



HEALTH AND SAFETY POLICY STATEMENT DOCUMENT

Reviewed by: N Jones	Date: 31 August 2026	Next review: Sept'27
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1. Managing Directors Statement

GENERAL STATEMENT OF HEALTH AND SAFETY BY THE DIRECTORS OF ADCOTE SCHOOL

The Board of Directors of Adcote School fully recognises its collective responsibility for providing a safe and healthy school environment for all employees, pupils, boarders, parents, visitors, contractors, volunteers and others who may be affected by the School's activities.

In our role as employer and governing body, we attach the highest priority to ensuring that all operations within the School environment, both educational and support, are conducted in a manner that protects the health, safety and welfare of all members of the School community.

The Board of Directors is committed to promoting the welfare of all in our community so that effective teaching, learning and boarding can take place in a safe and supportive environment.

The Board of Directors fulfils its responsibilities by ensuring that appropriate leadership, resources, competent advice, arrangements and monitoring systems are in place to manage health and safety effectively.

Day-to-day responsibility for the implementation and management of health and safety is delegated to the Headteacher, supported by the Operations Manager and the Senior Leadership Team.

The Board of Directors has established the following framework for managing health and safety:

- The Director with designated responsibility for health and safety will attend the School's Health and Safety Committee/Forum meetings where practicable and will receive relevant reports and documentation.
- A health and safety report will be provided to the Board of Directors at appropriate intervals and will include, where relevant, accident and incident statistics, RIDDOR reporting, staff training, fire drills, inspections, risk assessments, significant health and safety issues, external inspections and audits, and progress against actions.
- Health and safety matters will be included within the governance reporting cycle and significant issues will be escalated to the Board of Directors without delay.
- The Board of Directors will ensure that sufficient resources are made available to meet the School's health and safety obligations and will monitor whether identified actions are being appropriately prioritised and completed.
- The external fabric of the School, its plant, equipment and relevant systems of work will be inspected, maintained and, where appropriate, independently surveyed by competent professionals at intervals appropriate to the level of risk and statutory requirements.

- Reports and recommendations from competent persons, external consultants, statutory inspections and other relevant sources will be considered and appropriate remedial action will be planned, monitored and completed.
- The School's catering and food hygiene arrangements will be subject to appropriate monitoring, inspection and audit, including Environmental Health Officer involvement where applicable and independent hygiene and safety auditing as considered necessary.
- The School will maintain a suitable and sufficient fire risk assessment undertaken by a competent person. The assessment will be reviewed at appropriate intervals and whenever significant changes occur to the premises, activities, occupancy or risk profile, or following an incident or other event indicating that the assessment should be reviewed.
- The School will obtain competent health and safety advice and will arrange periodic independent reviews of its health and safety arrangements. Recommendations arising from such reviews will be recorded, allocated and monitored to completion.
- The School will maintain suitable and sufficient arrangements for the control of legionella and water hygiene, including a competent-person risk assessment, monitoring, inspection, testing and remedial action proportionate to the identified risks.
- The School will maintain a comprehensive programme of health and safety training and induction. Training will be appropriate to the duties and risks associated with each person's role and will include additional specialist training where required.
- All employees are expected to take reasonable care of their own health and safety and that of pupils, colleagues, visitors, contractors, volunteers and others who may be affected by their acts or omissions.
- All employees are expected to cooperate with the Headteacher, Operations Manager, Senior Leadership Team and other persons with health and safety responsibilities so that the School can meet its statutory and organisational duties.
- All employees have a responsibility to report hazards, defects, unsafe practices, accidents, incidents and near misses promptly to the appropriate person.

All employees will be informed of where this Policy and relevant health and safety procedures, risk assessments and guidance can be accessed through the School's agreed communication systems.

Employees will be informed when this Policy is reviewed, amended or reissued.

The Board of Directors recognises that effective health and safety management is an ongoing process and is committed to continual improvement.

2. Statement of Commitment

The Board of Directors, supported by the Advisory Board of Adcote School, recognises and accepts its responsibilities as employer for providing a safe and healthy environment for teaching and non-teaching staff, pupils, boarders, contractors, volunteers and School visitors, in accordance with the Health and Safety at Work etc. Act 1974 and other applicable legislation and guidance.

It is the commitment of the Board of Directors and Advisory Board to continue to promote a positive approach to health and safety throughout Adcote School.

This commitment includes:

- Working to prevent injury, ill health and avoidable harm to pupils, employees, boarders, visitors, contractors, volunteers and others affected by School activities.
- Establishing and maintaining a positive health and safety culture and safe working environment throughout the School.
- Providing safe and healthy working conditions for all employees and ensuring that School activities do not adversely affect the health and safety of others.
- Identifying hazards and assessing risks associated with the School's activities, premises and environment and implementing suitable and sufficient preventative and protective measures.
- Reviewing risk assessments and control measures following significant changes, incidents, near misses, inspection findings or other relevant information.
- Providing and encouraging effective consultation with employees on health and safety matters and, where applicable, supporting the role of appointed or elected safety representatives.
- Ensuring that employees receive sufficient information, instruction, training and supervision appropriate to the risks associated with their work.
- Providing access to competent health and safety advice and specialist advice where required.
- Ensuring that employees, contractors, volunteers and other persons undertaking work on behalf of the School are appropriately competent for the activities they undertake.
- Recognising the additional responsibilities and duties owed to pupils, boarders, visitors, contractors and other persons within the School environment and ensuring that suitable arrangements are in place to protect them.
- Taking account of the needs of individuals, including pupils and employees with disabilities, additional needs or other circumstances requiring reasonable adjustments or specific risk controls.
- Providing appropriate emergency arrangements and ensuring that staff and pupils receive relevant information and instruction.
- Monitoring health and safety performance through inspections, audits, incident investigations, committee meetings, management reports and other appropriate means.
- Learning from accidents, incidents, near misses, complaints, inspections and other relevant information and using this information to improve health and safety arrangements.
- Ensuring that health and safety forms an integral part of the School's planning, decision-making and management processes.

The Board of Directors recognises that responsibility for health and safety is shared throughout the School and that effective management requires the active participation and cooperation of all members of the School community.

3. Health and Safety Organisation

The organisation section of this Health & Safety Policy sets out the structure and responsibilities for implementing and managing health and safety within Adcote School.

The Board of Directors retains overall accountability for ensuring that appropriate arrangements are established and maintained. Day-to-day responsibilities are delegated as set out below.

Board of Directors

The ultimate governance responsibility for health and safety rests with the Board of Directors. The Board will not delegate its overall accountability for ensuring that appropriate health and safety arrangements are established and maintained.

The Board of Directors will:

- Demonstrate visible and ongoing commitment to health and safety.
- Ensure that suitable systems are established for managing health and safety.
- Ensure that appropriate resources are available to manage identified risks.
- Monitor health and safety standards and performance within the School.
- Receive appropriate reports on accidents, incidents, RIDDOR matters, inspections, audits, training, fire safety, risk assessments and significant health and safety issues.
- Prioritise actions where resources are required and ensure that significant actions are appropriately monitored and closed out.
- Ensure that health and safety is appropriately considered within governance meetings.
- Approve and ensure timely review of the School's Health & Safety Policy.
- Ensure that an annual health and safety review/report is undertaken.
- Ensure that competent health and safety advice is available to the School.

Headteacher

The Headteacher has responsibility for the day-to-day leadership and management of health and safety throughout the School in accordance with this Policy.

The Headteacher will demonstrate ongoing commitment to health and safety and will provide leadership in relation to health and safety communication, monitoring and implementation.

The Headteacher will:

- Ensure that suitable and sufficient arrangements are in place to manage health and safety.
- Ensure that health and safety responsibilities are appropriately allocated and understood.
- Ensure that adequate resources are made available to manage significant health and safety risks.
- Chair, or ensure appropriate leadership of, the School's Health and Safety Committee/Forum.
- Ensure that health and safety matters are appropriately reported to the Board of Directors.
- Ensure that regular inspections and monitoring are undertaken.
- Ensure that actions arising from inspections, audits, incidents and external advice are appropriately allocated and monitored.
- Identify and coordinate ongoing staff training requirements.
- Ensure that relevant health and safety information is communicated to staff.
- Ensure that appropriate arrangements are in place for pupils, boarders, visitors, contractors and other persons affected by School activities.

Operations Manager / School Health & Safety Coordinator

The Operations Manager will work closely with the Headteacher on all aspects of health and safety.

The Operations Manager is the School's designated Health & Safety Coordinator and will coordinate the implementation, monitoring and review of the School's health and safety arrangements.

The Operations Manager will:

- Manage health and safety arrangements on a day-to-day basis in accordance with this Policy.
- Advise the Headteacher and Senior Leadership Team on health and safety matters.
- Coordinate routine health and safety inspections.
- Ensure that inspections are recorded and that identified actions are appropriately allocated and monitored.
- Ensure that significant hazards, defects or breaches are reported promptly to the Headteacher.
- Coordinate health and safety information received from competent persons, contractors, consultants, enforcement bodies and other relevant sources.
- Coordinate the implementation of recommendations arising from inspections, audits, risk assessments and competent-person advice.
- Maintain or coordinate relevant health and safety records.
- Coordinate appropriate staff health and safety training.
- Liaise with contractors and ensure that appropriate health and safety information is exchanged before work commences.
- Ensure that appropriate arrangements are in place for asbestos, electrical safety, gas safety, fire safety, water hygiene, maintenance, work equipment, buildings and other operational health and safety matters for which the School is responsible.
- Support the Headteacher in ensuring compliance with applicable health and safety legislation and guidance.
- Coordinate arrangements for Construction (Design and Management) Regulations 2015 compliance where applicable to School construction and refurbishment projects.

Senior Leadership Team / Heads of Department

Members of the Senior Leadership Team and Heads of Department are responsible for health and safety within their areas of responsibility.

They will:

- Implement this Policy and relevant School procedures.
- Ensure that suitable risk assessments are completed and maintained for activities under their control.
- Ensure that staff are appropriately trained, competent and supervised.
- Ensure that equipment and work areas are safe and suitable for use.
- Monitor compliance with safe systems of work.
- Carry out or participate in appropriate inspections.
- Report hazards, defects, accidents, incidents and near misses.
- Ensure that corrective actions are implemented within appropriate timescales.
- Participate in health and safety meetings and forums where required.

- Communicate relevant health and safety information to staff and pupils.
- Identify and communicate additional training requirements.

Teachers and Other Staff

All employees have a responsibility to take reasonable care of their own health and safety and that of others who may be affected by their acts or omissions.

Employees will:

- Follow the School's health and safety policy, procedures and safe systems of work.
- Take reasonable care of their own health and safety and that of others.
- Check that classrooms, work areas and equipment are safe before use.
- Use equipment only where they are competent and authorised to do so.
- Follow risk assessments and control measures.
- Use personal protective equipment where required.
- Attend relevant health and safety training.
- Cooperate with managers and supervisors on health and safety matters.
- Not intentionally or recklessly interfere with or misuse anything provided in the interests of health and safety.
- Report hazards, defects, unsafe practices, accidents, incidents and near misses promptly.
- Participate in health and safety inspections, consultations and forums where appropriate.

Employees are encouraged to raise health and safety concerns through their line manager, the Operations Manager, the Headteacher or through appropriate employee consultation arrangements.

Where appropriate, employees may appoint or elect safety representatives through whom health and safety concerns can be raised and discussed.

Pupils and Boarders

Pupils and boarders will be provided with appropriate information, instruction and supervision regarding health and safety.

They are expected to:

- Follow reasonable health and safety instructions.
- Follow School rules and procedures.
- Take reasonable care of themselves and others.
- Report hazards, accidents, incidents or concerns to a member of staff.
- Use equipment and facilities only as instructed and authorised.

Contractors and Visitors

Contractors and visitors are required to comply with the School's health and safety arrangements.

The School will ensure, so far as reasonably practicable, that contractors are appropriately competent and that relevant health and safety information is exchanged before work commences.

Where appropriate, contractors will be required to provide suitable risk assessments, method statements, evidence of competence, insurance and other documentation relevant to the work.

Contractors will be informed of relevant site-specific risks, emergency arrangements, asbestos information and other information necessary for safe working.

Visitors will comply with the School's visitor management and emergency arrangements.

Health and Safety and Environmental Specialists

The School will ensure that competent person(s) are available to provide appropriate health and safety advice, assistance and guidance.

Where specialist knowledge is required, the School will obtain advice from appropriately competent professionals.

This may include, where relevant:

- Health and safety consultants.
- Fire safety specialists.
- Asbestos professionals.
- Electrical engineers.
- Gas Safe Registered engineers.
- Water hygiene/legionella specialists.
- Structural surveyors.
- Equipment inspection and servicing specialists.
- Environmental Health Officers.
- Other appropriately qualified professionals.

Health and Safety Committee / Forum

The School Health and Safety Committee/Forum will meet at least once each term, or at other intervals determined by the School.

The Committee/Forum will provide a mechanism for consultation, monitoring and review of health and safety arrangements.

Membership will include appropriate representatives from management and key operational and educational areas and may include:

- Headteacher or nominated representative.
- Operations Manager.
- Director with responsibility for health and safety.
- Pastoral Deputy Head.
- Head of Science.
- Head of Art.
- Head of PE.
- Catering Manager.
- Representative of the Maintenance Team.

- Representative of Boarding Staff.
- Other staff as appropriate.

The Committee/Forum will:

- Discuss health and safety matters and relevant changes to legislation and guidance.
- Monitor the effectiveness of health and safety arrangements.
- Review accidents, incidents and near misses and consider preventative measures.
- Review relevant risk assessments.
- Consider staff training requirements.
- Monitor the implementation of professional advice and recommendations.
- Review health and safety policies and procedures.
- Assist in the development of safe systems of work.
- Monitor health and safety communication.
- Encourage reporting of hazards, defects and concerns.
- Promote continual improvement in health and safety performance.

4. Health and Safety Arrangements

The health and safety arrangements are the operational part of this Policy and cover the measures used to ensure the effective planning, organisation, control, monitoring and review of health and safety.

Due to the extent and diversity of the School's activities, detailed procedures, risk assessments and safe systems of work will be maintained separately from this Policy.

The School will maintain a central Health and Safety Procedures system containing relevant policies, procedures, risk assessments, inspection records, training information and other health and safety documentation.

Appropriate access will be provided to staff during normal working hours, with arrangements in place to ensure that boarding staff and other relevant personnel can access essential health and safety information outside normal operating hours.

The School's detailed health and safety arrangements will cover, where applicable:

- Risk assessment.
- Accident, incident and near-miss reporting.
- RIDDOR.
- First aid.
- Fire safety and emergency procedures.
- Asbestos management.
- Electrical safety.
- Gas safety.
- Legionella and water hygiene.
- COSHH.
- Manual handling.
- Work at height.
- Work equipment and machinery.
- Personal Protective Equipment.
- Display Screen Equipment.
- Lone working.
- Slips, trips and falls.
- Vehicle and minibus safety.

- Contractor management.
- Construction and refurbishment work.
- Educational visits.
- Pupil supervision.
- Boarding health and safety.
- Science safety.
- Art safety.
- PE and sports safety.
- Swimming.
- Catering and food hygiene.
- Cleaning.
- Grounds maintenance.
- Pesticide use.
- Security and access control.
- Visitors.
- Emergency planning and critical incidents.
- Terrorism-related protective security arrangements.
- Occupational health.
- Workplace stress and wellbeing.
- Accessibility and reasonable adjustments.
- Environmental conditions, including heat, cold, ventilation and air quality.
- Infectious disease and outbreak management.
- Any other activity or hazard identified through risk assessment.

Detailed responsibilities for these arrangements are set out in the School's Management of Health & Safety in Schools Policy and associated policies and procedures.

5. Management of this policy

Training and Induction of Staff

Health and safety training forms an integral part of staff induction.

All new staff, including temporary staff and other workers as appropriate, will receive health and safety information and instruction relevant to their role, workplace and responsibilities.

Training will be proportionate to the person's duties and may include, where relevant:

- General health and safety awareness.
- Fire safety and emergency procedures.
- First aid.
- Manual handling.
- Working at height.
- COSHH.
- Asbestos awareness.
- Electrical safety.
- Use of work equipment.
- Display Screen Equipment.
- Lone working.
- Driving and minibuss safety.
- Educational visits.
- Safeguarding and pupil supervision.
- Security and emergency response.
- Health and wellbeing.

- Any other training identified through risk assessment.

Additional training will be provided for employees whose duties require specialist knowledge, qualifications or competence.

Refresher training will be provided at intervals appropriate to the risk, the person's role, changes in legislation or guidance, and the findings of monitoring, incidents, inspections or risk assessments.

The School will not rely solely on induction training. Competence will be maintained through appropriate supervision, refresher training, assessment, monitoring and additional training where deficiencies or changing circumstances are identified.

Records of relevant training will be maintained.

Risk Assessment

The School will identify hazards, assess risks and implement suitable and sufficient control measures in accordance with the Management of Health and Safety at Work Regulations 1999 and other applicable legislation.

Risk assessments will be:

- Suitable and sufficient for the activity and level of risk.
- Communicated to relevant staff.
- Reviewed periodically and when circumstances change.
- Reviewed following significant accidents, incidents or near misses.
- Reviewed where monitoring or inspection identifies deficiencies.
- Reviewed where there are significant changes to premises, equipment, staffing, activities or legislation.

Where appropriate, specific assessments will take account of pupils, boarders, young workers, pregnant workers, disabled persons, persons with additional needs and other vulnerable individuals.

Consultation and Communication

The School recognises the importance of effective consultation with employees on health and safety matters.

Health and safety information will be communicated through:

- Staff induction.
- Training.
- Staff meetings and briefings.
- Health and Safety Committee/Forum meetings.
- Risk assessments.
- Policies and procedures.
- Notices.
- Electronic communication.
- The School's intranet or shared systems.
- Other appropriate communication methods.

Staff will be encouraged to report hazards, defects, accidents, near misses and concerns without fear of unreasonable criticism or reprisal.

Monitoring and Continual Improvement

The School will monitor health and safety performance through appropriate:

- Workplace inspections.
- Risk assessment reviews.
- Audits.
- Accident and incident investigations.
- Near-miss reporting.
- Training reviews.
- Fire drills and emergency exercises.
- Statutory inspections.
- Competent-person reports.
- External audits.
- Health and Safety Committee/Forum meetings.
- Management and governance reporting.

Lessons learned from incidents, inspections, audits, complaints, feedback and other sources will be used to improve the School's health and safety arrangements.

Promulgation and Review

All staff will have access to this Policy and to relevant risk assessments, procedures and safe systems of work through the School's agreed communication systems.

This policy must be read alongside the Management of Health & Safety in schools policy.

The School will ensure that relevant health and safety information is made available to contractors, visitors and others where necessary.

This Policy will be reviewed at least annually and following any significant change in:

- Legislation or official guidance.
- School activities.
- Premises or buildings.
- Organisational structure.
- Staffing arrangements.
- Risk profile.
- Following a significant accident, incident or near miss.
- Following significant inspection or audit findings.
- Following enforcement action or other circumstances indicating that the Policy requires amendment.

RELATED POLICIES THAT ARE REQUIRED OF SCHOOLS

This Policy should be read in conjunction with the Management of Health & Safety in schools policy and School's other relevant policies, procedures and risk assessments, including:

- Accessibility Policy.
- Accident and Incident Reporting / RIDDOR Policy.
- Anti-Bullying Policy.

- Asbestos Management Policy.
- Building and Construction Safety / CDM arrangements.
- Catering and Food Hygiene Policy.
- Code of Safe Conduct for Staff.
- Competent Person / Health & Safety Advice arrangements.
- Control of Access, Security and CCTV Policy.
- COSHH Policy.
- Crisis Management and Communications Policy.
- Display Screen Equipment Policy.
- Educational Visits Policy.
- Electrical Safety Policy.
- Emergency Planning and Procedures.
- E-Safety / Online Safety Policy.
- First Aid Policy.
- Fire Safety, Procedures and Risk Assessment Policy.
- Gas Safety arrangements.
- Infectious Disease / Outbreak Management arrangements.
- Induction of New Staff Policy.
- Legionella / Water Hygiene Policy.
- Letting and Hiring Policy.
- Lightning Protection arrangements.
- Manual Handling Policy.
- Medical and Occupational Health arrangements.
- Minibus Use Policy.
- Occupational Health Policy.
- Personal Protective Equipment Policy.
- Portable Appliance Inspection and Testing arrangements.
- Pupil Supervision Policy.
- Risk Assessment Policy / Guidance.
- Security, Workplace Safety and Lone Working Policy.
- Slips, Trips and Falls arrangements.
- Special Educational Needs and Learning Difficulties Policy.
- Sun Protection arrangements.
- Swimming Pool / Leisure Use Policy.
- Temporary Staff and Contractors Policy.
- Work Experience Policy.
- Working at Height Policy.
- Vehicles and On-Site Movement Policy.

6. Policy Review

This Health & Safety Policy Statement will be reviewed **at least annually** by the Headteacher and Operations Manager and submitted to the Board of Directors for approval.

The Policy will also be reviewed sooner where there is a significant change in legislation or official guidance, School activities, premises, staffing structure or risk profile, or following a significant accident, incident, enforcement action, inspection finding or other event indicating that the Policy or associated arrangements require amendment.

The School will ensure that amendments are communicated to relevant staff and that associated procedures, risk assessments and training arrangements are updated where necessary.

Policy Owner: Operations Manager

Overall Management Responsibility: Headteacher

Governance Responsibility: Board of Directors

Approved by: Board of Directors

Effective Date: September 2026

Review Date: September 2027

Version: 2026