



Health and Safety Policy

SEPTEMBER 2025

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PART A. General Statement of Intent

1. Active London recognises and accepts its duties under the Health & Safety at Work Act 1974 and the Management of Health & Safety at Work Regulations 1992 in relation to conditions and activities which fall within their control.
2. Within the Directors' executive authority they shall safeguard, so far as is reasonably practicable, the health, safety and welfare at work of every school employee. Particular attention will be paid to the provision and maintenance of:-
 - a) Plant, equipment, systems and procedures of work that are safe.
 - b) Safe arrangements for the use, handling, storage and transport of articles and substances.
 - c) Sufficient information, instruction, training and supervision as is necessary to protect the health & safety of both employees while at work and other persons who may be affected by the work activities.
 - d) Safe places of work with safe entrances and exits.
 - e) A healthy working environment.
 - f) Adequate welfare facilities and amenities compatible with statutory requirements.
 - g) Procedures to ensure the safety of employees, children and other persons in emergency situations.
 - h) Protective clothing, equipment and such facilities necessary to ensure a healthy, safe working environment.
 - i) Ensure all safeguarding arrangements are in place to protect pupils and staff.
3. Active London accepts its statutory duties under the Health & Safety at Work Act and any other legislation pertaining to Active London's activities. We also recognise the need to make financial provisions for the implementation of health & safety issues.
4. Active London will conduct its undertakings in such a way as to ensure, as far as is reasonable and practicable, that children and persons not in its employment, but who may be affected, are not exposed to risks to their health and safety, i.e. visitors, contractors, students etc.
5. Active London will consider all factors relating to health, safety and welfare facilities which will be taken into account when considering projects and tenders.
6. No Safety policy will be successful unless it involves the employees themselves. Therefore consultation on health, safety and welfare matters will take place during staff meetings with representations made to the directors. In addition the policy will be brought to the attention of all employees.
7. Active London will ensure that health, safety and welfare matters outside their control are brought to the attention of the relevant authority.
8. Active London will not levy any charges or permit any charges to be levied on any employee in respect of anything done or provided in pursuance of any statutory requirements with respect to health, safety or welfare.

9. Hub managers may be required to draft the necessary arrangements to secure compliance with all health and safety requirements for consideration and acceptance by the Board of Directors. Managers would be expected to monitor the day to day implementation of these arrangements. Directors undertake regular reviews of this Health and Safety Policy.
10. Priority will always be given to security, safety, and freedom from risk to the health of staff, pupils and all other persons engaged in activities under the control of the Governing Body.
11. The policy will be reviewed after it has been in place for two years.

1. DIRECTORS

- a) Directors will ensure that each hub complies with Active London's policy.
- b) Directors are ultimately responsible for health and Safety Policy being produced, implemented and reviewed but may delegate day to day responsibilities to individual hub managers.
- c) Directors will review the Health & Safety Policy regularly and make revisions and additions as they consider appropriate. All such revisions will be brought to the attention of staff. The next review date is two years after the policy has been adopted.
- (d) Directors will assist hub managers in implementing and maintaining this policy and the arrangements which give practical effect in the general Statement of Intent.
- (e) Directors will ensure that staff with delegated Health & Safety responsibilities are given sufficient information, instruction, training and facilities needed to meet these responsibilities.
- (f) When requested by two or more employees Directors will set up a Health & Safety committee in accordance with the Health & Safety at Work Act 1974 and the Safety Representatives and Safety Committee Regulations 1977.
- (g) Directors will ensure that health and safety matters are considered when assessing budgetary requirements which they control.

2. HUB MANAGERS

- (a) Hub Managers have been delegated responsibility for implementing the policy and monitoring and maintaining arrangements within the school as outlined in this Health & Safety policy.
- (b) Hub Managers will pursue the objectives of Active London's Health & Safety policy, monitor their effectiveness and advise the Directors accordingly.
- (c) Hub Managers will ensure that all accidents and dangerous occurrences are reported to the Directors and other appropriate bodies, as appropriate. Investigations in to the causes of every accident, dangerous occurrence and near miss are undertaken with all reasonable steps made to prevent a reoccurrence.

- (d) Hub Managers will ensure that all new staff receive induction training in Health & Safety and that all staff receive sufficient Health & Safety information, instruction and training. This is to be reviewed annually. All staff will have Active London's Health & Safety policy brought to their attention.
- (e) Hub Managers will respond to and liaise with recognised Safety representatives.

3. ALL STAFF HAVE A DUTY TO

- (a) Take care of themselves and others and not to misuse or interfere with anything provided in the interest of Health & Safety.
- (b) Report defects and shortfalls promptly to the Hub Manager.
- (c) Attend briefings and courses as appropriate.
- (d) Be aware of fire safety and fire drill procedures.
- (e) Ensure safe use of all tools and equipment paying particular attention to correct use of electrical equipment including switching off and unplugging after use.
- (f) Be aware of bomb alert procedures.
- (g) Be aware of dangers inherent in some substances, the location of risk assessment information and their contents.
- (h) Record accidents in the accident book.
- (i) Challenge any strangers on site.
- (j) Familiarise themselves with the Health & Safety Policy.

4. VISITORS

- (a) Should report to School office at beginning and end of visit.
- (b) Should observe local rules and arrangements.
- (c) Read the Fire Evacuation Procedure - located at the office when they sign in.

5. FIRE PROCEDURES

In the event of a fire the fire services will be called by the Hub Manager or other senior staff unless otherwise directed. A record of all such calls will be kept on file.

ON DISCOVERING A FIRE

- Sound the alarm
- If safe to do so, tackle the fire using the extinguisher provided (This should only be actioned by staff who have received fire extinguisher training and who are not in charge of a group of pupils). A list of trained staff to be kept updated in the Safety Records.
- Evacuate via nearest safe exit and assemble in the appropriate place.

ON HEARING THE ALARM

- Group leaders should evacuate the class via the nearest safe exit into playground.
- Children and adults should **not** collect belongings.
- Children must line up in activity groups in the appropriate place.
- All children who have been working away from main group or who were in toilet etc when alarm sounded should not return to their group but should leave the building through the nearest exit and make their way to the appropriate place where they will rejoin their group.

CHECKING SCHOOL

Hub Manager and Deputy Manager to check relevant toilets, classrooms, hall etc as they pass.

The Hub Manager is responsible for arranging for emergency services to be met and directed appropriately.

DISMISSAL

All persons on site should wait for advice from the Hub Manager before returning to the building.

A fire drill will be carried out every holiday period.

6. CHILD PROTECTION

All issues relating to Child Protection are dealt with in accordance with Active London's policy. Copy to be obtained from the Hub Manager.

The designated member of staff for child protection issues is the Hub Manager and in their absence the Deputy. (See Safeguarding Policy)

7. FIRST AID

At all times there are a minimum of two named qualified First Aiders on the staff. Their current certificates are available in the staff file.

The First Aider or appointed person will take charge of the situation in the event of serious injury or illness. They will decide whether or not an ambulance and hospital treatment is necessary and will arrange that parents are notified.

First Aiders/appointed persons should not put themselves at risk in order to treat a casualty.

Disposable medigloves should be worn by anyone administering first aid treatment especially when it involves bodily fluids, in order to prevent the possible spread of communicable diseases.

See separate guidance for Covid specific controls.

First Aid Boxes

The first aid box is located in the main group room.

It is the responsibility of the principal First Aider to ensure that the kit is regularly checked and replenished and that all expiry dates are adhered to.

Records of all cases treated should be made and kept in the appropriate log book.

Administering of Medicine

It is not appropriate to administer medicine at our hubs except for asthma treatment or other medication for chronic conditions. Any further administrations will be made at the discretion of the Hub Manager and with written instructions and permission from the child's parent/carer.

Please see separate policy for more information and for administering medication record form.

8. REGISTRATION PROCEDURES

Registers are called at the beginning of morning and afternoon sessions. Any child who arrives after registration must report to the office to be signed in. In the case of nursery children who arrive late, the nursery staff will ask the parent/carer to go to the office to register the child.

9. ACCIDENT REPORTING

Accident forms are available from the Hub Manager and the accident book is kept in the staff area. It is the accountability of the Hub Manager to investigate the accident and decide what appropriate action needs to follow calling in all specialist advisors as necessary.

10. HYGIENE

To ensure cleanliness and hygiene, cleaning of the hub will be carried out according to each school's specification. The appropriate site manager and Hub Manager will monitor the cleaning operation regularly and record findings and actions. Any concerns should be reported to the school or venue. Chemicals must be stored properly and are kept under control either in storeroom or the cleaners' cupboard which must be locked AT ALL TIMES. All cleaning products must have the appropriate COSHH sheets and be used in accordance with the Manufacturer's recommendations.

Separate guidance, related to Covid, can be found in the separate risk assessment.

11. TRAINING

New staff will receive induction training for Health & Safety. All staff will receive annual updating on their responsibilities under the Health & Safety policy. The individual member of staff's training needs will be reviewed annually and the appropriate training organised.

12. SHARP OBJECTS

Staff have a duty to ensure that children do not use sharp objects without very close supervision. This refers to scissors, technology tools, craft knives etc. As a general rule, pointed scissors should not be available for children to use.

13. SMOKING

Active London operates a strictly no smoking policy on all of its sites.

14. SECURITY

Visitors to the site must report to the Hub Manager where they will sign the register and be issued with a visitor's badge, and read the appropriate policies. All staff have a duty to challenge any unknown person on site who is not wearing a visitor's badge.

The Hub Manager, along with the appropriate member of site staff, is responsible for ensuring that all doors and windows are locked and that the alarm is on every evening whenever the school

is unoccupied. Any faults must be reported in writing to the Head Teacher the next day who will take immediate appropriate action.

Children should not challenge strangers in the school but report their presence immediately to a member of staff

15. FOOD HYGIENE

The kitchen staff will keep an up-to-date food hygiene plan, in line with the [Hazard Analysis Critical Control Point \(HACCP\) principles](#).

The kitchen staff will receive food hygiene training as part of their induction, with at least one member of staff holding a formal food hygiene certificate which will be kept up-to-date. All staff who are responsible for handling food will partake in annual food hygiene refresher training.

In line with food safety and hygiene regulations, a food hygiene record will be kept, demonstrating what the school has done to ensure all food and food preparation areas are safe and how this compares with the proposed food hygiene plan. This record will be maintained by the head cook or other designated member of staff and entries will be completed on a daily basis.

For each day of the week, the food hygiene record will include space to record the following (where applicable):

- The date
- The completion of the opening and closing checks, as outlined in the present section of this policy
- The completion of the day's cleaning tasks, with reference to the cleaning schedule
- Details of any hygiene-related incidents that occurred during the day
- Additional checks that may have been conducted, e.g. pest control checks that take place on a less frequent basis
- A signature from the head cook or designated member of staff that has completed the day's entry

The food hygiene record will also include the following (where applicable):

- List of suppliers
- Kitchen staff training record
- Food temperature monitoring records
- Fridge and freezer temperature monitoring records
- Hygiene inspection checklist
- Monthly reviews

At each monthly review, the head cook will assess the food hygiene record to identify any persistent problems from that last month. If problems are identified, these will be recorded along with decisions on how to handle them, e.g. providing staff with additional training.

At the beginning of the day, the following checks will be conducted (where applicable):

- All fridges, freezers and chilled display equipment are working properly, and fridges are running below 5°C, chill cabinets below 8°C, and freezers at -5°C

- All other equipment, e.g. ovens, is working properly
- Staff are fit for work, not presenting any signs of illness, and wearing clean clothes
- Food preparation areas are clean and disinfected
- There are plenty of handwashing and cleaning materials available, e.g. soap and paper towels

At the end of the school day, the following checks will be conducted (where applicable):

- No food has been left out
- Fridges are running below 5°C, chill cabinets below 8°C, and freezers at -5°C
- Food that is past its 'use by' date has been thrown away
- Dirty clothes have been removed for cleaning and replaced with clean ones
- Food and cleaning waste has been removed and new bags have been put into the bins

A cleaning schedule will be maintained and stored in the school canteen (or other appropriate venue). The cleaning schedule will outline:

- Items and equipment that need to be cleaned
- How frequently items and equipment need to be cleaned
- Who is responsible for cleaning items and when
- The precautions that must be taken when cleaning
- The methods of cleaning that will be used

Training will be provided to all kitchen staff on how to use the cleaning schedule.

Kitchen staff will keep food preparation areas to the highest standard of cleanliness by doing the following:

- Cleaning before, during and after food preparation
- Keeping a well-stocked supply of cleaning materials
- Ensuring hand soaps and sanitisers are accessible and fully stocked
- Ensuring all chopping boards are stored in a stand and are dry before use
- Storing knives away from the reach of unauthorised personnel in a sanitised draw or stand
- Washing cleaning cloths and towels at the end of the day and drying them before reuse
- Storing cleaning cloths and towels in a sterile cupboard or draw
- Not leaving food products out at room temperature for longer than is necessary
- Storing any bags or personal belongings out of the kitchen to avoid foreign bodies entering the food preparation area

Kitchen staff will complete cleaning tasks as allocated and ensure these are marked as 'Complete' on the cleaning schedule. The cleaning schedule will be reviewed on a regular basis by the head cook (or other appropriate staff member) to ensure that cleaning tasks are being completed properly.

Food contact materials will come from reputable suppliers and will be safe for use by staff to package, store, prepare and cook food. For the purpose of this policy, food contact materials include:

- Packaging, e.g. cellophane wrap.
- Food processing equipment, e.g. a food blender.
- Cookware.
- Work surfaces.

The school recognises the importance of food hygiene and will accommodate any member of staff who wishes to complete an official food hygiene certificate as part of their CPD, where possible.

Kitchen staff will wear suitable PPE when preparing food - the PPE will be free from tears, burns or holes. The following list indicates the suitable PPE the school uses:

- Full body aprons
- Hair/beard nets
- Latex gloves
- Shoe covers

Kitchen staff will be informed by the head cook on how to properly stock a fridge, including the following procedure:

- Raw meat stored on the bottom shelf
- Cooked meat on the middle shelf
- Fruit and vegetables on the top shelf

Where stock requires more than one fridge, raw and cooked meat will be stored separately.

Kitchen staff will have high standards of personal hygiene, including washing hands in the following circumstances:

- Before and after preparing raw meat
- Before and after preparing and cooking other food products
- After using the toilet
- After touching door handles, light switches or phones.
- After coughing or sneezing

Kitchen staff will check the accuracy of their thermometers by using the boiling water test. For the purpose of this policy, the boiling water test involves submerging the thermometer in boiling water and checking that the temperature reads 100°C +/- 1 degree.

The hub's food hygiene record, cleaning schedule and details of all hygiene and safety checks will be retained in line with the local environmental health department's requirements.

This policy was adopted by Active London	Date: 1/9/25
To be reviewed: 1/9/26	Signed: D A Griffiths