



Balksbury Federation Health and Safety Policy

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Statement of Intent

Document Control

Policy owner	Executive Headteacher / Governing Body
Employer	Hampshire County Council
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Approval	Governing Body

Purpose and Status of this Policy

This policy sets out the Federation's local arrangements for managing health and safety and should be read alongside Hampshire County Council's corporate health and safety policies, procedures and technical guidance.

The policy applies to employees, agency workers, volunteers, children, visitors, contractors, hirers and other persons who may be affected by the Federation's activities.

Where a corporate HCC procedure or specialist policy provides more detailed requirements, that procedure will apply. This policy does not replace the employer's statutory duties or specialist risk assessments.

1. Policy Statement

It is the policy of Balksbury Federation to conduct its activities in such a way as to ensure, so far as is reasonably practicable, the health, safety and welfare of employees and all persons who may be affected by its activities, including children, visitors, contractors, volunteers and members of the public.

The Federation will work cooperatively with Hampshire County Council, contractors, partner organisations, hirers, neighbouring occupiers and other relevant parties to identify and control risks and to maintain safe premises, equipment and systems of work.

The Federation recognises that effective health and safety management is a leadership responsibility and an integral part of the safe, inclusive and effective operation of the school. Health and safety will be managed through proportionate risk assessment, competent advice, consultation, training, supervision, monitoring and continuous improvement.

The Federation's aims are to:

- provide and maintain a safe and healthy working and learning environment and appropriate welfare facilities;

- maintain effective control of health and safety risks arising from the Federation's activities;
- comply with health and safety legislation and applicable statutory guidance as a minimum standard;
- consult staff, and where appropriate their representatives, on matters affecting their health, safety and welfare;
- provide and maintain safe systems of work and safe equipment, machinery and facilities;
- ensure hazardous substances are assessed, controlled, stored and used safely;
- provide appropriate information, instruction, training and supervision;
- ensure staff and other persons undertaking safety-critical duties are competent for those duties;
- assess risks, record significant findings where required, implement controls and review their effectiveness;
- learn from accidents, incidents and near misses and use this learning to prevent recurrence;
- promote a positive safety culture in which concerns are raised promptly and acted upon;
- review health and safety arrangements when legislation, guidance, premises, staffing, equipment or activities change.

2. Legislative and Guidance Framework

This policy is intended to operate within the current legal and statutory framework applying to maintained schools in England. The principal legislation and guidance includes, where relevant:

- Health and Safety at Work etc. Act 1974;
- Management of Health and Safety at Work Regulations 1999;
- Workplace (Health, Safety and Welfare) Regulations 1992;
- School Premises (England) Regulations 2012;
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR);
- Health and Safety (First-Aid) Regulations 1981;
- Control of Substances Hazardous to Health Regulations 2002 (COSHH);
- Control of Asbestos Regulations 2012;
- Regulatory Reform (Fire Safety) Order 2005;
- Health and Safety (Display Screen Equipment) Regulations 1992;
- Manual Handling Operations Regulations 1992;
- Provision and Use of Work Equipment Regulations 1998 (PUWER);
- Lifting Operations and Lifting Equipment Regulations 1998 (LOLER), where applicable;
- Work at Height Regulations 2005;
- Electricity at Work Regulations 1989;
- Construction (Design and Management) Regulations 2015 (CDM), where applicable;
- relevant HSE Approved Codes of Practice and guidance;
- DfE guidance for maintained schools, including current health and safety and school premises guidance;

- DfE statutory guidance on allergy safety in schools, in force from September 2026.

3. Employer, Governance and Local Management Responsibilities

3.1 Employer

Hampshire County Council is the employer for community schools, community special schools, maintained nursery schools and voluntary controlled schools. If the legal category of any Federation school differs, the applicable statutory employer responsibility will be confirmed separately.

The employer retains the statutory duties imposed by health and safety legislation. Local management responsibilities may be delegated to competent persons, but delegation does not transfer or remove the employer's statutory duties.

3.2 Governing Body

The Governing Body provides strategic oversight of health and safety and will seek assurance that risks are identified, appropriately controlled and reviewed. It will monitor the implementation of this policy and receive appropriate information about significant incidents, trends, compliance issues and outstanding actions.

- review the policy at least annually and following significant change;
- seek assurance that statutory and HCC requirements are being met;
- ensure significant health and safety risks are appropriately monitored;
- ensure corrective action is taken where significant risks or compliance gaps are identified;
- ensure lessons from accidents and incidents are shared and acted upon;
- receive appropriate reports from the Executive Headteacher and relevant competent persons.

3.3 Executive Headteacher

The Executive Headteacher has delegated responsibility for the day-to-day implementation of the employer's health and safety arrangements within the Federation and will:

- ensure the Federation adopts and implements the employer's health and safety policy and relevant HCC procedures;
- promote a positive health and safety culture;
- ensure suitable resources are available within delegated responsibilities;
- ensure suitable and sufficient risk assessments are completed and acted upon;
- ensure appropriate information, instruction, training and supervision are provided;
- ensure suitable welfare facilities and safe working conditions are maintained;
- ensure significant incidents, risks and compliance concerns are escalated appropriately;
- ensure health and safety performance is reported to the Governing Body;
- ensure this policy and associated local arrangements are reviewed.

3.4 Site Manager and Health & Safety Leads

The Site Manager and nominated Health & Safety Leads support the Executive Headteacher in the local management of health and safety. They will work within their competence and seek specialist advice from HCC or other competent advisers where necessary.

- coordinate day-to-day premises safety arrangements;
- support risk assessment and control measures;

- coordinate inspections, testing and maintenance arrangements;
- support contractor management and safe site induction;
- maintain or oversee relevant safety records;
- escalate significant defects, hazards and compliance concerns;
- support accident and incident investigation;
- monitor completion of agreed corrective actions.

3.5 Competent Persons

Specific competent-person functions may be allocated to suitably trained individuals, including fire safety, asbestos, legionella, COSHH, DSE, work at height, accident investigation and other specialist areas. A competent person will have appropriate training, knowledge, experience and/or other qualities relevant to the task and will seek specialist advice where the limits of their competence are reached.

3.6 All Staff, Volunteers and Governors

All staff and volunteers must take reasonable care of their own health and safety and that of others who may be affected by their acts or omissions, cooperate with the Federation's arrangements, follow safe systems of work and report hazards, incidents and concerns promptly.

- support the Federation's health and safety arrangements;
- maintain safe working areas and use equipment appropriately;
- follow safety procedures and reasonable management instructions;
- report hazards, defects, incidents and near misses;
- cooperate with investigations;
- not intentionally or recklessly interfere with or misuse anything provided for health and safety;
- raise concerns where a new activity, process, equipment or change may introduce a significant risk.

4. Emergency Procedures

The Executive Headteacher will ensure that arrangements are in place for foreseeable non-fire emergencies, including gas leaks, bomb threats, flooding, loss of utilities and other critical incidents. Detailed arrangements are contained within the Federation's Critical Incident Plan.

Personal Emergency Evacuation Plans (PEEPs), or other appropriate individual evacuation arrangements, will be developed where a person's needs mean that the standard evacuation arrangements may not be sufficient. These arrangements will be developed with the individual, relevant staff and appropriate professional advice, and reviewed when circumstances change. All PEEPs for children will be saved in an area accessible to all staff.

5. Fire Safety

Fire safety will be managed in accordance with the Regulatory Reform (Fire Safety) Order 2005, the current fire risk assessment, HCC arrangements and the Federation Fire Safety Manual.

The Site Manager is the nominated Fire Safety Coordinator and will undertake the role within their competence and in accordance with HCC requirements. The legal duties of the Responsible Person are not transferred merely by nominating a Fire Safety Coordinator.

- all staff will receive appropriate fire safety information at induction and thereafter;

- mandatory HCC fire safety training will be completed in accordance with current corporate requirements;
- fire evacuation procedures and drills will be implemented and reviewed termly as a minimum.
- fire alarm, emergency lighting, firefighting equipment, fire doors and other relevant systems will be inspected and maintained at appropriate intervals;
- PEEPs or other suitable arrangements will be provided where required;
- fire safety arrangements will be reviewed following significant changes, incidents or findings from testing and inspection;
- the fire risk assessment and Fire Safety Manual will be reviewed in accordance with HCC requirements and whenever circumstances change.

6. Risk Assessment and Management

The Federation will undertake suitable and sufficient assessments of risks arising from its work activities and premises, taking account of employees, children, visitors, contractors and other persons who may be affected.

Risk assessments will be proportionate to the level of risk and will identify hazards, persons at risk, existing controls, additional controls required, responsibilities and review arrangements.

Risk assessments will be reviewed when there is reason to suspect they are no longer valid, following an incident or near miss, when significant changes occur, or when new information indicates that controls may no longer be adequate.

Risk assessments will be completed by people with sufficient knowledge of the activity and, where appropriate, supported by the Site Manager, the Senior Leadership Team, HCC Health & Safety Team or other competent advisers. Significant assessments will be reviewed in accordance with Federation/HCC arrangements.

7. Accident, Incident, Near-Miss and RIDDOR Reporting

Accidents, incidents, dangerous occurrences and near misses will be reported and investigated in accordance with HCC procedures. Reporting will include staff, visitors, contractors and children where appropriate.

Minor child accidents will continue to be recorded through Arbor in accordance with the Federation's first aid and accident-recording arrangements.

Incidents involving employees, visitors or contractors, and serious child incidents, will be reported through the HCC accident/incident reporting process where required.

Where an incident may be reportable under RIDDOR, it will be escalated immediately to the HCC Health & Safety Team in accordance with the corporate procedure. The statutory reporting timescale will be observed: reportable deaths, specified injuries and dangerous occurrences must be reported without delay; over-seven-day worker injuries must be reported within 15 days; reportable occupational diseases must be reported when diagnosed.

Accident investigations will seek to identify immediate, underlying and organisational causes and will result in proportionate corrective action. Learning and trends will be reported to the Leadership Team and, where significant, to the Governing Body.

8. First Aid

The Federation will undertake a first-aid needs assessment and provide adequate and appropriate first-aid equipment, facilities and appropriately trained personnel, taking

account of the number and distribution of staff and children, the activities undertaken, the premises and foreseeable risks.

First aid will normally be administered by appropriately trained first aiders within the scope of their training. In an emergency, staff should take reasonable and appropriate action to protect life and prevent further harm, including summoning emergency medical assistance where necessary.

The first-aid needs assessment will be reviewed at least annually and following significant changes to staffing, child numbers, activities or risk. Arrangements will also take account of mental health first-aid needs where identified.

First-aid incidents will be recorded and analysed to identify trends and inform risk management.

9. Display Screen Equipment (DSE)

DSE arrangements will comply with the Health and Safety (Display Screen Equipment) Regulations 1992. Users will receive suitable information and training and will complete workstation assessments where required.

Where a DSE user requests an eyesight test because of their DSE work, the Federation will arrange and fund an appropriate eyesight test in accordance with the Regulations.

Work will also be organised to provide appropriate breaks or changes of activity from DSE work.

HCC mandatory e-learning requirements will be completed by staff to whom they apply.

These corporate training intervals should not be presented as statutory requirements unless the law itself requires them.

10. Control of Substances Hazardous to Health (COSHH)

Hazardous substances will be assessed and controlled in accordance with COSHH. The assessment will consider the substance, route and level of exposure, people at risk, existing controls, storage, use, disposal and emergency arrangements.

This includes, where relevant, cleaning products, disinfectants, chemicals, aerosols, dusts, fumes, biological agents and substances generated by work activities.

Safety data sheets and supplier information will be obtained where relevant. Suitable controls, PPE, information, instruction, training, monitoring and health surveillance will be provided where required.

Hazardous substances will be stored securely and appropriately. Access will be restricted where necessary. The Site Manager/COSHH Assessor will maintain appropriate records and seek specialist advice where required.

11. Asbestos Management

Asbestos will be managed in accordance with the Control of Asbestos Regulations 2012, the current asbestos management plan/register and HCC arrangements.

The Federation will ensure that asbestos information is current, that the location and condition of known or presumed asbestos-containing materials are recorded, that risks are assessed and that a management plan is implemented, monitored and reviewed.

The asbestos register and relevant management information will be made available to contractors and others who may disturb the fabric of the building. No person will drill, cut, fix to, penetrate or otherwise disturb the building fabric without first checking the asbestos information and obtaining appropriate authorisation. All staff will have training and must have awareness of asbestos risks and will seek immediate support from the Site Manager in the event of possible exposure.

Any suspected damage to asbestos-containing material will be treated as an emergency: work will stop, the area will be isolated as appropriate and HCC's asbestos arrangements will be followed.

The previous reference to a paper asbestos register being retained only until the end of 2024 has been removed. The policy will instead refer to the current HCC asbestos management system and the live register.

12. Legionella and Water Hygiene

Legionella risks will be managed in accordance with HSE guidance, HCC procedures and the current legionella risk assessment.

The nominated responsible person will coordinate monitoring, flushing, cleaning, temperature control, remedial actions, records and escalation of concerns within their competence. Specialist advice will be obtained where required.

The risk assessment and control scheme will be reviewed when circumstances change and in accordance with HCC arrangements.

13. Electrical Safety

Electrical installations and equipment will be maintained and used so far as reasonably practicable to prevent danger, in accordance with the Electricity at Work Regulations 1989 and HCC arrangements.

- only authorised and competent persons may install, alter or repair electrical systems or equipment;
- defective equipment must be taken out of use, labelled or otherwise controlled and reported;
- personal electrical equipment must not be brought onto the premises unless authorised and appropriately inspected;
- equipment will be included in the Federation's electrical safety arrangements and inventory where required;
- inspection and testing intervals will be determined by risk, manufacturer guidance, frequency and environment of use and HCC requirements rather than by a blanket statutory annual PAT requirement.

14. Work at Height

Work at height must be avoided where reasonably practicable and, where it cannot be avoided, will be properly planned, appropriately supervised and undertaken using suitable equipment in accordance with the Work at Height Regulations 2005 and only by those with appropriate training.

- work at height must be supported by an appropriate risk assessment;
- access equipment must be suitable for the task and used in accordance with the manufacturer's instructions and the assessment;
- staff must be appropriately trained and competent for the equipment they use;
- furniture such as tables and chairs must not be used as access equipment;
- step stools, stepladders and ladders will only be used where suitable for the task and in accordance with HCC training requirements;
- scaffolding, towers, MEWPs and other specialist equipment must only be used by appropriately trained and authorised persons;

- contractors must provide and use suitable access equipment and comply with site arrangements.

15. Work Equipment and Machinery

Work equipment will be selected, used, maintained and inspected in accordance with the Provision and Use of Work Equipment Regulations 1998 (PUWER), where applicable.

Lifting equipment will be managed under LOLER 1998 where applicable.

Equipment will be removed from use where it is defective or presents a significant risk.

Staff will only use equipment for which they have received appropriate instruction, training or supervision.

16. Manual Handling and Moving & Handling

Manual handling will be avoided where reasonably practicable. Where it cannot be avoided, the task will be assessed and appropriate controls used, taking account of the task, load, individual, working environment and other relevant factors.

Staff must not undertake regular or significant manual handling of children, equipment or loads without appropriate assessment, instruction and, where necessary, specific training and mechanical aids.

HCC mandatory moving and handling training will be completed where applicable. Staff will not be expected to undertake tasks that exceed their competence or safe capacity.

17. Contractors and Construction Work

Contractors will be selected and managed in accordance with HCC procedures. Where practicable, HCC frameworks will be used. Where they cannot be used, appropriate checks of competence, insurance, method statements, risk assessments and relevant documentation will be completed.

Contractors must report to reception, sign in, receive relevant safeguarding and site safety information and complete an appropriate site induction before work begins.

Where construction, refurbishment or maintenance work falls within the scope of the Construction (Design and Management) Regulations 2015, the Federation/HCC will ensure that the appropriate client, designer, principal designer, contractor and principal contractor responsibilities are identified and discharged.

Contractors must comply with asbestos arrangements before disturbing the building fabric and must provide appropriate evidence of competence for specialist work.

18. Community Users, Lettings and Extended Services

Third parties and extended service users will operate under appropriate hire or transfer-of-control agreements. Arrangements will ensure that users understand relevant site safety, fire and emergency procedures and that responsibilities for the activities they organise are clear.

- the premises is safe and inspected in accordance with local arrangements;
- access and egress routes are suitable;
- equipment provided by the Federation is safe for use;
- fire escape routes are clear;
- hirers are given relevant fire and emergency information;
- the hirer's own activities are appropriately risk assessed and managed.

19. Curriculum Activities and Educational Visits

Curriculum activities will be planned and delivered using appropriate subject-specific guidance, including CLEAPSS, HIAS, HCC and other recognised professional guidance where relevant.

Year Group Leaders, Subject Leaders and activity leaders are responsible for local risk management within their areas of competence and must ensure that significant risks are assessed and appropriate controls are implemented.

Educational visits and off-site activities will be planned in accordance with HCC educational visits procedures. Risk assessment and planning will consider supervision, transport, medical needs, SEND, safeguarding, emergency arrangements and contingency planning.

20. Medical Conditions and Allergy Safety

The Federation will maintain arrangements for supporting children with medical conditions in accordance with statutory guidance and the Federation's Medical Conditions Policy.

From September 2026, the Federation will comply with the statutory allergy safety duties, including maintaining an Allergy Safety Policy, reviewing it at least annually, making it available to staff and children and publishing it on the Federation website. Staff training, Individual Healthcare Plans, emergency medication and learning from serious incidents and near misses will be managed in accordance with the statutory allergy safety guidance.

21. Vulnerable Persons, Young Workers and Expectant Mothers

Where employees, children, volunteers, visitors or contractors have needs that may affect their health and safety, risk assessments and reasonable adjustments will be considered as appropriate.

This includes, where relevant, pregnancy and the post-natal period, disability, temporary or permanent medical conditions, young workers, work experience students, apprentices and other people whose age, experience or individual circumstances may increase risk.

For young workers, the Federation will consider their lack of experience, lack of awareness of risk and maturity and will provide appropriate information, instruction, training and supervision.

Individual arrangements will be reviewed when circumstances change.

22. Lone Working

Lone working will be kept to a minimum where practicable and will be managed in accordance with HCC's Lone Working Procedure.

- hazardous activities such as work at height or use of hazardous machinery must not normally be undertaken while lone working;
- lone working arrangements must be risk assessed and proportionate controls put in place;
- appropriate communication and check-in arrangements must be established where required;
- staff must know what to do if an agreed check-in is missed or an emergency occurs.

23. Violence, Aggression and Personal Safety

Violent, aggressive, threatening, intimidating or abusive behaviour towards employees or other persons will not be tolerated. This includes verbal, written, electronic and physical behaviour.

Incidents involving staff will be reported through the HCC confidential reporting arrangements and investigated appropriately. Incidents involving children will also be managed under safeguarding, behaviour and child protection procedures as appropriate. Risk assessments will be reviewed following significant incidents to identify whether additional controls, training, supervision or environmental changes are required.

24. Stress, Wellbeing and Work-Related Mental Health

The Federation recognises work-related stress as a potential health and safety risk. It will use proportionate risk assessment and the HSE Management Standards approach where appropriate to identify and reduce organisational stressors.

The Federation will consider workload, control, support, relationships, role and organisational change when reviewing work-related stress. Staff will be encouraged to raise concerns through line management, supervision, staff consultation or direct access to the Executive Headteacher.

25. Premises, Housekeeping and Welfare

The Federation will maintain its premises and facilities to the standards required by applicable legislation, including the School Premises (England) Regulations 2012.

- corridors, passageways and emergency exits will be kept clear;
- floors will be maintained in a clean, safe and suitable condition;
- storage areas will be orderly and loads will be stored safely;
- fire doors and escape routes will not be obstructed;
- rubbish will be removed appropriately;
- welfare, washing, toilet, lighting, heating, ventilation and other facilities will be maintained appropriately;
- defects will be reported promptly and significant risks will be controlled immediately.

26. Kitchen and Food Preparation Areas

The main kitchen will only be used by authorised persons in accordance with the agreed safe working procedures. Local management arrangements are provided by Dolce where applicable.

Persons not normally authorised to enter the kitchen must obtain permission and comply with local safety arrangements. Food hygiene and allergy safety requirements will also be followed.

27. Swimming Pool Management

Where a swimming pool is operated by the Federation, it will be managed in accordance with HCC swimming pool guidance and the Federation's swimming pool procedures.

Arrangements will cover supervision, competence, water quality, plant and equipment, chemical management/COSHH, emergency rescue, first aid, evacuation, maintenance and other significant risks. Pool procedures will be reviewed at least annually and following significant change.

28. Traffic Management

Vehicle and pedestrian movements will be managed to protect children, staff, visitors and contractors. All staff and visitors are advised and expected to follow the Workplace Transport Plan. A proportionate site traffic risk assessment will consider delivery vehicles,

contractor vehicles, parent/carer traffic, reversing, parking, access gates, pedestrian routes, emergency access and vehicle movements during child arrival and departure. Where practicable, pedestrian and vehicle routes will be segregated. Significant changes to site traffic arrangements will be communicated to relevant staff, contractors, parents/carers and visitors.

29. Glazing

Glazing will be assessed and maintained so that it is suitable for its location and foreseeable use, taking account of the age and needs of children and activities undertaken. Damaged glazing will be made safe and repaired or replaced promptly.

30. Smoking and Vaping

Smoking and vaping, including the use of e-cigarettes and vaporisers, are prohibited on Federation premises and grounds in accordance with the Federation's arrangements and applicable law.

31. Information, Consultation and Training

The Federation will provide staff with appropriate information, instruction, training and supervision necessary to work safely. Training will be proportionate to role and risk and will be reviewed through a training needs analysis.

- health and safety induction for new staff and volunteers;
- local information about emergency arrangements, significant risks and safe working practices;
- role-specific training where required;
- refresher training in accordance with legal, HCC and risk-based requirements;
- updates following significant changes or incidents;
- appropriate records of completed training.

Training intervals stated in HCC corporate procedures are local/corporate requirements unless a specific statutory interval applies.

The Federation will consult employees on health and safety matters in accordance with legal requirements and HCC arrangements. Consultation may take place through staff meetings, briefings, representatives, surveys and other appropriate forums.

32. Visitors

All visitors will report to reception, sign in using the Federation's visitor management system and receive relevant safeguarding, health and safety and fire information. Visitors will be identifiable while on site and will be escorted or supervised where appropriate. Visitors will not undertake activities that require competence or specialist training unless appropriately authorised and competent.

33. Inspection, Monitoring and Assurance

The Federation will maintain a planned programme of inspection, monitoring and review. This will include daily awareness of premises condition, routine documented premises inspections, statutory inspections/testing and HCC monitoring arrangements. Findings will be recorded, assigned to responsible persons and followed through to completion. Significant risks will be escalated immediately and will not wait for the next routine meeting.

The Leadership Team alongside the Site Manager will review health and safety performance at appropriate intervals, including accidents, near misses, premises defects, outstanding actions, training compliance and emerging risks.

The Governing Body will receive periodic assurance that health and safety risks are being managed, that significant corrective actions are progressing and that learning from incidents is being implemented.

34. Records

The Federation will retain appropriate records demonstrating the implementation of its health and safety arrangements. Depending on the activity, records may include risk assessments, inspections, maintenance and testing certificates, training records, accident reports, RIDDOR correspondence, fire records, asbestos information, legionella records, COSHH assessments and equipment records.

Records will be retained in accordance with HCC retention requirements and any statutory retention periods.

35. Policy Review

This policy will be reviewed at least annually and sooner where legislation, statutory guidance, HCC requirements, premises, staffing, equipment, activities or significant incidents indicate that an earlier review is required.

The Governing Body will approve the policy and receive assurance on its implementation. Changes will be communicated to staff and relevant stakeholders.