

NEW WAVE FEDERATION

Health, Safety and Welfare Policy 2026–2027

Policy Title:	Health, Safety and Welfare Policy
Adopting Body:	Governing Body of the New Wave Federation
Approval Date:	December 2026
Next Review Date:	December 2027

PART 1: STATEMENT OF GENERAL POLICY ON HEALTH, SAFETY AND WELFARE

The Governing Body and Leadership Team at the New Wave Federation are committed to providing a safe, healthy, and supportive environment for all employees, pupils, visitors, and other stakeholders.

Key Commitments

- **Safe Environment:** Ensuring a safe working and learning environment, as far as is reasonably practicable.
- **Statutory Compliance:** Meeting both statutory and common law duties regarding health, safety, and welfare.
- **Risk Minimisation:** Minimising occupational ill health, injuries, and risks through effective risk management systems.
- **Resource Allocation:** Providing appropriate resources, supervision, and arrangements to ensure compliance with all health and safety regulations.
- **Safety Culture:** Promoting a positive health and safety culture through active communication, consultation, and collaboration.
- **Staff Responsibility:** Requiring all staff, contractors, and stakeholders to adhere to health and safety policies and actively contribute to maintaining a safe environment.

PART 2: ORGANISATION AND RESPONSIBILITIES

Hackney Education retains ultimate statutory responsibility for health and safety across the Federation. It delegates operational responsibilities to the Executive Headteachers and ensures necessary resources are allocated to meet health and safety obligations.

The Council delegates day-to-day responsibility for health and safety to the Executive Headteacher as the 'officer in charge' of the premises. This includes ensuring that the school implements and complies with the Federation's Health, Safety, and Welfare Policy.

1. Employer (Hackney Education)

Retains ultimate legal accountability for health, safety, and welfare, ensuring statutory compliance, adequate resource allocation, and oversight across all Federation schools.

2. Governing Body Responsibilities

The Governing Body is accountable for ensuring clarity of vision, ethos, and strategic direction. It approves the school's health and safety policy, monitors its effective implementation, and ensures the allocation of sufficient and appropriate resources.

- **1. Health & Safety Targets:** Include health and safety targets in the School Development Plan (SDP), such as facility improvements, accident/incident reductions, staff and governor training initiatives, and policy/procedure reviews.
- **2. Health & Safety Governor:** Appoint a nominated governor to act as a link between the Governing Body and the wider school community, ensuring health and safety initiatives are understood and communicated.
- **3. Advisory & Monitoring Role:** Be informed about local authority health and safety policies and seek advice from Council officers or external advisors as necessary.
- **4. Agenda & Termly Reporting:** Ensure health and safety is a standing agenda item at termly full Governing Body meetings and receive a termly report from the Headteacher covering SDP progress, accident analysis, policy updates, and recommendations.
- **5. Policy Review:** Facilitate periodic reviews and updating of the policy and procedures in response to new risks or changing circumstances.
- **6. Premises & Equipment Safety:** Ensure adequate resources are provided for premises and equipment repair, maintenance, and safety.

3. Headteacher Responsibilities

The Headteacher is responsible for the overall implementation of the health and safety policy and ensuring the welfare of all staff, pupils, visitors, and contractors. Key responsibilities include:

- Effectively communicating policy contents to all staff and stakeholders.
- Establishing and maintaining a comprehensive risk assessment process, ensuring control measures are implemented, monitored, and reviewed.
- Developing a robust management system to oversee health and safety arrangements and maintaining appropriate staffing levels for safe supervision.
- Implementing an inspection and maintenance schedule covering building fabric/infrastructure, play equipment, fire appliances, boiler/heating systems, portable electrical appliances, water systems (Legionella), trees/outdoor spaces, and curriculum equipment (gym apparatus, fume cupboards).
- Conducting training needs analysis and arranging relevant training, including induction, fire safety, first aid, risk assessment, manual handling, and working at height, maintaining accurate records.
- Securing competent health and safety advice as required by the Management of Health and Safety at Work Regulations.
- Reporting termly to the Governing Body on health and safety performance.

- Appointing and training an Educational Visits Coordinator (EVC) to oversee off-site activities.
- Managing contractors, ensuring they are inducted, informed of safety procedures, and supervised.
- Developing and reviewing emergency procedures (fire evacuation, lockdown), testing them termly, and reviewing the fire risk assessment annually or upon significant changes.

4. Teaching Staff Responsibilities (Including Supply Staff)

Teaching staff are responsible for the safety of pupils under their supervision during on-site and off-site activities:

- Ensuring effective supervision during lessons, trips, and break activities.
- Providing clear, appropriate safety instructions to pupils prior to commencing practical activities.
- Familiarising themselves with the health and safety policy and key phase arrangements.
- Implementing emergency procedures, such as fire evacuation, when required.
- Checking the condition of personal protective equipment (PPE) and ensuring its correct usage.
- Reporting defective equipment and unsafe conditions immediately to the Caretaker or Health and Safety Coordinator.
- Reporting all accidents, incidents, and near misses in accordance with school procedures.

5. Caretaker / Site Manager Responsibilities

The Caretaker, in consultation with the Federation Business Manager, ensures premises and equipment are maintained in a safe, operable condition:

- Removing unsafe furniture, apparatus, or equipment from use immediately.
- Addressing hazards promptly to prevent injury or harm.
- Conducting periodic health and safety inspections focusing on building structure, services, and circulation areas.
- Supervising contractors to ensure safe working practices and informing them of known site hazards.
- Supporting the Health and Safety Coordinator with compliance checks and statutory inspections.

6. Health and Safety Coordinator Responsibilities (Federation Business Manager)

Supports the Headteacher by overseeing policy implementation and statutory compliance:

- Maintaining an overview of the policy and making recommendations for updates.
- Ensuring completion of risk assessments and advising on deficiencies.
- Coordinating statutory inspections and maintaining records for asbestos management, Legionella testing, fire safety checks, and equipment inspections.
- Organising fire alarm tests and evacuation drills.
- Investigating accidents and incidents, ensuring timely reporting and appropriate follow-up.
- Liaising with contractors, staff, and visitors to ensure compliance with health and safety requirements.

7. All Employees (Including Volunteers and Temporary Staff)

Every employee has a personal duty to take reasonable care of their own safety and others, report hazards/defects/unsafe conditions to their line manager, follow health and safety procedures, use PPE as required, participate in risk assessments, and report all accidents, incidents, and near misses promptly.

8. Safety Representatives & Health and Safety Committee

Trade union safety representatives and staff health and safety representatives participate in regular consultations on safety matters, contributing to policy reviews and facility inspections.

PART 3: ARRANGEMENTS AND PROCEDURES FOR HEALTH, SAFETY, AND WELFARE

1. Access Control, Site Security, and Visitors

- **Visitor Sign-In:** All visitors must sign in at reception upon arrival and sign out when leaving using the designated visitor log or electronic system.
- **DBS Verification:** Unaccompanied access is strictly limited to individuals with satisfactory enhanced DBS clearance.
- **Safeguarding Leaflet:** Visitors receive a 'Visitor Safeguarding Information' leaflet detailing key health, safety, and safeguarding protocols.
- **Restricted Access:** Access to restricted areas is controlled and monitored. Staff must report unauthorised access immediately to the Headteacher or Business Manager.
- **Perimeter Security:** Secure fencing and gates are maintained with periodic inspections conducted to ensure structural integrity.
- **Section 547 Intruder Powers:** Under Section 547 of the Education Act 1996, the Headteacher and Governing Body have the power to bar troublesome adults and authorise the removal of intruders causing a disturbance or nuisance.
- **Section 550AA Search Powers:** Under Section 550AA of the Education Act 1996, the Headteacher and authorised staff have the statutory power to search pupils without consent where there are reasonable grounds to suspect they are carrying a knife or weapon, following published DfE screening and searching guidance.

2. Accident, Near Miss Reporting, Recording, and Investigation

- **Incident Reporting:** Staff must report all accidents, injuries, or near-miss events immediately to the Headteacher or designated Health and Safety Coordinator.
- **RIDDOR Logging:** Significant incidents are logged in the online reporting system to satisfy RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations) statutory requirements.
- **Investigation & Follow-Up:** Investigations are led by the Headteacher or a designated senior staff member to identify root causes and implement preventive measures. Outcomes are documented and shared during staff briefings.

- **Contractor Reporting:** Contractors must report any accidents involving their personnel to the School Business Manager and their internal management systems.

3. Asbestos Management

- **Survey Record:** The Business Manager and Premises team maintain the Asbestos Survey Record, ensuring it is consulted by contractors and maintenance staff before any work commences.
- **Drilling Prohibition:** Staff are strictly prohibited from drilling or affixing objects to walls without prior approval and verification of asbestos-free status.
- **Emergency Seal-Off:** Any disturbance of asbestos materials must be reported immediately; affected areas will be sealed off until declared safe by qualified specialists.

4. Contractors

- **Pre-Work RAMS:** Contractors must submit detailed method statements and risk assessments (RAMS) for approval prior to commencing work.
- **Induction:** Contractors must comply with school safety rules communicated during site induction.
- **Monitoring:** The Caretaker and Business Manager conduct periodic monitoring checks to ensure adherence to safety protocols.

5. Control of Substances Hazardous to Health (COSHH)

- **Inventory & Data Sheets:** A comprehensive COSHH inventory is maintained with safety data sheets readily accessible for all hazardous materials.
- **Training & Handling:** Staff receive appropriate training regarding the safe handling, storage, and disposal of hazardous substances.

6. Curriculum Safety

- **Subject Risk Assessments:** Teachers and Curriculum Leaders prepare detailed written risk assessments for high-risk activities, including science experiments, PE, and art classes.
- **Off-Site Approval:** Risk assessments for off-site curriculum activities are uploaded to the Educational Visits system for Headteacher review and approval.
- **Supervision & Tools:** Staff must provide clear safety instructions and closely supervise students when using tools or equipment, with regular equipment safety inspections.

7. Display Screen Equipment (DSE)

- **Ergonomics & VDU:** DSE risk assessments are conducted for regular users, and staff induction training includes ergonomic principles and VDU usage.

8. Electrical Equipment & PAT Testing

- **Annual PAT Testing:** All portable electrical appliances undergo annual PAT testing by qualified professionals.
- **Visual Checks:** Staff perform visual inspections of plugs, cables, and equipment prior to each use.

- **Fault Reporting:** Faulty equipment must be reported immediately and tagged out/removed from service until professionally repaired.

9. Emergency Procedures, Fire Precautions, and Lockdown

- **Termly Drills & Marshals:** Fire evacuation drills are conducted termly and full records maintained. Appointed fire marshals assist during evacuations.
- **Equipment Maintenance:** Fire extinguishers, alarm systems, and emergency lighting are inspected and tested regularly by qualified contractors.
- **Staff Fire Training:** All staff receive annual fire safety training covering extinguisher selection and evacuation protocols.
- **Fire Risk Assessment:** Fire Risk Assessments are reviewed annually or immediately following significant building modifications.
- **Lockdown Testing:** Emergency procedures and lockdown protocols are reviewed and tested termly.

10. First Aid and Medical Response

- **First Aider Roster:** Lists of qualified first aiders are prominently displayed across all school buildings.
- **Portable Kits:** Fully stocked portable first aid kits are deployed for outdoor activities, break times, and off-site visits.
- **Monthly Inspection:** The Senior Admin Officer inspects first aid kits monthly and replenishes stock as required.
- **Emergency Ambulance:** In severe emergencies requiring ambulance services, the Headteacher and first aiders coordinate emergency response and accompany the injured individual if necessary.

11. Glass, Glazing, Doors, and Gates

- **Safety Glazing:** All replacement glass in doors and low-level windows must meet statutory safety glazing standards.
- **Routine Inspections:** Periodic premises inspections ensure glazing, automatic doors, and gates remain free from damage and operate safely.

12. Health and Safety Advice

- **Competent Advisory:** Competent health and safety advisory services are secured in accordance with the Management of Health and Safety at Work Regulations.

13. Housekeeping, Cleaning, and Waste Disposal

- **Obstruction-Free Exits:** Corridors, stairwells, and emergency exits must be kept free from obstructions at all times. Floors are cleaned regularly to prevent slip and trip hazards.
- **Waste Management:** General waste, recycling, and hazardous waste are disposed of in strict compliance with environmental regulations.
- **Grounds & Litter:** The Governing Body maintains school grounds free from litter, refuse, and dog excrement so far as practicable. Controlled pupil litter collection may be used to foster environmental awareness.

14. Infection Control

- **Hygiene & Isolation:** Robust cleaning regimes, hand hygiene enforcement, and public health isolation guidance are maintained to prevent infectious disease transmission.

15. Jewellery and Dress Standards

- **Prohibited Jewellery:** All jewellery except plain stud earrings and wristwatches is strictly prohibited during the school day.
- **PE Earring Policy:** Earrings must be removed by the child for PE lessons. Wearing plasters over stud earrings is permitted for PE.
- **Staff Prohibition:** Members of staff are strictly prohibited from removing a child's earrings.
- **Watches Removal:** Wristwatches must be removed prior to PE and swimming sessions.

16. Lettings and Shared Use of Premises

- **Hirer Risk Assessments:** Lettings group leaders and event organisers are required to complete their own risk assessments covering their specific activities.
- **Emergency Procedures:** The Site Supervisor provides hirers with details of school emergency procedures and fire evacuation plans.
- **Cancellation Terms:** Activity suitability and safety arrangements are vetted prior to contract approval. Any breach of security or safety agreements results in immediate contract cancellation.

17. Lone Working Policy

- **Categories:** Applies to staff working in unoccupied building sections or working outside normal school operating hours.
- **Definition:** Defined as work where no other person is present who could reasonably be expected to come to immediate aid during an emergency.
- **Approval & Risk Assessment:** Lone working risk assessments must be completed, and prior Headteacher approval obtained along with check-in/check-out protocols.
- **Mobile Phone Requirement:** Lone workers must carry a fully charged mobile phone with verified network reception inside school premises.
- **Check-In System:** Staff must establish a check-in/out system with family, friends, or colleagues, providing senior staff contact numbers for emergencies.
- **Isolated Teams:** When two or more individuals work in isolated areas of an unoccupied building, they must keep each other informed of movements.
- **Intruder Safety:** Staff must NOT enter premises if intruder signs exist and must call police immediately. Staff must activate door security systems and never place themselves in danger by challenging intruders or vandals.
- **Medical Exclusion:** Staff with medical conditions prone to causing incapacity or unconsciousness must NOT work alone.
- **Prohibited Tasks:** Lone workers are strictly prohibited from handling money, working at height, undertaking medium/high-risk tasks, or performing hazardous duties beyond their experience level.

- **Work/Life Balance:** All staff are reminded of the importance of maintaining a healthy work/life balance.

18. Long-Term Evacuation Plan

- **Off-Site Displacement:** Establishes secondary off-site assembly locations, emergency transport arrangements, and communication protocols for extended site displacement.

19. Maintenance of Equipment

- **Audit Registers:** Routine inspection schedules are maintained for ladders, PE/gym apparatus, fire systems, and critical infrastructure, with records retained for audit.

20. Management of Medicines

- **Parental Consent:** Prescribed medication is administered only when essential and upon receipt of written parental consent.
- **Administration Log:** Staff maintain a detailed administration log recording date, time, dosage, pupil name, and administrator signature.
- **Secure Medical Storage:** Medication is stored securely in a designated medical room with restricted access, clearly labelled with the child's name and within expiry date.
- **In-School Retention:** School-based asthma pumps and Epipens must remain on school premises at all times.
- **Year 5 & 6 Independent Travellers:** Year 5 and Year 6 pupils who travel to/from school independently MUST carry their required emergency medication (asthma pumps/Epipens) with them at all times and understand how to use it. Independent travellers are strictly prohibited from eating during their journey home to prevent accidental allergen exposure.
- **Alternative Collectors:** If a different adult collects a child, parents are responsible for informing them of allergen/medication requirements and ensuring they hold necessary emergency medication.

21. Manual Handling and Lifting

- **Staff Training:** Personnel must not lift, drag, push, or carry heavy or awkward loads unless formal manual handling training has been completed and risk assessments conducted.
- **Pupil Prohibition:** Pupils must NEVER be requested or allowed to lift heavy or awkward loads.

22. Personal Protective Equipment (PPE)

- **PPE Compliance:** Appropriate PPE (gloves, eye protection, aprons) is provided for COSHH, first aid, cleaning, and curriculum tasks, inspected regularly, and worn correctly.

23. Playground Safety and Pupil Supervision

- **Supervision Ratios:** The Headteacher determines adult-to-pupil supervision ratios for lunch and break times based on local risk assessments reviewed termly.
- **Supervision Timings:** Parents/carers are informed of exact morning supervision start times and afternoon pick-up supervision end times, with periodic reminders issued.

- **Routes Safety:** Pedestrian routes and vehicle access paths are maintained in a safe condition.

24. Risk Assessments

- **Universal Responsibility:** Risk assessment responsibility rests with all school personnel.
- **Monitoring & Circulation:** Risk assessments are maintained by the School Business Manager and circulated regularly to staff. The Health and Safety Governor monitors completion.
- **Scope:** Cover all categories of workers, volunteers, visitors, and pupils.
- **IT Schedule:** A full schedule of risk assessments is stored in the Health and Safety folder on main school IT systems and in the Business Manager's office.

25. School Trips and Off-Site Activities

- **Trip Risk Assessments:** All educational visits undergo written risk assessment prepared by the trip leader acting on behalf of the Headteacher.
- **DfE Guidance:** DfE good practice guidance for educational visits is used to develop assessments and define trip coordinator duties.
- **AALA Licensing:** Commercial outdoor adventure providers (climbing, caving, waterborne, trekking) must hold a valid license under the Adventure Activities Licensing Regulations 2004 (AALA).
- **Governing Body Oversight:** The full Governing Body monitors risk assessment completion and evaluates suitability/sufficiency, discussing significant findings with the Headteacher.

26. Smoking Prohibition

- **Strict Prohibition:** Smoking and e-cigarettes/vaping are strictly prohibited across all Federation buildings, play areas, car parks, and school grounds.

27. Staff Consultation and Training

- **Consultation:** Trade union and staff safety representatives participate in regular health and safety consultations during staff meetings.
- **Induction Training:** Comprehensive induction training is provided for all new staff, covering manual handling, COSHH, fire safety, and VDU ergonomics.

28. Staff Well-being and Occupational Stress

- **Occupational Support:** Promotes work/life balance, provides occupational health support, and monitors staff stress factors through supportive line management.

29. Swimming Pool Safety

- **Pool Standards:** Requires removal of wristwatches and jewellery prior to swimming, enforcing pool safety operating procedures and lifeguard supervision during sessions.

30. Vehicles on Site

- **Peak Restriction:** Vehicle access to school grounds is strictly restricted during peak pedestrian arrival and dismissal times.
- **Spotters Required:** Reversing vehicles inside school grounds must be managed using trained spotters to eliminate collision risks.

31. Water Management and Legionella Control

- **Legionella Control:** Primary objective is preventing Legionella pneumophila bacterium growth and droplet inhalation.
- **Monthly Temperature Checks:** Water outlet temperatures must be maintained below 20°C (cold) or above 55°C (hot), verified and recorded monthly.
- **Maintenance Logs:** Complete records are maintained for all cleaning, flushing, temperature checks, and system maintenance.

32. Working at Height

- **Approved Ladders:** Staff must use approved stepladders/ladders and follow the Working at Height Risk Assessment. Working on chairs or desks is prohibited.
- **Pupil Exclusion:** Pupils are strictly forbidden from working at height unless formally risk-assessed as part of the approved curriculum.
- **Lone Work Restriction:** Lone workers are strictly prohibited from working at height.

33. Monitoring, Review, and Audit

- **Routine Inspections:** Staff routinely inspect areas under their control and execute operational risk assessments.
- **Governing Board Minutes:** Formal health and safety inspection reports are presented and minuted at Full Governing Board meetings.
- **Periodic Audits:** Selected activities are audited periodically to confirm management responsibilities are satisfied.
- **Accident Analysis:** Accident and incident registers are analysed to inform risk assessments and set safety priorities.
- **Staff Feedback:** All employees must report inadequate policy areas to senior management immediately.