UPSHIRE PRIMARY FOUNDATION SCHOOL

HEALTH & SAFETY POLICY

Mission Statement

At Upshire Primary Foundation School, we aim to provide opportunities for the children to achieve their full potential academically, creatively, socially, physically and emotionally in a happy, supportive, caring and inspiring environment.

School Vision

*INSPIRE*EXCITE*ACHIEVE*

Imagine an inspiring and exciting environment where learning happens because children want to achieve!

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1 Statement of Intent

The Governing Board is committed to ensuring that high standards of health and safety are provided and maintained in order that there is a safe and healthy working environment for all staff, pupils and visitors.

The Governing Board recognises that health and safety is a management responsibility of equal importance to service delivery and needs to be considered an integral part of the school provision.

This policy reflects our commitment to ensuring that health and safety is paramount to the school and that effective management of health and safety actively contributes to our success. The safety of both pupils and employees should underpin the whole culture and ethos of the school.

Managers and employees at all levels are expected to embrace this commitment by ensuring high standards of health and safety in their area of responsibility as outlined in this policy and associated standards.

This policy sets out the key responsibilities of the Governing Board, Headteacher, Managers, all employees and other key staff.

It also outlines how health and safety is organised within the school and signposts all employees to the detailed arrangements for implementing the policy through risk assessments and standards.

All employees have responsibilities under the Health and Safety at Work Act, and any breach of these could lead to prosecution of the school and/or individual employees. Failure to comply with the health and safety standards could also result in disciplinary action.

The Governing Board approved this statement, policy and arrangements:

Signed: *Mrs C Godden* Date: **2nd February 2026**
(Chair of Governors)

This policy will be reviewed annually.

2 Responsibilities - All employees

All employees are responsible for:

Control
- Looking after their own safety and the safety of others affected by their work.

Co-operation
- Co-operating with the school, by following safe working practices and carrying out their health and safety responsibilities as detailed in the school's policies, risk assessments and health and safety standards.

Communication
- Reporting to their line manager any hazards they identify and any inadequacies in health and safety procedures.

Competence
- Taking part in any health and safety training and development identified as necessary by the Headteacher or their Line Manager.

Planning and Implementation
- Using work equipment provided correctly, in accordance with instructions or training.
- Ensuring that if they organise projects or activities involving pupils or other non-employees, risks are assessed as part of the planning stage and control measures implemented.

Monitoring
- Reporting health and safety incidents, in accordance with the school's Health and Safety Incident Reporting Procedure.

Safety Education
- All employees are responsible for contributing to the safety education of pupils through the formal and informal curriculum.
- All teachers and support staff are responsible for the effective supervision and safety of pupils under their care. This includes ensuring that pupils follow health and safety instructions.

3 Responsibilities - All managers and supervisors

All employees with management and supervisory responsibilities are responsible for the implementation of the Health and Safety Policy. As a general rule the direct responsibility of managers for health and safety is determined by the extent to which they have authority to take action. That is if they have the authority to make a general decision about some aspects of the work, they are responsible for the health and safety implications of that decision.

Their responsibilities include:

Control
- Ensuring the Health and Safety Policy is implemented.
- Ensuring managers under their control carry out their health and safety responsibilities.

Co-operation
- Identifying opportunities to improve the health and safety within the school and promoting risk awareness and the development of safe behaviours.

Communication and Consultation
- Ensuring all relevant health and safety information is communicated effectively to the correct employees and take account of their views.

Competence and Capability

- Ensuring the health and safety competence and capability of employees under their control.

Planning and Implementation

- Ensuring relevant health and safety standards and risk assessments are implemented.
- Ensuring risk assessments are carried out, recorded and the control measures implemented.
- Undertaking risk assessments relating to hazards to which directly managed staff are exposed (this will include stress risk assessments).

Monitoring and Review

- Ensuring health and safety monitoring is undertaken in their area of control, in accordance with the school's requirements.
- Reviewing the effectiveness of health and safety standards at controlling risks and feeding back areas of concern to their line manager, Headteacher or Governing Board.
- Ensuring health and safety issues identified via risk assessments or monitoring activities that cannot be addressed are raised with their line manager.
- The Business Manager reports on the school's health and safety performance to the Resources Committee regularly.

4 Responsibilities - Headteacher

Control

- Ensuring there are appropriate arrangements in the school for implementing the school's Health and Safety Policy and ensuring that the policy and arrangements are effectively communicated and implemented.

Co-operation

- Ensuring systems are in place for consultation with all employees.
- Demonstrating health and safety leadership by ensuring health and safety is given equal importance to service delivery.
- Ensuring there are appropriate arrangements in place for co-operation and co-ordination with other users of the school site and that, where necessary joint health and safety arrangements are recorded and agreed.

Communication

- Ensuring appropriate arrangements are in place for communication of health and safety to all employees, agency workers, contractors, visitors, volunteers and pupils, including information on the back of visitor passes.
- Ensuring that health and safety standards accessed via the schools Infolink are made available to relevant employees.

Competence and Capability

- Ensuring that all employees are competent and have the capability to carry out their role/function.

Planning and Implementation

- Ensuring the school's health and safety standards (available via the schools Infolink) are implemented.
- Ensuring there are arrangements in place for managing risks arising from the school's activities or premises, which are not covered by standards available on the Essex Schools Infolink.

Monitoring and Review

- Ensuring systems are in place for monitoring and reviewing health and safety in the school.
- Ensuring there are health and safety monitoring arrangements in place and that actions arising from monitoring results are carried out.

Premises Management

- Ensuring there are arrangements in place for the management of the premises on a day to day basis.
- Ensuring premises management tasks are delegated to a suitably competent site manager and/or other relevant employees with management responsibilities.

5 Responsibilities - School Health and Safety Co-ordinator

The Business Manager has been appointed as the Health and Safety Co-ordinator for the school and is responsible for:

Control

- Establishing arrangements for the effective co-ordination of health and safety throughout the school.
- Supporting the Headteacher and Subject Leaders in co-ordinating the development, review and revision of the school's Health and Safety Policy, standards and risk assessments.

Co-operation

- Setting up arrangements for consulting with employees on health and safety (e.g. through committee meetings or team meetings).

Communication

- Setting up arrangements for the effective communication of health and safety information relevant to all staff, visitors, contractors, volunteers, pupils etc.
- Ensuring health and safety concerns raised by employees are brought to the attention of the appropriate senior manager.
- Ensuring that the Headteacher/school senior leadership team is kept informed of health and safety issues by including them on the agenda of Resources Committee meetings.

Competence

- Co-ordinating the identification of health and safety training and development needs to meet the requirements of the school's health and safety policies/procedures, standards and risk assessments.
- Ensuring that records of health and safety training and development are maintained by the school

Planning and Implementation

- Supporting the establishment of adequate arrangements for:
    - First aid
    - Fire and emergency evacuation
    - Reporting of health and safety incidents, hazards and concerns
    - Other day-to-day health and safety procedures as needed.

Monitoring

- Co-ordinating arrangements for monitoring of health and safety standards within the school.

Premises Management

- Overseeing the management of premises related health and safety risks to employees and other premises users or visitors.
- Co-ordinating and ensuring compliance with premises related standards and assessments.

6 Responsibilities - Governing Board

The Governing Board as the employer is responsible for health and safety and therefore ensuring compliance with relevant legislation. This includes legal duties as controllers of the premises.

Governors' duties to include:

Control:

- Taking reasonable steps, to make sure that the school buildings, grounds, equipment and materials are safe and do not put the health, safety and welfare of persons at risk whilst they are on the premises.
- Ensuring that appropriate arrangements are in place to comply with statutory requirements.
- Ensure that statutory requirements are taken into account in determining the allocation of resources.

Competence and Capability:

- Ensuring that the policies and procedures for recruitment, induction, staff development, performance management and capability used by the school include health and safety competence and capability.
- Ensuring that staff have an appropriate workload, in support of a reasonable work/life balance, having regard to their health and welfare.
- Having regard to their own competence and capability before offering advice or undertaking work that may affect the health and safety of school activities.

Planning and Implementation:

- Ensuring that anyone appointed to undertake construction and maintenance work on the school premises is competent to do so and that any construction work is carried out in accordance with the Construction, Design and Management (CDM) Regulations.
- Ensuring that a property consultant is used to assist with the appointment of a competent CDM co-ordinator before any notifiable construction or demolition work is undertaken on the site. (NB: This is to ensure construction work is carried out in accordance with the requirements of the Construction, Design and Management (CDM) Regulations. Notifiable projects are those likely to last more than 30 days or involve more than 500-person days of construction work).

Monitoring:

- All higher risk educational visits are to be agreed by the Governing Board (e.g. overseas, adventurous or residential).
- The Resources Committee take an active part in monitoring health and safety standards in the school. Minutes and supporting documentation from the Business Manager should provide information on action taken in response to outcomes of:
    - School health and safety inspections, monitoring checks and incident investigations.
    - Health and safety investigations and inspections carried out by enforcing bodies (e.g. HSE, Fire and Rescue Service, Environmental Health). Other serious incidents investigated by the Headteacher or other members of staff.
    - Any surveys carried out by the school, which provides data that relates to employee health and safety (e.g. Outcomes from the Work-Life Support Wellbeing Programme if used).

7 Responsibilities for School Visits

The school undertakes educational visits and has appointed a senior manager as an Educational Visits Co-ordinator (EVC) who has:

- sufficient and relevant experience in running visits;
- the competence to train and monitor others; and
- the authority to agree or not to agree to visits.

Where the school has any part in organising events, trips or activities beyond the school gate it recognises that it has a responsibility. The school's pastoral responsibilities cannot be delegated to other external

providers.

The school has developed an Education Visits Policy which includes:

- Emergency, accident and critical incidents planning.
- Supervision and staffing including competence, safeguarding and training. All those involved in any supervision for the school are subject to this policy.
- The visits system, including the school approach to planning, informing, signing off and supporting visits.

The EVC responsibilities are:

Control

- Developing and implementing a school procedure for the training, support, planning, monitoring and approval of school visits.
- Supporting the Headteacher and governors as required with information, visits approval and other decisions.

Competence and Capability

- Ensuring training of visit leaders to plan and carry out visits. This will involve training on areas such as visit planning, group management, use of external providers, pre-visits risk management, safeguarding as well as identifying and organising specific training e.g. first aid. This must involve training on the Education Visits Policy and must be updated as necessary.
- Assessing the competence of leaders and other adults proposed for a visit. This will commonly be done with reference to training, experience of the person, practical observation, accreditations from an awarding body as well as the EVC's opinion.
- Ensuring that Disclosure and Barring Service disclosures and safeguarding measures are in place as necessary in line with SET (this must include volunteers).
- Ensuring their own competence is maintained through regular refresher training.
- Ensuring thorough understanding of the roles and responsibilities of the Governors, Headteachers, visit leaders, employees and volunteers in relation to educational visits and the school's educational visits policy.
- Managing training of all those connected with visits, including having a deputy trained to take over as EVC in case of absence.
- Understanding when visits can be signed off by the EVC on "everyday risk" and when further advice is necessary.

Planning and Implementation

- Working with group leaders to obtain the consent or refusal of parents and to provide full details of the visit beforehand so that parents can consent or refuse consent on a fully informed basis.
- Ensuring visits are planned with reference to the school's inclusion practice and any SEN professionals.
- Overseeing the organisation (e.g. preparation, roles, providers, activity, and travel) as well as the risk management on each school visit.
- Overseeing the emergency arrangements and ensuring there is an experienced emergency contact for each visit.

Monitoring and Review

- Monitoring all aspects of the planning of visits to ensure they meet the school's requirements.
- Monitoring staff undertaking visits, and monitoring the visits themselves, as necessary.
- Submitting electronically within the timeframes set out by ECC, residential, overseas and adventurous visits to the County Educational Visits Adviser for agreement providing sufficient information on the risk management of the visit
- Understanding when it is necessary to seek clearance for some visits from the Governing Board. This is likely to be when a visit is first proposed, before a financial commitment is made and for specific types of visits e.g. overseas expeditions.
- Keeping records of individual visit plans (a legal document), as well as reference material for the school, in addition to keeping records e.g. reports of health and safety incidents.

- Reviewing systems and, on occasion, monitoring practice.

Access to Further Advice on Educational Visits

- The school has access to specialist advice on Educational Visits from the ECC Education Visits Team.
- This includes access to advice via phone and e-mails, access to the Educational Visits Website and access to the online risk assessment forms.

Contact details are contained in Appendix 2.

8 Competent Health and Safety Advice

The school has appointed Essex County Council Risk Management Consultancy Services (RMCS) Health & Safety as their competent health and safety adviser.

The service offered by RMCS Health & Safety includes:

- Access to standards, generic risk assessments and guidance through the health and safety pages of the Essex Schools Infolink. These standards are based on legislation, industry standards and best practice and produced by competent health and safety advisers.
- Access to a telephone support desk for queries.
- Further support based on the level of service purchased by the school.

9 Health Protection

The Essex Health Protection Agency www.hpa.org.uk/essex gives advice on communicable diseases and infection control. In the first instance refer to their guidance on Communicable Diseases in Schools or contact the school nurse at your local NHS clinic.

HPA Contact Details: Tel: 0845 1550069 or e-mail EHPTInfo@essexhpa.nhs.uk

10 General Arrangements for Health and Safety

The detailed arrangements for implementing this policy are contained within health and safety standards, generic risk assessments and guidance on the health and safety pages of the Essex Schools Infolink (under Service Areas). These can be accessed via the Health & Safety *A to Z Managing Risks,* by selecting the appropriate letter. (NB health and safety standards are kept on a secure part of the infolink, so schools will need a password to access them).

A brief summary of arrangements for managing health and safety is given below:

11 Local Arrangements within Schools

Local arrangements have been implemented in the school covering:

- Employee health and safety competence and capability.
- Failures to comply with health and safety requirements through performance management and disciplinary processes.
- Fire and emergency evacuation (including fire risk assessment).
- First aid.
- Communication and consultation of health and safety.
- Reporting of health and safety incidents, hazards and concerns.
- Requirements to carry out risk assessments including for stress, VDU's, violence, lone working, manual handling, educational visits, one-off events and projects, curriculum activities and any other areas / activities where it has been identified that there are significant risks.
- Managing the risks to young people on work experience placements and risks to pregnant workers.
- Control of asbestos (including asbestos management plan) and legionella.
- Working at height.
- Statutory inspection and maintenance of work equipment, plant and service.
- Control of (health and safety vetting and monitoring) contractors.
- Monitoring compliance with and reviewing effectiveness of health and safety assessments and procedures.

12 Health and Safety Competence and Capability

Competence is the ability to do the job required to the necessary standard. It is not just training, but also experience of applying the skills and knowledge, which needs to be gained under adequate supervision.

The school considers health and safety competence requirements as an integral part of:

- Recruitment and selection
- Employees changing role
- Induction
- Temporary employees, agency workers and volunteers
- Performance management
- Procedures when employees fail to perform on health and safety.

Performance management
The school follows a nationally set performance management review system that is focused on improving teacher practice and pupil achievement. Health and safety is considered as part of the performance management process and where appropriate health and safety objectives are included.

In respect of the Headteacher, account is taken of the results of health and safety monitoring, Ofsted reports and self-evaluation forms (SEFs). Where these show areas that need development, health and safety is included as a specific objective under Leadership.

Reference should be made to Headteacher, manager and employee responsibilities in this policy document.

Training (legal requirement)
There is a legal requirement to take account of an employee's health and safety capabilities when giving them tasks. More specifically there is a requirement to provide employees with adequate health and safety training on recruitment and on being exposed to new risks (for instance due to a change of job role).

The school ensures that employees are given access to training and development appropriate to their role and risks they are exposed to.

The school keeps a record of health and safety training undertaken by employees.

13 Communication

It is recognised that good communication systems are essential to ensure that everyone knows:

- about the health and safety arrangements within the schools;
- about the risks associated with their work;
- what they need to do to protect themselves and others from harm; and
- how they can contribute to a safe school, by raising health and safety concerns.

The school ensures that health and safety information is communicated through the following ways:

- school website
- notice boards
- staff meetings
- governor committee meetings
- minutes
- ParentMail
- school planner
- email

14 Health and Safety Consultation

Employees need to be involved in health and safety decisions that affect them and the risk assessment process. Consultation involves not only giving information to employees but also listening to them and taking account of what employees say before making any health and safety decisions. The law requires that employees must be consulted before implementing changes that may affect their health and safety and with regard to risk assessments that cover their work activities.

Consultation within the school takes place through the following methods:

- In the first instance, all employees can raise health and safety concerns directly with their line manager.
- All employees also have the right to raise health and safety concerns with a trade union appointed health & safety representative, who can take the matter up on their behalf.
- When appropriate, health and safety is on the agenda at Resources Committee meetings and staff meetings. Issues are then dealt with or referred up.

15 Health and Safety Standards (Status)

How we do things safely is detailed in the health and safety standards, generic risk assessments and guidance on the health and safety pages of the Essex Schools Infolink. It is important that managers and employees follow these, as they are the way the school ensures it is meeting its legal obligations for health and safety. Your contract of employment (Conditions of Service) requires that you co-operate with the school by complying with its standards for health and safety. Failure to do so can result in disciplinary action. It may also expose the school, or individuals within the school to the risk of prosecution.

If employees would like sight of these standards they should speak to the Business Manager.

16 Health and Safety Risk Assessments

Risk Assessment is a legal requirement. The health and safety standards, generic risk assessments and guidance were prepared following an assessment of the likely risks in the area to which they relate and in general form the basis of most routine risk assessments. However, as generic assessments, they have limitations and it is the responsibility of Headteachers and all managers to ensure assessments are modified and extended to take account of local circumstances, or separate risk assessments produced for activities where one does not exist if there is a significant risk.

For all managers this includes:

- Ensuring controls detailed in standards and generic risk assessments are implemented in their area of control;
- Ensuring specific risk assessments are undertaken (eg. VDU, stress, manual handling, curriculum activities) in their area of control;
- Undertaking risk assessments relating to hazards to which directly managed staff are exposed (this will include stress risk assessments).
- Ensuring risk assessments are carried out as part of the planning of new projects or initiatives that may have health and safety implications.

17 Health and Safety Monitoring and Auditing

The school has established the following systems to discharge its responsibility for health and safety monitoring in the establishment.

- **Audits:** The school will ensure that a health and safety audit of the establishment is carried out at regular intervals by the Headteacher/the Business Manager/the Caretaker and the Premises Governor.

- **Internal Monitoring:** The school ensures that the on-line health and safety electronic internal monitoring checklists available annually through the health and safety pages of the Essex Schools Infolink are completed. Any action plans will be reported to the Headteacher, the Caretaker and the Resources Committee.

- **Health and Safety Incident Investigation:** The school has an internal system for reporting incidents. Incidents are reviewed by the school's Senior Management. Serious incidents are reviewed by a senior member of staff and the findings reported to the Governing Board.

- **Other Monitoring:** There are systems in place within the school which ensure that the following monitoring is also carried out:
  - Termly inspections of the premises (all curriculum/work areas and general areas).
  - Monitoring of contractor operations under the school's control.
  - Routine checks on equipment and electrical, gas, mechanical and other services.
  - Hazard reporting system that is reviewed at least termly by Senior Managers to assess the types of issues being identified and whether they are being dealt with effectively.

18 Health and Safety Performance Reporting and Review

The Governing Board and Headteacher review the health and safety performance of the school at least annually. This will be included in the Headteacher's Report that is presented to the Governing Board for review, comment and action and includes information on:

- School health and safety inspections, monitoring checks and incident investigations.
- Health and safety investigations and inspections carried out by enforcing bodies (eg. HSE, Fire and Rescue Service, Environmental Health).
- Any surveys carried out by the school, which provides data that relates to employee health, safety and wellbeing (eg. Outcomes from the Work-Life Support Wellbeing Programme).

19 Consequences of Non-Compliance with the School's Health and Safety Policies and Standards

It is a requirement for all employees to fulfil their responsibilities as outlined in this policy. Where there is a failure to comply with the policy, whether observed in routine activities or through established health and safety monitoring systems, an appropriate response is required to hold managers and employees to account and remedy the failure. A number of options are available depending on the severity of the circumstances:

- As part of the normal line management process
- Through performance reviews
- For serious breaches, through disciplinary action. If sufficiently serious, this could include dismissal for gross misconduct.

The school's HR policies give full details on disciplinary and misconduct procedures.

20 Review and Revision

The Governing Board will ensure that the Health and Safety Policy is reviewed annually and revised as necessary in the light of changes in circumstances and/or legislative requirements.

Confirmation that Health and Safety Policy in respect of Upshire Primary Foundation School was discussed and formerly adopted by the Resources Committee meeting on 2nd February 2026

Appendix 1: Health and Safety Local Arrangements Notice

School:	Upshire Primary Foundation School
Headteacher:	Mr Ross Jones
School Health and Safety Coordinator:	Mrs Julie Hockley
Educational visits co-ordinator:	Mrs Nicole Ward
Report health and safety incidents to:	Mrs Julie Hockley
Report hazards to:	Mrs Julie Hockley
Person(s) responsible for undertaking H&S inspections:	Mrs Julie Hockley
Person responsible for co-ordinating fire evacuation arrangements:	Mr Ross Jones, Mrs Julie Hockley and Mr Alex Corfe
Fire marshals:	Mrs Julie Hockley, Mr Ross Jones, Mrs Chrissi Kalli, Mr Alex Corfe, Miss Hayley Clark, Mrs Nicola Whittaker, Mrs Lynne McPheat, Mrs Anna White, Miss Michelle Slaytor, Mrs Vicky Conner, Mrs Mandy Player, Mrs Wendy Orpin, Breakfast Club and Afterschool Club Assistants
Fire assembly point(s):	Far end of each playground
Day and time of weekly fire alarm tests	Wednesday mornings
First aiders / appointed persons:	Most staff
Where to find:	**Location:**
Incident / Accident report forms	School Medical Room
Hazard book	School Office
Health and Safety Standards and Information relevant to school / curriculum area	School Office

Appendix 2: Getting help on health and safety

ECC Contacts	Name(s)	Contact No. / email
Risk Management Consultancy Service – Health & Safety	Support Desk	Tel: 03330 139818 RMCS@essex.gov.uk
Health and Safety Champion for school	Julie Hockley	Tel: 01992 715567
Work-life balance / well-being	SAS	Tel. 01773 814400
Asbestos / legionella / contractor management advice	Refer to property handbook	
Educational Visits Adviser	Educational Visits Team	Tel: 01245 430942 Educational.visits@essex.gov.uk
Other contacts		
Counselling Service (Confidential service)	Schools Advisory Service Tel: 01773 814400	
School's Property Consultant	N/A	
Healthy Schools Programme	03330013 7009	
Occupational health advice	Schools Advisory Service Tel: 01773 814400	
School nurse	Please contact the school office for further information – 01992 715567	
Essex Health Protection Agency (Infection control advice):	0845 1550069 EHPTinfo@essexhpa.nhs.uk	

Appendix 3: How to raise a health & safety concern

