



Health & Safety Policy

Created: November 2025

Created by: P Marsden

Next Review: November 2026

Policy overview

1. Statement of Intent

Active Futures Academy is committed to ensuring the health, safety, and wellbeing of all pupils, staff, visitors, and contractors within our alternative education provision. We recognise our duty under the **Health and Safety at Work etc. Act 1974**, the **Management of Health and Safety at Work Regulations 1999**, and other relevant legislation.

Our aim is to:

- Provide a safe and supportive learning environment tailored to the needs of pupils.
- Prevent accidents, injuries, and work-related ill health.
- Promote a culture where safety is everyone's responsibility.
- Continually improve our health and safety standards through monitoring and review.

This policy will be reviewed annually, or sooner if required.

2. Responsibilities

Head of Provision / Senior Leader

- Ensure that health and safety responsibilities are properly assigned and resourced.
- Review and approve the health and safety policy annually.
- Implement and monitor the policy on a daily basis.
- Ensure that risk assessments are completed, recorded, and acted upon.
- Provide adequate training, supervision, and information to staff and learners.
- Report serious incidents to relevant authorities (e.g., RIDDOR, Ofsted, Local Authority).

Staff

- Take reasonable care for their own health and safety and that of others.
- Follow health and safety instructions and training provided.
- Report hazards, accidents, and near-misses immediately.
- Model safe behaviour to pupils at all times.

Pupils

- Follow safety rules and behave responsibly.
- Report unsafe behaviour or hazards to staff.
- Respect safety procedures and equipment.
- Follow the school behaviour policy

Visitors and Contractors

- Must follow site health and safety rules.
- Remain under supervision where required.
- Report any concerns to the designated health and safety lead.

3. Risk Management – Please see separate Risk Management Policy with associated Risk Assessment.

- **Risk Assessments:** Completed for all activities, including off-site trips, vocational placements, and high-risk interventions.
- **Special Considerations:** Specific risk assessments will address the needs of pupils with additional vulnerabilities (e.g., SEN, behavioural risks).
- **Review:** Assessments reviewed annually, or sooner following incidents or significant changes.

4. Health and Safety Arrangements

Premises and Equipment

- Regular inspections of classrooms, workshops, kitchens, and outdoor areas.
- PAT testing for electrical equipment.
- Safe storage of tools, materials, and hazardous substances (COSHH compliance).

Fire Safety

- Fire risk assessment maintained and reviewed annually.
- Weekly alarm tests and termly evacuation drills.
- Fire assembly point clearly communicated to all stakeholders – Staff and students on induction – This is by the carpark entrance, away from the building
- Clear signage and accessible fire exit.

First Aid

- Qualified First Aiders available during operational hours.
- First Aid kits maintained in key areas – Staff kitchen, school transport, staff office
- Accidents recorded in the accident book/log; serious incidents reported to RIDDOR.
- A first aid and medicines policy has been created. See Appendix A:

Safeguarding and Welfare

- Staff trained in safeguarding and child protection.
- Procedures in place to manage challenging behaviour safely, with emphasis on de-escalation.
- Mental health and wellbeing support integrated into practice.
- Students to be supervised by a member of staff at all times if they are outside of the building/in the surrounding grounds.
- The site will be secure whilst students are in the building. Mag lock fitted to main door so that people cannot enter the site.
- All visitors and contractors must sign in and out in the visitors book on arrival and departure.
- Intercom system to be put into place to identify visitors
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Off-Site Activities

- Comprehensive risk assessments for all trips, vocational placements, and transport arrangements. (See individual risk assessments)
- Staff-to-pupil ratios based on risk assessment and guidance.
- Parental consent and emergency contacts recorded.

COVID-19 / Infectious Disease Control

- Hygiene protocols (handwashing, cleaning regimes).
- Contingency plans in line with UKHSA/Public Health England advice.

5. Monitoring and Review

- Health and Safety Lead conducts termly audits and reports findings to leadership.
 - All incidents and near misses reviewed to prevent recurrence.
 - Staff and pupil voice gathered to improve safety culture.
 - Policy reviewed annually, or sooner if legislation or practice changes.
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6. Key Contacts

- **Health and Safety Lead:** P Marsden
- **First Aid Lead:** P Marsden
- **Designated Safeguarding Lead:** P Marsden
- **Local Authority/Fire Officer Contact:** [\[Details\]](#)



First Aid and Storing of Medicine Policy

Date created: November 2025

Created by: Mr P Marsden

Review date: November 2026

1. Policy Statement

This policy outlines the procedures and responsibilities for the provision of first aid and the safe storage and administration of medicines within Active Futures Academy. It ensures compliance with statutory requirements and promotes the health, safety, and welfare of all pupils, staff, and visitors.

2. Legal Framework

This policy is based on:

- The Health and Safety (First Aid) Regulations 1981
- The Children and Families Act 2014, Section 100
- The Education (Independent School Standards) Regulations 2014
- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013
- DfE Guidance: Supporting Pupils at School with Medical Conditions
- DfE Guidance: First Aid in Schools, Early Years and Further Education

3. Aims

- To ensure appropriate first aid provision is available at all times.
- To ensure safe storage, handling, and administration of medicines.
- To support pupils with medical needs to access education safely and fully.

4. First Aid Provision

4.1 Appointed Persons and First Aiders

- At least one trained first aider will be on site at all times.
- All first aiders will hold a valid certificate in Emergency First Aid at Work (EFAW) or First Aid at Work (FAW).

4.2 First Aid Equipment

- First aid kits are located in key areas and checked monthly (Kitchen/school transport/Staff room).
- Portable kits are available for off-site activities and trips.

4.3 Procedures

- All incidents requiring first aid are recorded in the accident log.
- Parents/carers are informed of any significant injury or treatment.
- RIDDOR-reportable incidents are reported to the HSE.

5. Administration and Storage of Medicines

5.1 General Principles

- Medicines are only administered with written parental consent.

- Only prescribed medicines or those required in emergencies (e.g. inhalers, EpiPens) are permitted on site.
- Non-prescription medicines are not administered unless agreed in exceptional circumstances.

5.2 Storage

- Medicines are stored securely in a locked cabinet or refrigerator (if required).
- Controlled drugs are stored in a separate, locked container and recorded in a controlled drugs register. It is located in the school staff room

5.3 Administration

- Only trained staff administer medicines.
- A written record is kept of all medicines administered, including date, time, dosage, and staff signature.
- Pupils with long-term conditions will have an Individual Healthcare Plan (IHP) developed in consultation with parents and healthcare professionals.

5.4 Emergency Medication

- Emergency medication (e.g. salbutamol inhalers, adrenaline auto-injectors) is accessible and clearly labelled.
- Staff are trained in the use of emergency medication.

6. Training

- All staff receive regular training on first aid, managing medical conditions, and administering medication.
- Training records are maintained and reviewed annually.

7. Monitoring and Review

- This policy is reviewed annually or following any significant incident or change in legislation.
- Monitoring is conducted by the designated Health and Safety Lead.

8. Roles and Responsibilities

- Headteacher: Ensures policy implementation and adequate resources.
- Staff: Follow procedures and attend training.
- Parents/Carers: Provide up-to-date medical information and consent.
- Pupils: Where appropriate, take responsibility for their own medication under supervision.

First Aid Log

FIRST AID REGISTER 2025/26							
This form should be used by all First Aid Officers to record treatment provided.							
1	2	3	4	5	6	7	8
Date:	Time:	Name of patient:	Description of injury:	How the injury occurred:	Treatment provided:	First Aider Name:	Initials:
9	10	11	12	13	14	15	16
17	18	19	20	21	22	23	24
25	26	27	28	29	30	31	32
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