

Health and Safety Policy

Aligned with Ofsted, NCFE, SEND Code of Practice, Equality Act, and KCSIE



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HEALTH AND SAFETY POLICY

1. POLICY STATEMENT

Hatfield Wick Education (HWE) is committed to safeguarding the health, safety, and welfare of all staff, learners, visitors, and contractors. This policy ensures compliance with statutory health and safety legislation, including the Health and Safety at Work Act 1974, and incorporates best practices to provide a safe and inclusive environment.

Our commitment to health and safety aligns with **Ofsted** expectations for safe and effective learning environments, **NCFE** standards for compliance, **SEND Code of Practice** for reasonable adjustments, and **KCSIE** for safeguarding vulnerable learners.

2. OBJECTIVES

- 2.1 Prevent accidents and work-related illnesses through effective risk management.
- 2.2 Ensure compliance with relevant health and safety legislation and standards.
- 2.3 Promote a culture of health, safety, and well-being across all HWE sites.
- 2.4 Provide reasonable adjustments to meet the needs of learners and staff with disabilities, in line with the Equality Act 2010.
- 2.5 Maintain robust safeguarding measures to protect learners, particularly those with SEND or other vulnerabilities.

3. ROLES AND RESPONSIBILITIES

Executive Director

- Holds ultimate responsibility for health and safety within HWE.
- Ensures compliance with legal obligations and best practices.
- Oversees the annual review of the Health and Safety Policy.

Director of Strategic Development

- Implements and monitors health and safety procedures.
- Conducts regular audits and inspections to assess compliance.
- Coordinates risk assessments and ensures findings are communicated.

All Staff

- Promote and adhere to health and safety policies and procedures.
- Report hazards, incidents, or near-misses to the designated personnel.

- Participate in mandatory health and safety training.

Learners and Visitors

- Follow HWE health and safety procedures.
- Report hazards or concerns to staff immediately.

4. KEY ARRANGEMENTS

Risk Assessments

- Comprehensive risk assessments are conducted for all activities, including those involving learners with SEND.
- Control measures are implemented to mitigate identified risks.

Fire Safety and Emergency Procedures

- Fire risk assessments are reviewed annually or following significant changes.
- Fire evacuation plans are displayed prominently and tested termly.
- Designated assembly points are established at all HWE sites.

First Aid

- First aid boxes are located throughout the premises and checked regularly.
- A sufficient number of trained first aiders are on-site during operational hours.

COSHH Compliance

- Hazardous substances are managed in accordance with the Control of Substances Hazardous to Health (COSHH) regulations.
- All substances are securely stored and clearly labelled.

Premises and Equipment

- Daily inspections ensure facilities and equipment meet safety standards.
- Portable Appliance Testing (PAT) is conducted annually.

Safeguarding and SEND Adjustments

- Learners with SEND are provided with reasonable adjustments to ensure safe participation in all activities.
- Safeguarding considerations are integrated into health and safety planning, with oversight from the Designated Safeguarding Lead (DSL).

Induction and Training

- All new staff receive health and safety induction training.
- Ongoing training is provided for specific roles, such as first aiders and fire marshals.

Incident Reporting

- All incidents, accidents, and near-misses are reported and recorded using HWE's reporting system.
- Serious incidents are escalated to the Operations Director and investigated promptly.

5. HEALTH AND SAFETY COMMUNICATION

Policy Awareness:

The Health and Safety Policy is displayed in the reception area and shared during staff induction.

Staff Consultation:

Staff are regularly consulted on health and safety issues and encouraged to provide feedback.

6. MONITORING AND REVIEW

Audits and Inspections:

Regular inspections ensure compliance with health and safety standards.

Policy Review:

The Health and Safety Policy is reviewed annually and updated in response to legislative changes or audit findings.

Incident Analysis:

Incident reports are analysed to identify trends and inform preventative measures.

7. EMERGENCY CONTACT INFORMATION

- **Health and Safety Lead:** Adam Smyth, Executive Director.
- **First Aid Box Locations:** In the corridor under the daily notice board.
- **Fire Assembly Point:** Car park in front of HWE Outreach Centre.

8. POLICY COMPLIANCE AND ENFORCEMENT

Failure to adhere to health and safety policies may result in disciplinary action. Visitors and contractors who breach safety standards may be denied access to HWE premises.

9. LEGAL NOTICE

Company Number: 12382794

Registered Office: Unit 2 Whitelands, Terling Road, Hatfield Peverel, Chelmsford, Essex, CM3 2AG

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APPENDIX 1: HEALTH AND SAFETY LOCAL ARRANGEMENTS NOTICE

Provision:	Hatfield Wick Education
Headteacher:	Clay Calder
Health and Safety Coordinator:	Katie Blackmore
Educational Visits Coordinator:	Katie Blackmore
Health and Safety Representative / Employee Representative:	Katie Blackmore
Report health and safety incidents to:	Katie Blackmore
Report hazards to:	Katie Blackmore
Person(s) responsible for undertaking H&S inspections:	Arlo Consultancy Services Ltd
Person responsible for co-ordinating fire evacuation arrangements:	Katie Blackmore
Fire marshals:	Katie Blackmore / Chloe Le Compte
Fire assembly point(s):	Front field by tree
Day and time of weekly fire alarm tests:	Thursdays 16:00
Appointed Person: First Aiders:	Stacy Edwards, Chloe Le Compte
Where to find:	Location:
Incident / Accident report forms	Reception
Hazard book:	Reception
Health and Safety Standards and Information relevant to provision / curriculum area:	Reception

APPENDIX 2: HOW TO RAISE A HEALTH AND SAFETY CONCERN

