Health and Safety Policy			
Date	Review Date	Owner	Nominated Governor
January 2026	January 2027	Sharon Moy	Daniel Childerhouse *(Chair)*

This policy is based on advice from the Department for Education on health and safety in schools and the following legislation:

- The Health and Safety at Work etc. Act 1974, which sets out the general duties employers have towards employees and duties relating to lettings

- The Management of Health and Safety at Work Regulations 1992, which require employers to make an assessment of the risks to the health and safety of their employees

- The Management of Health and Safety at Work Regulations 1999, which require employers to carry out risk assessments, make arrangements to implement necessary measures, and arrange for appropriate information and training

- The Control of Substances Hazardous to Health Regulations 2002, which require employers to control substances that are hazardous to health

- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013, which state that some accidents must be reported to the Health and Safety Executive and set out the timeframe for this and how long records of such accidents must be kept

- The Health and Safety (Display Screen Equipment) Regulations 1992, which require employers to carry out digital screen equipment assessments and states users' entitlement to an eyesight test

- The Gas Safety (Installation and Use) Regulations 1998, which require work on gas fittings to be carried out by someone on the Gas Safe Register

- The Regulatory Reform (Fire Safety) Order 2005, which requires employers to take general fire precautions to ensure the safety of their staff

- The Work at Height Regulations 2005, which requires employers to protect their staff from falls from height

The school follows national guidance published by Public Health England when responding to infection control issues.

FUTURE EDUCATION SCHOOL PROFILE

Future Education is an Independent Special School which works with students aged 13-16 who have experienced difficulties in accessing mainstream education and who may have been excluded. All students require specialist teaching, facilities, resources and adult support.

All our students have social, emotional and mental health (SEMH) difficulties, including associated challenging behaviours. Many of the students that attend the school have additional special educational needs such as speech, language and communication difficulties, autistic spectrum disorder (ASD), attention deficit and hyperactive disorders (ADHD).

All students have Education Health & Care Plans (EHCPs), and the majority have experienced trauma and have several Adverse Childhood Experiences (ACEs). Some students are Children in Care.

A high proportion of students have not had positive experiences of the education system and frequently have been out of education for long periods prior to enrolment (sometimes years). Students therefore require a caring and trauma informed approach to education in order to re-engage with learning and build resilience.

INTRODUCTION TO OUR HEALTH AND SAFETY MANAGEMENT SYSTEM

Our Safety Management System (SMS) is designed to:

- Promote continuous improvement in the way our school manages safety.
- Fit into the overall management of our school.
- Include the school structure, planning activities, practices, procedures, and resources for developing, implementing, reviewing and maintaining safety, health and welfare.

The SMS sets out the issues to be addressed and is a tool to develop improvement programmes. It is based on a document produced by the Health and Safety Executive (HSE), How to Successfully Manage Health and Safety, HSG (65).

The Management system, and our approach to Health & Safety is divided into several Parts to enable easy referencing:

- **Part 1:** Policy and Commitment
- **Part 2:** Planning and Implementation
- **Part 3:** Measuring Performance
- **Part 4:** Review
- **Part 5:** Our Specific Policies

Part 1: Policy and Commitment

STATEMENT OF INTENT

This is a Statement of Organisation and Arrangements for Future Education. In accordance with the Health and Safety at Work Act 1974, it is the policy of the Governors to ensure, so far as is reasonably practicable, the safety, health and welfare at work of all staff and to protect non-staff (such as students, visitors, contractors and other persons at the school) from injury and ill health arising from any work activity. The successful implementation of this policy requires the full support and active co-operation of all staff, contractors and students of the school.

Health and Safety is everybody's responsibility in school. It is essential to create an environment in which safety and health care are not simply a legal requirement but become part of the day to day good practices of school life. We need to minimise the dangers of accidents in all areas and protect the welfare of all those who work or visit our school. Part of all our educational experience is to be alert to health issues, to report hazards, take part in health surveillance and generally contribute to making the school a low risk environment.

We will, so far as is reasonably practicable:

- make available sufficient resources to ensure the effective implementation of this policy and to ensure the health and safety of staff and others affected by our activities;
- ensure that advice is sought from competent persons on legal requirements for health and safety and on current best practice;
- ensure that suitable and sufficient assessments are undertaken and recorded of all significant health and safety risks to staff, students and other third parties;
- provide and maintain equipment and systems of work that are safe and without risks to health;
- provide and maintain a working environment for our staff, students and visitors that is safe, without risks to health, and adequate as regards facilities and arrangements for staff welfare at work;
- provide such information, instruction, training and supervision as is necessary to ensure the health and safety at work of our staff, including temporary staff and visitors, and information on risks for visitors and staff of other organisations who are working in our premises;
- give special consideration to staff, visitors and students with disabilities or language difficulties that may affect their awareness and/or understanding of health and safety information;
- maintain arrangements for the provision of a suitable occupational health service for staff (e.g. NHS Occupational Health Assessment arrangement);
- monitor health and safety performance to verify that our school's health and safety policy is being implemented and health and safety standards are being maintained and progressively improved (e.g. School internal Health and Safety audit). In collaboration with the wider Charity Future Projects an annual health and safety audit is undertaken with the Operations Manager.
- develop and maintain a positive and proactive health and safety culture.

Future Education are committed to ensuring the following when considering the culture and implementation of Health and Safety within the school and at the external intervention hub:

- We will ensure that adequate mechanisms are in place to effectively consult with staff and students via their representatives on health and safety matters.
- We recognise health and safety as being an integral element of our school and it will be given equal status alongside other management functions.
- We will ensure that appropriate systems are developed and maintained for the effective communication of health and safety matters throughout our school.
- We are committed to continuous improvement in health and safety performance and to this end will develop a health and safety action plan identifying key targets and areas for improvement in health and safety management and risk control. Progress with this plan will be monitored regularly by the Headteacher and the Governing Body.
- All contractors and consultants working for our school are required to comply with this policy.
- We will ensure that procedures are established for appointing and monitoring the competency of contractors.
- We will review this policy statement at least annually.
- We will ensure that this policy is effectively communicated to all staff.
- The Governors are committed to playing an active role in the implementation of this policy and undertake to review and revise it in light of changes in legislation, experience and other relevant developments.
- Failure on the part of any member of staff, irrespective of their position, to comply with this policy, including any safe system of work, may render that member of staff liable to disciplinary action and could result in criminal/civil proceedings.

RESPONSIBILITIES FOR HEALTH & SAFETY

Our staff and the Governing Body work together to that ensure our health, safety and wellbeing objectives are achieved.

Safety is everyone's responsibility. We have a whole school approach to the promotion and development of safety and health at our school.

Set out below are those with special responsibilities and their responsibilities under this policy:

THE GOVERNING BODY

In consultation with the Headteacher, the School Operations Manager, the Charity Operations Manager and the Governors will ensure that:

- there are satisfactory arrangements in place to implement this policy;
- there are adequate arrangements for managing all of our activities safely;
- they consider the health and safety implications of any strategic decisions;
- sufficient resources are allocated to ensure that health and safety can be successfully managed;
- suitable standards of health and safety are achieved and maintained within our school by monitoring health and safety performance on an annual basis.
- this policy is annually reviewed to ensure its suitability.

THE HEADTEACHER

The day-to-day responsibility for all of our school's health, safety and welfare organisation and activity rests with the Headteacher, who will:

- implement the requirements of this policy;
- demonstrate a personal commitment to health and safety by providing visible and active leadership and leading by example;
- ensure a positive health and safety culture is evident and a proactive approach to health and safety management is adopted within our school;
- ensure all decisions (including new projects, procurement decisions, contractor selection, office moves etc.) fully take into account health and safety considerations and that health and safety risks are considered at an early stage during project design and planning;
- ensure that our staff recognise health and safety as an integral element of their work, and that health and safety is given equal status alongside other management functions;
- ensure the objectives and content of this policy are fully understood by all and that all staff under are made aware of their duties and responsibilities
- ensure that, when this policy is reviewed, the outcomes are brought to the attention of all staff;
- ensure that health and safety is adequately resourced with both time and finances and that managers make adequate provision in their budgets for managing health and safety;
- ensure that the job descriptions of all staff include responsibilities for health and safety;
- ensure that suitable persons are nominated to undertake key health and safety functions within our school;
- when necessary, seek competent advice and guidance from professionals
- ensure that adequate provision is made for consultation with staff. As a minimum, 'health and safety' will be included as a standing item at team/management meetings;
- bring to the attention of the Governing Body any significant health and safety issues;
- delegate duties, as necessary, to the School Operations Manager to allow the effective implementation of this policy on a day to day basis.

STAFF

All of our staff are directly responsible for:

- taking reasonable care for the health and safety of themselves and of other persons who may be affected by their acts and/or omissions;
- co-operating fully with the school on all matters pertaining to their health and safety at work;
- not recklessly or intentionally interfering with, or misusing any equipment, safety devices etc. that has been provided in the interest of their health and safety at work;
- reporting promptly, in the first instance to their manager, any accidents, injury, significant near miss, incident of violence and aggression, cases of work-related illness;
- reporting to the relevant manager, any defect, hazard, damage or unsafe practices or other items that could give rise to an unsafe place of work or cause injury or ill health to others;
- wearing any protective clothing or equipment and using any safety devices that have been provided for their health and safety while at work;
- observing safety rules, policies and guidance, and adhering to safe working procedures at all times;
- acquainting themselves with, and complying with, the procedure to follow in case of a fire or other emergency;
- attending health and safety training as directed and undertaking their work activities in accordance with any health and safety training provided to them;

TEACHERS

In addition to the general responsibilities of staff (as outlined above), teachers are expected to:

- raise any health and safety concerns outside of their control related to their teaching area with their immediate line manager;
- exercise effective supervision of students and know the procedures to carry out in response to emergency situations such as fire or a student requiring medical care;
- know the particular health and safety measures to be adopted in their own teaching areas and to ensure that they are applied;
- give clear instructions and warnings to students whenever risks arise, remembering that some students may have been absent when earlier warnings were given;
- detail safe methods and controls to be followed in their written lesson plans;
- set a good example by following safe working procedures personally;
- ensure the use of protective clothing or equipment where necessary;
- avoid introducing any personal items of equipment or substances that may cause unacceptable risk in their use.

STUDENTS

Our students are expected to:

- exercise personal responsibility for the health and safety of themselves and others;
- observe all the health and safety rules of the school and, in particular, the instructions of staff given in an emergency;
- report any health and safety concerns (e.g. displaced fire extinguisher, fire door being left open) to a member of staff;
- use and not wilfully misuse, neglect or interfere with things provided for their health and safety.

CONTRACTORS

All contractors will be appropriately selected and competent in terms of health and safety.

Contractors must be made aware of and abide by this policy and not endanger students, staff or other visitors to the site.

The Headteacher will ensure that any temporary rules, such as exclusion from parts of the premises, are made known to all contractors.

All contractors must report to reception and be signed in before any work takes place and prior to each working session. Every effort will be made to ensure that contractors carry out works outside of school hours to minimise disruption and potential contact with students.

EDUCATIONAL VISITS COORDINATOR (EVC)

The EVC is responsible for ensuring that all trips and visits are approved in accordance with our procedures, logged and verified in the Evolve systems and that the visit leader completes a suitable and sufficient risk assessment.

FIRE MARSHALS

Fire marshals are responsible for familiarising themselves with their areas of responsibility, the escape routes and any issues with particular students such as access or mobility difficulties which may require additional support to safely carry out procedures. Fire Marshals are responsible for discharging the school's emergency evacuation plans.

On hearing the fire alarm they are responsible for:

- ensuring the safe evacuation of everyone in their area(s) of responsibility;
- checking all rooms in their area(s) of responsibility; including toilets, rest rooms and store rooms; to ensure that everyone has safely left the building;
- where possible, closing doors as each room is checked;
- reporting to the Headteacher at the assembly point to inform them that everyone has safely evacuated the building, or to report any problems;
- ensuring that nobody re-enters the building until the Headteacher has stated it is safe to do so;
- ensuring they are available, after the evacuation, to attend a debrief meeting to discuss the evacuation, identify any problems and share information.
- monitoring to ensure that fire routes and exits are kept clear at all times.

FIRST AIDERS

First Aiders are responsible for:

- taking charge when someone is injured or falls ill;
- administering first aid in the event of an injury as per procedure;
- calling for an ambulance, if required;
- looking after first aid equipment and ensuring it is restocked;
- keeping up to date with first aid training and ensuring they attend refresher training prior to the expiry of their first aid certificate.

VISITORS AND OTHER USERS OF PREMISES

The Health and Safety at Work Act 1974, Management of Health and Safety at Work Regulations 1999, and Occupiers Liability Act 1984, apply to all visitors to our school.

- All visitors must comply with this policy.
- All visitors are required to sign in at main reception and will be required to wear a 'visitors' lanyard.
- All visitors will be provided with Safeguarding and Safety information upon arrival.
- Where reasonably practicable, visitors will be accompanied at all times by a responsible member of staff.
- Should a fire/emergency occur or the fire alarm activated whilst visitors are on our premises, the person who is accompanying the visitor/s will take him/her to the fire assembly point.
- Should an incident/accident occur involving a visitor this must be reported using our standard accident reporting form.
- Where applicable, adequate consideration must be given to visitors, contractors and members of the public in risk assessments, including the provision of suitable and sufficient control measures.
- Persons 'hosting' visitors must ensure:
- visitors are alerted to our fire procedures;
- visitors adhere to our 'No Smoking' policy;
- visitors park their vehicles so as not to obstruct fire escape routes, roads, access or other vehicles;
- visitors are accompanied or authorised to enter the premises;
- visitors remain within authorised areas and do not enter any restricted area unless permission is granted and the person is accompanied;
- visitors do not take anything with them from the premises, or bring anything onto the premises that may create a hazard or risk unless authorised;
- visitors report all accidents, incidents and near misses to the host.

ARRANGEMENTS (SYSTEMS & PROCEDURES)

It is the responsibility of the Headteacher to ensure, so far as is reasonably practicable, that the following arrangements are suitable and sufficient, are maintained and that all staff are aware of the arrangements.

ACCIDENT REPORTING & INVESTIGATION

An accident is an unplanned event that results in injury or damage.

A near miss is an unplanned event that does not result in injury or damage.

All incidents should be reported to the Headteacher, the School Operations Manager, the Operations Manager and the relevant report form completed.

The School Operations Manager will decide if an accident investigation is required and will notify the Operations Manager to request them to undertake the investigation exercise, if necessary. We want to learn from any accidents or incidents that take place within our school.

Incidents which fall within the requirements of the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) e.g. specified injuries, work-related accidents resulting in staff being absent from work for more than 7 days, or students or members of the public going to hospital from the scene of the accident will be reported to the Health and Safety Executive by the Head of Operations.

Reportable injuries, diseases or dangerous occurrences include:

- Death
- Specified injuries.

These are:

- Fractures, other to fingers, thumbs and toes
- Amputations
- Any injury likely to lead to permanent loss of sight or reduction in sight o Any crush injury to the head or torso causing damage to the brain or internal organs
- Serious burns (including scalding)
- Any scalping requiring hospital treatment
- Any loss of consciousness caused by head injury or asphyxia
- Any other injury arising from working in an enclosed space which leads to hypothermia or heat-induced illness, or requires resuscitation or admittance to hospital for more than 24 hours.
- Injuries where an employee is away from work or unable to perform normal work duties for more than 7 consecutive days.
- Where an accident leads to someone being taken to hospital
- Where something happens that does not result in an injury, but could have done

Near-miss events that do not result in an injury, but could have done. Examples of near-miss events relevant to schools include, but are not limited to:

- The collapse or failure of load-bearing parts of lifts and lifting equipment

- The accidental release of a biological agent likely to cause severe human illness
- The accidental release or escape of any substance that may cause a serious injury or damage to health
- An electrical short circuit or overload causing a fire or explosion

Information on how to make a RIDDOR report is available here: How to make a RIDDOR report – http://www.hse.gov.uk/riddor/report.htm

ASBESTOS

The Control of Asbestos Regulations place a duty on the "Asbestos Duty Holder" to manage any asbestos or asbestos containing materials located within the premises.

Asbestos has been located in the Pines building and a Risk Assessment has been completed and is available to all visitors.

COMMUNICABLE DISEASES

Due to the age and number of children present in our school, it is not uncommon for them to contract a variety of communicable diseases. We will act to protect the health of students and staff when we become aware of infectious or communicable diseases, including implementing appropriate hygiene, cleaning, social distancing, and exclusion periods.

Gov.uk has released guidance on Health protection in schools and other childcare facilities. This document provides guidance on the prevention and spread of communicable diseases, and promotes a coordinated approach to the management of communicable disease in premises such as ours.

The exclusion periods for common infectious diseases and skin infections are also included in this document. https://www.gov.uk/government/publications/health-protection-in-schoolsand-other-childcare-facilities

CONSULTATION WITH STAFF

We firmly believe in consulting with our staff and stakeholders on matters of health and safety.

Staff will be consulted on the following:

- The introduction of any measure which may substantially affect their health and safety at work;
- Arrangements for getting competent people to help them comply with health and safety laws;
- Information on risks arising from their work, measures to reduce or remove those risks and what staff should do if they are exposed to a risk;
- The planning and organisation of health and safety training and the health and safety consequences of introducing new technology;
- The effectiveness of health and safety policies and procedures;

CONTROL OF CONTRACTORS

We recognise our responsibilities in relation to the use of contractors and, day to day, these are managed by our School Operations Manager.

In any client/contractor relationship, both parties will have duties under health and safety law. Similarly, if the contractor employs sub-contractors, to carry out some or all of the work, all parties will have some health and safety responsibilities.

We will satisfy ourselves that contractors are competent (i.e. they have sufficient skills and knowledge) to do the job safely and without risks to health and safety. The degree of competence required will depend on the work to be done.

Together with contractors, we will agree the risk assessment for the contracted work and the preventative and protective steps that will apply when work is in progress. Consideration will be given to those risks from each other's work that could affect the health and safety of the staff, students or anyone else.

We will manage and supervise the work of the contractors. The more impact the contractor's work could have on the health and safety of anyone likely to be affected, the greater the management and supervisory responsibilities we will have.

We will ensure that contractors visiting our school do not pose a risk to their own health and safety or that of others present within the establishment.

All contractors should report to reception upon arrival and will sign in and be provided with a lanyard and the relevant safety information. Every effort will be made to ensure that contractors carry out works outside of school hours to minimise disruption and potential contact with students.

CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH (COSHH)

The Control of Substances Hazardous to Health (COSHH) Regulations impose duties on employers to protect staff who may be exposed to substances hazardous to health at work, and others who may be affected by such work.

COSHH covers chemicals, products containing chemicals, fumes, dusts, vapours, mists, gases, and biological agents (bacteria, fungi and viruses). If there is a hazard symbol displayed on the packaging then the contents are classed as a hazardous substance. COSHH also covers asphyxiating gases, biological agents that cause diseases such as Leptospirosis or Legionnaires Disease; and biological agents used in laboratories.

COSHH does not cover lead, asbestos or radioactive substances because they have their own specific regulations.

We will ensure that COSHH assessments are carried out on all hazardous substances prior to use. The COSHH assessments, which provide information on specific hazards, first aid measures, personal protective equipment etc. will be reviewed regularly or whenever circumstances change that affect the risk.

Staff that make use of such chemicals will receive training and instruction to enable safe working and that such substances are stored in accordance with manufacturer's guidelines and any controls outlined in COSHH risk assessments.

DISPLAY SCREEN EQUIPMENT

The Display Screen Equipment (DSE) Regulations require employers to minimise the risks to staff who regularly use display screen equipment as a significant part of their normal work.

Other people, who use DSE only occasionally, are not covered by the requirements of the regulations, however, employers still have general duties under other health and safety at work legislation.

'Users', as defined by the Regulations, can be identified by completing the DSE User questionnaire. Where users are identified, the following will be ensured:

- Workstations will be assessed using our DSE pro forma and the risks reduced, as applicable;

- Workstations meet the minimum requirements;
- Work is planned to allow adequate breaks or changes of activity;
- On request, eye tests are arranged, and a contribution made towards spectacles if they are required for DSE use
- Health and safety information is provided so that staff know how to set up their workstation correctly.
- Appropriate equipment and resources are provided to ensure workstations remain safe.

DRIVING

Under the Health and Safety at Work Act employers have a general duty to ensure the health, safety and welfare of staff and others who may be affected by their undertaking. This includes staff who may be required to drive as part of their duties. Our staff may be required to drive either their own private vehicle or one of our minibuses.

Staff may drive students in their own vehicles only if written or verbal permission has been obtained from their parent/carer and provided their licence, MOT, Tax and Insurance are valid for such an activity.

Staff may drive the school minibus provided they meet the licencing requirements and our insurers requirements. Travel will be risk assessed as an ordinary activity and individual student risk assessments will be reviewed to identify and control any specific risks arising from transporting individual students.

ELECTRICITY AT WORK

The Electricity at Work Regulations set out specific requirements on electrical safety. These regulations place a duty on employers to ensure that electrical systems are designed, constructed, used and maintained so as to prevent danger. 'Systems' includes all apparatus as well as the mains supply.

All portable electrical appliances will be visually checked before use. In particular, attention should be paid to the condition of power cables and of their terminations, as these are often damaged, wrenched and jerked, which may loosen their connections.

Equipment which is used and moved regularly will be subject to a detailed inspection and test by a competent person periodically (PAT). A written record of the tests, in the form of a logbook or register, will be maintained and be available for examination and the equipment itself will be marked with the date of the most recent test.

Our fixed electrical installations will be inspected by a competent person at least every five years. Staff and students may not bring their own personal electrical appliances into our school unless they have been checked by a competent person.

EDUCATIONAL TRIPS AND VISITS

The Health and Safety at Work Act places a duty on employers to ensure the health, safety and welfare of staff and others (e.g. students) who may be affected by the work activities. This includes all educational visits, whether local, national or international.

In order to safely manage educational visits we have our own in-house Educational Visits Co-ordinator. No educational visit will be allowed to proceed unless an educational visits risk assessment has been completed and the visit has the approval of the EVC and the EVOLVE system and then signed off by the Headteacher.

Residential trips must be fully risk assessed in accordance with above and agreed by Governors in advance.

FIRE SAFETY

The Regulatory Reform (Fire Safety) Order 2015 places duty on employers to conduct a fire risk assessment and take reasonable steps to reduce the risk from fire.

We have a fire risk assessment which has been conducted by a competent person on each of our buildings. This has allowed us to create an Emergency Evacuation Plan. Furthermore, we will conduct Personal Emergency Evacuation Plans (PEEPs) for those with impaired mobility or other issues which cause a problem with safe evacuation in an emergency.

Fire Drills are conducted on a termly basis and a record of the time taken to evacuate the premises and any comments are reported to the Headteacher. These are organised by the Headteacher, School Operations Manager and School Administrator and will be organised to ensure that all students experience drills and understand emergency procedures.

All staff have a duty to be aware of the fire and emergency procedures, to ensure that all escape routes and fire exits are kept clear, and to report any defective or damaged firefighting equipment, such as fire extinguishers.

A list of trained Fire Marshals is visible in both the Pines and Beeches.

FIRST AID

The Health and Safety (First-Aid) Regulations set out a duty of care on employers to provide adequate and appropriate first aid provision for staff.

We will always ensure that we have at least suitably trained first aiders employed in the school, with at least one first aider available on site at all times, taking into consideration staff absence, holidays, lunch breaks, trips and visits, before and after hours and the needs of our students. The School Administrator is responsible for First Aid.

A list of all First Aiders is visible in both the Pines and Beeches

Any accidents requiring First Aid must be recorded in the first aid book. Records include all first aid interventions, including administering plasters.

All student medication kept onsite is labelled and dated and kept in a lockable medicine cabinet.

GAS SAFETY

Under the Gas Safety (Installation and Use) Regulations and the Gas Safety Regulations, any work on gas systems and appliances can only be carried out by persons registered with the Gas Safe register. As such, our systems are inspected annually by an external contractor.

Across our premises, gas is only used for the central heating system and for fuelling Bunsen burners for scientific experiments. Appropriate risk assessments and controls will be implemented as appropriate.

If you smell gas:

- do not use any naked flames/other ignition sources;
- open doors and windows;
- contact the National Gas Emergency Service on 0800 111 999
- do not switch on or off the lights or any portable appliance switch;
- shut off the gas;

- evacuate the premises, if appropriate.

HEALTH & WELLBEING

The Health and Safety at Work Act establishes a duty for employers to ensure the health, safety and welfare of staff, whilst at work. This includes not only their physical health, but also their mental health and wellbeing. The Management of Health and Safety at Work Regulations require a general risk assessment of all risks in the workplace, and this will include the risk to staff from stress.

The HSE defines stress as "the adverse effect people have to excessive pressure or other types of demand placed on them". We believe in creating a healthy working environment which supports the wellbeing of our employees.

We recognise that stress per se is not an illness, but can result in stress-related illness such as anxiety or depression. Accordingly, we will regularly undertake risk assessments to identify the main potential stressors and the control measures required in order to reduce the risks to staff in our school.
All school staff are entitled to one well being day off work, each academic year – subject to approval by the Headteacher.

INFORMATION, INSTRUCITON AND TRAINING

The Health and Safety at Work Act establishes the duty of the employer to supply staff with such information, instruction, training and supervision as necessary to ensure their health and safety at work.

We are committed to providing all staff with the appropriate information, instruction, training and supervision to enable them to undertake their duties safely and without risk to themselves or others.

Induction training will be provided to all new staff appropriate to their role.

Health and safety training, and refresher training will be organised for staff as appropriate, and training records (including induction) will be kept.

LEGIONELLA

The Control of Substances Hazardous to Health Regulations relate to the risk from hazardous micro-organisms, including legionella. Under these Regulations, risk assessments and the adoption of appropriate control measures are required to be put in place.

We will ensure that an adequate risk assessment of our water systems is carried out and reviewed every three Years. We will identify and assess the risk of exposure to legionella bacteria from work activities and water systems on our premises and any necessary precautionary measures that we need to take.

All of our water systems are subject to monitoring, inspection and testing at regular intervals by a competent person.

LONE WORKING

The Health and Safety at Work Act places a duty on employers to ensure the health, safety and welfare of staff. The Management of Health and Safety at Work Regulations require employers to make a suitable and sufficient assessment of the risks to health and safety of staff to which they are exposed whilst at work. This will include the risks to staff from lone working.

Lone workers have been defined by the HSE as 'those who work by themselves without close or direct supervision". Lone workers are found in a wide range of situations, and can be divided into those who work at fixed establishments

(where only one person is on site, where people work separately from others, or where people are working out of normal working hours), and those who are mobile workers, working away from their main working base.

Staff have the responsibility of reporting to the School Operations Manager any lone working activities so that they can ensure the risks from such activities are assessed and control measures identified and implemented to minimise the risk to the health and safety of staff.

All staff that work alone must be competent to carry out the activities they are engaged in, must have received sufficient information to enable them to work alone safely and to be able to summon help and assistance if required.

Additional controls will be utilised such as mobile phone-based Lone Working Applications, but it is still the responsibility of all staff to following operating procedures.

It is the responsibility of all staff to follow the school's Lone Working Policy and defined lone working procedures and safe systems of work, and to report immediately any problems or concerns to their line manager.

MANUAL HANDLING

The Manual Handling Operations Regulations apply to a wide range of manual handling activities, including lifting, lowering, pushing, pulling or carrying. These regulations place specific duties on employers and staff.

As employers, we are required to:

- avoid the need for manual handling, so far as is reasonably practicable;
- assess the risk of injury from any hazardous manual handling that can't be avoided;
- reduce the risk of injury from hazardous manual handling, so far as is reasonably practicable.

Our staff are required to:

- follow appropriate systems of work laid down for their safety;
- make proper use of equipment provided for their safety;
- co-operate with the school on health and safety matters;
- inform the school's management if they identify hazardous handling activities;
- take care to ensure that their activities do not put others at risk.

All staff members involved in manual handling will be given suitable and sufficient information, instruction, training and supervision. Training and instruction is provided at induction, and upon refresher training, where required. This will be recorded, monitored and reviewed.

If a member of staff develops any medical/physical condition, the responsible person should be made aware immediately. A specific risk assessment must be carried out to cover the activities/tasks and control measures should be taken accordingly.

MEDICINES

In general, medicines must not be brought into school, but it can be a necessity. All medicines must have the student's name on and be in date.

When we have students who have a medical condition that requires regular medication during the school day or medicine in the event of an emergency, then arrangements for administration must be made between the school and the student's parent/guardian. These arrangements must be in the form of an agreed Care Plan.

Protocols for students with serious medical conditions will be shared with all staff to ensure that risks can be minimised.

Appropriate records in relation to the administration of medicines will be maintained at all times by the School Administrator. This procedure is set out in our discrete policy relating to 'Medicines in School'.

MINIBUSES AND COACHES

The Provision and Use of Work Equipment Regulations set out specific requirements for the selection, maintenance and inspection of work equipment, and the provision of appropriate instruction, information and training, to ensure its safe use. These Regulations cover minibuses and coaches that the school either owns, or hires.

All vehicles must have:

- an MOT if over 1-year-old (13 or more passenger seats) 3 years old (12 or less passenger seats);
- a valid certificate of insurance;
- a fire extinguisher complying with BS 5423;
- a first aid kit.

The School Operations Manager is responsible for ensuring that the Minibus is adequately maintained and roadworthy and will take responsibility for coordinating such checks and works.

Staff authorised to drive the minibus will undertake a pre-journey safety check to ensure the vehicle is safe. Staff must report any unsafe conditions, incidents, accidents or near misses to the School Operations Manager.

NEW & EXPECTANT MOTHERS

The Management of Health & Safety at Work Regulations place a duty on employers to undertake a suitable and sufficient assessment of the risks to the health and safety of their staff, to which they are exposed whilst at work in order to identify the measures that need to be taken to comply with health and safety legislation.

In addition, the Regulations identify two groups of workers; new and expectant mothers and young persons; for whom a specific risk assessment must be undertaken, or an existing risk assessment must be reviewed in order to identify any additional control measures that may need to be taken.

A "new or expectant mother" is taken to mean an employee who is pregnant; who has given birth within the previous six months; or who is breast-feeding.

When a member of staff notifies the school in writing that she is any of the above, then a specific risk assessment will be carried out to cover the activities and tasks that person undertakes and any specific hazards that may be involved during the course of her work. We will be flexible in our approach to adapting the workplace and working practices to manage risks which cannot be eliminated.

NOISE AT WORK

The Control of Noise at Work Regulations ensure that worker's hearing is protected from excessive noise at their place of work, which could cause them to lose their hearing and/or suffer from tinnitus.

It is our responsibility, as the employer, to assess and identify measures to eliminate or reduce risks from exposure to noise. Where the risks are low, the actions taken may be simple and inexpensive, but where the risks are high, they should be managed using a prioritised noise-control action plan.

PERSONAL PROTECTIVE EQUIPMENT

The Personal Protective Equipment Regulations are designed to protect people from risks to their health. PPE is defined in the Regulations as "all equipment (including clothing protection against the weather) which is intended to be worn or held by a person at work and which protects them against one or more risks to his health or safety", e.g. safety helmets, gloves, eye protection, high-visibility clothing, safety footwear and safety harnesses.

All Personal Protective Equipment needed by school staff will be identified through risk assessment, but only if the control measures cannot be reduced by other means.

Staff must comply with instructions to wear and use PPE.

RISK ASSESSMENT AND MANAGEMENT

The Management of Health and Safety at Work Regulations require employers to make a suitable and sufficient assessment of the risks to health and safety of staff to which they are exposed whilst at work, and any others who may be affected by their undertaking.

Risk Assessments will be carried out in order to ensure that a healthy and safe environment is provided for staff, visitors, volunteers, members of the public and anyone else affected by Future Projects operations. Additional Risk Assessments will be carried out as and when required in accordance with the operations of the organisation.

All assessments are reviewed and updated regularly and reasonable adjustments will be made to policies, procedures, equipment, working practices and the working environment if deemed necessary. It is the policy of Future Projects to eliminate risks wherever possible, but where this is not possible due to the nature of the environment or work task, safety controls will be implemented, communicated and monitored.

Staff have a duty to cooperate with the school when conducting risk assessments and for cooperating in implementing any remedial action or control measures to reduce the risk. Staff involvement and consultation will be ensured during the risk assessment process at our school.

More detail on our approach to risk assessment and management can be found in our separate, discrete policy on 'Risk Assessment and Risk Management'.

SAFETY, SIGNS AND SIGNALS

The Health and Safety (Safety Signs and Signals) Regulations place a duty on employers to use and maintain appropriate health and safety signs, in order to make persons aware of risks, where the risk to health and safety cannot be avoided or adequately controlled by other means.

We will ensure that, where the requirement for the posting of a safety sign has been identified, such signs are posted at suitable locations, conform to the relevant standards and are adequately maintained.

SECURITY

Specific responsibility for school security is not set down in legislation. However, school security is related to health and safety, therefore, whoever has responsibility for health and safety should consider what security measures are necessary to ensure, as far as reasonably practicable, the safety of the staff and students.

The Headteacher assumes the responsibilities for school security and the School Operations Manager takes day to day responsibility for ensuring the school site remains safe, ordering works, undertaking inspections and so on.

The two principal aspects of security in our school are the security of the premises both during school hours and out of school hours and secondly, the personal safety of staff and students. We will consider accessibility when assessing risk and organising our school site.

There are a number of methods for enhancing security. Knowledge of previous incidents and seeking advice from relevant internal and external agencies have been considered when determining the most appropriate security measures for our school. These will be reviewed on an ongoing basis by the Leadership team.

SMOKING

The Smokefree Regulations were introduced in England to make virtually all enclosed public places and workplaces in England smoke free. As a result, our school, is a no smoking establishment.

SLIPS & TRIPS

The Health and Safety at Work Act requires employers to ensure the health, safety and welfare of staff and others who may be affected. The Act also requires the provision of a place of work that is maintained in a safe condition, and a means of access and egress that is safe and without risk.

We recognise that good housekeeping is essential to preventing slip and trip accidents. We also recognise that access and egress, and external factors (such as weather) can affect risks relating to slips and trips, and we will consider this in our risk assessments and management actions.

All staff are responsible for undertaking informal daily checks of their own work areas and report any faults or concerns to the School Operations Manager for remedy.

Where action is identified during workplace inspections but cannot be implemented immediately, interim measures will be taken and an action plan produced to outline when the action will be implemented, who will be responsible for ensuring it is implemented and the estimated completion date.

TRAFFIC MANAGEMENT

The Workplace (Health, Safety and Welfare) Regulations require that workplaces are organised to ensure that vehicles and pedestrians can move around safely. This includes organisation of traffic routes to enable pedestrians and vehicles to circulate safely.

The general risk assessment will consider traffic management within the school grounds and immediate vicinity, taking into account the pickup and drop off of students.

VIOLENCE/PERSONAL SAFETY OF STAFF

The Health and Safety at Work Act places a legal duty on employers to ensure the health, safety and welfare of staff at work. The Management of Health and Safety at Work Regulations places duty on employers to consider and assess the risks to staff. This would include the risk of reasonably foreseeable violence.

Violence may be defined as any incident in which a person is abused, threatened or assaulted, either physically or verbally, in circumstances relating to their work.

The General Risk Assessment will identify and minimise the risk to staff from potentially violent persons or situations. These will be in addition to individual student-specific risk assessments which will highlight specific indicators, behaviours and issues affecting the likelihood and impact to of students becoming violent.

The nature of our school means that the likelihood of violence and aggression is high and as such the majority of our policies support and reinforce positive behaviour management.

All acts of physical abuse of violence will be recorded as incidents for review, and the leadership team will consider such data when making policy and procedural decisions across the school, as well as updating risks assessments and controls.

All staff will be provided with relevant training to deal with situations of conflict or violence calmly and safely. More detail can be found in the school's Positive Handling Policy.

WORK EQUIPMENT

The Provision and Use of Work Equipment Regulations (PUWER) apply to all types of work equipment. The Regulations generally apply to any equipment that is used by an employee at work, for example photocopiers, lifting equipment (including lifts) and motor vehicles.

In general terms the Regulations require that equipment provided for use at work be:

- suitable for the intended use;
- safe for use;
- maintained in a safe condition;
- inspected;
- used only by people who have received adequate information instruction and training;
- accompanied by suitable safety measures, e.g. guards, markings, warnings

In addition to PUWER, the Management of Health and Safety at Work Regulations require employers to carry out suitable and sufficient risk assessment of the risks to which staff are exposed to at work including work equipment.

We will ensure that risk assessments are in place for specific pieces of equipment and effective measures taken to control the hazards associated with the use of equipment.

We require all staff and students who use equipment to undertake pre-use inspections to identify any obvious defects (e.g. damaged casings, exposed wiring, etc.). All defects to work equipment must be reported and the equipment taken out of use until the defect is rectified.

All the equipment provided must only be used for its intended purpose.

Staff must not use work equipment unless they have received appropriate training and must use the equipment in an appropriate manner, according to the information received in training and instructions from their line manager. Students using the work equipment must be supervised at all times.

All work equipment, where the failure of said item could result in a significant risk of injury, is to be subject to at least an annual maintenance/inspection/testing by a competent person. Where legislation imposes specific duties to undertake inspections at set frequencies these will be carried out in accordance with the Regulations.

When work equipment has reached the end of its working life or is no longer required it must be written-off in the asset register and then disposed of safely.

WORKING AT HEIGHT

The Work at Height Regulations requires that, "every employer shall take suitable and sufficient action to prevent, so far as is reasonably practicable, any person falling a distance liable to cause personal injury'. Under the Management of Health and Safety at Work Regulations, we have duties to undertake risk assessments including the duty to identify, assess and control risks on our premises.

We will assess the risks from working at height and make plans to either avoid the work at height, or to do the work more safely. Where work at height cannot be avoided suitable and appropriate work equipment is provided it will be inspected, tested and maintained on a regular basis by a competent person and records will be kept.

Staff using the equipment should carry out visual checks prior to every use. They must follow defined work procedures and safe systems of work whilst working at height. Any faulty equipment should be taken out of use immediately and the appropriate manager should be informed.

We do not envisage instances where working from height will be required in the school, however, any staff members involved in working at height will be given full information, instruction and training in the use of any relevant equipment.

WORKPLACE (HEALTH, SAFETY & WELFARE)

Employers have a general duty under the Health and Safety at Work Act to ensure the health, safety and welfare of their staff at work, and others who are not staff but use their premises.

The Workplace (Health, Safety and Welfare) Regulations expand on these duties and are intended to protect the health and safety of everyone in the workplace and to ensure adequate welfare facilities are provided for people at work.

The Regulations require the school, as employers, to make provision for the following:

- Maintenance of a safe workplace, equipment and systems of work;
- Suitable and sufficient ventilation, lighting and indoor temperature;
- A clean workplace and furnishings with easy to clean surfaces;
- Sufficient work space with suitable work stations and seating;
- Floors and traffic routes of suitable condition and free from damage or hazards;
- The prevention of people falling from height, or being struck by falling objects;
- Windows (and other transparent/translucent surfaces) made of safe materials, that do not expose people to risks to their health & safety, and are able to be cleaned safely;
- Traffic routes organised to allow pedestrians and vehicles to circulate in a safe manner;

- Suitable and sufficient toilets and washing facilities;
- An adequate supply of drinking water;
- Accommodation for personal or work clothing, and adequate facilities for changing clothing where necessary;
- Facilities for rest and to eat meals.

We will ensure that suitable arrangements are in place to cover these provisions, so far as is reasonably practicable.

Part 2: Planning and Implementation

INTRODUCTION

The Board of Governors requires mechanisms to be in place to provide assurance that policy requirements are being introduced, maintained and effectively implemented in the school.

PLANNING TO ACHIEVE PERFORMANCE

School Leaders shall adopt a systematic and planned approach to the safety management system that meets the obligations placed on them. They shall demonstrate high standards of safety performance based on this policy and the requirements set by the Governors.

RISK MANAGEMENT

Risk assessments are a key ingredient of a sound health and safety policy. Our school's approach to risk management shall be based on principles of:

- clear ownership of risk;
- clear delegation of authority;
- proportionate risk management and control measures in accordance with recognised standards;
- appropriate monitoring, inspection and review;
- common policies and standards;
- transparency of risks;

RISK ASSESSMENTS AND THEIR MANAGEMENT

Risk assessments are required by law.

The Health and Safety Executive (HSE) defines a risk assessment as "*a careful examination of what in your work could cause harm to people so that you can weigh up whether or not you have taken enough precautions or should do more to prevent harm*". The assessment will help you to identify the likelihood of harm and whether you can reduce the risk to a reasonable level, through the introduction of control measures.

Accidents and injuries can ruin lives, damage reputations and cost money. Apart from being a legal requirement, risk assessments therefore make good sense, focusing on prevention, rather than reacting when things go wrong. In many cases simple measures are very effective and not costly. Risk assessments are therefore an important tool in providing a safe and effective learning environment and a functioning and effective school.

Part 3: Measuring Performance

INTRODUCTION

It is essential that effective mechanisms exist to feedback performance information for review in the continuous improvement cycle.

The techniques outlined below shall be considered as how we measure performance in our school.

ACTIVE MEASUREMENT

Active Measuring techniques give feed-back on performance before accidents, incidents or ill health occur and provide a firm basis for decisions to be made about improvements in risk control.

Active measuring techniques employed by our school include:

- An annual review by The Headteacher
- Periodic site walks of the school
- Standing item in the weekly team meetings
- Periodic review of risk assessments and consultations with staff

REACTIVE MEASUREMENT

Reactive measuring is triggered after an event and provide opportunities to check performance, to learn from current practice and to improve.

Reactive measurement techniques employed by our school include:

- Accident and incident reporting and associated statistics
- Ill health data where related to occupational causes
- Claims data, including claims settled with payment
- Reporting the outcomes of accident and incident investigations conducted
- Details of enforcement action from external regulators, including improvement notices

The Headteacher will report on safety matters to the Governors on a termly basis, or sooner if required.

Part 4: Audit and Review

AUDIT

Audit is an essential part of our safety management system. A useful definition of audit in this context is “the structured process of collecting independent information on the efficiency, effectiveness and reliability of the safety management system and drawing up plans for corrective action”. It therefore involves making judgements about adequacy of performance.

Our periodic audit shall aim at establishing that:

- Appropriate management arrangements are in place and effective
- Adequate risk control systems exist, are implemented, and effective
- Appropriate precautions are in place and effective

Audits will be conducted by the Operations Manager, and resultant action plans will be reported and enforced by Governors.

REVIEW

Internal reviews of performance shall be undertaken at all levels within the school. Information may be taken from the activities undertaken to measure performance, including the outcomes of audits and more informal assurance.

The effectiveness and implementation of this policy will be reviewed annually or sooner in the event of a significant change, an event, or an incident which may have material effect on the implementation of this policy.

Part 5: Linked Safety Policies

The purpose of our subject specific policies is to provide instruction and guidance to staff on the arrangements by which our school ensures the maintenance of acceptable standards of health and safety. As a school, we are required to have a great many policies and some of them will contain safety-related information. Rather than duplicate that information, it is more efficient to simply cross-reference those policies.

Listed below are specific policies in addition to arrangements detailed above. This list will be subject to review and additional policies added as the need for them becomes clear.

These include:

- Whole School Safeguarding
- Positive Behaviour
- Risk Assessment
- First Aid
- Anti-Bullying
- Fire and Emergency Procedures/plan
- Lone Working
- Medicines in School

Safeguarding

Future Education is dedicated to safeguarding the students and staff at the school. All staff follow the guidance of 'Keeping Children Safe in Education' and Future Education safeguarding policy, they observe behaviour, offer a listening ear, and report concerns to the DSL.

Headteacher:	Debbie Edwards	**Date:**	January 2026
School Operations Manager	Sharon Moy	**Date:**	January 2026
Nominated Governor	Daniel Childerhouse *(Chair of Governors)*	**Date:**	January 2026