Health and Safety Policy Including EYFS

Godstowe School

Document control

Field	Details
School	Godstowe School
Policy owner	Jack Davidson - Headteacher
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Contents

1. Purpose, status and scope
2. Legal and regulatory framework
3. Definitions
4. School health and safety profile
5. Policy statement and core principles
6. Governance, leadership and responsibilities
7. Consultation, competence, information and training
8. Risk assessment and the hierarchy of control
9. Premises inspections, defects and maintenance
10. Fire safety
11. Emergency planning, security and protective preparedness
12. Asbestos management
13. Water hygiene and legionella
14. Gas, boilers, pressure systems and lifting equipment
15. Electrical safety
16. Work equipment, machinery and maintenance tools
17. COSHH and hazardous substances
18. Science, design and technology, art and specialist curriculum risks
19. Contractors, construction work and permits
20. Work at height, slips, trips and falls
21. Manual handling and ergonomics
22. Vehicle movements, transport and minibuses
23. Playgrounds, outdoor areas, trees, PE, sport and swimming
24. Educational visits, residential activities and boarding
25. Ventilation, temperature, sanitation and infection control
26. Food safety and allergy safety
27. First aid, medical conditions and medicines
28. Staff welfare, stress, violence and lone working
29. Pupils with SEND, medical needs and reasonable adjustments
30. Accidents, incidents, near misses and RIDDOR
31. Stop-work authority and reporting unsafe conditions
32. Records, statutory testing and document control
33. Monitoring, audit and proprietor oversight
34. Policies to be read in conjunction
35. Source register

1. Purpose, status and scope

This policy explains how the school protects employees, pupils and others who may be affected by its activities. It applies to the school estate, curriculum, employment, transport, events, lettings, educational visits, boarding and any other activity organised or controlled by the school.

- For an independent school, the proprietor is accountable for health and safety and must ensure that the school complies with health-and-safety law and the Independent School Standards.
- Day-to-day management may be delegated, but legal accountability and proprietor oversight cannot be delegated away.
- The policy must be implemented in practice. A written document without current risk assessments, inspection records, competent advice and completed corrective actions will not demonstrate compliance.
- The school will manage risks sensibly and proportionately so that pupils can learn, play, participate in sport and take part in enriching activities without unnecessary restriction.
- Safeguarding, health and safety, fire safety and premises compliance overlap but remain distinct duties. An immediate safety action must not delay a safeguarding referral or emergency response.

2. Legal and regulatory framework

Source	Application
Health and Safety at Work etc. Act 1974	General duties to employees and others affected by the school's undertaking.
Management of Health and Safety at Work Regulations 1999	Suitable and sufficient risk assessment, competent assistance, emergency arrangements, cooperation, coordination and review.
Education (Independent School Standards) Regulations 2014, as amended	Part 3 health, safety, fire, first aid and risk-assessment standards; Part 5 premises and accommodation; Part 8 leadership and management.
Independent School Standards Guidance, April 2026	Current DfE interpretation and evidence expectations.
Workplace (Health, Safety and Welfare) Regulations 1992	Workplace condition, maintenance, ventilation, temperature, lighting, cleanliness, welfare and traffic routes.
Regulatory Reform (Fire Safety) Order 2005	Fire risk assessment, precautions, emergency plan, maintenance, information and training.
Control of Asbestos Regulations 2012	Duty to manage asbestos in non-domestic premises and protect those who may disturb it.
Control of Substances Hazardous to Health Regulations 2002	Assessment and control of exposure to hazardous substances, including biological agents and legionella.
Electricity at Work Regulations 1989	Electrical systems, equipment, maintenance and competence.
Gas Safety (Installation and Use) Regulations 1998	Safe installation, maintenance and use of gas appliances and systems.
Provision and Use of Work Equipment Regulations 1998 and Lifting Operations and Lifting Equipment Regulations 1998	Selection, guarding, inspection, maintenance and safe use of equipment and lifting systems.
Construction (Design and Management) Regulations 2015	Client duties, planning, competence, contractor coordination and construction-phase controls.
Manual Handling Operations Regulations 1992 and Display Screen Equipment Regulations 1992	Manual-handling risk reduction and workstation assessment.
Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013	External reporting of defined work-related events by the responsible person.
Personal Protective Equipment at Work Regulations 1992 and 2022	Suitable PPE where risk cannot be adequately controlled by other means.
Equality Act 2010	Non-discrimination and reasonable adjustments.
EYFS statutory framework for group and school-based providers, September 2026	Premises, equipment, outdoor space, sleeping, hygiene, food, risk assessment, accident and serious-incident requirements where EYFS applies.

Source	Application
Boarding schools: national minimum standards, updated May 2026	Safe accommodation, supervision, fire, medical care, security and boarder welfare where boarding is provided.
Keeping Children Safe in Education 2026	Safeguarding, allegations, site safety, visitors, contractors, alternative provision and information sharing.
Terrorism (Protection of Premises) Act 2025 and April 2026 statutory guidance	Preparation for future Martyn's Law duties. Substantive duties were not yet commenced at the date of this policy.
UK GDPR, Data Protection Act 2018 and Data (Use and Access) Act 2025	Secure and proportionate handling of health, accident, occupational-health and safeguarding information.

3. Definitions

Term	Meaning in this policy
Employer / proprietor	The legal person with overall health-and-safety accountability for the school.
Competent person	A person with sufficient skills, knowledge and experience to assist the employer in meeting health-and-safety duties.
Hazard	Anything with the potential to cause harm.
Risk	The likelihood and severity of harm arising from a hazard.
Risk assessment	A suitable and sufficient assessment of hazards, people at risk, existing controls and further action.
Reasonably practicable	Balancing the level of risk against the time, trouble and cost of further control, with safety taking priority where risk is significant.
Near miss	An event that caused no harm but had the realistic potential to do so.
Statutory compliance record	A record showing required inspection, examination, test, maintenance, certification or remedial action.
Responsible person under RIDDOR	The employer, self-employed person or person in control of premises who is legally required to report a reportable event.
Dutyholder for asbestos	The person or organisation with responsibility for maintenance or repair of the premises, or access to and control over them.

4. School health and safety profile

SCHOOL-SPECIFIC POLICY INFORMATION

- Registered age range and capacity: 9 Months – 13 years old.
- Provision: Day, Boarding and Fleixi Boarding
- Headteacher: Jack Davidson, Headteacher
- Health and Safety Lead: Ajay Gill – Compliance Officer
- Fire Safety Lead: Ajay Gill – Compliance Officer

5. Policy statement and core principles

- The proprietor will provide and maintain, so far as is reasonably practicable, a safe and healthy working and learning environment, safe systems of work, suitable equipment and adequate information, instruction, training and supervision.
- Risk controls will follow the hierarchy of elimination, substitution, engineering controls, administrative controls and PPE.
- Health and safety will support, not suppress, beneficial learning, play, independence and managed challenge.
- Known defects and overdue statutory actions will be risk-rated, assigned to an owner, given a target date and tracked to verified completion.
- No employee or contractor will be instructed to carry out work beyond their competence or without the necessary information and equipment.

- The school is smoke-free and vape-free. Alcohol, drugs and any impairment affecting safety will be managed under relevant employment, safeguarding and behaviour procedures.

6. Governance, leadership and responsibilities

Role	Core responsibilities
Proprietor / employer	Set policy; provide resources and competent advice; receive assurance; challenge overdue or high-risk actions; ensure statutory duties are discharged.
Headteacher	Lead implementation; allocate duties; ensure emergencies, serious incidents and enforcement matters are managed; report material risks to the proprietor.
Health and Safety Lead	Coordinate the management system, risk register, inspections, training, incident review, compliance tracker and action follow-up.
Competent adviser	Provide proportionate specialist advice, audits and escalation; remain professionally independent when identifying significant risk.
Site / Estates Lead	Operate maintenance, contractor, asbestos, legionella, utility, security and statutory-testing controls; isolate unsafe plant or areas.
Fire Safety Lead	Maintain the fire risk assessment, alarm and emergency-light testing, drills, personal emergency evacuation plans and corrective actions.
DSL	Ensure accidents, unsafe environments, unexplained injuries or staff conduct that may indicate safeguarding harm are managed under safeguarding procedures.
Managers and curriculum leads	Assess risks in their areas, ensure equipment and activities are safe, provide instruction and report defects and incidents.
Employees	Take reasonable care, follow instructions and training, use equipment correctly, report danger and cooperate with the employer.
Pupils	Follow age-appropriate safety instructions, use equipment responsibly and report hazards or injuries.
Contractors and hirers	Comply with school controls, provide required risk information and stop work where conditions are unsafe.

SUPERVISION OF PUPILS

The School will provide appropriate supervision whenever pupils are under its care or responsibility, taking account of their age, development, SEND or medical needs, the activity, location and foreseeable risk. This includes appropriate arrangements for lessons, breaks, arrival and departure, clubs and wraparound provision, sport, events, educational visits and boarding where applicable. Supervision arrangements will be reviewed where circumstances or individual needs change. Where older pupils undertake leadership, buddy or support responsibilities involving younger pupils, an appropriate member of staff will retain overall responsibility and supervision.

ESCALATION

- Any significant or immediate danger must be reported without delay to the Headteacher, Health and Safety Lead or Site / Estates Lead, whichever is most readily available.
- The person discovering the danger may stop the activity, isolate the area or equipment and call emergency services where necessary.
- Material risk, enforcement contact, serious injury, fire, asbestos disturbance, structural failure or major utility incident must be escalated to the proprietor immediately.

7. Consultation, competence, information and training

- The school will consult employees directly or through recognised representatives on matters affecting their health and safety.
- Induction will explain emergency procedures, accident reporting, defect reporting, first aid, fire, safeguarding interfaces and the employee's duties.

- Role-specific training will be provided for higher-risk work, including asbestos awareness, legionella, fire, COSHH, work at height, machinery, manual handling, minibuses, swimming, science and premises management as applicable.
- Training and competence records, including relevant renewal or expiry information, will be maintained securely through the School's approved recording arrangements.
- Contractors will be checked for competence, insurance and relevant licences or accreditations before appointment, proportionate to risk.

8. Risk assessment and the hierarchy of control

- Identify hazards and who may be harmed, including employees, pupils, visitors, contractors, pregnant workers, young workers and people with disabilities or medical needs.
- Evaluate existing controls and apply the hierarchy of control before relying on instructions or PPE.
- Record significant findings, owners and timescales in a form that staff can understand and use.
- Review after significant change, an incident, new guidance, evidence of ineffective controls or where there is reason to believe the assessment is no longer valid.
- Generic assessments may be used only where they are adapted to the actual site, people, equipment and activity.
- Dynamic assessment supports immediate decision-making but does not replace planned assessment for foreseeable activities.
- The Risk Assessment Policy sets out the detailed methodology and approval route.

9. Premises inspections, defects and maintenance

- The estate will be inspected at planned intervals, with daily visual checks in occupied areas and recorded periodic inspections by responsible staff.
- Defects will be reported promptly through the School's approved defect-reporting arrangements, triaged according to risk and repaired, isolated, removed from use or otherwise controlled pending permanent resolution.
- Preventive maintenance and statutory inspection schedules will cover buildings, grounds, plant, alarms, emergency lighting, lifts, boilers, pressure systems, electrical systems, gas, water hygiene, playgrounds and other relevant assets.
- Temporary repairs will be clearly identified, risk assessed and replaced by a permanent solution within a defined timescale.
- Structural concerns, including suspected RAAC, movement, subsidence or unsafe glazing, will be escalated to competent professional advice immediately.

10. Fire safety

- The school will maintain a suitable and sufficient fire risk assessment by a competent person and implement all required actions.
- Fire detection, alarm, emergency lighting, firefighting equipment, compartmentation, doors, escape routes and signage will be tested and maintained at appropriate intervals.
- Evacuation procedures, drills, roll checks, arrangements for visitors and personal emergency evacuation plans will reflect the actual premises and occupants.
- Fire doors, exits and routes must not be wedged, obstructed or compromised. Any breach in compartmentation during work must be restored and recorded.
- Boarding provision will have suitable night-time fire arrangements, staffing, drills and records under the current National Minimum Standards.
- Detailed arrangements are in the Fire Risk Management Policy and fire emergency plan.

11. Emergency planning, security and protective preparedness

- The school will maintain plans for evacuation, invacuation or lockdown, serious injury, fire, bomb threat, suspicious item, severe weather, flooding, loss of utilities, structural failure, public-health incident and local community emergency.
- Plans will identify command roles, communication, safeguarding, pupil accountability, emergency contacts, vulnerable persons, reunification, business continuity and post-incident welfare.
- Access control, visitor management, perimeter security, lone-working arrangements and event planning will be proportionate to site risks.

12. Asbestos management

Where the duty to manage asbestos applies, the School will identify the legal dutyholder and ensure that responsibilities are allocated to persons with appropriate authority, competence and resources. The School will maintain current asbestos information for relevant premises, including an appropriate register, survey information and asbestos management plan.

Materials that may contain asbestos will be treated as such unless reliable evidence establishes otherwise. Relevant asbestos information will be provided before any work that may disturb the building fabric begins. The condition of known or presumed asbestos-containing materials will be monitored and required inspections and remedial actions recorded.

Work will stop immediately where suspect material is unexpectedly discovered or damaged. Refurbishment or demolition work will not proceed until any required survey and competent work plan are in place. Licensable asbestos work will be undertaken only by appropriately licensed contractors, and relevant clearance, air-testing and completion documentation will be retained. Staff whose work may foreseeably disturb building fabric will receive appropriate asbestos-awareness information or training.

13. Water hygiene and legionella

- The school will appoint a competent responsible person and maintain a legionella risk assessment and written control scheme for hot and cold water systems.
- Controls will include temperature monitoring, flushing of little-used outlets, showerhead cleaning, tank inspection, removal of dead legs and corrective action where required by the assessment.
- Changes to water systems, prolonged closure, low occupancy, building work or control failures will trigger review and recommissioning where necessary.
- Records of monitoring, maintenance and remedial work will be retained for the required period.

14. Gas, boilers, pressure systems and lifting equipment

- Gas appliances and systems will be installed, inspected, serviced and repaired only by competent Gas Safe registered engineers where required.
- Boilers, heating plant and pressure systems will receive planned maintenance and any written scheme of examination required by law.
- Passenger lifts, platform lifts, hoists and lifting accessories will be thoroughly examined by a competent person at the statutory or risk-based interval and defects addressed before continued use.
- Emergency shut-off, entrapment and call-out arrangements will be displayed and tested.

15. Electrical safety

- Electrical installations will be maintained to prevent danger and inspected and tested by a competent person at intervals determined by the system, environment and current standards.
- Portable and movable equipment will be maintained through a risk-based combination of user checks, formal visual inspection and electrical testing. A blanket annual PAT requirement will not be assumed where risk does not justify it.
- Damaged plugs, cables, sockets or equipment will be removed from use immediately and labelled or isolated.
- Only competent persons may undertake electrical repair or access distribution equipment. Live working will be avoided except where justified and controlled under law.
- Extension leads and multiway adaptors will be controlled to prevent overloading, trip hazards and daisy chaining.

16. Work equipment, machinery and maintenance tools

- Equipment will be suitable for its intended use, selected for the user and environment, maintained and inspected where deterioration could create risk.
- Dangerous parts will be guarded. Safety devices, emergency stops, extraction and interlocks must not be bypassed.
- Only trained and authorised people may use higher-risk machinery. Pupil use will be supervised and restricted by age, competence and assessment.
- Maintenance equipment, tools, ladders and keys will be secured against unauthorised access.
- Equipment brought from home or donated will not be used until accepted through the school's safety and electrical checks.

17. COSHH and hazardous substances

- The school will maintain an inventory and suitable COSHH assessments for hazardous substances used or generated by cleaning, maintenance, science, art, design and technology, grounds work, swimming or other activities.
- Substitution or elimination will be considered before relying on dilution, procedures or PPE.
- Substances will remain in labelled containers, stored securely and separated where incompatible. Decanting into food or drink containers is prohibited.
- Safety data sheets support, but do not replace, a school-specific COSHH assessment.
- Spill, exposure, first-aid and disposal arrangements will be available at the point of use.

- Health surveillance will be arranged where required by risk and law.

18. Science, design and technology, art and specialist curriculum risks

- Specialist departments will maintain schemes of work and risk assessments reflecting current professional guidance, age, competence, supervision and equipment.
- Chemicals, gases, biological materials, radioactive sources, kilns, laser cutters, woodworking and metalworking equipment will be managed only by competent staff under specific controls where applicable.
- Local exhaust ventilation will be examined and maintained at the required interval and before use after significant repair or relocation.
- Pupils will receive clear safety instruction and appropriate PPE. Practical work will stop where supervision, equipment or conditions are inadequate.

19. Contractors, construction work and permits

- The school will define the client, principal designer and principal contractor roles required by the Construction (Design and Management) Regulations for relevant projects.
- Before work, the school will provide relevant site information, including asbestos, fire, utilities, safeguarding, access, occupancy and emergency arrangements.
- Contractors will submit suitable risk assessments and method statements proportionate to the work. High-risk work may require a permit-to-work system.
- Work areas will be segregated from pupils and the public. Deliveries, noise, dust, fumes, hot work and loss of fire compartmentation will be controlled.
- Contractor conduct and identification will comply with safeguarding procedures. DBS checks will be determined under KCSIE and the Safer Recruitment Policy, not assumed solely from site access.
- Completion will include handover information, testing certificates, updated drawings and closure of defects.

20. Work at height, slips, trips and falls

- Work at height will be avoided where reasonably practicable, planned and supervised where necessary, and undertaken using suitable inspected equipment by competent people.
- Chairs, desks and improvised platforms must not be used as access equipment.
- Floors, stairs, corridors, exits and external paths will be maintained, lit and kept free from avoidable obstruction, trailing cables, ice, standing water and defective surfaces.
- Spills will be dealt with promptly and warning signs used only as a temporary control while the hazard is removed.
- Fragile roofs, roof access, tree work and other specialist height work will be restricted to competent contractors under specific controls.

21. Manual handling and ergonomics

- Hazardous manual handling will be avoided where possible and assessed where it cannot be avoided, considering the task, load, environment and individual.
- Mechanical aids, team handling, task redesign and delivery arrangements will be used before relying on lifting technique alone.
- Pupil moving and handling will follow individual plans, specialist advice and suitable equipment where required.
- Display-screen users will receive workstation assessment, information and adjustments. Risks from prolonged screen use, posture and repetitive work will be reviewed.

22. Vehicle movements, transport and minibuses

- Vehicle and pedestrian routes, gates, deliveries, parking, reversing and drop-off arrangements will be assessed and separated where reasonably practicable.
- Speed limits, authorised parking and delivery times will be communicated and enforced.
- School vehicles will be insured, maintained, inspected and equipped appropriately. Drivers will hold the correct licence, entitlement and any required training.
- Seat belts and child restraints will be used as required. Passenger supervision, emergency equipment, medication and safeguarding arrangements will be planned.
- Private vehicles used for school business must be roadworthy, insured for the use and authorised under school procedures.

23. Playgrounds, outdoor areas, trees, PE, sport and swimming

- Play areas, sports surfaces, fixed equipment and outdoor furniture will receive visual and formal inspections at intervals determined by risk and manufacturer guidance.
- Trees will be managed through competent inspection and action, particularly after storms, visible deterioration or site change.
- PE and sport will be led or supervised by competent staff, with appropriate clothing, equipment, warm-up, weather, concussion and emergency arrangements.
- Swimming will operate under a site-specific pool safety operating procedure, normal operating plan and emergency action plan, with appropriate qualifications and supervision.
- Outdoor learning, animals, water features and grounds equipment will be controlled through activity-specific assessment.

24. Educational visits, residential activities and boarding

- Educational visits will be approved and managed under the Educational Visits Policy, with proportionate planning, competent leadership, supervision, emergency contacts, transport and medical arrangements.
- Adventure activities will use appropriately competent providers and licences where required. Provider documentation does not replace the school's own decision-making.
- Residential and overseas visits will include accommodation, fire, security, safeguarding, transport, insurance, communication and contingency planning.
- Boarding premises and routines will meet the current National Minimum Standards, including safe accommodation, night supervision, fire arrangements, security, medical care and risk management.

25. Ventilation, temperature, sanitation and infection control

- The school will use the February 2026 DfE guidance on ventilation and air quality to identify poorly ventilated spaces and improve fresh-air provision.
- The school will use the July 2026 UKHSA health-protection guidance for prevention, exclusion, outbreak management and liaison with the local Health Protection Team.
- CO2 monitoring may be used as an indicator of ventilation performance, but readings must be interpreted in context and do not replace maintenance or risk assessment.
- Enclosed workplaces will have adequate ventilation and a reasonable temperature. There is no statutory maximum temperature; risk will be managed through ventilation, hydration, shading, work or activity adjustment and heat-health plans.
- Indoor workrooms should normally be at least 16°C, or 13°C where work involves severe physical effort, while pupil welfare and activity needs will also be considered.
- Lighting in each room and other internal space will be suitable for the activities normally taking place there. Suitable external lighting will be provided so that pupils, staff and visitors can enter, leave and move around the premises safely where lighting is required.
- The acoustic conditions and sound insulation of rooms and other spaces will be suitable for their normal use, taking particular account of teaching, communication and the needs of pupils with hearing, communication or other relevant additional needs.
- Suitable drinking water will be readily accessible whenever the premises are in use and will be provided separately from toilet facilities. Supplies of cold water suitable for drinking will be clearly identified where necessary. Hot water provided for pupils will be controlled so that the temperature at the point of use does not create a scalding risk. Toilet, washing and changing facilities will meet the applicable school-premises and workplace requirements.
- The school will manage infectious-disease incidents, bodily fluids, sharps and cleaning under current public-health guidance and safeguarding considerations.

26. Food safety and allergy safety

- Food preparation, storage, service and cleaning will comply with food-safety law and the school's food-safety management system.
- Allergen information, cross-contamination controls, staff training, emergency medication and individual allergy plans will operate under the Whole-School Allergy Safety Policy.
- EYFS dietary and allergy information will be obtained before admission, communicated to those preparing or serving food and kept current.
- External caterers, events and lettings will be required to demonstrate suitable food-safety and allergen controls.

27. First aid, medical conditions and medicines

- First aid will be provided promptly and competently under the First Aid Policy and a current first-aid needs assessment.
- Pupils with medical conditions will receive planned support through the Supporting Pupils with Medical Conditions Policy and individual healthcare plans where appropriate.
- Medicines will be received, stored, administered, recorded and disposed of under approved procedures. Emergency medication will remain readily accessible.
- The school will not treat first-aid records as a substitute for accident investigation, safeguarding recording or RIDDOR assessment.
- The School will maintain suitable accommodation for the medical examination and treatment of pupils and for the short-term care of sick or injured pupils, in accordance with the Independent School Standards. Where pupils have complex medical or therapy needs, additional accommodation will be provided where required by the applicable premises standards and individual need.

EYFS Health and Safety

Where the School provides EYFS provision, its health-and-safety arrangements will reflect the current EYFS statutory framework, including requirements relating to premises, equipment, outdoor areas, hygiene, food, accident and incident arrangements and the safety and welfare of young children.

Where children sleep while in the School's care, safer-sleep arrangements will comply with the current EYFS requirements and the School's safer-sleep procedure.

From 1 September 2026, registered childcare will not be provided from premises where a banned dog breed is kept or present where the statutory EYFS prohibition applies.

28. Staff welfare, stress, violence and lone working

- Work-related stress will be assessed and managed as a health-and-safety risk, with confidential support and occupational-health referral where appropriate.
- Violence, aggression, harassment and threatening behaviour toward staff will not be accepted. Risks will be assessed, incidents recorded and police or safeguarding agencies contacted where appropriate.
- Lone working will be avoided or controlled through authorisation, communication, access, emergency and welfare arrangements proportionate to the task and time.
- New and expectant mothers, young workers and employees with disabilities or health conditions will receive individual assessment and reasonable adjustments.
- Staff must not work while impaired by alcohol, illegal drugs, unsafe medication effects, fatigue or illness that creates material risk.

29. Pupils with SEND, medical needs and reasonable adjustments

- Risk assessment will not be used to exclude a pupil merely because they have SEND, a disability or medical need. The school will identify reasonable adjustments and support participation safely.
- Individual plans will be clear, proportionate and shared with staff who need the information. Pupil and parent views and professional advice will be considered.
- Emergency evacuation, moving and handling, equipment, supervision, communication, sensory needs and transport will be adapted where necessary.
- Where an activity cannot safely proceed after reasonable adjustments, the decision and alternatives will be recorded and reviewed.

30. Accidents, incidents, near misses and RIDDOR

- All accidents, injuries, work-related ill health, dangerous occurrences and significant near misses will be reported promptly through the School's approved incident-reporting arrangements.
- Immediate care, safeguarding and scene safety will take priority. Evidence will be preserved where a serious incident may require investigation.
- Investigations will identify immediate, underlying and management causes, not simply individual error, and will assign corrective actions.
- The RIDDOR responsible person will decide whether an event is reportable using current HSE guidance. Most pupil incidents are not reportable under RIDDOR. For a pupil or other non-worker, an injury is reportable only where the applicable RIDDOR conditions are met, including that the accident arose out of or in connection with a work activity and resulted in the person being

taken directly from the scene to hospital for treatment. Diagnostic tests or precautionary hospital attendance alone do not constitute treatment for this purpose.

- For workers, applicable reportable events include specified injuries, occupational diseases, dangerous occurrences and accidents resulting in more than seven consecutive days of incapacity, in accordance with current RIDDOR requirements.
- Reportable events will be notified within the required timescale and insurer, proprietor, regulator, local authority or Ofsted notifications made where applicable.

31. Stop-work authority and reporting unsafe conditions

- Any person may stop an activity where there is a serious and immediate danger or where critical controls are absent.
- Equipment or areas must be isolated and clearly marked until an authorised competent person confirms they are safe.
- No person will be penalised for raising a genuine health-and-safety concern in good faith.
- Employees must report defects, unsafe behaviour, missing controls or enforcement contact without delay.
- Concerns about systemic failure, concealment or unsafe leadership may also be raised under the Whistleblowing Policy.

32. Records, statutory testing and document control

- The school will maintain a compliance register showing asset, duty, responsible person, inspection or test frequency, last completion, next due date, defects and closure evidence.
- Certificates and records will be checked for scope, competence, limitations and identified defects rather than filed without review.
- Risk assessments, accident records, training, contractor information, fire, asbestos, legionella, gas, electrical, lifting and maintenance records will be retained under the Records Retention Schedule and legal requirements.
- Site plans and emergency information will be current, accessible to authorised staff and available to emergency services where needed.
- Expired, superseded or inaccurate procedures will be removed from operational use while retaining required archive records.

33. Monitoring, audit and proprietor oversight

- The Health and Safety Lead will monitor inspections, incidents, overdue actions, statutory compliance, training and emerging risks at least termly.
- The Headteacher will review serious incidents and high-risk or overdue actions and escalate barriers to the proprietor.
- The proprietor will receive health-and-safety assurance at least termly, including significant incidents, emerging risks, statutory-compliance status, high-risk or overdue actions, audit findings, enforcement contact and progress to closure.
- This policy will be reviewed annually and sooner following legal change, a serious incident, enforcement action, inspection finding, material site change or evidence of ineffective implementation.

34. Policies to be read in conjunction

- Safeguarding and Child Protection Policy
- Risk Assessment Policy
- Fire Risk Management Policy and emergency plan
- First Aid Policy
- Supporting Pupils with Medical Conditions Policy
- Whole-School Allergy Safety Policy
- Educational Visits Policy
- Staff Code of Conduct
- Safer Recruitment Policy
- Behaviour and Discipline Policy
- Restrictive Interventions Policy
- Attendance and Punctuality Policy
- Data Protection Policy, Data Protection Privacy Notice and Records Retention Schedule
- Security, Lockdown and Emergency / Business Continuity Plans
- COSHH procedures and departmental safety arrangements
- Asbestos Management Plan and register
- Legionella risk assessment and written control scheme
- Contractor and Construction Management procedures
- Minibus and transport procedures

- Boarding policies and procedures, where applicable
- EYFS policies and procedures, including safer sleep, where applicable
- Lettings Agreement and event-management procedures

35. Source register

Source	Application
Health and Safety at Work etc. Act 1974	Core employer duties.
Management of Health and Safety at Work Regulations 1999	Risk assessment, competent assistance and management arrangements.
DfE Health and safety: responsibilities and duties for schools, 2022	School leadership, policy, risk, training, incidents and review.
HSE sensible health and safety management in schools	Proportionate leadership and practical management.
Education (Independent School Standards) Regulations 2014, as amended	Health, safety, fire, first aid, risk assessment, premises and leadership standards.
Independent School Standards Guidance, April 2026	Current interpretation of the standards.
Ofsted non-association independent school inspection toolkit and operating guide for use from September 2026, where applicable	Inspection evidence for Parts 3, 5 and 8.
Good Estate Management for Schools, updated July 2026, and School Estate Management Standards 2025	Estate governance, statutory compliance, maintenance and records.
HSE asbestos guidance and school asbestos management checklist, 2026	Dutyholder, register, plan, contractor information and monitoring.
Control of Asbestos Regulations 2012	Statutory asbestos duties.
HSE Legionnaires' disease guidance and ACOP L8 / HSG274	Water-system risk assessment and control.
DfE ventilation and air quality in education and childcare settings, February 2026	Ventilation assessment and control.
UKHSA health protection in children and young people settings, updated July 2026	Infection prevention, exclusion and outbreak management.
EYFS statutory framework for group and school-based providers, September 2026	Premises, equipment, safer sleep, hygiene, food and incident requirements.
Boarding schools: national minimum standards, updated May 2026	Boarding premises, supervision, fire and health arrangements.
Protective-security framework and preparation for future Martyn's Law duties. At the date of this policy, the Act's substantive premises and event duties had not yet commenced.	The School will keep the commencement and application of the Terrorism (Protection of Premises) Act 2025 under review and will implement any applicable statutory requirements when they come into force.
HSE incident reporting in schools and current RIDDOR guidance	Reportable events and responsible-person duties.
Keeping Children Safe in Education 2026	Safeguarding interfaces and contractors.
Equality Act 2010	Reasonable adjustments and non-discrimination.
Relevant workplace, fire, COSHH, electrical, gas, work-equipment, lifting, construction, manual-handling, PPE and DSE regulations	Specific operational controls and statutory inspection duties.