high-risk areas such as kitchens and bathrooms.

- Warning signs are used to highlight temporary hazards.
- Corridors and walkways are kept clear, and cables are secured to prevent tripping.

### **2.13 Snow and Ice**

Adequate arrangements are in place to minimise the risks from snow and ice on the site e.g. access/egress routes. A risk assessment has been carried out to determine what type of action needs to be undertaken during adverse weather conditions. There is suitable storage for salt/grit and tools, (such as wheeled grit spreader) on site and a sufficient supply of grit/salt is available.

### **2.14 Vehicles on Site**

Refer to [Vehicle Movement on Site Policy](#).

Vehicle access to the school site is restricted and minimised wherever possible to ensure the safety of pupils, staff, and visitors. Pedestrian and vehicle routes are separated where practicable, and traffic routes are clearly signed and controlled.

Vehicular access is prohibited during peak pupil movement times, such as arrival and departure. A site speed limit of 5 mph is enforced, and vehicles must be parked only in designated bays to ensure emergency access routes remain clear at all times.

### **2.15 Waste Disposal**

The School ensures that all waste is disposed of safely and in accordance with relevant health, safety, and environmental regulations. General waste, recycling, and hazardous waste are managed through appropriate segregation and disposal procedures.

Contractors and staff must follow designated waste disposal protocols, and any hazardous or clinical waste must be handled by authorised personnel using approved methods. Waste bins are provided throughout the site and emptied regularly to maintain hygiene and prevent fire risks.

All staff are expected to report any issues related to waste management to the COO and to support good housekeeping practices across the school.

### 3. MEDICAL, FIRE & EMERGENCY ARRANGEMENTS

#### 3.1 Accident Reporting & RIDDOR

*Refer to RIDDOR and Accident Reporting Policy*

In accordance with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR), the School records and monitors all incidents to support continuous improvement of its safety management system.

The COO or Headteacher is responsible for reporting any incident that meets the criteria for RIDDOR to the Health and Safety Executive (HSE). This includes:

- Fatalities and specified injuries (e.g. fractures, amputations, loss of consciousness) - reported without delay (usually by telephone), followed by a written report within 10 days.
- Over-seven-day injuries - reported within 15 days of the incident.
- Occupational diseases - reported as soon as a diagnosis is confirmed.
- Dangerous occurrences (near misses with serious potential) - reported immediately and in writing within 10 days.

All staff are expected to report accidents, incidents, and near misses promptly. Line managers are responsible for investigating these and implementing measures to prevent recurrence.

#### 3.2 Administration of Medication

*Refer to [Supporting Pupils with Medical Needs Policy](#) and [Allergy and Anaphylaxis Policy](#)*

The school ensures that all medication is stored, handled, and disposed of safely and in accordance with current guidance. The School will only administer medication when it is essential and cannot be taken outside of school hours. Parents/carers must complete a written consent form and provide clear instructions for administration.

Office staff are responsible for accepting medication and ensuring all required documentation is completed before any medication is administered. A record of all medication administered is maintained by office staff and is available for inspection.

Non-controlled medication is stored in cupboards/ on shelves or, where refrigeration is required, in a clearly labelled container within a fridge with restricted access. All controlled medication is stored securely in a locked cupboard or medicine cupboard.

Emergency medication (e.g. asthma inhalers, adrenaline auto-injectors, blood glucose monitors) is readily accessible and not locked away. These are clearly labelled with the pupil's name and stored in agreed locations.

Pupils who are competent to manage their own medication (e.g. inhalers and adrenaline pens) are encouraged to do so.

Staff receive appropriate training before administering medication and are aware of emergency procedures.

### **3.3 Emergency Evacuation and Invacuation (Lockdown)**

*Refer to [Fire Safety, Procedures and Risk Assessment Policy](#) and Fire Action Plan and Invacuation Procedure*

The school is committed to ensuring the safety of all pupils, staff, and visitors in the event of an emergency. This includes procedures for both evacuation (e.g. fire or gas leak) and invacuation/lockdown (e.g. external threat or intruder).

Evacuation procedures are practiced termly and include clear roles, responsibilities, and routes. Fire drills are recorded in the fire logbook.

Invacuation and lockdown procedures are designed to protect occupants from external threats. These are rehearsed periodically and reviewed annually.

Communication systems are in place to alert staff and pupils during an incident, and post-incident support is available where needed.

### **3.4 Fire Safety**

*Refer to [Fire Safety, Procedures and Risk Assessment Policy](#) and Fire Action Plan*

The school prioritises the preservation of life in the event of a fire. All other considerations, including property protection, are secondary. The COO is responsible for ensuring that a fire risk assessment is carried out by a competent person and reviewed at least every two years, or immediately following any significant change to the premises, staffing, or activities.

Fire and emergency evacuation procedures are reviewed annually and practiced through termly fire drills, which are recorded in the fire logbook. All staff, pupils, and visitors are made aware of fire procedures during induction or sign-in. Personal Emergency Evacuation Plans (PEEPs) are developed for any individual who may require assistance during an evacuation. Fire evacuation instructions are clearly displayed in key areas throughout the school. Identified staff receive regular fire safety training, including the use of extinguishers and emergency procedures. Training records are maintained.

The school complies with the Regulatory Reform (Fire Safety) Order 2005 and follows guidance from the Department for Education and Building Bulletin 100 to ensure a safe environment for all.

### 3.5 First Aid

*Refer to First Aid Policy*

The school is committed to ensuring that adequate and appropriate first aid provision is always available to deal with accidents and injuries involving pupils, staff, and visitors.

A current list of qualified First Aiders is maintained and displayed in key locations across the school. It is the responsibility of office staff to check and restock all first aid kits on a termly basis to ensure they are fully equipped and compliant.

First aid kits are available in key areas of the school, including science labs, PE departments, and off-site trip kits. Automated External Defibrillators (AEDs) are located near the main entrances of both the junior and senior school sites. These are clearly signposted and accessible in an emergency.

All staff are made aware of first aid procedures and how to summon help in an emergency. First aid provision is reviewed regularly to ensure it remains effective and compliant with current health and safety legislation.

### 3.6 Infectious Diseases

*Refer to [Supporting pupils with medical conditions](#)*

The school follows the national guidance issued by the UK Health Security Agency (UKHSA), as outlined in the publication “Health Protection in Children and Young People Settings, including Education”. This includes the use of the UKHSA’s summary poster “Guidance on Infection Control in Schools and Other Childcare Settings”.

Staff are expected to follow the recommended exclusion periods for infectious illnesses, maintain high standards of personal hygiene, and support routine immunisation. In the event of an outbreak or unusual illness, the School will contact the local Health Protection Team for advice and follow the appropriate protocols.

### 3.7 Pupils With Medical Needs (Including Allergies)

*Refer to Supporting Pupils with Medical Needs Policy and [Allergy and Anaphylaxis Policy](#)*

The School recognises the importance of:

- Ensuring that all relevant staff are aware of pupils’ medical needs and understand their roles and responsibilities.
- Facilitating effective communication and cooperation between the school, families, and external health agencies.
- Providing appropriate training for staff involved in supporting pupils with medical needs.

The School has regard to the Department for Education’s statutory guidance “*Supporting Pupils at School with Medical Conditions*” (DfE, 2014, updated 2017),

and ensures that arrangements are in place to meet its responsibilities under the Children and Families Act 2014 and the Equality Act 2010.

## **4. WELLBEING**

### **4.1 Pregnant Members of Staff**

The school is committed to supporting the health, safety, and wellbeing of pregnant and new mothers in the workplace. Staff who are pregnant, have recently given birth (within the last 6 months), or are breastfeeding are encouraged to inform the school in writing as early as possible. This enables the school to carry out a specific, individual risk assessment in line with the Management of Health and Safety at Work Regulations 1999 and HSE guidance.

The risk assessment will be conducted in consultation with the staff member and reviewed regularly as the pregnancy progresses or if there are changes to their role or working environment.

The school provides appropriate rest facilities for pregnant and nursing staff, in accordance with statutory requirements.

### **4.2 Stress Management**

The school recognises that work-related stress can affect the wellbeing of staff and is committed to promoting a positive and supportive working environment. Staff are encouraged to speak to their line manager or a member of the senior leadership team if they are experiencing stress or feel overwhelmed. The school will respond sensitively and take reasonable steps to reduce or remove work-related stressors where possible.

Risk assessments will be carried out where concerns are raised, and appropriate support or adjustments will be considered. Staff wellbeing is supported through clear communication, manageable workloads, access to professional development, and regular opportunities for feedback.

### **4.3 Smoking**

Smoking and vaping are strictly prohibited on all school premises, including buildings, grounds, and vehicles, at all times. This applies to all staff, pupils, parents, visitors, and contractors.

The school promotes a smoke-free environment in line with the Health Act 2006 and supports public health objectives.

### **4.4 Workplace Health, Safety and Welfare**

The school will ensure that it meets the health, safety and wellbeing needs of staff, pupils and visitors, this will include providing:

- Sufficiently ventilated enclosed work areas.
- A reasonable comfortable temperature within school.
- Suitable lighting.
- Adequate space for activities
- Suitable floor and traffic routes free from uneven and slippery surfaces.

- Sufficient number of sanitary conveniences and washing facilities.
- A supply of drinking water.
- Facilities for changing to/from work clothes.
- Facilities for rest and to eat meals.

## **5. COMMUNICATION, TRAINING AND MONITORING**

### **5.1 Communication**

Health and safety information is communicated through staff briefings, noticeboards, email updates, and the Staff Handbook. Staff are encouraged to raise health and safety concerns with their line manager, the Headteacher, or the COO. The school promotes a culture of open communication, where staff feel confident to report hazards, suggest improvements, and seek advice.

### **5.2 Training and Competence**

A training needs analysis is conducted by the HR Manager and Subject Leads to identify the health and safety training requirements for each role. Training records are maintained by the HR Manager, who also coordinates the school's training and development plan.

Training is provided:

- At induction for all new staff.
- When there are significant changes to roles, procedures, or legislation.
- For specific tasks (e.g. manual handling, working at height, use of hazardous substances).
- As refresher training, including statutory updates (e.g. first aid).

Staff are responsible for informing their line manager if they feel they require additional training or support to carry out their duties safely.

### **5.3 Monitoring and Review of the Health and Safety Policy**

The Health and Safety Policy is reviewed annually or sooner if there are significant changes in legislation, guidance, or school operations. The Headteacher and COO are responsible for ensuring the policy remains up to date, effective, and reflective of current best practice.

Feedback from staff, incident reports, audits, and risk assessments are used to inform the review process. Any updates to the policy are communicated to all staff, and relevant training is provided where necessary.

## POLICY CONTROL - HEALTH & SAFETY POLICY

### Status & Review

<u>Statutory policy or document</u>	<u>Yes</u>
<u>Publish on school website</u>	<u>Yes</u>
<u>Review frequency</u>	<u>Annually</u>
<u>Approval date</u>	<u>June 2026</u>
<u>Review date</u>	<u>November 2026</u>

### Version Control

<b>Author</b>	<b>Creation / Revision Date</b>	<b>Version</b>	<b>Status</b>
COO (MAD)	November 2025	1.0	Final approved version for publication.  Complete re-write of previous policy.  Introduction of version control
Executive Assistant (TA)	June 2026	1.1	Updated links to associated policies that had been updated