



Gateway Academy



HEALTH AND SAFETY POLICY

Approved by:	Lisa Breslin and Claire Cleary
Last reviewed on:	September 2026
Next review due by:	September 2027

STATEMENT OF INTENT

Gateway Academy is committed to providing and maintaining, so far as is reasonably practicable, a safe and healthy working and learning environment for pupils, employees, volunteers, contractors, visitors, hirers and all other persons who may be affected by the Academy's activities.

The Academy Trust recognises that effective health and safety management is an integral part of good governance, safeguarding, staff wellbeing, effective teaching and learning, and responsible management of the school estate. Health and safety will therefore be considered in strategic planning, day-to-day decision-making, curriculum delivery, premises management, procurement, staffing and the organisation of all Academy activities.

Gateway Academy will:

- comply with applicable health and safety legislation, statutory guidance and relevant duties arising from its funding agreement and status as an academy trust
- provide and maintain premises, plant, equipment and systems of work that are safe and without unacceptable risk to health
- identify significant hazards, assess risks and implement proportionate control measures, with particular attention to pupils and adults who may be more vulnerable
- provide appropriate information, instruction, training, supervision and competent advice so that staff can carry out their responsibilities safely
- consult employees and, where appropriate, recognised trade union or employee health and safety representatives on matters affecting their health and safety
- maintain effective arrangements for first aid, medical needs, allergy safety, fire safety, emergency evacuation, lockdown, critical incidents and business continuity
- ensure appropriate arrangements are in place for contractors, visitors, hirers, educational visits and activities away from the Academy site
- monitor accidents, incidents, near misses, emerging hazards, statutory inspection findings and remedial actions, and use this information to improve practice
- maintain effective oversight of premises and estate compliance, including asbestos, legionella, gas, electrical systems, lifting equipment, work equipment, fire precautions and other relevant statutory checks
- make reasonable adjustments and take account of individual needs when planning safe access, evacuation, work and learning
- review this policy at least annually and sooner where there is a significant change in legislation, guidance, premises, activities, risk profile or following a serious incident

All employees have a duty to take reasonable care of their own health and safety and that of others who may be affected by their acts or omissions, and to cooperate with the Academy Trust so that it can meet its legal obligations. Health and safety is therefore a shared responsibility, while overall legal responsibility remains with the Academy Trust as employer.

LEGAL AND STATUTORY FRAMEWORK

This policy should be read alongside the Academy's related policies, risk assessments, compliance records and operational procedures. It is informed by the following principal legislation and statutory requirements, as amended from time to time.

Principal health and safety legislation

- Health and Safety at Work etc. Act 1974
- Health and Safety (First-Aid) Regulations 1981

- Safety Representatives and Safety Committees Regulations 1977
- Health and Safety (Consultation with Employees) Regulations 1996
- Electricity at Work Regulations 1989
- Workplace (Health, Safety and Welfare) Regulations 1992
- Health and Safety (Display Screen Equipment) Regulations 1992
- Manual Handling Operations Regulations 1992
- Personal Protective Equipment at Work Regulations 1992, as amended by the Personal Protective Equipment at Work (Amendment) Regulations 2022
- Provision and Use of Work Equipment Regulations 1998 (PUWER)
- Lifting Operations and Lifting Equipment Regulations 1998 (LOLER)
- Gas Safety (Installation and Use) Regulations 1998
- Management of Health and Safety at Work Regulations 1999
- Control of Substances Hazardous to Health Regulations 2002 (COSHH)
- Regulatory Reform (Fire Safety) Order 2005
- Work at Height Regulations 2005
- Control of Asbestos Regulations 2012
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)
- Construction (Design and Management) Regulations 2015 (CDM), where applicable to building, maintenance or construction projects

Education, equality and pupil welfare requirements

- Education Act 1996, including section 547 in relation to nuisance or disturbance on educational premises
- Education (Independent School Standards) Regulations 2014, as applicable to academies
- Equality Act 2010, including the duty to make reasonable adjustments and avoid discrimination
- Children and Families Act 2014, including section 100 concerning pupils with medical conditions and section 100A on allergy safety
- Children's Wellbeing and Schools Act 2026, including section 34 on allergy safety policies in schools
- Statutory Framework for the Early Years Foundation Stage (EYFS), including welfare, first aid and premises requirements
- Food Safety Act 1990 and associated food hygiene requirements, where the Academy handles or prepares food

Key statutory and government guidance

- Department for Education (DfE), Health and Safety: Responsibilities and Duties for Schools
- Health and Safety Executive (HSE), Education and school health and safety guidance
- DfE, First Aid in Schools, Early Years and Further Education
- DfE, Supporting Pupils at School with Medical Conditions - statutory guidance
- DfE, Allergy Safety in Schools - statutory guidance, published July 2026
- Keeping Children Safe in Education 2026
- UK Health Security Agency (UKHSA), Health Protection in Children and Young People Settings, as updated
- DfE, Health and Safety on Educational Visits
- DfE, Managing Asbestos in Your School or College
- DfE, School and College Security guidance
- DfE, Good Estate Management for Schools and School Estate Management Standards

- Academy Trust Handbook 2025 (effective until 30 September 2026) and Academy Trust Handbook 2026 (effective from 1 October 2026)
- The Academy Trust's funding agreement and Articles of Association.

Where legislation or statutory guidance is amended during the lifetime of this policy, the Academy will apply the current legal requirement and update this policy or associated procedures as necessary. Where this policy sets an Academy standard above the statutory minimum, that higher standard will be treated as the Academy's expected practice unless formally amended.

GOVERNANCE AND ACCOUNTABILITY

Gateway Academy is a stand-alone academy trust. The Academy Trust is the employer and has the primary legal responsibility for health and safety under the Health and Safety at Work etc. Act 1974. The Board of Trustees retains strategic oversight and assurance responsibility even where operational functions are delegated.

Governing Board

They will:

- set the strategic direction for health and safety and approve this policy
- ensure that suitable governance arrangements, resources and competent advice are available to support legal compliance and effective risk management
- receive sufficient information to assure itself that significant health and safety risks are being identified, controlled, monitored and reviewed
- ensure that significant or overdue statutory compliance actions are escalated and tracked to completion
- ensure that the Academy estate is managed strategically, safely and in accordance with applicable statutory duties and DfE expectations
- ensure that the Academy has suitable arrangements for the management of asbestos where asbestos-containing materials are present or may be present
- ensure that the Academy has, publishes and reviews at least annually an Allergy Safety Policy, in line with section 100A of the Children and Families Act 2014 and DfE statutory guidance
- review significant accidents, dangerous occurrences, enforcement action, serious near misses, material audit findings and other health and safety matters requiring strategic oversight
- ensure that this policy is reviewed at least annually and following significant change

Delegation and operational accountability

The Board delegates day-to-day management of health and safety to the CoHeadteachers. This delegation does not remove the Board's responsibility to obtain assurance that appropriate arrangements are in place and operating effectively.

The CoHeadteachers may allocate specific health and safety tasks to the Site Manager, members of the Senior Leadership Team and other suitably competent staff. Delegation of a task does not remove the responsibility of the person or body that holds the underlying duty.

Monitoring and assurance

The Academy will maintain a documented system of health and safety assurance. This will include, as applicable:

- premises and activity risk assessments and an appropriate action-tracking system
- fire risk assessment, alarm and emergency lighting records, drills and evacuation arrangements
- asbestos register, asbestos management plan and records of relevant inspections or surveys

- legionella/water hygiene risk assessment and monitoring records
- gas, electrical, lift/lifting equipment and other statutory inspection and maintenance records
- COSHH assessments and relevant safety data sheets
- contractor competence checks, risk assessments and method statements, permits and supervision arrangements where required
- first-aid needs assessment, first-aid training records and arrangements for medical conditions and allergy safety
- accident, incident and near-miss records, including decisions on RIDDOR reporting where relevant
- training and competence records
- records showing that identified remedial actions have been completed or are being actively managed within an appropriate timescale

Health and safety performance and significant concerns will be reported through the Academy's governance arrangements at a frequency proportionate to risk. Urgent or serious matters will be escalated promptly to the Chair of Trustees and/or the Board as appropriate rather than waiting for the next scheduled meeting.

ROLES AND RESPONSIBILITIES

CoHeadteachers

The CoHeadteachers have day-to-day executive responsibility for implementing this policy. They will:

- provide visible leadership on health and safety and promote a culture in which concerns are reported and acted upon
- ensure significant risks are assessed and appropriate controls are implemented, communicated, monitored and reviewed
- ensure sufficient staff, time, resources, training and supervision are available to support safe working and learning
- ensure statutory inspections, testing, maintenance and remedial work are planned and monitored
- ensure accidents, incidents and near misses are recorded, investigated proportionately and reported externally where legally required
- ensure staff consultation arrangements are maintained
- ensure appropriate emergency, fire, lockdown and critical incident arrangements are in place and practised
- ensure suitable arrangements are in place for educational visits, lettings, contractors, visitors and community use
- ensure health and safety implications are considered when procuring equipment, planning changes to premises or services, or introducing new activities
- seek competent specialist advice where required
- report significant risks, incidents, enforcement action and material non-compliance to the Board of Trustees

Site Manager

The Site Manager supports the CoHeadteachers by coordinating the day-to-day premises and site compliance arrangements within their competence and delegated responsibilities. This includes:

- undertaking and recording regular premises inspections and promptly reporting defects or hazards;

- maintaining compliance records and ensuring routine checks, tests and servicing are completed at the required intervals
- coordinating premises risk assessments, including those relating to water hygiene, asbestos, work at height, site security, workplace transport and relevant equipment
- managing contractor access, site induction, permits and supervision arrangements proportionate to the work and risk
- ensuring contractors receive relevant information about site hazards, including asbestos information where applicable, before intrusive work begins
- monitoring completion of remedial works and escalating overdue or significant actions
- maintaining safe access and egress, housekeeping, security and emergency arrangements
- liaising regularly with the CoHeadteachers and escalating any matter requiring additional resources, specialist advice or senior decision-making

Senior Leadership Team and other managers

Members of the Senior Leadership Team and other staff with management responsibility are responsible for health and safety within the areas and activities they control. They will ensure that relevant risk assessments and control measures are implemented, staff are informed and supervised, concerns are addressed, and matters outside their authority or competence are escalated promptly.

Teachers and other employees

All employees must:

- take reasonable care of their own health and safety and that of pupils, colleagues and others who may be affected by their work
- follow this policy, relevant risk assessments, safe working procedures, training and reasonable management instructions
- provide appropriate supervision of pupils and incorporate relevant safety controls into teaching and activities
- use equipment, substances and personal protective equipment correctly and only for their intended purpose
- report hazards, defects, accidents, incidents, near misses and health and safety concerns without delay
- not intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety or welfare
- cooperate with investigations, inspections, risk assessments and other reasonable measures required to protect health and safety

Health and Safety Representatives and employee consultation

The Academy will consult employees on health and safety matters in accordance with the Safety Representatives and Safety Committees Regulations 1977 and/or the Health and Safety (Consultation with Employees) Regulations 1996, as applicable. Recognised trade union safety representatives and other employee representatives will be enabled to carry out their statutory functions. Employees may raise health and safety concerns directly with their line manager, the Site Manager, the CoHeadteachers or an appropriate representative.

Pupils

Pupils are expected, taking account of their age, understanding and individual needs, to follow safety instructions, use equipment appropriately, behave in a manner that does not place themselves or others at unreasonable risk, and report hazards or concerns to a member of staff.

Visitors, volunteers, contractors and hirers

Visitors, volunteers, contractors and hirers must comply with Academy security, safeguarding, fire and health and safety arrangements relevant to their activities. They must follow reasonable instructions, report hazards or incidents, and must not introduce equipment, substances, activities or alterations that create unmanaged risk. Contractor safeguarding checks, including DBS checks, will be determined in accordance with Keeping Children Safe in Education 2026 and the nature of the contractor's access to pupils.

COMPETENT HEALTH AND SAFETY ADVICE

Regulation 7 of the Management of Health and Safety at Work Regulations 1999 requires employers to appoint one or more competent persons to assist them in undertaking the measures needed to comply with health and safety law.

Gateway Academy will ensure that it has access to competent health and safety assistance appropriate to the nature and level of risk within the Academy. Day-to-day coordination is undertaken by the CoHeadteachers and Site Manager within the limits of their training, experience, knowledge and authority. External competent advice will be obtained where the Academy does not have sufficient expertise internally.

Specialist advice or services will be obtained where appropriate, including for matters such as:

- fire risk assessment and specialist fire safety matters
- asbestos surveying, analytical services, licensed work and complex asbestos management advice;
- legionella and water hygiene risk assessment and specialist remedial work
- electrical installation inspection and testing, gas safety and lifting equipment examination
- construction and refurbishment projects, including duties under the Construction (Design and Management) Regulations 2015
- occupational health, workplace adjustments or specialist ergonomic advice
- complex COSHH, hazardous substances or environmental health matters
- structural, building fabric, glazing, playground, PE or specialist equipment concerns
- any significant or unusual risk that falls outside the competence of Academy staff

When appointing a competent adviser or contractor, the Academy will take reasonable steps to verify competence, including relevant qualifications, experience, professional registration or accreditation where applicable, insurance, references, membership of recognised professional schemes and evidence of suitable previous work. The level of checking will be proportionate to the risk and complexity of the task.

The appointment of a competent person does not transfer the Academy Trust's legal responsibilities. Advice received will be considered, acted upon where appropriate, and any decision not to follow significant specialist advice will be documented and escalated to the CoHeadteachers and, where material, the Board of Trustees.

RISK ASSESSMENT AND RISK MANAGEMENT

Gateway Academy will manage health and safety risks in a sensible, proportionate and systematic way. Risk assessment is an integral part of planning and decision-making and is intended to support safe, purposeful activity rather than prevent reasonable educational opportunities.

Risk assessment requirements

The Academy will ensure that suitable and sufficient risk assessments are completed for significant hazards arising from its premises, work activities, curriculum, events and off-site activities. Risk assessments will identify:

- the hazards and the people who may be harmed
- the nature and level of risk
- existing control measures and whether they are adequate
- any further action required, together with a responsible person and appropriate completion date
- arrangements for monitoring and review

Significant findings will be recorded in a clear and usable form. Assessments should focus on the controls that staff are expected to implement and should not become unnecessarily bureaucratic.

Responsibility for assessments

The CoHeadteachers retain overall responsibility for ensuring appropriate risk assessment arrangements are in place. In practice, assessments will be completed or coordinated by the person with sufficient knowledge of the activity, premises or hazard, with specialist advice obtained where required.

The Site Manager will coordinate premises-related risk assessments within their delegated responsibilities.

Leaders and managers will ensure that activities within their areas of responsibility are appropriately assessed.

Educational visit leaders will complete or adopt suitable visit-specific assessments in accordance with the Academy's Educational Visits Policy and current national/DfE guidance.

Staff must follow relevant risk assessments and report changes, defects, incidents or emerging hazards that may affect their continued validity.

People requiring particular consideration

Risk assessments will take account of individuals or groups who may be at increased or different risk, including, where relevant:

- children in the Early Years Foundation Stage and younger pupils
- pupils with SEND, medical conditions, allergies, mobility needs or communication needs
- disabled pupils, staff and visitors, including the need for reasonable adjustments and Personal Emergency Evacuation Plans (PEEPs) where appropriate
- new and expectant mothers
- young workers, work-experience pupils, volunteers, temporary staff and new employees;
- lone workers
- any person whose individual circumstances create a foreseeable additional risk

Hierarchy of control and proportionate management

Where reasonably practicable, risks will be controlled using the recognised hierarchy of control: eliminating the hazard where possible; substituting a safer option; using engineering or physical controls; introducing safe systems, information, instruction and supervision; and using personal protective equipment where residual risk remains. PPE will not be used as a substitute for more effective controls where those controls are reasonably practicable.

The Academy recognises that learning, play, physical education and educational visits can involve managed risk. Controls will therefore be proportionate and will seek to enable worthwhile activities safely rather than eliminate all risk.

Review of risk assessments

Risk assessments are living documents and will be reviewed at suitable intervals and whenever there is reason to believe an assessment is no longer valid. A review will also take place where there has been:

- a significant change to premises, equipment, staffing, work processes, curriculum activities or pupil needs
- a serious accident, incident, dangerous occurrence or relevant near miss
- new information about a hazard or a change in legislation or guidance
- evidence that existing control measures are not being followed or are ineffective
- a material change arising from an audit, inspection or enforcement action

MONITORING, ASSURANCE AND REPORTING

The Academy will use a Plan-Do-Check-Act approach to health and safety management. Monitoring will be used to confirm that required controls are in place, statutory checks are completed, identified actions are closed and lessons are learned from incidents and changing circumstances.

Routine monitoring

Routine monitoring will include, as appropriate:

- regular site inspections and recorded checks by the Site Manager or other designated staff
- monitoring of fire precautions, water hygiene, asbestos controls, electrical systems, gas safety, lifts and lifting equipment, work equipment and other statutory compliance requirements
- checks that risk assessments and safe systems of work remain current and are being followed
- review of first-aid, accident, incident and near-miss information to identify patterns or recurring hazards
- monitoring of staff training, competence and refresher requirements
- contractor compliance checks and review of remedial work
- periodic review of educational visit, medical, allergy and emergency arrangements

Action tracking and escalation

Where an inspection, assessment, audit or incident identifies required action, the Academy will record the action, allocate responsibility and set a timescale proportionate to the level of risk. High-risk matters and overdue statutory actions will be escalated promptly to the CoHeadteachers. Where necessary, activities or areas will be restricted or taken out of use until adequate controls are restored.

The CoHeadteachers will escalate serious or material matters to the Chair and/or Board of Governors without waiting for the next routine reporting cycle. This includes serious incidents, significant non-compliance, material premises risks, enforcement action and any circumstance likely to require substantial unplanned expenditure or strategic decision-making.

Governance assurance

The Board of Trustees will receive sufficient information to enable it to discharge its strategic oversight role. Reports will be proportionate to risk and may include:

- significant accidents, incidents and RIDDOR notifications
- serious or recurring near misses
- outstanding high-priority actions and overdue statutory inspections or remedial works
- material findings from fire, asbestos, water hygiene, electrical, gas, lift or other specialist inspections
- health and safety audit findings and progress against action plans
- significant contractor or premises concerns
- relevant staff training and competence issues

- changes to legislation, statutory guidance or the Academy risk profile that require governance attention.

Audit and review

The Academy will arrange periodic competent health and safety audit or independent review at a frequency proportionate to its risk profile and, in any event, sufficiently often to provide the Board with reliable assurance. Additional review will be commissioned where significant change, a serious incident, enforcement action or other evidence indicates that this is necessary.

Enforcement notices

If an enforcing authority issues an Improvement Notice, Prohibition Notice or other formal enforcement action, the CoHeadteachers will notify the Chair of Trustees immediately and obtain competent advice. Any activity subject to a Prohibition Notice will cease in accordance with the notice. Required remedial actions will be recorded, resourced, monitored and reported to the Board until satisfactorily completed.

ACCIDENTS, INCIDENTS, NEAR MISSES AND RIDDOR

Internal reporting

All accidents, injuries, significant incidents and relevant near misses involving pupils, staff, contractors, visitors or other persons must be reported promptly using the Academy's agreed reporting arrangements. Staff should record sufficient factual information to enable appropriate follow-up and must not make speculative or judgmental entries in accident records.

The Academy will investigate incidents proportionately to their seriousness and potential consequences. The purpose of investigation is to identify immediate and underlying causes, assess whether existing controls were adequate and identify action needed to prevent recurrence.

Near misses

Near misses are events that did not result in injury or ill health but had the potential to do so. Relevant near misses must be reported internally so that hazards can be addressed before harm occurs. An internal near miss is not automatically reportable to the Health and Safety Executive. Only events that meet the statutory definition of a reportable dangerous occurrence or other RIDDOR category will be reported externally.

RIDDOR

The Academy will comply with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR). The CoHeadteachers, or a person formally delegated by them, will ensure that reportable events are notified to the Health and Safety Executive within the applicable statutory timescale and that required records are retained.

Reportability will be determined by reference to the current RIDDOR requirements and HSE guidance. Reportable events may include, where the statutory criteria are met:

- work-related deaths
- specified injuries to workers
- work-related injuries resulting in a worker being incapacitated for more than seven consecutive days, excluding the day of the accident
- diagnosed reportable occupational diseases
- specified dangerous occurrences
- certain work-related injuries to pupils, visitors or other non-workers

Pupils and other non-workers

Most accidents to pupils are not reportable under RIDDOR. An injury to a pupil or other person who is not at work will generally only be reportable where the accident arose out of or in connection with a work activity and resulted in the person being taken directly from the scene to hospital for treatment, or where another applicable RIDDOR criterion is met. Being taken to hospital purely as a precaution does not, by itself, make an incident reportable.

When deciding whether a pupil accident was connected with a work activity, the Academy will consider factors such as the way an activity was organised or supervised, the condition of the premises, and the way equipment or substances were used.

Records, parents and safeguarding

Accident and incident records will be retained securely in accordance with applicable legal requirements, the Academy's records management arrangements and data protection obligations. Records involving children will be retained for an appropriate period having regard to the nature of the incident and applicable limitation periods.

Parents/carers will be informed of accidents or injuries in accordance with the Academy's First Aid and Medical Conditions procedures. For children in the EYFS, parents and/or carers will be informed of any accident or injury sustained by the child and of any first-aid treatment given, on the same day or as soon as reasonably practicable.

Any accident, injury or incident that raises a safeguarding concern will be referred immediately to the Designated Safeguarding Lead and managed in accordance with the Child Protection and Safeguarding Policy. Notifications to Ofsted or other agencies will be made where required by the EYFS statutory framework or other applicable law or guidance.

FIRST AID AND SUPPORTING PUPILS WITH MEDICAL CONDITIONS

First-aid provision

Gateway Academy will provide adequate and appropriate first-aid equipment, facilities and personnel in accordance with the Health and Safety (First-Aid) Regulations 1981, the findings of a documented first-aid needs assessment and current DfE/HSE guidance. First-aid arrangements will cover staff, pupils and visitors while on the Academy site and will also be considered for educational visits and other Academy activities away from the premises.

The first-aid needs assessment will take account of factors including the size and layout of the site, number and age of pupils and staff, known hazards, previous incidents, staff absence, out-of-hours use, educational visits and any individuals with particular medical needs.

First aiders and equipment

The Academy will ensure that there are sufficient appropriately trained first aiders or appointed persons to meet the assessed need, including foreseeable absence and off-site activities. Staff will be informed of first-aid arrangements and the locations of first-aid equipment.

First-aid kits will be suitably stocked, accessible and checked regularly.

Automated external defibrillator (AED) arrangements, where provided, will include appropriate signage, routine readiness checks and staff awareness.

First-aid treatment will be recorded in accordance with the Academy's procedures.

Emergency services will be contacted without delay where the nature of an injury or illness requires urgent medical assistance.

Paediatric first aid in the EYFS

The Academy will meet the paediatric first-aid requirements of the statutory EYFS framework. At least one person who holds a current full paediatric first-aid certificate meeting EYFS requirements will be on the premises and available at all times when EYFS children are present and will accompany EYFS children on outings.

Gateway Academy's operational standard is to maintain a wider level of paediatric first-aid competence across the EYFS team. Staff qualifications and deployment will be managed so that statutory ratios and paediatric first-aid requirements continue to be met throughout the day, including during breaks, absence and educational visits.

Pupils with medical conditions

In accordance with section 100 of the Children and Families Act 2014, the Academy will make arrangements to support pupils with medical conditions so that they can access education, including school trips and physical education, as fully as is reasonably possible. The Academy will have regard to the statutory guidance Supporting Pupils at School with Medical Conditions.

Detailed arrangements are set out in the Academy's First Aid, Supporting Pupils with Medical Conditions and Medication Policy. These arrangements will include, as appropriate:

- identifying pupils who require additional medical support
- developing and reviewing Individual Healthcare Plans (IHPs) where appropriate, with input from parents/carers, the pupil where appropriate, healthcare professionals and relevant school staff
- ensuring relevant staff understand the pupil's condition, warning signs, emergency action and any agreed reasonable adjustments
- safe receipt, storage, access, administration and disposal of medicines and medical devices
- appropriate training for staff who undertake medical procedures or administer medicines
- planning for educational visits, PE, after-school activities and emergency evacuation
- maintaining appropriate records of medicines administered and support provided
- ensuring that a child is not unnecessarily excluded from education or Academy activities because of a medical condition.

Emergency medication

Emergency medication and devices prescribed for individual pupils will be readily accessible to those who need them while remaining appropriately secure. Where the Academy holds permitted emergency stock, such as spare adrenaline auto-injectors or emergency inhalers, this will be managed in accordance with the relevant legal requirements, current guidance and the Academy's specific procedures.

Allergy and Anaphylaxis Safety

Gateway Academy recognises that allergies can be serious and, in some cases, life-threatening. The Academy will comply with section 100A of the Children and Families Act 2014, inserted by section 34 of the Children's Wellbeing and Schools Act 2026, and will have regard to the DfE statutory guidance Allergy Safety in Schools, published in July 2026.

Allergy Safety Policy

The Academy will maintain a separate written Allergy Safety Policy. The policy will be published and reviewed at least annually, with changes made where appropriate following review. The Trust Board will receive assurance that the statutory policy is in place and that arrangements are being implemented effectively.

Identification and Individual Healthcare Plans

The Academy will have arrangements to identify pupils with known allergies and those at risk of anaphylaxis. Information will be obtained from parents/carers and, where appropriate, healthcare professionals and will be kept accurate and accessible to staff who need it.

Where an Individual Healthcare Plan is required, it will clearly set out the pupil's allergens, symptoms, risk-reduction measures, emergency response, medication arrangements and any necessary adjustments for lessons, meals, trips, wraparound care or other Academy activities.

Training and staff awareness

All staff will receive allergy awareness and emergency-response information appropriate to their role. Staff with specific responsibilities for pupils at risk of anaphylaxis will receive additional instruction and practical training appropriate to the pupil's needs and the medication or device to be used. Training and refresher arrangements will be recorded.

Emergency response and adrenaline auto-injectors

The Academy will have clear procedures for recognising and responding to suspected anaphylaxis, summoning emergency medical assistance and administering prescribed or permitted emergency adrenaline auto-injectors. Pupils' prescribed devices will be accessible without avoidable delay. Where the Academy holds spare adrenaline auto-injectors, these will be obtained, stored, checked, used and replaced in accordance with current legal requirements and guidance.

Food, curriculum and wider activities

Allergy risk will be considered in catering, food technology and cooking activities, celebrations, rewards, classroom resources, trips, residential visits, after-school provision and other activities involving food or potential allergens. The Academy will work with caterers, parents/carers, pupils and relevant professionals to put proportionate risk-reduction measures in place.

The Academy will not rely on a general claim that the site is completely allergen-free. Controls will instead be based on known pupil needs, accurate information, sensible avoidance measures, good hygiene, supervision, staff awareness and effective emergency arrangements.

Incidents, near misses and review

All serious allergy incidents and relevant near misses will be recorded, reviewed and used to improve practice. The Academy will consider whether changes are required to an Individual Healthcare Plan, staff training, catering controls, supervision, communications, medication access or the Allergy Safety Policy. Serious incidents will be escalated through the Academy's health and safety and safeguarding arrangements as appropriate.

FIRE SAFETY AND EMERGENCY ARRANGEMENTS

Gateway Academy will maintain effective arrangements to prevent fire, protect occupants and secure safe evacuation in accordance with the Regulatory Reform (Fire Safety) Order 2005 and relevant fire safety guidance for educational premises. The Trust, as employer and responsible person where applicable, will ensure that fire safety responsibilities are clearly allocated and that competent assistance is obtained where needed.

Fire risk assessment

A suitable and sufficient written fire risk assessment will be maintained for the premises and reviewed regularly. It will also be reviewed whenever there is reason to believe it is no longer valid, following a significant fire-related incident, or where significant changes are made to the building, occupancy, activities, layout or fire precautions.

The assessment will consider, as appropriate:

sources of ignition, fuel and oxygen and measures to prevent fire
people at risk, including young children, disabled persons and anyone who may require assistance to evacuate
means of escape, emergency routes and exits
fire detection and warning systems
emergency lighting, signage and firefighting equipment
arrangements for calling the Fire and Rescue Service
staff information, instruction and training
maintenance and testing of fire safety systems and equipment
the effect of contractors, building works, lettings and events on existing fire precautions

Evacuation and drills

The Academy will maintain a written emergency evacuation procedure. Emergency exits, evacuation routes, assembly points and relevant fire action notices will be clearly identified and kept available for use. Fire drills will be carried out at least once each term and additionally where a change in circumstances indicates this is necessary. The effectiveness of drills will be recorded and any required improvements followed through.

Staff must know the alarm signal, evacuation routes, assembly arrangements and their specific responsibilities. Registers or another reliable means of accounting for pupils, staff and visitors will be available so that persons can be accounted for promptly after evacuation.

Personal Emergency Evacuation Plans (PEEPs)

Where an individual may be unable to evacuate safely using the standard arrangements, a Personal Emergency Evacuation Plan or other suitable individual evacuation arrangement will be prepared. This may apply to pupils, staff or regular visitors with mobility, sensory, medical, communication or other needs. Plans will be person-centred, communicated to relevant staff and reviewed when needs or circumstances change.

Testing, maintenance and records

Fire safety equipment and systems will be inspected, tested and maintained by competent persons at appropriate intervals. Gateway Academy will maintain a fire safety log or equivalent record. As an operational minimum, the fire alarm will be tested weekly using a rotating call-point programme, and the Academy will ensure that required servicing and maintenance of alarms, emergency lighting, extinguishers, fire doors and other relevant systems is completed and recorded.

Other emergencies and critical incidents

The Academy will maintain a Building Emergency Plan covering foreseeable major incidents, including evacuation, shelter/invacuation, lockdown, loss of utilities, serious security incidents and other circumstances where normal operation cannot continue safely. The plan will identify leadership roles, communication arrangements, access to emergency contact information, arrangements for vulnerable persons and business continuity considerations. Emergency procedures will be practised or tested at appropriate intervals and after significant changes.

SECURITY, LOCKDOWN, VIOLENCE AND AGGRESSION

The Academy will manage security as an integral part of safeguarding, health and safety and business continuity. Arrangements will have regard to the Department for Education School and College Security Guidance, updated July 2026, and will be proportionate to the Academy's site, pupils, local context and assessed security risks.

Security leadership and risk assessment

The CoHeadteachers will ensure that responsibility for operational security is clearly allocated. The Site Manager will support the day-to-day management of physical security, access control, alarms, site condition and contractor arrangements. Security risks will be considered through a documented risk assessment and reviewed following significant incidents, changes to the site or emerging local threats.

Access control and visitors

Visitors must report to Reception, follow the Academy's sign-in procedure and display the appropriate visitor identification while on site.

Access beyond Reception will be controlled. Visitors will be escorted or supervised where this is required by safeguarding or security arrangements.

Staff must challenge, or immediately report, unknown or unbadged persons where it is safe and appropriate to do so.

Contractors will receive relevant information about fire, emergency, safeguarding, asbestos and site-security arrangements before work starts.

Keys, access codes, fobs and other security credentials will be controlled, issued only where necessary and recovered or disabled when no longer required.

Lockdown, shelter and security incidents

The Academy will maintain procedures for lockdown, shelter/invacuation and other security-related incidents. Procedures will identify how an alert is raised, how staff should secure or move pupils, how emergency services are contacted, how visitors and contractors are managed, and how communication with parents/carers will be handled. Staff will receive appropriate information and training, and procedures will be tested in a proportionate and age-appropriate way.

Violence, aggression and threatening behaviour

Violence, threats, intimidation and abuse towards staff, pupils or visitors are not acceptable. The Academy will assess foreseeable risks of work-related violence and will put proportionate controls in place. Staff should not place themselves at unnecessary risk and should seek assistance, move pupils to safety where required and contact the police or other emergency services when appropriate.

All significant incidents of violence, aggression or threats will be reported, recorded and reviewed. The Academy will consider safeguarding action, risk assessment, staff support, restrictions on site access and other proportionate measures. Where necessary, the Academy may withdraw a person's permission to enter the premises in accordance with applicable law and its Unacceptable Behaviour/Visitors procedures.

Protective security and the Terrorism (Protection of Premises) Act 2025

The Academy will keep national protective-security requirements under review. The Terrorism (Protection of Premises) Act 2025 (Martyn's Law) includes primary and secondary education within its scope, but the substantive duties are not yet in force as at September 2026. The Academy will monitor commencement arrangements and Home Office guidance and will implement any applicable requirements when they take legal effect. In the meantime, emergency planning and security arrangements will continue to reflect current DfE security guidance and proportionate local risk assessment.

PREMISES AND ESTATE SAFETY

The Academy will manage its buildings, grounds, plant and infrastructure so that they are safe, suitable, secure and appropriately maintained. Estate management will be informed by the DfE School Estate

Management Standards and Good Estate Management for Schools (GEMS), alongside relevant health and safety, fire, building and accessibility requirements.

Estate responsibilities and compliance records

The Trust Board retains strategic oversight of the estate. The CoHeadteachers and Site Manager will ensure that operational responsibilities are clear and that the Academy maintains an appropriate premises compliance system. Records will be sufficiently clear to show what must be checked, by whom, at what frequency, the outcome of the check and how any remedial action has been completed. The compliance system will include, where applicable, records relating to fire safety, asbestos, water hygiene, gas, electrical installations, lifts and lifting equipment, work equipment, fixed play/PE equipment, glazing, security systems, emergency lighting, statutory inspections and planned preventive maintenance.

Planned maintenance and defects

The Academy will use planned preventive maintenance as well as responsive repairs. Staff must report premises defects and hazards promptly. Defects will be assessed according to risk and prioritised accordingly. Where a defect presents an immediate or serious risk, the affected area or equipment will be isolated or taken out of use until it is made safe.

Site inspections

The Site Manager, with appropriate support from senior leaders and competent specialists, will undertake or coordinate regular site inspections. These will include attention to access and egress, floors and stairs, doors and gates, fencing, playgrounds, external surfaces, lighting, storage, housekeeping, security, signs, external structures and any other significant premises hazards. Findings will be recorded where necessary and remedial actions tracked.

Accessibility and safe occupation

The Academy will consider the needs of disabled pupils, staff and visitors when managing premises risks and will make reasonable adjustments in accordance with the Equality Act 2010. Changes made for accessibility will be considered alongside fire safety and emergency evacuation requirements so that one control does not inadvertently create another risk.

Glazing and external areas

Glazing in areas where impact is reasonably foreseeable will be suitable for its location and maintained in a safe condition. External areas, including playgrounds, paths, gates, fences and outdoor equipment, will be inspected and maintained according to risk and use. Weather-related hazards, including snow, ice, high winds, excessive heat, flooding or unsafe surfaces, will be managed through the Academy's risk assessment and weather/site-safety arrangements.

Building projects and changes to the estate

Before construction, refurbishment or intrusive maintenance work begins, the Academy will ensure that its responsibilities as a client under the Construction (Design and Management) Regulations 2015 are understood and discharged. This includes appointing appropriately competent dutyholders, providing relevant pre-construction information, allowing sufficient time and resources, and ensuring that risks to pupils, staff and site users are properly controlled. Fire, asbestos, security and business-continuity implications will be considered before work starts.

ASBESTOS MANAGEMENT

Where asbestos-containing materials (ACMs) are present or may be present, Gateway Academy will comply with the Control of Asbestos Regulations 2012, particularly the duty to manage asbestos in non-domestic premises. The Academy recognises that the legal duty rests with the relevant dutyholder(s) and cannot be transferred merely by delegating day-to-day tasks.

1Dutyholder and appointed person

The Trust will identify the person or body holding the legal duty to manage asbestos for each relevant part of the premises. An appropriately trained appointed person, with a deputy where appropriate, will coordinate day-to-day asbestos management on behalf of the dutyholder. Appointment to this role does not remove or transfer the dutyholder's legal responsibility.

Survey, register and management plan

Unless the Academy can demonstrate that relevant buildings were wholly constructed after 2000 and do not require an asbestos management survey, an up-to-date asbestos management survey and asbestos register will be maintained. The Academy will also maintain a written asbestos management plan setting out how identified or presumed ACMs will be managed.

The asbestos register and management plan will record, as appropriate, the location, type and condition of ACMs or presumed ACMs, the assessed risk, required controls, monitoring arrangements, responsibilities, communication requirements and actions arising from inspection or remedial work.

Monitoring and review

The condition of known or presumed ACMs will be inspected at intervals determined by risk and the asbestos management plan. The register and management plan will be reviewed regularly and whenever there is a change that could affect their accuracy or effectiveness. Identified remedial actions will be prioritised, recorded and tracked to completion.

Maintenance, contractors and intrusive work

No maintenance, drilling, fixing, refurbishment, cabling, installation or other intrusive work may begin in an area where asbestos could be present until the relevant asbestos information has been checked and the work has been confirmed safe to proceed. Contractors must be given relevant asbestos information before work starts and must confirm that they have taken it into account.

Where work goes beyond the scope of the existing management survey, the Academy will obtain the appropriate refurbishment or demolition survey before work begins. Work on ACMs will only be undertaken by suitably competent contractors and, where the law requires it, by a licensed asbestos contractor.

Accidental disturbance or suspected asbestos

If material suspected of containing asbestos is damaged or disturbed, work will stop immediately. The area will be kept clear, access will be restricted and the Site Manager and CoHeadteachers will be informed without delay. Competent specialist advice will be obtained before the area is reoccupied or work resumes. The Academy will record and investigate the incident and will make any notifications required by law. People who may have been affected will be informed appropriately in line with competent advice and legal requirements.

Information and training

Staff whose work could disturb the fabric of the building, or who manage or commission such work, will receive asbestos information and training appropriate to their role. All relevant staff will know that asbestos information must be checked before intrusive work is authorised. The Academy will also

ensure that emergency and contractor procedures explain how suspected asbestos is to be reported and managed.

LEGIONELLA AND WATER HYGIENE

Gateway Academy will control the risks from Legionella and other foreseeable water-hygiene hazards in accordance with the Health and Safety at Work etc. Act 1974, the Control of Substances Hazardous to Health Regulations 2002 and relevant HSE Approved Code of Practice and guidance, including L8 and HSG274 where applicable.

Risk assessment and responsible persons

A suitable and sufficient water-hygiene/Legionella risk assessment will be maintained by a competent person. The Academy will identify the dutyholder and the person or persons responsible for implementing the written control scheme. Responsibilities, competence and escalation arrangements will be documented.

The risk assessment will consider the design and condition of the water systems, stored or recirculated water, temperatures, stagnation, aerosol generation, infrequently used outlets and the presence of people who may be more susceptible to infection. It will identify the control measures, monitoring and maintenance required.

Written control scheme and routine controls

Where the risk assessment identifies a reasonably foreseeable risk, the Academy will maintain and implement a written control scheme. Controls will be based on the specific system and risk assessment and may include:

- temperature monitoring at appropriate sentinel and representative outlets;

- regular flushing of infrequently used outlets and management of dead legs or redundant pipework;

- inspection, cleaning and descaling of outlets, showerheads, hoses and relevant water-storage equipment at risk-based intervals;

- maintenance of hot and cold water temperatures and circulation within the ranges required by the control scheme;

- inspection and maintenance of thermostatic mixing valves and other water-system components where applicable;

- control arrangements during school closures, holidays, refurbishment or periods of low use; and

- appropriate remedial action where monitoring indicates that controls are not operating effectively.

Sampling and testing

Routine microbiological sampling for Legionella is not automatically required for every hot and cold water system. Sampling will be undertaken where the risk assessment, competent advice, system performance or HSE guidance indicates that it is appropriate, including where there is doubt about the effectiveness of the control regime. Where sampling is undertaken, it will be carried out and analysed using appropriate competent and accredited services.

Review of the risk assessment

The risk assessment and control scheme will be reviewed regularly and whenever there is reason to believe they may no longer be valid, including after significant changes to the water system or building use, periods of prolonged low occupancy, failure of control measures, relevant incidents or new technical information. Gateway Academy may commission periodic competent-person reviews as part of its assurance arrangements, but monitoring frequencies will remain risk-based and consistent with the written control scheme.

Records and escalation

Water-hygiene records will be retained in the Academy's water log book or equivalent compliance system. Records will include the current risk assessment, written control scheme, responsible persons, monitoring results, flushing and maintenance records, remedial actions and relevant contractor reports. Any significant failure, suspected contamination or case of Legionnaires' disease potentially linked to the premises will be escalated immediately to the CoHeadteachers and competent advisers, with statutory notifications made where required.

GAS AND ELECTRICAL SAFETY

Gateway Academy will ensure that gas and electrical systems, installations and equipment are maintained so far as is reasonably practicable in a safe condition. Arrangements will reflect the Health and Safety at Work etc. Act 1974, the Electricity at Work Regulations 1989, the Gas Safety (Installation and Use) Regulations 1998 (as amended), the Provision and Use of Work Equipment Regulations 1998 where applicable, and relevant HSE guidance.

Gas safety

Gas installation, maintenance, servicing and repair work in the Academy will only be carried out by a Gas Safe registered engineer who is appropriately qualified for the work being undertaken. The Academy will verify competence before appointment and retain appropriate servicing, maintenance and repair records.

Gas pipework, appliances, boilers, flues and associated safety devices will be maintained in accordance with legal requirements, manufacturer instructions and competent advice.

Rooms containing gas appliances will have adequate ventilation and air inlets, flues and chimneys will not be obstructed.

Any appliance or installation known or suspected to be unsafe will be taken out of use until it has been examined and made safe by a competent person.

Relevant staff will know the emergency arrangements for a suspected gas leak, including evacuation where necessary, isolation of the supply where it is safe to do so, and contact with the appropriate gas emergency service.

Gas plant rooms and service areas will be kept secure against unauthorised access.

Electrical installations

The fixed electrical installation will be inspected and tested at intervals determined by the competent electrical contractor and relevant standards, with remedial actions prioritised and completed according to risk. Records of inspection, testing, certification and remedial work will be retained within the Academy's premises compliance records.

Electrical installation, modification, maintenance and repair work will only be undertaken by persons who are competent for the task. Distribution boards, isolators and electrical service areas will be appropriately identified and access controlled where necessary.

Portable and movable electrical equipment

Portable and movable electrical equipment will be maintained so that it does not give rise to danger.

The Academy will use a risk-based maintenance system that may include user checks, formal visual inspection and electrical testing where appropriate. The law does not require all portable equipment to be tested annually or at a single fixed interval; the nature of the equipment, its use, environment, history and likelihood of damage will determine the appropriate inspection and testing regime.

Staff must visually check equipment before use where damage is reasonably foreseeable and must not use equipment that appears damaged or defective.

Defective electrical equipment will be switched off, removed from use or otherwise isolated, clearly identified and reported for repair or disposal.

Private electrical equipment may only be brought onto site and used with prior authorisation and where the Academy is satisfied that it can be used safely.

Electrical equipment used by pupils will be appropriate to their age and activity and subject to suitable supervision.

Trailing cables, overloaded sockets, unsafe adaptors and equipment used in unsuitable wet or contaminated environments will be avoided or controlled.

WORK EQUIPMENT, PE AND PLAY EQUIPMENT, LIFTS AND DISPLAY SCREEN EQUIPMENT

Work equipment will be selected, provided, used, maintained and inspected in accordance with the Provision and Use of Work Equipment Regulations 1998 (PUWER) and other applicable legislation.

Equipment will be suitable for its intended purpose, safe for use and used only by people who have received the information, instruction, training and supervision appropriate to the level of risk.

Selection, use and maintenance of work equipment

New equipment will be checked for suitability, condition, required conformity information and compatibility with the intended environment before being put into use.

Manufacturer instructions and relevant safe systems of work will be followed.

Guards, protective devices, emergency stops, isolation arrangements and warning devices will be maintained where required and must not be defeated or removed.

Maintenance, repair, adjustment or cleaning presenting a significant risk will be undertaken only by competent and authorised persons, with equipment isolated where necessary.

Equipment exposed to conditions likely to cause deterioration that could result in danger will be inspected at suitable intervals and following exceptional circumstances that could affect its safety.

Defective equipment will be removed from use, isolated or quarantined and clearly identified until repaired, replaced or safely disposed of.

Pupil use and movement of equipment

Pupils may use or move equipment only where this is appropriate to their age, ability and the activity, and where suitable instruction and supervision are provided. Pupils will not be asked to undertake lifting or moving activities that present an avoidable risk of injury. Electrical, powered or specialist equipment will only be used by pupils where the activity has been risk assessed and suitable controls are in place.

PE, sports and play equipment

PE, sports and play equipment will be checked before use by staff and maintained in accordance with manufacturer information, recognised good practice and the Academy's risk assessments. Fixed and significant equipment will receive periodic competent inspection at intervals appropriate to the equipment and level of risk. As an Academy control standard, formal inspections of significant PE and fixed play equipment will normally be arranged at least annually unless a competent inspection regime specifies otherwise.

Unsafe equipment or surfaces will be taken out of use immediately or effectively segregated until remedial action has been completed. Staff will ensure that pupils are taught how to set up and use equipment safely and are appropriately supervised.

Lifts and lifting equipment

Where the Academy provides or controls lifting equipment used at work, the requirements of the Lifting Operations and Lifting Equipment Regulations 1998 (LOLER) will be applied where relevant, alongside

PUWER. Lifting operations will be properly planned by a competent person, appropriately supervised and carried out safely.

Lifting equipment will be suitable, of adequate strength and stability, appropriately marked and positioned or installed to minimise foreseeable risk.

Statutory thorough examinations will be completed by a competent person at the required intervals or in accordance with a valid written scheme of examination.

Equipment used to lift people will receive the enhanced controls and examination frequency required by LOLER where the Regulations apply.

Records of thorough examinations, inspections, servicing and defects will be retained and defects presenting an immediate or serious risk will result in the equipment being taken out of use.

Passenger-release or entrapment procedures will be established for lifts where present, and only trained or competent persons will attempt release in accordance with the relevant emergency procedure.

Specialist, accessibility and mobility equipment

Specialist equipment used to support pupils or staff, including mobility, transfer or accessibility equipment, will be used in accordance with individual risk assessments, manufacturer instructions and competent advice. Responsibility for maintenance will be clear according to ownership and provision arrangements. The Academy will not use privately owned equipment where there is reason to believe it is unsafe.

Display screen equipment (DSE)

The Academy will identify employees who are DSE users for the purposes of the Health and Safety (Display Screen Equipment) Regulations 1992 and will arrange suitable workstation assessments.

Assessments will be reviewed when workstations or working arrangements change significantly or where a user reports relevant discomfort or health concerns.

Workstations will be adjusted so far as reasonably practicable to reduce identified risks, including those relating to posture, seating, screen position, lighting and prolonged use.

DSE users will receive appropriate information and training and will be encouraged to organise work so that prolonged periods of screen use are interrupted by changes of activity or breaks.

Eligible DSE users may request an appropriate eye and eyesight test in accordance with the Regulations; where special corrective appliances are required solely for DSE work, the Academy will meet the statutory cost.

CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH (COSHH) AND PERSONAL PROTECTIVE EQUIPMENT

Gateway Academy will prevent or adequately control exposure to substances hazardous to health in accordance with the Control of Substances Hazardous to Health Regulations 2002 (as amended).

Personal protective equipment will be used where risk remains after reasonably practicable higher-level controls have been considered and will be managed in accordance with the Personal Protective Equipment at Work Regulations 1992 as amended by the 2022 Regulations.

COSHH assessment and control

Before a hazardous substance is introduced or used, the Academy will identify the hazards and assess the risks arising from its storage, handling, use and disposal, including foreseeable spills, accidental exposure and emergency situations. Exposure will be prevented where reasonably practicable or otherwise adequately controlled.

Control measures will follow the hierarchy of control and may include elimination or substitution, safer methods of work, restricted access, ventilation, secure storage, hygiene measures, safe quantities, appropriate disposal and, where necessary, PPE.

COSHH records, storage and information

Current COSHH assessments and relevant safety data sheets will be available to staff who use or may be affected by hazardous substances.

Hazardous products will normally be retained in their original correctly labelled containers and stored securely in accordance with the manufacturer's information and risk assessment.

Hazardous substances will not be decanted into unlabelled or misleading containers.

Access by pupils or unauthorised persons will be prevented where necessary.

Staff will receive suitable information, instruction and training about hazardous substances, control measures, PPE and emergency arrangements.

Spill response, first-aid and disposal arrangements will be available where required by the assessment.

COSHH assessments will be reviewed when substances, processes or guidance change, after an incident or exposure, or where there is reason to believe the assessment is no longer valid.

Personal protective equipment (PPE)

Where PPE is necessary, it will be selected on the basis of risk and will be suitable for the hazard, wearer, task and working environment. PPE will be compatible where more than one item is worn and will be provided free of charge to employees and other workers where the Regulations require this.

PPE will be maintained, cleaned, replaced and stored so that it remains effective and hygienic.

Suitable accommodation will be provided for PPE when it is not in use.

Staff will receive information, instruction and, where necessary, training in correct fitting, use, limitations, cleaning and storage.

Staff must use PPE provided in accordance with training and instruction and report loss, damage or defects promptly.

PPE will not be used as a substitute for eliminating or controlling a hazard at source where more effective reasonably practicable controls are available.

WORKING AT HEIGHT, MANUAL HANDLING AND LONE WORKING

Working at height

All work at height will be managed in accordance with the Work at Height Regulations 2005. Work at height will be avoided where it is reasonably practicable to do so. Where it cannot be avoided, it will be properly planned, risk assessed, appropriately supervised and carried out by competent persons using suitable work equipment.

The safest suitable means of access will be selected for the task; chairs, tables, desks, boxes or other makeshift platforms must never be used as access equipment.

Ladders and stepladders may be used only where a risk assessment shows that use of more protective equipment is not justified because of the low risk and short duration of the task, or because existing workplace features cannot be altered.

Access equipment will be checked before use and inspected and maintained at appropriate intervals.

Staff using ladders or stepladders must have received instruction or training appropriate to the equipment and task.

Fragile surfaces, falling objects, weather conditions and the safety of pupils or others below the work area will be considered.

Higher-risk work at height, roof work and specialist access work will be undertaken only by appropriately competent persons or contractors under suitable controls.

Manual handling

Manual handling risks will be managed in accordance with the Manual Handling Operations Regulations 1992 (as amended). The Academy will follow the statutory hierarchy: avoid hazardous manual handling

so far as reasonably practicable; assess unavoidable hazardous manual handling; and reduce the risk of injury so far as reasonably practicable.

Assessments will consider the task, load, individual capability and working environment, together with relevant equipment or organisational factors.

Mechanical aids, trolleys, team handling, changes to storage or delivery arrangements and other practical controls will be used where they reduce risk.

Staff will receive suitable information and training where their role involves significant manual handling. No employee is expected to lift or move an item that they reasonably consider unsafe for them to handle. Assistance or suitable equipment must be obtained.

The needs of employees who are pregnant, have a disability, injury or relevant health restriction will be considered through an individual risk assessment where necessary.

Moving or handling a pupil will be subject to an individual assessment and handling plan where required, with appropriate equipment and staff competence.

Lone working

Lone working will only take place where the risks have been assessed and suitable controls are in place. The Academy recognises that working alone can increase the consequences of an incident because immediate assistance or supervision may not be available.

Routine lone working arrangements must be authorised in accordance with the Academy's Lone Working Policy or local procedures.

Risk assessments will consider the work activity, location, time of day, access and egress, violence or aggression, medical suitability, communication, emergency response and the ability to summon assistance.

Suitable check-in, contact and escalation arrangements will be established according to the level of risk. Lone workers will receive appropriate information, instruction, training and supervision and must follow agreed communication arrangements.

Work that legally or practically requires more than one person, or where the residual risk cannot be adequately controlled for a lone worker, will not be undertaken alone.

Following a lone-working incident or significant change, the risk assessment and control arrangements will be reviewed.

Contractors, Construction Work and CDM

Gateway Academy will plan and manage contractor and construction activity so that pupils, staff, visitors, contractors and members of the public are not exposed to avoidable risk. The Academy will comply with its duties under the Health and Safety at Work etc. Act 1974, the Management of Health and Safety at Work Regulations 1999 and, where construction work is undertaken, the Construction (Design and Management) Regulations 2015 (CDM 2015).

Contractor selection and competence

Contractors will be selected using checks proportionate to the nature and risk of the work. The Academy will seek evidence that contractors have the skills, knowledge, experience and, where relevant, organisational capability to carry out the work safely. Checks may include relevant qualifications, trade or professional registration, insurance, references, health and safety arrangements and evidence of competence for specialist work.

Safeguarding checks, including DBS requirements and supervision arrangements, will be determined in accordance with Keeping Children Safe in Education 2026 and the nature of the contractor's access to pupils. A DBS check is not required solely because an individual is a contractor; the Academy will apply the statutory safeguarding criteria.

Pre-start information and risk controls

Before work starts, the Academy and contractor will exchange the information necessary to manage risks. Depending on the work this may include relevant risk assessments and method statements (RAMS), asbestos information, fire and emergency arrangements, access and segregation, utilities, permits to work, delivery arrangements, safeguarding controls and restrictions on working times or areas.

Contractors must report to Reception or another designated control point on arrival and departure and comply with the Academy's sign-in and identification arrangements.

Contractors will receive an appropriate site induction, including emergency, fire, safeguarding, asbestos and security information relevant to their work.

Work areas will be segregated from pupils and other site users where necessary, with particular attention to vehicle movements, tools, hazardous substances, noise, dust, hot work and access at height.

High-risk activities will be subject to suitable permits or specific authorisation where required by the Academy's procedures.

The Academy will monitor contractor compliance at a level proportionate to the risk and will stop work where there is an immediate or serious danger or a material breach of agreed controls.

Academy duties as a CDM client

Where Gateway Academy commissions construction work, the Trust/Academy will act as a commercial client for the purposes of CDM 2015 and will make suitable arrangements for managing the project so that health and safety risks are managed proportionately throughout the project.

Ensure sufficient time and resources are allocated for the project to be carried out safely.

Appoint designers and contractors with the required skills, knowledge, experience and organisational capability.

Where a project involves more than one contractor, appoint in writing a principal designer and principal contractor as required by CDM 2015.

Provide relevant pre-construction information, including asbestos, existing services, access, fire, security and other known site risks.

Take reasonable steps to ensure that the principal designer and principal contractor carry out their duties.

Ensure suitable welfare arrangements are provided for construction workers.

Ensure that a construction phase plan is in place before the construction phase begins.

Where required, ensure that a health and safety file is prepared, retained and made available for future work.

Ensure that any project meeting the statutory notification threshold is notified to the HSE in accordance with CDM 2015.

Work in an occupied school

Construction and maintenance work undertaken while the Academy is occupied will be planned around the particular vulnerability of children and the need to maintain safe education provision. The project arrangements will address physical segregation, safeguarding, noise and dust, access routes, deliveries, temporary fire precautions, emergency evacuation, utilities, hazardous substances, security, working hours and communication with staff and families where appropriate.

Completion, handover and records

On completion of relevant work, the Academy will obtain and retain appropriate handover information, inspection and commissioning certificates, operating and maintenance information, updated drawings, warranties, fire or security information and any revised asbestos or other statutory records. Relevant

changes will be incorporated into the Academy's maintenance, risk assessment and emergency arrangements before affected areas are brought fully back into use.

EDUCATIONAL VISITS AND LEARNING OUTSIDE THE CLASSROOM

Gateway Academy recognises the educational and personal-development value of learning outside the classroom and will manage educational visits proportionately, so that pupils can benefit from worthwhile experiences while significant risks are properly controlled. Arrangements will reflect the Health and Safety at Work etc. Act 1974, the Management of Health and Safety at Work Regulations 1999, current Department for Education guidance on health and safety on educational visits, and the Academy's adopted National Guidance for learning outside the classroom.

Educational Visits Coordinator (EVC)

The Academy will appoint a suitably competent Educational Visits Coordinator (EVC). The EVC will have sufficient experience, authority and access to appropriate training and advice to support visit leaders and the CoHeadteachers in planning and approving visits.

The EVC will support staff to assess and manage the risks associated with visits and activities.

The EVC will help assess the competence of visit leaders and the suitability of external providers.

Visit leaders will have the experience, competence, information and supervision necessary for the visit they are leading.

Higher-risk, residential, adventurous, overseas or otherwise exceptional visits will receive the level of scrutiny and approval required by the Academy's Educational Visits Policy and adopted guidance.

Planning and risk management

Planning will be proportionate to the nature of the visit. Routine visits involving no more than everyday risks may be managed through established procedures and existing assessments. Visits presenting significant or unfamiliar risks will require specific assessment and additional planning.

Planning will consider transport, supervision, staffing competence, pupil needs, medical and allergy arrangements, safeguarding, accessibility, weather, venue hazards, emergency arrangements and communication.

Individual needs will be considered so that pupils with SEND, disabilities, medical conditions or other vulnerabilities can participate safely wherever reasonably practicable. Necessary reasonable adjustments will be considered.

External providers will be checked proportionately. Where a provider holds a recognised Learning Outside the Classroom Quality Badge or equivalent assurance, this may inform the Academy's checks but does not remove the Academy's responsibility to plan the visit appropriately.

For visits abroad, current Foreign, Commonwealth and Development Office travel advice and any relevant specialist guidance will be checked before travel and kept under review.

Appropriate first-aid provision, emergency medication and access to pupils' relevant healthcare information will be maintained throughout the visit.

Consent and information to parents/carers

Parents and carers will be provided with appropriate information about educational visits. Written consent will always be obtained for nursery-age children. For older pupils, consent arrangements will follow current DfE guidance and the Academy's Educational Visits Policy; separate written consent will normally be obtained for visits involving higher levels of risk, residential activities, or activities outside normal school hours.

Emergency arrangements and review

Every visit will have suitable emergency and communication arrangements, proportionate to the activity and location.

Visit leaders will know how to obtain emergency assistance and how to contact the Academy's emergency contact.

Serious incidents will be managed in accordance with the Academy's Building Emergency Plan/Critical Incident procedures and safeguarding procedures where relevant.

Accidents, incidents and significant near misses occurring on visits will be recorded, reviewed and reported in accordance with the Academy's accident and RIDDOR arrangements.

Visits will be evaluated where appropriate so that learning from incidents, near misses or planning issues informs future arrangements.

INFECTION PREVENTION AND CONTROL

Gateway Academy will take proportionate measures to prevent and control the spread of infection and will follow current UK Health Security Agency (UKHSA) guidance for children and young people's settings, including education. Infection-control arrangements will be reviewed when public-health advice changes, during outbreaks, or where a particular infection presents an increased risk to pupils, staff or other members of the Academy community.

Standard infection-control measures

Pupils and staff will be supported to maintain effective hand hygiene. Liquid soap, warm water and suitable hand-drying facilities will be available. Alcohol hand rub may supplement handwashing where appropriate but is not a substitute where hands are visibly contaminated or where public-health guidance advises soap and water.

Respiratory hygiene will be promoted, including covering coughs and sneezes, safe disposal of tissues and hand hygiene afterwards.

Frequently touched surfaces, toilets, changing areas, toys and shared equipment will be cleaned to an appropriate standard and frequency, with enhanced cleaning introduced when indicated by risk or public-health advice.

Blood and body-fluid spillages will be dealt with promptly using appropriate PPE, cleaning/disinfection products and safe waste-disposal arrangements.

Suitable PPE will be available where there is a foreseeable risk of contact with blood, body fluids, cleaning chemicals or other contamination, including during intimate care and nappy changing.

Clinical or offensive waste will be segregated, stored and collected in accordance with applicable waste requirements and contractor arrangements.

Ventilation will be considered as part of infection-risk management, particularly during outbreaks of respiratory infection or where rooms are known to have poor airflow.

Infectious diseases, exclusion and outbreaks

The Academy will use the current UKHSA public-health exclusion guidance rather than fixed exclusion periods reproduced in this policy. This ensures that decisions reflect the most up-to-date advice for specific infections.

Parents/carers and staff will be advised when an individual should remain away from the setting in accordance with current UKHSA guidance.

The Academy will contact the local UKHSA Health Protection Team when guidance indicates this is required, or where advice is needed about an outbreak, cluster or unusual infectious-disease incident.

During an outbreak, the Academy will implement additional measures advised by UKHSA or other competent public-health bodies and will communicate relevant information to affected families and staff while respecting confidentiality.

Where a pupil or member of staff is known to be particularly vulnerable to infection, reasonable steps will be taken to ensure that relevant exposure information is communicated promptly so that medical advice can be sought.

Immunisation and vulnerable persons

The Academy will support national immunisation programmes where these are delivered through education settings and will cooperate with authorised health teams in accordance with current guidance, consent arrangements and data-protection requirements. The Academy will not provide individual medical advice about vaccination but may signpost families and staff to appropriate NHS or UKHSA information.

Animals

Any routine keeping of animals, or planned animal contact, will be risk assessed and appropriate hygiene arrangements put in place.

Handwashing will take place after handling animals, animal feed, bedding or waste and before eating or drinking.

Animal living areas will be kept away from food-preparation and eating areas and maintained in a hygienic condition.

Pupils will be appropriately supervised, and any allergies, immunosuppression or other individual vulnerabilities will be considered before participation.

FOOD SAFETY AND FOOD PREPARATION

Food supplied, prepared or handled on Academy premises will be managed in accordance with applicable food-safety and food-information law, including the Food Safety Act 1990, the Food Safety and Hygiene (England) Regulations 2013 and the Food Information Regulations 2014, together with current Food Standards Agency (FSA) guidance. Allergy management must also comply with Section 10 of this policy and the Academy's separate Allergy Safety Policy.

Catering provision

The Academy will ensure that any catering contractor or internal catering operation has appropriate food-safety management arrangements, hygiene controls and allergen-management procedures.

Food will be stored, prepared, cooked, cooled, reheated and served using safe methods appropriate to the food and activity. Suitable temperature controls and records will be maintained where required.

Food-preparation areas, equipment and utensils will be cleaned and maintained to prevent contamination and cross-contamination.

Raw and ready-to-eat foods will be managed so that cross-contamination is avoided.

Only authorised persons may enter or work in the main catering kitchen unless suitable supervision and hygiene controls are in place.

Food allergens

The Academy and its catering providers will maintain accurate and accessible allergen information and will manage the risk of allergen cross-contact. Staff undertaking relevant catering or food-service duties will receive suitable allergen information and training. Menu, recipe or ingredient changes must be reflected promptly in allergen information.

The needs of pupils with diagnosed or suspected food allergy will be identified and managed in accordance with the Academy's Allergy Safety Policy and, where appropriate, an Individual Healthcare Plan.

Food must not be represented as free from a particular allergen unless the Academy or catering provider can reliably control the risk of that allergen being present or introduced through cross-contact.

Food substitutions will be checked before service and relevant allergen information updated. Emergency arrangements for anaphylaxis, including access to prescribed or permitted spare adrenaline auto-injectors where applicable, will be maintained wherever food is served or used in activities.

Curriculum and pupil food activities

Cooking, tasting and food-preparation activities with pupils will be planned as curriculum activities and risk managed accordingly. Staff leading such activities must have appropriate knowledge, instruction and supervision for the level of food-handling risk involved.

Before a food activity, staff will check relevant pupil allergy, dietary and medical information and adapt or exclude ingredients where required for safety.

Pupils will be taught appropriate hand hygiene, safe use of utensils and equipment, and basic food-safety practices suited to their age.

Gateway Academy requires staff who routinely lead substantive food-preparation activities to have completed suitable Level 2 food hygiene training. This is an Academy control measure and is not presented as a universal statutory requirement for every staff member involved in a low-risk classroom food activity.

Food used for curriculum activities will be sourced, stored and handled safely and equipment will be suitable for the age and competence of pupils.

NEW AND EXPECTANT MOTHERS AND INDIVIDUAL RISK ASSESSMENTS

Pregnant workers and new mothers

The Academy will manage risks to pregnant workers and new mothers in accordance with the Management of Health and Safety at Work Regulations 1999 and current HSE guidance. Risks to women of childbearing age will be considered within general workplace risk assessments. When a worker informs the Academy in writing that they are pregnant, have given birth within the previous six months, or are breastfeeding, an individual risk assessment will be completed and kept under review.

The assessment will be completed in consultation with the employee and will take account of the employee's work, workplace, individual circumstances and any relevant medical advice.

Potential risks may include physical demands, prolonged standing or sitting, manual handling, work-related stress, violence and aggression, infectious diseases, hazardous substances, temperature, fatigue, working hours and access to suitable rest facilities.

The assessment will be reviewed as the pregnancy progresses, where circumstances or medical advice change, on return to work, and for as long as breastfeeding or other relevant statutory protections apply.

Where a significant risk cannot be adequately controlled, the Academy will first adjust working conditions or hours so far as reasonably practicable. If this does not remove the risk, suitable alternative work on appropriate terms will be considered. Where no suitable safe alternative is available, the employee will be suspended from work on full pay for as long as necessary in accordance with statutory requirements.

Reasonable access to suitable rest facilities will be provided. Requests or needs connected with breastfeeding will be considered sensitively and in accordance with applicable workplace and equality requirements.

Other individual risk assessments

An individual risk assessment will be completed where a person's specific circumstances mean that general controls may not adequately manage a foreseeable health and safety risk. The purpose is to enable safe participation and employment wherever reasonably practicable, not to impose unnecessary restrictions.

Individual assessments may be required for staff or pupils with disabilities, medical conditions, temporary injuries, mobility needs or other circumstances that materially affect risk.

Young workers, work-experience students, agency or temporary workers and volunteers will receive controls, information and supervision proportionate to their experience and the risks of the work they undertake.

For pupils with SEND or medical needs, assessments will be coordinated with relevant healthcare plans, behaviour/support plans, intimate-care arrangements, PEEPs or other individual plans where appropriate.

Reasonable adjustments under the Equality Act 2010 will be considered alongside health and safety controls. Health and safety will not be used as a reason for blanket exclusion where risk can be managed through proportionate adjustments.

Individual assessments will be reviewed following significant change, an incident or near miss, new professional/medical advice, or where existing controls are no longer effective.

OCCUPATIONAL HEALTH, WORK-RELATED STRESS AND WELLBEING

Gateway Academy recognises work-related stress as a health and safety risk and will assess and manage it in the same systematic way as other work-related hazards. The Academy will seek to prevent ill health by addressing work factors that create or exacerbate harmful levels of stress, while also providing appropriate support to individuals who experience difficulties.

Organisational management of work-related stress

The Academy will use the HSE Management Standards, or an equivalent suitable and sufficient approach, to inform its assessment and management of work-related stress. The six HSE areas of work design are: demands, control, support, relationships, role and change.

Work-related stress risks will be considered through organisational risk assessment, staff consultation, relevant workforce information and management review.

The Academy will focus first on preventing or reducing organisational causes of harmful stress rather than relying solely on individual coping strategies.

Workload, working patterns, role clarity, change management, relationships, support and access to appropriate resources will be considered when concerns or patterns are identified.

Employees and, where applicable, their recognised representatives will be consulted about significant work-related stress risks and practicable improvements.

Actions arising from stress risk assessments will be recorded, assigned, monitored and reviewed in the same way as other significant health and safety controls.

Individual support and occupational health

Staff are encouraged to raise work-related health or wellbeing concerns at an early stage with their line manager, a member of SLT, the CoHeadteachers, HR, their trade union/representative or another appropriate route.

Where an employee's health may be affecting work, or work may be affecting health, the Academy may seek occupational-health advice with the employee's knowledge and in accordance with employment, confidentiality and data-protection requirements.

Individual stress risk assessments or action plans will be considered where appropriate, particularly following a reported concern, significant change, prolonged absence or return to work.

Reasonable adjustments will be considered where the Equality Act 2010 applies and may also be considered more broadly where they are a proportionate way to support safe and effective work.

Managers will maintain appropriate contact with staff absent through ill health and support return-to-work arrangements in accordance with the Academy's sickness absence procedures.

The Academy's first-aid needs assessment will consider the potential need to respond appropriately where a worker becomes unwell at work because of a mental-health issue.

Monitoring and review

The Academy will review work-related stress arrangements periodically and following significant organisational change, emerging trends in absence or incidents, staff consultation findings, or evidence that existing controls are not effective. Relevant themes will be reported through the Academy's health and safety assurance arrangements while respecting individual confidentiality.

LETTINGS AND COMMUNITY USE

Gateway Academy recognises that the premises may be used by community groups, organisations and other hirers outside normal Academy activities. The Academy Trust remains responsible for ensuring, so far as is reasonably practicable, that the premises and facilities it provides are safe. Hirers are responsible for the safe conduct of the activities they organise and for complying with the conditions of hire, relevant legislation and the Academy's health and safety arrangements.

Approval and conditions of hire

All lettings will be authorised in accordance with the Academy's Lettings Policy and Scheme of Delegation. Appropriate written terms and conditions will apply.

The intended activity, numbers and ages of participants, areas to be used, equipment, supervision, accessibility needs and any significant hazards will be considered before a letting is approved.

The Academy may require evidence of suitable public liability insurance, competence, qualifications, licences, safeguarding arrangements, risk assessments or other controls according to the nature of the activity.

Hirers must not alter fixed installations, interfere with safety systems, introduce hazardous substances or equipment, undertake hot work, or carry out building or maintenance work without prior written authorisation.

The Academy reserves the right to refuse, suspend or terminate a letting where health, safety, safeguarding, security or other material concerns cannot be adequately controlled.

Information, emergency arrangements and handover

Hirers will be given relevant information about access and egress, emergency exits and assembly arrangements, fire alarms, first-aid arrangements, security, restricted areas and any site-specific hazards.

Emergency routes, exits and fire doors must remain unobstructed. Occupancy limits and any restrictions identified by the fire risk assessment must be observed.

Where the Academy provides equipment for use by a hirer, the equipment must be suitable and maintained appropriately. Hirers must use it only for its intended purpose and in accordance with any instructions provided.

Any accident, incident, damage, defect or near miss arising during a letting must be reported to the Academy as soon as practicable and dealt with under the relevant reporting arrangements.

Arrangements will be in place for opening, closing, security and checking the condition of the premises following the letting.

TRAINING, INFORMATION, INSTRUCTION AND COMPETENCE

The Academy will provide employees with the health and safety information, instruction, training and supervision necessary to enable them to carry out their work safely. Training requirements will be

proportionate to the risks of the role and will reflect the Health and Safety at Work etc. Act 1974, the Management of Health and Safety at Work Regulations 1999 and other activity-specific legislation.

Induction and role-specific training

All new employees will receive a health and safety induction appropriate to their role. This will include emergency and fire procedures, accident and hazard reporting, first-aid arrangements, safeguarding/security interfaces, relevant risk assessments and how to obtain further advice.

Agency workers, temporary staff, volunteers, trainees and contractors will receive information and instruction proportionate to the work they undertake and the risks they may encounter.

Additional training will be provided before an employee undertakes work involving specific or increased risks, new work equipment, new technology, a materially changed system of work or a new area of responsibility.

Role-specific training will be provided where required, for example in paediatric/first aid, educational visits, fire safety, manual handling, working at height, COSHH, asbestos awareness, legionella control, food hygiene, use of work equipment, DSE, allergy/anaphylaxis response and other identified specialist areas.

Training will be refreshed at intervals determined by legislation, recognised guidance, certification requirements, risk assessment, changes in practice or evidence that competence needs to be reinforced.

Competence and records

Competence will be considered in terms of appropriate skills, knowledge, training, experience and, where relevant, qualifications.

Managers will not allocate health and safety critical tasks to staff unless they are satisfied that the individual is competent or is appropriately supervised while developing competence.

Where specialist expertise is required and is not available internally, the Academy will obtain competent external advice or services.

Health and safety training records will be maintained, including the nature of the training, date completed, any expiry or refresher date and, where relevant, evidence of qualification or certification.

Training needs and records will be reviewed periodically and after changes to roles, equipment, premises, legislation, guidance or identified risk.

CONSULTATION AND COMMUNICATION WITH EMPLOYEES

Gateway Academy will consult employees in good time on matters affecting their health and safety.

Consultation will be undertaken in accordance with the Safety Representatives and Safety Committees Regulations 1977 where employees are represented by a recognised trade union, and the Health and Safety (Consultation with Employees) Regulations 1996 where employees are not represented in that way. Depending on workforce arrangements, both sets of Regulations may apply.

Matters for consultation

The introduction of measures that may substantially affect employees' health and safety.

Arrangements for appointing or nominating competent persons and for emergency procedures where consultation is required.

The provision of health and safety information and the planning and organisation of health and safety training.

The health and safety consequences of introducing new technology, equipment, systems of work or significant workplace changes.

Significant findings from risk assessments, incidents, audits or inspections where employee experience can inform suitable controls.

Consultation arrangements

Consultation may take place directly with employees and/or through recognised trade union safety representatives or elected representatives of employee safety, as applicable.

Representatives will be given the information necessary to participate meaningfully in consultation, subject to lawful restrictions on disclosure.

Where required by law, representatives will be given reasonable paid time and appropriate training to carry out their health and safety functions.

Employees are encouraged to raise hazards, unsafe practices, near misses and improvement suggestions without delay through their line manager, Site Manager, SLT, CoHeadteachers, health and safety representative or other appropriate route.

No employee will be disadvantaged for raising a genuine health and safety concern in good faith. Where a concern may amount to qualifying whistleblowing, the Academy's Whistleblowing Policy will also apply.

Health and safety information will be communicated through induction, training, staff briefings, risk assessments, notices, policies, emergency instructions and other methods appropriate to the audience and risk.

POLICY REVIEW, APPROVAL AND GOVERNANCE ASSURANCE

This policy will be reviewed at least annually by the CoHeadteachers and approved by the Board of Trustees. The Trust Board retains strategic oversight of health and safety as the employer and will seek assurance that health and safety risks are identified, controlled, monitored and reviewed and that significant remedial actions are completed.

Earlier review

The policy, or relevant sections of it, will be reviewed earlier where necessary, including following:

- a significant accident, dangerous occurrence, near miss, fire, security incident or other event indicating that existing arrangements may be inadequate
- an Improvement Notice, Prohibition Notice, enforcement action or material recommendation from a regulator, insurer, competent adviser or external auditor
- a significant change to legislation, statutory guidance, DfE requirements or recognised health and safety guidance
- a significant change to the Academy premises, activities, staffing structure, pupil provision, equipment or systems of work
- evidence from monitoring, consultation, inspections, risk assessments or audits that controls need to be strengthened

Assurance to the Board of Trustees

The CoHeadteachers will ensure that significant health and safety risks, serious incidents, material audit findings, enforcement action and overdue high-priority corrective actions are reported to the Board of Trustees or the committee to which the Board has delegated detailed oversight.

The Board will receive sufficient information to understand material risks, challenge the effectiveness of controls and seek assurance that corrective action is completed.

The Academy will maintain an appropriate documentary trail of risk assessments, inspections, statutory checks, maintenance, training, incidents, contractor controls, audits and action plans to evidence due diligence.

Where a Prohibition Notice is served, the prohibited activity will cease immediately. The Chair of the Governing Board will be informed without delay, together with any other person or body that must be notified under the Academy's governance, funding or legal arrangements.

Where an Improvement Notice or other enforcement action is received, a documented action plan will be established, progress monitored and the Board kept informed until the matter is closed.

ASSOCIATED POLICIES, PLANS AND KEY REFERENCE DOCUMENTS

This policy should be read alongside the Academy's more detailed operational policies, plans, risk assessments and procedures. The list below is not exhaustive; the most current version of each document and of applicable legislation or guidance will apply.

- Allergy Safety Policy
- Asbestos Management Plan and Asbestos Register
- Building Emergency Plan / Critical Incident Plan and Lockdown Procedures
- Child Protection and Safeguarding Policy
- Control of Substances Hazardous to Health (COSHH) arrangements
- Educational Visits / Learning Outside the Classroom Policy and visit procedures
- Electrical Safety arrangements
- Fire Safety Policy, Fire Risk Assessment and evacuation arrangements
- First Aid and Supporting Pupils with Medical Conditions / Medication Policy
- Food Safety and allergy-management procedures
- Infection Prevention and Control arrangements
- Intimate Care Policy
- Lettings Policy and conditions of hire
- Lone Working Policy
- Manual Handling Policy / risk assessments
- Premises Security / Visitors / Contractor Management procedures
- Risk Assessment Policy and Risk Assessment Register
- Snow, Ice and Adverse Weather arrangements
- Unacceptable Behaviour / Violence and Aggression procedures
- Vehicle and Pedestrian Safety arrangements
- Water Safety / Legionella Policy, risk assessment and log book
- Whistleblowing Policy
- Working at Height Policy / procedures

Equality Act 2010

Control of Asbestos Regulations 2012

Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)

Children and Families Act 2014, including sections 100 and 100A as applicable

Education (Independent School Standards) Regulations 2014

Construction (Design and Management) Regulations 2015

Building Safety Act 2022, where relevant to the premises and work undertaken

Children's Wellbeing and Schools Act 2026, including the school allergy-safety provisions

30.3 Key national guidance

Department for Education: Health and Safety - Responsibilities and Duties for Schools

Health and Safety Executive: Education guidance and associated topic-specific guidance

Department for Education: First Aid in Schools, Early Years and Further Education

Statutory Framework for the Early Years Foundation Stage

Department for Education: Supporting Pupils at School with Medical Conditions - statutory guidance

Department for Education: Allergy Safety in Schools - statutory guidance (2026)

Keeping Children Safe in Education 2026

UK Health Security Agency: Health Protection in Children and Young People Settings, including Education

Department for Education: Health and Safety on Educational Visits

Department for Education: Managing Asbestos in Your School or College

Department for Education: School and College Security guidance

Department for Education: Good Estate Management for Schools and School Estate Management Standards

Academy Trust Handbook 2025 (effective at the date of this September 2026 policy), and Academy Trust Handbook 2026 from 1 October 2026

The Academy's Funding Agreement, Articles of Association and Scheme of Delegation

30.4 Keeping references current

Legislation and government guidance change over time. References in this policy are to the versions current at the date of approval. Where legislation, statutory guidance or a mandatory funding/governance requirement changes before the next scheduled review, the Academy will apply the current requirement and update the relevant policy or procedure as soon as reasonably practicable. A change in a document title or web location will not, of itself, invalidate the Academy's underlying health and safety arrangements.

Policy conclusion

Effective health and safety management depends on leadership, competent advice, proportionate risk management and the active participation of everyone who works in or uses the Academy. All staff are expected to follow the arrangements in this policy, report concerns promptly and contribute to continuous improvement. The Board of Trustees and CoHeadteachers will ensure that significant risks are understood, appropriate resources and controls are in place, and evidence of compliance and improvement is maintained.

APPENDIX 1: Gateway Academy – Staff Health & Safety Checklist

Operational Area	Compliance Action	Staff Check
Risk Assessments	I follow all relevant risk assessments and report new hazards promptly.	[]
Pupil Supervision	I maintain active supervision during lessons, breaks, movement, and outings.	[]
First Aid & Medical	I know designated First Aiders, location of kits, and pupil medical plans.	[]
Fire Safety	I know my evacuation routes, assembly point, and PEEPs for my pupils/staff.	[]
Site Security	I challenge unbadged visitors and report security/access concerns immediately.	[]
Contractors & Visitors	I ensure visitors/contractors sign in and follow safety procedures.	[]
Equipment Safety	I inspect equipment before use, never attempt unauthorized repairs, and report faults.	[]
Working at Height	I only use approved stepladders after training; I never stand on chairs or tables.	[]
Lone Working	I obtain approval for lone working and follow check-in procedures.	[]
Manual Handling	I use safe lifting techniques and seek assistance/equipment for heavy items.	[]
Slips, Trips & Order	I keep walkways clear of bags/cables, report hazards, and clean/report spills.	[]
Infection Control	I use PPE when required and follow standard hygiene/handwashing routines.	[]
Food Prep Areas	I follow hygiene rules and maintain Level 2 certification if leading pupil food work.	[]
Gas / Asbestos / Water	I report gas/water issues immediately and stop work if asbestos is suspected.	[]

