



HEALTH AND SAFETY POLICY

REFERENCE:	V01 – 09/2025
OWNERSHIP:	AP Lead
AUTHORISED BY:	Emma Draper (Director)
REVIEW:	Annually – September 2026

PURPOSE

The purpose of this policy is to demonstrate our commitment to protecting the well-being of all employees, visitors, contractors, and anyone else affected by our operations. It outlines our legal and moral obligations under the Health and Safety at Work etc. Act 1974 and associated regulations. It outlines our approach to identifying, assessing, and controlling risks. This policy aims to foster a proactive safety culture, prevent accidents and ill-health, and ensure a safe and healthy working environment for everyone within our organisation. Our system includes risk assessment, competent advice, training/induction, consultation with employees, incident/near-miss reporting, and periodic audit.

SCOPE

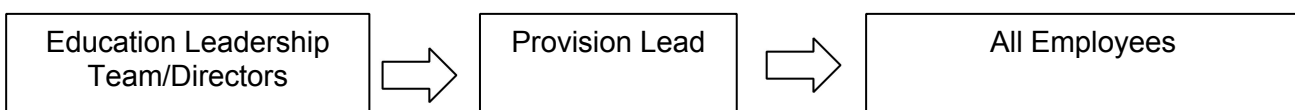
This policy applies to Churchwood Forest School AP and covers employees, agency workers, contractors, casual staff and volunteers. Visitors follow site-safety rules and must be supervised as appropriate.

SAFEGUARDING COMMITMENT

As an organisation that prioritises the safeguarding of children and all vulnerable people, Churchwood Forest School AP is committed to providing a safe environment across all we do by actively adopting strategies that embed a culture of zero tolerance for abuse of any kind.

RESPONSIBILITIES

Health & Safety Management Structure:



The Education Director signs the annual H&S Policy Statement and ensures suitable and sufficient arrangements are in place. A competent person (internal or external) is appointed under the



Management of Health and Safety at Work Regulations 1999 to provide advice. Churchwood Forest School AP consults employees on H&S matters via meetings/briefings in line with the Health and Safety (Consultation with Employees) Regulations 1996.

Overall responsibility

The Education Director will have overall responsibility to implement a system of ensuring satisfactory standards of health and safety at work and its efficient management. The Education Director is the Churchwood Forest School AP board member with responsibility for health and safety arrangements within the provision and is responsible for the health and safety policy and its implementation. The signed policy statement is displayed on site and reviewed annually or after significant change.

However, the following responsibilities have been delegated:

Education Leadership Team/Directors (ELT) representative

The ELT representative acts as 'competent person' for the organisation and works closely with senior leaders to support implementation of the health and safety policy. The ELT representative will ensure:

- The organisation is aware of its statutory obligations and recommended codes of practice.
- Advise management of their responsibilities for accident prevention and avoidance of health hazards.
- Management and employees are kept informed of new and developing legislation and other standards.
- Oversee and review all accident investigations.
- Identify health and safety training needs.
- All necessary risk assessments required by legislation are carried out.
- The Health and Safety policy is reviewed as appropriate to ensure compliance with existing policies, current legislation and any changes in the law.
- So far as is reasonably practicable, adequate resources are made available to achieve the policy objectives.
- A health and safety management system is implemented
- Monitoring of Health & Safety Performance against agreed standards
- Liaise with relevant external bodies such as HSE.
- Arrange an annual Health & Safety Audit.



- Maintain a compliance calendar (fire alarm tests/servicing, emergency lighting, EICR, PAT, legionella, lifting, first-aid, training).
- Ensure near-miss reporting and trending.

Provision Lead

Provision Leads will, with guidance from the ELT representative, promote a positive health and safety culture within their provision, ensuring this policy is put into practice. They will implement and oversee systems and processes for the monitoring of health and safety in their department, seeking advice where required from the ELT representative. The Provision Lead will support with local implementation and accountability.

Local implementation will include:

- Undertaking routine safety inspections.
- Ensuring satisfactory arrangements for first aid.
- Ensuring safety in relation to fire risks and precautions.
- Initiate the appropriate incident investigation procedure following a serious or potentially serious accident / incident.
- Carry out termly safety checks to ensure a safe place of work.
- Carry out annual health and safety audit.
- Overall responsibility for implementing the Churchwood Forest School AP School Health and Safety policy at a local level.
- Bringing health and safety policies to the notice of employees
- Monitoring health and safety performance within their area of responsibility.
- Local induction arrangements to include health and safety.
- Ensure risk assessments are in place for all activities / situations occurring locally.
- Maintain local risk assessment register (review at least annually).
- Keep PEEPs (Personal Emergency Evacuation Plans) for anyone needing assistance.
- Ensure contractor permits/inductions and review of RAMS (risk assessments & method statements).

Individual employees

All employees must:

- Ensure they have read and understood the Churchwood Forest School AP Health and Safety Policy.



- Take reasonable care of the health and safety of themselves and of their colleagues.
- Inform the organisation of any accidents or incidents.
- Consider the safety of other persons who may be affected by their acts or omissions.
- Work in accordance with information and training provided.
- Refrain from intentionally misusing or recklessly interfering with anything that has been provided for health and safety reasons.
- Report any defects in plant or equipment, or shortcomings in the existing health and safety arrangements, to a responsible person without delay.
- Not undertake any task for which authorisation and / or training has not been given.
- Report near-misses as well as accidents/ill health.
- Participate in DSE and task risk assessments and follow control measures.

DEFINITIONS

- Health and Safety refers to the proactive measures and procedures implemented to protect the physical and mental well-being of all pupils, staff, visitors, and contractors within the Churchwood Forest School AP School environment.
- A **Hazard** is anything with the potential to cause harm (e.g., a wet floor, exposed electrical wires).
- A **Risk** is the likelihood that harm will occur from a hazard, combined with the severity of that harm.
- **Risk Assessment** is the systematic process of identifying hazards, evaluating the risks they pose, and determining appropriate control measures to minimize harm.
- **Control Measures** are the actions taken to eliminate or reduce risks to an acceptable level, ensuring a safe and healthy learning and working environment for our entire school community.

POLICY

Accident, injury and dangerous occurrence reporting

It is the policy of Churchwood Forest School AP to comply with RIDDOR 2013 (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013).

All accidents resulting in injury must be reported by completing the Accident book.

In some cases an investigation will be necessary. This will be initiated by the Provision Lead and



ELT representative where necessary. An attempt will be made to discover why the accident occurred and what action should be taken to avoid a recurrence of the problem.

All eyewitness accounts will be collected as near the time of the accident as is reasonably practicable.

All completed investigation reports will be kept by the Provision Lead.

The Provision Lead is responsible for reporting all cases of reportable accidents and diseases to the HSE. All such reports will be made via the ELT competent person; all RIDDOR reports are logged with date/time and reference.

Accident records are compiled and stored confidentially by the Provision Lead. Record all accidents and near-misses in the incident/first-aid log; investigate significant events and capture corrective actions.

Accident Procedure

First aid should be administered by a qualified first aider only. An appointed person will be identified to co-ordinate first aid activities, including ensuring first aid resources are available.

Where doubt exists as to the severity of an incident, the emergency services should be called.

Emergency telephone numbers will be held by the Provision Lead and available in the staff office, where applicable. Coverage ensures a first aider is available at all times learners are on site or off-site with Churchwood Forest School AP; see First Aid and Medication Policy.

Please see local First aid information for details of first aid responsibilities and locations of first aid boxes.

Consultation and Communication

The management of Churchwood Forest School AP see communication between staff at all levels as an essential part of effective health and safety management. Management will communicate their commitment to safety orally, in writing and by example. Consultation will be facilitated by means of raising health and safety matters at centre meetings. Staff members should refer issues to line managers and then the Provision Lead if necessary.

Contractors / Workmen

All Contractors / workmen on site will receive a fire safety induction including emergency



procedures on their first visit. All contractors / workmen should be supervised during their first visit. Contractors / workmen must provide RAMS, evidence of competence/insurance, and asbestos/utility information must be checked before work. Use permits where required (e.g., hot works). Supervisors ensure effective segregation from learners and safe access/egress.

Control of Hazardous substances (COSHH)

It is the policy of Churchwood Forest School AP to comply with Control of Substances Hazardous to Health Regulations 2002 (COSHH 2002).

- Keep an asbestos register/plan available to staff and contractors; prohibit disturbance without controls.
- Provide spillage and PPE arrangements; train staff who handle substances (including cleaning).

It is the policy of Churchwood Forest School AP to minimise and where possible eliminate the need for hazardous substances on the premises.

A risk assessment will be carried out of all work involving exposure to hazardous substances. The assessment will be based on manufacturers and suppliers health and safety guidance and our own knowledge of the work process.

Churchwood Forest School AP will ensure that exposure of staff and members of the public to hazardous substances is minimised and adequately controlled in all cases.

Assessments will be reviewed periodically, whenever there is a substantial modification to the work process and if there is any reason to suspect that the assessment may no longer be valid.

Display Screen Equipment

It is the policy of Churchwood Forest School AP to comply with the Health and Safety (Display Screen Equipment) Regulations 1992. DSE risk assessments cover on-site and remote work. Provide information/training, breaks/variation, and eyecare provision in line with the Regulations.

Churchwood Forest School AP will conduct a risk assessment of any employees using VDU screens as a significant part of their job. The risks to users of VDU screens will be reduced to the lowest extent reasonably practicable.

VDU screen users will be allowed periodic breaks in their work.

All VDU screen users will be given appropriate and adequate training on the health and safety



aspects of this type of work and will be given further training and information whenever the organisation of the workstation is substantially modified. For more information please see the *Guidelines for working in an office environment and using VDU's*.

Electrical equipment

All electrical equipment must be used only for its intended purpose.

Churchwood Forest School AP adopts a routine of testing portable equipment (PAT Testing) based on equipment type and usage.

Fixed installations are inspected via EICR at the prescribed interval; PAT frequencies are risk-based. Defective equipment is removed from service and tagged.

Users of portable equipment should undertake a visual check before each use.

Evacuation Procedure

In the event of a fire alarm being activated or in any other emergency situation, all persons must leave the building by the nearest available exit and assemble at the designated assembly point. (See local fire procedures for detailed information). The centre Fire Marshal will supervise evacuation and liaise with the emergency services. Teachers are responsible for the safe evacuation of young people in their group and must carry out a roll call at the assembly point to ensure all young people are accounted for and report their findings to the Centre Fire Marshal. Likewise, the Provision Lead must carry out a roll call of their staff on site, as well as any visitors recorded in the visitors' book, to ensure all staff and visitors are accounted for and report their findings to the Centre Fire Marshal.

Fire Safety

All employees must ensure they have read and understood the organisations fire procedure.

The Provision Lead will ensure a fire risk assessment is carried out for all premises.

Implementation of any recommendations both from the Senior Managers, Health and Safety ELT representative or from the local fire service inspection staff is the responsibility of the Provision Lead.

The Provision Lead is also responsible for ensuring the maintenance and testing of fire alarms and fire-fighting equipment. The actual maintenance of the equipment will be the subject of an annual contract with a specialist firm.



All persons on the premises have a duty to report immediately any fire, smoke or potential fire hazards by using a fire alarm or reporting to a senior member of staff.

All employees have the duty to conduct their operations in such a way as to minimise the risk of fire. This involves keeping combustible materials separate from sources of ignition and avoiding unnecessary accumulation of combustible materials.

Smoking is not permitted in any of the Churchwood Forest School AP buildings. Smoking outside the buildings but on Churchwood Forest School AP premises must be supervised and appropriate disposal facilities provided.

Managers / Provision Leads are responsible for keeping their areas safe from fire and ensuring their staff are trained in proper fire prevention practices and emergency procedures.

Keep a fire logbook: weekly alarm tests, monthly emergency-lighting checks, annual servicing and training/drill records. Maintain PEEPs and ensure signage and unobstructed escape routes.

Smoking/vaping rules are enforced.

Fire Detection Equipment

Manually operated fire alarms are located at strategic points throughout the buildings. Smoke detectors are also fitted.

Fire fighting equipment

Fire extinguishers are located at strategic points throughout the buildings to aid evacuation.

Employees are not expected to tackle a fire themselves unless it is safe to do so. If the situation is potentially dangerous the employee should activate the alarm and evacuate the building immediately.

Fire Doors

Fire Doors are designed to slow the spread of fire and smoke throughout the building. Fire doors are designed to close automatically and must never be blocked, jammed or tied open.

Fire exits

Fire exits are located at strategic points. Exit doors must never be locked, blocked or used as storage space. In the event of the fire alarm sounding, employees, students and visitors must exit the building by the nearest exterior door.



Where buildings have no natural light or are used after dark, emergency lighting will have been installed in exit corridors and above emergency exit doors. A lift should never be used in the case of emergency evacuation.

Incident reporting

Throughout the organisation a variety of incidents may occur which need reporting. This includes near-misses and incidents of violence and aggression. Records are kept in line with GDPR/DPA 2018.

Where an investigation is necessary, an attempt will be made to discover why the incident occurred and what action should be taken to avoid a recurrence of the problem.

All eyewitness accounts will be collected as near the time of the incident as is reasonably practicable.

Inform parents/carers and, where relevant, the commissioner the same day for significant incidents involving learners.

All completed investigation reports will be kept by the Provision Lead for review quarterly.

Fire Drills

Practice fire drills will be carried out during student induction and thereafter at least every half term to ensure employees and students familiarity with emergency evacuation procedures. Keep drill records (date/time, evacuation time, issues/actions) and test out-of-hours scenarios periodically. Fire Drills will be the responsibility of the Provision Lead.

Lone working

If any employee is required to work on their own on Churchwood Forest School AP premises outside of normal working hours, they must ensure that they inform someone (not necessarily another employee) when they arrive and when they leave. If there are concerns over the safety of an employee at Churchwood Forest School AP premises a member of staff should be contacted and if necessary, the police. A Lone Workers Policy is in place with more details. Follow the Lone Worker Policy (two-way check-in, escalation triggers, dynamic risk assessment) and do not undertake high-risk tasks alone.

Manual handling Operations



It is the policy of Churchwood Forest School AP to comply with the Manual Handling Operations Regulations 1992.

Manual handling Operations will be avoided as far as is reasonably practicable where there is a risk of injury.

Where it is not possible to avoid manual handling operations a risk assessment of the operation will be made taking into account the task, the individual, the load and the environment.

All possible steps will be taken to reduce the risk of injury to the lowest level possible, including Manual Handling training where appropriate. For more information on manual handling please see the *Manual handling guidelines*. Provide mechanical aids where practicable and ensure staff are trained/assessed before handling loads.

New and expectant mothers at work

Employees that are pregnant should inform their line manager who will ensure a New and Expectant Mothers risk assessment is carried out.

Office, classroom and workspace safety

Offices and classrooms, though generally regarded as low risk areas, still present their own risks to health and safety. Please see *Guidelines for working in an office environment and using VDUs* for more information.

Staff concerned about the working environment (temperature, lighting etc.), facilities (toilets, eating, washing, changing etc.), cleaning or general safety should advise the Provision Lead of their concerns. Provision Leads should seek advice from the ELT representative if required and arrange for a specific risk assessment to be completed and resulting action taken. Report issues with temperature/lighting/ventilation promptly; remedial actions are recorded.

Outdoor activities

Any adventurous activities such as caving, climbing, canoeing, sailing etc. must be organised and led by qualified instructors.

Other less adventurous outdoor activities such as walking, field trips etc. should have a relevant risk assessment carried out prior to the activity taking place and the activity be approved by the Provision Lead. Follow the Trips & Visits Planner, obtain parental consent, and ensure competence/ratios/first-aid are in place; dynamic risk assessment on the day.



Risk assessments

Risk assessments will be carried out for all activities that are undertaken. Any resulting actions will be implemented and staff informed and where necessary receive appropriate training. Risk assessments will be reviewed at least annually and following any changes to the activity or environment by the Provision Lead at a local level or the ELT representative.

For any new activities to be undertaken, a risk assessment will be carried out, actions implemented and the risk assessment approved by the Provision Lead before the activity is carried out. Specific assessments include young persons at work/placement, new & expectant mothers, DSE, work at height, COSHH, contractor work, legionella, and violence & aggression. Reviews are at least annual or after change/incident.

Safe Learner

Churchwood Forest School AP is committed to the Safe Learner principles. It is the duty of Churchwood Forest School AP and its entire staff to ensure that the learning environment and all activities are safe and unlikely to cause harm. Learners are to be inducted and consulted with regards to their Health, Safety and well-being.

Safety Training

Safety training is regarded as an indispensable ingredient of an effective health and safety programme. It is essential that every member of staff in the organisation is trained to perform his or her job effectively and safely.

All employees will be trained in safe working practices and procedures prior to being allocated a role.

Training needs will be identified at individual reviews or at departmental meetings.

Sports activities

All sport activities must be led by a competent person. A risk assessment will be conducted on the sport activities to be carried out and the premises / facilities to be used.

Snow and Ice clearance

In the event of snow fall or icy conditions, the Provision Lead will arrange for someone to clear a path from the main road to the doors into the premises and treat it with a mixture of sand and salt. Paths into all buildings should be cleared and treated as above.



Once recognised paths have been created, every effort must be made to maintain them in a safe condition.

Trips, visits and Events

Trips, Visits and Events involving students and employees hold potential health and safety hazards. All such activities must have a properly completed risk assessment and the 'Trips and Visits Planner' document must be completed before the activity can then be approved by the Provision Lead.

Violence and aggression

Violence can include physical, verbal, sexual, racial or threatening behaviour by a colleague, student, parent / guardian or member of the public. Strict guidelines apply to these sorts of incidents and they must be reported to the Provision Lead and recorded as serious incidents.

In the event of an assault or credible threat: move to safety, summon assistance/police (999) where risk warrants, and seek first aid/medical care. Record the incident the same day; notify the DSL where safeguarding is engaged. Physical intervention, if unavoidable, must be reasonable, necessary and proportionate and follow the Physical Intervention Policy.

Visitors

Visitors to the Churchwood Forest School AP premises will report to the main reception. They will be asked to sign in and given a suitable badge / label to identify them as a visitor. Visitors will be asked to sign out on their departure. See the Churchwood Forest School AP Visitor procedure and agreement for more details.

All visitors must be made aware of the procedure to take in case of the fire alarm sounding.

Work equipment

It is the policy of Churchwood Forest School AP to comply with the Provision and Use of work equipment regulations (PUWER) 1998. Apply Work at Height Regulations 2005 (ladders/step-ladders authorised, inspected and used by trained staff only). LOLER 1998 applies to lifting equipment where used.

Churchwood Forest School AP will endeavour to ensure that all equipment used in the buildings is safe and suitable for the purpose for which it is used.

All staff will be provided with adequate information and training to enable them to use work



equipment safely.

The use of any work equipment which could pose a risk to the well-being of persons in or around the premises will be restricted to authorised persons.

All work equipment will be clearly marked with health and safety warnings where appropriate.

Workplace inspections

It is the policy of Churchwood Forest School AP to comply with the Workplace (Health, Safety and Welfare) Regulations 1992.

Inspections of the premises will be carried out termly by the Provision Lead to ensure safe practices and premises.

Any actions resulting from an inspection must be implemented by the Provision Lead as soon as is reasonably practicable. Any change in practices resulting from an inspection will be communicated to staff immediately and necessary training given. Keep an inspection log with actions, owners and due dates; track to closure.

Work related stress

Risk assessments should include consideration and identification of possible workplace stressors. Measures to eliminate, reduce or control risks from stress will be implemented in line with the HSE Management Standards for Work Related Stress. For more information please see the *Guidelines for reducing work related stress*. Provide access to EAP/wellbeing support and review workloads/change management against HSE Management Standards.

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| | <ul style="list-style-type: none"> • Asbestos Management Plan • Fire Logbook • Legionella Risk Assessment/Log • Contractor Control/Permit-to-Work. |
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VERSION CONTROL

We will review our documentation regularly and we reserve the right to amend our policies and procedures at any time.

Version	Date	Change Summary	Author/ Reviewer	Approved by:
1	28/9/25	Initial Version	Mark Wrangles	
2				
3				