ST AMBROSE PREPARATORY SCHOOL

HEALTH, SAFETY AND WELFARE POLICY 2026/27

Created: August 2026

To be reviewed: August 2027

External competent health and safety advice: Compliance Education Ltd

This policy has been written in consultation with staff and governors of St. Ambrose Preparatory School and with due regard to the school's mission statement:

At St Ambrose we aim to provide an independent Catholic education for boys and girls of all faiths aged 3 to 11; St Ambrose is an inclusive school where the Gospel teachings and our school values are at the centre of everything that happens in our school family. At St Ambrose we strive to develop happy, fulfilled, well educated, confident and caring children who know and understand the love, joy and peace of Jesus; and to show our Faith by the way we live, showing care and consideration for each other, those around us and the environment.

Our Vision

Our Vision is to be an exemplar Edmund Rice School, with an enviable reputation amongst our peers, both as an organisation and for the services and facilities we provide, making us first choice for parents and pupils in our geographic area.

Our Ethos & Values

At St Ambrose we provide a Catholic school community in which pupils feel welcome, safe, recognised for their individuality – supported by a community of love, and affection. We strive to live the Gospel in all aspects of school life and policy, following Blessed Edmund's footsteps.

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Preface

This is the Health, Safety and Welfare Policy for St Ambrose Preparatory School, referred to in this document as 'the School'. It applies to employees, governors, volunteers, pupils, visitors, contractors, hirers and others undertaking activities for or on behalf of the School. It covers the School site, curriculum and co-curricular activities, before- and after-school provision, lettings, work-related travel and educational visits.

The policy is organised in the same three-part management structure used in the School's previous policy: the statement of intent; organisational duties and responsibilities; and arrangements for managing health, safety and welfare. Detailed risk assessments, procedures and specialist policies must be read alongside this policy.

The Congregation of Christian Brothers' Trust (CCB; is the School's legal proprietor and employer and retains overall accountability. The Board of Governors approves and monitors this policy on behalf of the proprietor in accordance with the School's governance arrangements. Day-to-day implementation is delegated to the Head and the School's management team.

The School appoints Compliance Education Ltd as an external source of competent health and safety advice. Compliance Education may advise on risk management, undertake inspections or audit, support training and assist with incident investigation. This support does not transfer the legal responsibilities of the proprietor, employer, governors, Head or managers.

Definitions used in this policy:

Term	Meaning
School	St Ambrose Preparatory School
Proprietor / employer	The Congregation of Christian Brothers Trust
Board	The Board of Governors
Compliance Education	Compliance Education Ltd, the School's external competent health and safety adviser
HSE	Health and Safety Executive
EYFS	Early Years Foundation Stage
KCSIE	Keeping Children Safe in Education

Health and Safety Policy Statement

In accordance with sections 2 and 3 of the Health and Safety at Work etc. Act 1974, the Management of Health and Safety at Work Regulations 1999 and the relevant Independent School Standards, the School will provide, so far as is reasonably practicable, a safe and healthy place for staff to work and for pupils to learn, play and develop. It will protect employees and others who may be affected by its activities, including pupils, parents, visitors, volunteers, contractors and members of the public.

The School will manage real risks sensibly and proportionately. Health and safety will not be used as a reason to prevent well-planned learning, play, sport, outdoor education or educational visits. Pupils will be helped to understand risk and develop safe, responsible behaviour appropriate to their age and needs.

The School will:

- maintain safe premises, access routes, plant, equipment and systems of work.
- identify hazards, assess significant risks and implement proportionate controls following the hierarchy of control.
- provide suitable information, instruction, training and supervision.
- consult staff and encourage prompt reporting of hazards, defects, incidents and near misses.
- provide adequate first aid, welfare and emergency arrangements.
- make reasonable adjustments and plan for individual disability, SEND, medical and communication needs.
- select and manage competent contractors and professional advisers.
- investigate incidents, learn from them and monitor whether controls remain effective.
- meet the Independent School Standards, the EYFS framework effective from 1st September 2026 and other applicable legal duties.
- provide the time, leadership and resources needed to implement this policy.

Employees must take reasonable care of their own health and safety and that of others, follow training and instructions, co-operate with the School and not intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety or welfare.

This policy will be reviewed at least annually and sooner following a significant incident, inspection or enforcement finding, material organisational or premises change, change in law or guidance, or evidence that arrangements are not effective.

Approved for and on behalf of the proprietor by the Board of Governors:

Approval	Name	Date
Chair of Governors	Mark Butler	1st September 2026
Head - implementation confirmed	Sara Heron	1st September 2026

Policy Review and Revision Control

The Head, supported by the School Business Manager and Compliance Education Ltd as appropriate, will co-ordinate review of this policy. The review will confirm that responsibilities reflect current staffing, arrangements remain suitable and sufficient, actions from audits and incidents have been completed, and the policy reflects current law and guidance.

Changes to named postholders or contact details may be recorded without full reapproval where responsibilities and arrangements are unchanged. Any material change to accountability, control measures or School arrangements must be approved by the Board of Governors.

Version	Date	Summary	By whom
00	September 2021	Earlier in-house policy	School
01	27 November 2023	Review and legislative update	School / adviser
02	27 June 2024	Annual review	School / adviser
03	7 October 2025	Annual review	Compliance Education Ltd / School
04	August 2026	Updated within established policy structure; current 2026/27 legal, EYFS, fire, RIDDOR, allergy and restrictive-intervention updates	School

Review record	Current arrangement
Policy owner	Head
Operational co-ordination	Head and School Business Manager
External competent advice	Compliance Education Ltd
Approval	Board of Governors on behalf of the proprietor
Effective date	1st September 2026
Next planned review	August 2027, or sooner if required

Organisation - Duties, Roles and Responsibilities

Organisation Chart

<table>
<tr><td colspan="2">The Congregation of Christian Brothers' Trust
Legal proprietor and employer</td></tr>
<tr><td colspan="2">Board of Governors
Approves and monitors policy on behalf of proprietor</td></tr>
<tr><td>Head
Day-to-day implementation</td><td>Compliance Education Ltd
External competent health and safety advice</td></tr>
<tr><td>School Business Manager / SLT / designated leads
Operational co-ordination</td><td>Other competent specialists
Fire, asbestos, water, electrical, gas and construction</td></tr>
<tr><td colspan="2">Staff, volunteers, contractors and pupils
Follow controls and report concerns</td></tr>
</table>

Responsibilities

Proprietor, Governing Body and Head

The Congregation of Christian Brothers' (CCB), as legal proprietor and employer, retains overall accountability for health and safety and for ensuring that the relevant Independent School Standards are met. The Board of Governors approves and monitors this policy on the proprietor's behalf under the School's governance arrangements. Delegation does not remove the proprietor's legal accountability.

The Board and Head will:

- provide visible leadership and promote a positive, proportionate safety culture.
- define responsibilities and ensure competent people have sufficient authority, time and resources.
- ensure access to competent advice, including Compliance Education Ltd and specialist advisers.
- receive assurance on risk assessments, inspections, training, maintenance, incidents and action completion.
- consider significant incidents, enforcement action, high risks and overdue actions.
- ensure suitable insurance and emergency arrangements are maintained.
- review health and safety performance and this policy at least annually.

For fire safety, The Congregation of Christian Brothers' (CCB), as employer is a Responsible Person to the extent that the workplace is under its control. An owner, landlord, occupier or other person with control (Head/School Business Manager) may also be a Responsible Person. All Responsible Persons must co-operate and co-ordinate.

Senior Leadership Team

The Head has delegated day-to-day responsibility for implementation. The Head, School Business Manager and other members of the Senior Leadership Team will ensure that:

- suitable and sufficient risk assessments and safe systems of work are in place and communicated.
- staff receive induction, role-specific training, supervision and support.
- emergency plans, drills and first-aid arrangements are maintained.
- premises, equipment and statutory checks are planned, recorded and followed up.
- incidents, near misses and concerns are recorded, investigated and externally reported where required.
- unsafe activities or equipment are stopped, isolated or removed from use.
- significant or overdue matters are escalated promptly to the Head and Board.

Health and Safety Adviser - Compliance Education Ltd

Compliance Education Ltd is appointed as an external source of competent advice under the Management of Health and Safety at Work Regulations 1999. Its support is delivered in accordance with the School's commissioned service and may include:

- advice on legislation, approved guidance and proportionate risk control.
- planned inspection or audit and written action recommendations.
- support with risk assessments, policy review and safe systems of work.

- completion of an annual Fire Risk Assessment in accordance with the Regulatory Reform (Fire Safety) order 2005
- advice on training needs and suitable providers.
- support following a significant accident, incident, near miss or enforcement contact.
- signposting to specialist fire, asbestos, water, electrical, gas, construction or occupational-health advice.

Compliance Education Ltd advises and provides assurance; it does not take over the proprietor's, employer's or School managers' legal duties. The School remains responsible for deciding and implementing actions and maintaining records.

Staff, Volunteers and Pupils

Staff and volunteers must:

- follow this policy, training, risk assessments, safe systems and emergency procedures.
- take reasonable care of themselves and anyone affected by their acts or omissions.
- use equipment, substances and protective equipment only as instructed.
- report hazards, defects, incidents, injuries, ill health and near misses promptly.
- stop and seek advice where there is serious and immediate danger or they are not competent for the task.
- co-operate with investigations, consultation and reasonable control measures.

Pupils will receive age-appropriate instruction and supervision and are expected to follow School rules, use equipment as directed, report hazards or injuries and behave in a way that does not endanger themselves or others.

School-Appointed Contractors and Consultants

Contractors and consultants must demonstrate competence and suitable insurance, provide risk assessments and method statements where required, follow safeguarding and site rules, secure work areas, co-operate with School staff and report incidents or defects immediately. They must not start higher-risk or intrusive work until authorised.

- Relevant asbestos, fire, access, service and occupancy information must be supplied before work starts.
- Hot work, roof work, work on services and other higher-risk work must use a permit or equivalent authorisation where appropriate.
- Current DBS certificates for operatives to be provided
- Tools, keys, substances and waste must be secured from pupils.
- The School will discharge its client duties under the Construction (Design and Management) Regulations 2015 for construction projects.
- Unsafe work will be stopped and contractor performance reviewed.

Designated Responsibility Summary

Responsibility	Current arrangement
Legal proprietor and employer	CCB Trust; authorised representative/contact: Roisin Maguire
Policy approval and governance oversight	Board of Governors; Chair: Mark Butler; Health and Safety Governor: Ruth Lindsey
Day-to-day implementation	Sara Heron, Head
Operational health and safety, premises and fire-safety co-ordination	Sara Heron, supported by Claire Woods, School Business Manager
First aid arrangements	Ann-Marie Pegler
Early Years	Julie Conroy
Educational Visits Co-ordinator	Sara Heron
External competent health and safety advice	Compliance Education Ltd

Management Arrangements

1 Building

1.1 Our School Environment

The School will maintain premises that meet the health, safety and welfare needs of employees, pupils and visitors. Arrangements will comply with the Workplace (Health, Safety and Welfare) Regulations 1992 for employees and with Part 5 of the Education (Independent School Standards) Regulations 2014 for pupils and School accommodation.

The Education (School Premises) Regulations 2012 are not used as the principal premises regime for this independent school. Applicable Independent School Standards, EYFS requirements, workplace law and fire safety law are used instead.

- ventilation, temperature, lighting, acoustics and cleanliness.
- safe access and egress, circulation, stairs, glazing, doors and traffic routes.
- toilets, handwashing, drinking water, welfare and medical accommodation.
- reasonable adjustments and safe access for disabled pupils, staff and visitors.
- routine inspection of classrooms, corridors, play areas, external routes and equipment.
- prompt reporting, isolation and repair of defects.

Compliance Education Ltd may undertake planned site inspection or audit under the commissioned service. The School will record findings, assign action owners and completion dates, and escalate high-risk or overdue items.

1.2 Maintaining Our School

A planned preventive maintenance programme and statutory compliance register will identify systems, required checks, competent providers, due dates, findings and remedial work. Staff must report defects promptly. Unsafe areas or equipment will be isolated, labelled and removed from use until made safe.

Asbestos

Where asbestos-containing materials are present or presumed, the dutyholder will comply with the Control of Asbestos Regulations 2012. The School will maintain an asbestos survey/register and management plan, assess condition and risk, and give relevant information to every contractor before work. No intrusive work may start until the asbestos register and scope have been checked by a competent person. Suspected disturbance requires immediate stop-work, isolation and specialist advice.

Water hygiene and Legionella

The School will maintain a suitable Legionella risk assessment and written control scheme, appoint a responsible person, implement monitoring, flushing, cleaning and remedial actions, and retain records. Testing and sampling will be risk-based. A generic test certificate is not a substitute for controlling the water system.

Drainage, weather and external areas

Gutters, gullies, drains, roofs, trees, boundaries, gates, play surfaces and external fabric will be checked according to risk and following significant weather or damage. Flooding, ice, heat and other foreseeable weather risks will be addressed through site and emergency arrangements.

Noise and acoustics

Noise risks to employees and pupils will be assessed under the Control of Noise at Work Regulations 2005. Acoustic conditions and sound insulation will be suitable for the normal activities in each space, as required by the Independent School Standards.

1.3 Fire Prevention and Fire Safety

CCB Trust, as employer, is a Responsible Person under the Regulatory Reform (Fire Safety) Order 2005 to the extent that the workplace is under its control. The Head/SBM and/or other person with control may also hold duties. The Responsible Persons must identify each other and co-operate and co-ordinate.

- maintain a suitable and sufficient fire risk assessment by a competent person registered with a recognised professional body and registration scheme and implement general fire precautions.
- record the fire risk assessment and fire safety arrangements in full, together with the identity and competence of anyone engaged to undertake or review the assessment.
- maintain detection, alarms, emergency lighting, firefighting equipment, compartmentation, fire doors, signs and escape routes.
- keep exits unobstructed, identifiable and readily openable whenever premises are occupied.
- control ignition sources, combustible materials, charging equipment and hot work.
- provide information and training, appoint sufficient wardens and hold evacuation drills at least termly.
- prepare personal emergency evacuation plans or other assistance arrangements where needed.

- record tests, servicing, drills, faults and completed remedial actions.
- review the assessment annually or following significant change, fire, near miss or evidence that it is no longer valid.

1.4 Electrical and Work Equipment

Electrical systems and work equipment will be suitable, properly installed, guarded, maintained and used only by people with appropriate information, instruction and training. Users will carry out simple pre-use visual checks and remove damaged equipment from service. Fixed installations and equipment will be inspected or tested by competent persons at intervals determined by law, risk, recognised standards, manufacturer instructions and previous findings.

The School will operate a documented, proportionate electrical maintenance scheme to monitor frequency of PAT testing, and follow an agreed review pattern based on usage.

Personal electrical equipment may be used only with School authorisation and must be safe and suitable for the environment. The School will maintain portable electrical equipment through a risk-based programme of user checks, formal visual inspections and, where appropriate, combined inspection and electrical testing. Testing frequencies will reflect the type of equipment, its use, location and previous inspection results. The programme will be reviewed annually and following any significant incident or identified deterioration.

Work equipment will meet the Provision and Use of Work Equipment Regulations 1998 where applicable. Lifting equipment and accessories will be planned, marked, inspected and thoroughly examined by competent persons under the Lifting Operations and Lifting Equipment Regulations 1998 where applicable. Gas appliances, installations and flues will be maintained by Gas Safe registered engineers where required.

1.5 Use of Chemicals

No hazardous substance may be purchased or used until its need and safer alternatives have been considered and a suitable assessment is available under the Control of Substances Hazardous to Health Regulations 2002. Safety data sheets support, but do not replace, the COSHH assessment.

- maintain a current inventory, assessments and safety data sheets.
- label and store substances securely away from pupils and segregate incompatible products.
- prevent or adequately control exposure, prioritising elimination, substitution and engineering controls before PPE.
- provide staff information and training and age-appropriate pupil supervision.
- establish spill, exposure, disposal and emergency first aid arrangements.
- examine and maintain local exhaust ventilation and other engineering controls as required.

1.6 Use of Dangerous Substances

Where a dangerous substance may create fire, explosion, corrosion or similar safety risks, the School will also assess it under the Dangerous Substances and Explosive Atmospheres Regulations 2002. Where elimination is not reasonably practicable, quantities and releases will be minimised; ignition sources controlled; incompatible substances segregated; containers labelled; and suitable emergency procedures maintained.

2 Procedural

2.1 Critical Incident and Emergency Plan

The School will maintain proportionate and co-ordinated plans for foreseeable emergencies, including fire, gas or chemical release, serious injury or illness, loss of utilities, structural failure, flooding, extreme weather, public-health incidents, missing pupils, intruders, violence, bomb threats, terrorism-related incidents and significant disruption in the local community.

- identify command, communication, evacuation, invacuation/lockdown, shelter, accounting, first aid, reunification, recovery and business-continuity arrangements.
- consider pupils and adults who need assistance, including current PEEPs or individual emergency arrangements.
- keep emergency contacts and key information accessible but secure.
- train staff and pupils and practise plans at a frequency proportionate to risk.
- record and evaluate drills and debrief after significant events.
- work with emergency services, Trafford Council, UKHSA and other agencies where appropriate.

2.2 Risk Assessments

This section sets out the School's written risk-assessment arrangements for paragraph 16 of the Independent School Standards and the Management of Health and Safety at Work Regulations 1999. Assessments must be suitable and sufficient and followed by appropriate action to reduce identified risks.

1. Define the activity, area, equipment or group and appoint a competent assessor.
2. Identify hazards and who may be harmed, including people with particular needs.
3. Evaluate risk, taking account of existing controls, severity, likelihood and exposure.
4. Apply the hierarchy of control: eliminate; substitute; engineering controls; administrative controls and safe systems; then PPE as the last line of defence.
5. Record significant findings, actions, owner and completion date.
6. Communicate and implement controls and check that they work.
7. Review when circumstances change, after an incident or when evidence shows the assessment may no longer be valid.

Assessments must consider age, maturity, competence, disability, SEND, medical conditions, allergies, communication needs, pregnancy, breastfeeding, young workers, lone workers, temporary staff, contractors and visitors. Controls must support inclusion and reasonable adjustments.

2.3 First Aid Provision

The School will maintain a documented first-aid needs assessment covering employees and making suitable provision for pupils and visitors. It will consider pupil age and needs, site layout, numbers, higher-risk activities, opening hours, clubs, staff absence and off-site activities.

- sufficient trained first aiders and appointed persons will be available whenever required by the needs assessment.
- first-aid kits will be accessible, appropriately located, checked and stocked according to assessed need.
- a suitable area will be available for medical examination, treatment and short-term care of sick or injured pupils.
- staff, pupils and parents will be told how to obtain first aid and emergency assistance.
- first-aid and AED equipment will be maintained under the needs assessment and manufacturer instructions.
- School will have 2 spare Adrenaline Auto-Injectors (AAI’s) for treating anaphylaxis

Early Years paediatric first aid

At least one person with a current full paediatric first-aid certificate meeting the EYFS criteria must be on the premises and available at all times when EYFS children are present and must accompany EYFS children on outings. Certificates must be renewed every three years. Under the EYFS framework effective from 1st September 2026, while EYFS children are eating there should always be a person in the room holding a current full paediatric first-aid certificate. The Early Years Lead will ensure sufficient additional cover for the number of children, staff, site layout and foreseeable absences.

The EYFS framework effective from September 2026 retains detailed safer-eating requirements. Children must be prepared and served food appropriate to their developmental needs, remain within sight and hearing while eating, and choking incidents requiring intervention must be recorded, communicated to parents and reviewed for learning.

2.4 Accident Reporting, Investigation and RIDDOR

All injuries, work-related ill health, hazardous exposures, dangerous occurrences, security events and significant near misses must be reported promptly. Immediate priorities are first aid, emergency assistance, safeguarding, making the area safe and preserving relevant evidence. Investigations will identify immediate, underlying and organisational causes and produce proportionate corrective actions.

The Head or authorised responsible person will determine, with advice from Compliance Education Ltd where needed, whether an event is reportable under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013. Reportable events can include work-related deaths, specified worker injuries, over-seven-day worker incapacitation, certain occupational diseases and dangerous occurrences.

An injury by a pupil, visitor or other non-worker should be reported only where it results from a work-related accident and the person is taken directly from the scene to hospital for treatment, or the accident causes death. Most ordinary sports, play and curriculum injuries are not reportable unless they have arisen from the organisation or supervision of the activity, the condition of the premises, or plant or equipment.

Parents or carers will be informed of pupil accidents and first aid under the First Aid Policy. For EYFS children, this will be on the same day or as soon as reasonably practicable. The Early Years Lead and DSL will determine whether any serious accident, illness, injury or death requires notification to an external body under current requirements.

2.5 Supporting Pupils with Medical Conditions and Allergies

The School will obtain current health and emergency information, work with parents and healthcare professionals, and prepare an individual healthcare plan where needed. Medicines will be administered only under the Managing Medicines Policy, with appropriate consent, secure storage, rapid access in emergencies, trained staff and a contemporaneous record.

The DfE's Allergy Safety in Schools guidance was published on 6th July 2026. It is not yet a statutory requirement for independent schools, although the DfE intends to introduce requirements through the relevant regulatory standards. The School will nevertheless apply it as good practice and maintain a separate Allergy Safety Policy.

- whole-school allergy awareness and staff training.
- individual healthcare and emergency plans.
- rapid access to prescribed adrenaline auto-injectors and other emergency medicines.
- catering, classroom, club and trip controls.
- recording, parent communication and learning from serious incidents and near misses.

2.6 Educational Visits and Transport

Educational visits will be planned and approved under the School's Off-Site Visits Policy using a proportionate approach consistent with DfE, HSE and current OEAP National Guidance. The Educational Visits Co-ordinator (the Head) supports and challenges planning; and approves visits within the School's system. Governors receive information on planned visits.

Higher-risk, residential, overseas or adventurous visits will instead receive enhanced School scrutiny, competent-provider checks and insurer notification or approval where required.

- educational purpose, group needs, leader competence, supervision, venue, weather, medical and allergy needs, communications and contingencies.
- specific planning where circumstances differ materially from an approved routine visit.
- EYFS paediatric first aid, supervision, ratios, risk assessment and insurance requirements.
- appropriate information to parents and consent where required by law or School policy.
- competence, insurance, safeguarding and accreditation checks for external providers.
- appropriate driver licences, insurance, vehicle roadworthiness, seat belts and child restraints.

2.7 Manual Handling and Lifting Equipment

Hazardous manual handling will be avoided where reasonably practicable. Unavoidable tasks will be assessed by considering the task, individual, load and environment, including pupil handling where relevant. Mechanical aids, team handling, changes to storage or load size and training will be used to reduce risk. Staff must not attempt lifts beyond their competence or plan.

Lifting equipment and accessories, including any passenger lift, hoist or lifting attachment, will be suitable, marked, positioned and used safely. Lifting operations will be planned and equipment inspected or thoroughly examined by competent persons under LOLER where applicable.

2.8 Work at Height

Work at height will be avoided where possible and otherwise properly planned, supervised and undertaken by competent people using suitable inspected equipment. Chairs, desks and improvised platforms must never be used for access. Staff may use approved step stools or ladders only where authorised and trained. Roof, fragile-surface and other specialist work will be undertaken by competent contractors.

2.9 Display Screen Equipment

Employees who are display-screen users will complete a workstation assessment, including for regular home working, and receive information on posture, work organisation, breaks and reporting discomfort. The School will provide eye and eyesight tests on request for users and any special corrective appliance required solely for display-screen work in accordance with the regulations.

2.10 Personal Protective Equipment

PPE will be provided without charge where residual risk remains after other controls. It will be suitable, compatible, maintained, stored correctly and supported by information and training. Employees and relevant workers must use it as instructed and report loss or defects. The School will apply the Personal Protective Equipment at Work Regulations 1992 as amended, including the 2022 extension of relevant duties to limb (b) workers where applicable.

2.11 Music and Drama

Music, drama, performances, staging and related equipment will be risk assessed and supervised. Controls will address staging, temporary electrical equipment, lighting, sound, cables, scenery, costumes, audience capacity, fire precautions and evacuation. Licensing and copyright permissions will be managed separately under the Copyright, Designs and Patents Act 1988 and applicable licensing schemes.

3 Employees and Non-Employees

3.1 Pupils on the School Premises

The School will manage risks to pupils and others under section 3 of the Health and Safety at Work etc. Act 1974, the Independent School Standards, the EYFS and its common-law duty of care. Arrangements will balance protection with beneficial learning, play and age-appropriate independence.

- staff will understand the significant risks and controls relevant to their activities.
- pupils will receive age-appropriate rules, demonstrations and supervision.
- individual disability, SEND, medical, allergy and communication needs will be considered.
- staff will report and act on defects, unsafe behaviour, incidents and near misses.
- risk management will be sensible and proportionate rather than seeking to remove all minor risk.

3.2 Visitors and Third Parties

Visitors, contractors and hirers must report to reception, verify identity where required, sign in and out, wear identification and remain supervised or restricted according to their safeguarding status and purpose. They must follow site and emergency instructions and report incidents or defects immediately.

Lettings and transfer-of-control arrangements will define responsibility for fire, first aid, safeguarding, security, supervision, insurance, risk assessment and leaving the premises safe. The School will seek safeguarding assurance from providers using its premises in accordance with KCSIE 2026.

3.3 Security

Access points, boundaries, gates, doors, alarms and security systems will be risk assessed, maintained and monitored. Arrival, collection, late collection, missing-child and unauthorised-departure procedures will be maintained and communicated to parents.

Security-sensitive details, alarm codes, lockdown signals, keyholder information and detailed access controls will be held in restricted operational documents rather than in the published policy. Changes to CCTV or access-control systems will be assessed for safety, safeguarding and data-protection implications.

3.4 Levels of Supervision

The School will provide adequate, active and age-appropriate supervision during lessons, transitions, clubs, play, eating, visits and use of specialist equipment. Staffing will take account of activity, location, pupil age and maturity, behaviour, SEND, medical needs, staff competence and emergency arrangements.

The Early Years Lead will maintain the staff-to-child ratios and qualification records required by the EYFS framework effective from 1st September 2026. EYFS children must usually be within sight and hearing of staff and always within sight or hearing; while eating they must always be within sight and hearing of a member of staff. The exact applicable ratios will be checked against the current framework rather than reproduced in this policy.

3.5 Violence, Aggression and Restrictive Interventions

The School will assess foreseeable risks of violence, aggression and challenging behaviour from pupils, parents, visitors or members of the public. Controls may include staffing, communication, room layout, exit access, meeting arrangements, de-escalation, training and post-incident support. Staff must report incidents and threats.

From 1st April 2026 the School follows the statutory recording and reporting requirements for significant incidents involving use of force and for seclusion. A written record must be made as soon as practicable and parents supplied with the required information, subject to the statutory safeguarding exception. Detailed arrangements are contained in the Behaviour and Restrictive Interventions policies. Governors receive suitable anonymised assurance and trend information.

Force must never be used as punishment. Any restrictive intervention must be lawful, necessary, reasonable, proportionate and for the shortest time, with prevention and de-escalation used wherever possible. Injury or staff exposure must also be recorded under health and safety arrangements.

3.6 Offensive Weapons

Weapons and items that may cause harm are prohibited. Any concern will be managed under the Safeguarding and Child Protection Policy, Behaviour Policy and emergency procedures. Staff will not put themselves or pupils at unnecessary risk. Searches or confiscation will be undertaken only by authorised staff in accordance with applicable law and School policy; police assistance will be requested where required.

3.7 Drugs, Alcohol, Smoking and Vaping

Illegal drugs, alcohol, smoking and vaping are prohibited for pupils and are not permitted on the School site except for lawful, specifically authorised use of alcohol at an event under controlled arrangements. Medicines are managed under the Managing Medicines Policy. Hazardous solvents and products will be controlled under

COSHH and DSEAR. Concerns about impairment, possession or supply will be addressed through safeguarding, behaviour, employment and emergency procedures as appropriate.

3.8 Lockdown and Invacuation

The School will maintain restricted lockdown and invacuation procedures for foreseeable threats. Staff and pupils will be trained and drills evaluated, without publishing sensitive signals or tactics. Welfare and SEND needs will be considered.

3.9 Young Persons and Work Experience

The School will complete a proportionate assessment for employees under 18 and consider inexperience, immaturity and any lack of awareness of risk. Relevant information will be supplied to parents where legally required. For pupils on work experience, the placement employer has primary health and safety responsibility; the School will complete proportionate checks and exchange information with the provider.

3.10 Lone Working

Lone working will be avoided where risk is unacceptable. Where permitted, a written assessment will address communication, check-in, emergency response, access, safeguarding, medical factors and out-of-hours arrangements. Lone workers must follow the agreed check-in system and must not undertake prohibited tasks.

3.11 New and Expectant Mothers

The School will assess general risks to women of childbearing age. Once notified in writing that an employee is pregnant, has given birth within the previous six months or is breastfeeding, relevant assessments will be reviewed and an individual assessment completed. If significant risk cannot be controlled, the School will adjust conditions or hours, offer suitable alternative work where available or suspend on maternity grounds on appropriate pay in accordance with employment law.

3.12 Occupational Health and Wellbeing

The School will assess and manage work-related stress and other occupational-health risks, including noise, infection, hazardous substances, musculoskeletal strain, display-screen work and violence. The Head and School Business Manager will act on reported ill health or workload concerns and seek occupational-health advice where appropriate. Health information will be handled confidentially and on a lawful need-to-know basis.

Staff taking medication or another substance that could impair safe working or the care of children must seek advice promptly and must not undertake duties where impairment creates risk.

3.13 Public Health and Infection Control

The School will follow current UKHSA guidance for health protection in education and childcare settings. Controls will include hand hygiene, cleaning, ventilation, safe management of bodily fluids and sharps, appropriate PPE, communication with parents and liaison with the local Health Protection Team where indicated. Exclusion periods and outbreak action will follow current public-health advice.

EYFS arrangements from 1st September 2026 include applicable safer-sleeping requirements and risk controls. Should the School start to provide sleep or rest arrangements, these will follow the current EYFS framework and official safer-sleep guidance, including suitable supervision, environment and records.

3.14 Consultation and Sharing Information

The School will consult employees directly and, where applicable, through recognised representatives under the Safety Representatives and Safety Committees Regulations 1977 and the Health and Safety (Consultation with Employees) Regulations 1996. Consultation will cover significant risks, new equipment or systems, control measures, competent assistance and training.

- relevant findings of risk assessments and lessons from incidents will be communicated.
- the current HSE law poster will be displayed or the equivalent leaflet supplied.
- information will be accessible, with language or communication support where needed.
- staff may raise concerns without detriment and will receive feedback on actions taken.

3.15 Safety Training

Health and safety will form part of induction for staff, volunteers and relevant contractors. Role-specific training will be completed before higher-risk or designated duties and refreshed according to law, guidance, risk and competence. Training and competency records will be maintained and reviewed at least annually.

The Head and Board will use training information, incidents, audits and role changes to set an annual training plan. Compliance Education Ltd may advise on training needs and suitable provision.

3.16 Serious and Imminent Danger

No employee is expected to continue work where they reasonably believe there is serious and imminent danger. They should stop the activity if safe to do so, move people away from danger, raise the alarm, summon assistance and inform the Head or senior person in charge. Genuine concerns raised in good faith will be investigated and will not result in detriment.

3.17 Dogs and Animals on the School Premises

Dogs are not permitted on the School site except for trained assistance dogs or an approved educational or therapeutic visit that has been risk assessed, insured and communicated. Allergies, phobias, hygiene, animal welfare, supervision and an alternative for non-participating pupils must be considered.

From 1st September 2026, childcare must not be provided on premises where a dog of a breed or type prohibited under section 1 of the Dangerous Dogs Act 1991 is present. The School applies this prohibition across the whole site while it is being used for School or childcare purposes.

Key Legislation and Official Guidance

This policy was reviewed against the following principal sources as available on 11th August 2026. The list is not exhaustive and current legislation and official guidance take precedence.

- Health and Safety at Work etc. Act 1974
- Management of Health and Safety at Work Regulations 1999
- Education (Independent School Standards) Regulations 2014
- DfE: Health and safety responsibilities and duties for schools
- HSE: Sensible health and safety management in schools
- EYFS statutory framework - group and school-based providers
- Keeping Children Safe in Education 2026
- DfE: First aid in schools, early years and further education
- HSE: Incident reporting in schools
- Regulatory Reform (Fire Safety) Order 2005
- Home Office: Section 156 fire-safety responsibilities
- DfE: Restrictive interventions, including use of reasonable force, in schools
- Schools (Recording and Reporting of Seclusion and Restraint) (No. 2) (England) Regulations 2025
- DfE: Allergy safety in schools
- DfE: Emergency planning and response
- DfE: Health and safety on educational visits
- UKHSA: Health protection in children and young people's settings

Other Relevant Legislation

Relevant supporting legislation includes the Workplace (Health, Safety and Welfare) Regulations 1992; Health and Safety (First-Aid) Regulations 1981; RIDDOR 2013; Control of Asbestos Regulations 2012; COSHH 2002; DSEAR 2002; Electricity at Work Regulations 1989; Gas Safety (Installation and Use) Regulations 1998; PUWER 1998; LOLER 1998; Manual Handling Operations Regulations 1992; Work at Height Regulations 2005; Display Screen Equipment Regulations 1992; PPE at Work Regulations 1992 as amended; Control of Noise at Work Regulations 2005; Construction (Design and Management) Regulations 2015; Equality Act 2010; Occupiers' Liability Acts 1957 and 1984; food safety and allergen law; UK GDPR and the Data Protection Act 2018.