

Health and Safety Policy

Section A –STATEMENT OF INTENT

A1: Statement of intent

The headteacher and management are committed to establishing and implementing arrangements that will:

- Ensure staff and students are safeguarded when on-premises or off-site activities (e.g., trips, sports events, etc.).
- Ensure the premises they are responsible for have safe access and egress for staff, students, and visitors.
- Provide adequate facilities and arrangements for welfare.
- Provide and maintain safe plants and safe systems of work without health risks.
- Ensure safe use, handling, storage, and transport of articles.
- Provide suitable information, training, instruction, and supervision to keep all staff, students and visitors safe.

Signed: *W.K. Asher*

Headteacher

Date: 19th June 2026

SWP Training's policy is to comply with the terms of the Health and Safety at Work Act 1974 and subsequent legislation and to provide a healthy and safe working environment. SWP Training's health and safety objective is to minimise the number of occupational accidents and illnesses and ultimately achieve an accident-free workplace. All employees will receive the necessary equipment, information, training, and supervision to implement the policy and achieve the stated objective.

SWP Training is committed to ensuring the health, safety and welfare of Staff, Students, and members of the public, Visitors, and the Disabled.

Key Objectives:

To achieve the stated aims, the centre has the following key objectives:

- To comply with the requirements of relevant legislation.
- To identify hazards (the potential for harm), assess risks (the likelihood of that harm being realised) and control those risks.
- To ensure that employees, students, volunteers, and others are adequately informed of the identified risks and receive instruction, training, and supervision where appropriate.
- Consult with employees' and students' representatives on health and safety matters.
- To safeguard the environment from the effect of any of the establishment's activities.
- To monitor and review the effectiveness of arrangements and, where appropriate, implement improvements.
- To provide health surveillance where appropriate.
- To monitor and risk assess all outdoor activities.
- To ensure that the demands of activities are within the capabilities of the staff or students to carry out the work without risk to themselves or others.
- The health and safety designated member of staff (Wendy Asher) will be responsible for reporting hazards and risks in response to those identified by staff members. This person will also be authorised to take immediate action where necessary for the welfare of employees, students, and others.
- The SWP Training Health and Safety policy will be continually monitored and updated when changes in the scale and nature of operations occur. The policy will be updated at least every twelve months.

Section B – ORGANISATION

Health and Safety Policy

B1: Employer Responsibilities

SWP Training, as the employer, has a statutory duty regarding health and safety to ensure that premises and people are healthy and safe.

The responsibility is devolved to the headteacher, who is responsible for staff, students, and others daily as the officer in charge of the premises.

The headteacher will ensure the overall implementation of the policy.

B2: Headteacher Responsibilities

- Ensure this policy is reviewed annually or before if there are any changes in circumstances.
- To ensure that employee responsibilities regarding health and safety are included in their job description and adequately received and understood.
- If necessary, health and safety issues should be included in the improvement plan.
- Conduct regular health and safety inspections (at least three times a year) and take remedial action as appropriate.
- To undertake risk assessments, record significant findings, and review annually or before if there is a change in circumstance.
- To receive and deal promptly with raised issues or complaints about unsafe premises, equipment, or work practices.
- Liaise with property and infrastructure support and the building maintenance consultants and contractors to resolve property maintenance issues.
- Ensure that any enforcement officer's requirements (e.g., HSE Inspector, Environmental Health Officer, Fire Liaison Officer, or Environmental Agency Inspector) are appropriately addressed.
- Ensure that emergency evacuation procedures, including **lockdown procedures**, are in place and tested.
- To ensure that adequate first aid provision is available and updated.
- To report health and safety issues to the governance body regularly.
- To monitor and review all health and safety policies and procedures.

NB: Tasks can be delegated to other staff members, but the responsibility remains with the head teacher.

B3 – Governance Responsibilities

- Responsibility for the health and safety of pupils lies with the governance body of the provision, either as the employer of staff or because it controls premises (or both).
- The governance body will promote a strategic overview of health and safety.
- The governance body will take all reasonable measures to ensure that the premises and equipment on site are safe and do not put the health or safety of staff, pupils, or visitors at risk while they are on the premises.
- The governance body will make adequate provision for maintenance of the premises and equipment within the delegated budget.
- The governance body will support and monitor health and safety.
- The governance body can consider appointing a governor to coordinate health and safety from a strategic point of view.

Name of Appointed Health & Safety Director: Wendy Asher

Health and Safety Policy

B4 – Staff Responsibilities

- They must take reasonable care of their health and safety and others who may be affected by what they do or fail to do.
- They will cooperate with their employer on health and safety matters.
- Will not interfere with anything provided to safeguard their health and safety or that of others.
- Have a duty to report all health and safety concerns to the head teacher or their line manager.

B5 – Safety Representatives

Safety representatives of a Trade Union have the following functions:

- You represent employees generally and when you consult them about specific matters that will affect their health, safety, and welfare.
- Represent employees when Health and Safety Inspectors from HSE or Local Authorities consult them.
- Investigate accidents, near misses, and other potential hazards and dangerous occurrences in the workplace.
- Investigate complaints made by an employee they represent about their health, safety, or welfare in the workplace.
- Present the findings of investigations to you.
- Inspect the workplace.
- With at least one other appointed representative, request in writing that you set up a health and safety committee and attend the health and safety committee meetings as a representative of your employees.

B6 - Consultation with Employees

Consulting employees on health and safety issues is a legal requirement. Formal consultation with employees takes place in a safety committee, but individual and group staff meetings are also appropriate forums for communication on health and safety matters and concerns.

Health and Safety is a standing item on all staff meeting agendas.

B7 – Information, Instruction and Supervision

Under health and safety law, it is a legal requirement to display or provide a leaflet version of the Health and Safety Law poster.

- A copy of the Health and Safety Law Poster can be found:

Location of Poster: Offices / kitchens

- The headteacher or other delegated vital staff members will arrange, undertake, and monitor the supervision of young workers/trainees.
- The headteacher will ensure the health and safety of all staff, pupils, and visitors by providing adequate information, instruction, and supervision.

B8 – Competency for Health and Safety Tasks and Training

- The headteacher will ensure induction training for all staff members.
- The headteacher and the governance body will identify, arrange, and monitor training.
- Staff are also responsible for drawing the attention of the head teacher to their own personal training needs.

Health and Safety Policy

- Training records will be easily accessible for audit purposes and will be kept up to date.

The person responsible for holding the records is: Wendy Asher

B9: Monitoring

- The headteacher will check working conditions and ensure safe working practices. The building and grounds will be inspected three times a year.
- The governance body is responsible for investigating accidents, although the head teacher is accountable.
- The headteacher is responsible for investigating work-related causes of sickness and absences, although the head teacher is accountable.
- The headteacher is responsible and accountable for acting on investigation findings to prevent a reoccurrence.

Section C – ARRANGEMENTS

C1: Activities

- The headteacher will ensure that risk assessments are undertaken.
- The significant findings of all risk assessments will be reported to the governance body and all relevant staff, contractors and visitors who may be affected.
- The headteacher or their delegated responsible person will approve any actions required to remove or control risks.
- The headteacher or delegated responsible person will check that the implemented actions have removed/reduced the risks.
- All risk assessments will be reviewed annually or when the work activity changes, whichever is the soonest.

C2: Visitors

- All visitors shall be directed by clear signage to the reception and must report to the office, where appropriate arrangements for signing in and out and identity badges will be provided.* Noting registration numbers as appropriate.
- All visitors shall be made aware of the fire arrangements in the event of a fire.
- All visitors shall be made aware of the emergency procedures.

C3: Fire and Emergency Procedures

- The headteacher is responsible for ensuring that the fire risk assessment is undertaken, controls are implemented, and annual reviews are made.
- Safety signs and notices clearly identify emergency exits, assembly points, and instructions.

All staff should:

1. Be aware of fire drill procedures and notices in all rooms and areas.
 2. Know the position of fire exits.
 3. Know the position of fire extinguishers.
 4. Know how a fire alarm is raised.
 5. Ensure that fire doors are unlocked, not wedged open, and not blocked.
 6. Fire extinguishers, fire alarms and emergency lighting are maintained annually.
- Emergency evacuation/lockdown procedure will be practised three times a year, and a record will be kept:
 - Regular testing of fire alarms will occur on:

Health and Safety Policy

Indicate when tests are to be carried out weekly:

Name of tester: Wendy Asher

- The fire logbook will be kept:

Specify who will keep the log and where: Wendy Asher

A record will be kept by: The Headteacher

C4 Fire Fighting

Staff should only use fire extinguishers if trained to operate them safely and if they are confident that they will not put themselves or others at unduerisk. There should always be an apparent escape available. Ensure the alarm is raised BEFORE attempting to tackle a fire.

All chemicals will be stored according to the Control of Substances Hazardous to Health (COSHH) assessment. In the event of a fire, the fire officer will receive a list of hazardous substances.

Name of Responsible Person for Fire Safety:

C5: Maintenance of Fire Precautions:

The headteacher will ensure regular maintenance of the following:

1. Fire extinguishers
2. Fire alarms
3. Fire doors
4. Fire safety signs and identification of escape routes
5. Emergency lighting and other emergency equipment

C6: Bomb Alerts

Bomb alerts will be dealt with through emergency planningarrangements.

- The headteacher is responsible for ensuring the bomb alert procedures are undertaken and implemented.
- Guidance on bombs/suspicious devices or packages will be circulated to staffannually.

C7: First Aid Arrangements

- The headteacher will ensure that an appropriate number of designatedand trained first aiders are in the provision, following the Health and Safety (First Aid) regulations 1981—revised 2013, third edition.

A list of first aiders and contact details can be found: on notice boards at centres

- The headteacher will ensure an appropriate number of first aid boxes,with instructions.

Health and Safety Policy

The first aid boxes are located at: in first aid rooms

- The provision will follow the procedure for completing incident/accident records: HS157, HS160, and F2508 (reporting of an injury or dangerous occurrence).
- The provision will follow procedures for reporting injuries as stated in the accident book.
- All reportable incidents under RIDDOR '95 (the regulations on reporting injuries, diseases, and dangerous occurrences) will be reported to the HSE.

HSE Contact Details: Incident Contact Centre

www.hse.gov.uk

All accidents, cases of work-related ill health and near misses are to be reported to the headteacher and recorded in the accident book kept in the first aid rooms.

- Minor student accidents with a short recovery time should only be recorded in the accident book.
- Parents will be invited to complete the consent form for medical treatment by policy and DFE guidance.

C8: Information Technology

- The headteacher will ensure suitable arrangements are in place for using Information Technology.
- Information technology will be installed safely to protect against asbestos and working at height.
- Where laptops are used, safe systems of work, including charging.
- The Health and Safety (DSE) Regulations 1992 (as amended in 2002) will carry out assessments for users of display screen equipment (DSE).

C9: Legal Requirements for Premises

- The provision will comply with the requirements of the Workplace (Health, Safety and Welfare) Regulations 1992 regarding facilities for staff, such as lighting, heating, ventilation, space, floor condition, and general welfare facilities.
- The provision will comply with the arrangements of the Education Regulations 1999 regarding facilities such as washrooms for students and staff, medical accommodation, and indoor temperatures.

C10: Safe Handling and Use of Substances

- The headteacher identifies all substances that must be assessed under the Control of Substances Hazardous to Health (COSHH) Regulations 2002.
- The headteacher or delegated responsible person will be responsible for undertaking COSHH assessments.
- The headteacher will inform all relevant employees about the COSHH assessments.
- The headteacher will be responsible for checking that all new substances can be used safely before purchase.
- COSHH assessments will be reviewed annually or when the work activity changes, whichever is the soonest.

C11: Inspection of Premises, Plant and Equipment

- The headteacher will arrange for formal inspections of the premises, plant, and equipment three times a year and establish an effective maintenance programme.
- All identified maintenance will be implemented.
- Routine checks may be undertaken by class teachers, governors, caretaking staff and the head teacher/deputy head using the checklists.

Health and Safety Policy

- Access to storerooms should also be checked, including for inappropriate ladders and other equipment storage.
- Where damaged asbestos is encountered or suspected, procedures will be followed, as laid down in the Asbestos policy.

C12: Asbestos Management

Property and Infrastructure Support will arrange for a management asbestos survey to be carried out every three years in line with the policy. The headteacher will ensure that the asbestos management policy is followed. The head teacher or the delegated responsible person will monitor areas where asbestos material is present, record significant findings and arrange for remedial works to be carried out if necessary. All works undertaken will be updated in the asbestos survey on completion.

C13: Legionella Management

Property and Infrastructure Support will arrange for a water hygiene risk assessment to be carried out every two years in line with statutory requirements. Assessments identify areas where conditions could allow legionella bacteria to grow, list any required works, and include details of future monitoring requirements that the provision is responsible for.

Therefore, all identified remedial works will be incorporated into the maintenance programme.

Monitoring the water system is also a statutory requirement; the provision will ensure this is undertaken. This will include taking temperature readings, recording these in the logbook and de-scaling spray outlets.

W Asher will hold records

C14: List of Risk Assessments, Policies and Procedures to complement this Policy

- Asbestos management
- Control of chemicals hazardous to health (COSHH)
- Drugs and alcohol
- Electricity at work, including portable appliance testing
- Manual handling
- Off-site visits
- Lone working
- Managing contractors
- Pedestrian and people movement
- Emergency planning
 - Fire – including responsibilities of the fire wardens
 - First aid requirements
 - Infection control
 - Legionella
 - Events
 - Slips, trips, and falls
 - Stress management
 - Violence and aggression
 - Working at height

Supervision of Students

The well-being policy and the supervision ratio policy must be followed to ensure the safety of students.

Health and Safety Policy

Blood spillages

Blood spillages should be reported immediately to first aiders. Only trained first aiders and persons HSWA and COSHH trained should be responsible for cleaning blood spillages. Personal Protective Equipment should be worn when dealing with any blood spillage.

Accidents

All accidents must be reported immediately and entered in the accident book at each centre. All known bumps to the head area will be treated with a cold compress and reported to the class teacher to ensure continuous observation. A sticker will be placed on the student's jumper to alert staff and parents that a bump to the head has been sustained. The yellow form (kept in the medical cupboard) and the accident book must be completed. In cases where the class teacher changes during the day, any instances of student accidents, however minor, should be passed on to the new teacher during handover.

Emergency Medical Treatment

All parents must sign an authorisation form to enable their child/children to be conveyed to a hospital and given medical treatment as necessary for illness or injury while in education.

Administration of Medicines/Medical Treatment

The provision has a procedure for the **Administration of Medicines**, which covers the following:

1. Managing medicines during the day.
2. Managing medicines on trips and outings.
3. Roles and responsibilities of staff supervising the administration of drugs.
4. Student's medical needs – parental responsibilities.
5. Parents' written agreement.
6. Supporting children with complex or long-term health needs.
7. Students who are taking and carrying their medicines.
8. Advice and guidance to staff.
9. Record keeping.
10. Storing medicines.
11. Emergency procedures.
12. Risk assessment and arrangement procedures (care plans).

Infectious Diseases

Whenever a student is known to have an infectious disease, the admin team is to be informed. It may sometimes be necessary to notify all parents.

Electrical Safety

All staff should monitor the condition of plugs, cables, and electrical equipment. They are also required to report to the office any damaged electrical apparatus or wiring, both portable and permanent.

The headteacher will arrange for all portable electrical equipment to be checked at least bi-annually. Extension leads are to be discouraged. If they are unavoidable, they are to be laid flat on the floor and protected so that they do not present a hazard to anyone walking nearby. The major wiring circuits and fixed plants are checked periodically.

Staff must not attempt to repair electrical equipment unless the headteacher is satisfied that they are competent to do so.

Health and Safety Policy

Waste Disposal

Waste will be placed in appropriate bins within the building and its surroundings and removed each day by the cleaners to the designated storage area before being removed by a contractor. Any hazardous waste will be kept secure until removal.

Stacking and Storage

Materials, equipment, and other items will be kept in appropriate storage areas. Where this is not possible for temporary reasons, the staff responsible for those materials will ensure that they are stacked tidily, to a height which does not constitute a hazard and in such a way that they do not impede the movement of staff, students, or visitors.

Classrooms

Teachers will be alert daily to the following and will report any hazards to the head teacher:

- Equipment should not have any signs of apparent damage, strained flexes, dangerous use of extension cables or over-loading of power sockets
- The layout of furniture and equipment – secure if necessary (E.g., tall shelves secured to walls)
- Whether materials and equipment are stored properly
- Are there safe methods of dealing with harmful materials?
- Is there any apparent malfunctioning of heaters or lights?
- Are the radiators kept clear?

Manual Handling

Injuries can be caused by incorrect lifting, moving, and handling of objects (which need not be large or heavy) or people. Generic risk assessments are undertaken as and when necessary, and staff engaged in the specific activities will be required to adopt the safe working practices outlined after the appropriate training.

Premises and Equipment

The headteacher will arrange for a visual inspection of the premises, plant, and equipment each term. Class teachers, governors, caretaking staff, and the headteacher may undertake these routine checks using checklists.

Store room access, including ladders or other equipment, should also be checked.

Physical Education and Games

These activities will be conducted within the recommendations of 'Safe Practice in Physical Education' (Revised 1996).

Crisis Counselling and Emergency Support

In the event of bereavement or any other traumatic situation affecting pupils and staff, the Educational Psychology Service may be consulted.

Stress

Counselling arrangements can be made through the head teacher, who will contact the personnel manager (for staff) or the educational psychologist (for students).

Alcohol and Drugs

The abuse of alcohol or drugs is a hazard. If there is any suspicion that a member of staff, student or visitor is incapacitated, this must be reported to the headteacher/head of centres.

Health and Safety Policy

Contractors

All contractors are required to comply with all relevant health and safety legislation. In addition, they must report to the office as soon as they arrive on-site and carry out appropriate identification. The headteacher will agree on arrangements for liaison and the contractors' operations. The headteacher will pay particular regard to the safety of students if contractors will be working during the education time. It may be necessary to exclude students from certain parts of the building or site, require the contractor to erect barriers, prohibit the movement of contractors' vehicles during breaks, etc.

Working Alone

A member of staff working alone on the premises poses a potential risk. A lone working risk assessment should be carried out. A responsible person must be aware that they are on the premises and that the person has a mobile phone. It is not safe to use machinery if working alone on site.

Outside Play Equipment

The external play equipment will only be used when supervised. The caretaker will check it daily for any apparent defects, particularly for contamination by animals.

Trips and Visits

Please refer to the Visits policy. Separate procedures and risk assessments are in place.

Risk Assessments

Risk assessments shall be undertaken and recorded for all tasks with a possibility of significant risk. The headteacher is responsible for ensuring that risk assessments are carried out. The results of the risk assessments must be brought to the attention of those employees to whom they relate.

Training

The headteacher is responsible for the appropriate staff receiving the necessary training. Each staff member is also responsible for drawing the head teacher's attention to their own personal training needs and not undertaking duties unless they are confident that they have the necessary competence. All staff need some understanding of health and safety issues even if they do not go on specific courses. The headteacher is responsible for keeping records of the training undertaken and ensuring that refresher training (e.g., first aid) is undertaken within the prescribed time limits.

Working at heights

All work undertaken at height should comply with current guidance and legislation:

- Health and Safety at Work Act 1974
- Management of Health and Safety at Work Regulations 1999
- Work at Height Regulations 2005

Working at heights includes any activity where a person could fall and suffer injury or death. While it should be avoided, a step stool, stepladder, or ladder may be used if necessary for a low-risk assessment. Standing on tables, chairs, or other furniture is not allowed. Ladders and step ladders should be checked before use.

Contractors should provide a method statement that lists the control measures for working at height.