

SMITH'S WOOD PRIMARY ACADEMY

Health and Safety Policy

2026/27



STATUTORY / CORE COMPLIANCE POLICY | ALL STAFF - READ & ACKNOWLEDGE

Policy owner	Nick Hobbis
Operational lead	Business Leader and Operations Manager / Designated Health & Safety leads
Employer	Smith's Wood Primary Academy
Competent advice	Competent external Health & Safety adviser (Mike Wright/Judicium) and other specialist competent persons as required
Approval body	Governing Body
Approved	TBC
Effective from	1 st September 2026
Next review	September 2027 or sooner if required
Review cycle	At least annually; additionally after significant incident, material premises/organisational change or relevant legal/guidance change
Version	1.0
Staff compliance	All staff must read and acknowledge this policy; role-specific training applies where identified
Publication / access	Staff compliance system; academy policy register; available to governors and relevant contractors/visitors

Contents

1. Statement of intent.....	4
2. Scope.....	4
3. Legal and regulatory framework.....	4
4. Health and safety management system	5
4.1 Plan	5
4.2 Do.....	5
4.3 Check	5
4.4 Act.....	5
5. Organisation and responsibilities	5
5.1 Governing Body.....	5
5.2 Headteacher.....	6
5.3 Operations Manager / designated Health & Safety lead	6
5.4 Business / finance leadership	6
5.5 Site Manager / premises team.....	6
5.6 Senior and middle leaders	6
5.7 Class teachers and pupil-facing staff.....	6
5.8 Kitchen / catering manager and provider	7
5.9 All employees	7
5.10 Pupils	7
5.11 Contractors	7
6. Consultation, communication and staff acknowledgement.....	7
7. Risk assessment	7
8. Accident, incident, near-miss and RIDDOR management.....	7
9. First aid and medical emergencies	8
10. Supporting pupils with medical conditions	8
11. Fire safety and evacuation.....	8
12. Emergency planning, critical incidents, lockdown and severe weather	8
13. Security, visitors and violence	9
14. Premises, estate and statutory compliance.....	9
15. Asbestos.....	9
16. Water hygiene and legionella.....	9
17. Electrical safety.....	10
18. Gas safety.....	10
19. COSHH and hazardous substances	10
20. Work equipment, machinery and guarding	10
21. Manual handling.....	10
22. Working at height.....	10
23. Display screen equipment.....	10
24. Personal protective equipment.....	11

25. Curriculum safety.....	11
26. Physical education, sport and outdoor play	11
27. Swimming.....	11
28. Educational visits and off-site activities.....	11
29. Contractors and construction work.....	11
30. Lettings, shared use and extended provision	11
31. Lone working.....	12
32. Occupational health, wellbeing and work-related stress	12
33. New and expectant mothers, young workers and individual risk	12
34. Infection prevention and public-health incidents	12
35. Food safety and allergies.....	12
36. Smoking, vaping, alcohol and substances	12
37. Vehicles, traffic and pedestrian safety	13
38. Safeguarding interface	13
39. Training, competence and induction	13
40. Monitoring, audit and reporting.....	13
41. Records and document control	14
42. Supporting policies and procedures.....	14
Appendix 1 - Local health and safety responsibility schedule	14
Appendix 2 - Minimum compliance and assurance schedule	15
Appendix 3 - Accident and near-miss escalation principles.....	15
Appendix 4 - Policy control and approval	16
Appendix 5 - Primary external guidance	16

1. Statement of intent

Smith's Wood Primary Academy recognises that effective health and safety management is fundamental to safeguarding pupils, protecting staff and visitors, maintaining business continuity and enabling high-quality education. The academy will manage health and safety systematically, proportionately and as an integral part of leadership, governance, curriculum delivery and estate management.

The academy trust is the employer and retains ultimate legal responsibility for health and safety. Day-to-day functions are delegated through this policy, but delegation does not remove the employer's legal duties.

The academy will, so far as is reasonably practicable:

- Provide and maintain a safe and healthy working and learning environment, including safe access and egress;
- Prevent injury and work-related ill health through suitable risk assessment, control, supervision and review;
- Provide safe plant, equipment, systems of work and arrangements for the safe use, handling, storage and transport of articles and substances;
- Provide appropriate information, instruction, training and supervision;
- Consult employees and recognised representatives on matters affecting health and safety;
- Maintain welfare arrangements appropriate to the academy's activities;
- Identify and manage premises, curriculum, occupational, public-health, security and emergency risks;
- Appoint or obtain access to competent health and safety advice and specialist competent persons where required;
- Investigate accidents, incidents, near misses and dangerous occurrences and act on learning;
- Maintain accurate statutory and management records and make required notifications, including RIDDOR reports where applicable;
- Provide sufficient resources to implement proportionate control measures; and
- Monitor performance, review arrangements and pursue continuous improvement using a Plan-Do-Check-Act approach.

2. Scope

This policy applies to all academy employees, governors/trustees acting on behalf of the academy, pupils, volunteers, agency workers, contractors, visitors and others who may be affected by academy activities. It applies to the academy premises and to academy-led activities off site, including educational visits, swimming, sports, clubs and other extended provision.

The policy is the overarching framework. Detailed risk assessments, emergency plans, inspection schedules, maintenance records and topic-specific procedures sit beneath it and must be followed.

3. Legal and regulatory framework

The academy will comply with applicable health and safety legislation and have regard to current Department for Education and Health and Safety Executive guidance. The principal framework includes:

- Health and Safety at Work etc. Act 1974;
- Management of Health and Safety at Work Regulations 1999;
- Workplace (Health, Safety and Welfare) Regulations 1992, where applicable;
- School Premises (England) Regulations 2012;
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR);
- Control of Substances Hazardous to Health Regulations 2002 (COSHH);
- Control of Asbestos Regulations 2012;
- Regulatory Reform (Fire Safety) Order 2005, as amended;
- Electricity at Work Regulations 1989;
- Gas Safety (Installation and Use) Regulations 1998 where applicable;
- Provision and Use of Work Equipment Regulations 1998 (PUWER);
- Lifting Operations and Lifting Equipment Regulations 1998 (LOLER), where applicable;
- Manual Handling Operations Regulations 1992;
- Work at Height Regulations 2005;
- Health and Safety (Display Screen Equipment) Regulations 1992;
- Personal Protective Equipment at Work Regulations 1992, as amended in 2022;
- Health and Safety (First-Aid) Regulations 1981;
- Safety Representatives and Safety Committees Regulations 1977, where applicable;

- Health and Safety (Consultation with Employees) Regulations 1996, where applicable;
- Construction (Design and Management) Regulations 2015 where construction work is commissioned;
- Equality Act 2010;
- Children and Families Act 2014, including duties relating to pupils with medical conditions;
- Occupiers' Liability Acts 1957 and 1984; and
- Other applicable food safety, environmental health, public health and building/estate requirements.

The academy will also have regard to DfE 'Health and safety: responsibilities and duties for schools', HSE education guidance, DfE Good Estate Management for Schools, the Academy Trust Handbook currently in force (and the 2026 edition from 1st October 2026), Keeping Children Safe in Education 2026, DfE emergency planning and response guidance, school security guidance and relevant UK Health Security Agency health-protection guidance.

4. Health and safety management system

4.1 Plan

- Define responsibilities and competent support;
- Maintain a health and safety policy, risk-assessment framework and compliance calendar (I am Compliant interface);
- Identify legal, premises, curriculum and operational risks;
- Prioritise significant risks and allocate resources;
- Plan for emergencies, business continuity and public-health incidents.

4.2 Do

- Implement proportionate controls and safe systems of work;
- Provide information, instruction, training and supervision;
- Manage contractors and specialist providers;
- Maintain premises, plant and equipment;
- Consult staff and communicate relevant risk information.

4.3 Check

- Complete planned inspections and statutory examinations;
- Review accident, incident and near-miss information;
- Monitor risk assessments and compliance records;
- Review contractor performance and outstanding remedial actions;
- Report health and safety performance to senior leaders and the Governing Body.

4.4 Act

- Investigate causes and implement corrective action;
- Review arrangements after significant incidents or changes;
- Share lessons learned;
- Revise risk assessments, procedures, training or resources where required.

5. Organisation and responsibilities

5.1 Governing Body

- Retains strategic oversight and seeks assurance that the academy trust is meeting its employer duties;
- Approves this policy and monitors implementation;
- Ensures sufficient resources and access to competent advice;
- Receives appropriate health and safety performance information, including significant incidents, statutory compliance and material risks;
- Challenges overdue or significant remedial actions and ensures learning is embedded; and
- Ensures health and safety is considered in strategic estate, finance and organisational decisions.

5.2 Headteacher

- Has overall day-to-day executive responsibility for implementing this policy;
- Ensures health and safety responsibilities are allocated and understood;
- Ensures suitable resources, competent advice and specialist support are available;
- Ensures significant risks are assessed and controlled;
- Ensures emergency, evacuation, lockdown and business-continuity arrangements are established and tested;
- Ensures reportable incidents are escalated and statutory notifications are made where required;
- Ensures staff receive appropriate induction, information and training; and
- Reports material health and safety matters to the Governing Body.

5.3 Operations Manager and Business Leader / Designated Health & Safety leads

- Coordinates the academy's operational health and safety management system on behalf of the Headteacher;
- Maintains the policy, compliance calendar, central risk register and health and safety action tracking;
- Coordinates site inspections, incident review and follow-up actions with relevant staff;
- Supports risk assessment and ensures significant findings are recorded and communicated;
- Liaises with competent external advisers, contractors and specialist inspectors;
- Supports emergency planning, SERT/business-continuity arrangements and post-incident review;
- Coordinates health and safety information for staff and identifies training needs;
- Monitors recurring hazards, accidents and near misses and reports themes to senior leadership; and
- Supports assurance reporting to the Governing Body.

5.4 Business Leader / Finance Officer

- Ensures procurement and contracts give due consideration to health and safety competence, specification and lifecycle costs;
- Supports allocation of resources for statutory compliance and priority remedial work;
- Ensures appropriate insurance and contractual arrangements are maintained; and
- Works with the Headteacher, Operations Manager and site team on estate and contractor controls.

5.5 Site Manager / Premises team

- Undertakes and records routine site inspections and reports defects promptly;
- Coordinates planned maintenance, testing and statutory inspections within delegated arrangements;
- Maintains safe access, egress, grounds, security, housekeeping and premises controls;
- Controls contractor access and site information in accordance with academy procedures;
- Maintains relevant premises records, permits and logs;
- Takes unsafe equipment or areas out of use where necessary; and
- Escalates defects that cannot be resolved immediately.

5.6 Senior and Middle Leaders

- Implement this policy in their area of responsibility;
- Ensure suitable activity/curriculum risk assessments and safe systems are in place;
- Ensure staff receive relevant information, instruction and supervision;
- Act on hazards and concerns within their authority and escalate unresolved matters;
- Ensure equipment and environments under their control are used safely; and
- Review incidents and contribute to corrective action.

5.7 Class Teachers and Pupil-facing Staff

- Exercise effective supervision and follow emergency, first-aid and safeguarding procedures;
- Teach and reinforce relevant safety rules;
- Carry out appropriate pre-use checks and report defects;
- Follow curriculum-specific guidance and risk controls;
- Ensure pupils use protective equipment where required;
- Do not introduce personal electrical/mechanical equipment or hazardous substances without authorisation; and
- Report accidents, near misses, hazards and shortcomings promptly.

5.8 Kitchen / Catering Manager

The catering manager/provider is responsible for safe catering operations within the agreed contractual and academy framework, including food safety, allergens, COSHH, equipment, staff competence, temperature controls and reporting defects. The academy's Allergy Safety Policy and catering-provider procedures must be followed.

5.9 All employees

Employees must take reasonable care of their own health and safety and that of others, cooperate with the academy, work in accordance with training and instructions, use equipment correctly, report serious/immediate danger and identify shortcomings in arrangements. Deliberate interference with safety equipment or controls is prohibited.

5.10 Pupils

Pupils are expected, according to age, development and need, to follow safety instructions, use equipment responsibly, report hazards and avoid behaviour that places themselves or others at risk. Safety expectations will be taught rather than assumed.

5.11 Contractors

Contractors must demonstrate appropriate competence, insurance and risk controls; comply with academy site and safeguarding arrangements; provide suitable risk assessments/method statements where required; cooperate with academy controls; and immediately report hazards, incidents or changes affecting safety. Unsafe work may be stopped by the academy.

6. Consultation, communication and staff acknowledgement

The academy will consult staff on significant health and safety matters through appropriate leadership, staff-meeting and representative arrangements. Relevant information will be communicated in a form appropriate to the risk.

The academy requires all staff to read and acknowledge this policy as an internal assurance measure. The acknowledgement records awareness of the academy's arrangements; it is not a substitute for the employer's legal duties, consultation, role-specific instruction, training, supervision or competence assessment.

7. Risk assessment

The academy will assess significant risks to employees and non-employees arising from its undertaking. Assessments will be suitable and sufficient, proportionate, recorded and communicated.

- Identify hazards and who may be harmed;
- Evaluate existing controls and residual risk;
- Apply the hierarchy of control, prioritising elimination and substitution before administrative controls and PPE;
- Identify additional actions, owners and deadlines;
- Consider vulnerable groups, including pupils with SEND/medical needs, pregnant workers and young workers;
- Review after significant change, incident, evidence of control failure or where there is reason to believe the assessment is no longer valid; and
- Avoid unnecessary bureaucracy for everyday low-risk activity.

Risk assessments are living documents. The person responsible for an activity remains responsible for checking that the assessment reflects actual conditions at the point of delivery.

8. Accident, incident, near-miss and RIDDOR management

All accidents, significant incidents and near misses must be reported promptly through the academy's current reporting procedure. Immediate care and safeguarding take priority over administrative recording.

- The injured person receives appropriate first aid/medical attention;
- Parents/carers are informed where appropriate;
- The scene/equipment is made safe and evidence preserved where needed;
- The incident is recorded accurately and objectively;
- Significant incidents and trends are investigated to identify root causes and corrective action;

- The responsible person determines whether RIDDOR reporting criteria are met and submits required reports to HSE within statutory timescales; and
- Lessons learned are communicated and risk assessments/procedures updated.

Not every pupil accident is RIDDOR-reportable. The academy will apply the specific education-sector reporting criteria and seek competent advice where uncertain.

9. First aid and medical emergencies

The academy will maintain a suitable and sufficient number of trained first aiders, first-aid equipment and arrangements based on a first-aid needs assessment. Current first-aid arrangements, locations and contact routes will be clearly communicated.

Serious injury or illness will be treated as a medical emergency. Emergency services will be called without delay where required. Parents/carers will be contacted as soon as practicable, but contact with home must not delay necessary first aid or emergency treatment.

Detailed arrangements are contained in the First Aid and Supporting Pupils with Medical Conditions / Medicines policies.

10. Supporting pupils with medical conditions

The academy will make arrangements to support pupils with medical conditions so they can access education safely and as fully as possible. Individual healthcare plans will be used where appropriate and relevant staff will receive information and training.

Emergency medication and equipment, including inhalers, adrenaline auto-injectors and diabetes supplies, will be accessible in accordance with individual plans and statutory guidance. Medicines will not be locked away where doing so would prevent timely emergency access.

The academy's Allergy Safety Policy, diabetes care arrangements and other condition-specific plans form part of this framework.

11. Fire safety and evacuation

The academy will comply with the Regulatory Reform (Fire Safety) Order 2005 and maintain a suitable fire risk assessment undertaken/reviewed by a competent person.

- Fire alarm, emergency lighting, firefighting equipment, doors, escape routes and signage are inspected/tested at appropriate intervals;
- Staff receive fire-safety information and training;
- Evacuation drills are undertaken and reviewed at least termly and additionally where risk indicates;
- Personal Emergency Evacuation Plans (PEEPs) or other individual arrangements are developed where required;
- Hot work and higher-risk contractor activity is controlled;
- Fire doors and escape routes are kept clear and effective; and
- Drill and incident learning is recorded and acted upon.

12. Emergency planning, critical incidents, lockdown and severe weather

The academy maintains emergency and business-continuity arrangements for foreseeable incidents including serious injury, fire, utility failure, flooding, severe weather, security threats, bomb threats, public-health incidents and significant damage to premises.

The academy's School Emergency Response Team (SERT) structure is used for significant incidents. The Headteacher leads strategic response unless responsibility is delegated. Incident logs, decisions, communications, site status and recovery actions will be recorded.

Lockdown and evacuation arrangements will complement safeguarding and security procedures. Staff will receive sufficient information and drills/exercises will be proportionate to pupil welfare and the risk being managed.

13. Security, visitors and violence

The academy will maintain proportionate physical and procedural security. Access points, boundaries, external lighting, visitor management and site supervision will be reviewed.

- Visitors sign in and wear the appropriate academy visitor identification;
- Staff challenge or report unidentified persons in accordance with safeguarding procedures;
- Contractors and visitors receive relevant emergency and site-safety information;
- Meetings with persons known to present a risk are planned and risk controlled;
- Violence, threats, harassment and aggressive behaviour towards staff are recorded and addressed;
- Police or emergency services are contacted where appropriate; and
- Security incidents are reviewed for safeguarding and health and safety learning.

The academy will have regard to current DfE school and college security guidance and will review local security arrangements in response to changes in risk, incidents, premises use or official guidance.

14. Premises, estate and statutory compliance

The academy will maintain its estate in a safe working condition and manage statutory compliance through a planned inspection, testing, servicing and remedial-action programme. Records will identify the asset/system, competent provider, date, findings, remedial actions and completion.

Areas include, as applicable:

- Fire detection, alarm, emergency lighting and firefighting equipment;
- Fixed electrical installations and portable electrical equipment;
- Gas installations and appliances;
- Water hygiene and legionella controls;
- Asbestos status and management;
- Lifts, lifting equipment and accessibility equipment;
- Local exhaust ventilation and other specialist systems;
- Playground and outdoor play equipment;
- PE and sports equipment;
- Security systems and gates;
- Trees, grounds and external structures;
- Roofing, drainage, glazing and building fabric; and
- Other plant and equipment requiring statutory or manufacturer inspection.

15. Asbestos

The academy will not rely solely on the age of the building as evidence that asbestos is absent. It will retain appropriate documentary evidence of construction/asbestos status and, where the duty to manage applies, maintain an asbestos register and management plan in accordance with the Control of Asbestos Regulations 2012.

Before intrusive work, the academy will ensure appropriate asbestos information is available and that any required survey has been completed. Suspected disturbance or damage will be treated as an incident, the area isolated and competent advice obtained. RIDDOR duties will be considered where applicable.

16. Water hygiene and legionella

The academy will assess and control the risk from legionella and other water-system hazards using competent advice. A written scheme/control programme will identify responsibilities, monitoring, temperature checks, flushing of infrequently used outlets, showerhead cleaning where relevant, remedial action and record keeping.

Changes in building use, prolonged closure, low occupancy or system alteration will trigger review of controls before normal use resumes.

17. Electrical safety

Electrical systems and equipment will be maintained to prevent danger. Fixed installations will be inspected and tested by competent persons at appropriate intervals and defects prioritised.

Portable electrical equipment will be maintained according to risk rather than by an arbitrary universal annual PAT requirement. User checks, formal visual inspection and, where appropriate, electrical testing will be used at frequencies proportionate to equipment type, environment, frequency of use and history. Damaged or suspect equipment must be removed from use pending competent assessment.

Staff must not bring personal electrical equipment into use at the academy without authorisation.

18. Gas safety

Where gas appliances or systems are present, installation, servicing and repair will be undertaken by appropriately Gas Safe registered competent persons. Plant rooms and controls will be secured, emergency isolation arrangements known to relevant staff, and suspected leaks treated as emergencies.

19. COSHH and hazardous substances

Hazardous substances will be eliminated or substituted where reasonably practicable. Where use remains necessary, a COSHH assessment will identify exposure routes, controls, storage, PPE, spill response, first aid and disposal.

Safety Data Sheets support but do not replace COSHH assessments. Cleaning, maintenance, curriculum and catering substances must be stored securely and used only by authorised, informed persons. Staff must not introduce hazardous products without approval.

20. Work equipment, machinery and guarding

Work equipment will be suitable for intended use, maintained in efficient working order and inspected where deterioration could create risk. Staff and pupils will receive appropriate instruction and supervision. Guards and safety devices must not be defeated or removed.

Defective equipment must be taken out of use, clearly identified and reported. Staff must not undertake repairs for which they are not competent or authorised.

21. Manual handling

Hazardous manual handling will be avoided where reasonably practicable. Where it cannot be avoided, the task will be assessed considering the task, individual, load and environment, and suitable controls introduced.

Staff should not move heavy or awkward furniture/equipment alone. Where pupils require physical assistance, relevant staff will receive appropriate moving-and-handling training and equipment.

22. Working at height

Work at height will be avoided where reasonably practicable. Where required, it will be planned, risk assessed, supervised as appropriate and undertaken using suitable inspected equipment by competent persons.

Chairs, tables, desks and improvised platforms must not be used as access equipment. Staff must use authorised step stools, steps, ladders or other equipment in accordance with training and local controls. Higher-risk or specialist work is restricted to competent persons/contractors.

23. Display screen equipment

The academy will identify users covered by the Display Screen Equipment Regulations and provide workstation assessment, information and appropriate adjustments. Work will be organised to allow changes of activity/breaks. Staff may request an eye test in accordance with statutory requirements.

Laptop and hybrid-working arrangements will be assessed where they form a significant part of work. Staff should avoid sustained use in unsuitable postures or on improvised surfaces.

24. Personal protective equipment

PPE is used where risk remains after more effective controls have been considered. Suitable PPE will be provided free of charge where required for work, compatible with the user and other equipment, maintained and replaced as necessary.

Staff must use required PPE in accordance with instruction and report loss, damage or poor fit. For pupils, age, SEND, medical need and the educational activity will be considered.

25. Curriculum safety

Curriculum leaders and teaching staff will use recognised specialist guidance, including CLEAPSS for relevant science/technology activities and current afPE safe-practice guidance for PE, school sport and physical activity.

Risk assessment will be proportionate. Routine teaching should not be burdened by unnecessary paperwork, but activities with significant hazards require documented controls that are understood by staff and pupils.

26. Physical education, sport and outdoor play

PE and outdoor-play equipment will be suitable, maintained and inspected. Staff undertake pre-use visual checks and remove defective equipment from use. The premises team will undertake and record routine checks of outdoor play areas and equipment, with formal competent inspections arranged at risk-based, statutory or manufacturer-recommended intervals. Equipment must not be used where required supervision or identified control measures cannot be achieved.

Supervision levels, clothing/footwear, medical information, weather, surface condition and pupil needs will be considered. Pupils use specialist equipment only under appropriate supervision.

27. Swimming

School swimming will be planned and supervised in accordance with current national/local pool safety arrangements, the academy's Educational Visits Policy and recognised swimming guidance. Staff will know emergency procedures, pupil medical information, supervision expectations and responsibilities.

External instructors and coaches must meet appropriate safeguarding, competence and qualification requirements. Required safer-recruitment and DBS checks will be determined in accordance with current statutory safeguarding guidance and the nature of the role or activity.

28. Educational visits and off-site activities

Educational visits are managed through the academy's Educational Visits Policy and current national/local outdoor-education guidance. The Headteacher and Educational Visits Coordinator (EVC) oversee arrangements within delegated responsibilities.

Visit leaders must plan proportionately, assess significant risks, consider inclusion and medical needs, ensure suitable supervision and emergency arrangements, and obtain approval through the academy's current visit-management process. Records of approval, risk management, consent where required, emergency contacts and significant post-visit learning will be retained in accordance with academy procedures.

29. Contractors and construction work

Contractors will be selected and managed proportionately to the risk of the work. Competence, insurance, safeguarding, risk assessments/method statements, isolation arrangements, site segregation and emergency information will be considered.

Where the Construction (Design and Management) Regulations 2015 apply, the academy will discharge its client duties, including appointing competent dutyholders and providing relevant pre-construction information.

Contractors who create uncontrolled risk or fail to comply with required controls may have work stopped and be required to leave the site.

30. Lettings, shared use and extended provision

Where premises are let or used by third parties, written arrangements will define responsibilities for supervision, fire safety, first aid, security, equipment, safeguarding and reporting incidents. The academy will provide relevant site information and hirers must comply with academy conditions of use.

31. Lone working

Lone working will be risk assessed according to activity, location, time, personal vulnerability and access to assistance. High-risk activities must not be undertaken alone.

Staff working outside normal occupied hours must follow the academy's current sign-in/out and contact arrangements. Personal telephone numbers of named leaders will not be embedded in the controlled policy; operational contact details are maintained separately so they can be updated without policy revision.

32. Occupational health, wellbeing and work-related stress

The academy recognises work-related stress as a health and safety matter. It will use the HSE Management Standards principles to consider demands, control, support, relationships, role and change.

- Roles and priorities are communicated clearly;
- Workload and organisational change are considered in risk management;
- Staff can raise health, safety and wellbeing concerns without detriment;
- Individual stress risk assessments are considered where appropriate;
- Occupational-health or other professional advice is sought where required; and
- Reasonable adjustments are considered under the Equality Act 2010.

33. New and expectant mothers, young workers and individual risk

The academy will review risk where notified that an employee is pregnant, has given birth within the relevant period or is breastfeeding, taking account of working conditions and medical advice. Controls will be reviewed as circumstances change.

Where young workers are employed, risks arising from inexperience, immaturity and lack of awareness will be specifically considered. Individual health conditions or disabilities may also require personalised risk assessment and reasonable adjustment.

34. Infection prevention and public-health incidents

The academy will follow current UKHSA/DfE public-health advice and maintain proportionate infection-prevention controls. Risk assessments will be reviewed when public-health circumstances or official advice materially changes.

- Appropriate hand and respiratory hygiene;
- Cleaning and ventilation controls;
- Safe management of bodily fluids;
- Exclusion or outbreak advice where applicable;
- Communication with families/staff;
- Additional controls for vulnerable individuals where indicated; and
- Coordination with public-health authorities when required.

35. Food safety and allergies

Food preparation and service will comply with applicable food hygiene and allergen requirements. The academy's Allergy Safety Policy is the controlling document for allergy risk management across catering, curriculum activities, celebrations, clubs and educational visits.

Allergy information must be communicated accurately and emergency arrangements must remain immediately accessible. Food activities require consideration of cross-contact, ingredient information, supervision and individual healthcare plans.

36. Smoking, vaping, alcohol and substances

Smoking and vaping are prohibited on academy premises and during academy activities where their use would conflict with law, safeguarding or academy expectations. Staff must not work while impaired by alcohol, illegal drugs, misused medication or another substance.

Concerns about impairment will be managed under the Staff Code of Conduct, safeguarding and HR procedures as appropriate.

37. Vehicles, traffic and pedestrian safety

The academy will manage vehicle/pedestrian interface risks on site through access controls, delivery arrangements, supervision and site rules. Contractors and delivery drivers must follow local instructions.

Where staff drive for work, the academy will ensure appropriate arrangements for licence, insurance, vehicle suitability and risk. Transporting pupils is subject to safeguarding, consent and academy transport/visit procedures.

38. Safeguarding interface

Health and safety and safeguarding overlap but are not interchangeable. Injuries, unexplained patterns, unsafe adult conduct, dangerous environments, neglect of medical needs or other concerns may require safeguarding action.

Staff must follow 'See it, say it, log it' and the academy safeguarding procedure where a health and safety matter also raises a child-protection concern. Immediate medical/first-aid action must not be delayed while contacting parents or completing records.

39. Training, competence and induction

Training will be based on role and risk. All staff receive health and safety information through induction and annual updates. Additional training is provided for those with specific responsibilities.

- Fire and emergency procedures;
- First aid and medical needs as role requires;
- Risk assessment;
- COSHH and hazardous substances;
- Manual handling / moving and handling;
- Working at height;
- DSE;
- Educational visits;
- Food/allergy safety;
- Restrictive intervention where relevant;
- Site, premises and statutory compliance duties; and
- Other specialist activities identified by risk assessment.

Attendance at training does not by itself establish competence. Competence also depends on knowledge, skill, experience, supervision and the ability to apply training safely.

40. Monitoring, audit and reporting

The academy will maintain a planned monitoring programme. Health and safety performance will be reported to senior leadership and the Governing Body at an appropriate frequency, with significant issues escalated immediately.

- Statutory compliance status and overdue actions;
- Site inspection findings;
- Accident, incident and near-miss trends;
- RIDDOR events;
- Fire and emergency drill outcomes;
- Risk-assessment completion and review;
- Contractor and premises issues;
- Training and competence gaps;
- Significant occupational-health concerns in anonymised form where appropriate; and
- Progress against the health and safety action plan.

The policy will be reviewed at least annually and after significant incidents, enforcement action, major building/organisational change or relevant legal/guidance change.

41. Records and document control

Health and safety records will be accurate, secure, retrievable and retained for periods appropriate to legal, insurance and operational requirements. Controlled records include risk assessments, incident reports, statutory inspection certificates, fire records, training records, contractor documentation, COSHH assessments, emergency plans and remedial-action evidence.

Operational telephone numbers, named duty rotas and frequently changing contractor details are maintained outside this controlled policy to prevent obsolete information remaining in circulation.

42. Supporting policies and procedures

- Child Protection and Safeguarding Policy;
- Staff Code of Conduct;
- Behaviour Policy;
- First Aid Policy;
- Supporting Pupils with Medical Conditions / Medicines Policy;
- Allergy Safety Policy;
- Educational Visits Policy;
- Fire Safety and Emergency Plan;
- Business Continuity / SERT arrangements;
- Security / Lockdown arrangements;
- Risk Assessment Procedure;
- COSHH arrangements;
- Contractor Management Procedure;
- Legionella / Water Hygiene arrangements;
- Asbestos management information (where applicable);
- Positive Handling / Restrictive Intervention Policy;
- Online Safety and Acceptable Use arrangements;
- Mobile Phone and Smart Technology Policy;
- Lettings arrangements; and
- Curriculum-specific safety procedures.

Appendix 1 - Local health and safety responsibility schedule

Governing Body	Strategic oversight, policy approval, assurance and challenge.
Headteacher	Executive responsibility for implementation and resources.
Operations Manager and Business Leader / designated H&S leads	Operational coordination, risk/compliance oversight, incident review, SERT support and reporting.
Business / finance leadership	Resources, procurement, contracts, insurance and estate support.
Site Manager / premises team	Premises inspections, maintenance, contractor/site controls and statutory records.
EVC	Educational visit systems, advice, approval support and monitoring.
SENCO / inclusion leadership	Reasonable adjustments, SEND-related risk and individual support planning.
DSL / safeguarding team	Safeguarding response where health and safety concerns indicate risk of harm.
Curriculum / subject leaders	Activity-specific risk controls, equipment and staff information.
Kitchen / catering manager	Food safety, allergens, catering COSHH/equipment and staff competence.

All staff	Follow controls, take reasonable care, report hazards/incidents and cooperate with the academy.
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Appendix 2 - Minimum compliance and assurance schedule

Area	Minimum control / assurance expectation
Health & Safety Policy	Annual review; sooner following significant change or incident.
General/site risk assessments	Review at planned intervals and when no longer valid/significant change occurs.
Fire risk assessment	Competent review in accordance with fire-safety requirements and whenever material change indicates.
Fire alarm / emergency lighting / firefighting equipment	Testing, servicing and inspection to applicable standards and competent-person schedule.
Evacuation drills	At least termly and additionally where risk or learning requires.
Fixed electrical installation	Competent inspection/testing at the interval specified by the previous report and applicable standard.
Portable electrical equipment	Risk-based maintenance, user checks, visual inspection and testing as appropriate.
Gas systems	Gas Safe inspection/service at required intervals where applicable.
Water hygiene / legionella	Written scheme with monitoring at risk-assessed frequencies.
Asbestos	Evidence of status; register/management plan and review where duty applies; information before intrusive work.
Play / PE equipment	Pre-use checks plus planned competent inspection at appropriate intervals.
First aid	Needs assessment and supplies/training reviewed regularly and after significant change.
Accident / near-miss data	Ongoing recording; trend review at least termly.
H&S training matrix	Ongoing; formal review at least annually.
Contractor controls	Before and during relevant work; post-work review where appropriate.
Governing Body assurance	Regular reporting, normally at least termly, with immediate escalation of material risk.

Appendix 3 - Accident and near-miss escalation principles

- Protect life and prevent further harm first.
- Call emergency services where required.
- Provide first aid and appropriate medical support.
- Secure/isolate the hazard or scene where necessary.
- Inform parents/carers promptly where a pupil is involved, without delaying emergency treatment.
- Inform the Headteacher / designated lead for serious incidents.
- Record facts accurately and preserve relevant evidence.
- Consider safeguarding and whether the DSL must be informed.
- Assess RIDDOR/reporting requirements.
- Investigate proportionately and identify root causes.
- Implement and track corrective actions.
- Share lessons learned and update risk assessments/procedures.

Appendix 4 - Policy control and approval

Document title	Health and Safety Policy 2026/27
Status	Controlled academy policy - all staff Read & Acknowledge
Version	1.0
Policy owner	Nick Hobbis
Operational lead	Operations Manager and Business Leader / designated Health & Safety leads
Approval body	Governing Body
Approval date	TBC
Effective date	September 2026
Review date	September 2027 or earlier if required
Supersedes	Health and Safety Policy 2025-2026
Change summary	Full legal, governance, academy-structure and operational refresh. Introduces current academy trust employer framing; updated responsibilities; risk, estate and statutory compliance controls; emergency/SERT, security, safeguarding and medical interfaces; modern contractor, electrical, asbestos, water hygiene and training arrangements; removes obsolete named-person/contact and legacy local-authority wording.

Approval

Approved by (Governing Body)	
Chair / authorised governor	
Headteacher	Nichola Damms
Date	

Appendix 5 - Primary external guidance

DfE - Health and safety: responsibilities and duties for schools: <https://www.gov.uk/government/publications/health-and-safety-advice-for-schools/responsibilities-and-duties-for-schools>

DfE - Good estate management for schools: <https://www.gov.uk/guidance/good-estate-management-for-schools>

DfE - Academy Trust Handbook 2026: <https://www.gov.uk/government/publications/academy-trust-handbook-2026-effective-from-1-october-2026>

DfE - Academy trust governance guide: <https://www.gov.uk/government/publications/academy-trust-governance-guide>

DfE - Emergency planning and response for education settings: <https://www.gov.uk/government/publications/emergency-planning-and-response-for-education-childcare-and-childrens-social-care-settings>

DfE - School and college security guidance: <https://www.gov.uk/government/publications/school-and-college-security>

HSE - Education: <https://www.hse.gov.uk/education/>

HSE - Managing risks and risk assessment at work: <https://www.hse.gov.uk/simple-health-safety/risk/>

HSE - RIDDOR: <https://www.hse.gov.uk/riddor/>

HSE - Legionnaires' disease: <https://www.hse.gov.uk/legionnaires/>

HSE - Asbestos: <https://www.hse.gov.uk/asbestos/>