

Health and Safety Policy

(Including EYFS and Wrap-around care)

Version 7.2

Reviewed by Foundation Health and Safety Manager – June 2026

Reviewed by Foundation Director of Facilities – June 2026

Reviewed by Foundation Executive Committee – June 2026

Reviewed by KeyOstas – July 2026

Reviewed by Facilities Committee – August 2026

Approved by Governing Body – September 2026

Next review – June 2027

Review cycle – Annual

Further information on the responsibilities of named individuals
is available in the Staff Handbook:

[Health and Safety Responsibilities - Crackley Hall](#)
[Health and Safety Responsibilities - Crescent School](#)
[Health and Safety Responsibilities - Princethorpe](#)

Health and Safety Policy

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Health and Safety Policy

1. Health and Safety Policy Statement

It is the policy of The Princethorpe Foundation (hereafter referred to as “the Foundation”) to comply with the terms of the Health and Safety at Work etc. Act 1974 and the Management of the Health and Safety at Work Regulations 1999, as well as other regulations approved codes of practice, guidance etc made under this legislation and to provide and maintain a healthy and safe working environment. The health and safety objective of the Foundation is to minimise the number of instances of occupational accidents and illnesses and ultimately achieve an accident-free workplace.

2. Legal responsibilities

Employer

The Foundation’s policy takes into account:

- (a) *The Education (Independent School Standards) Regulations 2014*; and
- (b) *Health and Safety: responsibilities and duties for schools (2022)*; and
- (c) *the School Premises Regulations 2012 and Advice on standards for school premises for local authorities, proprietors, school leaders, school staff and governing bodies (March 2015)*.

The Foundation will comply with all relevant legislation including any Approved Codes of Practice or other documents having the force of law.

The Foundation recognises and accepts the duty to protect the health and safety of all visitors to its premises, including contractors and temporary workers, as well as any members of the public who might be affected by our operations.

The Foundation will ensure that systems are in place to comply with the obligation to provide appropriate information about health and safety matters to all employees and to provide opportunities for consultation with employees on health and safety issues which affect them.

Employees

While the management of the Foundation will do all that is reasonably practicable to ensure the health and safety of its employees, pupils, visitors and contractors the Foundation recognises that health and safety at work is also the responsibility of each individual associated with the Foundation. It is the duty of each employee to take reasonable care of their own and other people's welfare and to report any situation which may pose a threat to the well-being of any other person.

3. Appointed Competent Persons (CP)

In order to meet the requirements of section 7 of The Management of Health and Safety at Work Regulations, the Foundation have appointed KeyOstas Limited (KeyOstas) as its appointed competent person.

KeyOstas’ consultants are accredited via the Occupational Safety and Health Consultants Register (OSHCR); the HSE supports this register as a trustworthy means to identify consultants who are certified professionals who hold a status recognised by their professional body, have valid insurance are up to date with the latest standards and developments.

As part of their appointment, KeyOstas will undertake an initial baseline audit, with an annual audit subsequent to this.

The Foundation Health and Safety Manager will be the key contact for the competent person.

KeyOstas is responsible to the Foundation Principal

Health and Safety Management System

The Foundation has chosen Smartlog (produced by Safesmart Ltd) as its health and safety and compliance management system. This online resource supports the Foundation in managing operational health and safety issues.

The system will be used as the Foundation deems appropriate for checking and recording all the compliance tasks required to fulfil the health and safety requirements.

SmartLog displays a live compliance status for each site which can be analysed by administrators at any time. The Foundation Health and Safety Manager confirms the status of each site to the relevant Head at the start of each half term via email, providing them with the opportunity to raise any concerns. The Foundation Health and Safety Manager then presents triannual compliance reports for the key statutory or high-risk areas to the school and Foundation health and safety committees, followed by the Estates Committee to ensure robust monitoring of the management system.

Appropriate training will be provided by SmartLog, other approved providers and internally.

Other Competent Persons

In addition to KeyOstas, the Foundation will appoint other competent persons to undertake specific work as required by legislation. Contractors engaged by the Foundation, on matters of health and safety, estates management or grounds management, will be responsible to the Foundation Director of Facilities.

Contractors appointed as competent persons must:

- provide evidence of the relevant expertise;
- provide advice and completed work of a standard that will ensure, as far as is reasonably practicable, the health and safety of staff, pupils and visitors to the Foundation;
- carry out the agreed work in accordance with any contractual agreement and with due regard to safety;
- carry out any suitable risk assessments and risk controls;
- advise the Foundation on relevant risk management; and
- employ relevant safety arrangements to safeguard adults and pupils.

Contractors are responsible to the Foundation Director of Facilities.

4. Risk Management

The Foundation will ensure that safe systems of work are followed, health and safety procedures are displayed and employees are trained where appropriate. The Foundation will ensure sufficient and suitable risk assessments are completed, and risk management plans are made, implemented and communicated. A Risk Assessment Register is available to all staff via the Staff Handbook which enables staff to view all risk assessments and provides a platform to update them when a review is due. The assessments support the management of risk for general activities, in addition to specialist activities that are specific to the school, site or role and may also be supported by an additional policy or procedure. Examples include;

Vehicular Movement on Site

The Foundation, as the employer, seeks to ensure that all of its sites are organised so that pedestrians and vehicles can circulate in a safe manner; with segregated vehicular and pedestrian traffic routes implemented, signed and controlled so far as is reasonably practicable. To this end, each site has specific risk assessments related to traffic management, driving and home/school transport, where relevant. In addition, appropriate procedures are in place, where required, for managing a school site where visitors, parents or school bus services arrive and depart. All staff involved in these procedures receive appropriate training and supervision.

Manual Handling

The Foundation, as the employer, is responsible for ensuring that all employees take appropriate care when engaged in manual handling tasks; to this end, the Foundation has a Manual Handling Policy, undertakes appropriate manual handling risk assessments and provides manual handling training for all staff.

5. Staff Welfare

The Foundation will ensure that support is available for staff occupational health and wellbeing needs.

The Foundation will ensure that each school has access to a competent occupational health service which offers the following:

- pre-employment health screening and advice on reasonable adjustments to enable employment of applicants with disabilities and health conditions;
- advice at the early stages of occupational ill health, thereby reducing the risk of an absence becoming long term or recurring;
- support where employees are sick, examination and advice on whether return to work is appropriate and, if so, what adjustments may be needed;
- advice for employees and possible recommendation for further specialist advice/treatment; and
- assessing the employee's eligibility for ill health retirement or disability benefits.

6. Emergencies

The Foundation will ensure that it has in place at all times effective emergency procedures for foreseeable incidents such as fire and ill health. The Foundation has a Critical Incident Plan, which is shared with relevant staff, and would be enacted as and when required.

7. Training

All employees will be provided with such equipment, information, training and supervision as is necessary to ensure their competency to implement the policy and achieve the above stated objective.

The management of the Foundation will provide every employee with the training necessary to carry out their tasks safely upon induction and then at appropriate intervals so that training remains current. However, if an employee is unsure how to perform a certain task or feels it would be dangerous to perform a specific job then it is the employee's duty to report this to their supervisor or the person responsible for health and safety. An effective health and safety programme requires continuous communication between workers at all levels. It is therefore every worker's responsibility to report immediately any situation which could jeopardise the well-being of himself or herself or any other person.

8. Resources

The Foundation will make available such finances and resources as are deemed reasonable to implement this policy.

9. Accidents and injuries

The Foundation recognises its responsibilities to adhere to the 'Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR)'. The purpose of RIDDOR is to inform the relevant enforcing authority that a work-related accident or incident has happened, which include:

- Work related fatalities
- Work related injuries
- Diagnosed cases of reportable occupational diseases
- Certain dangerous occurrences

The Foundation recognises its responsibility to prevent accidents and sickness absence due to accidents and work-related ill health.

All injuries, however small, sustained by a person at work, student or any other visitor must be reported to the Front Office at Crackley Hall, the School Office at the Crescent and the Medical Centre at Princethorpe. Accident records are crucial to the effective monitoring and revision of the policy and must therefore be accurate and comprehensive.

The Foundation recognises the legal, civil and moral need to ensure that all employees adhere to this Health and Safety Policy and will be prepared to invoke the disciplinary procedure in case of any deliberate disregard for the Health and Safety Policy. The Foundation's Disciplinary Policy can be found in the policy section of the Staff Handbook.

The Foundation's Health and Safety Policy will be continually monitored and updated, particularly when changes in the scale and nature of our operations occur.

The Policy will be updated at least every 12 months. The specific arrangements for the implementation of the Policy and the personnel responsible are detailed in this policy document.

10. Permits to Work

As part of its management of health and safety across the Foundation, a rigorous system of Permits to Work is operated, covering named high risk areas. The activities currently requiring a Permit to Work are:

- 'Dig' – Excavations or ground penetration in excess of 100mm (0mm in footways)
- Confined Space Entry – access into and work within confined spaces
- Access onto and Work on roofs
- Hot works – use of naked flames, abrasive cutting, electric arc welding, hot soldering, etc.
- Working on high voltage or complex electrical equipment/systems
- Entry access – access into and work within plant rooms, switch rooms, boiler rooms, lift motor rooms; or access into and work within areas with asbestos containing materials that are not encapsulated
- Working at height using Mobile Elevating Work Platforms (MEWPs) and Towers.

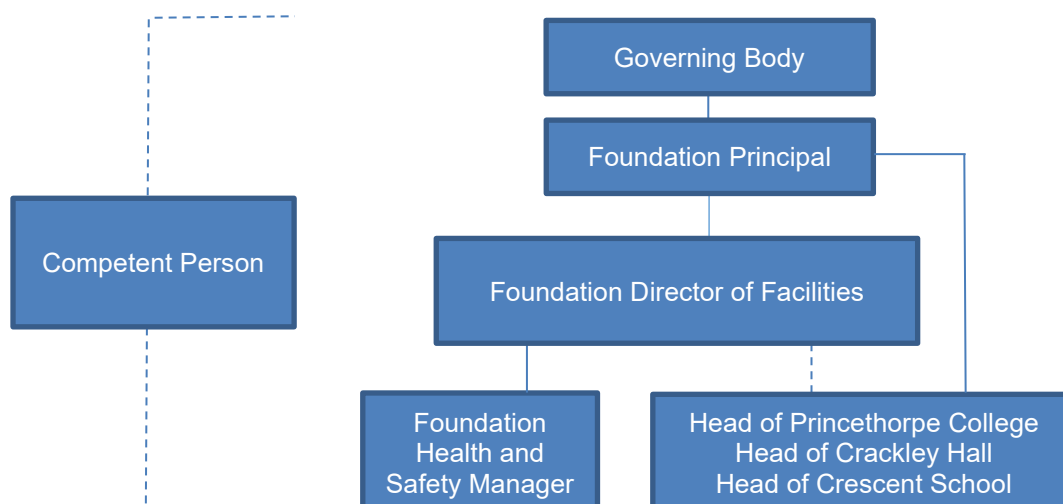
The list may be amended from time to time. Relevant staff will be informed of any changes.

Any necessary training will be provided.

There is a separate policy and procedures on 'Permits to Work'.

The Foundation Health and Safety Manager is responsible for the effective use of the Permit to Work policy.

11. Health and Safety Organisational Responsibilities



Governing Body

The Foundation, as the employer, is accountable for the management of health and safety and in particular for:

- ensuring that the internal management of health and safety provides a safe environment for staff, pupils and visitors and has regard for the welfare of all employees;
- ensuring that sufficient and suitable risk assessments are carried out and appropriate risk management plans are implemented;
- ensuring that adequate resources are available to implement the health and safety policy including the use of the Foundation's chosen Health and Safety Management System;
- ensuring health and safety performance is regularly reviewed at board level;
- monitoring the effectiveness of the health and safety policy; and
- reviewing the policy annually.

Foundation Principal

The Foundation Principal is responsible for:

- the internal management of the Governing Body's health and safety policy;
- considering reports on progress from the Foundation Health and Safety Manager;
- ensuring that staff are consulted on health and safety issues;
- ensuring that appropriate training is provided;
- ensuring that sufficient funds are made available to carry out health and safety requirements;
- monitoring and reviewing the progress of the health and safety policies; and
- reporting to the Governing Body on the progress of the policy.

The Foundation Principal is responsible to the Governing Body of the Foundation.

Foundation Director of Facilities

The Foundation Director of Facilities is responsible for:

- supporting the Governing Body in the development and implementation of an effective health and safety strategy;
- implementing the health and safety policy on a day-to-day basis under the supervision of the Foundation Principal;
- monitoring the progress of health and safety and security policies and procedures;
- ensuring that there is an effective health and safety policy, which follows the Foundation's Health and Safety Statement, and that it is reviewed on a regular basis to ensure that it remains suitable for the needs of the Foundation and the individual schools;
- ensuring that the relevant staff have access to appropriate health and safety advice;
- determining health and safety objectives within the particular school and assigning clear responsibilities for meeting them;
- allocating resources to implement the health and safety policy, achieve health and safety objectives, avoid personal injury and property damage so far as is reasonably practicable through a structured risk assessment programme;
- ensuring that health and safety responsibilities are clearly communicated to employees;
- ensuring that the Foundation's training needs are met and kept under review;
- assisting in the establishment of a system of monitoring and performance measurement that ensures effective implementation and working of the Foundation's health and safety policy and strategy, including the use of the Foundation's chosen Health and Safety Management System;
- checking and recommending the appointment of competent persons;
- ensuring Health and Safety issues are communicated to staff and appropriate consultations with staff relating to Health and Safety matters through the Health and Safety Management Committee; and
- making reports as required.

The Foundation Director of Facilities is responsible to the Foundation Principal.

Foundation Health and Safety Manager

The Foundation Health and Safety Manager is responsible for:

- supporting the Foundation Director of Facilities by co-ordinating the day-to-day health and safety management for the Foundation at the operational level;
- being the primary direct link to the Competent Person. In order to ascertain specialist advice in relation to health and safety and undertake monitoring audits as necessary;
- managing the system for ensuring sufficient and suitable risk assessments are written, recorded and in place;
- assisting in regular reviews of the Foundation's health and safety strategy;
- visibly support the Foundation's health and safety arrangements, employee health and safety representatives and ensure that the Heads and Foundation support staff managers have made their staff aware of, and accountable for, their specific health and safety responsibilities and duties;
- ensuring any RIDDOR incidents are reported to the HSE in a timely manner, review reports and statistics, and utilise information on trends and patterns;
- arrange health and safety compliance monitoring and audits as required;
- support the Foundation Director of Facilities by ensuring the health and safety policy, procedures, action plan and risk management programme is implemented as an integral part of business, operational planning and service delivery;

- make the Foundation Director of Facilities aware of necessary resources required to achieve health and safety compliance;
- ensure that Foundation's procedures for the selection and monitoring of contractors are in place and meet the requirements of the policy as well as any statutory or regulatory requirements;
- ensure that Health and Safety training records are kept and maintained.

The Foundation Health and Safety Manager is responsible to the Foundation Director of Facilities.

Head of Princethorpe College, Head of Crackley Hall, Head of Crescent School

The Head of each school is responsible for:

- ensuring that the Foundation's policies are implemented in the school;
- ensuring that sufficient and suitable risk assessments and management plans are implemented and monitored in the school;
- participating in the Foundation's health and safety and welfare planning;
- taking a leading role in the monitoring of the Foundation's policies in the school;
- ensure that adequate training is undertaken at a competent level;
- ensuring that staff in the school are consulted on health and safety issues; and
- advising the Foundation Principal on health and safety requirements within the school.

The Head will work with the Foundation Director of Facilities on health and safety issues and is responsible to the Foundation Principal.

Deputy and Assistant Heads

The Deputy and Assistant Heads at all schools are responsible for:

- supporting the implementation of the Foundation's health and safety policy;
- co-operating at all times with management in the implementation of and adherence to health and safety policy and procedures including the use of the Foundation's chosen Health and Safety Management System;
- co-operating with the development and implementation of the long-term safety plan by highlighting priorities and developing local plans to improve safety performance;
- ensuring that all members of their team are aware of their responsibilities and have received appropriate training;
- ensuring that risk assessments and safe working procedures are in place in their areas of responsibility – see also the Foundation's Risk Assessment policy;
- carrying out regular documented safety inspections that highlight unsafe conditions and acts;
- ensuring that there are appropriate documented structures for the discussion of health and safety matters with their teams, e.g. team meetings, etc.;
- ensuring that areas of particular concern, which cannot be solved at this level, are communicated effectively to the senior safety manager;
- supporting and participating in the established system of communication in respect of health and safety within the Foundation;
- investigating and where necessary, taking action in respect of any health and safety issue highlighted by employees;
- managing, as required by the Foundation, pupils who are considered to be at risk, due to physical or mental health issues;
- investigating all accidents that occur in their areas of responsibility;
- making reports as required.

The Deputy and Assistant Heads are responsible to the Head of their school.

Heads of Academic and Support Departments

Heads of both Academic and Support Departments are responsible for the effective management of health and safety within their own area or function. In particular, this includes:

- ensuring that risk assessments and safe procedures are in place for their departments and for ensuring that they are implemented;
- using the Foundation's chosen Health and Safety Management System as required;
- enforcing personal protective equipment requirements;
- ensuring that employees are adequately trained for the tasks they perform;
- monitoring premises and work equipment, reporting faults where necessary;
- identifying and reporting health and safety related problems with issues;
- identifying training needs;
- investigating and reporting on accidents and incidents;
- participating in the risk assessment programme;
- setting a good example on health and safety matters; and
- making reports as required.

The Heads of Academic Departments are responsible to the Head of their School.

Support Departments are responsible to the Foundation Principal.

Employees

Employees have responsibilities in respect of health and safety. In particular, they will:

- co-operate at all times with management in the implementation of and adherence to health and safety policy and procedures;
- where requested, use the Foundation's chosen Health and Safety Management System as required;
- take reasonable care for their own safety and for the safety of others who may foreseeably be affected by their actions at work;
- not intentionally or recklessly interfere with or misuse anything provided for the purpose of health and safety at work;
- report all health and safety concerns to line managers;
- assist with the completion of the risk assessment programme and ensure compliance with risk assessments and safe procedures; and
- making reports as required.

Employees are responsible to the Foundation as the employer.

Fire Wardens

All Fire Wardens undertake and must pass annual fire warden training. Each Fire Warden is identified as such on SmartLog and a list of all Fire Wardens is recorded in Fire Safety policies.

Senior Nurse – Princethorpe College

The Senior Nurse is responsible for First Aiders at Princethorpe College and for the treatment of staff and pupils where it is inappropriate for First Aiders to complete it. The senior nurse is responsible for checking that the Foundation and each individual school has the required ratio of First Aiders and for overseeing the training record at Princethorpe. The Head's PA at each Prep School is responsible for training at their school.

A list of trained first aiders and their type of first aid certification will be displayed at each school site in a suitable place and also made available via the Staff Handbook.

The Senior Nurse is responsible to the Deputy Head, Pastoral at Princethorpe College.

Deputy Heads: Duty of care for pupils at risk of endangering themselves and or others.

The Deputy Head, Pastoral (Princethorpe), the Assistant Head, Pastoral (Crackley Hall) and the Deputy Head (Crescent) have the duty of managing pupils who are considered to be at risk, due to physical or mental health issues.

Foundation staff will produce a risk assessment where applicable and will provide guidance and support to staff involved with such pupils. The priority will always be given to ensuring the health and safety of the pupils at risk as well as the Foundation's members of staff. Pupils who pose a significant risk to themselves or others may be deemed not fit for school and in consultation with parents and health professionals may be advised to stay at home for a period of time.

The Deputy Heads and Assistant Head are responsible to the Head of the respective school.

Trips

The Assistant Head, Co-Curricular and Operations (Princethorpe) and the Deputy Head (Crackley Hall) and the Assistant Head (Crescent) are appointed as Educational Visit Co-ordinators (EVCs).

They are responsible for all trips organised by their respective school and will

- ensure compliance with the Foundation's Policy *Educational Trips*;
- maintain appropriate records including risk assessments.

The EVC is responsible to the Head of the relevant School.

First Aiders

All first aiders must have the necessary training and qualifications, as evidenced by a current first aid certificate issued under a training course.

It is the responsibility of all first aiders to maintain a valid certificate of competence and to advise their manager when it is due to expire. The first aider will also keep a record of

training and qualifications. The list of first aiders and their locations are displayed on notice boards.

All information of a personal nature obtained in the course of first aid duties will be treated as confidential.

First aiders will:

- ensure that they obtain replacement items as necessary for any items used out of a first aid box;
- record all treatments for which they are responsible, with specific details of the injury or other reason for treatment;
- report details of any accidents to the Senior Nurse (Princethorpe College) or School Secretary (Crackley Hall) or School Secretary (Crescent).

The First Aiders are responsible to the Senior Nurse or Head of School.

Health and Safety Committee

The Health and Safety Committee will provide an opportunity for representatives to confer with senior management on health and safety issues. Typically, the topics covered by the Committee are to:

- identify and prioritise safety issues;
- identify training requirements for employees;
- review safety records including accidents and incidents;
- agree changes in working practices, if required;
- review the implications of any changes in Health and Safety Legislation.

Each school has a local health and safety committee formed of the Headmaster, Head of Estates and Sustainability (Foundation), Health and Safety Manager (Foundation), and Staff Health and Safety Representatives (school). At Princethorpe College, the Assistant Head (Co-curricular and Operations) also attends, at Crackley Hall and Crescent School, the Site Supervisor attends.

The school health and safety committees report to the Foundation Health and Safety Committee; which is formed of the Foundation Principal, Foundation Director of Facilities, Foundation Director of Business Services, and the Health and Safety Manager (Foundation). The Foundation Committee reports to the Facilities Committee.

Staff Health and Safety Representatives

The health and safety representatives are responsible for:

- liaising between staff and management on health and safety issues;
- carrying out and recording periodic housekeeping inspections;
- participating in the school Health and Safety Committee meetings
- assisting the Foundation with the introduction of health and safety initiatives.

Health and Safety Representatives report to the staff.

Responsibilities at individual schools

Each Foundation school shall maintain a register stating the names and job roles of key members of staff. The registers will be an appendix to this policy and will be available in the Foundation's Staff Handbook:

[Health and Safety Responsibilities - Crackley Hall](#)

[Health and Safety Responsibilities - Crescent School](#)

[Health and Safety Responsibilities - Princethorpe](#)

12. Equal Access and Treatment

In making, reviewing and implementing this policy, the importance of equality of accessibility and treatment will be taken into account.

The Foundation aims to ensure that reasonable adjustments are made to the premises and facilities to enable disabled staff, pupils, contractors, volunteers and visitors to use the school's facilities and curriculum as far as is reasonably practicable.

The Heads are responsible for maintaining appropriate Accessibility Plans and ensuring that they are implemented.

13. Monitoring and Review

The Foundation Principal is responsible for the monitoring of the implementation of the policies and procedures.

14. Status review

All Health and Safety policies and procedures will be reviewed following an annual Status Review, as determined by the Foundation.



John Fisher, Chair of Trustees
Signed on behalf of The Princethorpe Foundation

Date TBC