Part of the Branches Education Group

HEALTH & SAFETY POLICY

Approved By	Rebecca Warhurst	Head Teacher	Aug 2026
Amendments Made			
Linked Policies	See section 21.0 - LINKS WITH OTHER POLICIES and GUIDANCE		
Signed	R.Warhurst	Head Teacher	Aug 2026
	L De Hayes	Governance Chair	Aug 2026
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Statement of Intent

At Cherry Tree School, we are committed to the health and safety of our staff, pupils, and visitors. Ensuring the safety of our community is of paramount importance and this policy reflects our dedication to creating a safe learning environment.

We are committed to:

- Providing a productive and safe learning environment.
- Preventing accidents and any work-related illnesses.
- Compliance with all statutory requirements.
- Minimising risks via assessment and policy.
- Providing safe working equipment and ensuring safe working methods.
- Including all staff and representatives in health and safety decisions.
- Monitoring and reviewing our policies to ensure effectiveness.
- Setting high targets and objectives to develop the school's culture of continuous improvement.
- Ensuring adequate welfare facilities are available throughout our school.
- Ensuring adequate resources are available to address health and safety issues, so far as is reasonably practicable.

1.0 AIMS

Our school aims to:

- Provide and maintain a safe and healthy working environment.
- Establish and maintain safe working procedures amongst staff, pupils and all visitors to the school.
- Have robust procedures in place in case of emergencies.
- Ensure that the premises and equipment are maintained safely and are regularly inspected.

2.0 Legislation and Guidance

This policy is based on advice from the Department for Education (DfE) on health and safety in schools and the following legislation and statutory guidance:

- The Health and Safety at Work etc. Act 1974, which sets out the general duties employers have towards employees and others affected by their activities.
- The Management of Health and Safety at Work Regulations 1999, which require employers to assess and manage risks to the health and safety of employees and others, implement appropriate control measures, and provide information and training.
- The Control of Substances Hazardous to Health (COSHH) Regulations 2002, which require employers to control substances that are hazardous to health.
- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013, which require certain incidents to be reported to the Health and Safety Executive (HSE).
- The Health and Safety (Display Screen Equipment) Regulations 1992, which require employers to assess and reduce risks associated with the use of display screen equipment.
- The Gas Safety (Installation and Use) Regulations 1998, which require gas appliances and fittings to be installed, maintained and inspected by a Gas Safe registered engineer.

- The Regulatory Reform (Fire Safety) Order 2005, which requires employers and responsible persons to assess and manage fire risks.
- The Work at Height Regulations 2005, which require employers to ensure that work at height is properly planned, supervised and carried out safely.
- Keeping Children Safe in Education (KCSIE) 2026, statutory guidance issued by the Department for Education, setting out schools' duties to safeguard and promote the welfare of children.
- Working Together to Safeguard Children 2023, which sets out how organisations and agencies should work together to safeguard and promote the welfare of children.

The school follows guidance published by the Health and Safety Executive (HSE) on children's play and leisure activities.

The school follows current guidance published by the UK Health Security Agency (UKHSA), including *Health Protection in Children and Young People's Settings, Including Education*, when responding to infection prevention and control issues.

The school will have regard to any additional health and safety, safeguarding and premises-related legislation, guidance and codes of practice issued by the Department for Education, the Health and Safety Executive, the UK Health Security Agency and other relevant authorities, as amended from time to time.

3.0 ROLES AND RESPONSIBILITIES

3.1 The Proprietor

The Proprietor has ultimate responsibility for health and safety matters in the school, but delegates responsibility for the strategic management of such matters to the Head Teacher and school management team, including the Health and Safety Lead.

The Health and Safety Lead delegates operational matters and day-to-day tasks to the Head Teacher and staff members.

3.2 Health and Safety Lead

The Health and Safety Lead will oversee the strategic management of health and safety matters in the school and will delegate operational and day-to-day responsibility to the Head Teacher.

The Health and Safety Lead has a duty to take reasonable steps to ensure that staff and pupils are not exposed to risks to their health and safety. This applies to activities on or off the school premises.

Branches Education Group as the employer, also has a duty to:

- Assess the risks to staff and others affected by school activities in order to identify and introduce the health and safety measures necessary to manage those risks.
- Inform employees about risks and the measures in place to manage them.
- Ensure that adequate health and safety training is provided.

3.3 Head Teacher

The Head Teacher is responsible for health and safety day-to-day. This involves:

- Implementing the health and safety policy.
- Ensuring there is enough staff to safely supervise pupils.
- Ensuring that the school building and premises are safe and regularly inspected.
- Providing adequate training for school staff.
- Reporting to directors on health and safety matters.
- Ensuring appropriate evacuation procedures are in place and regular fire drills are held.
- Ensuring that in their absence, health and safety responsibilities are delegated to another member of staff.
- Ensuring all risk assessments are completed and reviewed.
- Monitoring cleaning and ensuring cleaners are appropriately trained and have access to personal protective equipment, where necessary.

In the Head Teacher's absence, the Deputy Head Teacher or a named senior member of staff will assume the above day-to-day health and safety responsibilities.

3.4 Health and Safety Ambassador

As the school becomes established, the Head Teacher will identify a Health and Safety Ambassador, who will act as a 'champion' for health, safety and well-being across the school.

3.5 Staff

School staff have a duty to take care of pupils in the same way that a prudent parent would do.
Staff will:

- Take reasonable care of their own health and safety and that of others who may be affected by what they do at work.
- Co-operate with the school on health and safety matters.
- Work in accordance with training and instructions.
- Inform the appropriate person of any work situation representing a serious and immediate danger so that remedial action can be taken.
- Model safe and hygienic practice for pupils.
- Understand emergency evacuation procedures and feel confident in implementing them.

3.6 Pupils, Parents and Carers

Pupils and parents are responsible for following the school's health and safety advice, on-site and off-site, and for reporting any health and safety incidents to a member of staff.

3.7 Contractors

Contractors will agree health and safety practices with the Head Teacher before starting work. Before work begins the contractor will provide evidence that they have completed an adequate risk assessment of all their planned work.

4.0 Site Security

The Head Teacher is responsible for the security of the school site in and out of school hours. They are responsible for visual inspections of the site, and for the intruder and fire alarm systems.
The Head Teacher and/or designated staff members are key holders and will respond in an emergency.
Out of school hours visitors to the school, for example maintenance personnel, cleaners, may be given a key for entry to the school but will be briefed on site security and fire safety measures before attending the school.

5.0 Fire

Refer to the School Fire Emergency Evacuation Plan
Emergency exits, assembly points and assembly point instructions are clearly identified by safety signs and notices. Fire risk assessment of the premises will be reviewed annually.

Emergency evacuations are practised at least once a term.

The fire alarm is a loud continuous bell.

Fire alarm testing will take place weekly.

New staff will be trained in fire safety and all staff and pupils will be made aware of any new fire risks. Named Fire marshals are suitably trained and clear about their role.
In the event of a fire:

- The alarm will be raised immediately by whoever discovers the fire.
- The emergency services contacted by the Head Teacher or deputising leader.
- Evacuation procedures will begin immediately.
- Staff and pupils will evacuate the building in an orderly manner and congregate at the assembly points. School evacuation procedures identify these assembly points. All visitors will be informed of the fire assembly points when entering the school.
- Fire extinguishers may be used by staff only, and only then if staff are trained in how to operate them and are confident, they can use them without putting themselves or others at risk.
- The School Administrator will take the pupil register to the teachers at the assembly point so they can confirm all pupils are present and assembled. The Teachers will notify the School Administrator and Head Teacher immediately if any pupils are not present.
- The School Administrator will take the staff and visitor sign in/ out books and will check names against all adults present. The School Administrator will notify the Head Teacher immediately if any adults are not present.
- Staff and pupils will remain outside the building until the emergency services, or Head Teacher in the event of a practice or false alarm, say it is safe to re-enter.

Where necessary, the school will have special arrangements in place for the evacuation of people with mobility needs and fire risk assessments will also pay particular attention to those with disabilities.

There will be no unaccompanied visitors to the school whilst pupils are on site.

6.0 COSHH

Schools are required to control hazardous substances, which can take many forms, including:

- Chemicals
- Products containing chemicals
- Fumes
- Dusts
- Vapours
- Mists
- Gases and asphyxiating gases
- Germs that cause diseases, such as leptospirosis or legionnaires disease

Control of substances hazardous to health (COSHH) risk assessments are completed by the Head Teacher or designated staff member and circulated to all employees who work with hazardous substances. Staff will also be provided with protective equipment, where necessary.

Hazardous products are stored out of reach from pupils. Occasionally, pupils will have access to hazardous substances under the supervision of an adult. For example, in science lessons. Where this occurs, pupils will be provided with the required personal protective equipment.
Our staff use and store hazardous products in accordance with instructions on the product label. All hazardous products are kept in their original containers, with clear labelling and product information. Any hazardous products are disposed of in accordance with specific disposal procedures.

Emergency procedures, including procedures for dealing with spillages, are displayed near where hazardous products are stored and in areas where they are routinely used.

6.1 Gas Safety

- Installation, maintenance and repair of gas appliances and fittings will be carried out by a competent Gas Safe registered engineer.
- Gas pipework, appliances and flues are regularly maintained.
- All rooms with gas appliances are checked to ensure that they have adequate ventilation.

6.2 Legionella

- The Head Teacher is responsible for ensuring that the identified operational controls are conducted and recorded appropriately.

- The legionella risk assessment will be reviewed when significant changes have occurred to the water system and/or building footprint.
- The risks from legionella are mitigated by the following: temperature checks, heating of water etc.

6.3 Asbestos

- Staff are briefed on the hazards of asbestos, the location of any asbestos in the school and the action to take if they suspect they have disturbed it.
- Arrangements are in place to ensure that contractors are made aware of any asbestos on the premises and that it is not disturbed by their work.
- Contractors will be advised that if they discover material which they suspect could be asbestos, they will stop work immediately until the area is declared safe.
- A record is kept of the location of asbestos that has been found on the school site.
- The above is not applicable to the new school building as no asbestos is present.

7.0 Equipment

- All equipment and machinery are maintained in accordance with the manufacturer's instructions. In addition, maintenance schedules outline when extra checks should take place.
- When new equipment is purchased, it is checked to ensure that it meets appropriate educational standards.
- All equipment is stored in the appropriate storage containers and areas. All containers are labelled with the correct hazard sign and contents.

7.1 Electrical Equipment

- All staff are responsible for ensuring that they use and handle electrical equipment sensibly and safely.
- Any pupil or volunteer who handles electrical appliances does so under the supervision of the member of staff who so directs them.
- Any potential hazards will be reported to the Head Teacher immediately.
- Permanently installed electrical equipment is connected through a dedicated isolator switch and adequately earthed.
- Only trained staff members can check plugs.
- Where necessary a portable appliance test (PAT) will be carried out by a competent person.
- All isolator switches are clearly marked to identify their machine.
- Electrical apparatus and connections will not be touched by wet hands and will only be used in dry conditions.
- Maintenance, repair, installation and disconnection work associated with permanently installed or portable electrical equipment is only carried out by a competent person.

7.2 PE Equipment

- Pupils are taught how to carry out and set up P.E. equipment safely and efficiently.
- Staff check that equipment is set up safely.
- Any concerns about the condition of the outdoor play area/ flooring or other apparatus will be reported to the Head Teacher.

7.3 Display Screen Equipment

- All staff who use computers daily as a significant part of their normal work have a display screen equipment (DSE) assessment carried out. 'Significant' is taken to be continuous/near continuous spells of an hour or more at a time.
- Staff identified as DSE users are entitled to an eyesight test for DSE use upon request, and at regular intervals thereafter, by a qualified optician (and corrective glasses provided if required specifically for DSE use).

8.0 Lone Working

In summary, lone working may include:

- Late working
- Home or site visits
- Weekend working
- Site manager duties
- Site cleaning duties
- Working in a single occupancy office

Potentially dangerous activities, such as those where there is a risk of falling from height, will not be undertaken when working alone. If there are any doubts about the task to be performed, then the task will be postponed until other staff members are available.

If lone working is to be undertaken, a colleague, friend or family member will be informed about where the member of staff is and when they are likely to return.

The lone worker will ensure that they are medically fit to work alone.

9.0 Working at Height

We will ensure that work is properly planned, supervised and carried out by competent people with the skills, knowledge and experience to do the work.

In addition:

- Pupils are prohibited from using ladders.
- Staff will wear appropriate footwear and clothing when using ladders.
- Contractors are expected to provide their own ladders for working at height.
- Before using a ladder, staff are expected to conduct a visual inspection to ensure its safety.
- Access to high levels, such as roofs, is only permitted by trained persons.

10.0 Manual Handling

It is up to individuals to determine whether they are fit to lift or move equipment and furniture. If an individual feels that to lift an item could result in injury or exacerbate an existing condition, they will ask for assistance.

The school will ensure that proper mechanical aids and lifting equipment are available in school, and that staff are trained in how to use them safely.

Staff and pupils are expected to use the following basic manual handling procedure:

- Plan the lift and assess the load. If it is awkward or heavy, use a mechanical aid, such as a trolley, or ask another person to help.
- Take the more direct route that is clear from obstruction and is as flat as possible.
- Ensure the area where you plan to offload the load is clear.
- When lifting, bend your knees and keep your back straight, feet apart and angled out.
- Ensure the load is held close to the body and firmly.
- Lift smoothly and slowly and avoid twisting, stretching, and reaching where practicable.

11.0 Off Site Visits

Please refer to the Educational Visits Policy.
When taking pupils off the school premises, we will ensure that:

- Risk assessments will be completed where off-site visits and activities require them.
- All off-site visits are appropriately staffed.
- Staff will take a school mobile phone, a portable first aid kit, information about the specific medical needs of pupils along with the parent/ carer contact details.
- There will always be at least one first aider on school trips and visits.

12.0 Lettings

There are no plans for the school building to be let out or hired in any way. If the decision changes in the future, then any person hiring the building or any facilities out of school hours will be made aware of the content of this Health and Safety Policy and will be responsible for complying with it.

13.0 Violence at Work

We believe that staff should not be in any danger at work and will not tolerate violent or threatening behaviour towards our staff. All staff will report incidents of aggression or violence (or near misses) directed to themselves to their line manager/ Head Teacher immediately. This applies to violence from pupils, visitors, or other staff.

14.0 Smoking

Smoking is not permitted on the school premises or in view of pupils.

15.0 Infection Prevention and Control

The school follows current guidance issued by the UK Health Security Agency (UKHSA) in relation to infection prevention and control, including *Health Protection in Children and Young People's Settings, Including Education*. Staff will receive appropriate information, instruction and training, and the school will promote good hygiene practices among staff, pupils and visitors.

15.1 Hand Hygiene

Staff and pupils should wash their hands regularly using liquid soap and warm running water and dry them thoroughly using paper towels or hand-drying facilities.

Hands should always be washed:

- after using the toilet;
- before eating, handling or preparing food;
- after coughing, sneezing or blowing the nose;
- after handling animals or animal waste; and
- after contact with blood, bodily fluids or contaminated materials.

All cuts and abrasions should be covered with a waterproof dressing.

15.2 Respiratory Hygiene

Staff and pupils should follow good respiratory hygiene practices by:

- covering their mouth and nose with a disposable tissue when coughing or sneezing;
- disposing of used tissues immediately;
- washing or sanitising hands after using tissues; and
- avoiding spitting.

Where appropriate, the school will promote the "catch it, bin it, kill it" approach recommended by UKHSA.

15.3 Personal Protective Equipment (PPE)

Appropriate personal protective equipment (PPE) will be provided where there is a risk of exposure to blood, bodily fluids or hazardous substances.

This may include:

- disposable gloves;
- disposable aprons;

• eye protection where splashing is possible; and
• other specialist equipment identified through risk assessment.

Staff must use appropriate PPE when handling cleaning chemicals and follow manufacturers' instructions and COSHH assessments.

15.4 Cleaning of the Environment

The school will maintain a clean environment through regular cleaning schedules, paying particular attention to frequently touched surfaces, sanitary facilities, food preparation areas and communal equipment.

Enhanced cleaning arrangements may be implemented where there is an increased risk of infection transmission.

15.5 Cleaning of Blood and Body Fluid Spillages

All blood and body fluid spillages must be dealt with promptly and safely.

When spillages occur:

• staff must wear appropriate PPE;
• a suitable combined detergent and disinfectant product should be used in accordance with the manufacturer's instructions;
• cleaning products used must be effective against bacteria and viruses and suitable for the surface being cleaned;
• disposable paper towels should be used whenever possible; and
• all contaminated materials should be disposed of as clinical waste where appropriate.

Spillage kits will be readily available for dealing with blood and body fluid incidents.

15.6 Laundry

Staff handling contaminated clothing or materials must wear appropriate PPE.

Soiled clothing belonging to pupils will be securely bagged and sent home for laundering. Clothing should not be rinsed by hand on site except where exceptional circumstances require it and appropriate precautions are taken.

15.7 Clinical Waste

Clinical waste will be managed in accordance with relevant waste management requirements and local procedures.

The school will ensure that:

• domestic and clinical waste are segregated appropriately;
• used gloves, aprons, dressings and other contaminated materials are disposed of safely;
• clinical waste bins are clearly identified and operated hygienically; and
• clinical waste is removed by an authorised waste contractor where required.

15.8 Animals

Where animals are kept on site or visit the school:

• hands must be washed before and after contact with animals;
• animal accommodation must be kept clean and separate from food preparation or eating areas;
• animal waste must be disposed of safely and hygienically; and
• pupils must be supervised when interacting with animals.

15.9 Pupils Vulnerable to Infection

Some pupils may be at increased risk of serious illness from infectious diseases because of underlying medical conditions or compromised immune systems.

Where the school is aware of such vulnerabilities, appropriate support and control measures will be implemented in consultation with parents, carers and healthcare professionals. Where necessary, the school will seek advice from UKHSA, health professionals or other relevant agencies.

15.10 Exclusion Periods for Infectious Diseases

The school will follow current UKHSA guidance regarding exclusion periods for infectious diseases and attendance requirements for children and staff. Decisions relating to exclusion and return to school will be based on the latest national guidance and any advice received from health protection teams.

In the event of an outbreak, epidemic or pandemic, the school will follow advice issued by UKHSA, the Department for Education and any other relevant public health authority

16.0 New and Expectant Mothers

Risk assessments will be carried out whenever any employee or pupil notifies the school that they are pregnant.

Appropriate measures will be put in place to control risks identified. Some specific risks are summarised below:

- Chickenpox can affect the pregnancy if a woman has not already had the infection. Expectant mothers should report exposure to antenatal carer and GP at any stage of exposure. Shingles is caused by the same virus as chickenpox, so anyone who has not had chickenpox is potentially vulnerable to the infection if they have close contact with a case of shingles.
- If a pregnant woman comes into contact with measles or German measles (rubella), she should inform her antenatal carer and GP immediately to ensure investigation.
- Slapped cheek disease (parvovirus B19) can occasionally affect an unborn child. If exposed early in pregnancy (before 20 weeks), the pregnant woman should inform her antenatal care and GP as this must be investigated promptly.

17.0 Occupational Stress

We are committed to promoting high levels of health and wellbeing and recognise the importance of identifying and reducing workplace stressors through risk assessment. Systems are in place within the school for responding to individual concerns and monitoring staff workloads.

18.0 Accident Reporting

18.1 Accident record

- An accident form will be completed as soon as possible after the accident occurs by the member of staff or first aider who deals with it.
- Accident books will be kept in the staff office.
- As much detail as possible will be supplied when reporting an accident.
- Information about injuries will also be kept in the pupil's educational record.
- Records held in accident logs will be retained in accordance with the school's Data Retention Policy. Employee accident records will be retained for a minimum of three years from the date of the accident. Pupil accident records will normally be retained until the pupil reaches the age of 21. All records will be securely destroyed at the end of the applicable retention period.

18.2 Near-Miss Incidents

- Near-miss incidents are workplace accidents and occurrences where no-one has actually been hurt or become ill, but where the consequences could have been serious.
- Staff must report a near-miss incident if it is felt that the consequences could have been serious. For example, if medical attention would have been required had any injury illness occurred and/ or it would be reportable under RIDDOR.
- Reporting near-misses helps us to identify hazards we were not aware of and helps us to learn from such incidents. This can help prevent future accidents and protect individuals from harm. It helps us to move towards proactive, rather than reactive risk management.

18.3 Reporting to the HSE

The Head Teacher will ensure that a record is kept of any accident, occupational disease or dangerous occurrence that may be reportable under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013.

The Head Teacher will:

• Inform the Group Health and Safety Lead and seek appropriate support in determining whether an incident is reportable under RIDDOR.

• Ensure that reportable incidents are notified to the Health and Safety Executive (HSE) within the statutory timescales. Fatalities and specified injuries will be reported without delay. Other reportable incidents will be reported within the timescales prescribed by RIDDOR.

Reportable incidents include:

• Deaths arising out of or in connection with work.

• Specified injuries to workers, including:

- fractures, other than to fingers, thumbs and toes;
- amputations;
- injuries likely to lead to permanent loss of sight or reduction of sight;
- crush injuries to the head or torso causing damage to the brain or internal organs;
- serious burns;
- scalping requiring hospital treatment;
- loss of consciousness caused by head injury or asphyxia; and

- injuries arising from working in an enclosed space leading to hypothermia, heat-induced illness, resuscitation or hospital admission for more than 24 hours.

• Injuries resulting in an employee being unable to perform their normal duties for more than seven consecutive days.
• Certain work-related injuries to pupils, visitors and other non-workers where the person is taken directly from the scene of the accident to hospital for treatment.
• Reportable occupational diseases.
• Dangerous occurrences (near-miss events) as defined by RIDDOR, including:

- the collapse or failure of load-bearing parts of lifts and lifting equipment;
- the accidental release of a biological agent likely to cause severe human illness;
- the accidental release or escape of a substance that may cause serious injury or damage to health; and
- an electrical short circuit or overload causing a fire or explosion.

Information on how to make a RIDDOR report is available from the Health and Safety Executive website: www.hse.gov.uk/riddor.

18.4 Notifying Parents/ Carers

The Head Teacher will inform parents/ carers of any accident or injury sustained by a pupil, and any first aid treatment given, on the same day, or as soon as reasonably practicable.

18. 5 Reporting to Child Protection Agencies

The Head Teacher will notify local child protection agencies of any serious accident or injury to, or the death of, a pupil while in the school's care. Please see the school's Safeguarding and Child Protection Policy.

19.0 Training

Our staff are provided with health and safety training as part of their induction process. Staff who work in high-risk environments, such as in science labs or with woodwork equipment, are given additional health and safety training.

20.0 Monitoring and Reviewing

This policy will be reviewed as guidance from the DfE and/ or HSE is updated, and as a minimum annually by the Head Teacher. At every review, the policy will be approved by the Governance Chair and Board Members

The school follows the government guidance for Health and Safety in schools and adopts a Plan Do Check Act approach to the implementation, monitoring and reviewing of the health and safety management system within the school. https://www.gov.uk/government/publications/health-and-safety-advice-for-schools/responsibilities-and-duties-for-schools

21.0 LINKS WITH OTHER POLICIES and GUIDANCE

This health and safety policy links to:

- First Aid Policy
- Safe Administration of Medication Policy
- Risk Assessment Policy
- Fire Emergency Evacuation Procedure
- Supporting pupils with medical conditions, DfE
- Accessibility Plan
- Safeguarding and Child Protection Policy
- Educational Visits Policy