



FUTURES-ESSEX
EDUCATING MINDS, SOARING HIGH

Health and Safety Policy

Approved by:	Lauren Collin	Date: 01/05/2024
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1. Aims

Futures-Essex is committed to providing and maintaining a safe and healthy environment for all staff, pupils, visitors, and contractors. We aim to:

- Provide and maintain safe working conditions
- Ensure that safe working practices are established and maintained
- Establish robust emergency procedures
- Maintain premises and equipment safely, ensuring regular inspections
- Promote a positive culture of health, safety and wellbeing across the organisation

2. Legislation

Department for Education – Health and safety: responsibilities and duties for schools

<https://www.gov.uk/government/publications/health-and-safety-advice-for-schools>

Health and Safety Executive (HSE) – Education and schools

<https://www.hse.gov.uk/services/education/>

The Health and Safety at Work etc. Act 1974

<https://www.legislation.gov.uk/ukpga/1974/37/contents>

The Management of Health and Safety at Work Regulations 1999

<https://www.legislation.gov.uk/uksi/1999/3242/contents/made>

The Control of Substances Hazardous to Health Regulations 2002 (COSHH)

<https://www.legislation.gov.uk/uksi/2002/2677/contents/made>

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

<https://www.legislation.gov.uk/uksi/2013/1471/contents/made>

The Health and Safety (Display Screen Equipment) Regulations 1992

<https://www.legislation.gov.uk/uksi/1992/2792/contents/made>

The Gas Safety (Installation and Use) Regulations 1998

<https://www.legislation.gov.uk/uksi/1998/2451/contents/made>

The Regulatory Reform (Fire Safety) Order 2005

<https://www.legislation.gov.uk/uksi/2005/1541/contents/made>

The Work at Height Regulations 2005

<https://www.legislation.gov.uk/uksi/2005/735/contents/made>



Futures-Essex also follows national guidance from the UK Health Security Agency in relation to infection prevention and control.

3. Roles and Responsibilities

3.1 The Futures-Essex Board of Directors has ultimate responsibility for health and safety matters, delegating day-to-day responsibilities to the Director and senior leadership team.

3.2 The Director ensures compliance, reports to the Board, and oversees implementation of the Health and Safety Policy.

3.3 The Health and Safety Lead is responsible for carrying out risk assessments, organising training, monitoring compliance, and liaising with external agencies where necessary.

3.4 All staff must take reasonable care of themselves and others, co-operate with training, follow procedures, report hazards, and model safe practice for pupils.

3.5 Pupils and parents/carers are expected to follow Futures-Essex guidance and report health and safety concerns.

3.6 Contractors must provide evidence of risk assessments and comply with Futures-Essex procedures before work begins.

4. Site security

The Site Manager is responsible for securing Futures-Essex premises. Access is controlled during operating hours. All staff are issued with ID badges. Visitors must sign in, wear visitor passes, and be accompanied while on site. Out-of-hours access is restricted to authorised personnel only.

5. Fire safety

Fire evacuation procedures are displayed in all rooms. Fire drills take place termly. Fire alarms are tested monthly. Designated Fire Marshals support evacuation. Assembly points are clearly signposted in outdoor areas. Staff receive training in evacuation procedures, and individual evacuation plans are in place for anyone with mobility difficulties.

6. Control of Substances Hazardous to Health (COSHH)

The Health and Safety Lead is responsible for COSHH risk assessments. Hazardous substances are kept in locked storage areas, with clear labelling. Staff receive training in safe handling. Cleaning contractors must follow Futures-Essex COSHH procedures. Spill kits are provided where substances are stored.

7. Equipment

All equipment is maintained according to manufacturer instructions. Electrical testing (PAT) is completed annually. PE and specialist equipment are checked termly. Staff using Display Screen



Equipment complete workstation assessments. Equipment faults must be reported immediately to the Site Manager.

8. Lone working

Lone working is permitted only where risk assessments confirm it is safe. Staff must inform a colleague or manager when working alone. Potentially hazardous tasks (e.g. working at height) will not be carried out by lone workers.

9. Working at height

Only trained staff or contractors may work at height. Equipment such as ladders must be inspected before use. Pupils are prohibited from using ladders. Roof access is restricted to contractors with appropriate training and equipment.

10. Manual handling

Staff must assess loads before lifting. Assistance or lifting aids should be used for heavy or awkward loads. Manual handling training is provided where relevant. Staff should follow safe lifting techniques to avoid injury.

11. Off-site visits

Risk assessments are required for all off-site visits. Trips are authorised by the Director or delegated lead. A trained first aider accompanies all trips. Staff carry a mobile phone, pupil medical information, and emergency contacts.

12. Lettings

Hirers of Futures-Essex facilities must comply with this Health and Safety Policy. Letting agreements include responsibilities for fire safety, first aid, and safeguarding procedures.

13. Violence at work

Futures-Essex has a zero-tolerance policy towards violence, aggression, or threats against staff. Incidents must be reported immediately to the Director, recorded, and appropriate action taken.

14. Smoking

Smoking, including e-cigarettes and vaping, is prohibited on Futures-Essex premises and grounds.

15. Infection prevention and control

We follow UK Health Security Agency guidance. Staff and pupils are encouraged to follow good hygiene practices, including handwashing, respiratory etiquette, and staying home when unwell. Cleaning regimes include frequent cleaning of high-touch surfaces and good ventilation of rooms.

16. New and expectant mothers

Risk assessments will be conducted for new or expectant mothers. Adjustments will be made to ensure their safety. Staff should report any concerns regarding exposure to infection or unsafe work environments.



17. Occupational stress

Futures-Essex is committed to staff wellbeing. Staff can raise concerns with line managers or the Director. Workload will be monitored, and access to wellbeing resources is provided.

18. Accident reporting

All accidents must be reported and recorded on an Accident Form. Serious incidents will be reported to the HSE under RIDDOR. Parents/carers will be informed of pupil injuries requiring medical attention. Records will be retained securely for at least 3 years.

19. Training

Health and safety training is part of staff induction. Refresher training is provided annually. Staff working in higher-risk areas (science, PE, workshops) receive additional training.

20. Monitoring

The Health and Safety Lead reviews this policy annually. Findings are reported to the Board. Regular audits and risk assessment reviews are carried out to ensure compliance.

21. Links with other policies

This policy links with the following Futures-Essex policies:

First Aid, Risk Assessment, Safeguarding, Supporting Pupils with Medical Needs, Emergency/Critical Incident Plan, and Staff Wellbeing Policy.