



Last reviewed: Autumn Term 2025

Next review due: Autumn Term 2026

VISION

Our Vision is to develop literate, numerate, global citizens who ASPIRE, i.e. they are: Ambitious, Self-confident, Physically literate, Independent, Resilient, Emotionally literate.

OBJECTIVES

The Governors of this Academy will take steps to meet their responsibilities under the Health and Safety at Work Act and other health and safety legislation.

The Academy will, as far as reasonably practicable:

- Provide adequate resources to maintain a healthy and safe environment.
- Establish and maintain safe working procedures amongst staff, students and all visitors to the Academy site.
- Have robust procedures in place in case of emergencies
- Ensure that the premises and equipment are maintained safely and are regularly inspected.
- Provide staff with any instruction, information, training and supervision as is necessary to ensure their safety and health, and that of the students and anybody else who might be affected by their actions.

LEGISLATION

This policy is based on advice from the Department for Education's on [health and safety in schools](#), guidance from the Health and Safety Executive (HSE) on [incident reporting in schools](#), and the following legislation:

- [Health and Safety at Work etc. Act 1974](#), which sets out the general duties employers have towards employees and duties relating to lettings
- [The Management of Health and Safety at Work Regulations 1992](#), which require employers to carry out risk assessments, make arrangements to implement necessary measures, and arrange for appropriate information and training
- [The Control of Substances Hazardous to Health Regulations 2002](#), which require employers to control substances that are hazardous to health
- [The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations \(RIDDOR\) 2013](#), which states that some accidents must be reported to the Health and Safety Executive and set out the timeframe for this and how long records of such accidents must be kept
- [The Health and Safety \(Display Screen Equipment\) Regulations 1992](#), which require employers to carry out digital screen equipment assessments and states users' entitlement to an eyesight test

- [The Gas Safety \(Installation and Use\) Regulations 1998](#), which require work on gas fittings to be carried out by someone on the Gas Safe Register
- [The Regulatory Reform \(Fire Safety\) Order 2005](#), which requires employers to take general fire precautions to ensure the safety of their staff
- [The Work at Height Regulations 2005](#), which require employers to protect their staff from falls from height
- The school follows [national guidance published by UK Health Security Agency \(formerly Public Health England\)](#) and government guidance on [living with COVID-19](#) when responding to infection control issues.

This policy complies with our funding agreement and articles of association.

ROLES AND RESPONSIBILITIES

Governing Body

The Governing Body has a duty to take reasonable steps to ensure that staff and students are not exposed to risks to their health and safety. This applies to activities on or off the school premises.

Governors are responsible for:

- Formulating a clear Health and Safety Policy Statement which promotes the correct attitude towards safety in staff, students and visitors;
- Regularly reviewing health and safety arrangements and implementing new arrangements as necessary;
- Ensuring that staff have the sufficient experience, knowledge and training to perform the tasks required of them;
- Ensuring that clear procedures are created which assess the risk from hazards and produce safe systems of work;
- Ensuring that sufficient funds are set aside with which to operate safe systems of work.
- Measuring health and safety performance both actively and reactively.
- Reviewing the Health and Safety Policy and performance is reviewed annually.

The Governing Body has ultimate responsibility for health and safety matters in the Academy, but delegates operational matters and day-to-day tasks to the Principal and other staff members.

Principal

The Principal is responsible for health and safety day to day. This involves:

- Implementing the health and safety policy
- Regularly reporting to the governors on health & safety matters;
- Ensuring there are enough staff to safely supervise students
- Ensuring that the school building and premises are safe and regularly inspected
- Providing adequate training for school staff
- Ensuring appropriate evacuation procedures are in place and regular drills are held
- Ensuring all risk assessments are completed and reviewed

In the Principal's absence, the Business Director; Finance, Facilities & IT (BDFFI) assumes the above day-to-day health and safety responsibilities.

Health and Safety Officer

The nominated Health and Safety lead is the BDFFI.

Staff

School staff have a duty to take care of students in that same way that a prudent parent/carer would do so. All employees of the Academy have a responsibility to:

- Take reasonable care for the health and safety of themselves and others in undertaking their work;
- Co-operate with the Principal and BDFFI on all matters relating to health and safety;
- Not intentionally interfere with, or misuse, any equipment or fittings provided in the interests of health, safety and welfare;
- Report any serious or immediate danger immediately to their line manager and Facilities Department so that remedial action might be taken;
- Work in accordance with training and instructions
- Understand emergency evacuation procedures and feel confident in implementing them
- Model safe and hygienic practice

Employees should note that their duty to act responsibly on health and safety issues is required by the Health and Safety at Work Act and is more than a locally agreed policy.

Students and Visitors

Students and visitors are responsible for following the Academy's health and safety policy, both on and off site, and for reporting any incidents to a member of staff.

Contractors

Contractors will agree health and safety practices with the BDFFI and Facilities Supervisor before commencing work. Before commencing work the contractor will provide evidence that they have completed an adequate risk assessment of all their planned work.

PROCEDURES AND ARRANGEMENTS

The following procedures and arrangements have been established at the Academy to eliminate or mitigate health and safety risks to an acceptable level and to comply with legal requirements;

The list provides a brief, alphabetical summary of all the key health and safety arrangements applicable to the Academy. More detailed policies and written procedures for a number of these areas are also available and these will be provided as applicable to staff and visitors.

Accident Reporting

- An accident form (either paper or using the online accident reporting system) will be completed as soon as possible after the accident occurs by the member of staff or first aider that deals with it and the lead First Aider informed. This will include as much detail as possible about the accident
- Information about injuries will also be kept in the student's educational record
- Records held in the first aid and accident book will be retained by the Academy for a minimum of 3 years, in accordance with regulations and then securely disposed of.

Significant accidents as defined in RIDDOR must also be reported to the HSE using Form 2508. A record of any accident which results in a reportable injury, disease or dangerous occurrence as defined in the RIDDOR 2013 legislation (regulations 4, 5, 6 and 7). Such accidents include:

- Fatal or major injuries (as listed in the RIDDOR 2013 regulations)
- Injuries where an employee is away from work or unable to perform their normal work duties for more than 7 consecutive days.
- Where an accident leads to someone being taken to hospital
- Where something happens that does not result in an injury, but could have done
- Near-miss events that do not result in an injury but could have done.

The lead first aider must take the following action when a significant accident occurs:

- Inform the Principal and/or BDFFI
- Complete the RIDDOR form 2508 (either online or via post) and submit as soon as is reasonably practical but within 10 days of the incident occurring. Fatal and major injuries and dangerous occurrences will be reported without delay (i.e. by telephone) and followed up in writing within 10 days.

School staff: reportable injuries, diseases or dangerous occurrences

These include:

- Death
- Specified injuries, which are:
 - Fractures, other than to fingers, thumbs and toes
 - Amputations
 - Any injury likely to lead to permanent loss of sight or reduction in sight
 - Any crush injury to the head or torso causing damage to the brain or internal organs
 - Serious burns (including scalding) which:
 - Covers more than 10% of the whole body's total surface area; or
 - Causes significant damage to the eyes, respiratory system or other vital organs
 - Any scalding requiring hospital treatment
 - Any loss of consciousness caused by head injury or asphyxia
 - Any other injury arising from working in an enclosed space which leads to hypothermia or heat-induced illness, or requires resuscitation or admittance to hospital for more than 24 hours
- Work-related injuries that lead to an employee being away from work or unable to perform their normal work duties for more than 7 consecutive days (not including the day of the incident). In this case, the Lead First Aider/Business Director will report these to the HSE as soon as reasonably practicable and in any event within 15 days of the accident
- Occupational diseases where a doctor has made a written diagnosis that the disease is linked to occupational exposure. These include:
 - Carpal tunnel syndrome
 - Severe cramp of the hand or forearm
 - Occupational dermatitis, e.g. from exposure to strong acids or alkalis, including domestic bleach
 - Hand-arm vibration syndrome
 - Occupational asthma, e.g. from wood dust
 - Tendonitis or tenosynovitis of the hand or forearm
 - Any occupational cancer
 - Any disease attributed to an occupational exposure to a biological agent
- Near-miss events that do not result in an injury but could have done. Examples of near-miss events relevant to schools include, but are not limited to:
 - The collapse or failure of load-bearing parts of lifts and lifting equipment
 - The accidental release of a biological agent likely to cause severe human illness
 - The accidental release or escape of any substance that may cause a serious injury or damage to health
 - An electrical short circuit or overload causing a fire or explosion

Students and other people who are not at work (e.g. visitors): reportable injuries, diseases or dangerous occurrences

These include:

- Death of a person that arose from, or was in connection with, a work activity*
- An injury that arose from, or was in connection with, a work activity* and the person is taken directly from the scene of the accident to hospital for treatment

*An accident “arises out of” or is “connected with a work activity” if it was caused by:

- A failure in the way a work activity was organised (e.g. inadequate supervision of a field trip)
- The way equipment or substances were used (e.g. lifts, machinery, experiments etc); and/or
- The condition of the premises (e.g. poorly maintained or slippery floors)

Information on how to make a RIDDOR report is available here:

[Make a RIDDOR report - HSE](#)

Asbestos

- A record of the location of asbestos found on the Academy site is maintained
- Contractors are advised of the location of any asbestos on the premises to ensure that it is not disturbed by their work
- Staff are briefed on the location of asbestos in the Academy and the action to take if they disturb it.

COSHH

The Academy is required to control hazardous substances that are on the premises.

- Control of substances hazardous to health (COSHH) information is passed to the relevant department on purchase.
- Substances used in the practical curriculum will be stored and used in accordance with CLEAPSS
- The Academy has an appointed Radiation Protection Advisor to advise and assist with storage of radioactive substances

COSHH risk assessments are completed by the department that uses the department and shared with all relevant staff. The appropriate PPE will also be provided to staff as required.

Staff uses and stores hazardous products in accordance with instructions on the product label and retain products in their original containers, with clear labelling and product information. All hazardous products are kept in locked areas which students do not have access to.

Emergency procedures, including procedures for dealing with spillages, are displayed near where hazardous products are stored and in areas where they are routinely used.

Crisis Management

The Academy has a separate Emergency Planning and Response policy which should be followed in the event of;

- People related issues e.g., major accidents, epidemics, abductions or acts of extreme violence where there is clearly a risk of serious injury
- Premises related issues e.g., fire, explosions, floods or subsidence

Equipment

All equipment will be maintained in accordance with the manufacturer's instructions and stored in the appropriate storage containers and areas. Containers are labelled with the correct hazard signs.

Day to day inspection of all equipment to detect visible signs of damage, obvious faults or deterioration rests with the user, or when used by students, with the class teacher. Staff are responsible for reporting damage/faults to the Facilities/IT team as appropriate.

A. Display Screen Equipment

- Staff who use computers (either desktops or laptops) daily as a significant part of the normal work have a display screen equipment assessment completed.
- Staff are reminded that laptops should not be used on laps, chair arms and other unsuitable surfaces
- Staff identified as Display Screen Equipment users are entitled to an eyesight test upon request, and then every two years afterwards, by a qualified optician.

B. Electrical Equipment

- Staff are responsible for ensuring that they use electrical equipment sensibly and safely and must supervise students under their supervision to handle electrical equipment
- Equipment found to be unserviceable, or of doubtful serviceability, is taken out of service, labelled correctly, stored away safely and the defect reported to the Facilities/IT team for arranging repair/replacement.
- Portable Appliance Testing (PAT) will be carried out by a trained person as necessary.
- Staff are reminded that they must not bring electrical equipment on the Academy premises without informing the Facilities Team and having the equipment PAT tested by a trained member of staff. Only trained staff can check plugs
- All isolator switches will be clearly marked to identify their machine
- Electrical apparatus and connections will not be touched by wet hands and will only be used in dry conditions
- Maintenance, repair, installation and disconnection work associated with permanently installed or portable electrical equipment is only carried out by a competent person.

C. Specialist Equipment

- Subject Leads are responsible for ensure the maintenance and safety of all specialist equipment within their departments. Where students are allowed to set up equipment, they are taught how to do this safely and checks are carried out by staff.
- The BDFFI will undertake regular checks to ensure that equipment is being maintained and checked in accordance with the requirements for the equipment by an appropriate trained and competent person.
- Parents/carers are responsible for the maintenance and safety of their children's wheelchairs. Academy wheelchairs are maintained by staff. Staff promote the responsible use of wheelchairs in the Academy.

Fire Procedures

Fire drills are held every term in accordance with the procedures below and the Academy's Fire Prevention assessment. All staff, students and visitors must participate in the fire drill and follow the correct procedures.

- Whoever discovers a fire should raise the alarm immediately by using the nearest fire call point
- The fire alarm is a loud continuous bell

- Fire extinguishers may be used by trained staff if they are confident that they can be used without putting themselves or others at risk
- Facilities staff will check the alarm panel and investigate the reason for the alarm
- The Academy is to evacuate the building on the alarm sounding. All persons are to congregate at the assembly point, which is the school field/playground. Students are to line up in tutor group order in accordance with the fire assembly map.
- Fire marshals will check clearance of the buildings and report when cleared.
- Tutors will take registers of students and admin staff registers of staff
- Once the building is cleared the alarm may be silenced
- Everyone will remain at the assembly point until the all clear is given to re-enter the building

The Academy has arrangements in place for the evacuation of people with mobility needs and fire risk assessments will also pay particular attention to those with disabilities. Those on floors other than the ground floor have the use of evacuation chairs to exit the building. Staff that consistently work on non-ground floors will have been trained in the use of evacuation chairs.

All emergency exits and assembly points are clearly identified by safety signs and notices. Fire alarm testing will take place on a regular basis. Fire risk assessment of the premises will be reviewed regularly.

New staff will be training in fire safety and all staff annually reminded of the procedures in place.

First Aid and Medical Conditions

The Academy has a separate First Aid and Medical Conditions policy and ensures that there is ample provision of trained personnel and first aid supplies.

Some medical conditions make students vulnerable to infections that would rarely be serious in most children. The Academy will normally have been made aware of such vulnerable children. These children are particularly vulnerable to chickenpox, measles or slapped cheek disease and, if exposed to any of these, the parent/carers will be informed promptly and further medical advice sought.

Infection prevention and control

The Academy follows national guidance published by the UK Health Security Agency when responding to infection control issues. The Academy will encourage students and staff to follow good hygiene practice, which will include:

- Regular handwashing – wash hands with liquid soap and warm water, wash hands after using the toilet and before eating or handling food
- Catching coughs and sneezes
- Use of personal protective equipment in the appropriate situations as directed by the Academy. This can include gloves, goggles, face masks and aprons
- Regular cleaning of areas and classrooms
- Cleaning of blood and body fluid spillages using appropriate detergent (which is effective against bacteria and viruses and well as being suitable for the surface it will be used on) and disposable cloths
- Clinical waste to be disposed of in segregated bins and removed using a registered waste contractor.

The Academy will ensure adequate risk reduction measures are in place to manage the spread of acute respiratory diseases, including COVID-19, and carry out appropriate risk assessments, reviewing them regularly and monitoring whether any measures in place are working effectively.

The Academy will follow advice from UK Health Security Agency (formerly Public Health England) in the event of an epidemic/pandemic and take the appropriate course of action.

We will follow local and national guidance on the use of control measures including:

- Following good hygiene practices
- Implementing an appropriate cleaning system
- Keep rooms well ventilated

The Academy will follow recommended exclusion periods for diseases/infections as outlined by UK Health Security Agency (formerly Public Health England): Health and Protection in Schools and Other Childcare Facilities [Health protection in children and young people settings, including education - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/publications/health-protection-in-children-and-young-people-settings-including-education)

Gas Safety

- Installation, repair and maintenance of all gas appliances is carried out by a gas safe registered engineer.
- Gas appliances, including all boilers on the Academy premises, are inspected regularly and maintenance carried out as advised
- Classrooms with gas appliances are checked regularly to ensure adequate ventilation

Legionella

- A water risk assessment has been completed by Aquacare. The Facilities Supervisor is responsible for ensuring that the identified operational controls are conducted and recorded. The risk assessment will be reviewed annually and updated when significant changes have occurred to the water system and/or building footprint
- Risks of legionella are mitigated through monthly monitoring of water temperatures and regular cleaning

Lettings

This policy applies to lettings. Schoolsplus organise the lettings on the Academy site and will be aware of the content of this policy and pass on the pertinent information to lettings clients.

Lockdown

The Academy has a separate Lockdown Procedure policy.

Lone Working

The Academy has a separate Lone Worker policy.

Manual Handling

The procedures related to manual handling apply to activities where there is a foreseeable risk of injury.

It is the responsibility of individuals to determine whether they are fit to lift or move equipment, furniture or supplies. Individuals should request assistance to lift items where they consider it necessary.

The Academy will ensure that a risk assessment is undertaken to identify the nature of manual handling in the Academy and that those who may be involved in manual handling activities are required to read it.

The Academy will ensure that proper mechanical aids and lifting equipment are available in the Academy and that staff are trained how to use them safely.

Staff and students are expected to use the following basic manual handling procedure;

- Assess the load and plan the lift. Ask for assistance/equipment aids if required.
- Take a route which is direct, flat and clear from obstruction.
- Ensure that the area where you plan to offload the item is hazard free.
- When lifting, bend your knees and keep your back straight. Ensure that the load is held firmly, close to the body. Lift smoothly and slowly and avoid twisting wherever possible.

Off-site visits

When students are taken off the Academy premises, the Academy will ensure that:

- Risk assessments are completed as required
- All off-site visits are appropriately staffed
- Staff will carry appropriate equipment, including a mobile phone, first aid kit, medical information about specific medical needs of the students and contact information in the event of an emergency
- The Academy Educational Visits policy is followed

Pregnancy

Risk assessments will be carried out whenever any employee or student notifies the Academy that they are pregnant. Appropriate measures will be put in place to control risks identified.

Security

The BDFFI and the Facilities Supervisor are responsible for the security of the Academy; this includes visual inspections of the site as well as the alarm systems. The Facilities Team are key holders and will respond to an emergency.

CCTV is used throughout the Academy and will be used to monitor incidents and provide evidence when investigation reports of poor/dangerous behaviour and of alleged criminal offences such as theft, damage or assault.

Smoking and Vaping

Smoking or vaping is not permitted anywhere on the Academy premises.

Stress Management

The Academy is committed to promoting high levels of health and wellbeing and recognise the importance of identifying and reducing workplace stressors.

Systems are in place within the Academy for responding to individual concerns and monitoring of staff workloads. Where appropriate a risk assessment of stress in the workplace will be carried out under the management of Health and Safety at Work regulations 1992.

Violence at Work

Staff should not be in any danger at work and the Academy will not tolerate violent or threatening behaviour towards staff. All staff will report any incidents of aggression or violence (or near misses) directed to themselves to their Line Manager/Leadership Team member immediately. This applies to violence from students, visitors or staff.

Working at Height

Working at height involves activities which cannot be undertaken whilst standing on the floor. The Academy will ensure that any work at height is properly planned, supervised and carried out by competent people with the skills and experience to do the work.

In addition:

- The Facilities Team retain ladders for working at height. Students are not permitted to use the ladders
- Appropriate footwear and clothing will be worn when using ladders
- Contractors are expected to provide their own equipment for working at height
- Access to high levels, e.g., roofs, is only permitted by trained persons.
- Before using a ladder, staff are expected to conduct a visual inspection to ensure its safety

TRAINING

Staff are provided with health and safety training as part of their induction process.

All staff are required to complete the National College School Health and Safety training, Manual Handling training and Slips and Spills training.

Where staff work in higher risk areas, such as science/technology classrooms, they are given additional health and safety training as appropriate.

The Academy will regularly assess the health and safety training needs of all staff and address any identified training need.

LINKS WITH OTHER POLICIES

- First Aid
- Risk assessment
- Supporting students with medical conditions
- Lone Worker
- Lockdown
- Emergency Planning and Response

MONITORING, EVALUATION AND REVIEW

The policy will be reviewed and updated as required every year by the BDFFI in connection with the Leadership Team.

The Governing Body will approve the policy at each review.