
New Wave Federation Health & Safety Policy



Kindness



Focus



Creativity



Responsibility



Collaboration

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1. Introduction

1.1 This policy is issued by the New Wave Federation Governing Body in accordance with the Health and Safety at Work etc. Act 1974, Hackney Education Policy, and other relevant legislation.

1.2 It sets out the Federation's legal responsibilities and objectives regarding the health, safety, and welfare of staff, pupils, contractors, and visitors.

1.3 All staff are required to read, understand, and comply with the requirements of this policy.

2. Statement of Intent

2.1 The New Wave Federation Governing Body accepts responsibility for all safety and environmental matters within the Federation, including health and safety at work, fire safety and environmental protection.

2.2 The Governing Body will:

- Ensure compliance with all relevant legislation
- Provide suitable resources (time, finance and equipment) to manage health, safety and environmental risks
- Maintain Codes of Safe Working Practice as practical guidance for staff
- Require staff, contractors and visitors to work safely and prevent harm to others

2.3 Line managers will carry out regular reviews to ensure compliance with this policy.

2.4 Contractors, sub-contractors and visitors must adhere to this policy and the Federation's Codes of Safe Working Practice.

3. Organisation and Responsibilities

3.1 Governing Body

The Governors are responsible for:

- Ensuring a Health and Safety Policy is in place
- Monitoring the application of the policy including inspection reports
- Allocating appropriate resources to manage health and safety
- Prioritising and ensuring completion of required actions
- Including health and safety on Governors' meeting agendas
- Producing an annual report on health and safety
- Ratifying the local Health and Safety Policy

3.2 Executive Headteacher

The Executive Headteacher is responsible for:

- Ensuring the Health and Safety Policy is prepared, signed, dated and reviewed regularly

- Ensuring risk assessments are completed for all activities including educational visits
- Overseeing maintenance of buildings and equipment including statutory inspections
- Implementing and testing emergency evacuation procedures
- Day-to-day management of health and safety in the Federation
- Appointing competent staff to assist in fulfilling health and safety duties
- Chairing the Health and Safety Committee
- Liaising with Governors and Hackney Education on policy matters
- Supporting and providing facilities for trade union safety representatives

3.3 Headteacher

The Headteacher is responsible for:

- Investigating accidents and incidents and ensuring they are reported to Hackney Education
- Conducting regular inspections and submitting reports to Governors and Hackney Education
- Ensuring remedial action is taken promptly
- Withdrawing, repairing or replacing unsafe furniture, fittings or equipment
- Identifying staff health and safety training needs

3.4 Senior Leadership Team (SLT)

SLT responsibilities include:

- Managing health and safety day-to-day under the direction of the Executive Headteacher/Headteacher
- Supervising staff effectively
- Leading by example in safe working practices
- Conducting regular inspections and reporting findings
- Ensuring remedial actions are implemented
- Communicating health and safety matters appropriately

3.5 All Employees

All staff are responsible for:

- Taking care of their own safety and that of others
- Following statutory requirements and Federation procedures
- Ensuring equipment and work areas are safe
- Using protective equipment where required
- Participating in inspections and health and safety activities
- Reporting hazards, defects or unsafe practices to their line manager immediately

4. Arrangements

4.1 Risk Assessment

- Risk assessments will be carried out by the Executive Headteacher/Headteacher
- Steps include:
 1. Identify hazards
 2. Determine who may be harmed and how
 3. Evaluate risks and implement control measures
 4. Monitor effectiveness of controls
 5. Review assessments annually or after changes in activity

4.2 First Aid

- At least 2.5% of staff will be trained as first aiders
- First aid boxes are clearly marked and checked monthly
- Records of all first aid treatments will be maintained including off-site activities

4.3 Accident Reporting

- All staff accidents must be reported using Hackney Education accident forms
- Pupil and visitor accidents are recorded locally; serious incidents must be reported immediately to Hackney Education
- Remedial risk assessments will follow any accident to prevent recurrence

4.4 Contractors and Hirers

- Contractors must be competent and follow safe working practices
- Hirers must comply with this policy and ensure their activities maintain safety standards equal to or above the school's requirements
- Site managers will brief all visitors, hirers and contractors on welfare, emergency procedures and hazard areas including asbestos

4.5 Emergency Planning

- The Executive Headteacher/Headteacher will maintain a suitable emergency plan covering foreseeable risks
- Plans will be reviewed biannually and approved by the Governing Body

5. Codes of Safe Working Practice

5.1 Classroom Safety

- Maintain order and cleanliness
- Check doors, floors, sinks and electrical equipment
- Store edged tools safely
- Ensure pupils are never left unsupervised

5.2 Playground Safety

- Duty staff check equipment and play areas for hazards
- Ensure children wear suitable clothing and footwear
- Limit numbers to prevent overcrowding
- Supervise all equipment use

5.3 Staff and Pupil Safety

- Staff must integrate health and safety into teaching
- Children should be taught personal responsibility and school safety rules
- Specific DfE guidance applies to: Art & Craft, PE, Science, Animals, Swimming and Work at Height

5.4 Manual Handling

- Heavy items must be moved only by trained staff or with mechanical assistance
- PE equipment and pianos have specific handling protocols

5.5 Work at Height

- Only appropriate equipment (step ladders, scaffold) may be used
- Staff must follow safe work procedures and inspection schedules
- Roof work requires fall protection and training

6. Staff Training and Information

- The Executive Headteacher ensures staff receive appropriate health and safety information and training
- Staff must understand emergency procedures, safe working practices and their individual responsibilities

7. Filtering and Monitoring Standards

- Filtering and monitoring systems protect pupils and staff from harmful online content
- The DSL has overall responsibility; the Chair of Governors oversees provision
- SLT is responsible for procurement, documentation, analysis and review
- Staff are trained to report concerns, identify software failures and escalate safeguarding issues

8. Asbestos Management

- An Asbestos Management Plan and register are maintained by the Premises Manager
- Staff must not disturb asbestos-containing areas and must report concerns to the Responsible Officer

- Signs as shown below are indicated in areas of the school and staff are informed not to disturb these areas and to report concerns to the premises manager.



9. Fire Safety and Evacuation Procedures

- Fire alarms, drills and muster points are maintained and tested regularly
 - Evacuation drills are termly or more frequent as needed
 - Staff must follow fire evacuation signs and procedures
- Records of drills, timings and any false alarms are maintained in the Fire Safety Log Book

Action	Person responsible	In case of absence
Evacuation of all staff children and visitors	Teacher/ year group leader	Most senior person in year group
Collection of registers and staff/ visitor signing in book/ sheets	Office Staff	Office Staff
Collection of school cordless phone	Office Staff	Office Staff
Checking of toilets (all areas)	Nominated fire Wardens	Deputy fire warden
Checking rooms	Nominated fire Wardens	Deputy fire warden
Calling the fire brigade	Headteacher	Deputy Headteacher
Meeting the fire brigade	Headteacher/ SLT /Premises Managers	Headteacher/ SLT /Premises Managers

Appendix A

Safeguarding Concern Form

new wave federation

Safeguarding Concern Form

Section 1 Details of child		
Full Name	Male/Female	Class

Section 2 Details of reporter (your details)		
Your name	Your position	Date and time of concern
		Date: ____:____am/pm Location:

Are you reporting your own concerns or responding to concerns raised by someone else? (delete as appropriate)

Reporting own concerns
Responding to concerns raised by someone else

If you are responding to concerns raised by someone else, please provide their name and position within the school here.

Section 3 Details of Concern/Disclosure/Observation
What is your concern? (Describe what you have seen, heard or been told.) What exactly did you observe or hear? (Use the individual's own words where possible.) What did they say and how did they say it? (Use their exact words if possible.) How long was your conversation with the pupil? Who was present?

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Guidance for Completing the Body Map
Please mark only the areas of the body that are visible and where an injury, bruise or mark has been observed.
Use a clear label or number to link each mark to your written description above.
If you notice multiple marks, record each separately and clearly.

Action Taken by Reporting Adult	
What did you do?	
What did you say?	

Reporter Signature	
Signature	
Full Name	
Date	

Section 4 For the DSL		
Name of DSL	Date	Time Concern Received

Category of Harm			
Physical Abuse	Emotional Abuse	Sexual Abuse	Neglect

Review Concern and Actions taken

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CPOMS Update
Has CPOMS been updated with this information and next steps/actions

DSL Signature	
Signature	
Full Name	
Date	

Appendix B

Accident Reporting Systems & Procedures

Accident Reporting Systems & Procedures

Break-times (AM) and Nursery/Reception outdoor provision

- All head bump and accident forms to be completed by the first aid person on duty on the Accident/ Injury/Illness report slip located in Nursery and Reception. Slips are to be handed to the parents via the class teacher.
- With **ALL** head bump incidents parents will be phoned at the time of the accident.
- The parents must be phoned by the first aid person or a member of Admin staff at the front desk.
(Telephone calls must never alarm parents or worry them; we approach such incidents with care and tact).
- For other serious injuries parents will also be phoned at the time. If the person dealing with the incident is unsure as to the severity of an accident or injury, they will consult with the relevant first aiders.
- In **ALL** cases, SLT will be informed that parents have been contacted (SLT STAFF)
- The first aid person who dealt with the incident always informs the class teacher.
- All slips must be handed to the receptionist in the office at the end of each day.

Lunchtime YR-Y6

- Minor incidents should be dealt with by staff on duty.
- For other, more serious injuries a Senior Leader or Age Phase leader will investigate the incident and take appropriate action.
- First Aider fills in an Accident/Injury/Illness report slip located in the main school office or head bump form and informs Senior MMS or a member of SLT.
- Midday first aider will inform class teacher of any events leading up to the accident and the resolution.
- In **ALL** head bump incidents parents will be phoned by a member of the Admin team.
- An Accident/Injury/Illness report slip is given to the pupil to take home and a copy is handed to the receptionist.
- For other serious injuries parents will also be phoned at the time. If the first aider is unsure as to the severity of an accident or injury they will consult with SLT

After School Reporting

- The class teacher informs parents after school of the incident and hands over an Accident/Injury/Illness report slip to parents
- For an injury other than a head bump if the class teacher does not see the parent (e.g. child is attending a club) they must phone the parents to ensure parents are aware that the teacher knows of the incident and can answer any questions about it (head bumps will already have been phoned at the time)
- An Accident/Injury/Illness report slip is given to the pupil to take home and a copy is handed to the school receptionist.

After School Clubs

- All accidents to be reported to office staff/ASC coordinator or a member of SLT
- Staff dealing with the accident are to complete an Accident/Injury/Illness slip and discuss with office staff/ASC coordinator or a member of SLT.
- **ALL** head injuries or serious injuries will be reported to SLT and the parents telephoned immediately.
- Office staff/ASC coordinator will inform parents when the child is collected of any accident and will supply the parent with the appropriately completed Accident/Injury/Illness report slip. A copy is handed to the school receptionist.

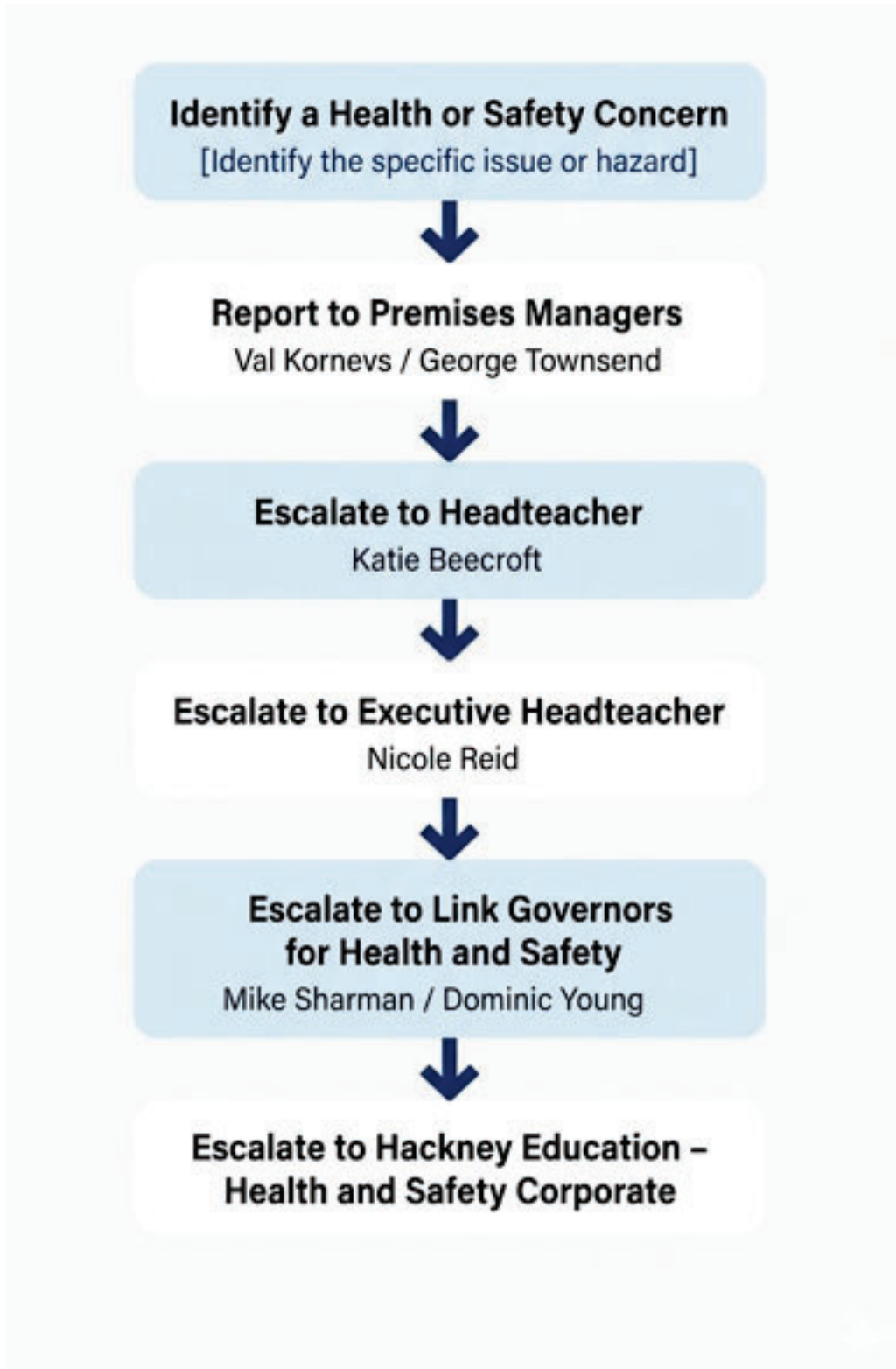
Breakfast Club

- An Accident/Injury/Illness report slip and head bump forms to be completed in the main school office by the Breakfast Club Coordinator. They will inform parents if it is a head bump or serious injury Headteacher & BC Coordinators
- All Accident/Injury/Illness report slips to be given to the class teacher and they are to be made aware of the incident.
- The class teacher **MUST** ensure the letter is handed to the parent at the end of the school day. A copy must be handed to the office receptionist

N.B. An ambulance is **NEVER** called unless a member of the SLT has directed this to happen.

Appendix C

Health & Safety Concerns Escalation Flowchart



10. Policy Review

- This policy will be reviewed annually or after any significant changes in legislation, premises or operations
- Reviews will involve consultation with staff, Governors and Hackney Education advisors

Policy Reviewed	September 2025
Adopted by Governing Body	October 2025
Review Date	October 2026