# Health and Safety Policy

*Academic year 2026 to 2027*

Love • Respect • Service • Ambition

Review completed 26 October 2026. Next planned review October 2027, or earlier following relevant change.

Policy owner: Headteacher. Approval authority: Trust Board.

**Status:** Revised for approval. Approval date and effective date are to be recorded by the authorised body on ratification.

This edition updates the supplied policy for 2026–27. Existing legal duties apply irrespective of the policy approval date. Staff must follow current safeguarding and safety procedures while approval is completed.

## Statement of intent

At Pope Francis Catholic Multi Academy Trust, we are committed to the health and safety of our staff, pupils and visitors. Ensuring the safety of our community is of paramount importance and this policy reflects our dedication to creating a safe learning environment.

We are committed to:

- Providing a productive and safe learning environment.
- Preventing accidents and any work-related illnesses.
- Compliance with all statutory requirements.
- Minimising risks via assessment and policy.
- Providing safe working equipment and ensuring safe working methods.
- Including all staff and representatives in health and safety decisions.
- Monitoring and reviewing our policies to ensure effectiveness.
- Setting high targets and objectives to develop the school's culture of continuous improvement.
- Ensuring adequate welfare facilities are available throughout our school.
- Ensuring adequate resources are available to address health and safety issues, so far as is reasonably practicable.

## 1. Legal framework

This policy has due regard to all relevant legislation including, but not limited to, the following:

- Health and Safety at Work etc. Act 1974
- The Workplace (Health, Safety and Welfare) Regulations 1992
- The Management of Health and Safety at Work Regulations 1999
- The Control of Substances Hazardous to Health Regulations 2002
- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013
- The Construction (Design and Management) Regulations 2015
- The Personal Protective Equipment at Work Regulations 1992, as amended in 2022
- The Education (Independent School Standards) Regulations 2014, Part 5, and applicable school premises requirements
- The Ionising Radiation Regulations 2017 (IRR17)
- The Food Information (Amendment) (England) Regulations 2019 (Natasha's Law)

This policy has due regard to national guidance including, but not limited to, the following:

- DfE (2022) 'Health and safety: responsibilities and duties for schools'

- DfE (2017) ‘Safe storage and disposal of hazardous materials and chemicals’
- HSE (2021) ‘Sensible health and safety management in schools’
- DfE (2022) ‘First aid in schools, early years and colleges’
- UK Health Security Agency (2022) ‘Health protection in children and young people settings, including education’

This policy operates in conjunction with the following school policies and procedures, which are reviewed and monitored regularly, in line with the policy review schedule, by the school’s Local Governing Body:

- First Aid Policy
- School Uniform Policy
- Personal Emergency Evacuation Plan (PEEP)
- Relevant Risk Assessments,
- Supporting Pupils with Medical Conditions Policy
- Data Protection Policy
- Fire Policy inc Evacuation/Invacuation Procedure

## 2. Roles and responsibilities

The Trust Board, as employer and proprietor, retains overall accountability for health and safety. Delegation to the LGB, headteacher, central estates team or competent advisers does not transfer that accountability. The Trust Board, in conjunction with the headteacher, will:

- Ensure it provides a safe place for all users of the site, including staff, pupils and visitors.
- Oversee that staff receive training and instruction so that they can perform their duties in a healthy and safe manner.
- Ensure whole-school familiarity with the requirements of the appropriate legislation and codes of practice.
- Create and monitor a management structure responsible for health and safety in the school.
- Ensure there is a detailed and enforceable policy for health and safety, and that the policy is implemented by all.
- Assess the effectiveness of the policy and ensure any necessary changes are made annually.
- Identify the risks relating to possible accidents and injuries and make reasonable adjustments to prevent them occurring.
- Ensure the school has secured safe means of entry and exit for all site users.
- Ensure the school can provide equipment, grounds and systems of work which are safe.
- Ensure safe arrangements are made for the handling, storage and transportation of any articles and substances.
- Ensure staff have safe and healthy working conditions that comply with statutory requirements, codes of practice and guidance.
- Where necessary, ensure the school can provide protective equipment and clothing, along with any necessary guidance and instruction for safe use.

The LGB will:

- Ensure whole-school familiarity with the requirements of the appropriate legislation and codes of practice.
- Create and monitor a management structure responsible for health and safety in the school.
- Ensure there is a detailed and enforceable policy for health and safety, and that the policy is implemented by all.
- Assess the effectiveness of the policy annually and ensure any necessary changes are made.
- Identify risks relating to possible accidents and injuries and make reasonable adjustments to prevent them occurring.
- Ensure the school has secured safe means of entry and exit for all site users.

- Ensure the school can provide equipment, grounds and systems of work which are safe.
- Ensure safe arrangements are made for the handling, storage and transportation of any articles and substances.
- Ensure staff have safe and healthy working conditions that comply with statutory requirements, codes of practice and guidance.
- Where necessary, ensure the school can provide protective equipment and clothing, along with any necessary guidance and instruction on use.

The headteacher will:

- Have overall responsibility for the day-to-day development and implementation of safe working practices and conditions for all staff, pupils and visitors.
- Set the direction for effective health and safety management.
- Introduce management systems and practices that ensure risks are dealt with sensibly, responsibly and proportionately.
- Review this policy and its effectiveness annually.
- Take all reasonably practicable steps to ensure this policy is implemented by the heads of the appropriate departments and other members of staff.
- Designate a competent person who will be responsible for ensuring the school meets its health and safety duties – the competent person will be the health and safety officer.

The health and safety officer will:

- Assist with the creation and implementation of this policy.
- Be responsible for investigating accidents and incidents, to understand causes and amend risk assessments as required.
- Be the designated contact with the LA and the HSE where necessary.
- Support staff with any queries or concerns regarding health and safety.
- Identify hazards by conducting risk assessments.

Supervisory staff and/or department heads will:

- Be familiar with the requirements of health and safety legislation.
- Be responsible for the implementation and operation of the school's Health and Safety Policy in their department, and for areas of responsibility delegated by the headteacher.
- Be responsible for adhering to the aspects of health and safety that are outlined in their job descriptions.
- Take a keen interest in the Health and Safety Policy and assist in ensuring all staff, pupils and visitors comply with its requirements.

All members of staff will:

- Take reasonable care of their own health and safety, and that of others who may be affected by what they do at work.
- Cooperate with their employers on health and safety matters.
- Carry out their work in accordance with training and instructions.
- Inform the employer of any work situation representing a serious and immediate danger, so that remedial action can be taken.
- Familiarise themselves with the Health and Safety Policy and aspects of their work related to health and safety.
- Avoid any conduct which puts themselves or others at risk.
- Be familiar with all requirements laid down by the governing body.
- Ensure that all staff, pupils and visitors are applying health and safety regulations and adhering to any rules, routines and procedures in place.
- Ensure all machinery and equipment is in good working order and safe to use, including adequate guards, and ensure such equipment is not used improperly.

- Use the correct equipment and tools for the job and any protective clothing supplied.
- Ensure any toxic, hazardous or flammable substances are used correctly, and stored and labelled as appropriate.
- Report any defects in equipment or facilities to the designated health and safety officer.
- Take an interest in health and safety matters and suggest any changes that they feel are appropriate.
- Make suggestions as to how the school can reduce the risk of injuries, illnesses and accidents.
- Exercise good standards of housekeeping and cleanliness.
- Adhere to their common law duty to act as a prudent parent would when in charge of pupils.

Pupils will:

- Exercise personal responsibility for the health and safety of themselves and others.
- Dress in a manner that is consistent with safety and hygiene standards.
- Respond to instructions given by staff in an emergency.
- Observe the health and safety rules of the school.
- Not misuse, neglect or interfere with items supplied for their, and other pupils', health and safety.

## 3. Training and first aid

The school will ensure that staff are provided with the health and safety training they need for their job. This may not always mean attendance at training courses; it may simply involve providing staff with basic instructions and information about health and safety in the school.

Staff will be provided with regular training opportunities and have access to support where needed.

Staff are expected to undertake appropriate CPD in order to further contribute to the running and success of the school.

Staff will be trained on how to:

- Assess risks specific to their role.
- Meet their roles and responsibilities identified within this policy.

Where relevant to their role, staff will receive specific training in:

- Using industrial machinery.
- Managing asbestos.
- Having responsibility for the storage and accountability for potentially hazardous materials.

### First aid

The school will act in accordance with the First Aid Policy at all times. The school will ensure that ample provision is made for both trained personnel and first-aid equipment on-site.

The school will carry out a first aid needs assessment in order to help inform the First Aid Policy and to assess the first aid needs appropriate to the circumstances of the school.

When conducting a first aid needs assessment, the school will consider:

- The school site
- Pupils and staff members
- The hazards and risks present

The school will teach Health Education to pupils, including further first aid, such as how to administer CPR and the purpose of defibrillators.

The headteacher will ensure that the first-aid needs assessment provides sufficient trained cover across both sites, the school day, staff absences, visits and activities. Names of trained staff will be

shared with all staff. They will ensure that the location of all first aid boxes is shared with all staff and visitors and that named staff members are responsible for their secure storage and use.

## 4. Contacting the emergency services

The headteacher will certify that procedures for ensuring safety precautions are properly managed are discussed, formulated and effectively disseminated to all staff.

Staff will contact the emergency services in an emergency. Staff will alert their colleagues to the incident, if it is safe and appropriate to do so, using two-way radios.

Where an ambulance is called for a pupil, office staff will contact the pupil's parent. Where necessary, all pupils will be evacuated from the building and taken to the designated emergency assembly point . Staff will be aware of any pupils who have PEEPs. Staff will be responsible for the safety of pupils and responding to any questions from the emergency services, as best they can.

## 5. Accident reporting and investigation

All accidents, injuries, near misses and dangerous occurrences must be reported promptly through the electronic Accident Reporting Portal and to the health and safety officer. Immediate safety and medical needs take priority. The officer informs the headteacher and Trust and investigates proportionately, reviewing controls and recording follow-up actions.

RIDDOR reporting is separate from the school's internal recording. The Trust's responsible person will determine reportability using the current HSE guidance and submit the report; staff must not assume that every hospital visit is reportable.

- For employees, report work-related deaths, specified injuries, reportable occupational diseases, over-seven-day incapacity and listed dangerous occurrences where the legal criteria are met. Over-seven-day incapacity excludes the accident day but includes rest days; report within 15 days. Over-three-day incapacity must be recorded even when not reportable.
- For pupils, visitors and other non-workers, report a death arising from a work-related accident, or a work-related injury resulting in direct transfer from the scene to hospital for treatment. Diagnostic tests alone are not treatment. Ordinary sporting injuries or pupil collisions are not automatically reportable; examine whether premises, equipment, organisation or supervision contributed.
- Notify reportable deaths, specified injuries, non-worker hospital-treatment accidents and dangerous occurrences without delay, with the report received within 10 days. Report diagnosed occupational disease as soon as notified. Use the HSE online forms; the telephone option for fatal or specified worker injuries is 0345 300 9923.
- Retain statutory RIDDOR records for at least three years, alongside the Trust's retention requirements for school records. Record the reporting decision and rationale, including where no HSE report is required. Hazards must be reported promptly to the site manager or health and safety officer; isolate unsafe areas or equipment and do not resume use until authorised. Monthly trend reviews will inform corrective action.

## 6. Active monitoring system

The school's procedure for actively monitoring its system will include:

- Annual audits, including fire risk assessments and health and safety audits.
- Termly examination of documents to ensure compliance with standards.
- Termly inspection of premises, plants and equipment.
- Monthly reports and updates to the headteacher.
- External measures, such as surveys by contractors and service providers, along with visits from Environmental Health and Ofsted.

## 7. Risk assessment

The headteacher has overall responsibility for ensuring potential hazards are identified and risk assessments are completed for all areas in the school. The health and safety officer will be consulted when risk assessments are being carried out.

Termly assessments of high-risks areas, such as laboratories, will be undertaken. Annual risk assessments will be conducted for all other areas of the school. Risk assessments will consider the needs of staff, pupils, visitors and contractors. Risk assessments will identify all defects and potential risks along with the necessary solutions or control measures.

Risk assessments will be reviewed if:

- There is any reason to suspect that they are no longer valid.
- There has been a significant change in related matters.
- The governing body will be informed of risk assessments, allowing issues to be prioritised and actions to be authorised, along with funds and resources.

The school will record any significant findings of any risk assessments, including the following:

- The identified hazards
- How people might be harmed by them
- What the school has implemented to control the risk

The school will appoint an educational visits coordinator and ensure they receive the training necessary to carry out the role. Where there is no educational visits coordinator, the headteacher will perform this duty. The educational visits coordinator will ensure risk assessments are completed by staff leading day trips or residential stays.

## 8. Slips and trips

In line with HSE guidance, control measures are in place to effectively control slip and trip risks. The school utilises the following procedure:

- Identify the hazards – risk factors considered include:
- Environmental (floor, steps, slopes, etc.)
- Contamination (water, food, litter, etc.)
- Organisational (task, safety, culture, etc.)
- Footwear (footwear worn for evening events may not be in line with the School Uniform Policy)
- Individual factors (rain, supervision, pedestrian behaviour, etc.)
- Decide who might be harmed and how
- Consider the risks and decide if existing precautions are sufficient, or if further measures need to be introduced
- Record the findings
- Review the assessment regularly and revise if necessary

The school will remain especially vigilant to the following hazards:

- Members of staff or pupils running or carrying heavy or awkward items
- Wearing unsuitable footwear
- Poor lighting – particularly where there are uneven surfaces and level changes
- Contamination
- Obstructions, e.g. bags and trailing cables

## 9. Fire safety

All staff fully understand and effectively implement the fire evacuation plan, which will be implemented in the event of a fire.

The headteacher is responsible for certifying that procedures for ensuring that safety precautions are properly managed will be discussed, formulated and effectively disseminated to all staff. Staff will receive fire safety training to ensure they understand the procedure for fire drills and the use of fire extinguishers.

The school will test evacuation procedures on a termly basis. Firefighting equipment will be checked on an annual basis by an approved contractor. Fire alarms will be tested weekly from different 'break glass' fire points around the school, and records will be maintained and held in the school office. Emergency lighting will receive documented monthly functional checks, with competent-person testing and maintenance at the frequency required by the fire risk assessment, manufacturer instructions and applicable standards. Follow the DfE good-estate-management guidance on detailed condition and battery checks. Faults will be addressed promptly.

The evacuation of visitors and contractors will be the responsibility of the person they are visiting or working for.

The school will implement fire safety to ensure that staff, pupils and visitors are safe and aware of the potential risks of fire.

## 10. Sharps

For the purposes of this policy, "sharps" is defined as sharp objects such as needles, scalpels, razor blades and broken glass which pose a risk of an accidental penetrating injury or laceration or puncture to skin.

Sharps are not likely to be found commonly on school premises; however, staff will be vigilant towards the following circumstances in which sharps may be found:

- During school-based vaccination programmes
- Where an individual within the school requires injections to manage a health condition
- Where a pupil brings a sharp into the school
- Where glass is broken within the school, or broken glass is found on or around the school premises
- Where drug paraphernalia, e.g. heroin needles, is found on or around the school premises

In the context of this policy, offensive weapons are not considered sharps.

### Handling and disposing of a sharp

All staff members will receive health and safety training as part of their induction, which will be refreshed annually. This training will include:

- The safe collection and disposal of sharps.
- Assembling sharps boxes and verifying that they are compliant with the accepted standards.
- The procedure to log incidents and who to inform.
- Immediate action in the event of sharps or needlestick injury.

Where an individual brings a sharp onto the school premises, e.g. a needle to manage a health condition, they will be responsible for its disposal. The use of needles for medication for an individual on the school premises will be managed in line with statutory guidance.

The headteacher will ensure that all pupils are informed that, where they see a sharp, they must alert the nearest staff member immediately and avoid touching the sharp.

Where a sharp is found, the nearest staff member will move all pupils away from the area in order to prevent accidental injuries, and will guard the sharp while alerting another staff member to bring the sharps retrieval kit. Sharps retrieval kits will contain:

- Protective gloves.
- A pair of long-stemmed tongs.
- A pincer tool, e.g. tweezers.
- Brush and pan.
- Sharps box for disposal.

Sharps boxes will be marked ‘Danger: Contaminated Sharps’ and ‘Destroy by Incineration’. They will be kept off the floor and out of the reach of pupils. Sharps boxes must not be filled above the designated fill line on the outside of the box. Once filled, boxes will be sealed immediately and removed by a clinical waste contractor or a specialist collection service.

The staff member will check the surrounding area carefully to ensure that no other sharps are in the vicinity. Where the sharp cannot be removed immediately, e.g. due to a delay in obtaining the sharps retrieval kit, the nearest staff member will place a cone or box on top of the sharp to prevent anyone from touching or finding it.

The following procedure will be followed in the event that sharps are found on the school premises:

- Staff will wear protective gloves, and will not handle sharps with bare hands.
- Staff will not handle sharps while barefoot or wearing open shoes, as injury may occur if the sharp is dropped on feet.
- Only one sharp will be handled at a time and, where there are multiple, sharps will be carefully separated using the pair of tongs.
- Sharps will be picked up using the relevant equipment, e.g. pair of tongs or brush and pan for broken glass, and place it into the sharps box, which will be brought to the sharp rather than the other way around.
- The appropriate staff, including the headteacher and site manager, will be informed.
- The incident will be recorded, with details of when, where and by whom the sharp was found.
- Sharps will be disposed of quickly and safely into the school’s sharps bin.

### Sharps injury

First aid staff will be trained in handling sharps injuries, and will adhere following guidelines in case of injury from a contaminated sharp:

- Encourage the wound to bleed gently, ideally by holding it under running water
- Wash the wound using water and soap
- Avoid scrubbing the wound while washing
- Avoid sucking the wound
- Dry the wound and cover it with a waterproof dressing
- Seek medical advice

Injuries will be handled in line with the First Aid Policy.

## 11. Evacuation invacuation lockdown and bomb threats

The school emergency and business continuity plans set out evacuation, shelter, lockdown, communications, reunification and recovery arrangements for both sites. Personal Emergency Evacuation Plans supplement these arrangements for people who need assistance; they do not replace the whole-school emergency plan.

Staff receive induction and refresher briefings, know alarm signals and routes, account for pupils and visitors and use the emergency services where required. Threats, suspicious items or immediate

danger must be reported promptly; call 999 where urgent. Follow police advice and the assessed safest response rather than assuming evacuation is always appropriate. Do not touch suspicious items.

The headteacher and Trust will prepare for the Terrorism (Protection of Premises) Act 2025 using current Home Office guidance. Its substantive premises duties are not yet commenced at this review date. Review commencement during 2026/27 and assess the school and any separately organised events against the applicable scope; do not describe future duties as already in force.

## 12. Visitors and contractors

Anyone hiring the premises will be made aware of their health and safety obligations when making the booking.

Contractors will be responsible for the health and safety of their employees and for ensuring safe working practices. They will not constitute a hazard to staff, pupils or visitors to the school.

## 13. Construction and maintenance

When undertaking construction or maintenance work, the school will do so in accordance with The Construction (Design and Management) (CDM) Regulations 2015. Construction work means the carrying out of any building, civil engineering or engineering construction work, including:

- The construction, alteration, conversion, fitting out, commission, renovation, repair, upkeep, redecoration, or other maintenance, decommissioning, demolition or dismantling of a structure;
- The preparation for an intended structure, including site clearance, exploration, investigation (but not site survey) and excavation (but not pre-construction archaeological investigations), and the clearance or preparation of the site or structure for use or occupation at its conclusion;
- The installation, commission, maintenance, repair or removal of mechanical, electrical, gas, compressed air, hydraulic, telecommunications, computer or similar services which are normally fixed within or to a structure;
- The assembly on site of prefabricated elements to form a structure or the disassembly on site of the prefabricated elements which, immediately before such disassembly, formed a structure;
- The removal of a structure, or of any product or waste resulting from demolition or dismantling of a structure, or from disassembly of prefabricated elements which immediately before such disassembly formed such a structure.

The headteacher will ensure that all construction and maintenance projects have a formally appointed principal designer and principal contractor. The headteacher will liaise with the principal contractor to identify if the scope of the project means that it should be notified to the HSE. The headteacher will also ensure that:

- The principal designer and principal contractor are provided with a ‘client brief/CDM pre - construction information’ at the earliest opportunity, to contain relevant information which should, as a minimum, include the following:
- What the school wants built or maintained
- The site and existing structures
- Information about hazards, such as asbestos
- Timescales and budget for the build
- How the school expects the project to be managed
- CDM appointments of the principal contractor and/or principal designer
- Welfare arrangements
- Details of the nearest A&E department
- The principal contractor draws up a Construction Phase Plan that explains how health and safety risks will be managed – permission will not be given for construction or maintenance work to begin until this is in place.

- The principal designer prepares a health and safety file containing information that will help the school manage risks associated with any future maintenance, repair, construction or demolition work.
- The roles, functions and responsibilities of the project team are clearly defined in writing, e.g. in the project plan.
- Sufficient time and resources are allocated, and effective mechanisms are in place to ensure good communication, cooperation and coordination between all members of the project team.
- The principal contractor has made arrangements for adequate welfare facilities for their workers before the construction or maintenance work starts.
- Following completion of the project, the health and safety file is handed over to the headteacher, kept up-to-date by the health and safety officer, and is made available to anyone who needs to alter or maintain the building.

The headteacher will hold weekly progress meetings with the project team to ensure that all members are carrying out their roles as required. Where the project is for a new workplace or alterations to an existing workplace, it must also meet the standards set out in The Workplace (Health, Safety and Welfare) Regulations 1992.

## 14. Personal protective equipment (PPE)

The school will provide employees and pupils who are exposed to a hazard at the school, which cannot be controlled by other means, with PPE where appropriate. All staff and pupils will be provided with protective eyewear in all workshops and laboratories. Visitors will also be supplied with PPE when appropriate.

Staff and pupils will use the PPE provided, and care for it according to the instructions and training given. Supervising staff will ensure PPE fits the wearer properly. Where more than one item of PPE must be worn, the items should be compatible and remain effective. PPE will not be worn if wearing it causes a hazard greater than the hazard it is intended to protect the wearer from.

Pupils will report any loss or defects to their class teacher, who will report it to the site manager for repair. Damaged PPE will not be used and will be disposed of in line with the manufacturer's instructions if it is not possible to repair.

Thorough risk assessments will be carried out by the health and safety officer to determine the suitable PPE to be used for each hazard and these are reviewed on a termly basis.

Staff and pupils will receive appropriate health and safety training in order to ensure they know how to properly use, maintain and store PPE, and how to detect and report faults. Equipment manuals are readily available and warning signs are clearly displayed in areas, and on equipment, where PPE is mandatory. When not in use, PPE will be properly stored, kept clean, and in good repair.

The school will cover the costs of purchase, cleaning and repair for all clothing that is:

- Protective clothing that staff require to fulfil their roles.
- A uniform that employees only wear to work.

The SBM will retain procurement and maintenance records. Required protective equipment is provided without charge. Payroll reporting will follow current HMRC rules and relevant exemptions rather than blanket assumptions about clothing benefits.

## 15. Employee clothing

The school will provide suitable protective clothing where required by risk assessment and ensure its maintenance and replacement. Other workwear must be appropriate to the task and safety requirements. The Trust finance and payroll team will determine any tax, National Insurance and

reporting obligations under current HMRC rules; protective clothing and qualifying uniforms must not automatically be treated as taxable ordinary clothing.

## 16. Work-related hazards

### Manual handling

Manual handling can prove hazardous when it has the potential to cause a musculoskeletal disorder. This can be due to repetition of the action, the force and/or posture involved in the completion of a handling task, and/or a person's ability to hold or gr asp the particular item in a safe and balanced manner.

The school will, as far as practicable, will reduce the need for members of staff to carry out any manual handling tasks that involve a risk of injury. Where manual handling tasks are necessary, the school's Manual Handling Risk Assessment will be implemented. The control measures will be monitored to ensure they are reducing the risk of injury and being implemented correctly.

The capability and circumstances, e.g. age, of staff will be taken into account where manual handling tasks are required. Where there is an unacceptable risk of injury or harm, no manual handling tasks will take place.

All members of staff will receive manual handling information and training as needed, with records kept by the School Business Manager.

### Stress management

Staff will be aware of the symptoms of stress, including sleeping problems, dietary problems, mood swings, feeling lethargic, fatigue, emotional problems, chest pains and elevated heart rate, lack of focus, inability to concentrate and increased sweating. Staff members who suffer from any of these symptoms are advised to consult their GP as soon as possible.

### Display screen equipment

Display screen assessments will be carried out by the health and safety officer for teaching staff and administrative staff who regularly use laptops or desktops computers.

## 17. Maintaining equipment

The school will ensure that staff and pupils can expect that any equipment they use is suitable for its intended use and is properly maintained. Inspectors, or a trained health and safety technician, will inspect the following equipment for health and safety issues annually:

- All electrical appliances
- All fixed gymnasium equipment
- Any workshop equipment, e.g. lathes and kilns
- All fume cupboards

It will be the responsibility of the health and safety officer to ensure new equipment meets the appropriate standards and conforms to all health and safety requirements. A health and safety technician will be consulted if necessary.

Any portable electrical equipment will be visually inspected on a daily basis by the site manager and undergo PAT at intervals suitable for the type of equipment and its frequency of use.

The school will make use of automated external defibrillator (AED) as part of its first aid equipment through the DfE's arrangements to buy, install and maintain an AED.

## 18. Hazardous materials

The school will only purchase hazardous materials from a reputable source, making sure that the relevant material safety data sheet (MSDS) is provided by the retailer on delivery. The school will only order supplies of hazardous materials when existing stocks are no longer adequate, and in quantities that are no larger than necessary. No chemicals or other hazardous materials will be used without the permission of the headteacher.

The health and safety officer will be responsible for ensuring all products that may be hazardous to health are risk assessed before being used, taking into account the advice on the relevant MSDS or Hazcard – the latter is provided from CLEAPSS, recognised by Ofsted and HSE as a definitive basis for undertaking practical work safely.

The site manager, in liaison with the health and safety officer, will ensure that the relevant control measures and appropriate guidelines are put in place to manage the risks identified in risk assessments. Control measures will be checked and reviewed by the site manager on a termly basis to ensure continued effectiveness, even when they are known to be reliable.

The headteacher will ensure that at least two staff members are suitably trained in the handling of hazardous chemicals and materials.

All equipment, materials and chemicals will be held in appropriate containers and areas conforming to health and safety regulations. Hazardous substances will be labelled with the correct hazard sign and contents label. Storage life will be considered by department leaders. All COSHH and ionising radiations regulations will be adhered to.

Low-toxic products, such as corrective fluid and aerosol paints, will be stored securely and only used under supervision in a well-ventilated area. Dust and fumes will be safely controlled by local exhaust ventilation equipment.

No staff member or pupil will ever be put at risk through exposure to any hazardous substance used in our practical curriculum. No potentially hazardous materials will be used in lessons without the approval of the health and safety officer. The health and safety officer will ensure staff are appropriately trained to use hazardous materials.

Where a substance has a workplace exposure limit, control measures will ensure that exposure is below the limit.

The site manager will keep an up-to-date inventory of all the hazardous chemicals and materials held at the school. A termly audit of hazardous materials will be undertaken by the site manager with routine surveillance to ensure that they remain safe to store. Unwanted or surplus chemicals and materials, including those that have become unsafe, will be disposed of by a registered waste carrier, in accordance with school procedures.

## 19. Asbestos management

The Trust and school will maintain a current asbestos register and management plan, with named responsibilities, condition monitoring and access controls. Assume materials may contain asbestos unless reliable evidence shows otherwise. Staff and contractors must consult the register before disturbing building fabric. Where refurbishment or demolition is planned, commission the appropriate survey for the proposed work; an existing management survey alone is not sufficient. Only competent, and where required licensed, contractors may carry out relevant work. Stop work, isolate the area and obtain competent advice immediately if suspect material is disturbed.

## 20. Cleaning

Contract cleaners will be monitored by the site manager. The standard required will be clear in the service level agreement held with the contracted cleaners. Special consideration will be given to hygiene areas.

Waste collection services will be monitored by the site manager. Special consideration will be given to the disposal of laboratory materials and clinical waste.

The headteacher will ensure suitable ventilation and a reasonable temperature for pupils and staff, assessing heat and cold risks, activity, medical needs and vulnerable occupants. Obsolete 1999 school-temperature thresholds are not treated as current statutory requirements. HSE's workplace benchmark is normally at least 16°C, or 13°C for rigorous physical work; there is no fixed legal maximum. These are not universal pupil comfort targets. Provide thermometers, drinking water, shade or cooling, heating and temporary adjustments; restrict unsafe areas or close provision where risks cannot be controlled.

## 21. Infection control

The school will actively prevent the spread of infection through the following measures:

- Routine immunisation
- Maintaining high standards of personal hygiene and practice
- Maintaining a clean environment

The school will keep up-to-date with national and local immunisation scheduling and advice. All pupils' immunisation status is checked at school entry and at the time of any vaccination. The school encourages parents to have their children immunised.

Appropriate post-offer health enquiries and occupational health support will be used lawfully and proportionately, with reasonable adjustments where required; pre-employment disability enquiries must comply with the Equality Act 2010.

The school will ensure that arrangements are in place to minimise any health risks, e.g. flu, by ensuring hygiene standards are maintained and pupils and staff are not permitted in school if they are unwell. Infection-related attendance decisions will follow current UKHSA exclusion advice and individual risk assessment. Do not automatically exclude everyone with any sign of infection; seek health protection advice for outbreaks and provide appropriate supervision and family communication.

## 22. Allergy safety policy

This section is the Academy's written allergy safety policy within this published Health and Safety Policy. It applies throughout the school day, on visits, in clubs and where school activities involve food or other allergens. It will be made known to staff and families, published on the school website and reviewed at least annually and after an incident, in line with the 2026 statutory guidance.

The headteacher is accountable for implementation and will designate a senior allergy lead. The lead coordinates the allergy register, healthcare plans, risk assessments, training, emergency medication and liaison with catering, families and health professionals. Relevant staff, agency staff and contractors must know the pupils and procedures they need for their role. All pupil-facing staff, including supply staff, agency staff, peripatetic staff, regular volunteers and catering or club staff, receive allergy awareness and emergency response training at least annually and through induction. Staff supporting identified pupils receive the additional practical training required.

Parents should notify the school of allergies and changes, provide current clinical advice and prescribed medicines and contribute to planning. Pupils will receive age-appropriate education about allergies and seeking help. Deliberate exposure to allergens or allergy-related bullying will be treated as

a serious safety and safeguarding concern; pastoral staff will support anxiety and wellbeing needs. No pupil will be excluded from activities simply because of an allergy; reasonable adjustments and safe alternatives will be planned.

Individual Healthcare Plans will be prepared for pupils who require them, including pupils at risk of anaphylaxis, with parents, the pupil where appropriate and healthcare professionals. Plans identify allergens, symptoms, emergency actions, medication, storage, trained staff, consent, visits and review dates. Review at least annually and when needs change. Information will be shared securely with those who need it to protect the pupil.

Risk assessments will address meals, snacks, food technology, practical materials, celebrations, visits, transport and after-school provision. Catering must provide accurate allergen information, check ingredients and substitutions, prevent cross-contact and meet food labelling requirements, including full ingredients and emphasised allergens for prepacked food for direct sale. No food sharing will be encouraged. Blanket claims that a site is allergen-free must not replace individual controls.

Prescribed adrenaline auto-injectors must be accessible without delay, including travel and arrangements for pupils who self-carry. The allergy lead will check at least monthly that devices are present, in date, correctly stored and replaced after use or before expiry, and record checks. Appropriate spare devices will be stored in labelled pairs, unlocked but safely controlled, on each site so they can reach any pupil within five minutes; risk assessment will identify any additional locations needed. The school office will hold and communicate the emergency-location plan to all relevant staff. The pupil's own prescribed devices and clinical action plan must accompany visits, with trained staff and safe arrangements for the journey home. Spare devices will be purchased and used within the applicable medicines rules, consent arrangements, clinical advice and the school's medical procedures. Visits must include the necessary medication and trained cover.

If anaphylaxis is suspected, staff must act immediately in line with training and the pupil's plan: summon help, call 999 and state suspected anaphylaxis, give the appropriate adrenaline auto-injector promptly where indicated, and follow emergency instructions. Do not leave the pupil alone or make them stand or walk. Seek emergency medical care even if symptoms improve. Further doses and positioning must follow current clinical training and emergency-service advice.

Record reactions, near misses, treatment, communications and learning. Inform parents promptly, review the plan and controls after an incident and consider safeguarding and RIDDOR criteria where relevant. Governors will receive assurance on training, medication availability, incident learning and policy implementation.

## 23. Medication

The school's Supporting Pupils with Medical Conditions Policy will be read, understood and adhered to at all times. Staff will receive annual training in supporting pupils with medical conditions.

The school will obtain notification from parents regarding any medication that pupils are required to take. Only trained staff will administer medication. A record will be kept of any medication that pupils take – this will be checked prior to administering any non-prescription medication.

## 24. Smoking

The school is a non-smoking premises and no smoking or vaping will be permitted on the grounds.

## 25. Security and theft

CCTV systems will be used to monitor events and identify incidents taking place. CCTV systems may be used as evidence when investigating reports of incidents. CCTV footage is personal data, so will be handled in accordance with the school's Data Protection Policy.

Money will be held in a safe and banked on a weekly basis to ensure large amounts are not held on site. Money will be counted in an appropriate location, such as the school office, and staff should not be placed at risk of robbery.

Staff and pupils will be responsible for their personal belongings and the school accepts no responsibility for loss or damage. Thefts will be reported to the police and staff will be expected to assist police with their investigation.

All staff will be expected to take reasonable measures to ensure the security of school equipment being used. Missing or believed stolen equipment will be reported immediately to a senior staff member.

The school will install access control and security measures to ensure the safety of the school, e.g.

security glazing on windows. The school will ban individuals from the premises if they pose a risk to any member of the school community. The school will consider any risks that are posed by their local context, e.g. recent arson attacks.

## 26. Severe weather

The headteacher, in liaison with the governing body, will make a decision on school closure due to severe weather on the grounds of health and safety. If a closure takes place, the governing body will be promptly informed.

## 27. Safe use of minibuses

The school will maintain a driver authorisation list and ensure roadworthiness, insurance, maintenance, MOT, pre-use checks, seat belts, safe loading and journey risk assessments. Lease arrangements do not remove the school's duty to check compliance and report defects. Unsafe vehicles must not be used.

The school's driver standard remains age 25 or over with a licence held for at least three years, subject to insurer requirements. This is not a substitute for the correct driving entitlement. The transport lead must verify the actual licence category, restrictions, medical fitness, vehicle maximum authorised mass, seating, journey purpose, any hire-or-reward arrangements and any required permit.

A category B licence alone is not automatically sufficient merely because the vehicle weighs less than 3.5 tonnes. Only use a category B exemption when all DVLA conditions are satisfied, including voluntary driving for the qualifying non-commercial purpose, mass limits and no trailer. Contractual or separately paid minibus driving may require full D1 or D entitlement. Obtain competent advice where uncertain and do not authorise the journey until resolved.

Authorised drivers will complete appropriate training, supply a licence check code, undertake vehicle and passenger checks and report mileage, faults and incidents. One passenger per seat and seat-belt use are required. Driver offences, damage and expenses will be managed through Trust procedures and applicable law.

## 28. Near misses

A 'near miss' is an event not causing harm but has the potential to cause injury or ill health.

If staff members, pupils, contractors or visitors see or are involved in a near miss, they will report it in order to allow consideration of how to prevent a possible accident happening in the future.

Reporting will be conducted verbally to the health and safety officer as soon as possible, who will then inform the headteacher as appropriate.

The school will report near misses that constitute as dangerous occurrences to the HSE. A RIDDOR dangerous occurrence is one of the specifically listed statutory events; hospital treatment alone does not define it.

All accidents and near misses, however small, will be reported and investigated by the health and safety officer and the outcomes recorded. The length of time dedicated to each investigation will vary depending on the seriousness of the accident.

After the investigation takes place, a risk assessment will be carried out, or the existing assessment amended, to avoid reoccurrence of the accident.

## 29. Monitoring and review

The effectiveness of this policy will be monitored continually by the headteacher and the governing body. Any necessary amendments will be made immediately.

The school will establish a monitoring system that is backed up by performance measures and this will be reviewed following an incident.

## 30. Restrictive intervention safety and reporting

De-escalation, reasonable adjustments and prevention take priority. Any force must have a lawful purpose and be necessary and proportionate; never use it as punishment. Follow the Behaviour Policy and the April 2026 restrictive-interventions guidance.

Record significant uses of force and every seclusion or restraint incident, including non-contact restraint, in writing as soon as practicable, aiming for the same day. Record who was involved, needs, time, place, duration, triggers, prevention, type and necessity of intervention, injuries, support and follow-up. Report to parents as soon as practicable, aiming for the same day, and provide written information. If notification risks serious harm, consult the DSL and follow the statutory exception, informing a safe parent or the home local authority as required. Review incidents and patterns with governors, provide pupil and staff support, and refer adult-conduct concerns through safeguarding procedures.

## Review sources and related guidance

DfE standards for school premises

DfE good estate management health and safety

HSE incident reporting in schools EDIS1

HSE when to report an incident

HSE temperature in the workplace

Driving school minibuses advice for schools and local authorities

Restrictive interventions including use of reasonable force effective April 2026

Allergy safety in schools statutory guidance July 2026

Terrorism Protection of Premises Act 2025 overarching factsheet

Guidance checked on 26 October 2026. Use the current version on the official source page and review this policy sooner if relevant requirements change.