

Health and Safety Policy



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| Written by | Harriet Carter | August 2025 |
| Reviewed on | | August 2026 |

Statement of Intent

Earley Springs recognises that the health and safety of all staff, pupils, and visitors is essential to the success of the school. We are committed to providing a safe and healthy environment in which our staff can work and our pupils can learn. The school environment is dynamic, and we expect everyone on site to remain vigilant to maintain safety standards at all times. We are committed to preventing accidents and illness connected to school activities and to meeting our statutory obligations under UK health and safety legislation, including the Health and Safety at Work etc. Act 1974.

We actively risk assess both curriculum and non-curriculum activities to ensure that safe working methods and equipment are always used. We provide our staff with appropriate training, instruction, and supervision, and we consult with them regularly on matters relating to health and safety. We continually review our safety measures and arrangements, ensuring that welfare facilities are adequate and that resources are allocated to support effective safety management wherever reasonably practicable.

The responsibility for health and safety is shared across the school, with the Executive Board, staff, and pupils all contributing to maintaining a safe and secure environment. This policy complies with current UK legislation and has been developed in consultation with staff representatives.

Review Procedures

This policy is reviewed annually and updated whenever necessary. Any amendments are submitted to the Executive Board for approval.

Roles and Responsibilities

The Executive Board ensures that the health and safety policy is clear and promotes a positive safety culture throughout the school. They confirm that the Headteacher is competent and trained, that robust risk assessment procedures are in place, and that sufficient resources are allocated to maintain safe practices. The Board monitors performance, identifies areas for improvement, and supports the implementation of necessary measures.

The Headteacher is accountable to the Executive Board for the effective implementation of this policy. They ensure adequate planning and resourcing for health and safety, act as the final authority on safety matters, and make sure risk assessments and controls are in place. Responsibilities are delegated appropriately to staff, and the policy is communicated clearly to all members of the school community.

The Headteacher ensures visitors and contractors receive relevant safety information, monitors incidents, oversees inspections, and reports regularly to the Executive Board. Earley Springs formally appoints a competent person, either the Headteacher or nominated Health and Safety Officer, as required under Regulation 7 of the Management of Health and Safety at Work Regulations 1999, who is responsible for coordinating health and safety arrangements and advising on compliance. Staff with specific responsibilities are required to implement the policy

within their areas, identify and manage key risks, conduct and report regular risk assessments, and ensure that all staff are trained and aware of the procedures.

They address safety concerns raised by colleagues and carry out regular safety inspections, as well as ensuring that all incidents and accidents are reported and investigated. All staff must take reasonable care for their own health and safety and that of others. They are expected to follow training and guidance, report accidents and near misses, understand emergency procedures, maintain safe and tidy work areas, and cooperate fully with safety representatives and enforcement officers.

Visitors and contractors are required to sign in on arrival, report any injuries immediately, and manage the risks arising from their activities. They must inform the Headteacher of any hazards and comply fully with this policy. If hazardous conditions are created and not remedied, the Headteacher will take action to protect others. Pupils are expected to take responsibility for their own health and safety, follow instructions from staff, act sensibly, and use equipment correctly.

Arrangements

Earley Springs has a series of detailed procedures to minimise risks and comply with statutory requirements. Risk assessments are carried out for the site, for activities, for fire safety, for hazardous substances, and for individual needs such as medical or SEND requirements. They are reviewed annually and updated whenever necessary.

All accidents and near misses are reported to the Headteacher or designated person and are investigated to prevent future occurrences. Reports are submitted to the Executive Board and external authorities where required, and notifiable incidents are reported to the HSE under RIDDOR within statutory timescales.

Fire safety is a priority at Earley Springs, with the Fire Risk Assessment reviewed annually, termly fire drills, and Personal Emergency Evacuation Plans created where necessary. First aid provision is robust, with trained first aiders on site, stocked first aid kits, and clear procedures for managing medicines. Hazardous substances are stored and used in line with COSHH regulations, with staff receiving the necessary training and personal protective equipment. Manual handling, lone working, and working at height are all managed through risk assessment, training, and safe working practices.

The school also has clear arrangements for supporting new and expectant mothers, maintaining site security, controlling infections, and preventing harassment or aggression. Staff wellbeing is a core consideration, and open communication, respect, and supportive management are central to reducing workplace stress. Training is provided at induction and refreshed annually, with additional sessions for staff in specific safety roles. Regular consultation is undertaken through a named Health and Safety Representative and staff briefings to meet the requirements of the Safety Representatives and Safety Committees Regulations 1977. When working with contractors, other employers, or agencies sharing the site, the school ensures cooperation and

coordination of health and safety arrangements so that all parties understand their responsibilities and safe systems of work are in place.

Monitoring and Review

The Headteacher and Executive Board monitor the effectiveness of health and safety measures through regular inspections, performance indicators such as accident rates and training completion, and ongoing staff consultation. All staff are expected to uphold the procedures set out in this policy, and the school maintains a culture where safety is a shared responsibility. The policy is reviewed annually or sooner if legislation or circumstances change.