Building Confidence, Inspiring Achievement

Burbage Primary School

Health and Safety Policy

Burbage Primary School

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Document control	Details
Policy owner	Embark Federation of Schools (employer)
Local policy lead	Anthony Tierney, Headteacher
Operational coordinator	Emma Moore, School Business Manager
Educational Visits Coordinator	Alice Simmon
First Aid Lead	Becki Baker
Approval	Local Governing Team, subject to Embark scheme of delegation
Issue date	November 2026
Review date	November 2027, or earlier following significant change, incident or new guidance
Status	School-specific policy supplementing the Embark Trust Health and Safety Policy
Consultation	Staff and recognised trade union safety representatives, where appointed

Approved and signed

Role	Name	Signature	Date
Headteacher	Anthony Tierney		
Chair of Local Governing Team			

This policy is designed to align Burbage Primary School with the Health and Safety at Work etc. Act 1974, associated regulations, current HSE and Department for Education guidance, the Embark Federation Trust policy and the school's Risk Prevention Audit actions. Compliance depends on implementation, competent advice, current risk assessments, statutory inspections and retained evidence; adoption of this document alone does not constitute legal assurance.

Contents

1. Purpose, status and scope
2. Legal and regulatory framework
3. Statement of intent
4. Organisation and responsibilities
5. Risk management system
6. Core operational arrangements
7. Curriculum, visits, play and pupil safety
8. Monitoring, audit and assurance
9. Communication, consultation and training
10. Records, retention and review
Appendix A - Monitoring and inspection schedule
Appendix B - Risk Prevention Audit action plan
Appendix C - Compliance cross-reference
Appendix D - Key contacts and linked documents

1. Purpose, status and scope

Burbage Primary School is an academy within Embark Federation. Embark Federation is the employer and holds ultimate accountability for health and safety. This local policy translates the Trust policy into school-level responsibilities and arrangements. It must be read with the Embark Trust Health and Safety Policy, Trust schemes of delegation, Derbyshire County Council Health and Safety guidance commissioned by the Trust, and relevant school risk assessments and procedures.

The policy applies to employees, agency and temporary workers, volunteers, governors, pupils, visitors, contractors, hirers and anyone affected by school activities, whether on site, off site, travelling for school business or working remotely where the activity is under the school's control.

Burbage serves around 350 pupils in fourteen classes, including Reception/EYFS. The school's approach gives particular attention to age, maturity, SEND, medical needs, communication needs and foreseeable vulnerability, while avoiding disproportionate restrictions that remove valuable learning, play and independence-building opportunities.

2. Legal and regulatory framework

The school will comply with legislation and authoritative guidance applicable to its activities. The principal framework includes:

- Health and Safety at Work etc. Act 1974, including the duty to protect employees and others so far as is reasonably practicable.
- Management of Health and Safety at Work Regulations 1999, including suitable and sufficient risk assessment, competent assistance, cooperation, coordination and arrangements for planning, organisation, control, monitoring and review.
- Workplace (Health, Safety and Welfare) Regulations 1992; Regulatory Reform (Fire Safety) Order 2005; Control of Asbestos Regulations 2012; Control of Substances Hazardous to Health Regulations 2002; Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013.
- Provision and Use of Work Equipment Regulations 1998; Lifting Operations and Lifting Equipment Regulations 1998; Electricity at Work Regulations 1989; Work at Height Regulations 2005; Manual Handling Operations Regulations 1992; Personal Protective Equipment at Work Regulations 1992/2022 as applicable.
- School Premises (England) Regulations 2012 and the Education (Independent School Standards) Regulations 2014 provisions applicable to academies.
- DfE Health and safety: responsibilities and duties for schools; DfE educational visits, first aid, supporting pupils with medical conditions, emergency planning, allergy safety and estates guidance.
- HSE education-sector guidance, including sensible and proportionate leadership, classroom checks, asbestos, stress, slips and trips, training, incident reporting and worker consultation.
- Academy Trust Handbook 2026, Embark governance and estates arrangements, and the Trust's commissioned competent advice from Derbyshire County Council Health and Safety Service.

Where a conflict appears between this local policy and legislation or a Trust instruction, the statutory requirement and then the Trust instruction take precedence. The Headteacher will seek prompt clarification from Embark and the competent health and safety adviser.

3. Statement of intent

Embark Federation, the Local Governing Team and the Headteacher are committed to providing and maintaining, so far as is reasonably practicable, a safe and healthy place of work and learning. Burbage will focus on real risks capable of causing harm, use proportionate controls, and promote risk awareness rather than risk avoidance.

- prevent injury and work-related ill health;
- maintain safe premises, access, egress, plant, equipment and systems of work;
- assess significant risks and implement the hierarchy of control;
- provide suitable information, instruction, training and supervision;
- consult employees and recognised safety representatives;
- provide appropriate welfare, first aid and emergency arrangements;
- protect pupils, visitors, contractors and the public from risks arising from school activities;

- support children to encounter well-managed challenge through curriculum, OPAL play, outdoor learning and educational visits;
- continually improve practice through audit, incident learning, trend analysis, inspections and review.

4. Organisation and responsibilities

Role	Key responsibilities
Embark Board of Trustees	Employer accountability; strategic governance; approval of Trust policy; sufficient resources; oversight through the Audit and Risk Committee; assurance that estates and asbestos duties are fulfilled.
Embark Central Team / Estates Lead	Trust-wide standards, advice, training coordination, commissioned competent support, Every System oversight, escalation of significant premises investment and reporting to Trustees.
Derbyshire County Council Health and Safety Service	Competent advice commissioned by Embark; audits, guidance, specialist support and agreed reporting metrics. Advice does not transfer the employer's legal duties.
Local Governing Team	Local scrutiny and challenge; approval within delegated authority; health and safety as a standing governance matter; monitoring actions, resources, incidents and assurance; link-governor visits.
Headteacher - Anthony Tierney	Day-to-day leadership and implementation; local policy; risk controls; emergency arrangements; competent appointments; training; contractor control; incident escalation; termly and annual assurance reporting.
Deputy Headteacher / DSL - Catherine Oliver	Acts for the Headteacher when delegated; supports emergency, safeguarding and operational risk management.
School Business Manager / H&S Coordinator - Emma Moore	Coordinates risk assessments, Every System evidence, accident and near-miss records, trend analysis, statutory compliance records, contractor documentation, training matrix and action tracking.
Site team / competent contractors	Daily premises checks; fire and water checks where trained; defect reporting; safe plant and equipment; contractor liaison; statutory inspection evidence; immediate isolation of unsafe areas or equipment.
Educational Visits Coordinator - Alice Simmon	Quality assures visits, Visit Leader competence, EVOLVE submissions, provider checks, risk-benefit assessments, emergency planning and inclusion arrangements.
First Aid Lead - Becki Baker	Coordinates first-aid needs assessment, training, equipment, records and review; supports medicine and emergency-care arrangements in line with separate policies.
Senior and middle leaders	Apply the policy within areas of control, ensure suitable assessments and supervision, inspect work areas, resolve or escalate concerns, investigate incidents and verify actions.
All employees	Take reasonable care; follow training, instructions and controls; report hazards, accidents and near misses; use equipment correctly; do not interfere with safety measures; cooperate with investigations.
Pupils	Follow reasonable safety instructions, report hazards, use equipment responsibly and develop age-appropriate understanding of risk.
Contractors, visitors and hirers	Follow site rules and induction; cooperate and coordinate; provide required RAMS, competency and insurance evidence; report hazards and incidents; remain within authorised areas.

5. Risk management system

5.1 Approach

Risk assessments will be suitable and sufficient, proportionate to the risk and completed by competent persons. They will identify hazards, persons at risk, existing controls, further actions, owners and completion dates. Controls will follow the hierarchy: eliminate, substitute, engineering controls, administrative controls, then PPE.

- review at least annually where the school has set that frequency, and sooner after an incident, material change, new guidance or evidence that controls are ineffective;
- consult the people who carry out the work and communicate relevant findings to those affected;
- consider staff and pupils requiring individual adjustments, including pregnancy, disability, medical conditions, SEND, temporary injury and PEEPs;
- use dynamic assessment only for changing circumstances, not as a substitute for planned assessment;
- record significant residual risks on the school risk profile and escalate beyond local authority or resources to Embark.

5.2 Risk-benefit assessment

For play, outdoor learning, educational visits and practical curriculum experiences, Burbage will balance foreseeable benefits with the likelihood and severity of harm. The school will not seek to remove all uncertainty or challenge. Controls will enable pupils to build judgement, confidence, resilience and independence while preventing serious or unreasonable harm.

5.3 New and expectant mothers, young workers and individual needs

Individual assessments will be completed promptly when notified and reviewed as circumstances change. Confidential medical information will be shared only on a need-to-know basis. Reasonable adjustments, personal care, moving and handling plans, medical plans and PEEPs will be coordinated across relevant policies.

6. Core operational arrangements

Accident, incident, near-miss and RIDDOR reporting

All injuries, occupational ill health, dangerous occurrences, violence, near misses and significant property damage are reported promptly. The School Business Manager maintains a single auditable system, ensures records are retained appropriately, undertakes termly trend analysis and seeks competent advice on RIDDOR. Serious incidents are reported immediately to the Headteacher and Embark and notified to insurers/RPA through Trust routes where required.

First aid and medical needs

A documented needs assessment determines trained personnel, equipment and cover across the school day, clubs and visits. Treatment is recorded and parents informed according to the First Aid and Supporting Pupils with Medical Conditions policies. Emergency medication is accessible, expiry-checked and supported by individual healthcare plans.

Allergy and anaphylaxis

The school follows current statutory allergy-safety guidance. It maintains individual plans, communicates allergens and controls to relevant staff and contractors, trains staff to recognise and respond, ensures access to prescribed adrenaline auto-injectors and emergency devices where held, and reviews incidents and near misses.

Fire safety

A competent fire risk assessment is maintained and reviewed. Escape routes and fire doors remain effective; alarm call points are tested weekly; emergency lighting function/flick tests are recorded at the specified routine frequency and full-duration tests are completed by competent persons; extinguishers, alarm and lighting are serviced; drills occur at least termly and learning is recorded; PEEPs are current.

Emergency planning and lockdown

The school maintains confidential operational plans for fire, lockdown, bomb threat, gas leak, utilities failure, severe weather, infectious disease and other foreseeable emergencies. Plans identify command roles, communications, evacuation/invacuation, off-site shelter, pupil accounting, reunification and business continuity. Drills are proportionate and debriefed.

Asbestos

The dutyholder arrangements under the Trust are implemented locally. The asbestos register and management plan are accessible before intrusive work. Contractors sign to confirm inspection. No drilling, fixing or disturbance is permitted without authorisation. Damage is isolated and reported immediately; records are updated after work.

Legionella and water hygiene

A current risk assessment and written control scheme identify responsible persons, monitoring, flushing, temperature checks, cleaning/descaling, sampling where indicated and escalation. Records are retained in the water logbook and remedial actions tracked.

COSHH and cleaning chemicals

An inventory, current safety data sheets and task-specific assessments are maintained. Purchasing is authorised; safer alternatives are considered; dilution, storage, ventilation, PPE, spill and disposal arrangements are followed. Chemicals are never mixed and are secured from pupils.

Premises, statutory inspections and maintenance

The School Business Manager and site team maintain an asset/compliance schedule covering fixed wiring, gas, boilers, pressure systems where applicable, lifts/hoists, fire systems, emergency lighting, play and PE equipment, security, trees and other plant. Reports and remedial actions are uploaded to Every System. High-risk defects are isolated and escalated immediately.

Electrical safety

Users visually inspect equipment before use and report defects. Portable equipment maintenance/testing is risk based, not an automatic annual PAT regime. Fixed wiring is inspected at intervals determined by the competent person and installation type, ordinarily not exceeding five years for school premises. Electrical repairs are by competent persons.

Work equipment and work at height

Equipment is suitable, guarded, maintained and used only by trained/authorised persons. Chairs, tables and desks must not be used for access. Ladders are individually identified, pre-use checked and formally inspected at risk-based intervals. Work at height is avoided where possible and planned using suitable access equipment.

Manual handling

Hazardous handling is avoided where reasonably practicable, assessed where unavoidable and reduced through redesign, aids, team handling and training. People-handling requires individual plans and suitable equipment maintained under LOLER where applicable.

Contractors and construction

Contractors are selected for competence and coordinated through Trust/school procedures. RAMS, safeguarding, asbestos, isolations, permits, fire, segregation and site rules are agreed before work. Construction projects comply with CDM 2015 role and notification requirements. Work around pupils is avoided or securely segregated.

Security, visitors and traffic

Visitors sign in, wear identification and are supervised according to safeguarding status. External doors and gates are controlled. Vehicle and pedestrian movements, deliveries, parking and collection times are risk assessed. Staff do not physically confront aggressive intruders and call police when required.

Violence, aggression and lone working

Assessments address foreseeable aggression, pupil behaviour and meetings with adults. Staff use agreed communication and withdrawal arrangements. Lone working requires authorisation, contact/buddy arrangements and restrictions on high-risk tasks. Incidents are reported, investigated and followed by support and review.

Stress and wellbeing

The school applies the HSE Management Standards approach to identify organisational causes of work-related stress, consult staff, assess risks, implement actions and review effectiveness. Individual support may include workload changes, occupational health, employee assistance and union support.

Infection prevention and body fluids

Current public-health guidance is followed. Good ventilation, hand hygiene, cleaning, PPE and safe spill/sharps arrangements are maintained. Outbreaks and unusual absence patterns are escalated. Staff use approved body-fluid kits and never improvise by mixing chemicals.

Adverse weather, heat and UV

The Headteacher decides closure or restrictions with Trust consultation. Gritted routes are prioritised. During heat, measures address hydration, shade, ventilation, activity timing and vulnerable individuals. Sun protection is promoted through clothing, hats, shade and SPF 30+ arrangements consistent with parental information and allergy controls.

Display screen equipment

Users meeting DSE criteria complete assessments on appointment and following change. Workstations, breaks/activity changes, eyesight-test arrangements and reasonable adjustments are managed in line with the Display Screen Equipment Regulations.

Lettings

Written agreements allocate responsibilities, insurance, supervision, equipment, first aid, fire and emergency arrangements. Hirers receive induction and report defects. Areas outside the letting are secured and the school retains the right to stop unsafe activity.

Smoking, vaping, alcohol and drugs

Smoking and vaping are prohibited across the site. Alcohol or drugs that impair safe work are not permitted. Prescribed medication that may affect safety must be discussed confidentially with the Headteacher or line manager.

Waste and environmental safety

Waste is segregated, secured, removed by authorised contractors and managed to avoid fire, sharps, manual-handling, chemical or hygiene risks. Hazardous waste documentation is retained where applicable.

7. Curriculum, visits, play and pupil safety

7.1 Curriculum activities

Teachers retain responsibility for safe supervision and must use current specialist guidance. CLEAPSS guidance supports science, technology, food and art activities; afPE guidance supports PE and school sport; recognised

swimming guidance applies to pool activities. Personal equipment must not be introduced without authorisation and relevant inspection.

7.2 Educational visits

All visits follow DfE guidance, Derbyshire/Trust procedures and EVOLVE. The EVC confirms competent leadership, proportionate risk-benefit assessment, provider suitability, emergency contacts, first aid, medication, safeguarding, transport, inclusion and parent information. Approval levels and lead times are followed. Significant incidents are reported to school immediately.

7.3 OPAL and outdoor play

Burbage recognises that high-quality play includes manageable uncertainty, challenge and opportunities to test capability. OPAL resources, zones and activities are assessed using risk-benefit assessment. Staff supervise actively, make dynamic judgements, check for changing hazards and distinguish ordinary play incidents from defects or management failures. Serious hazards are stopped; minor, tolerable risks are managed without unnecessarily restricting play.

7.4 EYFS

EYFS arrangements consider younger children's development, mouthing, climbing, water, sand, small parts, toileting, sleep/rest where applicable, outdoor access and close supervision. Daily checks support, but do not replace, planned risk assessment and maintenance.

7.5 SEND, disability and medical inclusion

Health and safety will not be used as a blanket reason to exclude a pupil. Individual controls and reasonable adjustments will be developed with the pupil, family and relevant professionals. Plans will address communication, evacuation, medication, behaviour, sensory needs, mobility, personal care and access to visits and play.

8. Monitoring, audit and assurance

Burbage uses four linked assurance routes: routine operational checks; termly leadership and governor review; the Every System self-assessment and evidence base; and independent/competent audit through Embark and Derbyshire County Council Health and Safety Service. Actions are assigned to named owners with risk-based deadlines and closure evidence.

- Termly report to the Local Governing Team: incidents and trends, RIDDOR decisions, fire/drill outcomes, overdue statutory actions, high residual risks, training, audit progress and resource needs.
- Annual Headteacher report: evaluation of policy effectiveness, objectives, significant changes, assurance gaps and priorities.
- Immediate escalation: fatality, specified/serious injury, dangerous occurrence, fire, major building defect, asbestos disturbance, significant safeguarding-linked hazard, enforcement contact or risk beyond local capacity.
- Governor assurance: link visit and scrutiny of evidence, while avoiding governors assuming operational management functions.

9. Communication, consultation and training

All staff receive induction before or on first deployment, including emergency procedures, accident/hazard reporting, safeguarding interfaces, site risks and relevant assessments. Role-specific training is provided before higher-risk work and refreshed according to law, guidance, competence and risk. Training records and expiry dates are maintained centrally.

Employees and recognised trade union safety representatives will be consulted in good time on measures that substantially affect health and safety. Representatives have statutory rights to information, inspection, investigation and paid time for their functions. Pupils contribute through age-appropriate curriculum, school council and OPAL/play feedback.

10. Records, retention and review

Health and safety records must be legible, dated, attributable, secure and retrievable. Retention periods follow legislation, limitation periods, Trust/insurer/RPA requirements and safeguarding/data-protection principles. Pupil accident records are retained under the Trust retention schedule, with the recent audit recommendation to retain until the pupil reaches age 25 implemented unless the Trust schedule or legal advice requires longer.

This policy is reviewed annually and sooner following a material change, serious incident, audit finding, enforcement action or revised statutory/Trust guidance. The Headteacher will verify annually that named postholders, systems, contact routes and linked procedures remain accurate.

Appendix A - Monitoring and inspection schedule

Frequency	Activity	Lead	Evidence
Daily / before use	Access, gates, routes, obvious defects, playground/OPAL conditions, emergency exits, equipment pre-use checks	Site team / users / duty staff	Local checklists and hazard log
Weekly	Fire alarm call point rotation; external play areas, gates and fencing; priority water flushing as control scheme requires	Site team	Fire log / premises log / water log
Monthly or risk-based	Emergency lighting function test; water temperatures and flushing; ladders; first-aid and emergency medication expiry; recorded site inspection	Competent/site staff / First Aid Lead	Compliance system and local logs
Termly	Fire drill; formal premises inspection; accident/near-miss trend analysis; LGT report; playground/OPAL review; training and action tracker review	Headteacher / SBM / site / LGT	Termly assurance report / Every System
Six-monthly or specified	Selected ladder/access equipment inspection; kitchen extraction or other plant where specified; review PEEPs and individual plans	Competent persons / SBM	Inspection records
Annual	Policy and risk assessment review; fire risk assessment review; COSHH inventory; tree/play/PE inspections by competent persons as contracted; first-aid needs assessment; security and stress risk reviews	Headteacher / SBM / competent contractors	Annual report / certificates
At statutory/competent interval	Fixed electrical inspection, gas, boilers, lifting equipment, fire systems, water risk assessment, asbestos reinspection, pressure systems and specialist plant	Embark / Estates / competent contractors	Certificates, reports and remedial closure evidence
After change or incident	Relevant assessment, emergency plan, training and controls	Responsible manager	Revised assessment and action record

Exact frequencies must follow the current competent-person report, risk assessment, manufacturer instruction, Trust contract and legislation. This schedule must not be used to reduce a more frequent requirement.

Appendix B - Risk Prevention Audit action plan

Audit area	Required local control	Evidence / success measure	Owner / review

Audit area	Required local control	Evidence / success measure	Owner / review
Accidents and incidents	Use one auditable reporting system for pupil and staff accidents, incidents and near misses; implement retention to age 25 for pupil records unless a longer Trust schedule applies; complete termly trend analysis.	System report; retention rule; termly dashboard showing locations, activity, injury type, repeated causes and actions.	SBM / Headteacher / termly
Service, maintenance and statutory inspection	Confirm and close the two remedial points from the latest fixed-wiring report; upload inspections, certificates and remedial evidence to Every System.	Signed completion evidence or competent-person confirmation; no overdue high-risk action; complete compliance register.	SBM / Embark Estates / immediate then termly
Fire - emergency lighting	Confirm routine emergency-lighting function/flick tests are completed and recorded, with competent annual full-duration testing and rectification.	Completed log, service certificate and tracked remedial actions.	Site team / SBM / monthly and annual

Appendix C - Compliance cross-reference

Requirement / guidance	Policy response
HSWA 1974 s2/s3 and written policy duty	Statement of intent; defined employer and local roles; organisation and arrangements.
Management Regulations 1999	Competent advice, risk assessment, individual risk, cooperation, training, monitoring and review.
HSE education guidance	Sensible and proportionate management; focus on real risks; curriculum, play and visits enabled through risk-benefit assessment.
DfE responsibilities and duties for schools	Employer accountability; Headteacher implementation; first aid, emergencies, visits, medical needs and premises controls.
Academy Trust Handbook 2026	Trust governance, safe estate, internal control, escalation and Audit and Risk Committee assurance.
Control of Asbestos Regulations 2012	Register, plan, contractor access, authorisation and disturbance response.
Fire Safety Order 2005	Risk assessment, responsible arrangements, testing, drills, PEEPs and records.
RIDDOR 2013	Competent decision and reporting route through Headteacher, Embark and DCC H&S.
COSHH 2002	Inventory, SDS, assessment, substitution, storage, training, PPE and spill arrangements.
DfE allergy safety statutory guidance 2026	Whole-school allergy management, individual plans, emergency response, training and contractor communication.
Embark Trust policy / ACTS	Aware, Competent, Trained and Safe culture; Every System; Trust/DCC competent support; funding escalation.
Risk Prevention Audit	Single accident system, record retention, trend analysis, fixed-wiring remediation/evidence and emergency-lighting tests.

Appendix D - Key contacts and linked documents

Item	Details
School	Burbage Primary School, Cavendish Avenue, Buxton, Derbyshire, SK17 9AE | 01298 22278 | enquiries@burbage.derbyshire.sch.uk
Employer	Embark Federation of Schools

Item	Details
Competent advice	Derbyshire County Council Health and Safety Service, commissioned by Embark
Emergency	999 for immediate danger; internal emergency procedures apply
Internal systems	Every System compliance evidence; EVOLVE for educational visits; school accident/incident system
Core linked policies	Embark Trust H&S; First Aid; Supporting Pupils with Medical Conditions; Allergy Safety; Fire and Emergency; Educational Visits; OPAL Play; Safeguarding; Behaviour/Positive Handling; Infection Control; Lettings; Lone Working; Business Continuity.
Authoritative guidance	HSE Schools and Education; DfE Health and Safety in Schools collection; Academy Trust Handbook 2026; current Derbyshire S4S guidance; CLEAPSS and afPE guidance.

Source and review note

Prepared using the Burbage Primary School Health and Safety Policy (October 2026), Embark Federation Trust Health and Safety Policy (February 2026), the Burbage school website, the Autumn 2026 governor health and safety visit/Risk Prevention Audit summary, and current official HSE and DfE guidance available in November 2026. The Headteacher should obtain final confirmation from Embark and the commissioned competent adviser before formal adoption, particularly for Trust reporting routes, record retention and premises inspection frequencies.