Inspired Education Group UK

Health and Safety Policy

50 Queen Anne Street

London

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June 2025

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Health and Safety Policy

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Introduction

1.1 The Inspired Education Group UK Gold Standard

Inspired Education Group UK is an education group whose primary purpose is to develop excellence in education through well-directed investment and professional governance. Its commitment to excellence is embodied in its *Gold Standard*, which comprises two dimensions:

- *Cultural* - fostering high aspirations and expectations of staff and children, always recognising that excellence is a never-ending pursuit
- *Operational* - robust educational governance through which schools are simultaneously supported and challenged in their pursuit of excellence

Each school within the Group has its own strong identity and ethos, and Inspired Education Group UK seeks to preserve these values, fostering the independent spirit of the Heads, and their leadership teams. Heads set the educational and operational priorities of their institutions, always ensuring that these are consistent with the Gold Standard.

1.2 The Health and Safety Management System

Inspired Education Group UK has developed a health and safety management system, comprising of this Health and Safety Policy and supporting Safety Arrangements, to provide the necessary guidance to ensure that health and safety is managed effectively, efficiently and consistently across each nursery and school. Within the Inspired Education Group UK system, each Head is responsible for developing and maintaining their own **Health and Safety Plan** which supplements, but should not duplicate, the Inspired Education Group UK system with the local details of responsibilities, processes and procedures.

1.2.1 Health and Safety Documentation

The **MASTER** copies of the policy and safety arrangements are available on the Inspired Education Group UK Portal to which all staff have access.

All documents that form the health and safety management system are subject to version control and will include an issue date within the document footer.

1.2.2 Updates and Additions

It will be the responsibility of Inspired Education Group UK and AAB Group to ensure that the policy and safety arrangements reflect current legislative requirements and standards.

Inspired Education Group UK will be responsible for issuing electronic updates and additions via links to the Portal.

Where schools maintain hard copies of health and safety management system documents it is paramount that they ensure that any updates issued are inserted and expired/updated documents destroyed.

1.2.3 School Health and Safety Plan

Heads will ensure that a health and safety plan is prepared for their school. The Health and Safety Plan will demonstrate how the Inspired Education Group UK Policy and Safety Arrangements are applied within their respective school. A suggested outline of the content/structure of the health and safety plan is included as an appendix to this policy.

1.2.4 Key Contacts

We use AAB Group to provide our business with 24-hour support for health and safety assistance.

- **Health and Safety Advisory Service**

Provides unlimited access to specialist Health and Safety Advisors by telephone and email 24 hours a day, 365 days a year.

TELEPHONE	EMAIL
0141 271 3988	HSadvice@aab.uk

Health and Safety Policy Statement

Inspired Education Group UK will take all reasonably practicable steps to ensure the health, safety and welfare at work of our staff and all other persons whilst they are on our company premises or affected by our activities.

We will comply with all aspects of the Health and Safety at Work Act 1974, the Management of Health and Safety at Work Regulations 1999, and all other relevant statutory obligations.

The Chief Executive Officer has responsibility for ensuring that proactive health and safety management systems are in place and remain effective through regular monitoring of health and safety performance.

Inspired Education Group UK expects a high standard of health and safety performance and School Heads are responsible for supporting the achievement of health and safety standards by:

- Providing and maintaining safe and healthy working conditions through effective Identification, assessment and management of hazards.
- Providing information, instruction, training, and supervision as necessary to enable staff to perform their work safely and efficiently.
- Making available all necessary equipment, safety devices and protective equipment and to supervise their correct and safe use.
- Communicating, and as necessary consulting with staff on health and safety issues.
- Providing and maintaining, so far as reasonably practicable, a safe place of work and safe means of access to and egress from that place of work.
- Providing and maintaining a working environment that is, so far as reasonably practicable, safe, without risks to health and adequate as regards facilities and arrangements for welfare at work.

All staff have a duty to follow safety instructions, exercise personal responsibility and to do everything within their power in the course of their employment to prevent injury or ill health to themselves or others.

Every contractor and subcontractor of Inspired Education Group UK has a duty to comply with current health and safety legislation and meet recognised professional and statutory health and safety standards.

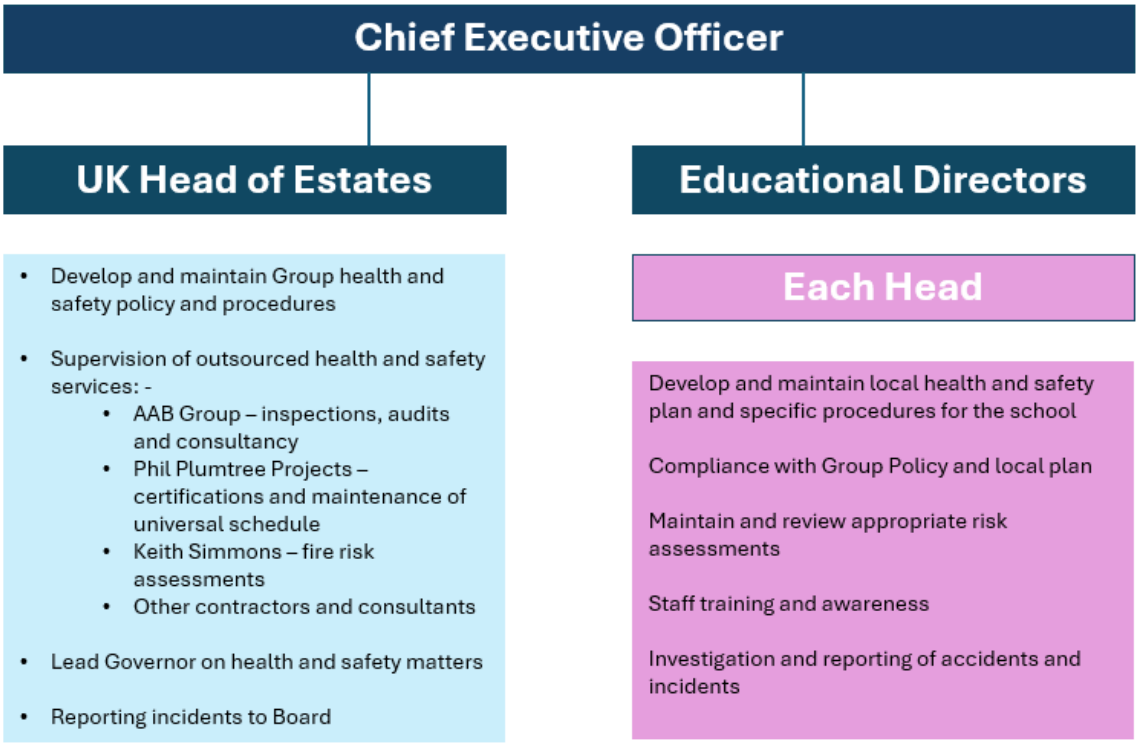
This policy will be subject to monitoring and review on a regular basis to reflect any internal change, legislative and regulatory requirements and to ensure that health and safety standards are maintained.

Signed:

Kathleen Mitchell
Chief Executive Officer

Date: 24.06.2025

Health and Safety Organisation Chart



2. Responsibilities

Key responsibilities are detailed below to ensure that the health and safety policy is effective. Although not exhaustive, responsibility is assigned for fundamental health and safety related activities.

2.1 Chief Executive Officer

The **Chief Executive Officer** is responsible for the proper implementation of the health and safety policy and safety arrangements and for their future development, review and revision as required. This will be achieved by ensuring that:

(a) specific responsibilities for the implementation and management of health and safety are established and that staff are informed of their responsibilities and duties under the health and safety policy.

(b) suitable arrangements for the provision of training/instruction are established.

(c) sufficient resources are provided to support compliance with the policy and arrangements.

(d) hazards in the workplace are identified by means of risk assessments and that these hazards are removed or minimised as far as is reasonably practicable.

(e) the health and safety policy and arrangements remain effective through regular monitoring, audit, and inspection.

2.2 UK Head of Estates

The **UK Head of Estates** is responsible for the day-to-day management of health and safety arrangements at Head Office, and the co-ordination of health and safety arrangements at schools. This responsibility includes ensuring all School Heads have carried out all appropriate risk assessments and that the actions identified as part of the risk assessment process have been implemented. The UK Head of Estates also has the following responsibilities in relation to health and safety: -

(a) Providing the main liaison between Inspired Education Group UK and the AAB Group Health and Safety Service.

(b) Selection and management of all contractors appointed to carry out work on behalf of Inspired Education Group UK.

(c) Ensuring that Heads are implementing the Health and Safety Policy and Arrangements in line with their prescribed responsibilities.

(d) Ensuring that disciplinary action is taken on staff who persistently breach the company's health and safety policy and arrangements.

(e) Ensuring all accidents are correctly investigated and recorded.

(f) Ensuring regular health and safety audits and inspections are carried out and any hazards acted upon.

2.3 School Heads

School Heads are responsible for implementing the Inspired Education Group UK Health and Safety Policy and Arrangements and for the day-to-day management of health and safety within their school. Their responsibilities include: -

(a) Ensuring, so far as is reasonably practicable, that conditions within their establishment are safe and without risk to health.

(b) Ensuring that all staff are made aware of the health and safety policy, safety arrangements and procedures relevant to their area of work.

(c) Ensuring that risk assessments are carried out for all significant hazards and that they are subject to regular review.

(d) Identifying the training needs of staff and maintaining health and safety related training records for all staff.

(e) Advising any person (employee, client, pupil, parent, contractor or visitor) likely to be affected by any known hazard or risk at the school, of the proactive or preventative measures to be taken to minimise the risk.

(f) Ensuring that all accidents and incidents are recorded and investigated.

(g) Reporting all accidents and incidents to the **UK Head of Estates** as soon as possible after the incident, regardless of whether any person (employee, client, pupil, parent, contractor or visitor) has been affected.

(h) In the event of an accident resulting in a fatality or major injury, advising the **UK Head of Estates;** and the **AAB Group Health and Safety Service** immediately.

(i) Investigating the cause(s) of accidents and incidents, including ensuring that all possible steps are taken to remove the hazard and prevent a recurrence.

(j) Undertaking regular school health and safety inspections to ensure that safe and healthy practices/standards are being adopted and maintained.

(k) Ensuring that all fire safety and school security measures are in place, maintained and documented.

(l) Ensuring that all staff are trained in the school fire and evacuation procedures and the lock down procedures.

(m) Reporting any damage or defects to property, plant and/or equipment to the **UK Head of Estates** and arranging for work to be carried out to the appropriate standard.

(n) Ensure that suitable first aid provision for staff and children is made within the school.

(o) With the UK Head of Estates, ensure disciplinary action is taken for members of staff who persistently breach the health and safety policy/arrangements.

(p) Working with staff to provide and maintain a safe and healthy school environment and ensure any risks identified by staff are acted upon immediately.

(q) Authorisation and supervision of any contractors who are engaged in activities in the school including ensuring that they are made aware of and work within the health and safety policy and arrangements.

2.4 Staff

Staff duties under section 7 of the Health and Safety at Work Act include co-operating with the employer to enable compliance with their statutory duties for health and safety. All staff will, therefore, be responsible for: -

(a) Informing their School Head of any situation or condition at work which they consider is, or could be, a risk to the health, safety and or welfare of staff, children or others.

(b) Ensuring their own safety and welfare and that of others who may be affected by their acts or omissions at work.

(c) Avoiding/preventing any activities that could create a hazardous or unsafe condition that could compromise either themselves, others or equipment supplied by Inspired Education Group UK.

(d) Adhering to all relevant health and safety procedures and safe working practices in line with their training and instructions.

(e) The proper use, maintenance and storage of any personal protective equipment supplied by Inspired Education Group UK for their safety, health and welfare.

(f) Reporting all accidents, incidents and/or dangerous occurrences to their School Head.

(g) Abstaining from any form of alcoholic beverage when attending work; while going about Inspired Education Group UK business or when in the charge of a company vehicle;

(h) Not ingesting, injecting, or taking any form of drugs, either prescribed or not, which could in any way affect their ability to function in a safe manner. Where prescribed drugs need to be taken, staff must inform the School Head immediately.

3. Organisation

Inspired Education Group UK will ensure that health and safety is an integral part of the overall management culture and will seek to develop a positive attitude to health and safety amongst staff.

3.1 Information, Instruction and Training

All staff will receive induction training at the commencement of their employment that will include health and safety.

Staff will receive relevant information, instruction and/or training to ensure that they work safely and have the necessary skills to carry out the job in which they have been employed.

Training records will be maintained for all staff who will be required to sign the training record to confirm that they have received such information, instruction and/or training. Training records will be held in personnel files.

Inspired Education Group UK recognises that additional or special training may be required on an ongoing basis and will ensure that suitable arrangements for the provision of training are established. Such training may include: -

- Fire safety
- Use of hazardous substances
- Manual handling
- First Aid
- Risk Assessment

3.2 Alcohol and Drugs

Inspired Education Group UK recognises that the provision of a safe and healthy school environment may be affected by those who misuse alcohol and drugs and that it may affect their performance, conduct and relationships at work. Against this background the organisation will promote the health and wellbeing of staff to minimise problems at work arising from the effect of alcohol or drugs.

3.3 Communication

Inspired Education Group UK communicates with staff as necessary on health and safety issues by one or more than the following: -

- Written instructions/information by email
- One to one meeting
- Group meetings
- Notice boards
- Inspired Education Group UK Portal

All staff will receive a copy of the Health and Safety Policy and any subsequent amendments. Staff will be required to sign documentation to confirm that they have read and understood the policy and duties placed upon them. The signed documentation will be retained in their training record.

3.4 Consultation

Inspired Education Group UK will encourage co-operation and consultation with staff on matters relating to their health and safety at work.

3.4.1 Inspired Education Group UK

The Inspired Education Board will consider Safeguarding, Compliance and Risk which will include updates on health and safety matters including accidents and incidents, health and safety performance, statutory compliance programmes etc.

All Board meetings will be recorded and actions/decision relating to health and safety communicated to all Heads for information and/or action as appropriate.

3.4.2 Schools

Schools will establish suitable health and safety consultation arrangements in the form of a health and safety committee.

The Health and Safety Committee should comprise of members of the Senior Leadership Team (SLT) and staff representation, and it is recommended that the Committee operates as follows: -

(a) The H&S Committee will meet at least once per term, either as a separate Committee, or for smaller establishments, as an extended SLT meeting focussing specifically on health and safety matters and involving staff representatives,

(b) Meetings will be recorded on SharePoint

(c) A record of the H&S Committee/Meeting should be retained, and action points assigned and monitored as required.

(d) Key items for discussion/review will include recent accidents/incidents including outcomes of any accident/incident investigations; outcomes of any recent audits or inspections; review of training requirements/training programmes; H&S issues/concerns raised by staff; new/updated Inspired Education Group UK Health and Safety information.

(e) Where required issues will be escalated to the CEO and UK Head of Estates.

3.5.2 External Communication and Consultation

Our Health and Safety Advisers are:

AAB	**AAB Group H&S Service** 133 Finnieston Street Glasgow G3 8HB Tel: 0141 271 3988 Email: HSadvice@aab.uk

4 Planning and Implementation

4.1 Inspired Education Group UK

Inspired Education Group UK have prepared detailed Safety Arrangements to accompany the policy and provide guidance on the management of a range of health and safety issues. Safety Arrangements are accessible to all staff via the Inspired Education Group UK Portal.

4.2 Schools

Heads of schools will prepare a health and safety plan for their area of responsibility outlining the specific health and safety arrangements that are in place. A template for the health and safety plan is provided at Appendix 1.

4.3 PP Projects SharePoint

The PP Projects SharePoint is a web-based management system used to track all life and health and safety regulatory checks on premises and facilities and routine checks that are carried out in each facility, e.g. fire alarm tests, health and safety committee meetings etc.

All Heads, senior leadership team members and caretakers have access to the SharePoint and can update the information held as required.

4.4 Training

Training on health and safety topics is available as follows: -

(a) General health and safety training is available from our competent advisers AAB Group.
(b) Fire Safety Training is available from our Fire Risk Assessor.

5 Monitoring, Audit and Review of Safety Performance

The effectiveness of the Inspired Education Group UK health and safety policy and arrangements will be monitored in the following ways: -

5.1 Accidents and Incidents

Accidents at the following levels of severity will be analysed by the UK Head of Estates with a view to determining and eliminating their causes: -

- Specified injury/dangerous occurrence/industrial disease
- Lost time accidents (7 days or more)
- Other injury

5.2 School Inspections and Audit

Regular and systematic inspections will be carried out to ensure that the requirements of the organisations policy and arrangements are being met. AAB Group health and safety consultants will carry out six monthly compliance inspections at each site and report findings to the relevant Head and to the UK Head of Estates.

5.3 PP Projects SharePoint

PP Projects SharePoint provides the system for the storage of and access to individual school property management and health and safety records and includes monitoring to ensure that statutory inspections etc. are completed within the required timescales.

5.4 Policy and Arrangements

This policy and the associated arrangements will be subject to review annually or in the event of any significant change to health and safety law. The review will be carried out by AAB Group and any revision will be drawn to the attention of all Heads and staff to whom the contents are relevant.

Template Health and Safety Plan for School

1. Introduction

The School Health and Safety Plan supports the Inspired Education Group UK Health and Safety Policy and Arrangements. The Health and Safety Plan is a statement of the practical and specific health and safety arrangements established within the school.

The Health and Safety Plan is not intended to duplicate the Policy and Arrangements, but rather represents a statement of the actions taken by the Head to ensure compliance with health and safety law.

The health and safety plan will be agreed by the senior leadership team and staff representatives and subject review annually or in the event of any significant change.

2. School Roles and Responsibilities

Key roles and responsibilities have been identified for the management of health and safety and implementation of the health and safety plan within the school as follows: -

2.1 Heads

The responsibilities of the Head are outlined in the Inspired Education Group UK Health and Safety Policy. To ensure the effective management of health and safety within the school specific health and safety responsibilities have been delegated as follows: -

Head to add list of staff who carry specific health and safety responsibilities and brief outline of what those responsibilities are, e.g. The Head of IT will ensure that DSE assessments are carried out for all staff who are significant users of display screen equipment; The premises manager will be responsible for ensuring the safety of the property on a day-to-day basis including identifying and making small repairs etc.

3. H&S Communication and Consultation

3.1 Communication of Health and Safety Information

Health and Safety Information will be communicated to staff as follows: -

- As part of their induction at commencement of employment. This will include the Inspired Education Group UK Health and Safety Policy and Arrangements and health and safety information/risk assessments specific to their role.
- Through ad-hoc staff meetings; as part of staff appraisals and one to one meetings with line management
- Display of relevant health and safety information on staff noticeboards
- Access to the Inspired Education Group UK Portal

Head to add to list as appropriate

3.2 Consultation

The Head has established a Health and Safety Committee in line with the requirements of the Inspired Education Group UK Health and Safety Policy and Safety Arrangement on Communication and Consultation.

Membership of the Health and Safety Committee for the School is as follows:-

Head to add membership, ensuring that there is suitable staff representation on the committee. Further advice of staff representation is included in the Safety Arrangement on Communication and Consultation

The arrangements for meetings and record keeping are as follows:

Head to outline format and frequency of meetings, arrangement for record keeping and escalation of H&S issues.

4. First Aid Arrangements

The following arrangements have been established for the provision of first aid within the school:

4.1 Assessment of First Aid Requirements

Head to document the assessment of first aid requirement for the school, e.g. number of first aiders, first aid supplies etc. Refer to Safety Arrangements of First Aid for further information.

4.2 First Aiders

Head to list the named first aiders for the school

4.3 Head Injuries

Head to outline the protocols in place for the management of head injuries.

4.4 Administration of Medicines

Head to outline the arrangement for the administration of medicines within the school.

5. Accident/Incident Reporting and Recording Arrangements

All accidents, incidents, near misses and dangerous occurrences will be reported to *[named person/place]* and recorded in the Accident Book/Incident Log [add/delete as appropriate]

All accidents/incidents will be subject to review and investigation by [named person] to ensure that, where appropriate, action is taken to prevent a recurrence.

Head to outline specific procedures for reporting and investigating accidents/incidents within the school: refer to Safety Arrangement on Accident Reporting and Investigation for further information.

6. Fire Safety

The following arrangements have been established for fire safety within the school

6.1 Fire Marshall

[Add named person(s)]

6.2 Fire Wardens

[Add named persons]

6.3 Fire Evacuation Procedures

Head to outline fire evacuation procedures or add link/reference to school fire policy/plan.

6.4 Personal Emergency Evacuation Plans

Where there are members of staff or children with disabilities that require them to be assisted to evacuate the building these should be listed here. Detailed personal emergency evacuation plans can be added to the fire policy/plan as appendices. Refer to Safety Arrangement on Fire Safety for further advice.

7. Security and Lock Down Procedures

Head to outline the school security arrangements, e.g. physical security systems (controlled entry, CCTV etc); visitors/contractors sign in/management while on site and the specific school lock down procedure. Summary can be provided with link/reference to associated documents as required.

8. Asbestos Survey and Management Plan

Where the school has asbestos containing materials a copy of the asbestos survey showing the type, location and condition of ACM's and the required management arrangements including actions to take in the event of accidental damage/disturbance of asbestos should be included/referenced in the H&S Plan. Refer to Safety Arrangement on Asbestos and Universal Schedule for more information.

9. Driving and Vehicles

The school owns and operates the following vehicles: -

[Add details of each vehicle(s) operated by the schoole]

9.1 Maintenance of School Vehicles

[Add the arrangements for the maintenance and repair, including regular servicing and MOT, of school vehicles]

9.2 Vehicle Checks

School vehicles will be subject to a weekly check using the checklist provided in the Safety Arrangement on Driving at Work. All defects will be reported to [add named person].

All vehicles will be subject to a visual inspection prior to use with any defects reported to [add named person].

9.3 Authorised Drivers

Members of staff who are authorised to drive for work are as follows:

(a) School Vehicles: the following drivers have been authorised to drive the school vehicle: -

- [add authorised drivers]

(a) Business Drivers: members of staff who are required to drive as part of their job using their own vehicle: -

- [add business drivers]

All authorised drivers will be required to submit their driving licence for inspection at least annually. Business drivers will also require to submit evidence of vehicle insurance including use for business purposes for inspection annually.

Staff will be responsible for the maintenance of their own vehicles.

9.4 Transportation of Children

Head to outline the school arrangements for the transportation of children.

10. Risk Assessments

Risk assessments have been prepared for identified significant hazards within the school and are listed below.

[Add named person(s)] are responsible for the communication of risk assessments to relevant staff and for carrying out regular reviews to ensure that risk assessments remain suitable and sufficient.

Risk assessments are made available to staff via [add location where staff can view risk assessments]

[Add list/summary of risk assessments and links to completed documents]