Health and Safety Policy

Policy Statement

Eden Springs Girls Secondary is committed to protecting the health, safety and welfare of pupils, staff, visitors, contractors and other users of the school premises and of pupils and staff participating in educational visits. The school will manage health and safety risks in a proportionate, systematic and preventative way, so far as is reasonably practicable.

This policy is based on the Health and Safety at Work etc. Act 1974 and the Management of Health and Safety at Work Regulations 1999, together with other applicable legislation, statutory guidance and recognised good practice. It also takes account of the safeguarding duties and expectations in Keeping Children Safe in Education 2026 (KCSIE 2026), which is statutory safeguarding guidance in England.

The school will review this policy at least annually and whenever there is a significant change in legislation, guidance, premises, staffing, activities or identified risk.

Aims

- take all reasonably practicable steps to protect the health, safety and welfare of everyone affected by school activities;
- provide and maintain safe buildings, grounds, plant, equipment and systems of work;
- identify hazards, assess significant risks and implement suitable control measures;
- provide appropriate information, instruction, training, supervision and competent advice;
- maintain effective emergency, fire, first-aid and accident/incident arrangements;
- promote a positive health and safety culture in which concerns are raised promptly and acted upon;
- manage educational visits and activities so that risks are understood and controlled;
- support the health, wellbeing, medical and additional needs of pupils and staff through appropriate risk assessment and reasonable adjustments; and
- ensure health and safety arrangements support, rather than undermine, the school's safeguarding responsibilities.

Legal and Guidance Framework

The school will have regard to, and where applicable comply with, the following legislation and guidance as current from time to time:

- Health and Safety at Work etc. Act 1974;
- Management of Health and Safety at Work Regulations 1999;
- Workplace (Health, Safety and Welfare) Regulations 1992;
- Provision and Use of Work Equipment Regulations 1998 (PUWER), where applicable;
- Lifting Operations and Lifting Equipment Regulations 1998 (LOLER), where applicable;
- Control of Substances Hazardous to Health Regulations 2002 (COSHH), where applicable;
- Electricity at Work Regulations 1989;
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR);
- Health and Safety (First-Aid) Regulations 1981;
- Control of Asbestos Regulations 2012;

- Regulatory Reform (Fire Safety) Order 2005, as amended, and the Fire Safety Act 2021 and Fire Safety (England) Regulations 2022 where applicable;
- School Premises (England) Regulations 2012 and applicable independent school standards/premises requirements, according to the school's status;
- Equality Act 2010, including the duty to make reasonable adjustments where applicable;
- Children and Families Act 2014 and the SEND Code of Practice where relevant to pupils' needs;
- Keeping Children Safe in Education 2026;
- Working Together to Safeguard Children 2026;
- Information sharing to safeguard children and young people (2026 statutory guidance); and
- current DfE, HSE and UK Health Security Agency guidance relevant to schools.

Where legislation or statutory guidance is amended or replaced, the school will update its arrangements accordingly.

Responsibilities

Proprietors

- have ultimate oversight of the school's health and safety arrangements within the responsibilities allocated to them;
- approve and periodically review this policy;
- provide strategic direction and ensure adequate resources are available for health and safety;
- monitor significant health and safety issues and ensure appropriate action is taken;
- ensure that suitable arrangements exist for premises, plant, equipment and systems of work to be maintained safely; and
- ensure the school has access to competent health and safety advice where required.

Headteacher

- have day-to-day responsibility for implementing this policy;
- promote a positive, open and preventative health and safety culture;
- ensure staff cooperate with the school's health and safety arrangements;
- ensure suitable risk assessments and safe systems of work are in place and reviewed when necessary;
- ensure relevant staff receive appropriate induction, information, instruction, training and supervision;
- seek competent specialist advice where the school's own competence is insufficient;
- ensure accidents, incidents and identified hazards are reported, investigated and acted upon appropriately; and
- report significant health and safety issues to the Proprietors.

Senior Management

- support the Headteacher in implementing this policy;
- ensure risk assessments are suitable, sufficient, proportionate and communicated to relevant staff;
- address unsafe practices, equipment or premises issues and escalate unresolved matters;
- ensure health and safety induction is completed and recorded;
- keep up to date with relevant developments in school health and safety; and

- ensure contractors and visiting workers are appropriately assessed, competent and inducted.

Health and Safety Officer

- coordinate day-to-day premises and grounds health and safety arrangements;
- carry out and record routine inspections of buildings and grounds and report significant hazards promptly;
- ensure work under their control is carried out safely;
- ensure cleaning arrangements include appropriate controls for hazardous substances, manual handling and hygiene;
- coordinate routine fire alarm checks and other testing allocated to the role;
- ensure contractors receive appropriate site information, including relevant risk assessments and asbestos information before work starts; and
- support larger building or maintenance projects so that health and safety requirements are addressed.

All Staff

- read and follow this policy and relevant risk assessments;
- take reasonable care of their own health and safety and that of others affected by their acts or omissions;
- follow safe systems of work and safety instructions;
- supervise pupils appropriately and teach or reinforce safe use of equipment where relevant;
- report hazards, defects, accidents, near misses and unsafe practices promptly;
- complete required training and cooperate with inspections and investigations; and
- identify and report gaps in risk assessments or control measures.

Pupils

- follow reasonable health, safety and hygiene rules;
- follow staff instructions, particularly during practical activities, educational visits and emergencies;
- use equipment only as instructed and appropriate to their age and ability; and
- tell a member of staff about hazards, accidents, injuries or unsafe behaviour.

Safeguarding and KCSIE 2026

Health and safety arrangements must operate alongside the school's safeguarding arrangements. KCSIE 2026 confirms that safeguarding is everyone's responsibility and requires staff to act in the best interests of students, share information appropriately and report safeguarding concerns without delay.

- Staff must follow the Child Protection and Safeguarding Policy and report safeguarding concerns to the Designated Safeguarding Lead (DSL) or deputy DSL in accordance with school procedures.
- Health and safety risk assessments must take account of safeguarding vulnerabilities where these materially affect risk, supervision, access, activities, transport or emergency arrangements.
- Staff must not allow concerns about confidentiality or data protection to prevent appropriate safeguarding action; information should be shared lawfully and on a need-to-know basis where necessary to protect a pupil.
- Any allegation or concern about a member of staff, volunteer, contractor or other adult working with children must be handled under the school's safeguarding procedures, including the procedures for allegations against adults.

- Whistleblowing arrangements must be available to staff who have concerns about safeguarding or unsafe practice.
- Online safety is part of safeguarding. Where school technology, devices or online activity creates a health, safety or safeguarding risk, staff must follow the school's Online Safety, Acceptable Use and Filtering and Monitoring arrangements.

Risk Assessment and Safe Systems of Work

The school will maintain a proportionate programme of risk assessment covering significant health and safety risks arising from its premises, activities, curriculum, equipment, staffing and educational visits.

- Risk assessments will identify hazards, who may be harmed, existing controls, further controls required, responsible persons and review arrangements.
- Assessments will be reviewed at least annually where appropriate and sooner when there is a significant change, accident, near miss, new activity, new equipment, new information or reason to believe the assessment is no longer valid.
- Risk assessments will take account of the age, ability, medical needs, SEND and other relevant individual circumstances of pupils and staff.
- Staff must be made aware of risk assessments relevant to their role and follow the control measures specified.
- Generic assessments will not be relied upon where the circumstances require a specific assessment.
- Risk assessments for educational visits and activities will be reviewed for each visit/activity and amended where circumstances change.

Premises, Buildings, Grounds and Equipment

The school will maintain the premises in a condition that is safe and without unacceptable risk to health. Routine inspections, planned maintenance and defect reporting will be used to identify and control hazards.

- Defects that could present significant risk will be isolated or controlled promptly and escalated where necessary.
- Suitable access, lighting, ventilation, temperature, sanitation, drinking water and welfare facilities will be maintained.
- Equipment will be suitable for its intended use, maintained in safe condition and used only by people who are appropriately trained or supervised.
- Statutory inspections, examinations and maintenance will be completed at the required frequency and records retained.
- Contractors will be selected and managed according to competence, risk and the nature of the work.

Control of Hazardous Substances (COSHH)

The use of hazardous substances will be avoided or reduced where reasonably practicable. Where hazardous substances are used, COSHH assessments and suitable control measures will be implemented.

- Safety data and supplier information will be obtained where relevant.
- Substances will be stored, labelled, handled and disposed of safely.
- Staff and pupils will be protected from exposure through suitable procedures, supervision and personal protective equipment where required.

- Only trained and authorised staff will use hazardous substances where training or competence is required.
- Cleaning chemicals and other substances must be secured from unauthorised access.

Asbestos

Where asbestos-containing materials may be present, the school will comply with the Control of Asbestos Regulations 2012 and maintain an appropriate asbestos management arrangement.

- The school will know the location and condition of known or presumed asbestos-containing materials and maintain an up-to-date asbestos register/management plan as required.
- Staff, contractors and maintenance personnel who may disturb asbestos will be given appropriate information before work starts.
- No person may drill, cut, damage or otherwise disturb suspected asbestos-containing materials without appropriate authorisation and controls.
- Contractors must be competent and appropriately trained for work that may disturb asbestos.

Electrical Safety

- Electrical installations and equipment will be maintained so far as necessary to prevent danger.
- Inspection, testing and maintenance will be risk-based and completed by competent persons in accordance with applicable requirements.
- Portable appliance testing will be used where appropriate as part of a risk-based electrical safety programme; the school will not treat a fixed annual PAT test as a substitute for appropriate risk assessment and maintenance.
- Damaged plugs, leads, sockets or equipment must be taken out of use and reported immediately.
- Staff must not carry out unauthorised electrical repairs.

Fire Safety and Emergency Evacuation

The school will maintain a suitable and sufficient fire risk assessment and emergency plan in accordance with applicable fire safety legislation. Fire safety arrangements will be kept under review and updated when premises, occupancy, activities or risks change.

- Fire exits and escape routes will be kept clear and appropriately signed.
- Fire detection and alarm systems, emergency lighting and firefighting equipment will be maintained and tested as required.
- Staff and pupils will receive appropriate information and instruction about emergency procedures.
- Fire drills will be carried out at suitable intervals, normally at least once each term unless the school's fire risk assessment specifies otherwise, and outcomes will be recorded and used to improve arrangements.
- Personal Emergency Evacuation Plans (PEEPs) or equivalent arrangements will be considered where an individual may require additional assistance to evacuate safely.
- Visitors and contractors will be included in emergency arrangements.
- Emergency procedures will cover fire and other reasonably foreseeable emergencies, including severe weather, security incidents and other significant hazards.

First Aid, Medical Needs and Medication

The school will maintain first-aid provision based on a first-aid needs assessment and will provide appropriate equipment, facilities and trained personnel.

- First-aid arrangements will consider the needs of employees, pupils and other users of the premises, including educational visits.
- First-aid kits will be suitably stocked, accessible and checked regularly.
- Portable first-aid kits will be taken on educational visits where appropriate.
- First aiders will receive training appropriate to their role and their certificates will be monitored.
- Medical conditions and medication will be managed in accordance with the school's Supporting Pupils with Medical Conditions Policy and individual healthcare plans where required.
- Medication will only be administered in accordance with the school's agreed procedures, appropriate authorisation and the child's healthcare needs.
- Emergency medication, including prescribed emergency treatments, will be accessible in accordance with individual healthcare plans and school procedures.
- Medication will be stored securely but must remain readily accessible where immediate access is clinically necessary.

Accident, Incident, Near-Miss and RIDDOR Reporting

All accidents, injuries, near misses and dangerous occurrences must be reported through the school's accident/incident reporting procedure. Incidents will be reviewed to identify lessons and prevent recurrence.

- Staff must report accidents and near misses promptly, even where no injury is apparent.
- Records must be accurate, factual and securely maintained.
- The school will investigate significant incidents proportionately and implement corrective action.
- Where an incident is reportable under RIDDOR, the school will make the required report to the appropriate enforcing authority within the applicable timeframe.
- Safeguarding concerns arising from an accident or incident will also be reported under safeguarding procedures.
- Parents/carers will be informed of pupil accidents or injuries in accordance with school procedures and the circumstances of the incident.

Educational Visits and Off-Site Activities

Educational visits will be planned, risk assessed, authorised and supervised in accordance with the school's Educational Visits Policy and relevant DfE/HSE guidance.

- Suitable risk assessments will be completed before the visit and reviewed when circumstances change.
- Supervision will be appropriate to the age, needs, behaviour, vulnerability and activity of the pupils.
- Emergency contact and communication arrangements will be in place.
- Visit leaders and staff will have appropriate competence and information for the activities undertaken.
- First-aid provision will be based on the risk assessment and nature of the visit.
- Transport providers, vehicles and drivers will be selected and managed in accordance with applicable requirements.
- Additional arrangements will be made where pupils have medical, SEND, mobility or safeguarding needs.

Manual Handling
Manual handling risks will be assessed and controlled in accordance with the Manual Handling Operations Regulations 1992 where applicable.

- Manual handling will be avoided where reasonably practicable.
- Where it cannot be avoided, the task will be assessed and appropriate controls introduced.
- Staff and pupils must not lift or move loads beyond their capability.
- Mechanical aids or assistance will be used where appropriate.
- Staff involved in regular or higher-risk manual handling will receive suitable information and training.

Supervision of Pupils

- Supervision levels will be based on the activity, location, age and needs of pupils and the assessed risk.
- Staff will promote safe and responsible behaviour and address unsafe behaviour promptly.
- Pupils will not be permitted to access areas or equipment where supervision or authorisation is required unless the appropriate arrangements are in place.
- Playground and other unstructured-time supervision will follow the school's agreed staffing arrangements and risk assessments.
- Staff will remain alert to safeguarding as well as physical safety during supervision.

Slips, Trips and Falls

- Walkways, corridors, classrooms, playgrounds and entrances will be kept reasonably clear.
- Spillages will be dealt with promptly and warning signs/barriers used where appropriate.
- Flooring, mats, steps, handrails and lighting will be maintained in safe condition.
- Routine hazard-spotting inspections will be undertaken and significant defects reported promptly.

Snow, Ice and Severe Weather
The school will assess weather-related risks and take proportionate action to maintain safe access and egress. Where conditions cannot be made reasonably safe, the Headteacher will consider restricted access, changes to arrangements or closure in accordance with the school's emergency procedures.

Infection Prevention and Control
The school will follow current UK Health Security Agency guidance on preventing and controlling infections in education settings. Routine infection-control measures will include good hand hygiene, appropriate cleaning, safe management of bodily fluids and appropriate response to suspected or confirmed infectious diseases. Arrangements will be reviewed in response to outbreaks or specific public health advice.
COVID-19-specific provisions in previous versions of this policy have been removed. If a future outbreak or public health emergency requires additional measures, the school will follow current official guidance and complete proportionate risk assessments.

Staff Health and Wellbeing

- The school recognises that staff wellbeing forms part of a safe working environment.
- Work-related stress risks will be identified and managed where appropriate.
- Staff will be encouraged to raise concerns about workload, work-related stress, violence, lone working or other health and safety matters.
- Reasonable adjustments will be considered where required by law and where supported by risk assessment or professional advice.
- Staff working with pupils who present particular behavioural, medical or safeguarding risks will receive appropriate information, training and support.

Contractors and Visitors

- Contractors will be assessed for competence and suitability in proportion to the work being undertaken.
- Contractors will receive relevant site rules, emergency information, risk information and asbestos information before work starts where applicable.
- Work areas will be controlled to prevent unauthorised access and to protect pupils and staff.
- Visitors will sign in and follow school safety and safeguarding arrangements.
- Contractors must report accidents, incidents and hazards arising from their work.

Training and Competence

Health and safety training needs will be identified through induction, role requirements, risk assessments, performance review and changes in work activities.

- All staff will receive appropriate health and safety induction.
- Additional training will be provided where a role or activity presents increased risk.
- Training records will be maintained.
- Staff will be expected to maintain competence where their role requires specific qualifications or refresher training.
- Safeguarding training will be provided in accordance with KCSIE 2026 and the school's safeguarding arrangements.

Monitoring, Inspection and Review

- Routine inspections of the premises and grounds will be undertaken.
- Statutory examinations, testing and servicing will be monitored and recorded.
- Accident, incident and near-miss trends will be reviewed to identify recurring risks.
- Risk assessments and control measures will be monitored for effectiveness.
- The Proprietors / Governing Body will receive appropriate assurance on significant health and safety matters.
- This policy will be reviewed at least annually and sooner if legislation, guidance, premises, activities or significant risks change.

Related Policies and Documents

- Child Protection and Safeguarding Policy;
- Educational Visits Policy;
- First Aid / Supporting Pupils with Medical Conditions Policy;
- Fire Safety Policy and Fire Risk Assessment;
- Asbestos Management Plan and Asbestos Register, where applicable;

- COSHH assessments;
- Accident / Incident Reporting Procedure;
- Emergency Plan;
- Risk Assessments and Safe Systems of Work;
- Staff Code of Conduct;
- Online Safety / Acceptable Use Policy; and
- Data Protection / Information Governance Policy.

Key current sources used for the 2026 update

- Health and Safety at Work etc. Act 1974 and HSE guidance on preparing a health and safety policy.
- Management of Health and Safety at Work Regulations 1999.
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013.
- Health and Safety (First-Aid) Regulations 1981.
- Control of Asbestos Regulations 2012.
- Regulatory Reform (Fire Safety) Order 2005, as amended, and Fire Safety (England) Regulations 2022.
- School Premises (England) Regulations 2012.
- Keeping Children Safe in Education 2026 (in force from 1 September 2026).
- Working Together to Safeguard Children 2026.
- Information sharing to safeguard children and young people – 2026 statutory guidance.
- UKHSA Health protection in children and young people's settings, including education (current guidance, updated September 2026).