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Health and Safety Policy

1. AIMS & PRINCIPLES

Christian Fellowship School is committed to safeguarding and promoting the welfare, health and safety of all pupils, staff, volunteers, visitors and others who may be affected by its activities. The school recognises that effective health and safety practice is an essential part of its duty of care and of its wider responsibility to provide a secure, orderly and well-governed environment in which pupils can flourish.

This policy sets out the overarching aims, principles and arrangements by which the school will meet its responsibilities.

1.1 Statutory duties

The school recognises its legal duties to ensure, so far as is reasonably practicable, the health, safety and welfare of employees and pupils, and the safety of others affected by its activities.

The governing body and leadership are responsible for ensuring that appropriate arrangements are in place to meet these duties and that health and safety is managed effectively across all aspects of the school's work.

The detailed statutory framework is set out in Section 2 of this policy.

1.2 Guidance and standards

The school will have regard to relevant government guidance and recognised professional standards in discharging its responsibilities.

Guidance will be followed unless there is a clear and reasoned basis, supported by risk assessment, for an alternative approach.

The detailed statutory framework and key guidance are set out in Section 2.

1.3 Core principles

The school's approach to health and safety is governed by the following principles:

- *Prevention over reaction* - risks will be identified and managed proactively through a structured system of risk assessment
- *Clarity of responsibility* - all staff understand their duties, and leadership responsibility is clearly defined
- *Proportionate control* - measures will be suitable and sufficient, reflecting the nature and level of risk
- *Competence and training* - staff will be equipped with the knowledge and training necessary to fulfil their responsibilities
- *Effective communication* - relevant information about risks and control measures will be shared clearly and consistently
- *Continuous monitoring and improvement* - arrangements will be reviewed regularly and improved where necessary

1.4 Safeguarding integration

Health and safety arrangements will operate in close alignment with safeguarding responsibilities.

The school recognises that many risks to pupils arise not only from the physical environment but from failures in supervision, communication or systems. Accordingly: health and safety, safeguarding and pastoral systems will be coordinated; risk assessment will include safeguarding-related risks; arrangements for third parties, visitors and hirers will include safeguarding requirements.

1.5 Medical needs and inclusion

The school is committed to ensuring that pupils with medical conditions are properly supported so that they can access education safely and as fully as possible. This includes: appropriate planning and support for medical conditions; effective first aid provision; clear systems for managing medicines and medical information

No pupil will be excluded from participation in school activities on the basis of a medical condition unless this is necessary for safety and is proportionate to the risk.

1.6 Staff health and wellbeing

The school recognises its duty to protect the health, safety and welfare of staff. This includes: providing a safe working environment; assessing and managing workplace risks; responding appropriately to health needs, including pregnancy, long-term conditions and menopause; fostering a culture in which staff can raise concerns and receive appropriate support.

1.7 Christian ethos and stewardship

As a Christian school, we understand the care of those entrusted to us as a matter of stewardship before God. This is expressed in: a commitment to act with diligence, wisdom and foresight; a concern for the wellbeing of the whole person - physical, emotional and spiritual; a culture of responsibility in which each member of the community seeks the good of others.

Health and safety is therefore not treated merely as compliance, but as part of the school's moral and spiritual responsibility to care faithfully for those in its charge.

2. STATUTORY FRAMEWORK & GUIDANCE

This policy is informed by statutory duties, government guidance and recognised professional standards. The school distinguishes clearly between legal requirements, guidance that must be taken into account, and best practice.

2.1 Statutory requirements

The school will comply with all applicable health and safety legislation. The principal statutory framework includes:

- the Health and Safety at Work etc. Act 1974
- the Management of Health and Safety at Work Regulations 1999
- the Regulatory Reform (Fire Safety) Order 2005
- the Health and Safety (First Aid) Regulations 1981
- the Control of Substances Hazardous to Health Regulations 2002 (COSHH)
- the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)
- the Equality Act 2010
- the Children and Families Act 2014 (supporting pupils with medical conditions)
- the School Premises (England) Regulations 2012
- the Education (Independent School Standards) Regulations 2014

Where duties are imposed by law, the school will ensure that appropriate arrangements are in place to secure compliance and that responsibilities are clearly allocated.

2.2 Statutory frameworks specific to education and early years

Where applicable, the school will comply with statutory frameworks and requirements specific to education settings, including:

- the Early Years Foundation Stage (EYFS) statutory framework (including 2025 requirements for group and school-based providers)
- statutory safeguarding requirements relevant to independent schools.

These frameworks impose specific duties relating to first aid provision, administration of medicines, staff training and ratios (EYFS), and safeguarding and welfare requirements.

2.3 Government guidance

The school will have regard to relevant government guidance. While such guidance is not itself law, it sets out expected standards of practice and should normally be followed. Key guidance includes:

- Department for Education: *Supporting pupils at school with medical conditions*
- Department for Education: guidance on first aid in schools and early years settings
- Health and Safety Executive (HSE) guidance for employers and educational settings
- UK Health Security Agency (UKHSA): guidance on health protection in education and childcare settings

Where the school departs from published guidance, this will only be on the basis of a clear and reasoned risk assessment.

2.4 Best practice and sector standards

In addition to statutory requirements and government guidance, the school will take account of recognised best practice and sector standards, including: professional advice from competent health and safety practitioners; recognised models and frameworks for risk assessment and control; relevant medical and safety guidance (e.g. NICE guidance where appropriate).

Best practice will be applied proportionately, taking account of the nature of the school, the age of pupils and the level of risk.

2.5 Relationship to other school policies

This policy forms part of a wider framework of health, safety and safeguarding policies and procedures. It should be read in conjunction with, in particular:

- Risk Assessment Policy
- First Aid Policy
- Administration of Medicines Policy
- Educational Visits Policy
- Fire Emergency Evacuation Plan
- Safeguarding and Child Protection Policy
- Hiring Premises and Third Party Services Policy

These documents provide detailed procedures and operational guidance which support the arrangements set out in this policy.

3. ROLES & RESPONSIBILITIES

The governing body and school leadership will ensure that clear arrangements are in place for the management of health and safety. Responsibilities are defined so that all staff understand their duties and lines of accountability.

3.1 Governing body

Statutory responsibility

The governing body has overall responsibility for ensuring that the school complies with its legal duties relating to health and safety. This includes: ensuring that appropriate policies and procedures are in place; ensuring that adequate resources are allocated to manage risks; monitoring the effectiveness of health and safety arrangements; ensuring that the school meets its duties under relevant legislation.

Advisory expectation

The governing body will: receive regular reports on health and safety matters; review incidents, trends and risk areas; ensure that appropriate action is taken where deficiencies are identified.

3.2 Head Teacher

Statutory responsibility (delegated day-to-day management)

The Head Teacher is responsible for the day-to-day management of health and safety across the school. This includes: implementing this policy and associated procedures: ensuring that risks are assessed and controlled: ensuring that staff are appropriately trained and informed: ensuring that incidents are reported and managed appropriately: ensuring that health and safety is integrated with safeguarding and pastoral systems.

Best practice

The Head Teacher will ensure that: responsibilities are clearly delegated: systems are monitored and reviewed: a culture of safety, responsibility and vigilance is maintained.

The Head Teacher will also act as Incident Commander in the event of a serious incident requiring the activation of the School Emergency Management Plan (SEMP).

3.3 Health and Safety lead

The school will designate a member of the senior leadership team to act as the Health and Safety Lead, with oversight of the implementation and coordination of health and safety arrangements. This role includes: coordinating health and safety systems across the school; ensuring consistency between policies and practice; overseeing monitoring, review and reporting; acting as a point of escalation for significant concerns.

3.4 Health and Safety Officer (operational management - premises and environment)

The Site Manager is appointed as Health & Safety Officer and Fire Officer, and is responsible for the day-to-day management of health and safety in relation to the school premises, facilities and physical environment. This includes: maintenance of buildings, equipment and infrastructure; management of fire safety systems, procedures and evacuation arrangements; site inspections and safety checks; contractor management and site-related risks.

The Health and Safety Officer is not responsible for the leadership and management of educational, pastoral or medical aspects of health and safety, which remain the responsibility of the Head Teacher, senior leaders and relevant staff. The Health and Safety Officer will work in coordination with these roles to ensure that risks are appropriately managed across the school.

Fire safety responsibilities are carried out in accordance with the school's Fire Emergency Evacuation Plan.

3.5 Medical conditions and first aid leadership

The school maintains a clear structure for the management of medical needs and first aid.

Medical officer - responsible for: ensuring that pupils with medical conditions are appropriately supported; overseeing Individual Healthcare Plans where required; liaising with parents and healthcare professionals; ensuring that staff are informed of relevant medical needs.

Medical administration support - responsible for: maintaining medical records and registers; ensuring that information is accurate and up to date; supporting communication with parents and external agencies.

First Aid Officer - responsible for: coordinating first aid provision across the school; maintaining first aid equipment and supplies; supporting staff in the administration of first aid; responding to medical incidents and emergencies.

These roles operate in accordance with the school's First Aid Policy and medical procedures.

3.6 Heads of school / departments

Heads of department and line managers are responsible for implementing health and safety arrangements within their areas of responsibility. This includes: carrying out and reviewing risk assessments; implementing control measures; ensuring that staff and pupils follow safe systems of work; ensuring that equipment and environments are safe for use.

These responsibilities are supported by the school's Risk Assessment Policy

3.7 All staff and volunteers

All staff and volunteers have a responsibility to take reasonable care of their own health and safety and that of others. This includes: following school policies and procedures; cooperating with health and safety arrangements; reporting hazards, concerns and incidents; participating in training where required.

Staff are expected to act with vigilance and professional judgement in maintaining a safe environment for pupils and colleagues.

3.8 Pupils

Pupils are expected to: follow instructions given by staff; behave in a manner that supports a safe environment; report concerns or hazards to a member of staff.

The school will ensure that pupils are appropriately educated about safety as part of school life.

3.9 Visitors, contractors and third parties

All visitors, contractors and third-party providers are required to: comply with the school's health and safety arrangements; follow instructions given by staff; operate in a manner that does not place others at risk.

The school will ensure that appropriate checks and arrangements are in place, including safeguarding and health and safety requirements for hirers and third-party services

4. MANAGEMENT

The school will establish and maintain effective arrangements to ensure that health and safety is managed systematically, consistently and proportionately across all areas of its work.

These arrangements ensure that risks are identified, controlled and monitored, and that responsibilities defined in Section 3 are carried out effectively.

4.1 Whole-school approach

Health and safety will be managed through a coordinated, whole-school approach which: integrates health and safety with safeguarding, pastoral care and operational management; ensures consistency across departments and activities; applies proportionate control measures based on risk; promotes a culture of vigilance, responsibility and accountability.

4.2 Planning and implementation

Health and safety arrangements will be implemented through: a structured system of risk assessment and control; clearly defined procedures and supporting policies; appropriate allocation of roles and responsibilities; provision of training, instruction and supervision.

Operational procedures are set out in supporting policies, including those relating to risk assessment, first aid and medical needs, fire safety, educational visits, and use of premises and third parties.

4.3 Communication and information sharing

Effective communication is essential to the management of health and safety. The school will ensure that: relevant information about risks, control measures and procedures is communicated clearly to staff; staff are informed of pupils' medical needs and other relevant risks; appropriate information is shared with pupils, parents, visitors and contractors where necessary; systems are in place to ensure that information is accurate, current and accessible

4.4 Training and competence

The school will ensure that staff are provided with appropriate training and instruction to enable them to carry out their responsibilities safely and effectively. This includes: induction training for new staff; role-specific training where required; refresher training at appropriate intervals; additional training where new risks or responsibilities arise.

Staff will only undertake tasks for which they are suitably trained or appropriately supervised.

4.5 Coordination of different areas of risk

Health and safety within the school spans a number of distinct but interrelated areas, including: premises and physical environment; supervision and pupil management; medical needs and first aid; educational visits and off-site activities; safeguarding-related risks.

The school will ensure that these areas are managed in a coordinated way, with clear responsibilities and effective communication between those responsible.

No single role is responsible for all aspects of health and safety. Responsibility is distributed according to the nature of the risk, as set out in Section 3.

4.6 Incident reporting and response

The school will maintain clear procedures for reporting and responding to accidents, incidents and near misses. This includes: prompt reporting and recording of incidents; investigation where appropriate; taking action to prevent recurrence; informing parents, carers or relevant authorities where required.

Detailed procedures are set out in the First Aid Policy and associated arrangements.

4.7 Monitoring and review

Health and safety arrangements will be monitored and reviewed to ensure their effectiveness. This includes: routine checks and inspections of the premises and activities; review of incidents and trends; monitoring of compliance with procedures; periodic review of policies and risk assessments.

Findings from monitoring will be used to improve practice and address any identified weaknesses.

4.8 Escalation and accountability

Where significant risks, incidents or concerns arise, these will be escalated promptly through the school's management structure.

The school will ensure that: serious issues are brought to the attention of senior leadership; appropriate action is taken without delay; the governing body is informed of significant matters where necessary.

5. RISK ASSESSMENT

The school will adopt a systematic and proportionate approach to the identification, assessment and control of risks to health and safety.

Risk assessment is central to the effective management of health and safety and underpins all

arrangements within this policy.

5.1 Statutory requirement

The school will carry out risk assessments in accordance with its duties under the Management of Health and Safety at Work Regulations 1999. Risk assessments will be suitable and sufficient, proportionate to the level of risk, and regularly reviewed and updated.

5.2 Whole-school approach to risk

Risk assessment will be applied across all aspects of the school's work, including:

- premises and facilities
- curriculum activities and practical subjects
- supervision of pupils
- educational visits and off-site activities
- medical conditions and first aid provision
- safeguarding-related risks
- contractors and third-party use of the site

Risk assessment is therefore not limited to physical hazards but includes risks arising from systems, supervision and the needs of individual pupils.

5.3 Risk assessment process

The school will follow a structured approach to risk assessment, including identifying hazards, determining who may be harmed and how, evaluating risks and identifying control measures, recording significant findings where appropriate, and reviewing and updating assessments as necessary.

The level of detail will be proportionate to the level of risk.

5.4 Responsibilities for risk assessment

The Head Teacher is responsible for ensuring that appropriate risk assessment arrangements are in place across the school.

Heads of department and line managers are responsible for carrying out and implementing risk assessments within their areas of responsibility.

The Health and Safety Officer (Site Manager) is responsible for risk assessments relating to the premises, facilities and site operations.

All staff are responsible for contributing to and following risk assessments relevant to their work.

5.5 Dynamic risk assessment

Staff are expected to exercise professional judgement and carry out ongoing ('dynamic') risk assessment in response to changing circumstances. This includes responding to emerging hazards, adapting activities where necessary, and taking immediate action where safety is at risk.

Where significant concerns arise, these must be reported and, where necessary, formal risk assessments updated.

5.6 Recording and communication

Where risks are significant, the findings of risk assessments will be recorded and communicated to relevant staff. The school will ensure that risk assessments are accessible to those who need them, control measures are clearly understood, and safe systems of work are communicated effectively.

5.7 Monitoring and review

Risk assessments will be reviewed at appropriate intervals, following incidents or near misses, and where there are significant changes to activities, staffing or environment.

Monitoring will ensure that control measures remain effective and are being followed in practice.

5.8 Relationship to other policies

Detailed procedures for risk assessment are set out in the school's Risk Assessment Policy

Risk assessment also underpins other policies and procedures, including those relating to: educational visits; medical conditions and first aid; fire safety; safeguarding.

6. ACCIDENTS, FIRST AID & REPORTING

The school maintains effective arrangements for responding to accidents, injuries and medical incidents, and for recording and reporting such events appropriately. These arrangements are designed to: ensure that immediate and appropriate care is provided; incidents are properly recorded; lessons are learned to prevent recurrence; and statutory reporting requirements are met.

6.1 First aid provision

The school will provide adequate and appropriate first aid provision in accordance with its statutory duties. This includes ensuring that suitably trained staff are available at all times; providing appropriate first aid equipment and facilities; making arrangements for first aid during educational visits and off-site activities; ensuring enhanced provision where required, including for EYFS pupils.

Detailed arrangements are set out in the school's First Aid Policy.

6.2 Response to accidents and medical incidents

In the event of an accident or medical incident, the school will ensure that the situation is assessed promptly; appropriate first aid or medical assistance is provided; emergency services are contacted where necessary; and parents or carers are informed as appropriate.

Where a pupil requires further medical treatment, appropriate arrangements will be made to ensure their safety and supervision.

6.3 Recording of incidents

All accidents, injuries and significant medical incidents will be recorded. Records will include the date, time and location of the incident; details of the person(s) involved; the nature of the injury or incident; action taken, including first aid administered; any follow-up actions.

Records will be maintained securely and in accordance with data protection requirements.

6.4 Reporting to parents and carers

Parents or carers will be informed of any significant injury or medical incident, any head injury, and any incident requiring ongoing monitoring or follow-up.

Communication will take place as soon as reasonably practicable and in accordance with the school's procedures.

6.5 Statutory reporting (RIDDOR)

The school will comply with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR). The school will ensure that reportable incidents are notified to the Health and Safety Executive (HSE) where required. This includes specified serious injuries to staff or others, work-related accidents resulting in absence from work, dangerous occurrences, and

certain work-related diseases.

Responsibility for determining whether an incident is reportable and for making the report will rest with the Business Manager or a delegated senior leader, supported by the Health and Safety Officer where appropriate.

6.6 Investigation and follow-up

Where appropriate, incidents will be reviewed to identify immediate and underlying causes, assess whether control measures were effective, and determine whether changes are required.

Appropriate action will be taken to reduce the risk of recurrence.

6.7 Monitoring and trend analysis

The school will monitor accident and incident data in order to identify patterns or recurring issues; assess the effectiveness of control measures; and inform risk assessment and planning.

Significant trends or concerns will be reported to senior leadership and, where appropriate, to the governing body.

6.8 Relationship to other policies

This section should be read in conjunction with:

- the First Aid Policy
- the Medical Conditions and Medicines Policy
- the Risk Assessment Policy

These documents provide detailed procedures and operational guidance.

7. FIRE SAFETY & EMERGENCY PROCEDURES

The school will maintain effective arrangements to ensure the safety of all persons in the event of fire or other emergency situations.

These arrangements prioritise the protection of life and are supported by the school's Fire Emergency Evacuation Plan and School Emergency Management Plan (SEMP), which set out detailed operational procedures.

7.1 Statutory duties - fire safety

The school will comply with the Regulatory Reform (Fire Safety) Order 2005. This involves: carrying out and regularly reviewing a fire risk assessment; implementing appropriate fire safety measures; maintaining fire detection, alarm and emergency systems; ensuring safe means of escape; providing staff information; and arranging appropriate training.

The Site Manager, as Fire Officer, is responsible for the operational implementation of these duties.

7.2 Fire safety arrangements

The school will ensure that appropriate fire safety arrangements are in place, including: a maintained fire alarm system and associated equipment; clearly identified and unobstructed escape routes; appropriate fire-fighting equipment; designated assembly points; and trained Fire Wardens.

Detailed procedures are set out in the school's Fire Emergency Evacuation Plan.

7.3 Evacuation procedures

The school will ensure that clear evacuation procedures are established and communicated; all persons on site are able to evacuate safely and promptly; staff take responsibility for pupils in

their care; registers and checks are used to confirm that all persons are accounted for.

Evacuation procedures will apply to all persons on site, including visitors and contractors.

7.4 Fire drills and training

The school will ensure that fire drills are carried out regularly, staff receive appropriate fire safety training and instruction and Fire Wardens receive additional training appropriate to their role.

Outcomes of drills will be reviewed and used to improve procedures.

7.5 Persons requiring additional support

The school will make appropriate arrangements to support individuals who may require assistance in an emergency. This includes identifying pupils or staff who may need support; putting in place Personal Emergency Evacuation Plans (PEEPs) where required; ensuring that staff are aware of their responsibilities.

7.6 Emergency management framework (SEMP)

The school maintains a structured emergency management framework through its School Emergency Management Plan (SEMP). This includes: procedures for notification, initial response and escalation; defined roles within a School Emergency Management Team (SEMT); arrangements for coordination, communication and decision-making; requirements for log-keeping during incidents; protocols for working with external agencies.

In the event of a significant incident, the SEMT will be convened and the SEMP activated

7.7 Response to wider emergencies

The school recognises that emergencies may arise from a range of situations, including: medical emergencies; serious incidents involving pupils or staff; security or safeguarding incidents; environmental hazards; and failure of utilities or critical infrastructure.

In such situations, staff will follow the structured response set out in the SEMP, including immediate safeguarding of pupils and staff; contacting emergency services where required; informing senior leadership; gathering and recording accurate information.

7.8 Evacuation, lockdown and shelter procedures

The school will maintain clear procedures for different types of emergency situations, including: evacuation (including fire and bomb threat); lockdown in response to security threats or environmental hazards.

These procedures include clearly defined signals and instructions, designated safe locations, arrangements for accounting for all persons and communication protocols.

Detailed procedures are set out in the SEMP.

7.9 Coordination and communication during incidents

During a significant incident: the Head Teacher will act as Incident Commander; a School Emergency Management Team (SEMT) will coordinate the response; roles will be allocated for coordination, communication, welfare, resources, media management, log-keeping.

The school will ensure that staff are regularly briefed, communication with parents and external agencies is clear and controlled, and misinformation is avoided.

7.10 Welfare and recovery

The school will ensure that the welfare of pupils, staff and others is prioritised during and after an incident. This includes: identifying those who may be particularly vulnerable; providing appropriate pastoral and emotional support; making arrangements for reunification with parents

or carers; and supporting recovery and return to normal routines.

These arrangements reflect the welfare and recovery procedures set out in the SEMP.

7.11 Business continuity

The school will take reasonable steps to maintain or restore educational provision during and after an emergency. This includes: minimising disruption to learning; implementing alternative arrangements where necessary; maintaining communication with pupils and parents; and restoring normal operations as soon as practicable.

Business continuity arrangements are set out in the SEMP.

7.12 Monitoring and review

Fire safety and emergency arrangements will be regularly reviewed, tested through drills and exercises, and updated where necessary.

Any deficiencies identified will be addressed promptly.

7.13 Relationship to other policies

This section should be read in conjunction with:

- the Fire Emergency Evacuation Plan
- the School Emergency Management Plan (SEMP)
- the First Aid Policy
- the Risk Assessment Policy.

8. SUPERVISION

The school will ensure that pupils are appropriately supervised at all times in order to safeguard their welfare and to minimise risks to health and safety.

Supervision arrangements form a core part of the school's duty of care and are integral to both health and safety and safeguarding systems.

8.1 General principles

The school will ensure that pupils are subject to appropriate supervision at all times, having regard to their age, maturity, needs and the nature of the activity. Supervision may take different forms, including: direct supervision by staff: indirect supervision within a structured and controlled environment: and planned opportunities for independent activity appropriate to pupils' age and stage of development.

The level and nature of supervision will be determined through professional judgement and, where appropriate, risk assessment.

8.2 Allocation of responsibility

The Head Teacher is responsible for ensuring that appropriate supervision arrangements are in place across the school.

Heads of School and staff with line management responsibilities are responsible for implementing supervision arrangements within their areas.

All staff are responsible for the supervision of pupils in their care and for maintaining awareness of pupils' safety at all times.

8.3 Supervision during the school day

The school will maintain clear and structured supervision arrangements throughout the day, including arrival of pupils onto the school site, movement between lessons and activities,

supervision during lessons, break and lunchtime supervision, and end of day dismissal and departure.

These arrangements will ensure that pupils are appropriately supervised, while allowing for increasing independence in older pupils where this is suitable and safe.

8.4 Supervision in different contexts

Supervision arrangements will be adapted to reflect different activities and environments, including classroom-based learning, practical subjects and higher-risk activities, outdoor play and recreation, movement between lessons, and use of specialist areas or equipment.

Risk assessments will inform the level of supervision required.

8.5 Supervision in EYFS

In the Early Years Foundation Stage, the school will ensure that supervision is close, continuous and appropriate to the age and needs of children, in accordance with the EYFS statutory framework. This includes ensuring that: children are adequately supervised at all times; statutory staff-to-child ratios are met; staff are deployed effectively to ensure children's safety and wellbeing; children are always within sight or hearing of staff and within sight *and* hearing of staff when eating. Supervision in EYFS will be active and attentive, with staff maintaining constant awareness of children's location, activity and wellbeing.

Close supervision will be maintained across all EYFS activities, including indoor learning and play, outdoor provision, transitions between activities, toileting and personal care (with appropriate safeguarding arrangements), arrival and collection. Particular care will be taken: during free play; movement between indoor and outdoor area;, and activities involving food, small objects or physical risk.

Supervision will be active and attentive, with staff maintaining constant awareness of children's location, activity and wellbeing.

Eating is recognised as an activity requiring enhanced supervision. Detailed arrangements for safer eating are set out in Section 12.

8.6 Individual pupil needs

The school will take account of the needs of individual pupils when determining supervision arrangements. This includes pupils who have medical conditions, have special educational needs or disabilities, may present behavioural risks, and require additional support for safety.

Appropriate adjustments will be made to ensure that supervision is suitable and effective.

8.7 Absence and contingency arrangements

The school will ensure that arrangements are in place to maintain supervision in the event of staff absence, staff are aware of procedures for covering lessons or duties, and no group of pupils is left without appropriate adult supervision.

8.8 Educational visits and off-site activities

Supervision arrangements for educational visits and off-site activities will be determined through risk assessment and are set out in the Educational Visits Policy. This includes: appropriate staff-to-pupil ratios; clear allocation of responsibility; consideration of the nature of the activity and environment.

8.9 Supervision and independence

The school recognises that, as pupils mature, opportunities for independence form an important part of their development. Accordingly, older pupils may be permitted to undertake activities with reduced direct supervision where this is appropriate and risk-assessed. This may include, for

example: independent work in classrooms for short periods; supervised responsibility roles (e.g. prefect duties); limited time during educational visits with indirect supervision within defined parameters.

In all such cases: boundaries and expectations will be clearly defined; staff will retain overall responsibility; arrangements will be proportionate to the level of risk.

8.10 Pupils' conduct and expectations

Pupils are expected to follow instructions given by staff, behave in a way that supports a safe environment and report concerns or hazards.

The school will promote understanding of safe behaviour as part of its wider curriculum and pastoral provision.

8.11 Monitoring and review

Supervision arrangements will be monitored to ensure that they remain effective. This includes: review of incidents and near misses; consideration of feedback from staff; adjustment of arrangements where necessary.

8.12 Relationship to other policies

This section should be read in conjunction with:

- the Safeguarding and Child Protection Policy
- the Behaviour Policy
- the Risk Assessment Policy
- the Educational Visits Policy.

9. EDUCATIONAL VISITS AND OFF-SITE ACTIVITIES

The school will ensure that all educational visits and off-site activities are planned and conducted in a manner that safeguards pupils and staff and minimises risk.

Educational visits form an important part of the curriculum and the school is committed to enabling participation while ensuring that appropriate control measures are in place.

9.1 Statutory and advisory framework

Educational visits will be planned and conducted in accordance with relevant health and safety legislation, Department for Education guidance and recognised good practice for educational visits

The school will ensure that visits are properly assessed, planned and supervised.

9.2 Risk assessment and planning

All educational visits and off-site activities will be subject to appropriate planning and risk assessment. This will include identifying hazards associated with the activity and environment; assessing the level of risk; implementing suitable control measures; considering travel arrangements and venues; and planning for emergencies.

Risk assessments will be proportionate to the nature and complexity of the visit.

9.3 Responsibilities

The Head Teacher and Heads of School are responsible for ensuring that appropriate systems are in place for the management of educational visits.

The school designates a member of the senior leadership team as Educational Visits Coordinator (EVC), responsible for overseeing the planning, approval and monitoring of educational visits.

Visit leaders are responsible for the safe planning and conduct of individual visits.

Staff involved in visits are responsible for following agreed procedures and maintaining appropriate supervision.

9.4 Supervision and staffing

The school will ensure that supervision arrangements are appropriate to the age, needs and behaviour of pupils; staff-to-pupil ratios are suitable for the activity and level of risk; staff are competent and, where necessary, appropriately trained.

Clear lines of responsibility will be established for each visit.

9.5 Medical needs and individual considerations

The school will ensure that: pupils' medical conditions and individual needs are taken into account in planning; appropriate medication and medical information are available during the visit; staff are aware of relevant medical and pastoral needs.

Where necessary, individual risk assessments or healthcare plans will inform arrangements.

9.6 Consent and communication

The school will ensure that: parents or carers are provided with appropriate information about visits; consent is obtained where required; relevant information is communicated to staff and pupils.

9.7 Emergency arrangements

Appropriate arrangements will be in place to deal with emergencies during visits. This includes access to emergency contact information; clear procedures for contacting the school and emergency services; arrangements for managing incidents and communicating with parents.

Where necessary, the School Emergency Management Plan (SEMP) will be applied.

9.8 Monitoring and review

Educational visits will be reviewed as appropriate to assess the effectiveness of planning and risk management, identify any issues or incidents, and inform future practice.

9.9 Relationship to other policies

This section should be read in conjunction with:

- the Educational Visits Policy
- the Risk Assessment Policy
- the Medical Conditions and Medicines Policy
- the Safeguarding and Child Protection Policy

These documents provide detailed procedures and operational guidance.

10. MEDICAL CONDITIONS

The school will make appropriate arrangements to support pupils with medical conditions so that they can access education safely and as fully as possible.

These arrangements form part of the school's duty of care and are integral to its health and safety and safeguarding systems.

10.1 Statutory duty

The school recognises its duty under the Children and Families Act 2014 to make arrangements to support pupils with medical conditions. The school will ensure that:

- pupils with medical conditions are properly supported
- pupils with medical conditions are not disadvantaged in accessing education
- appropriate arrangements are in place to manage risks to health and safety

10.2 Principles

The school's approach is based on the following principles:

- pupils with medical conditions should be able to participate fully in school life
- arrangements should be proportionate to the level of risk
- staff should be informed and appropriately trained
- systems should be clear, consistent and reliable
- parents should be engaged and informed.

10.3 Identification and information sharing

The school will: request relevant information about pupils' medical conditions from parents and carers; ensure that information is recorded accurately and kept up to date; inform relevant staff of pupils' medical needs as necessary; and put in place appropriate arrangements to ensure confidentiality. Information sharing will be sufficient to ensure safety while respecting pupils' privacy.

10.4 Individual Healthcare Plans (IHPs)

Where a pupil has a long-term, complex or potentially serious medical condition, the school will put in place an Individual Healthcare Plan (IHP). IHPs will: set out the pupil's medical needs and associated risks; specify required support and arrangements; include emergency procedures where necessary; and identify roles and responsibilities of staff.

IHPs will be developed in consultation with parents or carers, the pupil (where appropriate) and relevant healthcare professionals. They will be reviewed regularly and updated where necessary.

10.5 Roles and responsibilities

Medical needs are managed through a defined structure, as set out in Section 3. This includes oversight by senior leadership; coordination by the Medical Officer; support from administrative staff in maintaining records; and involvement of teaching and support staff in implementing arrangements.

Staff will be informed of their responsibilities and provided with appropriate guidance.

10.6 Staff training and competence

The school will ensure that: staff receive appropriate training to support pupils with medical conditions; training is provided where medical or technical knowledge is required; and staff understand emergency procedures and their role in responding.

Staff will only undertake medical support tasks where they are competent and appropriately trained.

10.7 Participation in school activities

The school will ensure that pupils with medical conditions are able to participate in lessons, physical education, educational visits and wider school activities. Any restrictions will be based on medical advice, risk assessment and the need to ensure safety. Pupils will not be excluded from activities unnecessarily.

10.8 Emergency arrangements

The school will ensure that appropriate arrangements are in place to respond to medical emergencies; staff are aware of emergency procedures; emergency medication is accessible

where required; and emergency services are contacted promptly where necessary.

Emergency arrangements will be reflected in Individual Healthcare Plans where appropriate.

10.9 Allergies and anaphylaxis

The school recognises that allergies, including anaphylaxis, present a potentially serious risk. The school will request information from parents about allergies; ensure it is recorded and shared with relevant staff; appropriate precautions are taken to minimise risk; staff are aware of the signs of allergic reactions; and staff know how to respond in an emergency.

Where appropriate individual plans will be in place for pupils with severe allergies and emergency medication will be available and accessible.

Arrangements for safer eating in EYFS are set out in Section 12.

10.10 Relationship to medicines policy

The administration of medicines is governed by the school's Medicines Policy which sets out in detail procedures for administering medicines; requirements for parental consent; and storage and record-keeping arrangements.

10.11 Monitoring and review

Arrangements for supporting pupils with medical conditions will be monitored and reviewed to ensure their effectiveness. This includes reviewing Individual Healthcare Plans, considering incidents and near misses, and updating arrangements where necessary.

11. MEDICINES IN SCHOOL

The school will ensure that medicines are managed safely and appropriately in order to support pupils' health and wellbeing. The administration of medicines forms part of the school's arrangements for supporting pupils with medical conditions and is governed in detail by the school's Medicines Policy.

11.1 General principles

The school will ensure that: medicines are only administered where necessary and appropriate; clear procedures are in place for the administration of medicines; staff understand their responsibilities and act within their competence; and medicines are stored, handled and recorded safely.

The school will not require staff to administer medicines unless they are willing and appropriately trained to do so.

11.2 Parental responsibility and consent

The school will ensure that: parents or carers are asked to provide appropriate information about a pupil's medical needs; written consent is obtained for the administration of medicines, where required; medicines provided to the school are clearly labelled and in-date.

Parents retain responsibility for ensuring that medicines provided are suitable and necessary.

11.3 Administration of medicines

Medicines will be administered in accordance with the school's Medicines Policy; by appropriately trained or instructed staff; and in line with written instructions provided by parents or healthcare professionals.

Appropriate records will be kept of medicines administered.

11.4 Storage and access

The school will ensure that: medicines are stored safely and securely; access to medicines is controlled; and emergency medication is readily accessible where required. Storage arrangements will take account of the nature of the medicine and the need for safe and timely access.

11.5 Self-administration

Older pupils may be permitted to carry and self-administer their own medication. This will be: subject to assessment of the pupil's competence; agreed with parents or carers; supported by appropriate arrangements to ensure safety.

11.6 EYFS requirements

In the Early Years Foundation Stage, the school will ensure that: medicines are not administered unless they have been prescribed by a doctor, dentist, nurse or pharmacist (except where permitted under EYFS guidance); written parental consent is obtained in advance; a written record is kept of all medicines administered; parents are informed on the same day or as soon as reasonably practicable.

Staff administering medicines in EYFS will be appropriately trained and confident to do so.

11.7 Emergency medication

The school will ensure that: emergency medication (e.g. for asthma or anaphylaxis) is available and accessible; staff are aware of pupils who require such medication; staff understand how to respond in an emergency.

Arrangements for emergency medication will be reflected in Individual Healthcare Plans where appropriate.

11.8 Relationship to other policies

This section should be read in conjunction with:

- the Medicines Policy
- the Medical Conditions section of this policy
- the First Aid Policy

These documents provide detailed procedures and operational guidance.

12. ALLERGIES AND SAFER EATING

The school will maintain effective arrangements to manage the risks associated with food allergies, intolerances and eating, in order to safeguard pupils and staff. These arrangements are an integral part of the school's health and safety and safeguarding systems.

12.1 Identification and recording of allergies

The school will ensure that: information about pupils' allergies and dietary needs is obtained from parents or carers; this information is recorded accurately and kept up to date; relevant staff are informed of pupils with allergies where necessary; clear systems are in place to ensure that information is accessible to those who need it.

Where a pupil has a significant allergy, this will be reflected in an Individual Healthcare Plan.

12.2 Risk management and prevention

The school will take reasonable and proportionate steps to reduce the risk of allergic reactions. This includes: considering food-related risks in relevant activities and environments; implementing appropriate controls where necessary; ensuring that staff are aware of pupils at

risk; and taking account of allergies in educational visits and off-site activities.

Risk management will be proportionate and informed by the level of risk.

12.3 Staff awareness and training

The school will ensure that: staff are aware of pupils with significant allergies; staff are able to recognise the signs of an allergic reaction, including anaphylaxis; staff understand how to respond in an emergency; and appropriate training is provided where required.

12.4 Emergency response

The school will ensure that: emergency medication is available and accessible where required; staff know how to administer emergency medication where necessary; emergency services are contacted promptly in the event of a serious reaction; and incidents are recorded and followed up appropriately.

Arrangements for emergency response will be reflected in Individual Healthcare Plans where appropriate.

12.5 Safer eating - whole school

The school recognises that eating presents a potential risk, particularly for younger pupils and those with specific needs. The school will ensure that: pupils are appropriately supervised during eating; eating takes place in a calm and orderly environment; pupils are encouraged to sit appropriately while eating; and staff remain vigilant to signs of choking or allergic reaction.

Staff will take reasonable steps to ensure that food provided or consumed is appropriate for pupils' known needs.

12.6 Safer eating - EYFS

Statutory requirement: In the Early Years Foundation Stage, the school will ensure that eating is treated as a high-risk activity requiring close supervision. During eating times: children will be closely and directly supervised by staff; staff will be positioned to observe all children clearly (able to see *and* hear); children will be seated appropriately and supported to eat safely; food will be prepared and presented in a way suitable for the age and development of the child; staff will remain actively engaged and vigilant at all times.

Staff will not be engaged in tasks that distract from supervision during mealtimes.

Any choking incident requiring intervention will be treated as a serious incident and recorded.

12.7 Use of food in school activities

Where food is used as part of school activities (e.g. cooking, celebrations, curriculum activities), the school will ensure that: allergies and dietary needs are taken into account; appropriate supervision is in place; and risks are assessed and managed.

12.8 Monitoring and review

The school will monitor arrangements relating to allergies and safer eating in order to identify any incidents or concerns, review the effectiveness of control measures, and improve practice where necessary.

12.9 Relationship to other policies

This section should be read in conjunction with:

- the Medical Conditions section of this policy
- the Medicines Policy
- the First Aid Policy
- the Risk Assessment Policy.

13. INFECTION CONTROL AND ILLNESS

The school will take appropriate measures to reduce the risk of infection and to manage illness in order to safeguard the health and wellbeing of pupils, staff and the wider school community. These arrangements are informed by public health guidance and are applied proportionately.

13.1 Guidance and framework

The school will have regard to relevant public health guidance, including that issued by the UK Health Security Agency (UKHSA). This includes guidance relating to infection prevention and control, management of infectious diseases and exclusion periods for specific illnesses

Where necessary, the school will seek advice from appropriate health authorities.

13.2 General infection control measures

The school will promote effective hygiene and infection control practices, including: encouraging regular handwashing; maintaining appropriate cleaning routines; promoting respiratory hygiene (e.g. covering coughs and sneezes); and ensuring that facilities for hygiene are available and used appropriately.

These measures will be adapted as necessary in response to specific risks or guidance.

13.3 Management of illness

The school will ensure that: pupils who are unwell are identified promptly; appropriate action is taken where a pupil becomes unwell during the school day; parents or carers are contacted where necessary; and pupils are supervised appropriately while awaiting collection.

Where a pupil is too unwell to participate safely in school activities, they will not remain in school.

13.4 Exclusion from school due to illness

The school will follow appropriate guidance in determining whether a pupil should be excluded from school due to illness. In particular pupils with vomiting or diarrhoea will normally be excluded from school until 48 hours after symptoms have ceased. Pupils with infectious conditions will be excluded in line with public health guidance.

Decisions will be made on a case-by-case basis, taking account of the nature of the illness, the risk to others, and relevant public health advice

13.5 Infectious diseases and outbreaks

In the event of a suspected or confirmed infectious disease, the school will: follow relevant public health guidance: take appropriate steps to limit transmission,:communicate with parents and staff as necessary: and liaise with public health authorities where required.

Additional control measures may be implemented where there is an increased risk.

13.6 Protection of vulnerable individuals

The school will take account of the needs of individuals who may be more vulnerable to infection, including pupils with underlying health conditions and staff with health vulnerabilities.

Appropriate adjustments or additional precautions will be considered where necessary.

13.7 Staff illness

Staff are expected to take reasonable steps to avoid exposing others to infection, follow school procedures in relation to illness absence, and not attend work where they are unwell and may

pose a significant risk to others.

13.8 Monitoring and review

The school will monitor patterns of illness and absence in order to identify potential outbreaks, assess the effectiveness of control measures, and take further action where necessary.

13.9 Relationship to other policies

This section should be read in conjunction with:

- the First Aid Policy
- the Medical Conditions section of this policy
- the Attendance Policy.

14. STAFF HEALTH, SAFETY & WELLBEING

The school will ensure, so far as is reasonably practicable, the health, safety and welfare of staff. This includes providing a safe working environment, managing workplace risks and supporting staff wellbeing as part of the school's overall health and safety arrangements.

14.1 Statutory duties

Statutory requirement: The school will comply with its duties under health and safety legislation to protect employees. This includes:

- assessing risks to staff health and safety
- implementing appropriate control measures
- providing information, instruction and training
- maintaining a safe working environment.

14.2 General workplace safety

The school will ensure that: the working environment is safe and without undue risk; equipment is safe and properly maintained; staff are able to carry out their duties safely; and hazards are identified and addressed promptly.

Staff are expected to report any concerns relating to their health and safety.

14.3 Risk assessment for staff

Risks to staff will be assessed in accordance with the school's Risk Assessment Policy. This includes risks arising from the physical environment, work activities, interaction with pupils, organisational factors, and personal medical conditions and disabilities. Appropriate measures will be implemented to reduce risk.

14.4 Specific risk areas

The school will give particular attention to areas of known workplace risk, including: manual handling, slips, trips and falls, and lone working, where applicable.

Control measures will be proportionate to the level of risk.

14.5 Work-related stress

The school recognises that, in some circumstances, work-related factors may give rise to risks to health problems. Where such risks are identified, the school will take appropriate and proportionate steps to assess and manage them as part of its overall risk assessment processes.

This includes: considering whether working arrangements present a foreseeable risk to health; responding appropriately where concerns are raised and substantiated; and implementing reasonable adjustments where necessary and proportionate.

The school expects staff to raise concerns through appropriate channels so that they can be considered in a structured and evidence-based manner.

14.6 Pregnancy and new mothers

The school will ensure that appropriate arrangements are in place to support staff who are pregnant or new mothers. This includes carrying out specific risk assessments where required, implementing appropriate adjustments and ensuring that working conditions do not present undue risk.

14.7 Menopause

The school recognises that menopause can have an impact on health and wellbeing at work. The school will provide a supportive working environment, respond sensitively to staff experiencing symptoms and consider reasonable adjustments where appropriate.

14.8 Staff responsibility

Staff have a responsibility to take reasonable care of their own health and safety, cooperate with the school's health and safety arrangements, report hazards, concerns or incidents, and follow safe working practices.

14.9 Monitoring and review

The school will monitor staff health and safety arrangements in order to identify risks and emerging issues, assess the effectiveness of control measures, and improve working conditions where necessary.

14.10 Relationship to other policies

This section should be read in conjunction with the Risk Assessment Policy and relevant HR policies and procedures.

15. PREMISES, EQUIPMENT & ENVIRONMENT

The school will ensure that the premises, equipment and physical environment are maintained in a safe condition so as to minimise risks to pupils, staff and visitors.

These arrangements are an essential part of the school's health and safety system and are primarily managed through the role of the Health and Safety Officer (Site Manager).

15.1 Statutory duties

Statutory requirement: The school will comply with relevant legislation relating to the safety of premises and equipment. This includes ensuring that:

- the premises are maintained in a safe condition
- equipment is safe and suitable for use
- risks arising from the physical environment are identified and controlled

15.2 Maintenance of buildings and infrastructure

The school will ensure that buildings and infrastructure are maintained in a safe condition. This includes: identifying and recording defects and maintenance needs; prioritising works based on risk and urgency; ensuring that planned and reactive maintenance is carried out; addressing urgent issues promptly where safety is affected.

The Business Manager is responsible for overseeing and monitoring maintenance arrangements, including the prioritisation of works. The school operates a system for reporting maintenance concerns, through which staff can log issues. These are assessed and assigned a priority.

The Site Manager (Health and Safety Officer) is responsible for carrying out maintenance tasks

and works in accordance with the priorities set.

15.3 Inspection and monitoring of the site

The school will maintain a programme of inspections to ensure that the premises remain safe. This includes routine visual inspections of the site, checks of key systems and equipment, and identification of hazards or defects.

Findings from inspections will be recorded where appropriate and acted upon.

15.4 Equipment and resources

The school will ensure that: equipment provided for use by staff or pupils is suitable and safe; equipment is maintained and, where necessary, tested; and defective equipment is taken out of use promptly.

Staff are responsible for reporting defects or concerns relating to equipment.

15.5 Safety of specialist areas and equipment

Where activities involve specialist equipment or higher levels of risk (e.g. practical subjects), the school will ensure that appropriate risk assessments are in place, equipment is used in accordance with safe procedures, and staff are suitably trained.

15.6 Electrical equipment and testing

The school will ensure that electrical equipment is maintained in a safe condition. This includes: visual inspection of equipment to identify damage or defects; appropriate testing of portable electrical equipment where required; removal from use of any defective equipment.

Portable Appliance Testing (PAT) will be carried out where appropriate, with frequency determined by the level of risk and the nature of the equipment.

Staff are responsible for reporting damaged or faulty electrical equipment.

15.7 Environmental conditions

The school will ensure that the physical environment is suitable for learning and work. This includes: adequate lighting; appropriate heating and ventilation; safe access and egress; suitable condition of floors and surfaces.

Where issues arise, appropriate action will be taken to address them.

15.8 Control of access to hazardous areas

The school will ensure that: access to hazardous areas (e.g. plant rooms, maintenance areas, chemical prep labs) is restricted; appropriate signage is in place; and pupils are not permitted to enter restricted areas.

15.9 Outdoor areas

The school will ensure that outdoor areas are maintained so as to minimise risk. This includes: regular inspection of play areas and surfaces; maintenance of grounds and pathways; management of seasonal risks (e.g. ice, leaves, weather conditions).

15.10 Reporting and response to defects

All staff are expected to report defects or hazards promptly. The school will ensure that: clear systems are in place for reporting issues; reported issues are assessed and prioritised; and appropriate action is taken in a timely manner.

15.11 Monitoring and review

Premises and environmental arrangements will be monitored to ensure that they remain

effective. This includes: reviewing inspection findings; monitoring recurring issues; and updating maintenance and control measures as necessary

15.12 Relationship to other policies

This section should be read in conjunction with:

- the Fire Emergency Evacuation Plan
- the Risk Assessment Policy
- relevant maintenance and inspection records.

16. HAZARDOUS SUBSTANCES (COSHH)

The school will ensure that risks arising from hazardous substances are identified, assessed and controlled in order to protect the health and safety of pupils, staff and others.

16.1 Statutory duties

Statutory requirement: The school will comply with the Control of Substances Hazardous to Health Regulations 2002 (COSHH). This includes:

- identifying hazardous substances used or stored on site
- assessing the risks associated with their use
- implementing appropriate control measures
- ensuring safe storage, handling and disposal.

16.2 Identification and assessment

The school will ensure that: hazardous substances are identified and, where appropriate, recorded; suitable and sufficient COSHH risk assessments are carried out; Safety Data Sheets (SDS) are obtained and retained where required.

COSHH assessments will be proportionate to the level of risk and the nature of the substance.

16.3 Control measures

The school will implement appropriate control measures to reduce risks, including: safe systems of work; appropriate storage arrangements; use of suitable containers and labelling; provision of personal protective equipment (PPE) where required.

Where possible, less hazardous alternatives will be used.

16.4 Storage and security

The school will ensure that hazardous substances are stored securely, access is restricted to authorised staff, incompatible substances are not stored together, and storage areas are appropriately labelled.

Pupils will not have unsupervised access to hazardous substances.

16.5 Use of hazardous substances

Where hazardous substances are used staff will be informed of the risks and control measures; substances will be used in accordance with COSHH assessments and manufacturer guidance; appropriate supervision will be in place where pupils are involved.

16.6 Training and information

The school will ensure that: staff who work with hazardous substances receive appropriate information and instruction; staff understand relevant COSHH assessments and control measures; guidance is available where required.

16.7 Responsibilities

The Business Manager will oversee COSHH arrangements as part of premises and operational management.

The Site Manager (Health and Safety Officer) will ensure that COSHH controls are implemented in practice, including storage and handling.

Subject leads for subjects that use hazardous substances (including Science and Design & Technology) are responsible for ensuring that COSHH arrangements are followed within their areas of responsibility.

16.8 Monitoring and review

COSHH arrangements will be monitored to ensure that control measures remain effective, substances are stored and used safely, and assessments are reviewed where necessary.

16.9 Relationship to other policies

This section should be read in conjunction with:

- the Risk Assessment Policy
- the Premises, Equipment and Environment section of this policy.

17. CONTRACTORS AND THIRD PARTIES

The school will ensure that contractors and third parties operate in a manner that does not place pupils, staff or others at risk. Arrangements will be in place to manage health and safety risks arising from the use of contractors and external providers.

17.1 General principles

The school will ensure that: contractors are competent to carry out the work required; risks arising from contractor activities are identified and managed; appropriate supervision and coordination are in place; contractor activities do not compromise the safety of pupils or staff.

17.2 Selection and appointment of contractors

The school will take reasonable steps to ensure that contractors are suitably qualified and competent, have appropriate insurance, and are capable of working safely

Where appropriate, contractors will be required to provide relevant documentation, including risk assessments and method statements.

17.3 Control of work on site

The school will ensure that: contractor work is planned and coordinated; risks to pupils and staff are minimised; access to work areas is controlled where necessary; and hazardous work is appropriately managed

The Site Manager (Health and Safety Officer) will oversee contractor activities on site.

17.4 Safeguarding considerations

Contractors and third parties working on site will be subject to appropriate safeguarding arrangements. This includes ensuring that contractors are aware of relevant safeguarding expectations, restricting access to pupils where appropriate, ensuring that supervision arrangements are in place where required.

All contractor staff who are on site during the school day and may have unsupervised contact with children must have DBS clearance. The DBS certificate must be inspected by the school office staff and the DSL (or deputy) before they are allowed to work on site. Where no DBS certificate is available, arrangements will be made for the contractor to wear a red lanyard and be

accompanied by a member of school staff at all times.

Contractor arrangements will align with the school's safeguarding and child protection procedures.

17.5 Communication and coordination

The school will ensure that: relevant information about risks and site rules is communicated to contractors; contractors inform the school of any risks arising from their work; and effective communication is maintained during works.

17.6 Third-party use of premises

Where the school site is used by third parties (e.g. lettings or external providers), the school will ensure that: appropriate health and safety arrangements are in place; appropriate insurance is in place; responsibilities are clearly defined; and risks are assessed and managed. Third parties are required to comply with the school's health and safety expectations.

Where activities involve parent-led or community-based groups (e.g. PIPS sessions), specific safety protocols will be established and communicated. These will set out expectations for supervision, use of equipment, and emergency procedures.

17.7 Monitoring and review

Contractor and third-party arrangements will be monitored to ensure that: work is carried out safely; agreed procedures are followed; any issues are addressed promptly.

17.8 Relationship to other policies

This section should be read in conjunction with:

- the Safeguarding and Child Protection Policy
- the Hiring Premises and Third Party Services Policy
- the Risk Assessment Policy.

18. Vehicles and transport

The school will ensure that vehicles used to transport pupils and staff are safe, well-maintained, and operated in accordance with relevant legislation and best practice.

This includes ensuring that drivers are competent, vehicles are in safe condition, and that pupils are appropriately supervised during travel.

18.1 Statutory and advisory requirements

The school will comply with all relevant statutory duties, including:

- The Road Traffic Act 1988
- The Driver and Vehicle Standards Agency (DVSA) regulations
- The Health and Safety at Work Act 1974 (for staff safety)
- The Control of Substances Hazardous to Health (COSHH) regulations (for fuel and vehicle maintenance chemicals)

The school will also adhere to best practice as advised by relevant bodies, including:

- Department for Education (DfE) guidance on school transport
- Health and Safety Executive (HSE) guidance on transport safety

18.2 Vehicle maintenance and safety checks

The school will ensure that: all vehicles used for transporting pupils are properly maintained; regular safety checks are carried out on all vehicles; maintenance and defect reporting systems

are in place.

Vehicles will be subject to routine inspections, including tyres, brakes, steering, lights, safety equipment.

The Business Manager is responsible for overseeing vehicle maintenance arrangements, using a system where staff can log maintenance concerns. These are prioritised and managed by the Site Manager.

18.3 Driver competence and responsibility

The school will ensure that all drivers of school vehicles meet legal and operational requirements and are competent to drive the vehicle.

This includes: drivers being at least 25 years old; drivers holding a valid driving licence, including category D1 where required (or passing additional checks if they obtained their car licence after 1997); drivers completing a Driver Approval Form; drivers undergoing a pre-journey practice drive to familiarise themselves with the vehicle; drivers ensuring that a pre-safety check is completed on the vehicle before departure

The school will ensure that drivers are familiar with the school's Minibus Policy and Vehicle Travel Risk Assessment, which includes guidelines for ensuring safety during journeys, including the use of mobile phones, managing fatigue, and handling emergency situations.

18.4 Transporting pupils with additional needs

Where pupils with medical conditions, disabilities or other special needs are being transported, the school will ensure that appropriate arrangements are in place to meet their needs. This includes: additional staff support where required; ensuring the vehicle is equipped to accommodate any necessary medical or mobility equipment; ensuring staff are informed of any relevant medical conditions or needs.

Where necessary, pupils will be provided with appropriate seating or restraints to ensure their safety during transport.

18.5 Supervision during travel

The school will ensure that pupils are appropriately supervised during travel. This includes: ensuring an appropriate number of staff are assigned to supervise pupils; ensuring staff are aware of their responsibilities during the journey; ensuring staff are vigilant to pupil needs and safety throughout the journey.

For long journeys, the school will ensure that regular breaks are taken for rest and refreshment.

18.6 Minibus and vehicle equipment

The school will ensure that: a First Aid Kit is carried in the vehicle and restocked before the vehicle is used again; a fire extinguisher is available in the vehicle, with drivers trained on emergency procedures; appropriate equipment for dealing with spills (spillage kits) is carried when necessary

The minibus and other school vehicles will also be equipped with safety equipment as required by the manufacturer's recommendations.

18.7 Monitoring and review

The school will monitor the safety and effectiveness of its transport arrangements. This includes: reviewing the risk assessment for vehicle use; reviewing accident and incident reports; monitoring compliance with maintenance and driver requirements; reviewing staff and pupil feedback on transport arrangements.

18.8 Relationship to other policies

This section should be read in conjunction with:

- the Minibus Policy
- the Vehicle Travel Risk Assessment
- the Health and Safety Policy
- the First Aid Policy.

19. Security

The school is committed to ensuring the safety and security of all pupils, staff, visitors and contractors. Security arrangements are essential to maintaining a safe environment and are supported by a comprehensive range of policies and procedures.

The school will take all reasonable steps to prevent unauthorised access to the premises, ensure that intruders are identified and dealt with promptly, and have clear response procedures for emergencies.

19.1 Statutory and advisory requirements

The school will comply with relevant statutory and regulatory requirements, including:

- Health and Safety at Work Act 1974
- The Counter-Terrorism and Security Act 2015
- The Protection of Freedoms Act 2012 (related to CCTV)
- Martyn's Law (Protect Duty) – Standard Tier

The school will ensure that security arrangements are regularly reviewed and updated to meet evolving legal and safety requirements.

19.2 Access control and visitor management

The school will maintain robust systems for controlling access to the premises. This includes:

- a Security Officer on duty before and after school, wearing a visible security jacket and managing access through the main gates
- the use of intercom systems and signing-in procedures for visitors
- a restricted entry system through the main door for visitors, with staff ensuring that individuals are signed in and wearing a visitor badge before entering the school premises
- no pupils or parents are to open the door for anyone, even if they know them
- all visitors must sign in and be escorted by staff if required.

Visitors and contractors are required to sign in at the school office and wear visitor badges while on school premises. Any unknown individuals entering the building without permission will be escorted back to the office for identification and further action.

19.3Security during school hours

During school hours, the school will ensure that: the main gates are securely locked once the school day begins, with access restricted to the front entrance; external doors and gates are locked during the day to prevent unauthorised access; all doors and windows are checked by staff during emergency procedures (e.g., lockdown); any unidentified individuals in school are approached and escorted to the office.

19.4 Security officers and patrols

The school will ensure that: security officers are on duty before and after school to manage entry and exit, providing a visible presence, looking for signs of any suspicious activity or behaviour, and responding to security issues. In case of a security threat, the officer will activate a personal

security device and contact the school office for support. Any incidents will be communicated through a dedicated WhatsApp group (CFS Security Comms).

19.5 Response to intruders or threats

In the event of an intruder or security threat, the school will follow its Intruder or Security Threat Procedure. This includes: immediate activation of the security alarm by the office (continuous bell for one minute); staff to secure classrooms and areas of the school as needed; staff should lock doors, move children out of sight, and remain calm until the all-clear signal is given; where possible, staff will contact the police using the ETHANE reporting method (to provide clear and concise information); specific lockdown and evacuation procedures will be followed based on the nature of the threat.

If a weapon is involved, staff should back away slowly, avoid confrontation and immediately call for assistance.

19.6 Martyn's Law (Protect Duty)

The school recognises its obligations under Martyn's Law (Protect Duty) and has integrated the standard tier requirements into its School Emergency Management Plan (SEMP). The school has taken the following actions: clear procedures for lockdown, evacuation, and sheltering during a terrorist or hostile incident; an established School Emergency Management Team (SEMT) with defined roles (Incident Commander, Communications Officer, Log Keeper, Welfare Officer, etc.); coordination with emergency services for rapid response and recovery; training and security drills to ensure that staff and pupils know how to respond to potential threats.

19.7 CCTV and surveillance

The school will use CCTV to monitor and record activities on the school premises as part of its overall security arrangements.

CCTV will: provide a visible deterrent to intruders and assist with the prevention of crime: be monitored by the Site Manager and authorised staff only; follow appropriate privacy protocols, including the Data Protection Act 2018 and the GDPR; retain footage for a maximum of 22 days, unless there is a specific need to retain it longer.

Signs are displayed throughout the school to inform individuals of CCTV monitoring.

19.8 Staff training and awareness

The school will ensure that staff are trained in: security procedures, including intruder response, lockdown procedures, and evacuation; recognising suspicious behaviour or threats; maintaining calm and reassurance during incidents, especially in the presence of pupils.

19.9 Monitoring and review

The school will regularly review and assess the effectiveness of its security arrangements. This includes: regular security drills and exercises to prepare staff and pupils; reviewing incidents and adjusting security protocols as necessary; consulting with local law enforcement and other agencies to ensure up-to-date practices.

19.10 Relationship to other policies

This section should be read in conjunction with:

- the School Emergency Management Plan (SEMP)
- the Intruder or Security Threat Procedure
- the CCTV Policy
- the Minibus and Vehicle Travel Risk.

20. Housekeeping

The school will ensure that its premises are kept clean, tidy, and free from hazards to maintain a safe environment for pupils, staff, and visitors.

Good housekeeping practices are a fundamental part of the school's health and safety system, helping to prevent accidents and support overall wellbeing.

20.1 Statutory and advisory requirements

The school will comply with relevant statutory requirements and guidance concerning cleanliness, waste disposal, and the prevention of hazards. This includes:

- The Health and Safety at Work Act 1974
- The Workplace (Health, Safety and Welfare) Regulations 1992
- The Control of Substances Hazardous to Health (COSHH) Regulations 2002

20.2 General housekeeping principles

The school will ensure that: all areas of the premises are kept clean and free from hazards; floors and walkways are clear of obstructions and trip hazards; waste is managed in accordance with environmental and health regulations; high-risk areas (e.g. science labs, technology room, cooking zones, staff kitchen, toilets and washrooms) are regularly cleaned and maintained.

20.3 Cleaning arrangements

The school will ensure that: cleaning is carried out regularly and to a high standard; cleaning staff are appropriately trained in the use of cleaning materials and equipment; cleaning schedules are in place for high-traffic areas and high-risk zones; cleaning staff use appropriate personal protective equipment (PPE) when handling cleaning agents.

Where hazardous cleaning materials are used, appropriate COSHH assessments will be carried out and control measures implemented.

20.4 Waste management

The school will ensure that: waste is stored, segregated, and disposed of in line with legal requirements; hazardous waste (e.g., medical waste, chemical waste) is managed in accordance with COSHH and environmental regulations; general waste is removed promptly to avoid build-up in work or pupil areas; recycling procedures are in place, where possible, to reduce environmental impact; waste is disposed of in clearly labelled and secure containers, with regular checks to ensure compliance.

20.5 Slips, trips, and falls prevention

The school will ensure that: all areas are kept tidy and free from obstacles; walkways are regularly checked for hazards (e.g., wet floors, uneven surfaces); appropriate signage is used to warn of potential hazards (e.g., wet floors); pupils and staff are educated on good housekeeping practices to reduce the risk of accidents.

Where temporary hazards (e.g., wet floors) cannot be avoided, clear signage will be used to alert people to the risk.

20.6 Dining area management

The school will ensure that: the dining areas are cleaned to a high standard and meet hygiene requirements; equipment is properly maintained and checked for safety; key staff who supervise the preparation and serving of food are trained in food hygiene; dining areas are kept clean and free of food debris to prevent slip and contamination risks.

20.7 Maintenance of equipment and furniture

The school will ensure that: all furniture and equipment are checked regularly for wear and tear: any defective furniture or equipment is removed from use and replaced or repaired promptly: furniture is arranged so as not to obstruct walkways or exits.

20.8 Staff responsibility

All staff are responsible for: maintaining a clean and safe working environment; porting hazards or concerns regarding cleanliness or orderliness; ensuring that pupils are aware of and adhere to cleanliness expectations (e.g., in classrooms, play areas).

Staff will be encouraged to keep their own workspaces tidy and free from hazards.

20.9 Monitoring and review

Housekeeping arrangements will be monitored regularly to ensure that: cleaning and maintenance practices are being followed; housekeeping risks are identified and addressed promptly; improvements are made where necessary.

The effectiveness of housekeeping arrangements will be reviewed at regular intervals by senior leadership.

20.10 Relationship to other policies

This section should be read in conjunction with:

- the Risk Assessment Policy
- the Health and Safety Policy
- the Cleaning and Waste Management Procedures

21 Monitoring, audit and review

The school will ensure that health and safety arrangements are effectively implemented, monitored and reviewed, in order to maintain a safe environment and support continuous improvement.

21.1 Statutory duties

Statutory requirement

The school will ensure, so far as is reasonably practicable, that arrangements for health and safety are monitored and reviewed in accordance with its duties under health and safety legislation.

This includes: reviewing the effectiveness of health and safety measures; identifying and addressing risks; ensuring that appropriate action is taken where deficiencies are identified.

21.2 Monitoring of health and safety arrangements

The school will maintain ongoing monitoring of health and safety arrangements. This includes: routine checks and inspections of the premises; monitoring of compliance with policies and procedures; oversight of key risk areas, including supervision, medical needs and premises;

Monitoring will be carried out at appropriate levels, including: operational monitoring (e.g. Site Manager, Business Manager); leadership oversight (Headteacher, Health and Safety Officer)

21.3 Audit and review

The school will undertake periodic reviews of its health and safety systems to ensure that they remain effective. This includes: review of policies and procedures; consideration of whether arrangements remain suitable and proportionate; identification of areas for improvement; Where appropriate, more formal audits may be undertaken.

21.4 Incident and near-miss review

The school will ensure that: accidents, incidents and near misses are recorded and reviewed; patterns or trends are identified; lessons are learned and used to inform improvements.

This includes incidents relating to: pupils, staff and volunteers, visiting parents and third parties.

21.5 Feedback and reporting

The school will ensure that: staff are able to raise health and safety concerns; relevant information is reported to senior leadership'; significant issues are escalated appropriately.

The governing body will receive appropriate information to enable oversight of health and safety arrangements.

21.6 Role of the governing body

The governing body will: monitor the effectiveness of health and safety arrangements; receive reports on key issues and risks; ensure that appropriate action is taken where concerns are identified.

This supports the governing body's overall responsibility for health and safety.

21.7 Policy review

This policy will be: reviewed regularly, and at least annually; updated where necessary to reflect changes in legislation, guidance or school practice.

Interim reviews will be carried out where: there are significant changes to the school; serious incidents occur; deficiencies are identified.

21.8 Continuous improvement

The school is committed to the continuous improvement of its health and safety arrangements. This includes: learning from experience; responding to feedback; adapting systems and procedures where necessary.

21.9 Relationship to other policies

This section should be read in conjunction with:

- the Risk Assessment Policy
- relevant operational procedures and records.

22. Health and safety notice

The school will ensure that appropriate information relating to health and safety is communicated to staff, pupils, visitors and contractors. This includes ensuring that: this Health and Safety Policy is available to all staff; relevant health and safety information is communicated clearly and effectively; staff are made aware of their responsibilities through induction, training and ongoing communication.

22.1 Communication to staff

The school will ensure that: staff are provided with access to this policy and related procedures; key health and safety information is communicated through staff induction, training, briefings and updates; staff understand how to raise concerns and report incidents.

22.2 Communication to pupils

The school will ensure that pupils are: given appropriate guidance on safe behaviour; made aware of relevant safety procedures (e.g. fire, security, supervision expectations); supported to understand their role in maintaining a safe environment. This will be delivered through the

curriculum, assemblies and day-to-day school life.

22.3 Visitors and contractors

The school will ensure that visitors and contractors are: informed of relevant health and safety arrangements on arrival; provided with appropriate instructions and information; required to comply with the school's health and safety expectations.

22.4 Display of information

Where appropriate, health and safety information will be displayed, including: emergency procedures (e.g. fire evacuation notices); first aid information; relevant safety signage.

This information will be clearly visible and kept up to date.

22.5 Accessibility of policy

This Health and Safety Policy will be: available to staff via the school's internal systems; available to governors as part of their oversight responsibilities; made available to others on the school website.