Health and Safety Policy 26/27

The school is committed to reviewing this policy regularly to ensure it remains compliant with current legislation, statutory guidance, and best practice.

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Statement of intent

Kings Academy Trust and Arbour Academy are committed to securing, so far as is reasonably practicable, the health, safety and welfare of employees, pupils and all other persons who may be affected by the Academy's activities. Health and safety will be managed as an integral part of leadership, governance, curriculum delivery, estates management and day-to-day decision-making.

The Trust recognises its duties under the Health and Safety at Work etc. Act 1974 and associated regulations. The Academy will identify hazards, assess significant risks, implement proportionate controls, provide competent advice and training, consult with staff, monitor performance and learn from accidents, incidents and near misses.

- provide and maintain a safe and healthy working and learning environment;
- maintain safe premises, plant, equipment, access and egress;
- provide appropriate information, instruction, training and supervision;
- maintain suitable arrangements for first aid, fire safety, security and emergency response;
- assess and manage risks to staff, pupils, visitors, contractors and others;
- consult employees on health and safety matters and support a positive reporting culture;
- investigate accidents, incidents, work-related ill health and near misses proportionately;
- meet statutory reporting requirements, including RIDDOR where applicable; and
- review this policy annually and following significant changes, incidents or changes in legislation/guidance.

Scope

This policy applies to all employees, agency and supply staff, pupils, volunteers, visitors and contractors. It applies to activities on Academy premises and to Academy-organised activities off site, including educational visits, work experience and transport arrangements.

Legal and guidance framework

The Academy will have regard to applicable legislation and current national guidance. Key provisions include:

- Health and Safety at Work etc. Act 1974
- Management of Health and Safety at Work Regulations 1999
- Workplace (Health, Safety and Welfare) Regulations 1992

- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)
- Control of Substances Hazardous to Health Regulations 2002 (COSHH)
- Control of Asbestos Regulations 2012
- Regulatory Reform (Fire Safety) Order 2005, as amended
- Building Safety Act 2022 provisions relevant to fire safety
- Work at Height Regulations 2005
- Manual Handling Operations Regulations 1992, as amended
- Health and Safety (Display Screen Equipment) Regulations 1992
- Provision and Use of Work Equipment Regulations 1998 (PUWER)
- Personal Protective Equipment at Work Regulations 1992 and 2022, as applicable
- Electricity at Work Regulations 1989
- Construction (Design and Management) Regulations 2015
- Health and Safety (First-Aid) Regulations 1981
- Children and Families Act 2014, including the allergy safety provisions inserted by the Children's Wellbeing and Schools Act 2026
- DfE: Health and safety: responsibilities and duties for schools
- DfE statutory guidance: Allergy safety in schools (2026)
- DfE: School and college security guidance (updated July 2026)
- DfE: Health and safety on educational visits
- DfE statutory guidance: Supporting pupils at school with medical conditions (current version)
- HSE education, asbestos, RIDDOR, stress and risk-management guidance.

Where legislation or statutory guidance changes during the life of this policy, the Academy will follow the current legal requirement or guidance and update local procedures as necessary.

Organisation and responsibilities

Trust Board

- retains overall strategic responsibility for health and safety across the Trust;
- sets expectations and ensures suitable governance, resources and competent advice are available;
- receives assurance on health and safety performance, significant risks and statutory compliance;
- ensures responsibilities are allocated to competent persons; and
- reviews health and safety performance and policy arrangements.

Chief Executive Officer and Chief Operating Officer

- provide visible leadership and strategic direction;
- support academies to implement the Trust health and safety management system;
- ensure significant risks and actions are escalated appropriately;
- ensure access to competent health and safety advice; and
- oversee significant incidents and liaison with enforcing authorities where required.

Chief Financial Officer / central functions

- support appropriate allocation of financial resources for statutory compliance, maintenance, training and remedial work;
- ensure suitable insurance arrangements are maintained; and

- support procurement and contract management arrangements that take account of health and safety.

Local Governing Body

- monitors and quality-assures local health and safety arrangements;
- receives appropriate reports on accidents, near misses, audits, statutory compliance and significant risks; and
- provides challenge and assurance that actions are completed.

Headteacher

- has day-to-day responsibility for implementing this policy at Arbour Academy;
- ensures staff understand their responsibilities and receive appropriate training;
- ensures suitable and sufficient risk assessments are completed and acted upon;
- ensures emergency, fire, first-aid, security and business-continuity arrangements are established and tested;
- ensures significant accidents/incidents are investigated and escalated; and
- ensures adequate resources and supervision are available to manage risks.

Executive School Business Manager / Academy Health & Safety Lead

- coordinates the Academy's health and safety management arrangements and action plans;
- supports risk assessment, accident/incident reporting, RIDDOR consideration, DSE and pregnancy/new-parent assessments;
- coordinates audits, inspections, records and statutory compliance assurance with the Site Manager and Trust;
- supports induction and training records; and
- reports significant issues to the Headteacher and Trust as appropriate.

Site Manager

- manages day-to-day premises safety, statutory checks, defect reporting and maintenance;
- maintains site-specific arrangements for asbestos, legionella, fire systems, work equipment, ladders, contractors and grounds;
- ensures contractors receive appropriate site induction and relevant hazard information before work starts;
- maintains appropriate compliance records and escalates defects promptly; and
- undertakes documented premises inspections and supports emergency arrangements.

Teaching and support staff

- take reasonable care of their own health and safety and that of others;
- follow training, instructions, risk assessments and safe systems of work;
- report hazards, defects, accidents, incidents, aggression/violence and near misses promptly;
- use equipment and PPE correctly and do not interfere with safety equipment;
- provide appropriate supervision of pupils; and
- raise any health and safety concern with their line manager, Health & Safety Lead or Headteacher.

Contractors, visitors and volunteers

Contractors, visitors and volunteers must comply with Academy site rules, safeguarding and security arrangements, follow instructions and report hazards or incidents. Contractors must provide appropriate evidence of competence, insurance and risk-control arrangements before relevant work begins.

Consultation, monitoring, audit and review

The Academy will consult employees on health and safety matters through appropriate staff consultation arrangements. Health and safety will be considered through leadership and governance reporting, and significant concerns will be escalated promptly.

- documented premises inspections at least termly;
- annual health and safety audit/inspection by the competent adviser or other appropriate assurance process;
- review of accidents, incidents, near misses and work-related ill health;
- monitoring completion of actions from fire risk assessments, asbestos and legionella arrangements, audits and other statutory inspections;
- monitoring training and competency;
- review of significant and site-specific risk assessments; and
- annual review of this policy, with earlier review following significant change, enforcement action, serious incident or material change in guidance.

Health, safety and welfare arrangements

Risk assessment

Suitable and sufficient risk assessments will be completed for significant risks arising from Academy activities. Assessments will identify hazards, those who may be harmed, existing controls and any further action required. Significant findings will be recorded and communicated to relevant staff. Risk assessments will be reviewed periodically and whenever there is reason to believe they are no longer valid, following significant incidents, or when activities, people, equipment or circumstances change. Curriculum and specialist activities will use relevant competent guidance, including CLEAPSS and other appropriate professional-body guidance where applicable. Risk management will be proportionate and will support, rather than unnecessarily restrict, beneficial educational activity.

Accident, incident, hazard and near-miss reporting

All accidents, incidents, occupational ill-health concerns, significant acts of violence/aggression and near misses must be reported promptly using the Academy's designated reporting arrangements. Immediate hazards should be made safe where this can be done without additional risk. Investigations will be proportionate to the seriousness and potential seriousness of the event and will identify appropriate corrective action.

RIDDOR decisions will be made in accordance with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 and current HSE guidance. The reporting tests for employees/workers differ from those for pupils, visitors and other non-workers. A pupil's absence for more than seven days does not, by itself, make an incident RIDDOR-reportable. Potentially reportable events should be referred promptly to the competent Health & Safety Adviser/Trust lead for consideration and reporting

within the statutory timescale.

First aid

The Academy will undertake a first-aid needs assessment and maintain adequate and appropriate first-aid personnel, equipment and facilities for employees, pupils and visitors, taking account of the nature of the Academy, pupil needs, activities, staffing and off-site provision. Current lists of trained first aiders and the locations of first-aid equipment and defibrillators will be communicated locally. Treatment and incidents will be recorded in accordance with Academy procedures.

Medical conditions and medicines

The Academy will support pupils with medical conditions in accordance with section 100 of the Children and Families Act 2014 and current DfE statutory guidance. Individual Healthcare Plans will be used where appropriate. Medicines will be stored, administered and recorded in accordance with the Academy's Supporting Pupils with Medical Conditions/Managing Medicines arrangements. Staff undertaking medical support will receive appropriate information and training.

Allergy and anaphylaxis safety

The Academy will maintain a separate Allergy Safety Policy in accordance with the Children and Families Act 2014 as amended by the Children's Wellbeing and Schools Act 2026 and DfE statutory guidance on allergy safety. The policy will be reviewed at least annually, publicised to the school community and published as required.

- identifying pupils with known allergies and ensuring relevant information is accessible to those who need it;
- using Individual Healthcare Plans or other agreed care arrangements where appropriate;
- ensuring staff receive appropriate allergy awareness and emergency-response training;
- maintaining appropriate arrangements for prescribed and spare adrenaline auto-injectors in accordance with current legal requirements and guidance;
- ensuring catering arrangements manage allergen information, substitutions and cross-contamination risks;
- ensuring allergy arrangements are considered for trips, activities and changes to routine; and
- recording, reviewing and learning from allergic reactions and relevant near misses.

Asbestos

The Trust/Academy will comply with the Control of Asbestos Regulations 2012. An up-to-date asbestos register and management plan will be maintained where applicable. Known or presumed asbestos-containing materials will be monitored, and persons liable to disturb the fabric of the building will be given relevant information before work begins. Refurbishment/demolition surveys will be commissioned where required before intrusive work. Academy staff must not disturb the building fabric unless authorised and competent to do so.

If asbestos-containing material is suspected of being damaged or disturbed, work will stop, access will be restricted and competent specialist advice will be obtained immediately. Reoccupation will only occur when it is confirmed safe to do so.

Contractors and construction work

Contractors will be selected and managed proportionately to the work. Relevant competence, insurance, RAMS and trade accreditation will be checked as appropriate. Contractors will receive a site induction covering safeguarding, emergency arrangements, asbestos and other relevant hazards. Construction work will be managed in accordance with the Construction (Design and Management) Regulations 2015, including appointment of duty holders and provision of pre-construction information where applicable.

COSHH

Hazardous substances will be eliminated or substituted where reasonably practicable. Where use remains necessary, suitable COSHH assessments will be completed and controls implemented. Substances will be stored securely and used in accordance with manufacturer information and risk assessments. Appropriate PPE will be provided where identified by assessment. Science and other specialist curriculum areas will follow relevant CLEAPSS or equivalent competent guidance.

Catering and food hygiene

Catering arrangements will include a food safety management system based on HACCP principles and comply with applicable food hygiene and allergen requirements. The catering team will receive accurate information about pupils' dietary and allergy needs through agreed Academy procedures. Menu substitutions or changes will not compromise identified special dietary requirements. The Academy will have regard to current DfE school food standards allergy guidance and its separate Allergy Safety Policy.

Infection prevention and bodily-fluid/sharps incidents

Appropriate arrangements will be maintained for cleaning blood and bodily-fluid spillages, including suitable PPE, cleaning materials and waste disposal. Sharps will be handled using appropriate equipment and disposed of in approved sharps containers. Where an exposure incident occurs, immediate first aid and appropriate medical advice will be obtained and the incident recorded.

Display screen equipment

DSE users will complete suitable workstation assessments. Assessments will be reviewed when there is a significant change to equipment, workstation, work pattern or health needs, and periodically as appropriate. Eligible users will be informed of arrangements for eye and eyesight tests and any contribution towards special corrective appliances required solely for DSE work.

Electrical safety

Electrical systems and equipment will be maintained so as to prevent danger. Fixed installations will be inspected and tested at appropriate intervals by competent persons. Portable electrical equipment will be maintained on a risk-based basis; inspection and testing frequencies will reflect equipment type, use and environment rather than relying solely on a blanket annual PAT requirement. Defective equipment will be taken out of use until made safe.

Fire safety and evacuation

The Academy will comply with the Regulatory Reform (Fire Safety) Order 2005, as amended. A suitable and sufficient fire risk assessment will be maintained and its significant findings and fire-safety arrangements recorded. Actions will be tracked to completion. Fire precautions, detection, alarm, emergency lighting and firefighting equipment will be inspected, tested and maintained by competent

persons at appropriate intervals.

- fire evacuation procedures will be communicated to staff, pupils and visitors as appropriate;
- fire drills will take place at least once per term and outcomes will be recorded and reviewed;
- Personal Emergency Evacuation Plans (PEEPs) will be prepared where individual needs require them;
- escape routes and final exits will be kept available and unobstructed; and
- fire wardens/marshals and other persons with fire duties will receive suitable instruction and training.

Gas safety

Gas installations and appliances will be installed, serviced and maintained by competent Gas Safe registered engineers where required. Records of servicing and safety checks will be retained. Staff must report suspected gas leaks or defects immediately and follow emergency procedures.

Glass and glazing

Glazing will be assessed and maintained to reduce foreseeable injury risk. Safety glazing or appropriate protective measures will be used in critical locations as required. Damaged glazing will be reported immediately, the area made safe and repairs arranged promptly.

Lettings

Lettings will be managed through the Academy's Lettings Policy and written agreements. Hirers will receive relevant health, safety, safeguarding and emergency information and must provide appropriate insurance and risk-control information. Responsibilities between the Academy and hirer will be clear.

Lone working

Lone working will be avoided where the risk cannot be adequately controlled. Where lone working is permitted, a suitable risk assessment will consider the task, location, individual, communication, foreseeable emergencies and arrangements for contact/check-in. Staff must follow the Academy's Lone Working Policy and local arrangements.

Manual handling

Hazardous manual handling will be avoided where reasonably practicable. Where it cannot be avoided, risks will be assessed and reduced. Mechanical aids, team handling, changes to load/task/environment and appropriate training will be used where necessary. Moving and handling of pupils will be subject to specific assessment and training where required.

New and expectant mothers

General risk assessments will take account of risks to women of childbearing age where relevant. When an employee informs the Academy in writing that they are pregnant, have given birth within the previous six months or are breastfeeding, an individual risk assessment will be completed in consultation with the employee where required by law. It will take account of relevant medical advice and will be reviewed as circumstances change.

Controls will be determined by the individual assessment rather than blanket restrictions. Where a significant risk cannot be adequately controlled, the Academy will follow the statutory hierarchy of

controls, including adjustment of working conditions/hours, suitable alternative work where appropriate, and other measures required by law.

Occupational health, wellbeing and work-related stress

The Academy will manage work-related stress as a health and safety risk and will use the HSE Management Standards or another suitable framework. Staff are encouraged to raise concerns early. Occupational health advice will be sought where appropriate, and workplace adjustments/risk assessments will be considered in line with individual circumstances and relevant employment and equality duties.

Personal protective equipment

PPE will be used where risks cannot be adequately controlled by more effective measures. Suitable PPE will be selected, provided and maintained without charge to employees where required, with instruction and training on correct use. Staff must use PPE in accordance with training and risk assessments.

Premises, playgrounds and grounds

Premises, grounds and external areas will be inspected and maintained to reduce foreseeable risks. Defects will be recorded, prioritised and addressed. External/play equipment will be subject to suitable checks and maintenance, and staff will undertake sensible pre-use checks where activities require them.

Legionella and water hygiene

The Academy will maintain a suitable water hygiene/legionella risk assessment and written control arrangements in accordance with HSE Approved Code of Practice L8 and associated guidance. A competent responsible person will oversee controls. Monitoring, flushing, temperature checks, maintenance, sampling and other measures will follow the site-specific risk assessment and written scheme, with records retained.

Cleaning, waste and environmental management

Cleaning arrangements will support a safe and hygienic environment. Cleaning contractors will provide relevant COSHH and safety information and report defects. Hazardous or clinical waste will be segregated, stored and disposed of through appropriate authorised arrangements, with records retained where required.

Work equipment and plant

Work equipment will be suitable, maintained and inspected as required by PUWER and other applicable legislation. Only competent and authorised persons may use equipment requiring specialist training. Guards and safety devices must not be bypassed. Maintenance and inspection records will be retained where required.

Security, lockdown and critical incidents

The Academy will maintain proportionate security arrangements and a security policy/plan that complements safeguarding arrangements. A competent person will lead security management. Site security risk assessments will consider access control, visitors, perimeter security, foreseeable threats

and emergency response in line with current DfE school and college security guidance.

The Academy will maintain separate, operationally appropriate procedures for lockdown, evacuation, bomb threats and critical incidents. These procedures will be communicated and practiced at suitable intervals. Detailed security-sensitive instructions need not be reproduced in the publicly available Health & Safety Policy.

Slips, trips, falls, snow and ice

Staff must maintain clear routes and promptly report slip, trip and fall hazards. Premises inspections will identify recurring issues. During adverse weather, priority pedestrian routes will be assessed and treated in accordance with the Academy's gritting/snow arrangements, taking account of forecasts and site conditions.

Training, information, instruction and supervision

The Academy will ensure staff are competent for the health and safety aspects of their roles. All staff will receive appropriate induction covering emergency arrangements, accident/hazard reporting and local risks. Role-specific training will be identified through a training-needs analysis and refreshed at appropriate intervals. Records will be retained.

Supply staff, trainees, volunteers and temporary workers

Supply staff, trainees, volunteers and temporary workers will receive proportionate information on emergency procedures, safeguarding, reporting arrangements and risks relevant to their role before undertaking work or activities. Appropriate supervision will be provided.

Educational visits

Educational visits will be planned and managed in accordance with the Academy/Trust Educational Visits Policy, current DfE guidance and the Evolve system. Risk management will be proportionate. Routine visits involving everyday risks may be managed through established procedures and generic arrangements, while higher-risk, unusual or complex visits will require specific planning and assessment. Approval levels will reflect the nature of the visit.

Work experience

Work experience placements will be managed in accordance with the Trust/Academy Work Experience Policy. The Academy will take reasonable steps to satisfy itself that employers have appropriate health and safety arrangements and that relevant information about the young person is shared lawfully where necessary for their safety. Additional consideration will be given to young people because of their possible lack of experience, maturity and awareness of risk.

Traffic management and vehicles

The Academy will assess vehicle and pedestrian movements and, so far as reasonably practicable, segregate vehicles from pedestrians. Driving on Academy business will be subject to authorisation and appropriate checks of license, insurance, vehicle suitability and driver eligibility. Drivers must notify the Academy of relevant changes affecting their entitlement or fitness to drive.

Minibuses

Minibus use will be risk assessed and managed through the Trust/Academy vehicle arrangements. Drivers must be appropriately licensed, authorised, competent and medically fit. Vehicles will be maintained, inspected and used within legal requirements, including passenger restraints and loading limits.

Violence, aggression, bullying and harassment

The Academy recognises that foreseeable violence and aggression can present a health and safety risk, particularly within an alternative provision/SEMH context. Risks will be assessed and proportionate controls put in place, including individual pupil risk assessments/support plans where appropriate, communication of relevant risk information, staffing/supervision arrangements, de-escalation and positive-handling training where required, environmental controls and post-incident support.

All incidents and relevant near misses involving violence or aggression towards staff must be reported and reviewed. Lessons learned will inform individual plans, staffing arrangements, training and wider risk assessments. Bullying and harassment between employees will be addressed under the relevant Trust policies.

Working at height

Work at height will be avoided where reasonably practicable. Where necessary, the work will be planned, risk assessed and carried out by competent persons using suitable equipment. Ladders and stepladders will be used only where appropriate for the task and duration. Access equipment will be inspected at suitable intervals and defective equipment removed from use. Staff must not stand on chairs, tables or unsuitable furniture to gain height.

Emergency and business continuity arrangements

The Academy will maintain plans for foreseeable emergencies and critical incidents, including fire, lockdown, evacuation, utilities failure, severe weather and other site-specific threats. Plans will identify roles, communications, pupil/staff accountability, support for persons requiring assistance, liaison with emergency services and recovery arrangements. Exercises and drills will be proportionate to the risk and lessons learned will be recorded and acted upon.

Records and document control

Health and safety records will be retained securely and for appropriate periods in accordance with legal, insurance, Trust and data-protection requirements. Records include, as applicable, risk assessments, training, accidents/incidents, statutory inspections, fire records, asbestos and legionella documentation, contractor records and action plans.