Victorious Academies Trust

Success in education

Holden Clough Primary School

Part of Victorious Academies Trust

Health and Safety Policy September 2026

DOCUMENT CONTROL

Document Title	Health and Safety Policy
School	Holden Clough Primary School
Trust	Victorious Academies Trust
Responsible Officer	Headteacher
Policy Owner	Headteacher
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Related Policies	Educational Visits Policy, Supporting Pupils with Medical Conditions Policy, Safeguarding and Child Protection Policy, Fire Safety Procedures

Version Control

Version	Date	Author	Summary of Changes
1.0	May 2025	Adam Porter	Original policy
2.0	September 2026	Adam Porter	Reformatted into HSE three-part structure. Updated to reflect academy trust governance. Added legislative framework, RIDDOR, asbestos management, legionella control, contractor management, lone working, wellbeing, DSE, violence and aggression, premises compliance and fire risk assessment sections.

PART 1: STATEMENT OF INTENT

Policy Statement

Holden Clough Primary School is part of Victorious Academies Trust. The Trust recognises and accepts its responsibilities as the employer under the Health and Safety at Work etc. Act 1974 and all associated health and safety legislation.

The Trust is committed to ensuring, so far as is reasonably practicable, the health, safety and welfare of all employees, pupils, volunteers, visitors, contractors and any other persons who may be affected by its activities.

The Trust will:

- Provide and maintain safe premises and systems of work.
- Ensure safe arrangements for the use, handling, storage and transport of articles and substances.
- Provide adequate information, instruction, training and supervision.
- Promote a positive health, safety and wellbeing culture.
- Monitor and review health and safety performance across all schools within the Trust.
- Ensure sufficient resources are available to manage risks effectively.
- Seek continual improvement in health and safety standards.

Responsibility for the day-to-day implementation of this policy is delegated to the Headteacher of Holden Clough Primary School.

The Trust Board retains overall accountability for health and safety compliance across all Trust schools.

Legislative Framework

This policy operates in accordance with:

- Health and Safety at Work etc. Act 1974
- Management of Health and Safety at Work Regulations 1999
- Workplace (Health, Safety and Welfare) Regulations 1992
- Provision and Use of Work Equipment Regulations 1998 (PUWER)
- Manual Handling Operations Regulations 1992
- Control of Substances Hazardous to Health Regulations 2002 (COSHH)
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)
- Regulatory Reform (Fire Safety) Order 2005
- Electricity at Work Regulations 1989
- Working at Height Regulations 2005
- Construction (Design and Management) Regulations 2015
- Equality Act 2010
- Relevant SEND and disability legislation

PART 2: ORGANISATION

Victorious Academies Trust Board

The Trust Board, as employer, is responsible for:

- Establishing the Trust's health and safety arrangements.
- Ensuring compliance with all health and safety legislation.
- Securing competent health and safety advice.
- Monitoring health and safety performance across the Trust.
- Receiving assurance regarding compliance.
- Ensuring adequate resources are available to manage risks.

Chief Executive Officer and Trust Executive Team

The CEO and Executive Team are responsible for:

- Ensuring effective implementation of Trust health and safety arrangements.
- Monitoring compliance across schools.
- Supporting schools to meet statutory duties.
- Ensuring robust systems for reporting and investigating incidents.

Local Governing Board

The Local Governing Board will:

- Provide strategic oversight and challenge.
- Receive health and safety reports.
- Seek assurance that the school complies with Trust requirements.
- Monitor progress on actions arising from audits and inspections.

Headteacher

The Headteacher has overall responsibility for the day-to-day management of health and safety and will:

- Implement this policy.
- Ensure appropriate risk assessments are completed and reviewed.
- Ensure statutory inspections are completed.
- Investigate accidents and incidents.
- Ensure RIDDOR incidents are reported where necessary.
- Liaise with the Trust on health and safety matters.

- Ensure health and safety is integrated into school improvement and operational planning.

Site Manager

The Site Manager will:

- Report premises defects promptly to the Headteacher or School Business Manager.
- Undertake routine premises inspections.
- Carry out and record weekly fire alarm checks.
- Monitor outdoor play equipment and site safety.
- Support statutory compliance inspections and maintenance programmes.
- Carry out duties delegated by the Headteacher.

Subject Leaders

Subject Leaders will:

- Ensure resources and equipment are stored safely.
- Identify subject-specific hazards.
- Communicate relevant safety information to staff.

All Employees

All employees must:

- Take reasonable care of themselves and others.
- Follow this policy and associated procedures.
- Report hazards, defects and concerns promptly.
- Co-operate with health and safety arrangements.
- Ensure children under their supervision behave safely.

Other Users of the Site

Relevant sections of this policy apply to:

- Contractors
- Agency staff
- Volunteers
- Students
- Visitors
- Hirers
- Parents and carers where appropriate

PART 3: ARRANGEMENTS

First Aid

First aid kits are located throughout the school, including:

- School office
- School kitchen
- Classrooms

The school maintains appropriately trained personnel including:

- First Aid at Work staff
- Paediatric First Aiders
- Emergency First Aiders
- Mental Health First Aiders

Stocks will be monitored and replenished regularly.

Accident Reporting and Investigation

All accidents will be recorded, investigated proportionately and reviewed where necessary to prevent recurrence.

Head injuries must always be reported to parents and recorded.

Serious incidents, accidents and near misses will be recorded using Trust systems.

RIDDOR Reporting

The school will comply with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013.

Potentially reportable incidents will be escalated immediately to the Headteacher and the Trust.

Administration of Medicines

Medication will only be administered following completion of the appropriate parental consent form and in accordance with the Supporting Pupils with Medical Conditions Policy.

Fire Safety

The school will:

- Undertake termly fire drills.
- Maintain fire evacuation procedures.
- Conduct regular fire alarm testing.
- Service firefighting equipment annually.

- Prohibit smoking across the entire site.

Fire Risk Assessment

The school will maintain a suitable and sufficient fire risk assessment which will be reviewed:

- Annually.
- Following significant alterations.
- Following significant incidents.
- Where there are material changes to use of buildings.

Hazard and Defect Reporting

Defects and hazards must be reported immediately through school reporting procedures and the Trust compliance system.

Urgent matters will be addressed without delay.

Risk Assessment

Suitable and sufficient risk assessments will be completed for:

- Curriculum activities
- Educational visits
- Premises activities
- Events
- Individual pupils where required
- Staff activities

Assessments will be reviewed regularly and whenever circumstances change.

Educational Visits

All off-site visits will be risk assessed prior to the visit.

Appropriate ratios will be determined through the risk assessment process.

Additional support arrangements will be provided where required.

Contractor Management

All contractors must:

- Report to reception.
- Sign in and out.
- Provide risk assessments and method statements.

- Follow safeguarding procedures.
- Comply with school and Trust requirements.

Projects will be assessed against the requirements of the Construction (Design and Management) Regulations 2015 where appropriate.

Asbestos Management

The school will:

- Maintain an asbestos register.
- Ensure contractors review asbestos information before work begins.
- Prevent disturbance of asbestos-containing materials.
- Report concerns immediately.

Legionella Control

The school will maintain suitable arrangements for water hygiene management including:

- Temperature monitoring.
- Flushing regimes.
- Water hygiene inspections.
- Contractor monitoring and testing.

COSHH

Substances hazardous to health will be assessed and managed appropriately.

COSHH assessments and safety data sheets will be maintained and available to staff.

Electrical Safety

The school will:

- Maintain electrical installations.
- Undertake portable appliance testing as required.
- Ensure faults are reported immediately.
- Use competent contractors.

Any faults must be reported immediately.

All appliances will be inspected and tested in accordance with statutory requirements and Trust procedures.

Displays or decorations must not be suspended from light fittings.

Only Trust-approved competent contractors will be used to undertake electrical inspection, testing, maintenance and repair works.

Security and Visitors

All visitors must:

- Report to reception.
- Sign in.
- Wear identification.
- Follow safeguarding and emergency arrangements.

School identification systems will be used to distinguish between DBS-checked and non-DBS-checked visitors.

Lone Working

Appropriate safeguards will be implemented where staff work alone.

Risk assessments will consider:

- Nature of work
- Location
- Communication arrangements
- Emergency procedures

Staff Wellbeing

The Trust acknowledges its duty to protect staff from work-related stress and will:

- Monitor workload pressures.
- Support employee wellbeing.
- Respond appropriately to stress-related concerns.
- Undertake stress risk assessments where required.

Display Screen Equipment (DSE)

Appropriate workstation assessments will be undertaken for relevant employees and reasonable adjustments made where required.

Violence, Aggression and Challenging Behaviour

The school will take all reasonably practicable steps to protect staff from violence, aggression, abuse and threatening behaviour.

Appropriate risk assessments and behaviour management plans will be implemented where required.

Premises Compliance

The school will maintain statutory inspection and maintenance programmes covering:

- Fire alarms

- Emergency lighting
- Fire extinguishers
- Electrical systems
- Portable appliances
- Gas safety
- Water hygiene
- Playground equipment
- Any lifting equipment in use

Compliance records will be maintained through Trust systems.

Health and Safety Monitoring

Health and safety audits will be undertaken periodically by:

- Victorious Academies Trust
- Competent external advisors
- School leaders

Actions arising from audits will be tracked and monitored.

Supervision of Pupils

Appropriate supervision arrangements will be maintained:

- Before school
- During the school day
- At break and lunchtime
- After school
- During educational visits

Children will only be released to authorised adults or in accordance with parental permissions recorded on Arbor.

Cycling to School

Pupils cycling to school should:

- Have completed cycle training where appropriate.
- Wear suitable safety equipment.
- Use designated cycle storage facilities.

Bicycles remain the responsibility of their owners.

Dogs on Site

Assistance dogs are permitted on site.

Other dogs are not allowed inside the school grounds, except in exceptional circumstances with the permission of the Headteacher.

Use of the School Car Park

The staff car park is primarily for staff use.

Parents and visitors may only use the car park where explicit permission has been granted.

Pedestrian access through the car park is prohibited.

Equality Statement

At Holden Clough Primary School we are committed to ensuring that all individuals are treated with dignity, respect and fairness regardless of:

- Age
- Disability
- Race
- Religion or belief
- Sex
- Gender reassignment
- Sexual orientation
- Pregnancy or maternity status
- Marriage or civil partnership status
- Special educational needs

Everyone will be provided with equal opportunities to achieve their full potential.

Approval and Review

This policy has been approved by Victorious Academies Trust and adopted by Holden Clough Primary School.

The policy will be reviewed annually or earlier where:

- There are significant changes to legislation.
- Health and safety guidance changes.
- Organisational arrangements change.
- Following a serious incident or enforcement action.
- Following recommendations arising from audits or inspections.