



Document Control
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Version No: 2
Version Date: September 2026
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The Hayling College

Health and Safety Policy

Date of Policy: September 2026
Date approved by Govs: September 2026
Date of Next Review: September 2027



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1. Statement of intent

The Hayling College will, so far as is reasonably practicable, provide and maintain a safe and healthy environment for employees, pupils, visitors, contractors and others affected by its activities. Health and safety will be managed proportionately, enabling pupils to participate in education, practical learning, sport and visits while controlling significant risks.

- Comply with statutory requirements as a minimum standard.
- Assess significant risks and implement proportionate controls.
- Provide safe premises, equipment, systems of work and welfare arrangements.
- Provide suitable information, instruction, supervision and training.
- Consult employees and recognised trade union safety representatives on health and safety matters in accordance with legal requirements, and promote a positive reporting and learning culture.
- Review arrangements after incidents, near misses, significant change and at planned intervals.

2. Legal and guidance framework

The policy is based on the Health and Safety at Work etc. Act 1974, Management of Health and Safety at Work Regulations 1999, RIDDOR 2013, COSHH 2002, Regulatory Reform (Fire Safety) Order 2005, Work at Height Regulations 2005 and other relevant legislation. It has regard to DfE health-and-safety guidance and the statutory Allergy safety in schools guidance issued under section 100 of the Children and Families Act 2014 as amended by section 34 of the Children's Wellbeing and Schools Act 2026.

3. Organisation and responsibilities

3.1 Governing Board

The governing body has overall responsibility for health and safety as set out by the College's legal status and governance arrangements. It will provide strategic oversight and constructive challenge.

- Approve and regularly review this policy and seek assurance that arrangements are implemented effectively.
- Ensure adequate resources, competent advice and appropriate training.
- Nominate a Health & Safety Governor and receive termly assurance on inspections, incidents, trends, significant risks and action plans.
- Seek specific assurance on allergy safety, including the dedicated Allergy Policy, annual staff training, emergency adrenaline arrangements, IHPs and learning from serious incidents/near misses.
- Ensure leaders act on significant findings and monitor completion of agreed actions.

3.2 School Leader / Headteacher

- Has day-to-day responsibility for implementation and for promoting a positive safety culture.



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**THE
HAYLING
COLLEGE**

Happy, Healthy, High Performing

- Ensures risk assessments, emergency arrangements, training, inspections and corrective actions are in place.
- Reports material health-and-safety matters to governors and ensures responsibilities are delegated during absence.

3.3 School Business Manager

Supports the Head Teacher in operational management, resources, contractors, premises and policy implementation.

3.4 Health & Safety Coordinator (HSC)

- Coordinates the health-and-safety management system, training matrix, risk-assessment records, incident/near-miss reporting and policy review schedule.
- Supports investigations and trend analysis and reports to the Health & Safety Committee and governors.
- Coordinates first-aid provision with the School Nurse and supports the Allergy Lead where allergy risks intersect with health and safety.

3.4a Competent Health and Safety Advice

The College has access to competent health and safety advice through Ray West, Independent Health and Safety Adviser, who provides professional advice and support on health and safety matters to assist the College in meeting its statutory duties.

3.5 Senior Site Manager and Site Team

Manage premises risks and planned checks within competence, including fire systems, asbestos, legionella, work at height, contractors, defects, security and statutory maintenance. They will escalate matters beyond their competence.

3.6 First Aid & Medical Lead / School Nurse

- Completes the first-aid and medical needs assessment and coordinates first-aid provision.
- Supports IHPs, emergency medical arrangements and administration of medicines in accordance with the First Aid and Supporting Pupils with Medical Conditions policies.
- Works with the Allergy Lead on emergency medication and pupils with allergies.

3.7 Allergy Lead

The named Allergy Lead is responsible for the dedicated Allergy Policy and whole-school allergy arrangements. The Allergy Lead will work with the School Nurse, HSC, catering contractor, EVC and senior leaders to minimise allergen exposure, maintain emergency arrangements, coordinate annual training and review incidents/near misses.

3.8 All staff, teachers and supervisors

- Take reasonable care of their own health and safety and that of others, cooperate with College arrangements and follow training/instructions.



Document Control
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Version No: 2
Version Date: September 2026
Review Date: September 2027



**THE
HAYLING
COLLEGE**

Happy, Healthy, High Performing

- Complete assigned training and read relevant risk assessments.
- Report hazards, defects, accidents, incidents and near misses promptly.
- Manage local classroom/activity risks and ensure pupils receive appropriate safety instruction and supervision.
- Consider allergy risks where food, animals, latex, chemicals or other known allergens may be introduced into lessons or activities.

4. Health and safety management system: Plan - Do - Check - Act

4.1 Plan

- Maintain this policy, risk-assessment framework, statutory compliance schedule and training plan.
- Set clear responsibilities, priorities and measurable actions, including allergy-safety actions.

4.2 Do

- Implement proportionate controls, safe systems, supervision, maintenance and emergency arrangements.
- Provide role-appropriate training and competent advice.
- Ensure contractors, hirers and third-party providers understand relevant site arrangements.

4.3 Check

- Carry out planned inspections, audits and monitoring.
- Analyse accidents, incidents and near misses, including medical/allergy events, and track actions.
- Provide termly assurance to the governing board.

4.4 Act

- Review performance at least annually and after significant incidents or change.
- Update policies, risk assessments, training and resources in response to findings and new guidance.

5. Risk assessment

Significant hazards will be assessed by staff with suitable knowledge and, where required, a trained risk assessor. Assessments will identify hazards, who may be harmed, existing controls, further action, responsible person and review date. They will be shared with relevant staff and reviewed after significant change or incident.

Allergy risks will be considered where relevant, including food technology, science, art/craft, animals, catering, events, trips, packed lunches and visitors. Individual pupil controls will be reflected in IHPs and activity/visit risk assessments.



Document Control
Reference: Health and Safety Policy
Version No: 2
Version Date: September 2026
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6. First aid and medical conditions

Detailed arrangements are in the First Aid Policy and Supporting Pupils with Medical Conditions Policy. Emergency medication such as inhalers and adrenaline devices must remain readily accessible. First-aid provision will be based on an annual needs assessment.

7. Allergy safety

The College maintains a separate published Allergy Policy. Allergy safety is a whole-school health, safety, safeguarding and inclusion responsibility. The College will:

- Identify pupils requiring allergy support and record individual arrangements through IHPs in line with the College Allergy Policy.
- Take reasonable steps to minimise exposure to known allergens while recognising that an allergen-free environment cannot be guaranteed.
- Maintain an allergy-aware rather than falsely 'allergen-free' approach; any restrictions on specified foods will operate as risk-reduction controls within the Allergy Policy.
- Provide annual allergy awareness and emergency-response training to all staff present when pupils are scheduled to be on site. First-aid training alone is not sufficient.
- Maintain rapid access to prescribed and spare adrenaline devices in accordance with the Allergy Policy and current guidance.
- Record, report and learn from serious allergy incidents and near misses.

8. Catering and food safety

The catering contractor must comply with food-safety and allergen law, provide accurate allergen information, prevent cross-contamination and cooperate with the College Allergy Lead. The College will work with the caterer, pupils and families to identify and manage risks so pupils with food allergy can be included in school meals.

Food Information Regulations requirements, including the 14 regulated allergens and prepacked-for-direct-sale labelling requirements, will be followed. Allergen-related food-safety incidents will be reviewed and reported to the relevant authority where the legal reporting threshold is met.

9. Accidents, incidents and near misses

All accidents, incidents and near misses will be recorded through the College system and investigated proportionately. The HSC will analyse trends and report significant matters to leaders, the Health & Safety Committee and governors.

Serious medical/allergy incidents and near misses will be reviewed in a no-blame learning process. Relevant parents/carers will be informed and learning will be used to update IHPs, risk assessments, training, catering controls and policies.



Document Control
Reference: Health and Safety Policy
Version No: 2
Version Date: September 2026
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9.1 RIDDOR

The College will report only incidents that meet RIDDOR criteria. For pupils and other non-workers, an injury must arise out of or in connection with a work activity and result in the person being taken directly from the scene to hospital for treatment. Hospital attendance alone is not reportable. The HSC will consult the School Leader and competent adviser where there is doubt.

10. Emergency procedures and fire

Emergency, lockdown and fire arrangements will be documented, communicated and tested. Fire drills will be held at least termly. Personal Emergency Evacuation Plans will be prepared and reviewed for those who require them. Emergency planning will take account of pupils with medical conditions and the need to access emergency medication during evacuation or lockdown.

11. Premises and statutory compliance

- Asbestos will be managed through the asbestos management plan/register and competent-person arrangements.
- Legionella will be managed through a current risk assessment, written scheme and monitoring regime.
- Electrical, gas, lifting, fire, PE and other equipment will be inspected/tested at appropriate intervals by competent persons.
- Hazardous substances will be subject to COSHH assessment, secure storage and appropriate training/PPE.
- Work at height, manual handling, lone working, DSE, traffic and security risks will be managed through specific risk assessments/procedures.
- Defects presenting immediate risk will be taken out of use/isolated and escalated promptly.

12. Contractors, lettings and third-party providers

Contractors and providers must supply suitable risk assessments/method statements where required, comply with safeguarding and site safety arrangements, sign in/out and receive relevant induction information. Lettings and third-party users must comply with the College's health-and-safety arrangements and report accidents/near misses.

13. Educational visits and off-site activities

Visits will be planned and approved through Evolve/Outdoor Education Service procedures. Risk assessment will consider staffing, first aid, medical conditions, allergy risks, food provision, emergency medication and reasonable adjustments. Pupils will not be excluded solely because of a medical condition or allergy where safe participation can be achieved.

14. Training and information

- All staff/volunteers will receive health-and-safety induction and role-appropriate refresher training.



Document Control
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Version No: 2
Version Date: September 2026
Review Date: September 2027



**THE
HAYLING
COLLEGE**

Happy, Healthy, High Performing

- Staff with higher-risk responsibilities will receive additional training appropriate to their role.
- Annual allergy awareness/emergency-response training will be provided to all staff present when pupils are scheduled to be on site, including relevant temporary, supply, agency, peripatetic, catering and regular volunteer staff.
- Training records will be maintained and monitored through the College training matrix.

15. Monitoring, assurance and review

Health & Safety Committee

The College operates a Health & Safety Committee to support the effective management of health and safety across the school. The Committee meets at least termly and is chaired by the Headteacher or nominated senior leader. Membership includes the Health & Safety Coordinator, School Business Manager, Senior Site Manager, staff representatives and other relevant personnel as required.

The Committee reviews accident and incident reports, near misses, inspection findings, training compliance, statutory maintenance, risk assessments and emerging health and safety issues. It monitors progress against agreed actions, promotes consultation with staff and supports a positive culture of health, safety and wellbeing across the College.

Significant findings, trends and areas of concern are reported to the Governing Board through the Health & Safety Governor and established governance arrangements.

The School Leader, SBM, HSC and SSM will monitor implementation through the Health & Safety Management Diary, inspections, committee review, training records, incident analysis and action tracking. The Health & Safety Governor will undertake termly monitoring and report findings through governance arrangements.

The policy will be formally reviewed at least annually and sooner after significant change, serious incident/near miss, or new legislation/guidance. The governing board will seek assurance that actions are completed and that policy is reflected in practice.

16. Related policies

- Allergy Policy
- First Aid Policy
- Supporting Pupils with Medical Conditions Policy
- Risk Assessment Policy
- Safeguarding and Child Protection Policy
- Educational Visits/Trips Policy



Document Control
Reference: Health and Safety Policy
Version No: 2
Version Date: September 2026
Review Date: September 2027



- Fire Safety / Emergency Management Plan
- Security and Lone Working Policy
- Mental Health and Wellbeing Policy
- SEND Policy / SEN Information Report

References and guidance

DfE - Health and safety responsibilities and duties for schools

<https://www.gov.uk/government/publications/health-and-safety-advice-for-schools/responsibilities-and-duties-for-schools>

DfE - Allergy safety in schools

<https://www.gov.uk/government/publications/allergy-safety-in-schools>

DfE - Maintained schools governance guide

<https://www.gov.uk/government/publications/maintained-schools-governance-guide/maintained-schools-governance-guide>

HSE - Education and schools

<https://www.hse.gov.uk/services/education/>