Connected Futures Partnership

Authoring our story.

Dorothy Gardner Nursery School
Mary Paterson Nursery School
Tachbrook Nursery School
Essendine Primary School
Hallfield Primary School
Oxford Gardens Primary School
Queen's Park Primary School
Queen's Park Family Hub
Bayswater Children's Centre

Health and Safety Policy

SEPTEMBER 2026

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Approved by	Governing Board
Approval date	September 2026
Policy lead	Executive Headteacher / Executive Deputy Headteacher (Operations)
Applies to	All Connected Futures Partnership schools and settings
Review due	September 2027
Status	Partnership policy with setting-level local arrangements

Important: this policy sets out CFP's local health and safety arrangements. Where a local authority is the employer or retains premises duties, this policy must be read alongside that authority's health and safety policy, scheme of delegation, estate procedures and reporting arrangements. Setting-level details are recorded in Appendix 1.

1. Purpose, status and scope

Connected Futures Partnership (CFP) is committed to providing safe, healthy and inclusive environments for children, pupils, staff, visitors, contractors and everyone who uses our premises or takes part in our activities.

This policy establishes a consistent Partnership-wide framework for managing health and safety across CFP schools, nursery schools, the Queen's Park Family Hub and Bayswater Children's Centre. It applies to activities on site, off site, on educational visits and, where relevant, to work undertaken remotely or in the community.

CFP includes maintained schools and settings for which the legal employer and premises dutyholder may vary. For community schools and maintained nursery schools, the relevant local authority is normally the employer; the Governing Board and school leaders discharge delegated responsibilities within local arrangements. Where another body is the employer, landlord, occupier or dutyholder, responsibilities will be allocated according to law, contract, control of the premises and the applicable scheme of delegation.

Each setting must complete and maintain the setting-level health and safety record in Appendix 1. Local emergency arrangements, named leads, key holders, first aid provision, assembly points, asbestos and water-management information must be available to staff and kept current.

This policy does not replace topic-specific procedures such as fire risk assessments, asbestos management plans, legionella risk assessments, COSHH assessments, first aid arrangements, educational visit procedures, individual healthcare plans or safeguarding procedures. Those documents provide the operational detail needed to implement this policy.

2. Statement of intent and principles

CFP will manage health and safety in a sensible, proportionate and evidence-informed way. Our approach is to prevent serious harm while enabling children and adults to participate fully in education, play, practical learning, community activity and educational visits.

- provide and maintain premises, equipment and systems of work that are safe and, so far as reasonably practicable, without risks to health;
- identify hazards, assess significant risks and implement proportionate control measures;
- provide appropriate information, instruction, training, supervision and competent advice;
- consult staff and, where appropriate, recognised trade union or employee safety representatives on matters affecting health and safety;
- learn from accidents, incidents, near misses, complaints and inspection findings;
- make reasonable adjustments for disabled people and consider individual needs, including SEND, medical conditions, pregnancy and other factors that may increase risk;
- ensure that safeguarding and health and safety systems complement each other, with safeguarding procedures taking precedence where a concern relates to abuse, neglect or risk of harm; and
- review arrangements when circumstances, guidance, legislation, buildings, equipment or activities change.

A risk-benefit approach will be used where appropriate. The aim is not to remove all challenge from children's experiences, but to ensure that foreseeable risks are understood and managed so that worthwhile learning and development can take place safely.

3. Legal and national guidance framework

This policy has been written with regard to current legislation and official guidance in force in England at the date of approval. The principal framework includes:

- Health and Safety at Work etc. Act 1974;
- Management of Health and Safety at Work Regulations 1999;
- Workplace (Health, Safety and Welfare) Regulations 1992;
- School Premises (England) Regulations 2012, where applicable;
- Health and Safety (First-Aid) Regulations 1981;
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR);
- Control of Substances Hazardous to Health Regulations 2002 (COSHH);
- Control of Asbestos Regulations 2012;
- Electricity at Work Regulations 1989;
- Gas Safety (Installation and Use) Regulations 1998;
- Regulatory Reform (Fire Safety) Order 2005, as amended;
- Work at Height Regulations 2005;
- Manual Handling Operations Regulations 1992, as amended;
- Provision and Use of Work Equipment Regulations 1998 (PUWER);
- Lifting Operations and Lifting Equipment Regulations 1998 (LOLER);
- Health and Safety (Display Screen Equipment) Regulations 1992;
- Personal Protective Equipment at Work Regulations 1992, as amended in 2022;
- Construction (Design and Management) Regulations 2015, where CFP or the employer commissions construction or significant maintenance work;
- Safety Representatives and Safety Committees Regulations 1977 and Health and Safety (Consultation with Employees) Regulations 1996, as applicable;
- Equality Act 2010, including the duty to make reasonable adjustments; and
- Early Years Foundation Stage statutory framework for group and school-based providers (current September 2026 version), where applicable.

Key national guidance used in developing this policy includes the Department for Education's Health and safety: responsibilities and duties for schools; Good estate management for schools; First aid in schools, early years and further education; HSE education-sector guidance, including Incident reporting in schools; HSE guidance on asbestos, work equipment, lifting equipment, DSE, manual handling, violence, stress and pregnant workers; and UK Health Security Agency guidance on health protection in children and young people's settings, including the current public-health exclusion guidance.

Where legislation or national guidance changes during the life of this policy, CFP will follow the current legal requirement and official guidance even before the next scheduled policy review.

4. Roles and responsibilities

4.1 Employer / relevant local authority or other dutyholder

The employer is legally accountable for the health and safety of employees and for managing risks to others affected by its undertaking. In CFP maintained community schools and

maintained nursery schools, this will normally be the relevant local authority. The employer will retain or delegate functions in accordance with its published arrangements and scheme of delegation.

Where premises responsibilities are shared between the local authority, Governing Board, landlord, building owner or another party, those bodies must co-operate and co-ordinate so that risks do not fall between organisational boundaries.

4.2 Governing Board

- provides strategic oversight and seeks assurance that effective local health and safety arrangements are in place;
- ensures leaders understand the employer's requirements and act within the relevant scheme of delegation;
- approves this Partnership policy and reviews it at least annually;
- receives information about significant risks, serious incidents, RIDDOR reports, compliance issues and overdue actions;
- ensures sufficient attention and resources are directed to material health and safety risks; and
- provides constructive challenge where monitoring identifies gaps or repeated failures.

4.3 Executive Headteacher

The Executive Headteacher provides Partnership-wide leadership for health and safety, promotes consistent expectations across CFP and ensures significant risks and assurance information are reported to the Governing Board and, where required, to the relevant employer or local authority.

4.4 Heads of School / setting leaders

- implement this policy and the employer's health and safety procedures at their setting;
- ensure suitable risk assessments, safe systems of work and local emergency procedures are in place and reviewed;
- ensure adequate supervision of children and pupils and safe deployment of staff;
- ensure premises defects, compliance actions and significant hazards are escalated and managed promptly;
- ensure staff receive appropriate induction, information and training;
- ensure accidents, incidents and near misses are recorded, reviewed and reported through the correct route; and
- appoint local leads or deputies where operational responsibility is delegated.

4.5 Competent health and safety support

CFP and/or the relevant employer will have access to competent health and safety assistance. Competent support may be provided by the local authority, an external adviser or suitably qualified internal staff. The name or service used by each setting will be recorded in Appendix 1.

4.6 Site, premises and facilities staff

- complete routine premises checks and maintain required site logs;
- report defects and isolate unsafe areas or equipment where necessary;
- ensure contractors receive site safety information, including asbestos information where relevant;

- maintain records of statutory inspection, servicing and testing; and
- work only within their competence and training, using suitable equipment and PPE.

4.7 All staff

- reasonably care for their own health and safety and that of others who may be affected by their actions;
- follow training, risk assessments, safe systems of work and reasonable instructions;
- use equipment and PPE correctly and report defects promptly;
- report hazards, accidents, incidents, near misses and unsafe practice without delay;
- avoid undertaking tasks for which they are not competent or trained;
- understand emergency, fire and evacuation arrangements; and
- model safe practice for children and pupils.

4.8 Children and pupils

Children and pupils will be taught and supported, in an age- and developmentally-appropriate way, to follow safety instructions, use equipment safely, behave in ways that do not place themselves or others at unreasonable risk, and report hazards or concerns to an adult. Adults retain responsibility for supervision and for adapting expectations to children's age, SEND, communication and individual needs.

4.9 Parents, carers and visitors

Parents, carers and visitors are expected to follow site safety and security arrangements, comply with staff instructions and report hazards or incidents. Visitors must sign in and out, wear identification as required and remain supervised where safeguarding or site arrangements require it.

4.10 Contractors and hirers

Contractors and hirers must comply with relevant legal duties and CFP/local site arrangements. They must provide suitable evidence of competence, insurance and risk controls where required, share relevant risk assessments and method statements, and co-operate with the setting over fire safety, safeguarding, asbestos, security and emergency arrangements.

5. Risk assessment and safe systems of work

Risk assessments will be suitable, sufficient and proportionate to the activity. Significant findings will be recorded and communicated to those who need to act on them. Risk assessments will identify hazards, who may be harmed, existing controls, any additional actions, the person responsible and the review trigger or date.

Risk assessments will be reviewed where there is reason to believe they are no longer valid, following a significant incident or near miss, after material changes to premises/equipment/activity, or when new information becomes available. A routine review date may also be set where this helps ensure controls remain effective.

Particular consideration will be given to people who may be at increased risk, including children because of their age and developmental stage, people with SEND or disabilities, people with medical conditions, pregnant workers and new mothers, young workers, lone workers, contractors and visitors unfamiliar with the site.

Dynamic judgement may be needed during day-to-day school and early years activity, but it is not a substitute for planned risk assessment where significant foreseeable hazards exist.

6. Premises, site security and general site safety

- Premises will be maintained so that, so far as reasonably practicable, access routes, floors, stairs, gates, fencing, lighting, ventilation, glazing, outdoor surfaces and play areas are safe and suitable for use.
- Each setting will have arrangements for opening and closing checks, defect reporting, key holding, intruder alarms and responding to urgent premises incidents.
- Unsafe areas or equipment will be taken out of use, isolated or otherwise controlled until the hazard has been removed or reduced to an acceptable level.
- Housekeeping standards will minimise slips, trips, blocked exits, unsafe storage and trailing cables.
- Access to plant rooms, roofs, electrical cupboards, chemical stores and other restricted areas will be controlled.
- Visitors and contractors will be managed in accordance with safeguarding, security and site access procedures.

Formal health and safety site inspections will take place at least termly as a CFP minimum, with actions recorded, prioritised and tracked to completion. This does not replace routine daily or weekly premises checks or any statutory inspection regime.

7. Fire safety and emergency arrangements

Each site will maintain a suitable and sufficient fire risk assessment and written fire-safety arrangements under the Regulatory Reform (Fire Safety) Order 2005, as amended. The legally responsible person and any other persons with control of the premises must co-operate and co-ordinate where responsibilities are shared.

- escape routes and final exits will be kept available, clearly identified and free from obstruction;
- fire alarm systems, emergency lighting, fire doors and firefighting equipment will be maintained and tested in accordance with the fire risk assessment, manufacturer requirements and competent advice;
- the fire alarm will normally be tested weekly and emergency evacuation drills will be carried out at least once each term as a CFP standard;
- staff and children will be familiar with the alarm and evacuation expectations appropriate to their setting;
- Personal Emergency Evacuation Plans (PEEPs) or other suitable arrangements will be developed where an individual may need assistance because of disability, mobility, sensory, medical, communication or other needs;
- visitors, contractors and hirers will be informed of relevant fire arrangements; and
- no person is expected to fight a fire unless it is safe to do so, they are trained where required and escape is not compromised.

Each setting will also maintain arrangements for other foreseeable emergencies, which may include gas or chemical leaks, loss of utilities, flooding, severe weather, structural failure, dangerous intruders, lockdown/invacuation and other critical incidents. These arrangements are detailed in the Emergency / Critical Incident and Business Continuity procedures.

8. First aid, medical emergencies and defibrillators

Each setting will complete and review a first aid needs assessment covering employees and, as good practice, the needs of children, pupils, visitors and off-site activities. First aid equipment, facilities and trained personnel will be sufficient for the size, layout, activities and risk profile of the setting.

- first aid arrangements and the location of trained personnel/equipment will be communicated to staff;
- first aid equipment will be readily accessible, checked and replenished after use;
- medical accommodation will be available in accordance with school premises requirements where these apply;
- where an automated external defibrillator (AED) is provided, its location will be known, access will not be unnecessarily delayed, and the device will be maintained in accordance with manufacturer requirements;
- medicine administration and emergency medication will follow the Supporting Pupils with Medical Conditions / Administration of Medicines Policy and individual healthcare plans; and
- first aid provision will be included in educational visit and off-site planning.

For EYFS provision, the current statutory framework requires at least one person with a current full paediatric first aid certificate to be on the premises and available at all times when children are present and to accompany children on outings. CFP settings will also ensure that paediatric first aid coverage is sufficient for the number of children, staffing pattern and site layout.

9. Accident, incident, near-miss and RIDDOR reporting

All accidents, significant incidents, occupational ill-health concerns and relevant near misses must be recorded promptly using the setting's approved system. Records should be factual, sufficiently detailed and completed as soon as practicable after the event.

Leaders will review significant incidents to identify immediate controls, underlying causes, learning and any changes required to risk assessments, training, supervision, premises or procedures. Serious incidents and emerging patterns will be escalated to the Executive Headteacher and relevant employer/local authority as required.

9.1 RIDDOR

The person designated under local employer arrangements will decide whether an incident is reportable under RIDDOR 2013 and will make the report within the statutory timescale. For schools, most pupil accidents are not RIDDOR-reportable. A pupil or visitor injury is reportable only where it results from a work-related accident and the person is taken directly from the scene to hospital for treatment, or where another RIDDOR criterion is met. Employee deaths, specified injuries, over-seven-day injuries, specified occupational diseases and defined dangerous occurrences are reportable in accordance with HSE requirements.

Reportable deaths, specified injuries, relevant non-worker hospital-treatment injuries and dangerous occurrences must be notified without delay and reported within 10 days. Over-seven-day employee injuries must be reported within 15 days. Reports are normally made online; HSE retains a telephone route for fatal and specified worker injuries.

9.2 Early years notifications

Parents/carers of children in EYFS provision will be informed of any accident or injury and any first aid treatment on the same day, or as soon as reasonably practicable. Where a CFP setting is a registered early years provider, Ofsted must be notified of any serious accident, illness, injury or death of a child while in its care, and the action taken, as soon as reasonably practicable and in any event within 14 days. Relevant local child protection agencies must also be notified where the EYFS framework requires it.

Accident and first aid records will be retained securely in accordance with the CFP records-retention schedule and any employer, local authority or insurer requirements, meeting statutory minimum retention periods.

10. Hazardous substances and COSHH

Hazardous substances will be eliminated or substituted where reasonably practicable. Where their use cannot be avoided, a suitable COSHH assessment will identify safe use, storage, disposal, emergency action and any required control measures or PPE.

- a current inventory and safety data information will be available for substances that require control;
- cleaning chemicals, maintenance products, fuels and other hazardous products will be stored securely and away from children unless directly supervised for an approved activity;
- products will be kept in original containers where practicable; any decanted product must be clearly labelled and controlled;
- PPE will be provided, maintained and used where the risk assessment shows it is required after higher-order controls have been considered;
- spillages will be managed using appropriate procedures and equipment; and
- contractor use of hazardous substances will be co-ordinated with the setting to prevent exposure to children, staff and visitors.

11. Infection prevention and control

CFP settings will follow current UK Health Security Agency guidance for children and young people’s settings when managing infectious disease, outbreaks and public-health exclusion periods. Because national exclusion guidance changes, this policy does not reproduce a fixed disease-by-disease table; staff must use the current UKHSA guidance and seek Health Protection Team advice where indicated.

- good hand and respiratory hygiene;
- appropriate cleaning of the environment, toys, shared equipment and high-touch surfaces;
- safe management of blood, vomit, faeces and other body-fluid spillages using suitable PPE and disinfectant products;
- safe handling of laundry, nappies, clinical or hygiene waste and sharps where relevant;
- appropriate ventilation and use of outdoor space;
- prompt escalation where an outbreak or notifiable concern requires public-health advice; and
- additional planning for children or adults known to be particularly vulnerable to infection.

Where infection-control measures are introduced during an outbreak, they will be proportionate, risk-based and consistent with current public-health guidance.

12. Asbestos

Where asbestos-containing materials (ACMs) are present or may be present, the relevant dutyholder will comply with the Control of Asbestos Regulations 2012. In community schools and maintained nursery schools the dutyholder is commonly the local authority, although responsibilities may be shared where maintenance functions and budgets are delegated.

- a current asbestos register and management plan will be available for relevant premises;
- ACMs will be monitored and the management plan reviewed at least every 12 months, or sooner where circumstances change;
- staff whose work could disturb the fabric of the building will receive appropriate information and training;
- contractors and maintenance workers will be given asbestos information before intrusive work begins;
- no drilling, fixing, sanding, cutting or other intrusive work will begin in relevant areas until asbestos information has been checked; and
- if suspected asbestos is unexpectedly disturbed, work will stop, the area will be isolated and the dutyholder/competent adviser contacted immediately.

13. Water hygiene and legionella

Each site will have a current legionella/water hygiene risk assessment appropriate to its water system. A named responsible person will ensure required controls are implemented and recorded. These may include temperature monitoring, flushing of infrequently used outlets, shower-head cleaning/descaling, management of stored water and action following prolonged closure or changes to the system.

The assessment will be reviewed when there are significant changes to the water system, building use or risk profile and at the interval specified by the competent assessor. Records will be retained in the site water log. Any concern about scalding risk will be considered alongside legionella control so that neither risk is managed in isolation.

14. Gas, electrical and utility safety

14.1 Gas

Installation, maintenance and repair of gas systems and appliances will be undertaken by appropriately competent Gas Safe registered engineers. Gas appliances, pipework, ventilation and associated controls will be maintained in accordance with legal requirements, manufacturer instructions and competent advice. Emergency isolation arrangements will be known to relevant staff.

14.2 Electrical safety

Electrical systems and equipment will be selected, installed, used and maintained so as to prevent danger. Fixed electrical installations will be inspected and tested by competent persons at appropriate intervals. Portable equipment will be subject to a risk-based maintenance regime using user checks, visual inspection and testing where necessary.

CFP will not operate a blanket assumption that every portable electrical appliance requires annual PAT testing. The frequency and type of inspection/testing will reflect the equipment,

how it is used, the environment and previous findings. Damaged equipment will be taken out of service immediately.

Personal electrical equipment may only be used where authorised and safe. Charging and storage of lithium-ion batteries, including larger batteries used for mobility equipment or e-bikes/e-scooters, will be controlled to reduce fire risk; damaged, swollen or overheating batteries must be isolated and reported immediately.

15. Work equipment, PE/play and specialist equipment

Work equipment will comply with PUWER where applicable and will be suitable for its intended use, maintained in a safe condition, inspected where deterioration could create risk, and used only by people who have received appropriate information, instruction and training.

- guards, isolation devices and safety controls will not be bypassed or defeated;
- PE, playground and outdoor equipment will be checked before use and inspected/maintained in accordance with risk, manufacturer recommendations and competent advice;
- defective equipment will be labelled or isolated and removed from use until repaired or replaced;
- specialist SEND, postural, mobility or therapy equipment will be used in accordance with individual plans and manufacturer instructions; and
- responsibility for servicing privately owned equipment brought into school will be agreed with the family/provider, while staff remain responsible for refusing use where an obvious defect or unsafe condition is identified.

15.1 Lifting equipment and hoists

Lifting equipment used at work, including equipment used to lift or transfer people, will be managed in accordance with LOLER and PUWER. Lifting operations will be planned by competent persons, appropriately supervised and carried out safely. Where LOLER applies, equipment used to lift people and associated lifting accessories will normally be thoroughly examined every six months unless a competent written examination scheme specifies otherwise. Records of examinations and defects will be retained.

16. Working at height and manual handling

16.1 Working at height

Work at height will be avoided where reasonably practicable. Where it cannot be avoided, it will be properly planned, risk assessed, supervised where necessary and carried out by competent people using suitable equipment. Staff must not stand on chairs, desks, tables or other unsuitable furniture to gain height.

- ladders and step-ladders will be suitable, checked before use and subject to an appropriate inspection regime;
- only authorised staff will use access equipment for work tasks;
- roof access and other high-risk work will be restricted to trained and authorised persons; and
- contractors are normally expected to provide and manage their own suitable access equipment unless otherwise agreed.

16.2 Manual handling and people handling

CFP will follow the manual-handling hierarchy: avoid hazardous manual handling where reasonably practicable; assess hazardous handling that cannot be avoided; and reduce the risk of injury so far as reasonably practicable. Mechanical aids and task redesign will be used where appropriate.

Where staff support a child or adult with transfers or mobility, an individual moving-and-handling plan and appropriate training/equipment will be used where the risk assessment identifies this need. Staff must not improvise lifting techniques where a planned approach is required.

17. Lone working, personal safety and violence at work

17.1 Lone working

Lone working may include late or weekend work, opening/closing duties, home visits, site work, cleaning, remote work or working in an isolated area. Lone-working risks will be assessed according to the task, location, time, individual and foreseeable emergency scenarios.

- high-risk activities, including significant work at height or tasks where emergency assistance is likely to be needed, will not be undertaken alone;
- appropriate check-in/check-out or contact arrangements will be used where required;
- staff undertaking home or community visits will follow local personal-safety procedures; and
- any worker who considers a planned lone-working task unsafe should stop and seek advice.

17.2 Violence, aggression and threatening behaviour

CFP will not treat violence, threats, harassment or abuse towards staff as an inevitable part of school or community work. Work-related violence and aggression, including verbal and online abuse where relevant to the work activity, will be considered in risk assessment and managed through proportionate prevention, reporting and support arrangements.

Incidents will be recorded and reviewed. Where a child's behaviour presents risk, safeguarding, SEND, behaviour and individual risk-management arrangements will be considered together. Serious threats or assaults may require police involvement, safeguarding action or restrictions on site access in accordance with other CFP policies.

18. Staff health: DSE, work-related stress and pregnancy

18.1 Display screen equipment (DSE)

Workers who use display screen equipment daily for continuous or near-continuous periods of an hour or more will be treated as DSE users. Workstation assessments will be completed and reviewed when there are significant changes, including for regular home/hybrid working where applicable. DSE users will receive information on posture, workstation setup, breaks and reporting discomfort, and will be offered an eye and eyesight test on request in accordance with the DSE Regulations.

18.2 Work-related stress and wellbeing

CFP recognises work-related stress as a health and safety risk as well as a wellbeing issue. Employers have a duty to assess and act on risks from work-related stress. Leaders will use available information, consultation and the HSE Management Standards principles to identify

and reduce avoidable workplace stressors relating to demands, control, support, relationships, role and change.

18.3 Pregnant workers and new mothers

When a worker informs the employer in writing that they are pregnant, have given birth within the last six months or are breastfeeding, an individual risk assessment will be completed and kept under review. Controls may include changes to duties, working conditions or hours, with further action taken in line with legal requirements if significant risks cannot otherwise be controlled. Medical advice provided by the worker's doctor or midwife will be taken into account.

19. Educational visits, off-site activities and community work

Off-site activities will be planned in accordance with the CFP Educational Visits Policy and the employer/local authority's visit procedures. Planning will be proportionate to the activity and will consider transport, supervision, first aid, medical needs, allergies, SEND, safeguarding, emergency communication and any specialist or adventurous activity requirements.

- visits will be led and staffed by people with appropriate competence and experience;
- specific risk assessment will be completed where the activity, destination or individual needs require it;
- emergency contact and medical information will be available to the visit leader in a secure and accessible form;
- first aid provision will reflect the activity and participants; and
- for EYFS outings, a person with a current full paediatric first aid certificate will accompany the children.

20. Contractors, construction and maintenance work

Before work starts, the person commissioning or controlling the work will take reasonable steps to ensure that contractors are competent and that risks to children, staff and visitors are properly controlled. The level of documentation required will be proportionate to the risk, but may include risk assessments, method statements, permits, safeguarding arrangements and evidence of competence/insurance.

- contractors will sign in, follow site rules and maintain segregation from children where required;
- asbestos information must be checked and shared before work that could disturb the fabric of relevant buildings;
- hot work, roof work, excavations, electrical isolation and other higher-risk tasks will be subject to suitable controls and permits where appropriate;
- works will be programmed, where reasonably practicable, to reduce exposure of children and staff to noise, dust, fumes, vehicles or restricted access;
- construction projects within the scope of the Construction (Design and Management) Regulations 2015 will be managed so that the client duties are discharged by the appropriate dutyholder; and
- completed work will be checked and relevant safety information, certificates, manuals and updated asbestos/asset records obtained before normal use resumes.

21. Lettings, shared premises and community use

Where premises are hired, shared or used by external organisations, responsibilities for health and safety, fire safety, safeguarding, first aid, security, cleaning and emergency arrangements will be agreed and communicated. Hirers must follow site rules and provide appropriate risk assessments and insurance where required.

Where more than one organisation has control of premises or activities, the relevant responsible persons/dutyholders will co-operate and co-ordinate. CFP will not assume that a hirer's presence transfers all premises responsibilities away from the setting or legal dutyholder.

22. Vehicle movement, deliveries and transport

Vehicle and pedestrian movement on school or setting sites will be managed to reduce the risk of collision, particularly at arrival/departure times and during deliveries. Where vehicle access is unavoidable, controls may include designated routes, speed restrictions, segregated pedestrian areas, supervised gates, delivery times, banksmen or temporary exclusion zones.

School minibuses or other vehicles used for CFP activities will be operated, maintained and insured in accordance with the applicable legal and employer requirements. Staff must not use personal vehicles for work purposes unless appropriately insured and authorised where required.

23. Food, allergy, safer eating and other EYFS safety requirements

Food hygiene, allergy safety and safer eating are managed through the CFP Allergy Safety Policy, food/catering arrangements, first aid procedures and individual healthcare plans. Known allergies and other medical risks must be considered in cooking, sensory play, celebrations, trips and community events as well as routine meals.

In EYFS provision, children must be adequately supervised while eating. CFP will follow the current EYFS requirements and nutrition guidance, including paediatric first aid coverage during eating and age-appropriate measures to reduce choking risk. Where sleep or rest provision is offered to babies or young children, current EYFS safer-sleep requirements and local procedures will be followed.

Food poisoning affecting two or more children in a registered early years setting will be notified to Ofsted within the statutory timeframe where the EYFS framework requires this.

24. Smoking, vaping and intoxicating substances

Smoking and vaping are not permitted in CFP buildings or grounds, subject to any specific legal or premises arrangements. Staff must not work while impaired by alcohol, illegal drugs or any substance that makes them unsafe to carry out their duties. Concerns will be managed under the relevant staff conduct, safeguarding and employment procedures.

25. Training, induction, consultation and competence

Health and safety training will form part of induction for relevant staff and will be refreshed according to risk, role, statutory requirements and changes in guidance or equipment. Training records will be maintained where appropriate.

Additional role-specific training may include fire safety, first aid/paediatric first aid, moving and handling, use of hoists, COSHH, asbestos awareness, ladder safety, DSE, educational visits, de-escalation/personal safety, food hygiene and other specialist requirements identified by risk assessment.

Supply, agency, peripatetic, volunteer and contractor personnel will receive the site-specific safety information necessary for the duties they perform. CFP will consult employees and relevant safety representatives on health and safety matters in accordance with legal requirements and good practice.

26. Monitoring, assurance and review

Health and safety performance will be monitored through a combination of routine checks, formal site inspections, compliance records, training information, accident/near-miss analysis, risk-assessment reviews, contractor management, fire and emergency records, local authority or competent-person advice and governor scrutiny.

- each setting will complete a formal health and safety site inspection at least termly;
- high-priority hazards and statutory compliance actions will be tracked to completion with a named owner and deadline;
- significant accidents, RIDDOR reports, repeated near misses or material compliance concerns will be reported to the Executive Headteacher promptly;
- Partnership leaders will review themes and significant risks across settings and report appropriate assurance to the Governing Board; and
- Appendix 3 will be used at least annually as a Partnership assurance check, or an equivalent employer/local-authority audit tool may be used where this is more comprehensive.

This policy will be reviewed at least annually and sooner following significant legislative/guidance changes, serious incidents, audit findings, major organisational changes or material changes to CFP premises or activities. The Governing Board will approve each review.

27. Related policies and local procedures

- First Aid Policy / first aid needs assessment;
- Risk Assessment procedures;
- Child Protection and Safeguarding Policy;
- Supporting Pupils with Medical Conditions / Administration of Medicines Policy;
- Allergy Safety Policy;
- Intimate Care Policy;
- Educational Visits Policy and local authority visit procedures;
- Fire risk assessment and emergency evacuation plans;
- Emergency / Critical Incident and Business Continuity Plan;
- Asbestos Management Plan and register;
- Legionella / water hygiene risk assessment and log;
- COSHH assessments and chemical register;
- Behaviour and Communication Policy and staff safety / de-escalation procedures;
- Accessibility Plan and SEND Policy;
- Whistleblowing Policy;
- Staff Code of Conduct;
- Contractor / premises management procedures; and
- Records Retention and Data Protection policies.

Appendix 1: Setting-level health and safety arrangements

This record must be completed for each CFP setting and reviewed whenever responsibilities change and at least annually. It is designed to keep operational details current without requiring the whole Partnership policy to be rewritten.

Local information	Current arrangement
Setting	To be completed locally
Legal employer / relevant local authority	To be completed locally
Head of School / setting leader	To be completed locally
Local health and safety lead	To be completed locally
Competent H&S adviser / service	To be completed locally
Premises / site lead	To be completed locally
Key holders / emergency call-out	To be completed locally
First aid lead / appointed person	To be completed locally
AED location (if provided)	To be completed locally
Fire responsible person / local lead	To be completed locally
Assembly point(s)	To be completed locally
Evacuation equipment / refuge arrangements	To be completed locally
Asbestos dutyholder / local responsible person	To be completed locally
Location of asbestos register / management plan	To be completed locally
Legionella responsible person / contractor	To be completed locally
Location of water hygiene log	To be completed locally
COSHH register / chemical store location	To be completed locally
Electrical / gas servicing records location	To be completed locally
Contractor sign-in / induction arrangements	To be completed locally
Emergency grab bag / critical incident documents	To be completed locally
Site-specific high-risk areas / equipment	To be completed locally
Date local arrangements last reviewed	To be completed locally

Appendix 2: Accident, incident and near-miss review

Use this form, or the employer/local authority equivalent, for significant incidents and near misses. It supplements rather than replaces the accident record.

Review item	Record
Date, time and location	
Person(s) involved / role	
What happened?	
Injury / potential harm	
Immediate action / first aid	
Was emergency assistance required?	
Was a safeguarding referral or DSL review required?	
Was the incident work-related?	
RIDDOR review completed by / outcome	
Relevant risk assessment / procedure	
Contributing factors / underlying causes	
What worked well?	
What needs to change?	
Actions, owner and deadline	
Parent/carer / staff communication completed	
LA / employer / insurer / Ofsted notification required?	
Date actions checked and closed	
Reviewed by	

Appendix 3: Annual health and safety assurance checklist

This checklist is intended as a concise governance and leadership assurance tool. It does not replace statutory inspections, competent-person assessments or local authority audit requirements.

✓	Assurance check	Status / action
☐	Appendix 1 local responsibilities and emergency contacts are current.	
☐	Health and safety site inspections have taken place at least termly and high-priority actions are closed or actively managed.	
☐	General and activity-specific risk assessments are current and significant changes/incidents have triggered review.	
☐	Fire risk assessment is current; fire actions are tracked; alarm tests and termly drills are recorded; evacuation/PEEP arrangements are effective.	
☐	First aid needs assessment is current; qualified cover and equipment are adequate; EYFS paediatric first aid requirements are met.	
☐	Accidents, incidents and near misses are recorded and reviewed; RIDDOR decisions are made by an authorised/competent person; patterns are analysed.	
☐	Asbestos register and management plan are current where applicable; the management plan has been reviewed within 12 months; contractors receive asbestos information before intrusive work.	
☐	Legionella/water risk assessment is current and water log controls are being completed.	
☐	Gas, fixed electrical installations and other utilities are maintained and inspected by competent persons; portable electrical equipment is managed on a risk basis.	
☐	COSHH assessments and chemical storage are current; PPE is suitable and maintained where required.	
☐	Work equipment, PE/play equipment and specialist equipment are maintained and defects are controlled.	
☐	LOLER thorough examinations are in date for relevant lifts, hoists and lifting accessories.	

☐	Working-at-height equipment and practices are controlled; staff are not using unsuitable furniture for access.	
☐	Manual handling / people-handling assessments and training are current where required.	
☐	Lone-working and violence/aggression risks are assessed and incident learning is acted upon.	
☐	DSE users have assessments and know how to request an eye test; home/hybrid arrangements are included where relevant.	
☐	Pregnant workers/new mothers receive individual risk assessments when required; work-related stress risks are considered and acted on.	
☐	Educational visit systems, EVC/local-authority requirements and emergency arrangements are operating effectively.	
☐	Contractor controls, RAMS/permits where required, safeguarding/site segregation and CDM responsibilities are effective.	
☐	Lettings/shared-use arrangements allocate fire, first aid, security, safeguarding and health and safety responsibilities clearly.	
☐	Vehicle movement and delivery arrangements are reviewed and significant pedestrian/vehicle conflict points are controlled.	
☐	Current UKHSA infection-control/exclusion guidance is being used rather than an outdated local list.	
☐	Allergy Safety Policy, safer eating arrangements and EYFS-specific health and safety requirements are being implemented.	
☐	Required health and safety training and induction are up to date, including for new, temporary and relevant agency staff.	
☐	Significant risks, statutory compliance issues and overdue actions have been reported to senior leaders and the Governing Board as appropriate.	

Policy review statement

Connected Futures Partnership will keep health and safety arrangements under active review. The Partnership expects leaders and staff to act on hazards promptly, use professional

judgement proportionately and escalate concerns where risks cannot be adequately controlled at setting level.