Inspired Education Group UK

CHEPSTOW HOUSE

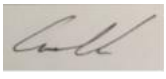
All School Health and Safety Policy and Plan

September 2026 – August 2027

Policy Reviewed by Gemma Fossett

Review date: June 20256

Next review date: June 2027

Signed: 

This Policy was created 2010 and has been reviewed annually since.

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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.

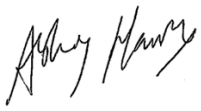
Inspired Education Group UK expects a high standard of health and safety performance and School Heads are responsible for supporting the achievement of health and safety standards by:

- 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.

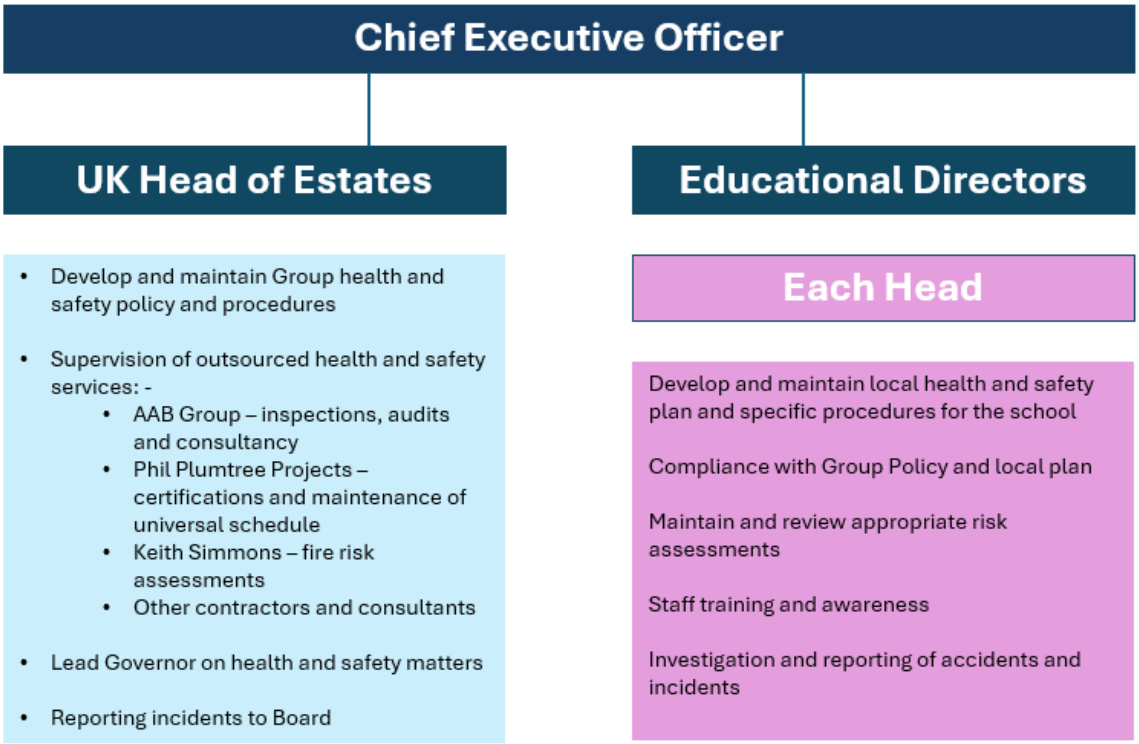
This policy will be subject to monitoring and review on a regular basis to reflect any internal change, legislative and regulatory requirements and to ensure that health and safety standards are maintained.

Signed: 

Ashley Harrold
Chief Executive Officer

Date: 23.06.2026

Health and Safety Organisation Chart


Chief Executive Officer
UK Head of Estates
Educational Directors
Develop and maintain Group health and safety policy and procedures
Supervision of outsourced health and safety services: -
AAB Group – inspections, audits and consultancy
Phil Plumtree Projects – certifications and maintenance of universal schedule
Keith Simmons – fire risk assessments
Other contractors and consultants
Lead Governor on health and safety matters
Reporting incidents to Board
Each Head
Develop and maintain local health and safety plan and specific procedures for the school
Compliance with Group Policy and local plan
Maintain and review appropriate risk assessments
Staff training and awareness
Investigation and reporting of accidents and incidents

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, Keith Simmons.

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.

1. Introduction

The School Health and Safety Plan supports the Inspired Education Group 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 Head

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: -

- **Karen Etherington**, Deputy Head. Health and safety issues as they relate to the welfare and protection of children
- **Gemma Fossett**, Assistant Head - Health and Safety Officer. Operational responsibility for implementation and monitoring of this Health and Safety Plan.
- **Jay El-Mouden,** Premises Manager. Day-to-day safety, cleanliness and tidiness of the premises. Identifying risks and repairs, and resolving/escalating as appropriate. Liaison with Head of Estates and outside contractors as required.

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 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
- Through Inset days throughout the academic year
- Display of relevant health and safety information on staff noticeboards
- Access to the Inspired Group Portal

3.2 Consultation

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

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

- Angela Barr – Head
- Gemma Fossett- Assistant Head - Health and Safety Officer
- Karen Etherington – Deputy Head
- Jay El-Mouden – Premises Manager

The Health and Safety Committee is responsible for:

- co-ordinating the implementation of the Health and Safety plan. They will regularly review measures taken to ensure the health and safety of employees, pupils and staff
- meet regularly to discuss matters concerning health and safety
- carry out an inspection/survey of the School once every term
- review and update any risk assessments (where necessary)
- discuss training requirements (e.g. fire training)

The Health and Safety Committee meets once every term and minutes are kept on the SLT' shared drive.

WHENEVER AN EMPLOYEE IS AWARE OF ANY POSSIBLE DEFICIENCIES IN HEALTH AND SAFETY ARRANGEMENTS HE/SHE MUST DRAW THESE TO THE ATTENTION OF THE HEALTH AND SAFETY OFFICER, AND IF IT RELATES TO CHILD WELFARE AND PROTECTION, TO THE DEPUTY HEAD. The issue will then be recorded and passed on to the relevant member of the Health & Safety committee.

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

9a First aid policy inc medication administration Chepstow House.docx

4.2 First Aiders

All our staff are first aid trained.

Our main first aiders are Caroline Wrigglesworth, Dominic Page and Karen Etherington

9b Record of First Aid Training Sept 2025 Chepstow House.xlsx

4.3 Head Injuries

9a First aid policy inc medication administration Chepstow House.docx

If there is a head injury the parent/carer will be informed and a head bump form sent home. This will be signed and a copy to be given into reception to file. At the back of the form there will be advice for further care of a head bump.

4.4 Administration of Medicines

9a First aid policy inc medication administration Chepstow House.docx

Any medicine, that is prescribed, will be administered by reception. The parent/carer would have signed a form to say that this can be administered by a CHS member of staff.

5. Accident/Incident Reporting and Recording Arrangements

All accidents, incidents, near misses and dangerous occurrences will be reported to Gemma Fossett, Health and Safety Officer and recorded in the Accident Book/Incident Log.

All accidents/incidents will be subject to review and investigation by Gemma Fossett, Health and Safety Officer to ensure that, where appropriate, action is taken to prevent a recurrence.

9c Reporting Accident Forms.docx

Any accident or incident will be reported to Gemma Fossett, Health and Safety Officer and will be recorded on the H&S walk minutes, as well as an accident and incident form completed. Any action required will also be documented to limit the likelihood of a repeat accident or incident.

6. Fire Safety

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

10a All School Fire Policy.docx

Fire risk assessments are carried out annually by competent persons (currently Mr. Keith John Simmons G.I. FireE. Organisation name: Fire Safety 2000) appointed by Inspired.

6.1 Fire Marshall

Fire Marshall: Dominic Page

Deputy Fire Marshall: Caroline Wrigglesworth

6.2 Fire Wardens

Kate Lucht

Dina Quested

Sally Drew

Angela Barr

6.3 Fire Evacuation Procedures

10a Fire and emergency evacuation policy.docx

Fire evacuation will be completed in the first 2 weeks of term. Any considerations from the drill will be actioned.

6.4 Personal Emergency Evacuation Plans

PEEP Personal Evacuation Plan

If a child or staff member has an injury through the duration of the academic year, a PEEP will be completed for that individual and the relevant staff members informed. The electronic sign

in asks if anyone visiting the school requires assistance, procedures will be put in place accordingly.

Security and Lock Down Procedures

There is CCTV in and around the building. There is controlled entry with the main outer gates being closed and controlled by reception from inside the building. An electronic sign in system is required upon entry.

Please note the lockdown procedures can be found here:

10g Main school lockdown procedure information.docx

Asbestos Survey and Management Plan

See Premises Manager's SharePoint report

3.03 ISI Self-Evaluation Regulatory Audit 2025 Governance March.docx

Healthy buildings come for an annual review. All details of the survey and required management can be found on the premises manager's Sharepoint.

6.3 Transportation of Children

Children arrive at the school gates and no specific transportation; however, StudentSafe drop off and return some children which is organised directly with parents.

7. Risk Assessments

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

Gemma Fossett is 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 One Drive; Policies:

Risk Assessments

List of Risk Assessments:

Pupils and Staff

(inclusive but not exhaustive can be found in Health and Safety Policy, Procedure Guidance and Risk Assessment, 7.Health and Safety Procedure Guidance, 7b. Additional Supporting Paperwork to Accompany Portal, Risk Assessments)

- Staff risk assessments (e.g. clinically vulnerable, suspension, allegations of abuse)
- PREVENT
- Use of hazardous substances in school science room and art room (COSHH)
- Sports activities – venues risk assessment
- Sports activities - swimming
- Sports activities – walking to venues
- Sports activities – travel by coach
- Library visit risk assessment
- EYFS off-site risk assessments (sample)
- Educational visit example risk assessment
- Return to School Covid

(a list which is inclusive but not exhaustive of all risk assessments within Appendix 1 as well as below can be found in Health and Safety Policy Folder and in Part 3b Welfare, Health and Safety of pupils, Section 7b)

First aid

- Fire safety/Emergency evacuation
- Bodily fluids
- New and expectant mothers
- Drama and music activities (e.g. stage sets and props, damage to hearing)
- Equipment safety considerations

Premises

- Main school playground
- Main school garden
- Main school kiss and drop
- Main school Reception playground
- Main school roof terrace
- Main school wild area
- Main school classrooms
- Main school resource room – prep and pre-prep
- Main school corridor and stairs to the mezzanine
- Main school children's toilets
- Main school staff toilets
- Main school office
- Main school SLT office
- Main school Staffroom
- Main school photocopy room
- Main school gymnasium
- Main school art room
- Main school art resource room
- Main school science room
- Main school science prep room
- Main school reception area
- Main school hall/dining room
- Music and Drama events
- EYFS on-site risk assessments (sample)
- Nursery playground
- Nursery corridors
- Nursery classroom
- Nursery children's toilets
- Nursery office
- Nursery kitchen
- Nursery playground
- Nursery staffroom
- Chepstow Events for parents
- School outside events/FCH outside event eg: Summer Fayre

Accident prevention

- Art equipment
- Music equipment
- Science equipment
- Sport equipment

Events

- Sleep under
- Parent events
- Summer Fair
- Music/drama performances

Mentioned within relevant risk assessments:

- Manual handling
- Lone working
- Working with VDU and workplace
- Stress in workplace
- Visitors risk assessment
- Animals in setting