



Health and Safety Policy

Last Updated: September 2026

Next update: September 2027

The health and safety of persons within the school is of paramount importance. It is our intent to prevent accidents and occupational ill health and where possible eliminate hazards in the workplace.

It is the intent of The Headteacher (Rachael Ammari) to ensure that a safe and healthy workplace is provided and maintained for staff. This will include the provision of safe systems of work, safe equipment and safe access and egress to the premises. We will ensure that adequate information, instruction, training and supervision is provided to ensure that staff can carry out their work safely.

The Headteacher will ensure that others who are affected by our activities are not subjected to unacceptable risks to their health and safety including pupils, visitors, parents, volunteers and contractors.

These responsibilities will be achieved by the establishment of an effective health and safety management system within the school across both of our sites (West Sussex and Brighton and Hove). This will involve the implementation of arrangements for the effective planning, organisation, control, monitoring and review of preventative and protective measures. In addition, the head of school will undertake to ensure compliance with policy and guidance produced by relevant local authorities, including Brighton and Hove City Council and West Sussex County Council, as well as current statutory guidance regarding health and safety responsibilities and duties for schools. We believe that health and safety standards will be maintained only with the cooperation of all staff, pupils and visitors to the school. We expect all staff to cooperate fully with this policy. In addition, we will ensure that all pupils, visitors and contractors are provided with the information they require to enable them to comply with this policy and remain safe. It is the intention of the proprietor that procedures to ensure relevant health and safety issues are embedded within the curriculum at all levels where appropriate.

The effectiveness of the policy is regularly reviewed to ensure that health and safety arrangements are being implemented and that the people named in the policy are carrying out their duties. The policy will be reviewed annually and revised where necessary. There is a standing item on the weekly staff meeting agenda to monitor health and safety concerns.

All staff are responsible for their own health and safety and that of other persons in the School by the proper observation of School rules and procedures. Staff are reminded of the general duty imposed by the Health and Safety at Work etc. Act 1974 at Sections 7 and 8:

'It shall be the duty of every employee while at work a) to take reasonable care for the health and safety of himself and other persons who may be affected by his acts or omissions at work and b) as regards any duty or requirement imposed on his employer or any other person by or under any of the relevant statutory provisions, to cooperate with him so far as is necessary to enable that duty or requirement to be performed or complied with.' *'No person shall intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety or welfare in pursuance of any of the relevant statutory provisions.'*

Health and Safety responsibilities

All staff shall:

- Attend and act in accordance with any relevant health & safety training identified to discharge their duties
- Ensure all accidents, incidents and near misses within their area of responsibility are recorded in line with the school procedure
- Follow safe working procedures
- Be familiar with the general, emergency and particular safety rules that apply to their area of work
- Ensure that the classroom and other areas are tidy and good housekeeping standards are maintained
- Undertake a visual inspection of equipment prior to use and ensure that any portable electrical equipment they use is made available for testing
- Report defects to the head of school and make the equipment/area safe until the defect is dealt with
- Take part in emergency/fire evacuation drills

The Headteacher has overall responsibility for safety policy, organisation and arrangements throughout the School and will:

- Provide liaison with Inspectors and outside bodies concerned with safety and health: Local Authority, Department for Education (DfE) and the Health and Safety Executive (HSE) with regard to safety aspects
- Budget for safety and health matters
- Review the Safety Policy annually and when significant changes occur within the organisation of the school, and communicate these to all staff
- Develop, introduce, maintain and review safety management procedures to ensure the school complies with legislative requirements and good industry practice
- Ensure health and safety issues associated with major building projects are complied with
- Nominate specific staff with designated safety roles, e.g. First Aiders; Health and Safety Coordinator, Risk Assessors and ensure they receive appropriate training. In our split-site system, Health and Safety Officers are appointed as follows: Emma Corbin-McKenzie for West Sussex and Amy Fowler for Brighton and Hove.
- Ensure that statutory maintenance and inspections of fixed service equipment is undertaken
- Ensure the implementation and continued effectiveness of the schools safety management framework 'Team Safety' including aspects such as risk assessment, staff training, monitoring and supervision
- Ensure that all incidents are reported to the head of school within 5 days of the incident (especially before the end of term); that necessary records of incidents are maintained and that incident data is monitored and reviewed to identify trends and remedial actions needed
- Termly health and safety oversight meetings with school development partner to ensure monitoring is effective
- Ensure that health and safety is considered as an integral part of PSHE teaching
- Identify staff training requirements to allow the school to comply with legislative and good industry practice that relate to or affect health, safety and welfare
- Instigate appropriate disciplinary action where it is shown that staff have ignored or shown a disregard for health and safety matters outlined within the Safety Policy, School Codes of Practice or health and safety legislation



- Ensure that Safety Inspections are carried out at termly intervals, recorded and that necessary remedial action is carried out
- Develop and establish emergency procedures, and organise fire evacuation practices within the school
- Ensure that health and safety is taken into account when considering any proposed or impending changes e.g. building works, room allocation/usage etc
- Develop and adhere to safety procedures for operations carried out within the School by their staff and by outside contractors under their control
- Ensure the provision and maintenance of all 'fire' equipment, including the preparation and review of Fire Risk Assessments
- Have a general oversight of health and first aid matters
- Communicate and publicise safety matters as appropriate to staff, contractors, visitors, students (as appropriate.)
- Ensure that all staff (including agency / cover workers) receive appropriate health and safety training at induction which must include emergency arrangements (i.e. first aid, fire and accident reporting), any restricted tasks and activities; and an introduction to the H&S Policy;
- Ensure that adequate numbers of staff are provided with appropriate training so that they can support the following management arrangements:
 1. First aid
 2. Fire and emergency evacuation
- Complete the schools risk assessment list and ensure that risk assessments covering all aspects of the schools operations are in place, regularly reviewed and information is communicated to relevant staff
- Ensure that reports on health and safety matters with respect to the school buildings and grounds are prepared
- Ensure that statutory maintenance and inspections are carried out with the time specification and any remedial work carried out
- Ensure that premises safety inspections are undertaken bi-termly, and keep records of any faults identified (if appropriate)
- Attend to defect reports and recommendations from staff
- Ensure all portable electrical equipment is tested on an annual basis
- Keep records of hazards identified on site by staff and the remedial action taken and when;
- Ensure safety procedures/ method statements are developed and adhered to for operations carried out within the School by their own site staff and by outside contractors under their control
- Ensure equipment, including personal protective equipment is maintained in a safe condition and that substances hazardous to health are stored in a safe place

All staff

The staff have the authority to make and implement decisions throughout the school at any level if there is:

- immediate danger
- dangerous practice
- breach of the law



Every member of staff maintains a duty of accountability to the specific Health and Safety Officer appointed to their site. Teachers are responsible for their own classroom and their associated equipment and as such, it is their responsibility to ensure that it is maintained to a high standard with respect to health and safety issues.

Additionally, each teacher will:

- Undertake and implement risk assessments for specific activities and ensure that safe working and emergency procedures are followed personally
- Provide safety information regarding the activity being undertaken prior to the activity commencing and during the activity, as and when required
- Ensure that special working procedures, protective clothing and equipment are provided where necessary and are appropriate for use
- Ensure that clear instructions and warnings are given to students verbally and in writing as often as necessary, and as appropriate for the age and level of understanding of the students (i.e. taking special educational needs (SEN) into account)
- Ensure they have attended any specific curriculum based/ health and safety training relevant to their role – especially in relation to science, DT/Technology and PE

First Aiders

- When on duty the First Aiders are responsible for supporting health and welfare issues within the School and in particular should:
- Be responsible for attending to and monitoring student or visitor illness/injury and referring pupils to their own GP or hospital as appropriate
- Administer pupil medication and record at the back of the green record book
- Maintain the school first aid/ medical rooms and equipment
- Maintain storage for pupil medication to ensure its secure but accessible as needed
- Assist in the development of health promotion activities at the School
- The head of school will ensure adequate numbers of staff are trained in first aid procedures (to cover trips, sickness, etc) and co-ordinate the work of the First Aiders
- Ensure that the necessary records are maintained relating to administration of medicines and incidents/ accidents following the school's procedures

Students

With consideration of their age, ability and any SEN or behavioural need, each student is responsible for their personal safety and that of their peers by proper observation of School rules and procedures. In particular, each student will:

- Observe standards of dress and behaviour appropriate to the working situation
- Heed warnings, observe rules, and ask for such warnings and rules where they are not made obvious
- Not wilfully, misuse, neglect or damage things provided for safety

Visitors

The proprietor and regular staff are responsible for the health and safety of visitors to the school, including contractors. All visitors to the school are recorded on the adult sign in/sign out chart by the school notice board. The class teacher will accept responsibility for specific volunteers or visitors including checking that they are aware of emergency procedures and supervising their evacuation.



Any visitors without an enhanced DBS check should never be left alone with children and must be supervised at all times by a regular staff member with an enhanced DBS check.

First Aid

A basic first aid kit is kept in the medical room. The First Aiders provide first aid support and maintain a central supply of first aid materials to supplement first aid boxes. Parents/carers are expected to inform the school if their child has an allergy and a list of any such children is kept in the school office and/or medical room. This information is shared with all staff.

All injuries that come to staff attention, no matter how slight, are recorded in the school accident book (green)

In case of doubt as to whether or not a child's parent should be immediately alerted, staff contact a named first aider or head of school. In the event of an accident, if the parents (and their nominated contacts) are unavailable, the pupil may be sent to hospital to err on the side of caution. In these cases, the pupil will be accompanied by a member of staff.

See our School First Aid policy for more information.

Accident Recording and Reporting

In the event of an accident, the following procedure is followed:

- Any equipment is turned off and the area is made safe (where possible)
- A call for help is made – including First Aid assistance.
- The qualified First Aider will judge whether the injury is of a minor or major nature. If minor, the First Aider will provide appropriate treatment.
- If a major injury has occurred, an ambulance will be called immediately without undue delay due to attempting to contact parents/carers
- If the injured person requires hospital treatment but an ambulance is not necessary, the parent/guardians would be contacted and advised to take the child to hospital.
- If the parent/carer cannot be contacted the head of school, Rachael Ammari is responsible for arranging for a member of staff to accompany the student/staff to hospital. Staff will not transport children to hospital in their own cars, however a member of staff will accompany the child to hospital in the ambulance

The member of staff taking the injured person will:

- Stay with the injured person and return with them
- Stay with the injured person until the parent/guardian arrives at the hospital and return to school

All staff report any accident (or near misses) involving either themselves, visitors or volunteer helpers by recording the details in the incident log book (green book -stored in the office). All pupil accidents and incidents are also reported in the incident log book.

The head of school will ensure that the electronic forms are completed and emailed to the council's Health & Safety Team within 5 days. As the authority is obliged to report certain categories of injury



or dangerous occurrence to the Health and Safety Executive (HSE), it is important that the Health & Safety team be notified at the earliest opportunity of accidents or incidents that are of a serious nature to determine if the HSE should be informed

All accidents are investigated to prevent a re-occurrence. The head of school will monitor accidents to identify any trends.

The Health & Safety team will investigate certain incidents/accidents following receipt of the form.

Health Issues

Smoking and Vaping

We have a specific legal duty to protect staff, contractors, visitors and the general public from the dangers of smoking and second-hand smoke (breathing smoke from other people's cigarettes). In an effort to reduce the risk to health from passive smoking, there is a No Smoking Policy. Whilst the use of electronic or e-cigarettes, is not covered by the Health Act 2006, the manufacture of these devices is not regulated and there is evidence that the nicotine they contain can also include small quantities of toxic substances, some of which are carcinogenic. Trace amounts of other hazardous compounds and toxic metals have been found in the vapour produced by these devices. In view of this, and the fact that more research is needed before the long-term health effects of e-cigarettes is known, the school considers it is prudent as part of its general duty to protect the health and wellbeing of its employees, to adopt the same approach to e-cigarettes as it does to the smoking of conventional cigarettes and other tobacco products. Therefore, there is a No Vaping Policy.

Alcohol and Drug Abuse

Staff attending work while under the influence of alcohol or drugs creates an unprofessional image of the school and increases the risk of accidents both to themselves and to colleagues. To minimise the probability of accidents from alcohol or drug abuse, staff whose judgement is impaired will be excluded from work and will be subject to disciplinary procedures. Some drugs prescribed for medical reasons may impair judgement, induce fatigue and/or lower concentration. If staff feel they are affected when on medication, they must inform the head of school, who will implement additional arrangements that safeguard both the individual and the staff/ pupils they work with.

Staff are also made aware that they can access the Local Authority Occupational Health service, which gives access to a staff counselling, information and advice, 24 hours a day/365 days of the year.

Staff Wellbeing

Our health and safety at work is not only determined by the physical environment we work in, but also by the nature of our work, our emotional wellbeing, fitness, our relationships and issues from outside work that impact on physical and mental wellbeing. The school considers staff wellbeing a high priority.

New & Expectant Mothers

Pregnancy should not be equated with ill health. It should be regarded as part of everyday life and its health and safety implications can be adequately addressed by normal health and safety management procedures.



Many women work while they are pregnant and many return to work while they are still breastfeeding. Some hazards in the work place may affect the health and safety of new and expectant mothers and of their children.

The following procedure is in place:

- Female staff (full and part-time) are required to inform the head of school as soon as possible and in writing when pregnancy has been confirmed
- The head of school will undertake a risk assessment of the employee work activity to ensure no risk to the health of the employee or the unborn child. Copies of the Risk Assessment will be kept and will be reviewed throughout the pregnancy and if circumstances surrounding the pregnancy alter in any way
- The Health and Safety Coordinator is available to give advice at any stage of the process, but the general principles of common risk assessment will apply.

Infection Control - (see also the Public Health England Risk Assessment)

From time to time infectious diseases will occur amongst pupils, staff and may also occur in the wider population as in the case of COVID 19. Good personal and general hygiene precautions are crucial to prevent the spread of infections and handwashing is the most important intervention in cross-infection. Refer to the Infection Control Standard for:

- Guidance on who to contact for help and advice in relation to communicable diseases at school
- Basic information on common infections and diseases together with guidance on where to get further information
- Information on the role of Public Health England

For infections in the general public, National Government and Local authority guidance should be followed. Risk Assessment should also be developed to minimise the spread of the infection to protect staff and pupils.

Risk Assessment

Risk assessment is a key part of the schools safety management arrangements and hazard control. The head of school must ensure risk assessments are undertaken and information on identified controls are brought to the attention of staff and others who need to know.

See our Risk Assessment Policy for more information.

Specific Hazards

Schools are not generally considered as dangerous places to work in but they can still create risk of injury or to health. The hazards relevant to this school are detailed in the school risk assessment.

The schools Risk Assessment Policy outlines the risk assessments that are required in all schools; individual people assessments and specific assessments which may be required depending on the facilities, services etc within the school. The guide has been used as a checklist to identify which assessments are needed in this school.

Work at Height



Activities involving working at Height are the top cause of fatalities and serious injuries in the workplace. Everyone has responsibilities to ensure activities are safely planned, those involved in working at height are competent and that risk assessments and controls are adhered to at all times.

All work at height must be properly planned and organised to ensure they are carried out safely. The hierarchy to follow is:

- Avoid work at height if at all possible
- If work at height is unavoidable, control measures must be put in place to prevent falls
- Where the risk of falling cannot be prevented, control measures must be put in place to minimise the distances and consequences of a fall

The selection and inspection of suitable equipment is an essential control feature. Chairs, furniture or other equipment not designed for this purpose must not be used to work at height or access. The procedures set out in Brighton and Hove City Councils Working at Height standard will be followed for all work at height activities.

The head of school is responsible for ensuring arrangements are in place for identifying and managing all work at height activities.

Staff to attend Working at Height presentation annually and read the Working at Height Risk Assessment.

Work at height activities will only be carried out by staff who are competent and authorised for the work involved and work will only commence when risk assessments and safe systems of work are in place and understood.

Vehicle Safety in Schools

Vehicles at work are a major cause of fatal and major injuries nationally every year. All vehicle movements must be considered in relation to how traffic is managed.

Detailed guidance is available via BEEM A-Z (Vehicle Safety in Schools) on issues to consider to ensure transport risks are managed.

Further information and support in developing your arrangements is available from:

TransportProjects@brighton-hove.gov.uk and hometoschooltransport@brighton-hove.gov.uk

The head of school is responsible for ensuring vehicle safety arrangements are in place including risk assessments.

Housekeeping

The risk of injury within the workplace is most likely to be caused by the more mundane hazards as a result of poor housekeeping. It is the responsibility of the teacher to ensure that their classroom has clear traffic routes and that exit routes are kept clear. The head of school/teacher undertakes an inspection whilst opening the school each morning to ensure that communal areas are free from trip hazards, etc. Staff will report all hazards, obstructions, defects or maintenance requirements that they have been unable to resolve to the proprietor. It is the duty of all staff to be vigilant and aware of possible hazards. If any spillages occur, these are dealt with immediately.



The school is cleaned as per the cleaning schedule located in the kitchen and is monitored by the company Green Machine. All waste is disposed of according to appropriate health and safety guidelines.

Off-site Visits

Educational Visits Coordinators (EVC) have been appointed. Staff must ensure that prior to planning or accompanying an off-site visit, that they are aware of the school and council policy on educational visits.

Hazardous Substances

Responsibility for implementation of the COSHH Regulations, annual review and (where necessary) updating has been delegated to The Headteacher: Rachael Ammari.

Administration of Medicines

The school maintains consent forms and records of medicines administered. The administration of medicine records are located in the back of the green accident and incident book.

Lone Working

- Staff should not work alone without the permission of the head of school
- Lone working should not be a habit but an exception

Staff working late will:-

- make themselves aware of the essential contact numbers
- have their mobile phone to hand
- keep external doors to the building locked to prevent unauthorised access (subject to fire escapes being maintained)
- inform other members of staff working late when leaving
- inform family/next of kin of intentions to work late and expected time of completion
- confirm with the head of school the requirements for securing the building

Signed:

A handwritten signature in black ink, appearing to read "Rachael Ammari", written over a horizontal line.

Rachael Ammari 01/09/2026