Health and Safety Policy

Policy Title: Health and Safety Policy
Date: February 2026
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Owner: Executive Headteacher
Approval: Governing Board

Contents

1. Purpose & Commitment

Apollo Education is committed to providing a safe, healthy, and supportive environment for all students, staff, and visitors. Students with Special Educational Needs and Disabilities (SEND) may require additional planning, adjustments, and resources to ensure their wellbeing and safety.

The School aims to maintain high standards of health, safety, and wellbeing, aligned with statutory duties. Health and safety are a core management responsibility and integral to the School's mission.

All managers and employees are expected to:

- Follow safe systems of work.
- Undertake and comply with risk assessments.
- Promote and uphold health, safety, and wellbeing standards.

Effective health and safety management contributes to a positive, low-anxiety learning environment and ensures legal compliance.

2. Scope

This policy applies to all:

- Staff, students, governors, contractors, and visitors
- Activities on school premises and off-site educational visits

Responsibilities are underpinned by the Health and Safety at Work Act 1974. Non-compliance may lead to disciplinary action or prosecution.

Specific areas covered include:

- Fire safety, asbestos, legionella, stress management, lone working, manual handling, curriculum risks, and educational visits.
- Individual risk assessments for students with SEND.

3. Legislation and Guidance

This policy references:

- Health and Safety at Work Act 1974

- Management of Health and Safety at Work Regulations 1999
- Education (Independent School Standards) Regulations 2014
- DfE Guidance on Health and Safety in Schools
- First Aid at Work Regulations 1981
- Fire Safety Order 2005
- Control of Asbestos Regulations 2012
- COSHH Regulations 2002
- RIDDOR 2013
- Workplace (Health, Safety and Welfare) Regulations 1992
- Education Act 2002 & statutory safeguarding guidance
- Ofsted requirements on safeguarding, wellbeing, and safe premises
- KCSIE 2025
- Independent School Standards.

4. Policy Statement & Principles

Apollo Education embeds health, safety, and first aid within its inclusive, low-anxiety learning environment, ensuring students can learn safely and independently.

Key commitments include:

- Proactive risk management across all activities and curriculum areas.
- Person-centered adjustments, Personal Emergency Evacuation Plans (PEEPs) where required, and accessible safety communications.
- Robust first aid and medical provision, including care plans and timely communication with parents.
- Competent staff trained for emergency and specialist needs.
- Transparent incident reporting and continuous improvement.
- Partnership working with parents, the Local Authority, and emergency services.

Principles:

- Health, safety, and wellbeing are everyone's responsibility.
- Risks are identified, assessed, and controlled.
- Safety is integrated into planning, curriculum, and management.
- Policies and standards are clearly communicated.
- Staff receive appropriate training and supervision.
- Compliance is monitored, and failures addressed promptly.
- Lessons from incidents, near misses, and audits are acted upon.
- Contractors and visitors adhere to the School's standards.

5. Roles and Responsibilities

Governing Body / Proprietor – Has overall responsibility and accountability for Health and Safety. Proprietor is responsible for commissioning external contractors and for ensuring that the site is maintained to the required standards.

Executive Headteacher:

- Ensures staff fulfil responsibilities
- Leads by example and promotes safe behaviours
- Maintains the written Health and Safety Policy and the Risk Assessment Policy
- Monitors compliance and reports to Governors / Proprietor
- Supports staff wellbeing and safe working

Head of Centre:

- Ensures the day-to-day management of Health and Safety, Risk Assessments, PEEPs and Individual Health Plans (where appropriate) and SEND adjustments, compliance monitoring, and staff support

All Staff – Are expected to:

- Take reasonable care for self and others
- Follow policies, procedures, and emergency plans
- Participate in risk assessments and training
- Report hazards, incidents, and near misses

First Aiders – Provide immediate care, maintain kits, record incidents

The following roles are currently undertaken by the Head of Centre:

Health and Safety Coordinator (HSC) – Conducts safety audits. Compiles risk assessments, ensures fire safety, manages training needs, maintains COSHH registers, and site safety

Educational Visits Coordinator (EVC) – Manages all visits with risk assessment, supervision, DBS checks, and compliance

Governors / Proprietor – Monitor compliance and receive termly reports

Compliance – Non-compliance may result in line management action, performance management consequences, disciplinary action, or dismissal.

6. Procedures & Implementation

6.1 Risk Assessments

Risk assessments are conducted for all curriculum areas, school activities, trips, and individual students to ensure a safe and supportive environment. These assessments specifically take into account SEND-specific risks, including sensory triggers and potential elopement, to ensure appropriate precautions are in place. The Educational Visits Coordinator (EVC) is responsible for ensuring that risk assessments are completed for any off-site visits, and that all staff involved are aware of and follow the required safety measures. All risk assessments are formally reviewed on an annual basis, monitored termly for compliance, and reports on their status and any required updates are presented to the Governing Board / Proprietor.

6.2 Medical and First Aid Provision

Qualified First Aiders are available at all times to provide immediate care in the event of an accident or medical emergency. First aid kits are regularly maintained and checked on a monthly basis by the Health and Safety Coordinator (HSC), and all staff are informed of their locations. Individual medical plans are created for students with specific needs and communicated to relevant staff members. Staff receive training as required to safely support students with medical conditions, such as administering EpiPens or other specialist procedures.

6.3 Accidents and Incidents

In the event of an accident or incident, immediate care is provided by the First Aider or Head of Centre. Parents or carers are informed on the same day of any incident involving their child. Serious incidents are escalated to the Executive Headteacher, who in turn reports to the Governing Board. Where required, incidents are formally reported under RIDDOR regulations. All incidents are logged and reviewed to ensure appropriate follow-up and to support continuous improvement.

6.4 Fire Safety and Evacuation

The Head of Centre (supported and advised by the Executive Headteacher) is responsible for ensuring that clear evacuation plans are in place, routes are clearly marked, and any medical support required during an evacuation is considered. Fire marshals are trained in their roles, and all fire safety equipment, including alarms, extinguishers, and blankets, is maintained and checked regularly. Fire drills are conducted at least once per term to ensure that all staff and students are familiar with evacuation procedures. The fire alarm is tested every week.

6.5 Site Safety and Security

The school's site security systems, including buzzer entry, CCTV, and visitor logging, are maintained to ensure the safety of students, staff, and visitors. Daily site checks are conducted by the Head of Centre to monitor the environment, and contractors are managed with clear arrangements that consider both health and safety and

safeguarding requirements. A COSHH register is maintained to ensure safe handling and storage of hazardous substances on site.

6.6 School Visits

All school visits follow DfE and Local Authority guidance and require a completed risk assessment approved by the SLT or Executive Headteacher. Parents are informed of risks and control measures prior to any trip, and special arrangements are made for students with medical needs or other vulnerabilities. Supervision ratios and safeguarding measures are strictly maintained, and staff leading visits are competent and appropriately trained.

6.7 Staff Communication and Consultation

Health and safety information is communicated to staff through INSET training, noticeboards, and diary meetings. Employees are consulted on any changes that may affect health and safety. Consultation ensures that staff views are considered before implementing changes to procedures or risk assessments that affect their work.

7. Fire Safety

To comply with the Fire Safety Order 2005, Apollo Education conducts formal fire risk assessments that are regularly reviewed and recorded. Fire procedures are developed and staff receive training on evacuation, fire prevention, and emergency response, with drills conducted at least once per term. Fire equipment is maintained and checked twice yearly, and the school is inspected annually by the local Fire and Rescue Service to ensure compliance with safety standards.

8. Monitoring and Review

The Head of Centre maintains records of all health and safety incidents and reviews them on a termly basis with the SLT to ensure compliance and to identify any areas for improvement. Termly audits are carried out to verify that the number and competency of First Aiders and Fire Marshals meet school requirements, and all fire safety equipment is checked regularly. Routine inspections of premises, monitoring of contractor activities, and assessment of hazard reports are conducted to maintain a safe environment. On an annual basis, the Executive Headteacher undertakes a comprehensive health and safety audit and updates the site risk assessment. The Governing Board receives an annual report on the school's health and safety performance, which includes inspection results, incident trends, and any necessary improvement actions.

9. Training and Awareness

9.1 Health and Safety Culture

Apollo Education promotes a culture where health, safety, and wellbeing are everyone's responsibility. Competence in health and safety is considered at recruitment, induction, and whenever staff roles change. Responsibilities are embedded in performance management, and staff are held accountable for compliance. Communication and consultation on health and safety matters occur through INSET training, staff meetings, noticeboards, and online systems.

9.2 Training

All staff complete induction training covering health and safety procedures, first aid, and the links to safeguarding. Annual refresher training is provided, including emergency response. Designated First Aiders complete accredited training every three years, with annual refreshers and scenario practice. Fire marshals receive training as required, with drills reviewed termly. Specialist training is provided based on staff roles and risk assessment, including manual handling, ladder safety, and other areas. Staff working with students with Autistic Spectrum Conditions receive training on specific risks, sensory safety, and positive risk-taking.

Students are provided with age-appropriate safety education and participate in regular evacuation drills. Training records are maintained and monitored by the Head of Centre.

10. Linked Policies & Documents

- Safeguarding and Child Protection Policy
- First Aid Policy
- Fire Safety Risk Assessment and Plan
- Behaviour Management Policy
- Equity and Inclusion Policy
- Staff Code of Conduct

Annexes

Annex A: Accident & Incident Reporting Flowchart

- Incident occurs
- First Aider provides immediate care
- Record completed in accident/incident log
- Parents informed same day

- Headteacher notified for serious incidents
- Governors notified termly
- RIDDOR notification if required

Annex B: Risk Assessment Template

- Activity/Area
- Hazard identified
- Persons at risk
- Existing controls
- Risk rating
- Further action needed
- Staff responsible

Annex C: Personal Emergency Evacuation Plan (PEEP) Template

- Student name
- Location
- Identified needs
- Support required
- Staff responsible
- Review date

Annex D: COSHH Register Template

- Substance
- Location
- Hazard
- Precautions
- PPE required
- First aid measures

Annex A: Accident and Incident Reporting Flowchart

Incident occurs
↓
First aider provides immediate care
↓
Record completed in accident/incident log by Health and Safety Coordinator
↓
Parents informed same day
↓
Headteacher notified for serious incidents
↓
Governors notified in termly report
↓
RIDDOR notification if required

Annex B: Risk Assessment Template

To be updated by Head of Centre for staff use

Activity/Area	Hazard identified	Persons at risk	Existing controls	Risk rating	Further action needed	Staff responsible

Annex C: Personal Emergency Evacuation Plan (PEEP) Template

To be updated by Head of Centre for staff use

Student name	Location	Identified needs	Support required	Staff responsible	Review date

Annex D: COSHH Register Template

Substance	Location	Hazard	Precautions	PPE required	First aid measures