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Group Operations Policy FELHS0001

Group Health and Safety Policy
St Helen's College

Effective Date	1st September 2026
Last Revision Date	6th August 2026
Responsible Party	Robert Marriott Group Director of Operations rjm@forfareducation.co.uk
Additional Authority	Health & Safety Executive HSE Website

1. Scope and Audience

This Group Health and Safety Policy applies to all schools within the Forfar Education Group. It sets the minimum standards and expectations for health and safety practice across the Group, supported by individual site-specific policies and risk assessments. Each school must ensure compliance with this Group Policy while tailoring arrangements to reflect local contexts.

2. Policy Statement

Forfar Education is committed to providing a safe and healthy environment for all pupils, staff, contractors, visitors, and members of the school community.

In accordance with the **Health and Safety at Work etc. Act 1974** and associated regulations, the Governing Body, as the employer, will do all that is reasonably practicable to:

- provide and maintain a safe and healthy environment, safe plant and equipment, and safe systems of work for all pupils (including the very youngest children in our care), staff and others affected by the School's activities;
- ensure the safe use, handling, storage and transport of articles and substances;

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- provide sufficient information, instruction, training and supervision to enable everyone to avoid hazards and to contribute positively to their own health and safety at work and study;
- provide and maintain safe access to and egress from all parts of the School estate;
- ensure that risks arising from School activities, both on and off site (including boarding time, extended care, and educational visits), are assessed and are eliminated or controlled so far as is reasonably practicable;
- consult with employees and their representatives on matters affecting their health and safety;
- provide adequate welfare facilities and appropriate first aid and medical provision for all age groups;
- monitor, review and continually improve health and safety performance and to allocate sufficient resources to meet these commitments.

Health and safety is an integral part of the school's management arrangements and of its culture. Compliance with this policy is a condition of employment; wilful disregard of it may result in disciplinary action. Nothing in this policy, however, is intended to create an unduly risk-averse culture: the School believes that children learn best when they are able to take part in a broad range of stimulating activities, including adventurous ones, within a framework of sensible, proportionate risk management (in line with HSE guidance on children's play and leisure).

3. Aims

Forfar Education aims to:

- Minimise risk by effective hazard identification, risk assessment, and control measures.
- Promote the health, safety and welfare of staff, pupils and visitors.
- Provide training and resources to ensure that staff are competent in health and safety roles.
- Establish clear communication, consultation, and monitoring systems.

4. Legal Framework

The principal legislation and statutory guidance underpinning this policy includes (but is not limited to):

- Health and Safety at Work etc. Act 1974
- Management of Health and Safety at Work Regulations 1999
- Education (Independent School Standards) Regulations 2014
- Childcare Act 2006 and the Statutory Framework for the Early Years Foundation Stage
- National Minimum Standards for Boarding Schools 2022 (issued under s.87C of the Children Act 1989)

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- Regulatory Reform (Fire Safety) Order 2005, as amended by the Fire Safety Act 2021 and s.156 of the Building Safety Act 2022; Fire Safety (England) Regulations 2022
- Terrorism (Protection of Premises) Act 2025 ("Martyn's Law")
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)
- Control of Substances Hazardous to Health Regulations 2002 (COSHH)
- Control of Asbestos Regulations 2012
- Health and Safety (First-Aid) Regulations 1981
- Workplace (Health, Safety and Welfare) Regulations 1992

Where legislation or statutory guidance is updated, the more recent requirement prevails over the text of this policy pending its next review.

5. Responsibilities

This policy applies to the whole School: the Nursery (Ducklings for children aged two turning three and Cygnets for children aged three turning four), Pre-Prep and Prep sections, holiday clubs and wrap-around care (Funtasia), lettings and all School-organised activities on or off site. It applies to all staff (teaching and support), peripatetic staff, volunteers, governors, contractors, visitors and pupils.

It is written to meet, in particular:

- **Part 3 (Welfare, health and safety of pupils) of the Education (Independent School Standards) Regulations 2014 (ISSR)** — in particular paragraph 11 (health and safety), paragraph 12 (fire safety), paragraph 13 (first aid), paragraph 14 (supervision), paragraph 16 (risk assessment) — and Part 5 (premises and accommodation);
- the **Independent Schools Inspectorate (ISI) Inspection Framework** and its associated commentary on the Standards, against which the School is inspected;
- the **National Minimum Standards for Boarding Schools (DfE, 2022)** ("NMS"), including the standards relating to boarders' health and wellbeing (NMS 3), boarding accommodation (NMS 5), safety of boarders (NMS 6), fire precautions and drills (NMS 7) and provision and preparation of food and drinks (NMS 8);
- the **Statutory Framework for the Early Years Foundation Stage** (the safeguarding and welfare requirements), as applicable to our provision for children from 6 months to the end of the Reception year. This policy reflects the edition of the EYFS framework in force at the date of issue (a revised framework takes effect from 1 September 2026);
- **Keeping Children Safe in Education (KCSIE)** (current edition — the 2026 edition applies from 1 September 2026), read alongside the School's Safeguarding and Child Protection Policy;
  - DfE non-statutory guidance **Health and Safety: responsibilities and duties for schools** and **Health and safety on educational visits**.

This policy should be read in conjunction with the School's related policies and documents, which contain more detailed arrangements, including: Safeguarding and Child Protection

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Policy; Fire Safety Policy and Fire Risk Assessments; First Aid and Medical Policy; Supporting Pupils with Medical Conditions Policy; Educational Visits Policy; Risk Assessment Policy; E-Safety/Online Safety Policy; Missing Child Policy; Intimate Care Policy (EYFS); Security, Lockdown and Critical Incident Plans; Food and Allergen Management Policy; Minibus and Transport Policy; Letting and Hire Policy; and departmental codes of practice (Science, DT, Art, PE, Drama, Catering, Estates).

5.1 Governance: St Helen's College – for Schools
(Forfar Education Directors & Governing Body) – for Group

5.2 Headteachers

- Responsible for site-level implementation of the Group policy at School level.
- Ensure school-specific risk assessments are undertaken and reviewed.
- Appoint a competent Health & Safety Coordinator.
- Lead local Health and Safety Committees and monitor performance.

5.3 Health & Safety Coordinator (H&SC): at St Helen's College this is the Business Manager

- Liaise with the Head and central Governance on H&S matters.
- Maintain risk registers and incident logs.
- Coordinate termly H&S Committee meetings.
- Support training and induction processes.
- Promote a positive H&S culture within the school.

5.4 All Staff

- Take reasonable care for the Health and Safety of themselves and others when undertaking their work
- Comply with the Group and local Health and Safety policies.
- Report hazards, accidents and near misses.
- Participate in risk assessments where appropriate.
- Attend required training and implement safe working practices.

5.5 Pupils

- Take age-appropriate responsibility for their own safety and respect the safety of others.
- Follow school safety rules and evacuation procedures.
- Report concerns or accidents to staff.

5.6 External Advisers and Contractors

- Watson & Watson have been appointed by Forfar as External Competent advisers and will be consulted as required.

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- Contractors must provide risk assessments, method statements and comply with site safety protocols as per the Contractor pack.
- St Helen's College will send the contractor pack for all confirmed works in school. This process will include the school sharing information regarding Asbestos and requiring contractors to sign to say they have received, understood and agree to abide by the guidance given re asbestos.
- St Helen's College will ensure that all contractors that are on site follow the expectations given within the pack.

- **Contractor Selection and Appointment**
    - The School will:
    - Assess the competence of contractors before appointment.
    - Obtain appropriate evidence of qualifications, training, insurance and professional memberships where relevant.
    - Ensure contractors have suitable health and safety arrangements in place.
    - Obtain risk assessments and method statements (RAMS) for higher-risk activities.
    - Verify that contractors have adequate Public Liability and Employers' Liability Insurance.

- **Safeguarding Requirements**
    - The School will:
    - Ensure contractors are subject to the appropriate safeguarding checks where required.
    - Confirm DBS status where appropriate and retain evidence of assurances where applicable.
    - Ensure contractors who have not undergone appropriate checks are suitably supervised at all times when pupils are present.
    - Provide contractors with relevant safeguarding and child protection information.
    - Require contractors to report any safeguarding concerns immediately to the Designated Safeguarding Lead (DSL).

- **Site Induction and Sign-In Procedures**
    - All contractors must:
    - Report to Reception on arrival and departure.
    - Sign the visitor/contractor register.
    - Wear a visitor or contractor identification badge at all times.
    - Receive a site induction appropriate to the nature of the work.
    - Be informed of emergency procedures, fire evacuation arrangements, first aid provision and safeguarding requirements.

- **Risk Assessment and Method Statements**
    - Contractors must:
    - Provide suitable and sufficient risk assessments and method statements before work commences.
    - Identify any hazardous activities, substances or equipment.

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- Implement appropriate control measures.
- Review and update assessments where circumstances change.

- **Control of Work**
  Contractors must:
  - Work only in authorised areas.
  - Ensure work activities do not place pupils, staff or visitors at risk.
  - Secure work areas with barriers, signage and exclusion zones where necessary.
  - Maintain good housekeeping standards.
  - Comply with asbestos management procedures and other site-specific controls.

- **Supervision and Monitoring**
  The school will:
  - Nominate a responsible member of staff to oversee contractor activities.
  - Monitor compliance with health and safety requirements.
  - Stop work where unsafe practices are identified.
  - Record and investigate any accidents, incidents or near misses involving contractors.

- **High-Risk Activities**
  Additional controls will be implemented for:
  - Hot works (welding, cutting, grinding).
  - Work at height.
  - Excavations.
  - Electrical work.
  - Confined spaces.
  - Use of hazardous substances.
  - Roof access.
  - Permit-to-work systems will be used where appropriate.

- **Emergency Arrangements**
  Contractors must:
  - Comply with the school's emergency procedures.
  - Report accidents, incidents and near misses immediately.
  - Cooperate with evacuation procedures and site emergency responses.

6. Central Compliance Management System

The School uses EVERY Compliance Manager as its primary compliance management system. All statutory compliance records, health and safety documentation, audits, inspections, servicing records, certificates, remedial actions, and related evidence shall be recorded, maintained, monitored, and retained within the system in accordance with legal, regulatory, and operational requirements.

7. Training and Competence

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Staff must complete induction and periodic refresher training relevant to their roles. Training will include where appropriate:

- General H&S Awareness.
- IOSH Managing Safely.
- Asbestos Awareness.
- Legionella Awareness
- Fire Safety and Evacuation.
- Risk Assessment Principles.
- First Aid.
- Manual Handling.
- Display Screen Equipment (DSE) Assessment.

Refresher training is mandatory as required by role.

8. Health and Safety Committees

Each school will maintain a termly Health and Safety Committee meeting led by the Head or Health & Safety Coordinator and including representation from:

- SLT (Senior Leadership Team)
- EYFS representatives (if applicable)
- First aiders
- Teaching and support staff
- Forfar Education representative (Governance link)

The committee will review:

- Accident/incident/near-miss reports and trends
- Fire drills and emergency preparedness.
- Risk assessments and off-site visit records.
- Training records and compliance.
- Maintenance and facilities concerns.

Meetings will present and discuss topics including but not limited to:

- Accident frequency rates
- Near miss reports
- Training compliance rates
- Fire drill compliance records
- Risk assessment review details
- Actions overdue on EVERY with rationale

This information will be part of a wider discussion at the Commercial, Operations and Finance sub-committee meetings which in turn feed into termly board meetings.

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9. Risk Assessment

In accordance with the Management of Health and Safety at Work Regulations 1999 and ISSR paragraph 16, St Helen's College maintains a written risk assessment policy and suitable and sufficient risk assessments for all significant risks to pupils, staff and others, together with the action taken to reduce those risks. Risk assessment at St Helen's College covers, among other things:

- **Whole-site and premises risks** — buildings, grounds, traffic, security, fire, water, asbestos, glazing, windows (including restrictors where present).
- **Curriculum activities** — science practical's (using and adapting CLEAPSS model risk assessments) DT, art, PE and sport, swimming, drama, music and off-site learning;
- **Age-specific risks** — EYFS assessments covering sleep, feeding, and choking, nappy changing, sensory/heuristic play, outdoor play and outings; and assessments reflecting the needs of older pupils, including work experience placements;
- **People-specific risks** — young persons at work (including pupils on work experience and staff under 18), new and expectant mothers, staff and pupils with disabilities or medical conditions (including PEEPs), lone working, and stress;
- **Events and operations** — trips and visits, matches and fixtures, productions, open days, lettings, transport and minibuses, and catering;
- **Safeguarding-related risks** — site security, visitors, missing child scenarios, and (in liaison with the DSL) contextual risks, in line with KCSIE.

Risk assessments are written by those with day-to-day knowledge of the activity, quality-assured by the Business Manager, approved by the relevant Head of Department or senior leader, communicated to all those affected, and reviewed at least annually, after any significant incident, or when the activity, equipment, legislation or the persons at risk change materially. Dynamic risk assessment is used to supplement (never replace) written assessment during activities such as visits and sport. Records are retained centrally in the Business Manager's office and also stored on the school's sharepoint.

10. Access, Security and Visitors

- All visitors must report to reception and complete the electronic sign-in process.
- Visitors will be issued safeguarding guidance and must wear identification passes at all times, which will highlight if an individual holds a DBS or not. A green ribbon denotes a DBS check and a red is for visitors who do not have a DBS check. Public access is strictly restricted beyond reception areas.
- The Terrorism (Protection of Premises) Act 2025 ('Martyn's Law') received Royal Assent on 3 April 2025 and final statutory guidance was published in April 2026. Schools at which 200 or more individuals (pupils, staff and visitors combined) may be present at the same time fall within the Standard Tier, regardless of size. Enforcement is expected to commence around April 2027.

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- At St Helen's College The Head and the Business Manager are the Responsible People, and there are procedures covering evacuation, invacuation, lockdown and communication during an incident.

- The School maintains a **Critical Incident and Business Continuity Plan** covering: fire and evacuation (Section 6); **lockdown and invacuation** (practised annually); bomb threats and suspicious packages (following NPSA guidance); utility failure; severe weather and school closure; pandemic/infectious disease outbreaks; incidents on visits (24/7 contact); media handling; and post-incident support for pupils and staff.

- 11. Specific Risk Areas

11.1 Asbestos

- An Asbestos Management Plan is maintained by the Business Manager.
- All works that may disturb asbestos-containing materials must be cleared in advance through the Business Manager to ensure compliance with safety requirements.
- The asbestos plan will be made available for reference to any persons conducting intrusive works within school.
- The HSE consulted (10 November 2025 – 9 January 2026) on amendments to the Control of Asbestos Regulations 2012, including a proposal that the client (rather than the licensed removal contractor) must appoint the clearance analyst. No changes are yet in force; this Policy will be reviewed when the outcome is published.

11.2 Catering and Food Safety

- All food provision complies fully with statutory.
- Procedures are in place to ensure safe storage, preparation, and service of food.
- Staff undertake relevant regular refresher training in Food Hygiene and Food Allergen Awareness.
- Catering operates a documented food safety management system (Food Safety Act 1990; Food Safety and Hygiene (England) Regulations 2013), registered with the local authority and subject to EHO inspection.
- **Allergens**: full compliance with the Food Information Regulations 2014 as amended 2019 (**"Natasha's Law"**) — full ingredient and allergen labelling on all food prepacked for direct sale, and accurate allergen information for all served food; a whole-school Allergy Management Plan links catering, medical (Section 7), EYFS feeding records and trips; the School is a nut free site; allergy information is verified with parents before admission and displayed confidentially to those who need it;
- EYFS food and drink requirements are met: fresh drinking water always available; mealtime supervision as Section 12;
- Kitchen safety: equipment guarding and training (slicers, mixers — no under-18 use of prescribed dangerous machines without training/supervision), knife controls, slip management, deep fat fryer controls, gas interlock, first-aid and burns provision, and COSHH-assessed cleaning chemicals;

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- Food deliveries, storage temperatures, cook/chill controls, allergen segregation and date management are recorded in the kitchen diary; food handlers are trained to Level 2 [Level 3 for supervisors] and report relevant illness (48-hour exclusion after sickness/diarrhoea);
- cake sales/events follow FSA community food guidance.

11.3 Construction and Contractors

- The School complies with all relevant Construction (Design and Management) Regulations (CDM).
- Contractors must provide detailed risk assessments, method statements and evidence of appropriate insurance cover and require a permission to work before they commence any works.
- Contractor activities are monitored and supervised proportionately to the nature and risk of the works undertaken.
- See section 5.6

11.4 COSHH

- All hazardous substances are controlled and securely stored across sites.
- Safety Data Sheets and COSHH assessments are maintained and readily available.
- Staff handling hazardous substances must be trained and follow the approved procedures.

11.5 Display Screen Equipment

- Workstation assessments are undertaken for all relevant staff.
- Reasonable adjustments are made to meet the needs of staff with additional requirements.
- Guidance is provided to staff on safe and ergonomic use of display screen equipment.

11.6 Dogs

- Dogs are not ordinarily permitted on site.
- Any exceptions require prior approval from the CEO.
- A full risk assessment must be undertaken and authorised before permission is granted.
- From 1 September 2026 the revised EYFS statutory framework prohibits dogs banned under the Dangerous Dogs Act 1991 (including XL Bully types) from being on the premises of settings delivering EYFS provision at any time. No exception or approval may be granted in respect of such dogs.

11.7 Electrical Safety

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- Fixed electrical installations are tested by a competent electrical contractor as required in law and EICR Certificate captured in EVERY Compliance.
- Portable appliances are tested on introduction to the site and in line with statutory guidance thereafter.
- Staff must visually inspect all electrical equipment before use and report any defects immediately.
- Staff must not bring personal electrical equipment onto site unless it has first passed a PAT test.

11.8 Gas Safety

- Gas installations are tested by a competent GasSafe registered contractor at least every year.
- GasSafe Certificates should be logged in the EVERY Compliance System.

11.9 Legionella

- Hot and cold water systems are subject to risk assessments.
- Ongoing monitoring is carried out in accordance with the School's Legionella Written Scheme of Control.
- Control measures are implemented to minimise the risk of exposure.

11.10 Lone Working

- Lone working must be subject to a written risk assessment.
- Staff must adhere to the school's Lone Working Protocol at all times.
- Systems must be in place for staff to sign in/out and maintain regular contact during lone working activities.

11.11 Manual Handling and Lifting Equipment

- Staff are trained in safe manual handling practices in line with HSE INDG143 guidance.
- Mechanical aids such as trolleys are provided to reduce the risk of injury where schools identify these as required.
- Risk assessments are required before undertaking manual handling tasks.
- Relevant staff undertake regular refresher training in manual handling.

11.12 New and Expectant Mothers

- Staff are encouraged to notify HR if they are pregnant or have recently given birth.
- Individual risk assessments are completed and regularly reviewed to ensure their safety and wellbeing.

11.13 Noise and Vibration

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- Risk assessments are undertaken where exposure to noise or vibration may be significant.
- Appropriate control measures and protective equipment are provided where necessary and exposure time monitored.

11.14 Personal Protective Equipment (PPE)

- PPE is provided where risks cannot be controlled by other means.
- Staff are trained in the correct use, storage, and maintenance of PPE.
- Compliance with PPE requirements is monitored and enforced.

11.15 Pupil Behaviour

- Positive Behaviour and Discipline Policies are implemented consistently across the school.
- Staff are trained in de-escalation techniques and safeguarding practices.
- Incidents are recorded and monitored to identify patterns and implement preventative strategies.

11.16. Design & Technology, Art and Drama

- DT workshops operate to CLEAPSS DT guidance and **BS 4163:2021** (health and safety for design and technology in educational and similar establishments):
- Art: kilns are sited, guarded, ventilated and operated per CLEAPSS guidance; hazardous media (glazes, solvents, dyes, sprays) are COSHH-assessed; craft knives and cutting equipment are controlled;

11.17. PE, Sport, Swimming and Play Equipment

- Risk assessments cover each sport, venue and age group, including EYFS physical development activities;
- No contact sports take place or are participated in. Tag Rugby only is played.
- Gym and fixed PE equipment is inspected annually by a ROSPA approved contractor and visually checked before each use; goalposts are anchored and checked; trampolining is taught only by appropriately qualified staff;

11.18. Slips, Trips and Falls

- Routine inspections are conducted to identify potential hazards.
- Cleaning schedules are followed to ensure surfaces remain safe.
- Spill response protocols are in place and must be followed immediately.

15. Swimming Pool Safety

- Pool use complies with HSE and Sports Council guidance.

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- Normal operating procedures and emergency action plans are in place.
- Staff involved in pool supervision receive appropriate training.
- External Swimming Pool guidance states The School will only use external swimming pool facilities that have been assessed as suitable and safe. A risk assessment will be undertaken, appropriate safeguarding and supervision arrangements will be confirmed, and the competence of the facility provider and swimming instructors will be verified before activities take place.

11.19. Vehicle and Driving Safety

- Site traffic management prioritises the safety of pedestrians.
- School minibuses are operated and driven by members of staff qualified as per the Group Minibus Policies.
- Delivery vehicles are directed safely on site in accordance with established procedures.
- School minibuses are operated under [PSV licence and driven under drivers' D1 entitlement with CPC training in place] and maintained per manufacturer schedule with [10 (12)-weekly] safety inspections, daily walk-round checks (recorded) and MOT as required

All schools use Convey (vehicle management system) to record maintenance and vehicle checks. This is monitored for effective use at Forfar HQ level.Drivers are authorised only after licence checks, assessment, and induction; driving hours/journey lengths are planned to manage fatigue; mobile phone use while driving is prohibited;

- Seatbelts are fitted and worn at all times; appropriate child restraints/boosters are used for younger children in accordance with law; supervision on board is risk-assessed (a second adult for EYFS/pre/prep journeys;
- Coach and taxi contractors are vetted (operator licence, insurance, driver DBS where required by our safeguarding policy for regular/unaccompanied transport);
- Staff using their own cars on School business hold business-use insurance (checked [annually]) and never transport pupils alone except under the arrangements in the Safeguarding Policy;
- On-site traffic is managed under a Traffic Management Plan: segregated pedestrian routes, one-way flows, speed limits [5mph], designated drop-off/collection points and marshalling at peak times, reversing controls for deliveries and refuse vehicles (supervision where required), and gritting/snow plans in winter.

11.20. Work Equipment

- All work equipment is maintained and inspected.
- Only competent and trained staff may operate work equipment.
- Pupils are only permitted to use equipment under direct staff supervision and in an educational capacity only.

11.21 Working at Height

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- Work at height is avoided wherever possible.
- Where unavoidable, work must comply with the Work at Height Regulations 2005 (WAHR).
- Only suitable access equipment may be used.
- A risk assessment must be completed before any work at height is undertaken.

11.22 Young Persons

- Risk assessments are completed for all individuals under 18 years of age prior to employment or work experience.
- Young persons are not permitted to undertake hazardous tasks, activities or operate machinery apart from the purposes of education.

12. Fire Safety

The School complies with the **Regulatory Reform (Fire Safety) Order 2005**. The Governing Body is the "Responsible Person"; day-to-day fire safety duties are delegated to the Business Manager supported by the Premises Manager].

12.1 Fire risk assessment

A suitable and sufficient fire risk assessment (FRA) is recorded in full for every building (a legal requirement for all premises since October 2023), carried out by a competent person [John Watson], and reviewed at least annually and after any material alteration, change of use or fire-related incident. FRAs give particular attention to the evacuation very young children in the Nursery, and to pupils and staff who need Personal Emergency Evacuation Plans (PEEPs). Actions arising are tracked to completion and reported to the Health & Safety Committee and governors.

12.2 Prevention, detection and protection

- Automatic fire detection and alarm systems appropriate to each building, tested weekly from a rotating call-point, with results recorded in the fire log book;
- Emergency lighting (tested monthly, with annual 3 hour drain down test), fire extinguishers (serviced annually), fire doors (kept closed, never wedged, inspected termly, compartmentation, and clear escape routes checked daily;
- Servicing and maintenance of alarm systems six-monthly by a competent contractor; sprinklers/suppression where fitted maintained per BS standards;
- Control of ignition sources and combustibles: electrical testing, controls on hot works (permit), safe storage of flammables and rules on candles/naked flames (prohibited except as risk-assessed)
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12.3 Evacuation and drills

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Emergency evacuation procedures are displayed in every room, included in induction for staff, pupils, and covered in briefings for visitors, contractors and lettings. Fire drills are held at least once per term for the whole school. EYFS drills are practised so that even the youngest children evacuate confidently. Every drill and every alarm activation is recorded, evaluated and any learning actioned. Assembly points, roll-call arrangements (registers, visitor and contractor lists) and arrangements for people with PEEPs are defined in the Fire Safety Policy. The fire and rescue service is called on every activation unless a false alarm is immediately confirmed.

13. First Aid and Medical Provision

Full arrangements are in the First Aid and Medical Policy.

- Sufficient first aiders across the site, school day, sport, EYFS provision, trips.
- **Paediatric first aid (PFA)**: at least one person with a current full PFA certificate (12-hour) is on duty **at all times** when children in the EYFS age range are present, and accompanies EYFS children on all outings; the School works towards all EYFS staff holding PFA. Newly qualified early years staff hold or obtain PFA in line with the EYFS framework;
- The School has appropriate number of First aiders who hold FAW/EFAW qualifications; a list of first aiders and locations of first aid kits, medical room(s) and AEDs (defibrillators) is displayed by every phone. AEDs are checked annually.
- The School employs a Welfare Officer and Welfare Assistant (who are based respectively at the Lower and the Upper School sites, with first aid knowledge.
- Medication is stored securely, under the correct conditions administered only by authorised trained staff with written parental consent, and recorded; parents are informed the same day (or as soon as reasonably practicable) of any first aid given and of every administration of medicine to an EYFS child; controlled drugs and emergency medication (adrenaline auto-injectors, inhalers, including school emergency spares are managed per the Medical Policy;
- Individual healthcare plans are maintained for pupils with medical conditions (asthma, allergy/anaphylaxis, epilepsy, diabetes etc.), following the principles of DfE guidance "Supporting pupils at school with medical conditions"; staff receive relevant training (e.g. EpiPen, asthma awareness);
- Clinical waste, body-fluid spills and sharps are managed hygienically with appropriate PPE and disposal contracts.

14. Accident and Incident Reporting including RIDDOR

All accidents, near misses and health concerns must be reported. Each site must maintain accident books and investigate incidents.

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Any serious accidents are notified to the Group Operations and Compliance Manger in the first instance. Where a RIDDOR report is necessary, these should only be completed by Watson & Watson following discussion with the Business Manager.

- **RIDDOR**: the Group Operations & Compliance Manager will work with John Watson (External competent person) to report to the HSE: deaths and specified injuries to any person; over-7-day incapacitation of workers; occupational diseases; dangerous occurrences; and injuries to pupils/visitors arising out of or in connection with the school's undertaking where the person is taken directly from the scene to hospital for treatment. Fatal/specified injuries are reported without delay; over-7-day injuries within 15 days;
- **EYFS/Ofsted-registered provision**: ISI is notified of any serious accident, illness, injury to, or death of, a child while in our care, and of the action taken, as soon as reasonably practicable and within 14 days; local child protection agencies are notified where required;
- **Other notifications**: RIDDOR-reportable gas incidents; food poisoning outbreaks (UKHSA/EHO); notifiable diseases (UKHSA guidance on infection control in schools, including exclusion periods); significant fires (insurers, and governors); safeguarding-related incidents follow the Safeguarding Policy;
- Accident records are retained for at least 3 years (and until a pupil reaches age 21 [+3 years] for injuries to children, reflecting limitation periods); the record of any EYFS accident/incident is kept in line with the EYFS framework.

15. Early Years Foundation Stage (6 months to 5 years) — Specific Arrangements

Our provision for children from two years old meets the safeguarding and welfare requirements of the EYFS Statutory Framework. In addition to everything else in this policy, the following arrangements apply. Detailed procedures are held in the EYFS policy.

- **Staffing ratios and qualifications**: statutory ratios are maintained at all times, including: children under 2 — at least 1:3 (with at least one member of staff holding a full and relevant level 3 qualification and at least half of other staff at level 2, and staff trained in the care of babies); children aged 2 — at least 1:5 [or 1:4 as applicable]; children aged 3+ — 1:8 or 1:13 depending on qualification mix. A named deputy arrangement covers the manager's absence; supervision arrangements and paediatric first aid;
- **Safe sleep**: sleeping children are checked frequently at least every 10 minutes, and in the same room as staff per current framework requirements sleep records are kept and shared with parents;
- **Safer eating and feeding**: children are always within sight and hearing of staff while eating; food is prepared and cut to reduce choking risk in line with EYFS and NHS guidance (e.g. grapes and similar quartered lengthways); staff are trained in choking response; allergy and dietary information is recorded before admission and displayed appropriately;

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- **Nappy changing and intimate care**: carried out in designated hygienic areas by DBS-checked staff, following the Intimate Care Policy, with hygiene protocols (PPE, disposal, cleaning schedules) and dignity safeguarded; potty training is managed in partnership with parents;
- **Premises and equipment**: daily opening checks of all EYFS rooms and outdoor areas (recorded); finger-guards on doors; socket and stair safety; window restrictors; radiator temperature control (low-surface-temperature or guarded); hot water delivered at safe temperatures; toys and resources age-appropriate, meeting relevant safety standards, cleaned on schedule; sand/water play hygiene; pets/animals risk-assessed;
- **Security and safe collection**: secure entry to EYFS areas; children are released only to authorised adults (password) arrival and departure registers; a Missing Child Procedure and an Uncollected Child Procedure are in place and practised;
- **Outings**: EYFS outings require a specific risk assessment, enhanced ratios, PFA-trained staff, first aid kit, emergency contact details, and head-count protocols at all transition points;
- **Mobile phones, cameras and smart devices including smart glasses**: personal devices are not used or carried in EYFS rooms; photographs are taken only on School devices in line with the E-Safety and Safeguarding Policies;
- **Illness and infection control**: sick children are excluded; parents are notified of infectious diseases; the setting maintains hygiene routines (handwashing, toileting, food areas) and cleaning schedules;
- **Notifications**: serious accidents, injuries or death of a child are notified; food poisoning affecting two or more children is notified within 14 days.

16. Safeguarding and Wellbeing

Safeguarding is a priority with DSLs and DDSLs trained and appointed. Stress and wellbeing are monitored, with support plans available. Mental health support systems promoted.

Keeping Children Safe in Education (KCSIE) 2026 takes effect on 1 September 2026. Key changes include a new mandatory 'Part One: Overview for all Staff', removal of the supervised-volunteer exemption (volunteers engaging in regulated activity now require an enhanced DBS check with children's barred list information), and strengthened guidance on AI-generated abuse, deepfake imagery, online misogyny and child-on-child abuse. The Children's Wellbeing and Schools Act 2026 also introduces new safeguarding, wellbeing and attendance duties for schools, with provisions being commenced in stages. Safeguarding policies and staff training must be updated accordingly.

17. Educational Visits and Off-Site Activities

All visits — from EYFS walks to overseas expeditions — are planned under the Educational Visits Policy.

Key controls:

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- All visits must be approved, with risk assessments and commercial plan completed in advance.
- Liaison with the Group Trips Co-ordinator from planning to end of trip.
- Residential and overseas visits require approval from Group Director of Schools and Safeguarding Governor approval.
- Overseas visits and those involving adventurous or higher-risk activities must also be approved by the Headteacher, the Compliance Manager, Group Director of Schools and the Safeguarding Governor.

- Staffing and ratios reflect age, needs, activity and environment (EYFS statutory considerations for outings; commonly used planning ratios are adjusted by risk assessment); a deputy leader is identified; volunteers are vetted per KCSIE and never given sole unsupervised charge;
- Adventurous activities use providers holding an Adventure Activities Licence [/ AALS-recognised or LOtC Quality Badge]; the LOtC Quality Badge or provider assurance statements reduce (but never remove) the duty to check providers;
- Residential and overseas visits: additional assessments (accommodation fire safety and security, transport, medical/insurance, FCDO travel advice, emergency communications); a 24/7 School emergency contact is designated for every residential/overseas visit;
- Swimming and water-margin activities follow OEAP guidance; open-water swimming requires specific approval;
- Emergency procedures: leaders carry first aid kits, medical information, emergency cards and the critical incident contact protocol; incidents are reported per Section 8;
- Parental consent: obtained as required (blanket consent for routine local visits [where used]; specific consent for other visits, EYFS outings noted to parents), with medical and dietary information updated.

18. Staff Health, Wellbeing and Occupational Safety

- **Stress and mental health**: workload and wellbeing are monitored in line with the HSE Management Standards; support includes occupational health referral, mental health first aiders and return-to-work processes;
- **Lone working**: risk-assessed for facilities staff, cleaners, staff working late and off-site working, with check-in systems;
- **Violence and aggression**: a zero-tolerance approach to violence and abuse against staff; incidents are reported and reviewed; physical intervention/positive handling follows DfE guidance and the Behaviour Policy;
- **New and expectant mothers** and **young workers** (including staff under 18 and pupils on work experience): individual risk assessments and adjusted duties;
- **Occupational health**: pre-employment health questionnaires (post-offer), health surveillance where COSHH/noise assessments require;

19. Training and Competence

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Health and safety training needs are identified through risk assessments and role profiles, delivered at induction and refreshed on a planned cycle, with records held on internal systems. As a minimum:

- **All staff at induction**: this policy, fire and emergency procedures, accident reporting, safeguarding link, site rules, and role-specific risk assessments — before unsupervised work;
- **Refresher training**: fire awareness [annually]; first aid requalification (FAW/EFAW 3-yearly, PFA 3-yearly, annual skills updates encouraged); manual handling, COSHH, working at height, minibus, and food hygiene on defined cycles;
- **Specialist training**: Science/DT/PE per Sections 9–11; fire marshals/wardens; CPC drivers; legionella responsible person; asbestos awareness; play equipment inspection;
- **Leadership training**: governors' and SLT briefings on their duties (including IOSH level training for the Business Manager
- Volunteers and peripatetic staff receive proportionate induction and information before working with pupils.

20. Monitoring and Review

Annual Group-wide audit led by Forfar Education. Termly school self-assessments submitted to Governance. Policy reviewed annually or in response to legislation change.

Monitoring will include checking that where responsibilities are delegated that individuals clearly understand their roles and responsibilities. Management information will also be considered to improve performance.

21. Emergency Procedures

Each school maintains and rehearses an Emergency Plan. Roles clearly defined for key staff (e.g., fire marshals, first aiders). Communication systems in place for alerting parents and emergency services.

22. Records Management

Risk assessments, accident reports, and H&S training records will be stored securely (digitally or physically). Retention periods will align with HSE and data protection guidance.

23. Lettings and Third-Party Use

Hirers and third-party providers (including holiday clubs and sports clubs) receive the School's conditions of hire, fire and emergency information, and relevant risk information (including asbestos where applicable); they must provide their own risk assessments, insurance, first aid and safeguarding assurances as set out in the Lettings Policy. School systems (alarms, access, emergency lighting) remain operational during lettings, and a School key-holder/duty contact is

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available. Where third parties use School facilities to provide care or activities for children, safeguarding due-diligence checks follow KCSIE. For further guidance refer to FELOp0020.

24. Practical Safety Rules

In addition to the general responsibilities set out in this Policy, all staff across Forfar Education schools must adhere to the following practical safety rules. These provide clear expectations to support day-to-day safe practice and ensure a consistent approach across the Group:

Electrical Equipment

- Personal electrical appliances must not be brought onto school premises unless prior approval has been obtained from the Headteacher or Business Manager and the item has passed a Portable Appliance Test (PAT).
- Staff must visually check school-owned electrical equipment before use and report defects immediately.

Personal Protective Equipment (PPE)

- Where a risk assessment identifies the need for PPE, the school will provide suitable equipment.
- Staff must use PPE correctly, maintain it in good condition, and notify their manager if replacement is required.
- Duty staff supervising outdoor play or off-site walking must wear high-visibility jackets.

Housekeeping and Hazard Reporting

- Escape routes must be kept clear at all times.
- Rubbish and recycling must not obstruct corridors or fire exits.
- Spillages must be cleared immediately or reported without delay.

Visitors

- All visitors must report to reception on arrival, sign in using the agreed procedure, and wear an identification badge at all times.
- Visitors must receive safeguarding and health & safety information appropriate to their visit.
- Any unidentified person on site must be challenged in line with school security procedures.

Smoking, Vaping, Alcohol, and Drugs

- All school sites are strictly no smoking and no vaping environments.
- Alcohol or drugs must not be consumed or brought onto school premises, except where alcohol is expressly authorised for a school event.

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General Conduct

- Staff must only use equipment and machinery they are competent and trained to use.
- Lone working procedures must be followed where applicable.
- Staff must model safe behaviours at all times for the benefit of pupils.

Signatures

Headteacher: Sophie Green

Signed:

Date:

CEO / Proprietor – Forfar Education

Name: John Forsyth

Signed DocuSigned by: John Forsyth E2C5DB2F6B6C45F...

Date: 9/11/2026

Last Review Date

1st September 2025

Revision History

Initial version	1st September 2025
Reviewed and amended with legislation updates	6th August 2026

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Appendix 1: Mandatory Staff Induction Checklist

All new staff must complete induction training within their first month of employment. Records must be signed, dated, and retained on the individual's training file. The induction will cover the following mandatory areas, aligning with HSE guidance and EYFS statutory requirements:

Core Health & Safety

- Introduction to the Group Health & Safety Policy (FELHS0001) and site-specific H&S policy.
- Location of fire exits, assembly points, and emergency evacuation procedures.
- Fire alarm signals, drills, and use of firefighting equipment (awareness only).
- First aid arrangements: location of first aid kits, names of qualified First Aiders, reporting of accidents.
- Accident, incident, and near-miss reporting (including RIDDOR).
- Hazard reporting and maintenance procedures.
- Introduction to Every (compliance management system) or local equivalent.

Risk & Compliance

- Overview of key risk assessments (fire, asbestos, water/legionella, COSHH, manual handling, working at height, DSE).
- Use of Personal Protective Equipment (PPE).
- Safe use of work equipment and classroom resources.
- Procedures for educational visits and off-site activities.

Safeguarding & Welfare

- Safeguarding and Child Protection Policy; DSL/DDSL contacts.
- Lone working protocol.
- Bullying and harassment policy.
- Staff wellbeing and mental health support resources.

Environment & Site

- Premises security procedures and visitor management system.
- Site traffic management and safe pedestrian routes.
- Housekeeping and waste disposal arrangements.
- Severe weather procedures (snow, ice, heat).

EYFS-Specific Requirements (where applicable)

- Supervision ratios and safe sleeping procedures.
- Paediatric first aid expectations.
- Food hygiene and allergen awareness.
- Outdoor play safety checks and equipment use.
- The revised EYFS statutory framework takes effect on 1 September 2026. Inductions must reflect: safer sleep guidance now formally embedded in the framework; staffing

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ratios applying across the whole provision (not just each room); new statutory guidance on children's screen use; a lowered Ofsted notification threshold (any allegations of harm or abuse, not only serious ones); and wider DBS checking of volunteers under the Crime and Policing Act 2026, with a duty on staff to disclose arrests and charges as well as convictions and cautions.