



HEALTH AND SAFETY POLICY

September 2026

Redshift Education Ltd and all schools it operates

Policy sponsor	Chief Executive Officer
Policy owner and author/reviewer	Legal Counsel
Approval	Board of Directors of Redshift Education Ltd
Specialist advice	Appointed competent health and safety adviser
School-level completion and implementation	Head of School
Application	All Redshift Education Ltd schools
Effective date	September 2026
Next review date	September 2027, or earlier following any significant organisational or legislative change
Related documentation	Relevant school-level health and safety policies, procedures, risk assessments, emergency and first-aid documentation, and facilities-related documentation

PART ONE – STATEMENT OF INTENT

Introduction

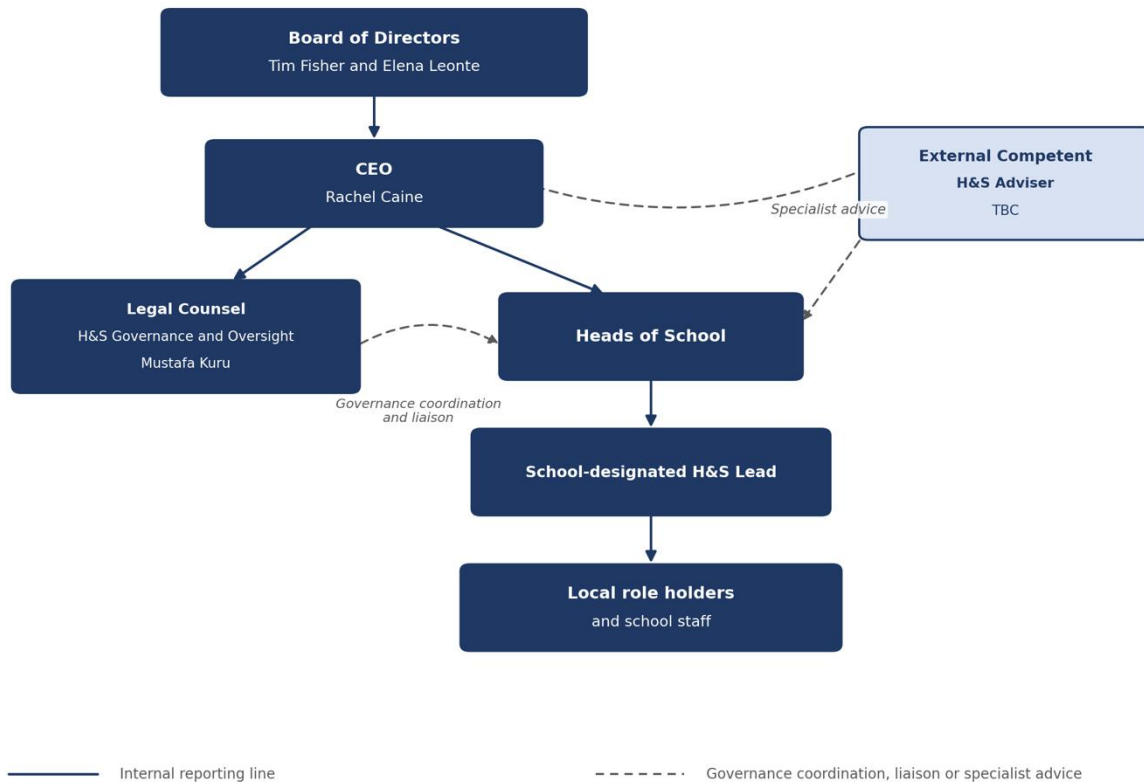
Redshift Education Ltd believes that ensuring the health and safety of staff, pupils and visitors, and positively promoting health and safety, is essential to the successful operation of its schools.

Redshift Education Ltd and its schools are committed to:

- Providing a safe and healthy working and learning environment, both on and off site.
- Preventing accidents and work-related ill health.
- Providing safe premises, including safe access and egress, plant and equipment.
- Maintaining safe systems of work for staff, including teaching and non-teaching staff, peripatetic workers and students undertaking work experience, and for pupils.
- Assessing and controlling risks arising from curriculum and non-curriculum activities.
- Providing for the safe use, handling, storage and transportation of articles and substances.
- Maintaining effective procedures for fire and other emergencies, including the evacuation of school premises.
- Providing appropriate information, instruction, training and supervision to staff, pupils and others, including contractors.
- Consulting with staff, pupils and their representatives on health and safety matters.
- Setting appropriate objectives for health and safety performance and promoting a culture of continuous improvement.
- Regularly monitoring and reviewing health and safety procedures and systems, including risk assessments, accident records, health and safety concerns and complaints.
- Ensuring adequate welfare facilities are available throughout each school.
- Ensuring that adequate resources are made available for health and safety matters, so far as is reasonably practicable.

These commitments will be implemented through the health and safety management arrangements described in this policy. The Directors, CEO, Legal Counsel, Heads of School, staff and pupils will each play their part in its implementation.

Health and safety execution



The school-designated H&S Lead is identified locally by each school – see ‘School-designated H&S Lead’ below.

The health and safety execution structure distinguishes between internal reporting responsibilities and advisory or governance-support relationships.

- The Board of Directors retains overall responsibility for health and safety within Redshift Education Ltd.
- The CEO has executive responsibility for health and safety and is accountable to the Board of Directors.
- The Legal Counsel reports to the CEO and is responsible for central H&S governance oversight and coordination. The Legal Counsel maintains a governance and liaison relationship with the Heads of School but does not form part of the schools’ operational health and safety management line.
- Each Head of School reports to the CEO and is responsible for the day-to-day management and implementation of health and safety within their school.
- Each Head of School will identify the person or persons responsible for coordinating local health and safety arrangements, having regard to the school’s structure, premises and activities.
- The appointed external competent health and safety adviser provides specialist advice and support to Redshift Education Ltd and its schools.

In the execution chart, solid lines represent internal reporting lines. Dotted lines represent governance coordination, liaison and specialist advisory relationships.

PART TWO – ORGANISATION

Redshift Education Ltd

The Board of Directors of Redshift Education Ltd is responsible for ensuring the implementation of this Health and Safety Policy.

The Directors delegate executive responsibility for health and safety management to the CEO. The Heads of School report to the CEO and are responsible for the day-to-day management and implementation of health and safety arrangements within their respective schools.

Overall responsibility remains with Redshift Education Ltd and is not transferred by the delegation of particular functions or tasks.

The CEO

The CEO has executive responsibility for health and safety across Redshift Education Ltd and its schools.

The CEO will ensure that the Heads of School understand their responsibilities under this policy and that significant health and safety matters requiring central or Board consideration are addressed appropriately.

Legal Counsel – H&S governance and oversight

The Legal Counsel has responsibility for the central coordination and governance oversight of health and safety across Redshift Education Ltd and reports to the CEO in relation to this function.

The Legal Counsel will:

- Coordinate the development and review of Redshift Education Ltd's health and safety governance framework and group-level policy.
- Act as the central liaison between Redshift Education Ltd, its schools and the appointed competent health and safety adviser on governance and policy matters.
- Support the CEO and Board by coordinating the health and safety information presented to them.
- Raise and escalate significant health and safety governance or compliance concerns to the CEO and, where appropriate, the Board.
- Coordinate the central follow-up of recommendations and actions brought to Redshift Education Ltd's attention through external advice, audits or reviews.
- Provide legal and governance input where health and safety matters have wider legal, regulatory or organisational implications.

The Legal Counsel's role focuses on central governance oversight and coordination. Responsibility for day-to-day health and safety management remains with the relevant Heads of School and local role holders, while specialist technical advice is provided by the appointed competent health and safety adviser. The allocation of this role does not remove or reduce the responsibilities of the Board of Directors, CEO, Heads of School or other persons identified in this policy.

Heads of School

Each Head of School will ensure:

- The promotion of a positive health and safety culture within the school, including during educational visits and off-site activities, to prevent accidents, work-related ill health and damage to property.

- That the school adopts and implements this policy and completes the school-specific responsibilities and arrangements relevant to its structure, premises and activities.
- That the policy is communicated and reviewed annually and following any significant change, having regard to applicable legal obligations and relevant HSE, Department for Education and Redshift Education Ltd guidance and updates.
- The effective management of the health, safety and welfare of staff, pupils, including those in the Early Years, contractors, visitors and others, so far as is reasonably practicable.
- Adequate control of health and safety risks arising from the school's activities.
- The provision and maintenance of safe premises, plant and equipment.
- That responsibilities for health, safety and welfare are allocated to people who are competent to perform their assigned tasks and who have sufficient time and resources to undertake their responsibilities.
- That appropriate arrangements are in place for the coordination and discussion of health and safety matters within the school.
- That arrangements are in place for effective consultation with staff, nominated trade union representatives and pupils, where appropriate, on health and safety matters.
- That clear procedures are maintained for risk assessment, the development of safe working practices and the reporting of accidents, incidents, dangerous occurrences and near misses.
- The maintenance of effective procedures for fire and other emergencies, including the evacuation of the school.
- That sufficient resources are made available for health and safety management in accordance with the Statement of Intent.
- That the school complies with its reporting and record-keeping obligations.
- That accidents, incidents and complaints relating to health and safety are appropriately investigated and that the school cooperates with relevant enforcement agencies, including the HSE, local authority and fire and rescue authority, where required.
- That health and safety is included in relevant staff, departmental and team meetings.
- That health and safety performance is monitored and that appropriate measures are taken to assess the effectiveness of the school's arrangements in controlling identified risks.

School-designated H&S Lead

The Head of School will identify the person or persons responsible for coordinating health and safety within the school. Depending on the school's structure, this may be an H&S Coordinator, Operations Manager, Facilities Manager or another suitably competent member of staff.

The school-designated H&S Lead will support the Head of School and will ensure:

- Liaison with specialist health, safety and fire safety roles appointed within the school to coordinate compliance actions and risk-assessment processes and provide a central point of contact.
- The dissemination of information relevant to health and safety compliance to relevant duty holders and other appropriate parties within the school.
- The coordination of school H&S meetings, where applicable.
- Central coordination in relation to accidents, incidents and near misses, including ensuring that appropriate investigation, review, recording, escalation and completion of resulting actions take place.
- Support as the school's key point of contact when cooperating with enforcement agencies, including the HSE, local authority and fire and rescue authority, where required.
- Coordination with the relevant person responsible for maintaining training records so that staff receive appropriate health and safety information, supervision and training relevant to their roles.
- Prompt consideration of health, safety and welfare concerns reported to them and, where appropriate, action or referral to the Head of School.

- Monitoring of ongoing H&S compliance and appropriate action in response to matters identified through internal audits, external reviews and inspections.

Heads of Department and members of the Senior Leadership Team

Heads of Department and members of the Senior Leadership Team will support the Head of School and will ensure:

- Application of this policy within their departments or areas of responsibility.
- The development and communication of departmental or team health and safety arrangements where these are appropriate to the activities undertaken.
- Familiarity with applicable regulations, codes of practice and guidance relevant to their specialist areas, including appropriate sector-specific guidance such as CLEAPSS.
- That risk assessments for activities within their areas of responsibility are completed and reviewed as required.
- That staff under their supervision receive appropriate health and safety information, supervision and training, including induction and ongoing training relevant to their specialist areas.
- That statutory notices and appropriate safety signs are displayed within their areas of responsibility where required.
- That appropriate first-aid provision, protective clothing and equipment, registers and logbooks are available within their specialist areas where required.
- That machinery, equipment and substances are accompanied by appropriate information and instructions for use and that their use is restricted to authorised individuals where necessary.
- Prompt consideration of health, safety and welfare concerns reported to them and, where appropriate, action or referral to the school-designated H&S Lead or Head of School.
- That appropriate inspections of their areas of responsibility are conducted to confirm that equipment, furniture and activities are safe and that these inspections are recorded where required.
- Monitoring of health and safety within their departments or areas of responsibility, including risk assessments, health and safety concerns, complaints and accident records, and attendance at relevant H&S meetings where required.

All staff

All staff will support the Head of School and will:

- Cooperate with the Head of School, their Head of Department and their line manager on health and safety matters.
- Take reasonable care of their own health and safety and that of staff, pupils and other people who may be affected by their actions or omissions.
- Exercise appropriate supervision over those for whom they are responsible.
- Familiarise themselves with this policy and, in particular, the procedures relating to fire, first aid and other emergencies.
- Follow health and safety instructions issued by Redshift Education Ltd, the school or any person allocated responsibility for a relevant aspect of health and safety.
- Follow safe working practices and applicable Redshift Education Ltd and school policies and procedures and set an appropriate example.
- Act in accordance with the health and safety training they have received.
- Maintain appropriate standards of housekeeping and cleanliness.
- Use the school's established system for reporting defects and keep workspaces tidy and in good order.

- Ensure, so far as is within their control, that tools, equipment and vehicles are appropriate for their intended use and in good condition. Defective equipment must be taken out of use and reported promptly to the appropriate manager.
- Not introduce personal electrical or mechanical equipment into the school without prior authorisation.
- Use protective clothing and safety equipment provided and keep it in appropriate condition.
- Report accidents, incidents and near misses in accordance with the school's procedures.
- Assist with the investigation of accidents, incidents and near misses and implement agreed corrective actions relevant to their responsibilities.
- Consider the health and safety implications when authorising work or the purchase of equipment.
- Ensure that responsibilities allocated to them for particular aspects of health, safety and welfare are appropriately covered during their absence, with the approval of their line manager.
- Minimise the need for lone working and comply with the school's applicable lone-working arrangements.
- Not intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety or welfare.
- Remain vigilant, particularly where vehicles are operating on site or work at height is taking place.

Teaching staff will also exercise effective supervision of pupils, provide appropriate instructions and warnings and integrate relevant safety considerations into teaching activities.

Pupils

Pupils, taking account of their age and aptitude, will:

- Cooperate with school staff on health and safety matters and follow staff instructions in an emergency.
- Take reasonable care of their own health and safety and that of others at the school.
- Follow school rules and applicable requirements relating to dress, safety and hygiene.
- Use equipment and safety measures properly and not wilfully misuse, neglect or interfere with anything provided to protect health and safety.
- Report health and safety concerns to an appropriate member of staff.

Visitors, contractors and hirers

Visitors and other users of school premises, including contractors, peripatetic teachers, hirers and delivery personnel, must:

- Cooperate with the school on health and safety matters and follow staff instructions in an emergency.
- Observe the school's rules and procedures.
- Comply with the school's signing-in and signing-out procedures and use the designated means of access to and egress from the premises.
- Comply with the arrangements communicated by their school host while on site.
- Familiarise themselves with relevant fire and emergency evacuation procedures.
- Ensure that they have appropriate information about the premises, plant and equipment relevant to their activities, including information about the location of asbestos-containing materials where intrusive work is to be undertaken.

Hirers must also ensure that appropriate arrangements are made for checking the security and condition of the premises and equipment used after they and their personnel leave the site.

External competent health and safety adviser

Redshift Education Ltd has appointed an external competent health and safety adviser to provide specialist health and safety advice and support to the company and its schools in accordance with the scope of the appointment.

The external adviser acts in an advisory capacity. Responsibility for implementing this policy and managing health and safety remains with Redshift Education Ltd and the relevant executive and school-level roles identified above.

PART THREE – ARRANGEMENTS

Planning and implementation

The procedures and arrangements adopted by the school to implement this policy and comply with the Statement of Intent must be recorded in this section.

STANDARD RELATED POLICIES, PROCEDURES and GUIDANCE

Redshift Education Approved Policy and/or Guidance	Responsible Person / Department	Current Issue Date/Ref	Planned Review Date
Asbestos Property Action Plan	Darren O'Neil	September 2026	September 2027
Business Continuity Plan	Darren O'Neil	September 2026	September 2027
CCTV Policy	Darren O'Neil	September 2026	September 2027
Corporate Asbestos Management Plan	Darren O'Neil	September 2026	September 2027
COSHH (Control of Substances Hazardous to Health) Policy	Darren O'Neil	September 2026	September 2027
Display Screen Equipment Policy	Darren O'Neil	September 2026	September 2027
Educational Visits Policy	Darren O'Neil	September 2026	September 2027
Facilities Management Policy	Darren O'Neil	September 2026	September 2027
Fire Risk Management and Strategy Policy	Darren O'Neil	September 2026	September 2027
First Aid Policy	Darren O'Neil	September 2026	September 2027
Intimate Care and Toileting Policy	Darren O'Neil	September 2026	September 2027
Head Injury and Concussion Policy	Darren O'Neil	September 2026	September 2027
Legionella Policy and Written Scheme of Works	Darren O'Neil	September 2026	September 2027
Lone Working Policy	Darren O'Neil	September 2026	September 2027
Manual Handling and Lifting Policy	Darren O'Neil	September 2026	September 2027
Prevention, Control of Infection and Communicable diseases Procedures	Darren O'Neil	September 2026	September 2027
Pupil Health and Wellbeing Policy	Darren O'Neil	September 2026	September 2027
Risk Assessment Policy	Darren O'Neil	September 2026	September 2027

Security Action Plan	Darren O'Neil	September 2026	September 2027
Security - Workplace Safety and Visitor Management Policy	Darren O'Neil	September 2026	September 2027
Serious Incident Reporting	Darren O'Neil	September 2026	September 2027
Terms of Reference for H&S Committee	Darren O'Neil	September 2026	September 2027
Transportation of Students and Staff Policy	Darren O'Neil	September 2026	September 2027
Whole School Food Policy	Darren O'Neil	September 2026	September 2027
Working at Height Policy	Darren O'Neil	September 2026	September 2027

ADDITIONAL FACILITIES POLICIES – SPECIFIC TO THE SCHOOL

School Policy and/or Guidance	Responsible Person / Department	Current Issue Date/Ref	Planned Review Date

Standard Risk Assessments

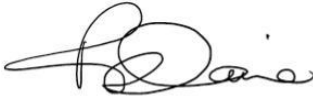
Redshift education Approved Policy and/or Guidance	Responsible Person / Department	Current Issue Date/Ref	Planned Review Date
Administration and Faculty Office Areas	Ron Hazlehurst	January 2026	January 2027
Art Class Rooms	Ben Pearce	January 2026	January 2027
Boiler Rooms	Ben Pearce	January 2026	January 2027
Cleaning Activities	Ben Pearce	January 2026	January 2027
Design and Food Technology Rooms	Ben Pearce	January 2026	January 2027
Early Years Foundation Stage	Cara Wharton	January 2026	January 2027
Eating Facilities	Ron Hazlehurst	January 2026	January 2027
Electrically Powered Gates	N/A		
Events	Ben Pearce	January 2026	January 2027
External Grounds and Play Areas	Ben Pearce	January 2026	January 2027
First Aid Risk Assessment	Ben Pearce	January 2026	January 2027
Fire Risk Assessment	Ben Pearce	January 2026	January 2027
General Caretaking Activities	Ben Pearce	January 2026	January 2027
General Class Rooms	Ben Pearce	January 2026	January 2027
General Grounds Maintenance Activities	Ben Pearce	January 2026	January 2027
IT Class Rooms	Ben Pearce	January 2026	January 2027
IT Technicians and Server Rooms	Ben Pearce	January 2026	January 2027
Kitchen	Ron Hazlehurst	January 2026	January 2027
Learning Support and SEN Class Rooms	Cara Wharton	January 2026	January 2027

Library	Cara Wharton	January 2026	January 2027
Lone Working	Ron Hazlehurst	January 2026	January 2027
Main Reception Area	Ron Hazlehurst	January 2026	January 2027
Music Rooms	Ben Pearce	January 2026	January 2027
Reprographics Areas	Ben Pearce	January 2026	January 2027
School Assembly Areas	Ben Pearce	January 2026	January 2027
Risky Areas	Ben Pearce	January 2026	January 2027
Science Laboratories	Ben Pearce	January 2026	January 2027
Security Assessment	Ben Pearce	January 2026	January 2027
Sports Halls	Ben Pearce	January 2026	January 2027
Staff Rooms	Ron Hazlehurst	January 2026	January 2027
Stairs and Communal Areas	Ben Pearce	January 2026	January 2027
Storage Rooms	Ben Pearce	January 2026	January 2027
Swimming Pools	Su Felce	January 2026	January 2027
Toilets and Welfare Areas	Ben Pearce	January 2026	January 2027
Traffic Management	Ben Pearce	January 2026	January 2027
Use of Passenger Lifts	N/A	-	-

ADDITIONAL RISK ASSESSMENTS – SPECIFIC TO THE SCHOOL			
School Policy and/or Guidance (Eg PE RAs, Ground equipment, Kiln, Keeping animals in schools, Sewing Machines, Specialist department equipment, outdoor activities including gardening, ECAs)	Responsible Person / Department	Current Issue Date/Ref	Planned Review Date

Approval and signatures

Signed on behalf of Redshift Education Ltd

Name	Rachel Caine
Position	Chief Executive Officer
Signature	
Date	1 September 2026

School-level policy completed and adopted by

Head of School	Darren O'Neil
School	Polam School & Nursery
Signature	
Date	1 September 2026