



ORCHARD HOUSE
SCHOOL

Health and Safety Policy

2026-2027

HEALTH AND SAFETY POLICY

Item	Details
Policy Owner	Head and Health & Safety Lead
Approved By	Governors
Review Cycle	Annual
Last Review	September 2026
Next Review	September 2027

1. Policy Statement

Orchard House School is committed to providing and maintaining a safe and healthy environment for pupils, staff, volunteers, contractors, visitors and all others who may be affected by the School's activities.

The Governors recognise their duties under the Health and Safety at Work etc. Act 1974 and related legislation and are committed to ensuring that health and safety is given equal importance to all other aspects of School life. This commitment extends to the provision of safe premises, safe systems of work, appropriate information, training, supervision and resources.

Health and safety is a shared responsibility. All staff are expected to contribute to the creation of a positive safety culture and to act in a manner which promotes the safety and wellbeing of others.

2. Scope

This policy applies to:

- All employees
- Governors
- Agency staff
- Volunteers
- Contractors
- Visitors
- Pupils where relevant

This policy should be read alongside related policies including:

- Risk Assessment
- Educational Visits
- Fire Safety
- First Aid and Medicines
- Safeguarding
- Behaviour
- Crisis Management
- Manual Handling
- Working at Height
- COSHH Arrangements

3. Roles and Responsibilities

Governors

The Governors hold overall responsibility for health and safety and will:

- Ensure adequate resources are made available.
- Review health and safety performance.
- Receive reports from the Head and Health & Safety Committee.
- Ensure appropriate monitoring and governance arrangements are in place.

Head

The Head has overall responsibility for the implementation of this policy and for ensuring effective health and safety management throughout the School.

The Head will:

- Promote a positive safety culture.
- Chair the Health and Safety Committee.
- Ensure significant risks are identified and controlled.
- Ensure appropriate policies and arrangements are maintained.
- Report significant matters to Governors.

Health and Safety Lead

The Health and Safety Lead will:

- Monitor compliance with legislation and School procedures.
- Coordinate health and safety activities across the School.
- Support inspections, audits and investigations.
- Advise managers and staff on health and safety matters.
- Maintain records and support policy reviews.

Premises Manager

The Premises Manager will:

- Ensure premises, services and equipment are maintained safely.
- Arrange statutory testing and inspections.
- Monitor contractors.
- Investigate building and premises issues.
- Ensure hazards are addressed promptly.

Managers and Leaders

Managers are responsible for:

- Implementing this policy within their areas.
- Ensuring suitable supervision.
- Completing and reviewing risk assessments.
- Investigating accidents and near misses.

- Addressing identified hazards promptly.

Teaching Staff

Teaching staff will:

- Supervise pupils appropriately.
- Ensure activities are conducted safely.
- Follow relevant risk assessments.
- Ensure equipment and materials are suitable and safe.
- Promote safe behaviour amongst pupils.

All Staff

All staff must:

- Take reasonable care of themselves and others.
- Cooperate with health and safety requirements.
- Follow risk assessments and procedures.
- Report hazards, accidents and defects.
- Use equipment responsibly.
- Use protective equipment where provided.

4. Risk Assessments

The School will undertake suitable and sufficient risk assessments for activities, locations and processes where a significant risk exists. The School will use 'Evolve' from September 2026, an online RA platform to plan, manage, and risk-assess educational visits and off-site activities.

Risk assessments will:

- Identify hazards.
- Evaluate risks.
- Specify control measures.
- Be reviewed periodically and following significant change.

Staff must familiarise themselves with any risk assessment relevant to their role and implement all required control measures.

5. Premises, Equipment and Contractors

The School will provide and maintain safe premises and equipment.

This includes:

- Planned maintenance programmes.
- Statutory inspections.
- Fire safety systems.
- Electrical systems.
- Water hygiene controls.
- Asbestos management.
- Playground and site inspections.

Contractors working on School premises are required to comply with School health and safety procedures and may be monitored whilst on site.

6. Training

The School will provide information, instruction and training appropriate to each role.

Training may include but not limited to:

- Induction.
- Health and Safety awareness.
- Fire safety.
- First aid.
- Safeguarding.
- Manual handling.
- Educational visits.
- Role-specific health and safety training.

Staff are expected to attend mandatory training and refresher sessions.

7. First Aid

The School will maintain appropriate first aid arrangements in accordance with statutory requirements.

This includes:

- Trained first aid personnel.
- First aid supplies.
- Accident reporting systems.
- Appropriate arrangements for educational visits.

The Lead First Aider and current first aid arrangements are identified within the Health & Safety Arrangements Schedule.

8. Fire Safety

The School will maintain appropriate fire precautions including:

- Fire risk assessments.
- Fire detection systems.
- Emergency lighting.
- Fire evacuation procedures.
- Fire drills.
- Training for staff.
- Designated fire marshals.

All staff must familiarise themselves with emergency procedures and evacuation arrangements.

9. Educational Visits

Educational visits provide valuable learning opportunities and are encouraged.

All visits must:

- Be appropriately planned.
- Be approved through School procedures.
- Have suitable risk assessments.
- Have appropriate staffing and supervision arrangements.
- Comply with the Educational Visits Policy.

The Educational Visits Coordinator (EVC) oversees these arrangements.

10. Hazardous Substances (COSHH)

Hazardous substances will be managed in accordance with COSHH requirements.

The School will ensure:

- Suitable assessments are carried out.
- Hazardous substances are stored securely.
- Information is available to users.
- Appropriate controls are implemented.

Staff must not use substances for which they have not been authorised or trained.

11. Personal Protective Equipment

Where risks cannot be adequately controlled by other means, suitable PPE will be provided.

Employees are responsible for:

- Using PPE correctly.
- Reporting defects.
- Taking reasonable care of issued equipment.

12. Accident and Incident Reporting

All accidents, hazards, near misses, dangerous occurrences and safety concerns must be reported promptly.

The School will:

- Investigate incidents as appropriate.
- Identify corrective actions.
- Share relevant lessons learned.
- Fulfil statutory reporting requirements including RIDDOR where applicable.

Investigations will focus on preventing recurrence and improving safety arrangements.

13. Health and Safety Committee

The School operates a Health and Safety Committee chaired by the Head.

The Committee will:

- Review accidents and incidents.
- Monitor health and safety performance.
- Review risk assessments and controls.
- Consider staff concerns.
- Review training needs.
- Recommend improvements.

The membership of the Committee is set out in the Health & Safety Arrangements Schedule.

14. Monitoring and Review

The School will monitor health and safety performance through:

- Inspections.
- Risk assessment review.
- Accident analysis.
- Committee meetings.
- External advice where necessary.

This policy will be reviewed annually or sooner where:

- Legislation changes.
- Significant organisational changes occur.
- An incident indicates a review is necessary.