The New Beacon
EX FUMO DARE LUCEM

Health and Safety Policy

Revised by	Susan Lyons
Revision Date	June 2026
Next Revision Date	June 2027

.....Published: June 2026
Next Review: June 2027
Updated by: Susan Lyons

1. Purpose

This Health & Safety Policy applies to all persons associated with The New Beacon while engaged in school-led activities, or activities where the school exercises a duty of care, whether as an employee, pupil, volunteer, contractor, or visitor.

The policy is informed by, and operates in accordance with:

- **The Health and Safety at Work etc. Act 1974**
- **The Management of Health and Safety at Work Regulations 1999**
- Department for Education guidance: **Responsibilities and Duties for Schools**

The policy applies to all areas of the school and school-led activities, including classrooms, outdoor spaces, boarding, transport, off-site visits, and out-of-hours activities, where the school retains responsibility for health and safety.

2. Roles and Responsibilities

2.1 Employer / Governing Body

The Governing Body, as employer, has a legal duty to:

- Ensure appropriate health and safety policies, procedures, and arrangements are in place
- Provide adequate resources to meet statutory duties
- Appoint and retain access to competent health and safety advice
- Monitor compliance through reports from the Head and relevant committees
- Review this policy annually against performance and following any significant change to activities, premises, or legal requirements

2.2 Head

The Head has day-to-day responsibility for health and safety and must ensure that:

- Staff understand their health and safety duties
- Health and safety is embedded into school operations and planning
- Risk assessments are completed, implemented, reviewed, and acted upon
- Emergency procedures are established, communicated, and practised at appropriate intervals
- Accidents, incidents and near-misses are investigated and recorded

- Appropriate health and safety training is accessible to staff

2.3 Director of Operations / Operations Manager

The Director of Operations, and by delegation, the Operations Manager, is responsible for the operational delivery of health and safety arrangements, including:

- Managing statutory compliance and safety records
- Ensuring the maintenance of buildings, equipment, and safety systems
- Liaising with external competent advisers
- Coordinating accident and incident reporting, including RIDDOR where required
- Managing contractor arrangements and safe site access
- Maintaining risk assessment documentation
- Supporting and monitoring staff training records
- Chairing the Health, Safety and Security Committee

2.4 All Staff

All staff must:

- Take reasonable care for their own health and safety and that of others
- Follow school health and safety procedures and training
- Report hazards, defects, and concerns promptly
- Know emergency routes, muster points, and procedures
- Supervise pupils appropriately and maintain safe working practices
- Act *in loco parentis* using a proportionate, sensible approach

2.5 Pupils, Visitors, and Contractors

Pupils, visitors, and contractors must:

- Follow safety instructions issued by staff
- Not interfere with or misuse safety equipment
- Act in a manner that does not compromise their own safety or that of others
- Follow evacuation routes and instructions during emergencies

- Instruction, direction and policy will be loaded on to the Visitor Management System (VMS) and will require understanding and acceptance before a Visitor Pass is issued.
- Colleagues and pupils will receive briefing, instruction and updates via documented and published policy, INSET day presentation and via email alerts and amendments in the case of incident response.

3. General Safety Arrangements

3.1 Risk Assessment

The school undertakes risk assessments for activities and areas including, but not limited to:

- Classroom activities
- Curriculum activities (e.g. Science, Design & Technology, PE, Art, Forest School)
- Activity camp activities
- Before and after school clubs
- Site and facilities
- Fire safety
- Hazardous substances, in accordance with the Control of Substances Hazardous to Health Regulations 2002 (COSHH)
- Manual handling
- Educational visits and trips
- Working at height
- Lone working
- Events and larger gatherings

Low-risk classroom activities may be covered by a general classroom risk assessment. Higher-risk activities are supported by specific risk assessments relevant to the activity, environment, or equipment involved.
Risk assessments are:

- Proportionate and practical
- Reviewed annually or after incident
- Shared with relevant staff, so that control measures are understood and applied

3.2 Training

The school ensures staff have access to health and safety training appropriate to their role and level of responsibility. This is supported by:

- Induction processes
- Role-specific training where required
- A developing training record and matrix used to support oversight, review, and planning

Training may include fire safety, first aid, manual handling, risk assessment, use of specialist equipment, and supervision expectations.

3.3 Accident, Incident, and Near-Miss Reporting

All accidents, incidents, and near-misses must be reported promptly. Accidents are recorded in the school's electronic accident reporting system (Medical Tracker).

Records include:

- Name of injured person
- Date, time, and location
- Description of the incident
- Injury sustained
- Immediate actions taken

Potential RIDDOR-reportable events are escalated to the Operations Manager for review and action.

3.4 First Aid

The First Aid Lead is responsible for ensuring:

- Sufficient trained first aiders, based on an assessment of pupil numbers, activities, site layout, and risk
- Clearly located and stocked first aid kits
- AED (defibrillator) provision with routine checks
- Systems for recording treatment and notifying parents
- Procedures for medication, allergies etc.

3.5 Fire Safety

The school maintains:

- A suite of Fire Risk Assessments covering the entire site, carried out by competent persons
- Evacuation drills conducted at least termly, with feedback gathered, reviewed, and actions tracked
- Weekly fire alarm testing
- Serviced fire-fighting equipment
- Regularly tested emergency lighting and signage
- Clear, unobstructed fire escape routes

All staff are informed of:

- The nearest safe exit
- Designated muster points

This information is communicated through prominently displayed signage across the site.

3.6 Monitoring and Review

The school will:

- Conduct regular safety inspections
- Review accident and incident data for trends
- Receive termly reports through the Health, Safety and Security Committee to support governor oversight and assurance
- Review this policy at least annually and following significant changes e.g. legislation changes or serious incidents
- Act on recommendations from audits, inspections, or external advisers