



BRIGHTFIELD

— A C A D E M Y —

Inclusion. Choice. Growth.

Health & Safety

Policy



Inclusion.



Choice.



Growth.

N. Larcombe
March 2026



Health & Safety Policy

The Brightfield Academy

Policy Owner: Head of Provision

Approved by: Directors of The Brightfield Academy

Date Adopted: March 2026

Review Cycle: Bi-Annually, or immediately when legislation changes

Next Review: September 2026, or immediately after legislation change

This policy applies to all activities delivered by The Brightfield Academy including classroom learning, practical workshops, outdoor learning, educational visits, and therapeutic activities.

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1. Aims

The Brightfield Academy aims to:

- Provide and maintain a **safe, healthy and supportive environment** for learners, staff and visitors.
- Establish and maintain **safe working procedures** for staff, learners, volunteers and visitors.
- Ensure that learning environments including **classrooms, outdoor learning spaces, workshops, therapeutic environments and partner sites** are appropriately risk assessed and supervised.
- Maintain **robust procedures for emergencies**, including fire, medical incidents and safeguarding concerns.
- Ensure that premises, learning environments and equipment are **maintained safely and regularly inspected**.
- Promote a **culture of health, safety and wellbeing**, where all members of the organisation understand their responsibilities.

Health and safety considerations are integrated into all areas of provision planning and delivery.

2. Legislation

This policy is informed by guidance from the Department for Education and the following legislation:

Health and Safety at Work etc Act 1974

Management of Health and Safety at Work Regulations 1999

Control of Substances Hazardous to Health Regulations 2002

Reporting of Injuries Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013

Health and Safety (Display Screen Equipment) Regulations 1992

Gas Safety (Installation and Use) Regulations 1998

Regulatory Reform (Fire Safety) Order 2005

Work at Height Regulations 2005

The Brightfield Academy will also follow national public health guidance relating to infection prevention and disease control.

The Health and Safety (First Aid) Regulations 1981

The Provision and Use of Work Equipment Regulations 1998 (PUWER)

The Personal Protective Equipment at Work Regulations 1992

The Workplace (Health, Safety and Welfare) Regulations 1992

The Equality Act 2010

Keeping Children Safe in Education (KCSIE)

DfE Health and Safety Advice for Schools (2022)

3. Roles and Responsibilities

Health and safety responsibilities follow a clear chain of responsibility.

Hierarchy of Responsibility

Director / Responsible Person

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Health & Safety Lead

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Senior Staff / Session Leads

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Support Staff

Directors

The Directors of The Brightfield Academy are responsible for ensuring appropriate health and safety systems are established and maintained.

Their responsibilities include:

- ensuring the organisation complies with health and safety legislation
- ensuring adequate resources are available to maintain safe operations
- ensuring appropriate policies and procedures are in place.

Head of Provision

The Head of Provision has responsibility for day-to-day health and safety management.

Responsibilities include:

- implementing the Health and Safety Policy
- ensuring adequate supervision of learners
- ensuring learning environments are safe and regularly inspected
- ensuring staff receive appropriate training
- ensuring emergency evacuation procedures are in place
- ensuring fire drills are conducted regularly
- ensuring risk assessments are completed and reviewed
- ensuring health and safety responsibilities are delegated during absence
- monitoring cleaning contracts and ensuring appropriate PPE is available.

Health & Safety Lead

The Health & Safety Lead supports implementation of safety procedures.

Responsibilities include:

- reviewing risk assessments
- monitoring incidents and near misses
- supporting accident reporting
- overseeing first aid arrangements.

At least one qualified first aider will be present during all provision sessions and visits.

Staff Responsibilities

All staff have a duty of care similar to that of a responsible parent.

Staff must:

- take reasonable care of their own health and safety
- take reasonable care of others who may be affected by their actions
- cooperate with health and safety procedures
- follow training and safety instructions
- report hazards immediately
- model safe and hygienic behaviour
- understand evacuation procedures.

Named Responsible Persons

The following individuals hold specific responsibilities for health and safety:

Responsible Director: Nik Larcombe

Head of Provision: Nik Larcombe/Kathy Larcombe

Health & Safety Lead: Nik Larcombe

These individuals are responsible for ensuring that health and safety arrangements are implemented, monitored and reviewed.

Learners and Parents

Learners and parents must:

- follow safety instructions
- behave responsibly during activities
- report accidents or hazards to staff.

Contractors

Contractors must agree safety procedures with the Head of Provision before starting work.

They must provide evidence of appropriate risk assessments for planned work.

Contractors will be required to provide evidence of appropriate insurance, qualifications, risk assessments and safe systems of work before commencing activities on behalf of Brightfield Academy.

4. Risk Assessment

The Brightfield Academy will undertake risk assessments for activities where potential hazards may exist.

Risk assessments will be conducted for:

- learning environments
- equipment use
- outdoor activities
- educational visits
- therapeutic or animal-based activities
- workshops or practical activities
- lone working situations.

Risk assessments will identify:

- potential hazards
- who may be harmed
- control measures to reduce risk.

Risk assessments will be reviewed:

- annually
- following an accident or incident
- when activities or environments change.

Staff involved in delivering activities are responsible for ensuring risk assessments are followed.

Dynamic Risk Assessments

In addition to written risk assessments, staff will undertake dynamic risk assessments throughout activities where circumstances change or unforeseen hazards arise.

Staff may modify, suspend or stop activities where risks become unacceptable or cannot be adequately controlled.

5. Site Security

The Brightfield Academy recognises that maintaining secure learning environments is essential for the safety of learners, staff and visitors.

The organisation will take reasonable steps to ensure that all sites used for learning activities are secure and appropriately supervised.

Security arrangements may include:

- controlled access to buildings or learning areas
- visitor sign-in procedures
- supervision of learners during sessions
- monitoring of entrances and exits
- clear safeguarding procedures.

Where provision takes place on **partner sites**, such as outdoor learning environments or land-based settings, site owners may also hold responsibility for aspects of site safety and security.

In these circumstances, The Brightfield Academy will ensure that:

- site safety arrangements are understood by staff
- risks relating to the environment are assessed
- supervision procedures are appropriate.

Staff must challenge unknown visitors and ensure all visitors are accompanied where required.

Premises Inspections

Formal premises and site inspections will be undertaken at least termly.

Inspections will identify hazards, maintenance issues and areas requiring improvement.

Actions arising from inspections will be recorded and monitored until completed.

6. Fire Safety

The Brightfield Academy will ensure that appropriate fire safety arrangements are in place across all learning environments.

Fire exits, assembly points and evacuation instructions will be clearly identified with appropriate signage.

Fire risk assessments will be reviewed regularly.

Emergency evacuation drills will be carried out **at least once per term**.

All staff will be familiar with evacuation procedures.

Fire Alarm Procedure

Where alarm systems are present, they must be activated immediately when a fire is suspected.

Where no alarm system exists, staff will raise the alarm by clearly shouting **“FIRE”**.

Emergency services will be contacted immediately.

Evacuation Procedure

In the event of fire:

The alarm will be raised immediately.

Staff will escort learners calmly to the designated assembly point.

Registers will be taken to ensure everyone is accounted for.

Staff will remain with learners at the assembly point.

No one will re-enter the building until emergency services confirm it is safe.

Fire Assembly Points

Assembly points will be clearly identified during site inductions.

Signs will clearly identify exit points and where assembly points are located on site.

Where multiple assembly areas exist, staff will guide learners to the nearest safe location.

Registers will be checked against the daily attendance record.

Staff must immediately report any missing individuals.

Fire Drill Records

Records of all fire drills, evacuations and fire safety inspections will be maintained.

Where issues are identified during drills, corrective actions will be implemented promptly.

Fire Equipment

Fire extinguishers may only be used where:

- staff have received appropriate training
- doing so does not place anyone at risk.

All fire-fighting equipment will be inspected and maintained regularly.

Fire exits must **always remain clear**.

Personal Emergency Evacuation Plans (PEEPs)

PEEPs will be created where learners or staff require additional assistance during evacuation.

These plans will be:

- stored securely
- reviewed regularly
- shared with relevant staff.

Special consideration will be given to individuals with mobility needs or disabilities.

7. Control of Substances Hazardous to Health (COSHH)

The Brightfield Academy recognises that certain substances may present risks to health if not handled correctly.

Hazardous substances may include:

- chemicals
- cleaning products
- fumes
- dust
- vapours
- mists
- gases
- biological agents such as bacteria.

COSHH Risk Assessments

COSHH risk assessments will be completed where hazardous substances are used.

Assessments will identify:

- potential hazards
- safe handling procedures
- storage requirements
- emergency actions.

COSHH assessments will be shared with relevant staff.

Storage of Hazardous Substances

Hazardous products must be:

- stored in their original containers
- clearly labelled
- stored in locked cabinets or restricted areas.

Only authorised staff may access hazardous substances.

Use of Hazardous Substances

Staff must follow manufacturer instructions when using products.

Personal protective equipment (PPE) must be used where required.

Examples may include:

- gloves
- aprons
- protective eyewear.

Disposal of Hazardous Substances

Hazardous substances must be disposed of according to recommended procedures.

This may include:

- designated waste containers
- specialist disposal services.

Spillages

Spillage procedures must be clearly displayed in areas where hazardous substances are used.

Staff must follow emergency procedures when dealing with spills.

Gas Safety

Where gas appliances exist, they must be maintained safely.

Safety requirements include:

- installation and maintenance by a Gas Safe registered engineer
- regular inspection of gas pipework and appliances
- ensuring adequate ventilation in rooms containing gas appliances.

Records of gas safety inspections will be maintained.

Asbestos Management

Where premises contain asbestos-containing materials, an asbestos register will be maintained.

Staff and contractors will be informed of any known asbestos risks before undertaking maintenance or building works.

Any concerns regarding asbestos will be reported immediately to the Head of Provision.

8. Equipment Safety

The Brightfield Academy recognises that equipment used within learning environments must be maintained, stored and used safely to prevent injury or damage.

All equipment and machinery used within the provision will be maintained in accordance with the **manufacturer's instructions and safety guidance**.

Maintenance schedules will be established where equipment requires routine inspection.

Purchasing Equipment

When new equipment is purchased, it will be checked to ensure that it:

- meets appropriate educational and safety standards
- is suitable for use in learning environments
- includes appropriate safety documentation.

Where equipment is intended for learner use, staff must ensure that appropriate supervision and instruction are provided.

Storage of Equipment

All equipment must be stored appropriately when not in use.

This includes:

- designated storage areas
- labelled containers
- secure storage for hazardous tools or materials.

Hazard warning labels must be clearly visible where applicable.

Use of Equipment

Equipment must only be used:

- for its intended purpose
- by trained staff or supervised learners
- in accordance with safety guidance.

Staff must ensure learners understand safe usage before allowing them to operate equipment.

Electrical Equipment Safety

Electrical safety is an important part of health and safety management.

Staff are responsible for ensuring that electrical equipment is used sensibly and safely.

Electrical equipment must not be used where there is risk of exposure to moisture unless designed for such environments.

Electrical apparatus and connections must **never be handled with wet hands**.

Portable Appliance Testing (PAT)

Where required, portable electrical equipment will undergo Portable Appliance Testing (PAT) by a competent person.

Testing ensures that electrical equipment remains safe for continued use.

Records of PAT testing will be maintained.

Electrical Faults

Any faults or hazards relating to electrical equipment must be reported immediately to senior staff.

Electrical equipment must be taken out of service if it is:

- damaged
- overheating
- producing unusual noises or smells.

Electrical Installations

Permanent electrical installations must:

- be adequately earthed
- be connected through isolator switches
- be installed and maintained by qualified electricians.

All isolator switches must be clearly labelled.

Display Screen Equipment (DSE)

Staff who regularly use computers or digital devices as a significant part of their work will receive a Display Screen Equipment (DSE) assessment.

A DSE user is defined as someone who works continuously or near continuously with screen equipment for **periods of one hour or more at a time**.

DSE Assessments

DSE assessments consider:

- workstation layout
- screen positioning
- chair ergonomics
- lighting conditions
- working posture.

Where risks are identified, adjustments will be made to improve comfort and reduce the risk of injury.

Eyesight Tests

Staff who are regular DSE users may request eyesight tests where necessary.

Corrective lenses may be provided where specifically required for screen work.

9. Lone Working

Lone working may occasionally occur within The Brightfield Academy.

Examples of lone working include:

- early or late working hours
- working alone in an office or learning space
- home visits or site visits
- site preparation or cleaning tasks.

Lone Working Safety Measures

Staff working alone must ensure that:

- someone is aware of their location
- expected return time is known
- they are medically fit to work alone.

Where possible, lone workers should maintain communication with colleagues.

High-Risk Tasks

High-risk activities must **not be undertaken alone**.

These include:

- work at height
- heavy lifting
- hazardous equipment operation
- potentially dangerous outdoor activities.

Where a task presents safety concerns, it must be postponed until additional staff are present.

Communication Arrangements

Lone workers must maintain an agreed means of communication with a designated colleague.

Where concerns arise regarding a lone worker's welfare, appropriate welfare checks will be undertaken.

10. Working at Height

Working at height refers to any activity where a person could fall and be injured. The Brightfield Academy will ensure that work at height is:

- properly planned
- supervised
- carried out by competent individuals.

Use of Ladders

Ladders may only be used when appropriate and after a visual safety inspection. Before using a ladder, staff must check:

- stability
- structural condition
- positioning on firm ground.

Staff must wear suitable footwear and clothing when using ladders.

Learner Use of Ladders

Learners may only use ladders where:

- risk assessments permit
- a staff member supervises closely.

Access to roofs or high structures is restricted to trained adults.

Contractor Work at Height

Contractors working at height must provide their own equipment and follow appropriate safety procedures.

Contractors must supply risk assessments before work begins.

11. Manual Handling

Manual handling refers to activities that involve lifting, lowering, pushing or carrying objects.

Improper lifting can lead to injury, particularly to the back.

Assessing Lifting Tasks

Individuals must assess whether they are physically capable of lifting an item safely.

If an item appears too heavy or awkward, assistance must be requested.

Mechanical aids such as trolleys should be used where available.

Safe Lifting Techniques

Staff and learners must follow basic manual handling principles:

- plan the lift before starting
- ensure the route is clear
- keep feet apart for balance
- bend knees rather than the back
- keep the load close to the body
- lift smoothly and steadily
- avoid twisting while carrying.

Training

Where staff are regularly required to lift equipment or materials, manual handling training may be provided.

12. Off-Site Visits

The Brightfield Academy recognises that educational visits and activities outside the normal learning environment provide valuable learning opportunities. However, these activities must be carefully planned to ensure the safety of learners and staff.

All off-site visits will follow appropriate risk management procedures.

Planning Visits

Before an off-site visit takes place, staff must ensure that:

- appropriate **risk assessments** are completed
- supervision ratios are suitable for the age and needs of learners
- learners with medical conditions are properly supported
- staff understand emergency procedures.

Risk assessments must consider:

- travel arrangements
- environmental hazards
- weather conditions
- supervision requirements
- medical needs of learners.

Supervision

All off-site visits must be appropriately staffed.

Staff supervising visits must:

- understand the planned activities
- be familiar with risk assessments
- know emergency procedures.

The level of supervision required will depend on:

- the age of learners
- the complexity of the activity
- any additional needs of learners.

Essential Items for Visits

When taking learners off-site, staff will ensure they carry:

- a provision mobile phone
- a portable first aid kit
- details of learners' medical needs
- emergency contact details for parents/carers.

At least **one qualified first aider** must accompany all off-site visits.

Transport

Where transport is used for visits:

- vehicles must be legally compliant and roadworthy
- drivers must hold appropriate licences
- seatbelts must be worn where fitted.

Staff must ensure learners enter and exit vehicles safely.

Emergency Procedures

If an emergency occurs during a visit:

Staff will ensure the safety of learners.

Emergency services will be contacted if necessary.

The Head of Provision will be informed as soon as possible.

Parents/carers will be contacted where appropriate.

All incidents must be recorded.

Behaviour Support and Physical Intervention

The Brightfield Academy promotes positive behaviour support and de-escalation strategies at all times.

Physical intervention will only be used where lawful, reasonable, proportionate and necessary to prevent injury, serious damage or significant disruption.

Any use of physical intervention will be recorded and reviewed in accordance with the Behaviour Policy.

13. Violence at Work

The Brightfield Academy believes that all staff have the right to work in a safe environment free from violence or threatening behaviour.

Violence at work may include:

- verbal abuse
- threatening behaviour
- physical aggression
- intimidation.

Violence may come from learners, parents, visitors, or other individuals.

Reporting Incidents

All incidents or near misses involving aggression must be reported to senior staff immediately.

Reports should include:

- details of the incident
- individuals involved
- actions taken.

Appropriate support will be provided to staff affected by incidents.

Where necessary, behaviour management procedures will be implemented to protect staff and learners.

14. Smoking

The Brightfield Academy operates a **no-smoking policy**.

Smoking and vaping are **not permitted anywhere on the premises** used by the provision.

This includes:

- indoor learning environments
- outdoor learning areas
- vehicles used for provision activities.

Staff must ensure learners do not smoke or vape during provision sessions.

15. Infection Prevention and Control

The Brightfield Academy follows national guidance from the **UK Health Security Agency** regarding infection prevention.

Maintaining good hygiene practices is essential to reduce the spread of illness.

Staff and learners will be encouraged to follow the hygiene practices outlined below.

Handwashing

Hands must be washed with liquid soap and warm water:

- after using the toilet
- before eating or preparing food
- after contact with animals
- after handling waste.

Hands should be dried with disposable paper towels.

Cuts and Abrasions

All cuts or abrasions must be covered with **waterproof dressings**.

This helps prevent infection and protects others.

Coughing and Sneezing

Individuals should:

- cover their mouth and nose with a tissue when coughing or sneezing
- dispose of tissues safely
- wash hands afterwards.

Spitting is discouraged.

Personal Protective Equipment (PPE)

Where there is risk of contact with bodily fluids or contamination, staff must wear appropriate PPE such as:

- disposable gloves
- disposable aprons
- eye protection where splashing may occur.

PPE must be disposed of safely after use.

Cleaning and Environmental Hygiene

The learning environment must be cleaned regularly.

This includes:

- surfaces
- equipment
- shared materials.

Spillages of bodily fluids must be cleaned immediately using appropriate disinfectant products.

Disposable materials must be used where possible.

Blood and Body Fluid Spillages

When cleaning blood or bodily fluids:

- wear appropriate PPE
- use disposable paper towels
- dispose of waste safely.

Spillage kits should be available.

Laundry and Soiled Clothing

Where clothing becomes contaminated:

- it should be bagged and returned to parents/carers
- staff should avoid rinsing clothing by hand.

Laundry used by the provision should be washed separately at high temperature.

Waste Disposal

Clinical waste must be disposed of appropriately.

This includes:

- used gloves
- aprons
- dressings.

Waste should be stored in appropriate containers.

Animal Contact Hygiene

Where animals are present as part of learning activities:

- learners must wash hands after contact
- animal areas must be kept clean
- animals must not access food preparation areas
- animal waste must be removed regularly.

Learners must always be supervised when interacting with animals.

Veterinary advice should be sought where concerns arise regarding animal health.

16. New and Expectant Mothers

The Brightfield Academy recognises that pregnancy can present additional health and safety considerations for both staff and learners.

A **risk assessment will be carried out** whenever an employee or learner notifies the provision that they are pregnant.

The purpose of the risk assessment is to identify any potential hazards and ensure appropriate measures are put in place to minimise risk.

Risk assessments will be reviewed regularly throughout the pregnancy.

Potential Health Risks

Certain infections or environmental factors may present additional risks during pregnancy.

Examples include:

- **Chickenpox** – If a pregnant individual has not previously had chickenpox, exposure may present risks. Medical advice should be sought immediately following exposure.
- **Shingles** – Caused by the same virus as chickenpox. Individuals who have not had chickenpox may be vulnerable.
- **German measles (Rubella)** – Exposure should be reported to a GP or antenatal care provider immediately.
- **Slapped cheek disease (Parvovirus B19)** – Can affect unborn children, particularly during early pregnancy.

Animal-Related Risks

Where activities involve animals, particularly farm animals, additional precautions must be taken.

Pregnant individuals should avoid handling:

- animals giving birth
- newborn animals
- animal afterbirth
- clothing or equipment contaminated by birthing materials.

If contact with animals occurs, strict hygiene procedures must be followed.

Clothing contaminated with animal materials must be washed at high temperatures before handling.

Additional Precautions

Pregnant individuals should ensure that:

- personal protective equipment is used where required
- handwashing procedures are followed
- exposure to infection risks is minimised.

Where necessary, duties may be adjusted to ensure safety.

19. Occupational Stress

The Brightfield Academy is committed to promoting **high levels of staff wellbeing** and recognising the importance of mental health in maintaining a safe and effective working environment.

Workplace stress can occur when demands placed on staff exceed their ability to cope.

The provision will work to reduce workplace stress by:

- monitoring staff workloads
- maintaining supportive communication
- encouraging staff to raise concerns early.

Managers will respond to individual concerns where workload or working conditions may contribute to stress.

Support systems within the organisation will be available where required.

20. Accident Reporting

All accidents, injuries, and near misses must be reported and recorded.

Accurate reporting helps the organisation identify hazards and improve safety procedures.

Accident Record Book

An accident form must be completed as soon as possible after an incident occurs.

The form should be completed by:

- the staff member involved
- the first aider
- the supervising staff member.

The accident record should include:

- date and time of incident
- location of incident
- individuals involved
- description of the injury
- action taken.

Record Retention

Accident records relating to adults will be retained for a minimum of three years in accordance with statutory requirements.

Records relating to children and young people will be retained in accordance with organisational retention schedules, safeguarding requirements and relevant statutory guidance.

Records will be stored securely and disposed of confidentially when no longer required.

Near Miss Reporting

A **near miss** is an event that could have resulted in injury or harm but did not.

Examples may include:

- equipment failure
- slips or trips that did not cause injury
- falling objects
- structural hazards.

Near misses must also be recorded so that risks can be addressed.

RIDDOR Reporting

Certain incidents must legally be reported under the **Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013**.

The Health & Safety Lead will ensure that any reportable incidents are submitted to the **Health and Safety Executive (HSE)** within required timeframes.

Reportable Incidents Include

- death
- specified injuries
- dangerous occurrences
- certain occupational diseases.

Examples of Specified Injuries

These may include:

- fractures (excluding fingers, thumbs or toes)
- amputations
- serious burns
- loss of sight or reduced sight
- crush injuries affecting internal organs
- injuries resulting in unconsciousness
- injuries occurring in confined spaces that require hospital treatment.

Absence Due to Injury

Where an employee is unable to perform normal work duties for **more than seven consecutive days**, the incident must be reported under RIDDOR.

Hospital Treatment

If an accident results in someone being taken to hospital for treatment, this must also be recorded and may require reporting under RIDDOR.

Dangerous Occurrences

Certain dangerous events must also be reported even if no injury occurs.

Examples include:

- collapse of lifting equipment
- accidental release of biological agents
- escape of hazardous substances
- electrical fires caused by short circuits.

Reporting Procedure

Reports to the Health and Safety Executive must be submitted as soon as reasonably practicable and within **10 days of the incident** where required. Further information can be found on the HSE website.

18. Training

The Brightfield Academy recognises that effective training is essential to maintaining safe environments for learners, staff and visitors.

All staff will receive **health and safety training as part of their induction process**.

Induction training will normally include:

- emergency evacuation procedures
- safeguarding and duty of care
- accident reporting procedures
- infection prevention and hygiene practices
- safe supervision of learners.

Specialist Training

Staff working in higher-risk environments may receive additional training.

This may include:

- working with animals or outdoor environments
- workshop or practical tool use
- supporting learners with additional needs
- manual handling
- first aid training.

Training may be delivered through accredited training providers or recognised professional development programmes.

First Aid and Food Hygiene

Where provision activities involve food preparation or outdoor environments, staff may receive training such as:

- Level 2 Food Hygiene
- First Aid qualifications.

The organisation will ensure that **trained first aiders are available during provision sessions and educational visits.**

First Aid Arrangements

First aid kits will be available in all primary learning environments, administration areas and vehicles used for educational visits.

First aid supplies will be checked regularly and replenished when necessary.

Staff will know how to summon first aid assistance and report medical incidents.

All first aid treatment administered will be recorded appropriately.

Refresher Training

Staff will receive refresher training where appropriate to ensure that safety procedures remain current.

This may include:

- annual policy review sessions
- updated guidance following legislative changes
- additional training following incidents or risk reviews.

19. Monitoring

Health and safety procedures must be monitored regularly to ensure they remain effective.

Monitoring may include:

- regular site inspections
- review of accident and incident reports
- review of risk assessments
- feedback from staff and learners.

Where concerns are identified, appropriate actions will be taken to reduce risk.

The Director will complete a formal Health & Safety Audit at least annually to review compliance, identify improvement actions and monitor completion of any recommendations.

Policy Review

This policy will be reviewed **annually** or sooner if:

- legislation changes
- operational practices change
- incidents indicate that procedures require improvement.

The review will be approved by the Directors of The Brightfield Academy.

20. Links with Other Policies

This policy should be read alongside other organisational policies including:

- Safeguarding and Child Protection Policy
- First Aid Policy
- Fire Safety Policy
- Risk Assessment Procedures
- Behaviour Policy
- Educational Visits Policy
- Staff Training and Professional Development Policy.

These policies work together to ensure the safety and wellbeing of learners and staff.

21. Illness and Absence Guidance

The Brightfield Academy follows national guidance from the **UK Health Security Agency (UKHSA)** regarding recommended absence periods for infectious illnesses.

Learners or staff should not attend the provision while experiencing symptoms that may place others at risk.

Parents and carers must inform the provision if a learner is diagnosed with a contagious illness.

Recommended Exclusion Periods for Illness

Diarrhoea and Vomiting

Learners and staff must remain away from the provision for:
48 hours after the last episode of diarrhoea or vomiting.

Skin and Rash Conditions

Athlete's Foot

Not normally serious. Treatment recommended.

Chickenpox

Exclude until **all blisters have crusted over.**

Cold Sores (Herpes Simplex)

Avoid direct contact with sores.

German Measles (Rubella)

Exclude **4 days from onset of rash.**

Hand, Foot and Mouth Disease

Return when the individual feels well enough.

Impetigo

Exclude until **lesions have healed or 48 hours after antibiotics begin.**

Ringworm

Treatment required. Exclusion not usually necessary once treatment begins.

Scabies

Return after **first treatment has been completed.**

Scarlet Fever

Return **24 hours after starting antibiotics.**

Slapped Cheek Syndrome (Parvovirus B19)

Once rash appears the individual is no longer infectious.

Shingles

Exclude if rash cannot be covered.

Warts and Verrucae

No exclusion required, though verrucae should be covered during swimming or sports activities.

Gastrointestinal Illness

E. coli

Exclude **48 hours after symptoms stop.**

Typhoid and Paratyphoid

Medical advice required before return.

Cryptosporidiosis

Exclude **48 hours after symptoms stop.**

Swimming should be avoided for **two weeks after symptoms end.**

Respiratory Illness

Influenza

Exclude until the individual has fully recovered.

Tuberculosis

Medical advice required.

Whooping Cough

Exclude **5 days after starting antibiotics.**

COVID-19

Follow current national public health guidance.

Other Infectious Conditions

Conjunctivitis

Exclusion usually not required unless symptoms are severe.

Diphtheria

Medical clearance required before return.

Glandular Fever

Seek medical advice.

Head Lice

No exclusion required once treatment begins.

Hepatitis A

Exclude **7 days after onset of jaundice**.

Hepatitis B, Hepatitis C and HIV

Not spread through casual contact.

Meningitis

Return once fully recovered.

Mumps

Exclude **5 days after swelling begins**.

Threadworms

Treatment recommended for affected individuals and close contacts.

Tonsillitis

Exclusion not normally required unless symptoms are severe.

Vulnerable Individuals

Certain individuals may be particularly vulnerable to infectious diseases.

These may include:

- pregnant individuals
- those with weakened immune systems
- individuals undergoing medical treatment.

Where exposure occurs, appropriate medical advice will be sought.

Notifiable Diseases

Certain illnesses must be reported by medical professionals to public health authorities.

Where relevant, The Brightfield Academy will cooperate with public health authorities to manage outbreaks.

1. First Aid

The Brightfield Academy will ensure appropriate first aid provision is available at all times. This includes:

- maintaining fully stocked first aid kits
- ensuring trained first aiders are present during sessions
- maintaining records of first aid treatment.

First aid kits will be located in clearly identified areas and regularly checked.

During off-site activities, staff will carry:

- a portable first aid kit
- emergency contact information
- medical information for learners.

Medication

Medication will only be administered in accordance with the Supporting Learners with Medical Conditions Policy and any agreed healthcare plans.

Appropriate records will be maintained for all medication administered.

2. Safeguarding and Safety

Health and safety procedures operate alongside safeguarding responsibilities.

All staff must be aware that safety concerns may also represent safeguarding concerns.

Examples include:

- unsafe supervision
- environmental hazards
- unexplained injuries.

Any safeguarding concerns must be reported according to the Safeguarding Policy.

3. Outdoor and Land-Based Learning Safety

Where learning takes place outdoors or in land-based environments, additional safety procedures will apply.

These include:

- environmental risk assessments
- supervision ratios appropriate to the activity
- safety briefings for learners
- appropriate clothing and protective equipment.

Where animals are present, staff will ensure:

- hygiene procedures are followed
- learners are supervised when interacting with animals
- animal areas are kept separate from food preparation areas.

Handwashing must take place after contact with animals.

Higher-Risk Outdoor Activities

Additional risk assessments will be completed for activities involving:

- animals
- campfires
- tools and equipment
- machinery
- water features
- woodland activities
- land-based learning environments

Appropriate supervision, training and protective equipment will be provided where required.

4. Weather Conditions

Activities may be modified or postponed where weather conditions create safety risks.

This may include:

- extreme heat
- heavy rain
- high winds
- icy conditions.

Staff will assess weather risks when planning activities.

5. Emotional Wellbeing and Safety

The Brightfield Academy recognises that emotional wellbeing is an important component of safety.

Staff will promote environments where learners feel:

- respected
- supported
- able to ask for help.

Concerns relating to emotional wellbeing will be addressed through pastoral support and safeguarding procedures.

Declaration

The Brightfield Academy is committed to maintaining safe environments for all learners, staff and visitors.

All staff are expected to understand and follow the procedures outlined in this policy.

Policy Approved by:

Directors – The Brightfield Academy

Date: March 2026





BRIGHTFIELD — A C A D E M Y —

Inclusion. Choice. Growth.



Understanding Individual Medical and Behavioural Needs

Brightfield Academy recognises that effective health and safety arrangements depend upon understanding the individual medical, emotional and behavioural needs of each learner.

Before a learner begins attending the provision, relevant information will be gathered from parents or carers, referring schools, local authorities and healthcare professionals where appropriate.

THIS MAY INCLUDE:



medical diagnoses and health conditions;



allergies and dietary requirements;



prescribed medication;



healthcare plans;



emergency medical procedures;



mobility requirements;



communication needs;



sensory needs;



behavioural support plans;



risk assessments relating to behaviour;



Positive Behaviour Support strategies;



known triggers;



de-escalation techniques;



mental health considerations.



Where appropriate, individual risk assessments and Personal Emergency Evacuation Plans (PEEPs) will be developed.



All relevant staff will be made aware of information necessary to keep learners safe whilst ensuring confidentiality is maintained in accordance with data protection legislation.



Health, behavioural and safeguarding information will be reviewed regularly and whenever circumstances change.



Brightfield Academy recognises that understanding the whole child is fundamental to maintaining a safe, inclusive and supportive learning environment.