



## Health & Safety Policy (Part 3)

Owner:	Principal
Approved by:	School Development Board
Last review:	September 2025
Approved:	November 2025
Next review due:	November 2027

This policy should be read in conjunction with the Cotswold Beacon Academy Trust Health & Safety Statement of Intent (Part 1) and the Cotswold Beacon Academy Trust Health & Safety Standards (Part 2)

## **1. Aim**

To establish, maintain and further develop a safe and healthy working and learning environment

## **2. Objectives**

- To raise awareness amongst employees, students and other site users of health and safety issues and to encourage good practice
- To take all reasonable precautions to protect people by reducing risks both on and off site
- To take prompt and appropriate action in the event a hazardous situation developing, and of an accident and/or emergency occurring on or off site

## **3. Responsibilities**

### 3.1 School Development Board

- Prioritise health and safety matters within the School Development Plan
- Maintain Health and Safety as a standing item on the agenda of all meetings to enable the reporting of recent accidents and near misses and highlight current health and safety issues
- Ensure the adequacy of Health & Safety practice within the school – ensure regular fire and lockdown drills are undertaken
- Nominate a governor with responsibility for Health and Safety
- Ensure the wellbeing of the principal

### 3.2 Principal

To take overall responsibility for the implementation and monitoring of the establishment's health and safety policy by:

- Line managing the Leadership Team
- Ensuring good communications by including health and safety issues in staff briefings, bulletins and meetings
- Organising and implementing termly inspections in consultation with staff & governor safety representatives
- Ensure that QCA/HSE health and safety curriculum requirements are being delivered in lessons
- Overseeing the completion of the arrangements and risk assessments for all on/off site activities
- Ensuring that health and safety is a criteria for performance management/appraisal scheme
- Formulating and implementing a policy for the management of critical incidents
- Ensure off site visits are approved, appropriately staffed and with sufficient first aid provision
- Monitor and minimise the causes of stress in staff
- Ensure the wellbeing of staff, students and visitors.
- Include health and safety in all new employees' induction
- Ensure Accident, and Physical and Verbal Abuse documentation is completed and submitted as appropriate
- Undertake an annual health and safety assessment of staff
- Monitor departmental documentation, risk assessments, practices and procedures
- Encourage and support employees in recording any student concerns on CPOMS.

- Put in place and review appropriate Individual Risk Assessments for staff and students.
- Support employees with personal safety issues including stress
- Review departmental co-ordinators' risk assessments annually
- Purchase and maintain equipment to British and European Standards
- Ensure attendance on appropriate health and safety training courses
- Be alert to issues of security and lone working
- Is required to ensure that:
  - All office risk assessments are completed and reviewed
  - Visitors are registered, wear a badge and are briefed on the emergency procedures
  - Hazard reporting and maintenance documentation is actioned
  - The Health and Safety website is regularly checked for updated information
  - All appropriate risk assessments guidance and hiring documentation is completed for community use of the site
  - All community users are registered and made aware of emergency procedures
  - Adequately trained first aid cover is available for on/off site activities
  - Periodic checks are made of the first aid arrangements and containers
  - Report on Health and Safety issues to the School Development Board & link governor
  - Ensure that the school follows the correct procedures:
    - when liaising with and monitoring contractors over health and safety matters
- Ensure hazard reporting and maintenance notification is actioned
- Ensure all employees and contractors are fully briefed on health and safety issues
- Carry out termly fire drills and annual lockdown drills
- Ensure compliance with COSHH

### 3.4 Caretaker / Site Team

- Carry out daily checks of the site and take appropriate remedial action
- Carry out weekly fire tests and check fire extinguishers
- Carry out routine legionella management tests
- Carry out monthly emergency operational checks
- Ensure all checks and tests are documented on iAM Compliant
- Be alert to issues of security and lone working
- Ensure hazard reporting and maintenance notification is actioned
- Ensure compliance with COSHH
- Keep accurate maintenance records of all equipment and resources
- Purchase and maintain all site equipment and resources to British and European Standards

### 3.5 Teachers

- Produce health and safety risk assessment guidance and documentation as appropriate especially in Art, Design and Technology, ICT, Science, PE, Drama and off-site activities
- Ensure all hazardous equipment and materials are appropriately marked, assessed, maintained, used and stored by a competent person
- Advise colleagues on the completion of risk assessments and ensure they are carried out, reviewed periodically and recorded
- Undertake additional training needs analysis for their teams
- Ensure any health and safety issues are reported promptly to the Site Manager on iAM Compliant
- Ensure that students are aware of health and safety issues and that these are being continually monitored and reinforced.

### 3.6 All Employees

- Will read the H&S Law leaflet on iAM Compliant

- Co-operate with and follow all health and safety requirements
- Report all defects to the Site Manager using the Help Desk tab on iAM Compliant
- Complete and action risk assessments for all potentially hazardous on/off site activities
- Use, but not misuse, things provided for their health, safety and welfare
- Do not place themselves or anyone else under hazard
- Report to a Caretaker when working out of hours and to inform subsequent departure
- Inform their line manager of any concerns regarding lone working
- Inform of any accidents and “Near Misses” using the iAM Compliant incident reporting facility.
- Be familiar with the emergency action plans for fire, first aid, bomb, security (lockdown) and off-site issues
- Raise health, safety and environmental issues with students

### 3.7 Visitors and Contractors

- Sign in on arrival and out on departure at the School Main Reception
- Read the resumé of the health and safety procedures on arrival at the school
- Contractors will be informed of hazards peculiar to this site, eg asbestos
- Always wear a visitor badge whilst on site
- Follow evacuation procedures in the event of an emergency

### 3.8 Students

- Behave in a way that does not put themselves or others at health and safety risk
- Observe standard of dress consistent with good health, safety and hygiene practices
- Follow all safety rules including the instructions of staff
- Use, but not misuse, things provided for health, safety and welfare

## **4. Links with other policies**

This policy is also related to the following established policies & documents:

- Safeguarding & Child Protection
- Visitors to School
- Lone Working Policy,
- Educational (Off Site) Visits
- Lettings
- Staff Absence Management
- Curriculum
- Accessibility
- Staff Wellbeing Handbook
- Staff Handbook.

Health and Safety Governor: Emma Irvine

Health and Safety School Representative: Principal

Health and Safety website: [www.hse.gov.uk](http://www.hse.gov.uk)