

Everly East

Health and Safety

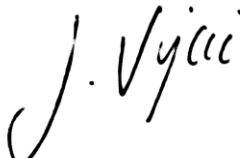
Policy



Everly East

Health and Safety Policy

2026/2027

Person responsible for the Policy:	J Vujcic
Date Written:	February 2026
Signed:	
Date Reviewed:	August 2026
Next Review:	August 2027
Key Changes Made:	No Changes Made

Health and Safety Policy

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Health and Safety Policy

Introduction

Everly East Academy is committed to providing a safe, healthy and secure environment for pupils, staff, visitors and all members of the school community. The school recognises its legal and moral responsibility to ensure that health and safety is effectively managed and embedded within everyday practice.

As a specialist provision supporting pupils with Social, Emotional and Mental Health needs, the school understands that a safe and well-managed environment is essential for pupils to feel secure and able to engage positively with learning.

This policy outlines the school's approach to managing health and safety and ensuring that risks are identified, assessed and managed appropriately.

Legal Framework

This policy is developed in accordance with relevant health and safety legislation and guidance including:

- Health and Safety at Work Act 1974
- Management of Health and Safety at Work Regulations 1999
- The Education (Independent School Standards) Regulations
- Control of Substances Hazardous to Health Regulations (COSHH)
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR)
- Fire Safety Order 2005
- Keeping Children Safe in Education

The school will ensure compliance with all relevant legislation and guidance.

Aims

The aims of this policy are to:

- Ensure the health, safety and welfare of pupils, staff and visitors
- Promote a culture of safety across the school community
- Ensure hazards and risks are identified and appropriately managed
- Provide safe systems of work for staff and pupils
- Ensure the school environment is safe and well maintained
- Ensure staff receive appropriate health and safety training
- Promote awareness of health and safety responsibilities

Responsibilities

Health and safety is a shared responsibility across the school community.

Proprietor / Governing Body

The proprietor has overall responsibility for ensuring that the school complies with health and safety legislation and maintains appropriate health and safety procedures.

Responsibilities include:

- Ensuring effective health and safety policies are in place
- Monitoring compliance with health and safety requirements
- Ensuring appropriate resources are available to maintain safe premises

Headteacher

The Headteacher has day-to-day responsibility for the implementation and management of health and safety within the school.

Responsibilities include:

- Ensuring the health and safety policy is implemented effectively
- Ensuring risk assessments are completed and reviewed regularly
- Promoting a positive culture of safety across the school
- Ensuring staff receive appropriate health and safety training
- Ensuring that accidents and incidents are recorded and investigated
- Liaising with external agencies where required

Staff Responsibilities

All staff are responsible for maintaining a safe environment and supporting the implementation of health and safety procedures.

Staff responsibilities include:

- Taking reasonable care for their own health and safety and that of others
- Following school health and safety procedures
- Reporting hazards or concerns to senior staff
- Supervising pupils appropriately
- Supporting pupils to understand safe behaviour

Staff working with pupils with SEMH needs will ensure that behaviour management approaches prioritise safety for all members of the school community.

Pupil Responsibilities

Pupils are encouraged to take responsibility for their own safety and the safety of others.

Pupils will be supported to:

- Follow school safety rules
- Use equipment safely
- Report concerns to staff
- Respect the school environment

Staff will provide guidance and support to help pupils understand safe behaviour and expectations.

Risk Assessments

Risk assessments are undertaken to identify hazards and ensure that appropriate control measures are in place.

Risk assessments are carried out for:

- School activities and lessons
- Educational visits
- Behaviour and individual pupil needs where appropriate
- Premises and equipment

Risk assessments are reviewed regularly and updated when necessary.

Accident Reporting

All accidents and incidents are recorded in the school accident log.

Where appropriate:

- Parents or carers will be informed
- Incidents will be investigated
- Measures will be taken to prevent recurrence

Serious incidents will be reported in accordance with RIDDOR requirements.

First Aid

The school maintains appropriate first aid provision.

This includes:

- Trained first aid staff
- Accessible first aid equipment

- Clear procedures for responding to medical incidents

Where pupils have specific medical needs, individual healthcare plans will be implemented.

Fire Safety

The school has procedures in place to ensure effective fire safety management.

This includes:

- Regular fire drills
- Fire risk assessments
- Clearly marked evacuation routes
- Maintenance of fire safety equipment

All staff and pupils will be familiar with evacuation procedures.

Site Safety

The school ensures that the premises and grounds are maintained in a safe condition.

Regular checks are undertaken to ensure:

- Equipment is safe and maintained
- Hazards are identified and addressed
- Buildings and facilities remain safe for use

Visitors are required to follow school safety procedures while on site.

Educational Visits

Educational visits and off-site activities are carefully planned and risk assessed.

Staff will ensure:

- Appropriate supervision ratios
- Clear risk assessments
- Emergency procedures are in place

Educational visits are approved by the Headteacher.

Training

The school ensures that staff receive appropriate health and safety training.

Training may include:

- First aid

- Fire safety
- Safeguarding
- Risk assessment awareness
- Behaviour management and de-escalation

Training ensures staff are able to maintain a safe learning environment.

Monitoring and Review

The Headteacher and leadership team monitor health and safety procedures regularly.

This policy will be reviewed annually or sooner if required to ensure that it remains effective and compliant with relevant legislation.

Everly East Academy remains committed to maintaining a safe, supportive and secure environment where pupils and staff can thrive.