Ashgate Primary School

Health and Safety Policy 2026-2027

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This policy reflects current health and safety legislation, Department for Education expectations, Derby City Council procedures, safeguarding responsibilities and best practice for maintained schools

Approved by:	**Governing Body**	**Date:**
Last reviewed on:	**November 2026**	
Next review due by:	**November 2027**	

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1. Statement of Intent

At Ashgate Primary School, we are committed to providing a safe, healthy and secure environment for pupils, staff, governors, volunteers, contractors and visitors.

We recognise that effective health and safety management contributes significantly to pupil achievement, staff wellbeing and safeguarding. Health and safety responsibilities will be embedded within all aspects of school life and decision-making.

The Governing Board and Headteacher are committed to:

- Providing a safe and healthy working environment.
- Preventing accidents, injuries and work-related ill health.
- Meeting all statutory requirements.
- Maintaining safe systems of work.
- Promoting a positive culture of health, safety and wellbeing.
- Ensuring hazards are identified and risks appropriately controlled.
- Providing appropriate information, instruction, supervision and training.
- Allocating suitable resources to achieve compliance.

2. Legislation and Guidance

This policy is based upon the requirements of:

- Health and Safety at Work etc. Act 1974
- Management of Health and Safety at Work Regulations 1999
- Workplace (Health, Safety and Welfare) Regulations 1992
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013
- Control of Substances Hazardous to Health Regulations 2002
- Regulatory Reform (Fire Safety) Order 2005
- Work at Height Regulations 2005
- Provision and Use of Work Equipment Regulations (PUWER) 1998
- Manual Handling Operations Regulations 1992
- Health and Safety (Display Screen Equipment) Regulations 1992
- Equality Act 2010
- SEND Code of Practice 2015
- Data Protection Act 2018
- UK General Data Protection Regulation (UK GDPR)

The policy should be read alongside:

- Department for Education Health and Safety Responsibilities and Duties for Schools
- Keeping Children Safe in Education 2026
- Working Together to Safeguard Children 2023
- Supporting Pupils with Medical Conditions at School
- Educational Visits Guidance
- UK Health Security Agency (UKHSA) guidance
- Derby City Council Health and Safety Procedures

3. Roles and Responsibilities

The Governing Board

The Governing Board is responsible for ensuring:

- Adequate health and safety arrangements are in place.
- Health and safety receives strategic oversight.
- Sufficient resources are provided.
- Policies are reviewed and implemented.

The Headteacher

The Headteacher is responsible for:

- Day-to-day management of health and safety.
- Implementing this policy.
- Ensuring statutory inspections are undertaken.
- Ensuring adequate supervision of pupils.
- Monitoring compliance.

- Ensuring risk assessments are completed and reviewed.
- Reporting significant issues to governors.

School Business Manager

The School Business Manager will:

- Maintain compliance records.
- Oversee statutory testing schedules.
- Monitor contractor compliance.
- Coordinate accident reporting.
- Maintain health and safety documentation.

All Employees

All employees must:

- Take reasonable care of themselves and others.
- Follow school policies and procedures.
- Report hazards immediately.
- Participate in training.
- Cooperate with investigations.
- Use equipment safely.

Pupils

Pupils are expected to:

- Follow safety instructions.
- Behave responsibly.
- Report concerns to staff.

Contractors

Contractors must:

- Provide appropriate risk assessments.
- Follow site procedures.
- Sign in and out.
- Comply with safeguarding and health and safety requirements.

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4. Health and Safety Management

The school will operate a planned programme of:

- Risk assessment.
- Monitoring.
- Inspection.
- Staff consultation.
- Accident investigation.

- Training and development.

Health and safety will be a standing item within leadership and governor monitoring activities.

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5. Risk Assessments

Risk assessments will be completed for:

- Curriculum activities.
- Educational visits.
- Individual pupils where required.
- Medical needs.
- Manual handling.
- Fire safety.
- Lone working.
- Staff pregnancy.
- High-risk premises activities.

Assessments will be reviewed:

- Annually.
- Following incidents.
- Following changes in activity.
- Where concerns are identified.

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6. Site Security and Premises Management

Ashgate Primary School operates controlled access procedures.

The school will:

- Maintain perimeter security.
- Monitor visitor access.
- Operate electronic visitor management systems.
- Conduct routine site inspections.
- Ensure defects are addressed promptly.

All visitors must report to reception and wear identification at all times.

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7. Fire Safety

The school will maintain effective fire safety arrangements through:

- Fire risk assessments.
- Weekly alarm testing.
- Termly evacuation drills.
- Annual emergency lighting testing.
- Servicing of fire equipment.

- Staff fire safety training.

Personal Emergency Evacuation Plans (PEEPs) will be completed where required.

All staff are expected to familiarise themselves with evacuation procedures and assembly points.

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8. Control of Substances Hazardous to Health (COSHH)

The school will maintain a COSHH register.

Hazardous substances will:

- Be appropriately labelled.
- Be securely stored.
- Be used only by trained staff.
- Have appropriate risk assessments completed.

Safety Data Sheets will be maintained for all relevant products.

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9. Asbestos, Legionella and Gas Safety

Asbestos

The school maintains an asbestos management register.

Contractors must:

- Review the register before commencing work.
- Sign the asbestos register.
- Stop work immediately if suspect materials are identified.

Legionella

The school will implement a water hygiene programme including:

- Temperature monitoring.
- Flushing procedures.
- Risk assessment reviews.
- Record keeping.

Gas Safety

Gas systems will be serviced annually by appropriately qualified Gas Safe engineers.

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10. Equipment and Electrical Safety

The school will ensure:

- Equipment is maintained in safe condition.
- Defective equipment is removed from service.
- Fixed electrical installations are tested in accordance with statutory requirements.
- Portable appliance testing is completed according to risk.

Display Screen Equipment assessments will be completed where applicable.

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11. Educational Visits and Off-Site Activities

Educational visits shall be managed in accordance with:

- Derby City Council guidance.
- DfE guidance.
- EVOLVE visit management requirements.

All visits must:

- Be appropriately authorised.
- Have suitable staffing.
- Include risk assessments where required.
- Consider SEND, medical and safeguarding needs.

First aid arrangements must be proportionate to the activity.

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12. Lone Working

The school recognises that staff may occasionally work alone.

Where lone working occurs:

- Risks must be assessed.
- Staff must have access to communication devices.
- High-risk activities must not be undertaken alone.
- Emergency procedures must be known.

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13. Working at Height

Work at height will only be undertaken:

- When necessary.
- By competent persons.
- Using suitable equipment.

Pupils must not use ladders.

Working on roofs will only be undertaken by authorised contractors.

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14. Manual Handling

The school will:

- Avoid hazardous manual handling where possible.
- Provide equipment to reduce risks.
- Deliver training where required.

Staff are expected to seek assistance if unsure of their ability to move or lift an item safely.

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15. Violence and Aggression Towards Staff

Ashgate Primary School operates a zero-tolerance approach to abuse, aggression, harassment, intimidation and violence.

Incidents may result in:

- Investigation.
- Restriction of access to site.
- Formal complaints procedures.
- Police involvement where appropriate.

All incidents must be recorded and reviewed.

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16. Smoking and Vaping

The school site is entirely smoke-free and vape-free.

Smoking, vaping and use of e-cigarettes are prohibited anywhere on the premises and grounds.

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17. Infection Prevention and Control

The school follows guidance from:

- UK Health Security Agency (UKHSA)
- NHS England
- Department for Education

The school promotes:

- Effective hand hygiene.
- Respiratory hygiene.
- Environmental cleaning.
- Safe waste disposal.

- Appropriate exclusion periods for infectious diseases.

During outbreaks or public health incidents, additional control measures may be implemented.

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18. First Aid and Medical Needs

The school will provide:

- Appropriate first aid facilities.
- Trained first aid personnel.
- Suitable resources for educational visits.
- Emergency response arrangements.

All accidents requiring treatment must be recorded on the school's recording system – Medi Tracker.

Parents will be informed of significant injuries or medical concerns.

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19. Supporting Pupils with Medical Conditions

The school will meet its duties under statutory guidance relating to medical conditions.

Where necessary:

- Individual Healthcare Plans (IHPs) will be developed.
- Staff training will be provided.
- Medicines will be stored safely.
- Reasonable adjustments will be implemented.

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20. New and Expectant Mothers

Risk assessments will be completed for:

- Employees who are pregnant.
- New mothers.
- Breastfeeding mothers.
- Pregnant pupils where applicable.

Appropriate adjustments will be implemented where required.

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21. Mental Health and Wellbeing

The Governing Board recognises its duty to support staff wellbeing.

The school will:

- Monitor workload pressures.
- Undertake stress risk assessments where appropriate.

- Promote work-life balance.
- Access occupational health support where required.
- Provide appropriate wellbeing support and supervision.

Mental health will be treated with the same importance as physical health.

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22. Accident Reporting and Investigation

All accidents, incidents and near misses must be reported promptly.

The school will:

- Maintain accident records.
- Investigate significant incidents.
- Identify trends.
- Implement corrective actions.

RIDDOR-reportable incidents will be reported through Derby City Council and the Health and Safety Executive within required timescales.

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23. Training

All staff will receive:

- Induction training.
- Appropriate safeguarding training.
- Health and safety awareness training.

Additional training will be provided where required, including:

- First Aid.
- Fire Warden responsibilities.
- Manual handling.
- Medical needs.
- Educational visits.
- Risk assessment.

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24. Monitoring and Review

The Headteacher and Governing Board will monitor the effectiveness of this policy through:

- Site inspections.
- Compliance audits.
- Accident monitoring.
- Staff consultation.
- Governor monitoring visits.

The policy will be reviewed annually or sooner if legislative changes require amendment.

25. Related Policies

This policy should be read alongside:

- Safeguarding and Child Protection Policy
- Medical Conditions Policy
- Accessibility Plan
- Behaviour Policy
- Educational Visits Policy
- Attendance Policy
- SEND Policy
- Emergency Evacuation Procedures
- Risk Assessment Procedures
- Data Protection Policy
- Staff Wellbeing Policy

Approval

Approved by: Ashgate Primary School Governing Board

Headteacher: Mrs Wendy Forte

Review Frequency: Annual

Next Review Date: September 2027