HEALTH AND SAFETY POLICY

Policy Owner:	Chief Operating Officer (COO)
ISSR Reference:	Part 3 – Welfare, Health and Safety of Pupils Part 5 – Premises of and Accommodation at Schools Part 8 – Quality of Leadership in and Management of Schools
Date of review:	Summer 2026
Approved by:	Group Board
Date of next review	Spring 2027

Version Control Information

Reason for Amendment	Role	Date	Main Changes
Tier 1 policy formatted into SDEG house style and running order	Chief Operating Officer (COO)	Group Board – Summer 2026	Streamlined format, monitoring wording and policy links aligned to house style

1. Aims

This is a Tier 1 Group Policy. It sets the Group-wide statement of intent, governance arrangements, responsibilities and minimum standards. It is supported by Tier 2 Group template policies and school-specific procedures, plans and risk assessments. Local arrangements may reflect each setting, but must not dilute the requirements of this Policy.

1.1 Purpose

St Dunstan's Education Group ('SDEG' or 'the Group') is committed to providing safe, healthy, secure and supportive environments for pupils, staff, volunteers, contractors, visitors and all other users of its premises and services.

This Policy establishes the Group's overarching health and safety principles, governance arrangements, responsibilities and minimum standards. It provides the framework within which local procedures and operational arrangements are developed, implemented, monitored and assured.

This Policy applies to:

- St Dunstan's College
- St Dunstan's Junior School
- Rosemead Preparatory School and Nursery
- St Christopher's The Hall School
- West Lodge School and Nursery
- Jubilee Sports Ground, including activities delivered there for schools and external users
- all nursery and Early Years provision operated by the Group
- Group Professional Services, commercial and enterprise activities
- any future school, nursery, service or educational provision operated by the Group

It applies to all staff, pupils, governors, volunteers, contractors, hirers, tenants, visitors and others who may be affected by the Group's activities, whether on Group premises or during activities conducted elsewhere.

1.2 Local implementation

Each school and service must maintain the local policies, plans, procedures, risk assessments and records necessary to implement this Policy. Local arrangements may differ to reflect age, site, provision and operational context, but must be consistent with Group requirements and applicable law.

1.3 Status

This is a Tier 1 Group Policy approved by the Group Board. Failure by staff to comply with health and safety requirements may be addressed under the Group's employment procedures. Contractors, hirers and visitors must comply with applicable site rules and contractual requirements.

1.4 Strategic context

The Group believes that excellent education can only flourish where children, staff and visitors are safe, healthy and supported. Health and safety is therefore a fundamental enabler of the Group's vision of Excellence. Differently. It enables ambitious, distinctive and enriching experiences to be delivered within a culture of thoughtful risk management, shared responsibility and care for others.

1.5 Objectives

The Group will, so far as is reasonably practicable:

- provide and maintain safe premises, access, equipment and systems of work
- identify hazards, assess risks and implement proportionate controls
- provide appropriate information, instruction, supervision, training and resources
- maintain suitable welfare arrangements and promote physical and psychological wellbeing
- consult staff and, where appropriate, pupils and other stakeholders on matters affecting health and safety
- support pupils with medical conditions, allergies and dietary needs to participate safely and inclusively
- plan educational visits, co-curricular activities, sport and adventurous learning so that benefits and risks are considered intelligently
- learn from accidents, incidents, near misses, concerns, audits and external review
- comply with legal, regulatory, insurance and good-practice requirements
- continually improve the effectiveness of health and safety management across the Group

1.6 Statement of intent

The Chair of the Group Board and the Chief Executive Officer accept the Group's legal and moral responsibilities for health and safety. The Group Board retains ultimate accountability. Executive responsibility is delegated through the Chief Executive Officer to the Chief Operating Officer, Heads and other role holders as set out in this Policy.

Risk will be eliminated where reasonably practicable. Where it cannot be eliminated, risks will be reduced and controlled through suitable and sufficient arrangements. Controls will be monitored to confirm that they are implemented and effective.

Every member of staff has a personal duty to take reasonable care of their own health and safety and that of others who may be affected by their acts or omissions, to cooperate with the Group, and not to interfere with or misuse anything provided for health, safety or welfare.

2. Legislation and Regulatory Framework

This Policy is informed by applicable legislation, statutory guidance and recognised good practice, including, but not limited to:

- Health and Safety at Work etc. Act 1974
- Management of Health and Safety at Work Regulations 1999
- Workplace (Health, Safety and Welfare) Regulations 1992
- Health and Safety (First-Aid) Regulations 1981
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)
- Regulatory Reform (Fire Safety) Order 2005 and applicable fire safety legislation
- Control of Substances Hazardous to Health Regulations 2002
- Control of Asbestos Regulations 2012
- Construction (Design and Management) Regulations 2015
- Provision and Use of Work Equipment Regulations 1998
- Lifting Operations and Lifting Equipment Regulations 1998
- Electricity at Work Regulations 1989
- Gas Safety (Installation and Use) Regulations 1998
- Manual Handling Operations Regulations 1992
- Work at Height Regulations 2005
- Control of Noise at Work Regulations 2005
- Control of Vibration at Work Regulations 2005
- Health and Safety (Display Screen Equipment) Regulations 1992
- Safety Representatives and Safety Committees Regulations 1977
- Health and Safety (Consultation with Employees) Regulations 1996
- Building Safety Act 2022, where applicable
- Education (Independent School Standards) Regulations 2014
- Early Years Foundation Stage statutory framework
- Equality Act 2010
- Children and Families Act 2014
- Education Act 2002
- current Department for Education, Department of Health and Social Care, UK Health Security Agency, Health and Safety Executive and Outdoor Education Advisers' Panel guidance

The Group will keep relevant legal and regulatory developments under review and update policies, procedures, training and assurance activity where required.

3. Roles and responsibilities

3.1 Group Board of Governors

The role holder or body will:

- hold ultimate accountability for health and safety across the Group
- approve this Policy and receive assurance that it is implemented
- ensure adequate governance, leadership and resources
- consider significant incidents, material compliance concerns and strategic risks
- ensure health and safety is appropriately reflected in the Group Risk Register
- appoint a nominated Health and Safety Governor and other nominated governors where required

- hold the CEO to account for effective implementation

3.2 Local School Boards

The role holder or body will:

- receive appropriate local assurance about health and safety within their school
- scrutinise significant local risks, incidents, trends and action plans
- provide local support and challenge to the Head
- escalate material concerns through the agreed governance route
- ensure a nominated Local School Board governor attends the school Health and Safety Committee at least annually and reports relevant assurance, observations and concerns to the Local School Board
- recognise that ultimate accountability remains with the Group Board

3.3 Nominated Health and Safety Governor

The role holder or body will:

- support the Group Board in its oversight of health and safety
- meet relevant leaders and review evidence of assurance
- visit settings where appropriate, attend relevant Health and Safety Committee meetings, and report assurance themes, observations, concerns and recommendations to the Group Board
- maintain appropriate knowledge through induction and training
- avoid assuming executive or operational responsibility

3.4 Chief Executive Officer

The role holder or body will:

- be accountable to the Group Board for implementation of this Policy
- provide strategic leadership and promote a positive safety culture
- ensure responsibilities are appropriately delegated to competent role holders
- ensure sufficient resources are available
- ensure significant risks and incidents are escalated to the Group Board

3.5 Chief Operating Officer

The role holder or body will:

- act as executive lead and policy owner for health and safety
- oversee the Group health and safety management and assurance framework
- chair the Group Health and Safety Committee
- maintain oversight of statutory compliance, inspections, audits and action plans
- oversee reportable incident decisions and notifications, supported by competent advice
- escalate material risks, incidents and control failures to the CEO and Group Board

- report regularly on performance, trends, compliance and assurance
- commission independent advice, audit or investigation where appropriate

3.6 Chief Financial Officer

The role holder or body will:

- ensure appropriate financial planning for statutory compliance and risk mitigation
- maintain suitable insurance arrangements with relevant colleagues and advisers
- consider material health and safety exposures within financial planning and investment decisions
- support prioritisation of capital expenditure needed to address significant risk

3.7 Heads of School and Group Head of Nurseries

The role holder or body will:

- be responsible for implementation within their school
- provide visible local leadership and promote a positive culture
- ensure suitable local policies, plans, procedures, risk assessments and records are maintained
- allocate responsibilities to competent staff and ensure adequate supervision
- chair or designate appropriate chairing of the school Health and Safety Committee
- ensure incidents and concerns are reported, investigated and acted upon
- provide local assurance and escalate material risks promptly
- ensure educational and co-curricular activities are planned safely

3.8 Group Directors and functional leaders

The role holder or body will:

- manage health and safety risks arising from their function, services and projects
- ensure functional procedures, risk assessments, training and records are in place
- monitor compliance and address deficiencies
- provide assurance and escalate significant matters through the Group structure

3.9 Director of Estates and Estates leaders

The role holder or body will:

- maintain strategic oversight of estate compliance, planned preventative maintenance and capital works
- ensure statutory inspections, servicing, testing and remedial actions are planned, recorded and monitored
- ensure property-related risks are assessed and prioritised
- ensure suitable contractor control and coordination
- provide compliance information and assurance to the COO, Heads and governance bodies

3.10 Head of Health and Safety

The role holder or body will:

- provide competent advice and coordinate Group health and safety arrangements
- maintain the Group audit, inspection and assurance programme
- support local leaders with policy, risk assessment, training and incident investigation
- maintain oversight of action plans and significant risks
- analyse performance and incident data and report themes
- keep legal and professional developments under review
- liaise with external advisers and enforcing authorities as authorised

3.11 Director of People

The role holder or body will:

- ensure health and safety responsibilities are reflected in induction, employment practice and relevant training
- support arrangements for staff wellbeing, workplace adjustments, occupational health and work-related stress
- support DSE, pregnancy and other employee-specific assessments with managers
- maintain suitable training and employment records with relevant teams

3.12 Educational Visits Coordinators

The role holder or body will:

- apply the Group Educational Visits Policy and local arrangements
- support and challenge visit planning and risk management
- ensure leaders are competent and approvals are completed at the correct level
- confirm emergency, medical, dietary, allergy and safeguarding arrangements are addressed
- monitor incidents, near misses and learning from visits

3.13 First aid, medical and allergy role holders

The role holder or body will:

- respond within the scope of their training and local arrangements
- maintain required records and communicate concerns
- support emergency planning, medication and equipment checks as allocated
- apply the First Aid, Allergy, and Medical and Dietary Needs policies

3.14 Managers

The role holder or body will:

- understand and manage risks within their area
- ensure staff receive information, training, equipment and supervision
- complete and review risk assessments
- respond promptly to defects, incidents and concerns
- consult their teams and verify controls are followed

3.15 All staff

The role holder or body will:

- take reasonable care of themselves and others
- follow training, instructions, risk assessments and safe systems of work
- use equipment and personal protective equipment correctly
- complete required training and cooperate with monitoring
- check work areas and equipment before use where appropriate
- report hazards, defects, accidents, incidents, near misses and concerns promptly
- follow emergency, infection-control and medical arrangements
- not interfere with anything provided for safety

3.16 Contractors, hirers and visitors

The role holder or body will:

- comply with site rules, inductions, permits and contractual controls
- provide suitable risk assessments, method statements and evidence of competence where required
- report hazards, incidents and changes affecting safety
- cooperate with emergency and safeguarding arrangements

3.17 Pupils and parents or carers

The role holder or body will:

- follow reasonable safety instructions and school rules
- not misuse safety or emergency equipment
- report defects, hazards, accidents and relevant health information
- provide accurate and current medical, allergy and dietary information and required medication or equipment
- cooperate with agreed arrangements designed to protect the pupil and others

4. Health and safety management system

4.1 Health and safety management system

The Group manages health and safety through a continuous cycle of leadership, planning, delivery, checking and improvement.

4.1.1 Plan

Set policy and standards; identify legal duties, hazards, priorities and resources; allocate ownership.

4.1.2 Do

Implement proportionate controls; provide competent people, information, training, supervision and local procedures.

4.1.3 Check

Monitor performance through inspection, incident review, compliance data, audit, consultation and assurance reporting.

4.1.4 Act

Correct deficiencies, learn from findings, track actions, improve controls and revise arrangements when circumstances change.

Proportionate risk management
Health and safety should enable, not unnecessarily restrict, excellent education. Decisions should balance foreseeable harm, the effectiveness of controls and the educational or operational benefit of the activity.

4.2 Consultation, competence and training

4.2.1 Consultation

The Group will consult staff on matters affecting their health and safety through appropriate committees, recognised representatives, team discussions, surveys, briefings and direct engagement. The Group recognises the statutory role of trade union safety representatives and elected representatives of employee safety.

4.2.2 Competence

People undertaking health and safety roles must have the skills, knowledge, experience, training and organisational support appropriate to the task. Where specialist competence is required, the Group will appoint or procure competent advice or services.

4.2.3 Induction and training

Health and safety information will form part of induction. Refresher and role-specific training will be determined through legal requirements, risk assessment, the Group mandatory training framework and local training needs analysis. Training may include fire safety, first aid, risk assessment, manual handling, DSE, asbestos awareness, water

hygiene, work at height, COSHH, educational visits, allergy and anaphylaxis response, and specialist curriculum or equipment training.

4.2.4 Records and evaluation

Completion of required training must be recorded. Managers must allow reasonable time for completion, evaluate whether learning is applied and arrange additional instruction, supervision or assessment where necessary.

4.3 Risk management and risk assessment

4.3.1 Integration with the Risk and Assurance Framework

Health and safety is a core component of the Group's wider Risk and Assurance Framework. Operational hazards are managed through risk assessment and local controls. Material or systemic exposures are recorded and escalated through school, functional and Group risk registers in accordance with the Group Risk and Assurance Policy.

4.3.2 Risk assessments

Suitable and sufficient risk assessments must be completed by competent people for activities, premises, equipment, groups or individuals where foreseeable risk requires assessment. Assessments must:

- identify hazards and who may be harmed
- consider the nature and extent of the risk, with emphasis on whether control measures are suitable, sufficient and aligned to the hazard and those who may be harmed
- identify existing and additional controls
- record significant findings and ownership
- consider persons who may be particularly at risk
- be communicated to those who need to act on them
- be reviewed at least annually, and sooner following material change, incident, concern or evidence that controls may be ineffective

4.3.3 Specific assessments

Specific assessments will be completed where applicable, including for pregnancy and new mothers, disability or medical needs, young persons, lone working, violence and aggression, work-related stress, manual handling, DSE, hazardous substances, noise, vibration, work at height, fire, security, educational visits and curriculum activities.

4.3.4 Dynamic assessment

Staff may need to make dynamic judgements when circumstances change unexpectedly. This does not replace planned risk assessment. Staff should pause, seek

advice, modify or stop an activity where controls are no longer adequate or an immediate danger exists.

4.3.5 Risk acceptance and escalation

Risks must be owned at the level with authority and resources to manage them. Significant unresolved risks, overdue critical actions, repeated control failures and matters beyond local authority or resources must be escalated promptly. No individual should accept a material risk on behalf of the Group without appropriate authority.

4.4 Operational arrangements and minimum standards

4.4.1 Accidents, incidents and near misses

All accidents, incidents, occupational ill health concerns and near misses must be reported promptly through the approved local system. Immediate care and safeguarding needs take priority. Further requirements are in section 4.5 and the Accident Investigation Policy.

4.4.2 Asbestos

Each relevant site must maintain an asbestos management plan and current register, control access to information, label or manage known materials as appropriate, prevent unauthorised disturbance and ensure contractors review relevant information before work. Only competent persons may survey, sample or undertake licensed work.

4.4.3 Biological hazards and infection control

Schools will maintain proportionate arrangements to prevent and control infection, informed by current public-health guidance. Arrangements will cover hygiene, cleaning, bodily-fluid spill response, exclusion or attendance advice, notification, outbreak management and protection of persons at increased risk. Disease-specific controls will be introduced when required.

4.4.4 Water hygiene and legionella

Each relevant site must maintain a current risk assessment, written scheme and records for control of legionella and water hygiene. Responsible persons and competent contractors must be appointed; monitoring, testing, flushing, temperature control and remedial action must be completed at specified intervals.

4.4.5 Combined Cadet Force

The Combined Cadet Force at St Dunstan's College must operate in accordance with the memorandum of understanding, current Ministry of Defence requirements, the relevant service safety management system and the College's own procedures. Training must be planned, authorised, supervised and delivered by competent people.

4.4.6 Contractors and construction work

Contractors must be selected, appointed, inducted, coordinated and monitored in accordance with the Contractor Management Policy. Construction work must comply with applicable Construction (Design and Management) duties. Risk assessments, method statements, permits and safeguarding controls must be proportionate to the work.

4.4.7 Display screen equipment

DSE users must complete assessments at the required frequency and following material change. Workstations, work patterns and equipment must be adjusted where reasonably practicable. Health concerns should be reported promptly and referrals or specialist assessment arranged where indicated.

4.4.8 Electrical safety

Electrical systems and equipment must be suitable, maintained and inspected or tested at appropriate risk-based and statutory intervals. Staff must undertake sensible pre-use visual checks and remove defective equipment from use. Unapproved personal electrical equipment must not be used.

4.4.9 Emergency planning and business continuity

Each school and service must maintain coordinated arrangements for foreseeable emergencies, including fire, lockdown, severe weather, utility failure, medical emergency, security incident and evacuation or shelter. Plans must identify command, communication, welfare, safeguarding, recovery and business continuity arrangements and be tested periodically.

4.4.10 Fire safety

Each site must maintain a fire risk assessment and Fire Safety Management Plan. Suitable detection, warning, escape, emergency lighting and firefighting arrangements must be maintained. Staff must know evacuation procedures; drills and checks must be recorded; Personal Emergency Evacuation Plans (PEEPs) must be provided for individuals where required; and General Emergency Evacuation Plans (GEEPs) must be available for visitors or others who may require assistance but do not have an individual PEEP.

4.4.11 First aid

Each school must maintain a First Aid Policy and needs assessment, suitable first-aid cover, equipment, facilities, communication and record keeping. Provision must reflect pupil age, Early Years requirements, site layout, activities, opening hours and educational visits.

4.4.12 Medical conditions, allergies and dietary needs

Schools must identify and support pupils with medical conditions, allergies and dietary needs in accordance with the Group Allergy Policy, Medical and Dietary Needs Policy and local procedures. Arrangements must include information sharing, individual plans where required, medication and emergency equipment, staff awareness and training, catering controls, participation decisions and consideration within visits and activities.

4.4.13 Gas safety

Gas installations and appliances must be installed, maintained and tested by competent Gas Safe registered persons at appropriate intervals. Isolation points, records and remedial actions must be controlled locally.

4.4.14 Hazardous substances

Exposure to hazardous substances must be prevented or adequately controlled. Inventories, safety data, COSHH assessments, storage, labelling, use, disposal, emergency arrangements, personal protective equipment and health surveillance must be maintained where relevant.

4.4.15 Lettings, events and commercial activities

Lettings, events and commercial activities must be risk assessed and governed by written terms. Responsibilities for supervision, emergency arrangements, safeguarding, security, first aid, fire safety, alcohol, food safety, capacity and reinstatement must be clear.

4.4.16 Lifts and lifting equipment

Lifting equipment must be suitable, marked, inspected, maintained and thoroughly examined at the required intervals by competent persons. Defects must be acted upon and equipment taken out of service where safety is affected.

4.4.17 Local exhaust ventilation

Where local exhaust ventilation is used, it must be correctly specified, commissioned, used, checked, maintained and thoroughly examined at required intervals. Users must understand correct operation and defect reporting.

4.4.18 Lone working

Lone working must be avoided where reasonably practicable and risk assessed where it occurs. Local arrangements must address authorised activities, communication, welfare checks, security, emergency response and tasks prohibited when alone.

4.4.19 Manual handling

Hazardous manual handling must be avoided where reasonably practicable. Where it cannot be avoided, the task must be assessed and risk reduced through design, mechanical assistance, team handling, information, training and suitable individual assessment.

4.4.20 Noise and vibration

Exposure to noise and vibration must be assessed and controlled where relevant. Controls should prioritise elimination, substitution, engineering and exposure reduction before reliance on personal protective equipment. Equipment selection, maintenance, training and health surveillance must be provided where required.

4.4.21 Online safety and digital wellbeing

Online safety, cyber security, filtering and monitoring, responsible technology use and digital wellbeing are governed through the Group's information security, safeguarding and digital policies and procedures. Health and safety considerations must be integrated into the introduction and use of relevant technology.

4.4.22 Personal protective equipment

Suitable PPE must be provided without charge where risk assessment identifies it as necessary. It must be compatible, maintained, stored and replaced appropriately. Users must receive instruction and report loss, damage or defect.

4.4.23 Premises, access and workplace welfare

Buildings, grounds, access routes and workplaces must be maintained in a condition that is safe, secure, hygienic and suitable for users. Arrangements must address defects, slips and trips, glazing, doors and windows, lighting, temperature, ventilation, sanitation, drinking water, changing, rest facilities, accessibility and segregation of vehicles and pedestrians.

4.4.24 Work equipment and machinery

Equipment must be selected, installed, guarded, inspected, maintained and used in accordance with manufacturer instructions, risk assessment, curriculum guidance and applicable regulation. Only competent and authorised persons may use specialist equipment. Defective equipment must be isolated.

4.4.25 Safeguarding interface

Health and safety arrangements must operate alongside safeguarding obligations. Concerns about a child or adult at risk must be reported under the applicable Safeguarding and Child Protection Policy. Health and safety records must not replace safeguarding records or referrals.

4.4.26 Security and violence or aggression

Schools must maintain security risk assessments and proportionate arrangements for access control, visitor management, supervision, lockdown, personal safety and response to violence or aggression. Incidents must be reported and support provided to those affected.

4.4.27 Educational visits and off-site activity

Visits must be planned, assessed, approved and delivered under the Group Educational Visits Policy. Planning must consider competence, supervision, transport, safeguarding, medical and allergy needs, emergency contacts, third-party providers, environmental conditions and learning from previous visits. The visit leader retains operational responsibility during the visit.

4.4.28 Smoking and vaping

Smoking and vaping are prohibited in Group buildings and grounds except where a formally authorised, risk-assessed arrangement applies to a defined external area during an approved letting or event. Tobacco, vaping products, ignition sources and candles must be controlled and used only where permitted and risk assessed.

4.4.29 Transport and minibuses

Vehicles must be legally compliant, insured, maintained, checked and used only by appropriately licensed, authorised and assessed drivers. Journey planning must consider driver fitness, hours, supervision, passenger needs, emergency equipment and adverse conditions. Local procedures must govern pre-use checks and defect reporting.

4.4.30 Tree and grounds safety

Trees, play areas, sports surfaces, boundaries, paths and external structures must be inspected at suitable intervals by competent persons and following significant events where appropriate. Findings and remedial actions must be recorded and prioritised by risk.

4.4.31 Wellbeing and work-related stress

The Group will manage work-related stress as a health and safety matter using the HSE Management Standards approach where appropriate. Leaders will encourage early discussion, assess significant concerns, consider workload and organisational factors, offer support and reasonable adjustments, and monitor relevant themes.

4.4.32 Work experience and placements

Work experience and placements must be planned with suitable checks of the provider, activity, supervision, safeguarding, insurance and health and safety arrangements. A

specific risk assessment must be undertaken, proportionate to the placement and the needs of the individual. Relevant needs and emergency contacts must be shared lawfully and proportionately.

4.4.33 Working at height

Work at height must be avoided where reasonably practicable. Where required, it must be planned, risk assessed, supervised and undertaken by competent, appropriately trained persons using suitable inspected equipment. Fragile surfaces, falling objects, weather, rescue and exclusion zones must be considered.

4.4.34 Specialist curriculum and co-curricular areas

Science, design and technology, art, drama, sport, swimming, Early Years, outdoor learning and other specialist areas must follow applicable professional guidance, local procedures, risk assessments and equipment controls. Heads of area are responsible for ensuring arrangements remain current and effective.

4.4.35 New and expectant mothers, young persons and individual needs

Managers must identify when individual assessment is required and consult the person concerned. Adjustments, equipment, supervision, work restrictions or occupational-health advice must be considered and reviewed as circumstances change.

4.4.36 Food safety and catering

Catering operations, including the preparation, storage and transport of food between sites or to fixtures, visits and events, must comply with food safety and allergen requirements. Controls must address hygiene, temperature control, suitable containers, cross-contamination, allergen information, traceability, competence, cleaning, suppliers, incidents and emergency response. The Allergy Policy provides the education-setting framework for allergy management.

4.4.37 Environmental protection and sustainability

The Group will manage waste, pollution, hazardous materials and environmental risks responsibly. Environmental objectives must not compromise health and safety, and safety decisions should consider proportionate environmental impacts where practicable.

4.5 Incident reporting, investigation and learning

4.5.1 Immediate response

The first priorities following an incident are to protect life, provide first aid or emergency assistance, safeguard those affected, control continuing danger and preserve relevant evidence where safe to do so.

4.5.2 Reporting

Incidents must be recorded promptly and accurately using the approved system. Managers must be notified according to severity. Serious incidents, potential RIDDOR events, enforcement contact, significant media interest, safeguarding overlap, major service disruption or material reputational exposure must be escalated immediately to the COO and relevant Head or Director.

4.5.3 Investigation

Investigations must be proportionate to actual and potential harm. They should identify immediate and underlying causes, the adequacy of controls, wider applicability and corrective or preventive action. Investigations should focus on learning and accountability rather than assumption or blame.

4.5.4 Statutory and external reporting

The decision to report under RIDDOR or notify an enforcing authority, insurer or other external body will be made by an authorised competent person on behalf of the Group. Records of the decision and supporting information must be retained.

4.5.5 Learning and support

Actions must have an owner and target date and be tracked to verified completion. Relevant learning will be shared across schools and functions. Appropriate welfare, occupational-health, safeguarding and communication support will be considered for those affected.

5. Monitoring

This policy will be reviewed annually by the COO or sooner where required due to:

- legislative change;
- regulatory change;
- inspection findings;
- organisational change.

At every review, the policy will be approved by the Group Board of Governors.

6. Links with other policies

- Risk, Assurance and Compliance Policy
- Safeguarding and Child Protection Policy
- Information Security Policy
- Critical Incident Policy
- Allergy Policy
- Medical and Dietary Needs Policy
- Educational Visits Policy

- Accident Investigation Policy
- Risk Assessment Policy
- Contractor Management Policy
- First Aid Policy template
- Visitors and Contractors Policy
- Lone Working Policy
- Lettings Policy
- Fleet and Minibus policies or procedures
- Fire Safety Management Plan
- Asbestos Management Plan
- Legionella Written Control
- Security risk assessment and lockdown arrangements

Where a supporting document is renamed, replaced or migrated within the Group policy framework, the current approved equivalent will apply.

Appendix 1: Assurance and escalation framework

Level	Primary ownership	Evidence / assurance	Escalation
Operational	Manager, Head, Director	Checks, risk assessments, local committee, incident review, action tracker	Head / Director / COO
Group oversight	COO, Head of Health and Safety, relevant Directors	Compliance dashboard, thematic review, Group committee, cross-site trends	CEO / Group Board
Independent	External adviser, auditor, insurer or specialist	Independent audit, inspection, benchmarking, validation	CEO / Group Board and relevant committee
Governance	Local School Board and Group Board	Reports, governor visits, risk register, assurance statements, scrutiny of material matters	Chair / Group Board

Immediate notification examples

- fatality or life-changing injury
- actual or suspected RIDDOR-reportable event
- fire, structural failure, evacuation or closure with significant impact
- enforcement authority contact, notice or prosecution risk
- significant allergy, medical or educational-visit incident
- serious safeguarding interface
- critical control failure affecting multiple sites or activities
- material uninsured or financial exposure

Appendix 2: Core local records and plans

Record / plan	Minimum expectation	Typical owner
Health and safety local arrangements	Current, communicated and aligned with Group policy	Head / Head of Operations
Risk assessment register	Central index, current reviews and owners	Head / delegated lead
Statutory compliance records	Testing, servicing, certificates, defects and closure evidence	Estates lead
Fire safety records	Risk assessment, plan, checks, drills, training and PEEPs	Responsible person / Estates
Asbestos records	Register, plan, surveys, checks and contractor access evidence	Duty holder / Estates
Water hygiene records	Risk assessment, written scheme, monitoring and actions	Responsible person / Estates
Incident records	Prompt reports, investigations, RIDDOR decisions and actions	Head / H&S lead
Training records	Induction, mandatory, role-specific and refresher completion	Manager / People / H&S
Medical and allergy records	Plans, registers, medication checks, training and incidents	Medical / allergy lead
Educational visits records	Planning, approval, risk management, provider checks and evaluation	EVC
Contractor records	Pre-qualification, induction, RAMS, permits, monitoring and incidents	Estates / commissioning manager
Committee records	Agenda, minutes, data, decisions and tracked actions	Committee chair