



Sledmere and Wetwang Federation

HEALTH AND SAFETY POLICY – October 2025

Adopted by Sledmere and Wetwang Federation Policy Review Group

Signed: Andrew McCormack

Position: Chair of Governors

Signed: Peter Richardson

Position: Executive Headteacher

To be reviewed by Governors September 2026

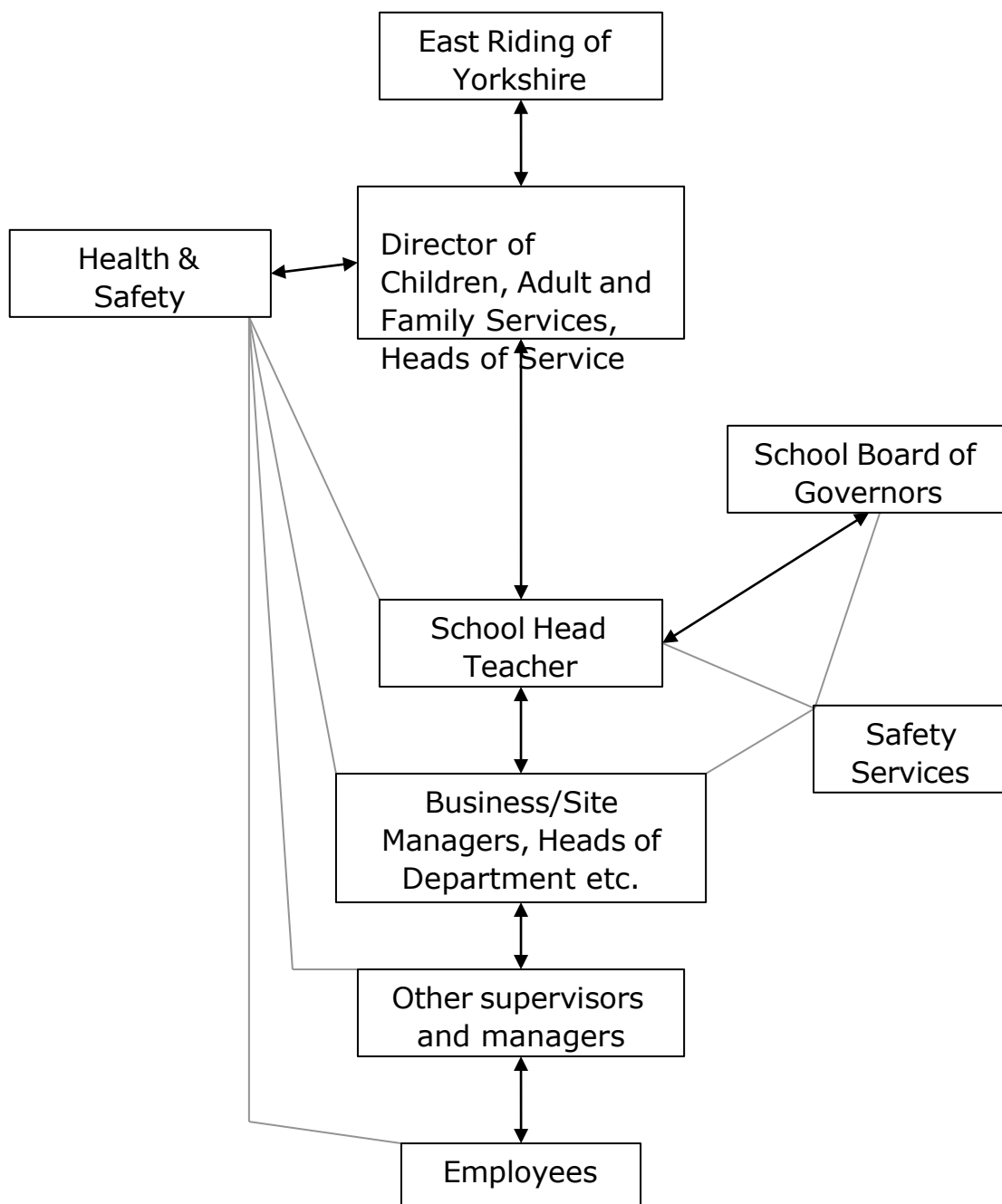
1. Introduction and Statement of Intent

The Sledmere and Wetwang Federation is committed to fostering a positive health and safety culture to protect employees, students, and visitors, creating an effective learning environment. The school aims to be risk-aware, not necessarily risk-averse. This policy aligns with the Health and Safety at Work etc. Act 1974 and the Management of Health and Safety at Work Regulations 1999, which determine British health and safety law.

The school will provide sufficient resources to, as far as reasonably practicable:

- **Safeguard the health, safety, and welfare** of all affected by its activities.
- Achieve **high standards for health and safety** through hazard control, risk assessment, incident monitoring, and control measures.
- Ensure articles and substances are **safe to use, handle, store, and transport**.
- Provide necessary **information, instruction, training, and supervision**.
- Maintain the school premises in a **safe condition**, including access, egress, and welfare facilities.
- **Consult employees** on health and safety matters. This policy will be reviewed at least annually to ensure its validity and effectiveness.

2. Organisation for Safety – Roles and Responsibilities



Lines of Authority/Accountability:



Lines of authority/accountability



Available lines of guidance & support

Effective health and safety management requires commitment and strong leadership from senior management. The **employer** (Governing Board for the Federation) is ultimately accountable for health and safety.

- **Governing Board:** Plays a **strategic role**. They ensure a health and safety policy is in place, appoint a **competent person** with necessary skills and experience, oversee risk assessments, manage H&S, prioritize staff wellbeing, and conduct an annual H&S audit.

- **Headteachers:** Hold **delegated day-to-day responsibility** for health and safety. They must implement policies, produce and maintain the school-specific H&S policy, ensure effective H&S management, report progress to Governors, consult employees, provide safety inductions and training, prioritize staff wellbeing, ensure risk assessments are "living documents" and regularly reviewed, provide and maintain equipment, conduct regular inspections, investigate and record accidents, manage educational visits safely, and ensure H&S is a standard agenda item. While duties can be delegated, **oversight and responsibility remain with the Headteacher**.

- **Business Managers and Senior Leadership Team:** Accountable for achieving policy compliance within their service areas and assisting the Headteacher with delegated duties. This includes policy production, H&S management, staff induction, wellbeing, risk assessments, equipment, statutory inspections, accident investigation, and educational visit coordination.

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- To assist the School Business Manager in recording daily, weekly & monthly equipment or service checks and to report any issues on a daily basis.

- **Employees:** Must **cooperate** with management on all H&S aspects and take **reasonable care for their own safety and others'**. This includes following instructions and training, using equipment correctly, reporting damaged equipment, identifying training needs, acting immediately on discovering hazards, reporting wellbeing concerns, and reporting all accidents or unsafe conditions. Employees should also inform the employer of any serious and immediate danger.

3. Arrangements for the Management of Health & Safety

The school's H&S management is based on a "**Plan, Do, Check, Act**" framework for effective management:

- **Plan:** Leaders set policy, objectives, and responsibilities.
- **Do:** Implement control measures, training, and emergency procedures.
- **Check:** Conduct monitoring, audits, inspections, and reporting.
- **Act:** Review performance regularly to identify improvements.

Key arrangements include:

- **Policy and Guidance:** Policies are produced, reviewed, and communicated to employees at induction and after significant changes. The policy outlines roles, responsibilities, and control measures.
- **Consultation:** Employees are consulted on H&S, which is a standing item on team and management meetings.
- **Training:** All employees receive relevant H&S information and training. This includes **induction training** (covering emergency procedures, first aid, accident reporting, etc.) and **competency-based training** for specific roles or higher-risk activities (e.g., using industrial machinery, managing hazardous materials).
- **Audits and Inspections:** Governors and Headteachers ensure **annual audits** of H&S management systems. General H&S inspections of premises and site occur at least once, preferably twice, per term.
- **Risk Assessments:** All school activities require risk assessments, which are "living documents". They identify hazards, potential harm, and control measures. They must be regularly reviewed and updated, especially considering public health incidents. For public health incidents, a hierarchy of controls is followed: elimination, substitution, engineering, administrative, and finally, PPE. Special assessments are required for young and vulnerable people.
- **Emergency Procedures:** Written procedures are in place for various emergencies, including serious injury, property damage, criminal activity, severe weather, and public health incidents, both on and off-site. Training and practice drills are provided where necessary.
- **Accidents, Injuries, Diseases, and Dangerous Occurrences:** All must be investigated and recorded promptly, following Safety Services guidance for **RIDDOR reporting**, to ensure corrective action, shared learning, and improvements.
- **Contractors:** Visiting contractors must be managed, with information exchanged regarding risks and control measures. Staff must immediately raise concerns about unsafe working practices. Projects must comply with the Construction, Design and Management Regulations.
- **Safeguarding and Security:** Measures include a safeguarding policy, security provisions, supervised vulnerable areas, Disclosure and Barring Service (DBS) checks, and visitor management systems. Procedures for controlling access and barring individuals from school premises are also in place.

4. Review and Evaluation

The Federation is committed to **continuously improving** its health and safety performance. This policy, along with associated risk assessments and procedures, will be **monitored and formally reviewed at least annually**, or immediately following significant changes or incidents. Incident investigations will drive corrective actions and improvements. The effectiveness of procedures and response will be assessed following any health and safety incident