



**EVERYTHING
EDUCATION**

HEALTH AND SAFETY POLICY

2026-2027

OWNERSHIP:	Everything Education School
AUTHORISED BY:	M Hussain (Headteacher)
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Policy status

This policy applies to all pupils, staff, proprietors, contractors, visitors and activities undertaken by or on behalf of Everything Education School, including off-site educational activities.

It should be read alongside the school's First Aid, Safeguarding and Child Protection, Fire Safety, Educational Visits, Accessibility, Behaviour, Restrictive Interventions and Risk Assessment arrangements.

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1.0 Policy statement and aims

Everything Education School recognises its duties under the Health and Safety at Work etc. Act 1974 and related legislation. The proprietor will, so far as is reasonably practicable, provide and maintain a safe and healthy environment for pupils, employees and others affected by the school's activities.

- provide safe premises, equipment, systems of work and arrangements for welfare;
- identify hazards, assess risks and implement proportionate controls;
- provide suitable information, instruction, supervision and training;
- consult staff on matters that affect their health and safety;
- prevent accidents and work-related ill health and learn from incidents;
- ensure pupils can participate safely in education, enrichment and off-site activities;
- review this policy and the effectiveness of health and safety arrangements at least annually and following significant change.

2.0 Legal and regulatory framework

This policy is informed by the Health and Safety at Work etc. Act 1974; Management of Health and Safety at Work Regulations 1999; Workplace (Health, Safety and Welfare) Regulations 1992; Regulatory Reform (Fire Safety) Order 2005; Control of Substances Hazardous to Health Regulations 2002; Control of Asbestos Regulations 2012; Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013; Provision and Use of Work Equipment Regulations 1998; Electricity at Work Regulations 1989; Manual Handling Operations Regulations 1992; Personal Protective Equipment at Work Regulations 1992/2022 requirements as applicable; Equality Act 2010; and Part 5 of the Education (Independent School Standards) Regulations 2014.

3.0 Health and safety responsibilities

3.1 Proprietor / Directors

- retain overall accountability for health and safety governance;
- ensure sufficient resources and competent advice are available;
- monitor significant risks, incidents, statutory compliance and remedial actions;
- ensure the school premises remain suitable and safe for the registered cohort.

3.2 Headteacher

- implements this policy and promotes a positive safety culture;
- ensures suitable risk assessments, inspections, training and emergency arrangements are in place;
- allocates responsibilities and follows up identified actions;
- reports significant matters to the proprietor.

3.3 Employees and pupils

All employees must take reasonable care of themselves and others, follow training and procedures, use equipment correctly, report hazards and incidents promptly, and co-operate with the school. Pupils are expected to follow reasonable safety instructions and report concerns.

4.0 Consultation, information and training

Health and safety information is included in staff induction and refreshed according to role and risk. Additional competence-based training will be arranged where duties involve higher-risk activities, equipment, hazardous substances, first aid, fire safety or specific pupil needs.

5.0 Risk assessment and control of risk

Risk assessment is the school's primary method of identifying hazards and selecting sensible, proportionate controls. Assessments must cover risks to employees and to non-employees, including pupils, visitors and contractors, who may be affected by school activities.

5.1 When risk assessments are required

- routine school activities and premises hazards;
- new activities, equipment, substances or changes to the environment;
- educational visits, PE, community activities and use of external venues;
- pupil-specific risks where health, behaviour, SEND or medical needs may affect safe participation;
- pregnancy/new motherhood, lone working, manual handling and other staff-specific risks;
- following an accident, near miss, safeguarding concern or material change.

5.2 Review and approval

Risk assessments will be reviewed at least annually, whenever there is reason to suspect they are no longer valid, after a significant incident, and when there is a material change. The Headteacher or delegated competent person must ensure actions are implemented and communicated before higher-risk activities proceed.

5.3 Hierarchy of control

- eliminate the hazard where reasonably practicable;
- substitute with a safer process or substance;
- use engineering or physical controls;
- apply safe systems of work, supervision, signage and training;
- use personal protective equipment where residual risk remains.

5.4 Dynamic risk assessment

Staff may need to make immediate professional judgements when circumstances change unexpectedly. Dynamic assessment does not replace written risk assessment for foreseeable activities; it supplements it. Where a situation becomes unsafe, the activity should stop or be adapted.

5.5 Risk register and action tracking

Significant risks and remedial actions will be recorded and monitored to completion. Urgent hazards will be isolated or controlled immediately. Where a defect cannot be remedied promptly, access or use will be restricted until safe.

6.0 Premises, security and workplace safety

The school will maintain premises, accommodation and facilities so that, so far as is reasonably practicable, the health, safety and welfare of pupils, staff and visitors are protected. Routine visual checks and termly documented inspections will identify defects and required maintenance.

- access and egress routes kept clear and safe;
- floors, stairs, windows, doors and external areas maintained to reduce slips, trips and falls;
- lighting, ventilation, temperature, water, sanitation and welfare facilities kept suitable;
- security arrangements designed to control access while maintaining safe emergency evacuation;
- defects reported promptly and prioritised according to risk.

6.1 Security and visitors

Visitors must report to reception, sign in, follow safeguarding and safety instructions, and wear identification where required. Staff must challenge or report unauthorised persons in accordance with safeguarding and security procedures.

7.0 Fire safety and emergency arrangements

The school will maintain a suitable and sufficient fire risk assessment and emergency plan. Fire precautions will be kept under review and remedial actions addressed promptly.

- escape routes and final exits kept clear;
- alarm, detection, emergency lighting and fire-fighting equipment maintained by competent persons;
- staff and pupils receive evacuation instructions;
- fire drills take place regularly and are recorded, including at least once each term and after significant change where appropriate;
- personal emergency evacuation plans are prepared where required;
- no person re-enters until authorised.

7.1 Other emergencies and business continuity

The school will maintain arrangements for serious incidents including medical emergencies, utilities failure, security threats, severe weather and other events requiring evacuation, evacuation/lockdown or temporary closure. Emergency contacts and key responsibilities will be accessible to relevant staff.

8.0 First aid, accidents and RIDDOR

Adequate first-aid provision will be available during the school day and for school activities. First-aid needs will be assessed with regard to pupil needs, staff numbers, activities, premises and off-site provision. The medical room and first-aid supplies will be maintained appropriately.

- all first-aid treatment and significant incidents recorded promptly;
- parents/carers informed where appropriate, including head injuries and significant illness or injury;
- emergency services called without delay when required;
- serious incidents investigated to identify causes and corrective actions;
- reportable work-related incidents notified under RIDDOR by the responsible person.

9.0 Medical needs, infection and hygiene

Health and medical information will be obtained on admission and updated as necessary. Individual healthcare plans and/or risk assessments will be used where needed so pupils with medical conditions can participate safely. Medicines will be stored, administered and recorded in line with the school's medicines arrangements and staff competence.

The school will follow current public health advice for infectious disease, cleaning and hygiene, and will take proportionate action when an outbreak or significant public health risk occurs.

10.0 Hazardous substances, asbestos and legionella

10.1 COSHH

Hazardous substances will be avoided where possible. Where use is necessary, suitable COSHH assessments, storage, labelling, controls and staff information will be in place. Safety data sheets will be available as appropriate.

10.2 Asbestos

Where asbestos-containing materials may be present, the dutyholder will ensure an asbestos management plan/register is maintained, condition is monitored, and contractors are given relevant information before intrusive work. Suspected disturbance must be treated as an emergency and work stopped.

10.3 Legionella and water hygiene

Water systems will be managed in accordance with a suitable legionella risk assessment and control scheme, including monitoring, flushing and temperature checks where required. Any concerns about water quality will be escalated promptly.

11.0 Work equipment, electricity and manual handling

11.1 Work equipment

Work equipment must be suitable, maintained, inspected where necessary and used only by persons who have received appropriate instruction or training. Higher-risk equipment will be restricted to authorised users and fitted with guards or other controls where required.

11.2 Electricity

Electrical installations and equipment will be maintained to prevent danger. Damaged equipment must be taken out of use immediately. Portable equipment will be inspected and tested according to risk, usage and competent advice rather than solely by fixed intervals.

11.3 Manual handling

Hazardous manual handling will be avoided where reasonably practicable. Where it cannot be avoided, the task will be assessed and controls introduced, including mechanical aids, team handling, altered loads or training.

12.0 Lone working, personal safety and violence

Lone working will be risk assessed. Arrangements may include communication/check-in systems, access controls, limitations on higher-risk tasks and escalation procedures. Staff must not undertake lone-working activities where the assessed risk cannot be adequately controlled.

Violence, aggression, threats and harassment from pupils, parents/carers, visitors or others will be treated as health and safety and safeguarding matters. Incidents must be reported, recorded and reviewed, with police involvement where appropriate. Staff support and post-incident debrief will be offered.

13.0 Educational visits, PE and off-site activities

Educational visits, PE and off-site activities must be planned and risk managed. The level of assessment must be proportionate to the activity, environment, travel, supervision, pupil needs and competence of providers or instructors.

- appropriate staff-to-pupil supervision and emergency arrangements;
- assessment of transport, venue and activity risks;
- medical, SEND, behavioural and accessibility needs considered;
- qualified/competent instructors used for specialist or adventurous activities;
- approval by the Headteacher or delegated visit lead before higher-risk or residential visits.

14.0 Contractors, visitors and site works

Contractors must be selected and managed proportionately to the risks involved. Relevant competence, insurance, safeguarding, asbestos, fire and site information will be checked before work begins. Contractors must sign in, comply with site rules and control their work area so pupils and staff are not exposed to avoidable risk.

Construction or maintenance work will be planned to minimise conflict with school operations. Work requiring segregation, hot works controls, isolation of services or specialist statutory compliance will be managed by competent persons.

15.0 Staff wellbeing, DSE and new/expectant mothers

15.1 Display screen equipment

Regular DSE users will be supported to set up workstations safely, vary tasks and take suitable breaks. Workstation assessments will be completed where required and reviewed following significant changes or reports of discomfort.

15.2 Work-related stress

The school recognises work-related stress as a health and safety issue. Managers will identify organisational stressors, respond to concerns and take reasonable steps to prevent or reduce foreseeable harm, with reference to HSE Management Standards where appropriate.

15.3 New and expectant mothers

When an employee notifies the school that they are pregnant, have given birth within the previous six months or are breastfeeding, an individual risk assessment will be undertaken and reviewed as circumstances change. Adjustments will be made where needed.

16.0 Severe weather and environmental conditions

The Headteacher will ensure proportionate arrangements for snow, ice, extreme heat, flooding, poor air quality and other environmental conditions. This may include gritting/clearing safe routes, restricting areas, adapting timetables, reviewing travel arrangements or temporary closure where safe operation cannot be maintained.

17.0 Safeguarding interface and pupil-specific risk

Health and safety arrangements must operate alongside safeguarding. Where an incident or hazard may indicate abuse, neglect, exploitation, self-harm, unsafe behaviour or another safeguarding concern, staff must follow the Safeguarding and Child Protection Policy and report to the Designated Safeguarding Lead without delay.

For pupils with SEND, EHC plans, medical needs or behaviours that may present risk, the school will use person-centred, proportionate planning and reasonable adjustments. Risk management must support access to education rather than create unnecessary barriers.

18.0 Records, monitoring and audit

The school will retain records necessary to demonstrate effective health and safety management. These include, as applicable, risk assessments, training records, inspection reports, accident/near-miss records, first-aid records, fire checks and drills, statutory inspection certificates, contractor records, asbestos and water hygiene records, and action plans.

- routine premises checks and termly documented inspections;
- review of accident, incident and near-miss patterns;
- tracking of remedial actions to completion;
- annual health and safety audit or equivalent assurance review;
- reporting of significant issues and trends to the proprietor.

19.0 Policy review and assurance

This policy will be reviewed at least annually, with the next scheduled review on 1/9/2027, and sooner if there is a significant incident, change in premises or school operation, relevant legislative or regulatory change, or evidence that arrangements are no longer effective.

The Headteacher will provide assurance to the proprietor that required actions have been completed and that health and safety arrangements remain suitable for the school's pupils, staff, premises and activities.

Appendix 1 - Health and Safety Responsibilities Summary

Role	Core responsibility
Proprietor / Directors	Governance, resources, competent advice, oversight and assurance.
Headteacher	Day-to-day implementation, risk management, inspections, training and escalation.
Competent person / specialist adviser	Technical advice, statutory compliance support and specialist assessment where required.
All staff	Follow procedures, take reasonable care, report hazards/incidents, use equipment safely.
Pupils	Follow reasonable instructions and report hazards or concerns.
Contractors / visitors	Comply with site controls, safeguarding and safety instructions.

Appendix 2 - Immediate Incident Response Checklist

- Make the area safe and protect life without exposing others to unnecessary risk.
- Call a qualified first aider and/or emergency services where required.
- Inform the Headteacher or senior leader immediately.
- Preserve evidence where a serious incident may require investigation.
- Record the incident accurately and notify parents/carers as appropriate.
- Consider safeguarding, RIDDOR, insurer, landlord or regulatory reporting requirements.
- Complete a post-incident risk review and track corrective actions.

Appendix 3 - Key legislation and guidance

- Health and Safety at Work etc. Act 1974
- Management of Health and Safety at Work Regulations 1999
- Workplace (Health, Safety and Welfare) Regulations 1992
- Regulatory Reform (Fire Safety) Order 2005
- Control of Substances Hazardous to Health Regulations 2002
- Control of Asbestos Regulations 2012
- RIDDOR 2013
- Provision and Use of Work Equipment Regulations 1998
- Electricity at Work Regulations 1989
- Manual Handling Operations Regulations 1992
- Education (Independent School Standards) Regulations 2014, including Part 5
- DfE: Health and safety - responsibilities and duties for schools
- DfE: Standards for school premises and Good Estate Management for Schools
- Keeping Children Safe in Education 2026