



RESPECT. RESILIENCE. INTEGRITY.

Health Safety **and** Wellbeing Policy

FINAL APPROVAL

15 October 2026

NEXT DOCUMENT REVIEW

July 2027

Document owner	Ryan Osbaldeston, Premises, First Aid, Allergy and Outdoor Area Lead
Confirmed by	Krystian Liptrot, Chair of the proprietor board, for Life Changing Education Ltd
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Applies to	All pupils, staff, volunteers, visitors and contractors at the proposed school site, during educational visits and in commissioned alternative provision. Proposed school site: Unit 4, Howarth Court, Oldham Gateway, Gateway Crescent, Chadderton, Oldham, OL9 9XB.

LCE ACADEMY

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1 Statement of intent

LCE Academy will provide and maintain, so far as reasonably practicable, a safe and healthy school for pupils, staff, visitors, contractors and others affected by its work. The proprietor retains legal accountability even where tasks are delegated. Health and safety will be managed as part of safeguarding, curriculum quality, premises compliance and staff wellbeing, not as a paper exercise.

The school's approach is proportionate and evidence-led: plan, do, check and act. Pupils aged 11–16 will be enabled to learn safely through appropriately challenging activity. At opening, science uses ordinary classrooms for approved low-risk pupil observation, measurement and enquiry, supported by modelling, simulation, secondary data and teacher demonstration. Specialist laboratory procedures are outside the opening programme. Any later practical activity is introduced only after the specific activity, venue, equipment, substances, risk assessment, supervision, staff competence, safeguarding, transport, insurance and emergency controls are formally approved. The school consults staff, listens to pupil concerns and makes reasonable adjustments without compromising essential safety.

2 Legal and regulatory framework

This policy supports compliance with:

- Health and Safety at Work etc. Act 1974;
- Management of Health and Safety at Work Regulations 1999;
- Education (Independent School Standards) Regulations 2014, particularly paragraphs 11–16 and Part 5;
- Regulatory Reform (Fire Safety) Order 2005;
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013;
- Control of Asbestos Regulations 2012;
- Control of Substances Hazardous to Health Regulations 2002;
- Electricity at Work Regulations 1989;
- Gas Safety (Installation and Use) Regulations 1998 where applicable;
- Workplace (Health, Safety and Welfare) Regulations 1992;
- Provision and Use of Work Equipment Regulations 1998;
- Manual Handling Operations Regulations 1992;
- Personal Protective Equipment at Work Regulations 1992, as amended;
- Construction (Design and Management) Regulations 2015 where works are commissioned;
- Equality Act 2010, including the independent-school accessibility-plan duty;
- current DfE health and safety, estate, first aid, premises, educational visit and emergency-planning guidance;
- Keeping Children Safe in Education 2026 and Working Together to Safeguard Children 2026.

Where another controlled policy contains detailed arrangements—Fire Safety, First Aid, Supporting Pupils with Medical Conditions, Allergy Safety, Educational Visits, Positive Handling, Safeguarding or Business Continuity—this policy sets the governance and assurance standard and the specific procedure supplies the operational detail.

3 Scope and one site operating model

This policy applies to all employees, agency and supply staff, proprietors, volunteers, pupils, visitors and contractors, and to all activities controlled by the school.

LCE Academy operates as one proposed school site. The Soccer Factory, Hyde facility, external salon, external gym and similar external locations are not additional school premises or satellite sites. Use is limited to:

- a planned educational visit controlled by the school's visit approval and risk-assessment process; or
- separately commissioned alternative provision subject to written due diligence, safeguarding, attendance, curriculum, incident-notification and quality-assurance arrangements.

The school will not routinely teach pupils at an unapproved site or change the registered premises, capacity or accommodation without completing the required DfE material-change process.

4 Organisation and accountability

Krystian Liptrot, as Chair of the proprietor board and company acting on behalf of Life Changing Education Ltd and advised by the governing body, exercises proprietor accountability as follows:

- retains statutory proprietor accountability and cannot delegate away the proprietor's legal duties;
- appoints competent health and safety support;
- approves policy, resources and risk appetite;
- confirms interfaces with owner, landlord, managing agent and contractors in writing;
- receives termly assurance and challenges overdue high-risk actions;
- ensures serious incidents and enforcement contact are escalated.

Life Changing Education Ltd is the employer and sole legal proprietor and carries the employer's health and safety duties. It provides the resources, competent support and management arrangements needed to implement this policy. Krystian Liptrot, as Chair of the proprietor board and company, leads and records the company's proprietor oversight and decisions.

The Headteacher:

- implements this policy and stops activities or closes areas that are unsafe;
- ensures suitable and sufficient risk assessments, training and supervision;
- confirms emergency, first-aid and safeguarding coordination;
- reports material concerns to the proprietor promptly;

- ensures staff and pupils are consulted.

Richard Blizzard is the Academy's competent health and safety adviser. He provides advice based on suitable skills, knowledge and experience, reviews systems and higher-risk assessments, and states clearly where specialist advice is required. Appointment of an adviser does not transfer the proprietor's accountability.

Ryan Osbaldeston, Premises Lead, manages the compliance register, inspections, defects, contractors, keys/access, servicing evidence and action closure. The Fire Responsible Person(s) meet the Fire Safety Order duties and cooperate with any other responsible person controlling the building.

Curriculum and visit leaders identify subject/activity hazards, approve controls, ensure staff competence and check equipment. The DSL coordinates where safety incidents may also involve abuse, neglect, exploitation, missing pupils or allegations. The SENDCO advises on pupil-specific adjustments and risk plans.

All staff must take reasonable care, follow information/instruction/training, use equipment correctly, report defects and near misses promptly, challenge unsafe practice and cooperate with controls. No one may bypass an isolation, guard or safety control. Pupils and visitors receive accessible rules and supervision proportionate to risk.

5

Risk assessment and change control

A suitable and sufficient assessment is completed before a new premises area, activity, item of equipment, substance, contractor task, educational visit or individual high-risk arrangement begins. It identifies hazards, who may be harmed and how, existing controls, further actions, owner, deadline and residual risk. Significant findings are recorded.

Assessments consider employees, pupils, young workers, new/expectant mothers, disabled people, contractors, visitors, lone workers and anyone needing additional communication or mobility support. Dynamic assessment complements but does not replace planned assessment.

Assessments are reviewed:

- at the planned risk-based interval;
- after an incident, near miss, complaint or enforcement advice;
- when legislation, guidance, people, premises, equipment or activity changes;
- when there is reason to believe controls are ineffective.

A central risk register identifies all assessments, owner, approval, review date and action status. High or intolerable residual risks are escalated immediately; the activity or area remains stopped until adequate control is verified. Staff are briefed on relevant findings and evidence of briefing is retained.

Premises accommodation and pupil welfare

The occupied premises are controlled through the Academy's Part 5 evidence file. It contains the reconciled named-room floor plans, site-boundary image, confirmed room uses, photographs, accessibility arrangements, statutory certificates, completed remedial evidence and the live premises register. The application plan shows layout and accommodation; the internal register records operating capacities and any room restrictions. These records are kept aligned following any premises change.

Sanitary provision

The Academy provides six pupil toilets, two on each floor. Each pupil toilet is a self-contained room with a washbasin and an internal lock. On the first floor, the two pupil toilets are beside the staircase and medical-room entrance. Three separate unisex staff toilets are behind a mag-locked door off the first-floor main corridor and share a washbasin. The ground-floor drawing identifies an accessible pupil W/C. The fixture schedule records accessibility and access arrangements; the shower and changing facilities provide private use. The following arrangements apply:

- self-contained, internally lockable unisex pupil toilet rooms, each with its own washbasin and full privacy;
- privacy, dignity, accessibility, ventilation, lighting, hot/cold water, soap and hygienic drying;
- toilets for staff that are separate from pupils except where a toilet is designed for disabled users;
- private changing accommodation and a private shower for pupils aged 11 and over receiving PE;
- cleaning, replenishment, defect and out-of-order arrangements that preserve sufficient provision.

The pupil numbers in rooms and across the building must not exceed the signed capacity and circulation/escape calculations. Accommodation includes suitable teaching space, medical accommodation with nearby toilet and washbasin, drinking water, washing facilities, lighting, acoustics, ventilation, heating, external lighting, security and access.

The on-site gym and the designated supervised regulation spaces in the communal areas are identified on the controlled room schedule. Their equipment, access, supervision, safeguarding, emergency and activity-specific risks are checked before use and after any material change; they are not used as unsupervised isolation spaces.

Daily opening checks cover escape routes, fire doors, water leaks, sanitation, temperature/ventilation, glazing hazards, trip/fall hazards, security and known defects. Defects are logged, prioritised, isolated where necessary and closed only with evidence.

6.1 Outdoor area access and vehicle control

The rear outdoor area is 20 metres by 20 metres with a concrete surface. Perimeter fencing completion is scheduled for 19 October 2026, the stated inspection-ready date. During pupil operation, Ryan Osbaldeston opens the vehicle gate at 08:30, secures it by 10:30 and reopens it at 13:30. Pupil recreational use is restricted to the secured 10:30–13:30 window, with no vehicle movement and the assessed supervised group limit of 54. Emergency escape, gate release, assembly and access follow the FRA and evacuation plan for the actual occupants.

Fire safety and emergency evacuation

The current fire risk assessment is dated 8 October 2026 and records compliance for the proposed school. Ryan Osbaldeston holds the signed assessment and supporting fire-safety records for authorised inspection. A five-year structural survey cycle for the outdoor spiral staircase is maintained in the premises inspection schedule. The request to Greater Manchester Fire and Rescue Service was sent by email on 13 October 2026; the request and any subsequent response are retained in the fire-safety file. Fire precautions, maintenance, drills, accessible evacuation and the action register remain under regular review.

Greater Manchester Fire and Rescue Service was notified and an inspection requested by email on 13 October 2026. Ryan Osbaldeston retains the request and any subsequent acknowledgement, advice or inspection outcome. A service decision not to inspect is recorded separately; the competent FRA and the Responsible Person's duties continue.

The Responsible Person records the assessment and significant findings, maintains precautions, provides information and training, and reviews the assessment regularly and after significant change or incident. The final evacuation plan is retained in the fire file; fire action and evacuation notices are displayed in every room on every floor; the primary assembly point is at the rear; drills have been undertaken; and mobility-assistance arrangements are available for both upper floors. Roll-call arrangements and drill improvement actions are recorded. An individual PEEP is completed before or at admission for every pupil, member of staff or regular visitor who requires one.

Minimum operational controls include:

- unobstructed escape routes and unlocked final exits while occupied;
- tested alarm, emergency lighting, fire doors and firefighting equipment under a competent servicing schedule;
- a fire log recording checks, defects, false alarms, training and drills;
- induction before staff work unsupervised;
- a drill early in each term and after material changes or where performance shows retraining is needed;
- roll-call arrangements for pupils, staff, visitors and contractors;
- documented evacuation time, issues, actions and retest.

No room is used, and no increase in numbers occurs, where the fire risk assessment or responsible competent advice does not support that use.

First aid medical needs medicines and allergy

The separate First Aid Policy and allergy appendix govern clinical arrangements. A needs assessment determines the number and type of trained first aiders for the school day, breaks, visits and foreseeable absences. A live rota ensures competent cover whenever pupils are present.

The school maintains accessible first-aid kits, defibrillator arrangements where provided, emergency contacts and incident forms. Dedicated medical/first-aid accommodation is available on the ground and first floors, close to a toilet, with washing facilities, suitable equipment, privacy and emergency access; the first-

floor medical room is separate from the electrical distribution-board room; it is not double-counted as teaching space and remains available whenever pupils are present. Emergency services are called without delay where indicated. Parents are informed promptly and the pupil is not sent home alone.

Medicines are received, stored, administered, recorded and disposed of only under a controlled procedure and individual healthcare plan where needed. Emergency medication remains accessible. Allergy risk is managed through a register, individual action plans, staff training, spare adrenaline auto-injector arrangements if procured under the statutory scheme, food/cross-contact controls and visit/AP planning.

9 Asbestos legionella and hazardous substances

Asbestos

Before intrusive work or occupation where relevant, the dutyholder confirms the building's age and asbestos status. Where asbestos-containing material may be present, a suitable survey, register, risk assessment and management plan are maintained. The register is shown to and signed by anyone liable to disturb the fabric before work. Condition inspections and actions follow the plan. Suspected disturbance stops work; the area is isolated and competent advice/emergency arrangements are followed. A statement of "not applicable" requires documentary evidence, not assumption.

Water hygiene

A competent legionella risk assessment identifies systems, susceptible users, control scheme, responsible person, temperatures/flushing/sampling where required, little-used outlets, shower-head cleaning and action thresholds. Records demonstrate checks and corrective action. The new shower is included before use. Following closures or low use, safe recommissioning occurs before pupils return.

COSHH

An inventory is maintained for cleaning, science, art, maintenance and other hazardous substances. Safety data sheets inform but do not replace a COSHH assessment. Substitution is considered first; quantities are minimised; locked labelled storage, ventilation, PPE, spill response, disposal and staff training are specified. Pupils access substances only through curriculum risk assessment and direct supervision.

10 Electrical gas equipment and contractor controls

The electrical installation condition report and remedial certification are held through Guardian's online portal. All necessary remedial work is complete and signed off by a registered electrician. Ryan Osbaldeston holds the current report, observation schedule and certificates and provides them for authorised inspection. Electrical maintenance, inspection and any improvement recommendations follow the current issuer records; recommendations are distinguished from defects requiring remedial action.

Gas systems and appliances, if present, are serviced and safety-checked by a Gas Safe registered engineer at the required interval. Plant, heating, ventilation, pressure systems, lifts/lifting accessories, kitchen equipment and other regulated equipment are inspected and maintained at statutory/manufacture/risk-based frequencies. Evidence identifies the asset, competent person, date, result, defects, restriction and next due date.

Work equipment is suitable, guarded, maintained and used only by trained/authorised persons. Manual-handling risks are avoided or assessed. PPE is provided without charge where residual risk requires it and is fitted, maintained and replaced.

Contractors are selected through competence, insurance and safeguarding checks proportionate to the work. Before starting they receive site, fire, access, pupil-separation, asbestos and emergency information. Higher-risk work uses permits, isolation and supervision. Contractors do not work unsupervised around pupils unless safeguarding requirements are met. Completion evidence, certificates, waste notes and defects are retained.

11

Curriculum PE and practical activities

Subject leaders maintain activity-specific risk assessments, schemes of work, equipment registers and provider arrangements. At opening, science uses approved low-risk pupil observation, measurement and enquiry in ordinary classrooms, supported by modelling, simulation, secondary data and teacher demonstration. Specialist laboratory procedures are outside the opening programme. Any later practical activity begins only after the specific activity, venue, equipment, substances, risk assessment, supervision, staff competence, safeguarding, transport, insurance and emergency controls have been formally approved. PE uses competent instruction, space and equipment checks, suitable clothing, medical information, progressive movement-foundation teaching and first-aid and incident arrangements.

Food, art, design, vocational or salon-related activity is not introduced until the room, equipment, substances, hygiene, qualifications, supervision and insurance have been approved. Activity at an external salon, external gym or sports venue is an educational visit or separately commissioned AP, not an extension of the school site.

Pupils are taught to assess risk, use equipment safely and report defects. Challenging activity is not prohibited merely because it has some risk; controls are proportionate and educational benefit is considered.

12

Security visitors violence lone working and CCTV

A site security risk assessment covers boundaries, entrances, reception, keys/fobs, deliveries, visitor identification, unauthorised access, missing pupils, lockdown, local threats and out-of-hours use. Visitors sign in, receive emergency/safeguarding instructions, display identification and are supervised according to vetting and purpose.

Violence/aggression risks are assessed using pupil information, staffing, environment, communication and de-escalation. Restrictive intervention follows the separate policy and April 2026 recording/reporting duties. Lone working is avoided for identified high-risk tasks and, wherever it cannot be avoided, is controlled through a task-specific risk assessment, check-in, communication, escalation and emergency arrangements.

CCTV is a safety and safeguarding control but does not replace supervision. Access to live or recorded footage is limited to authorised, trained staff for a defined lawful purpose and is logged. Monitoring, viewing, retention and disclosure follow the CCTV and data-protection arrangements, signage and role-based permissions. Safeguarding concerns identified through CCTV are reported to the DSL and recorded on CPOMS where appropriate.

13 Educational visits transport and commissioned alternative provision

Every visit has an educational purpose, approval, competent leader, risk assessment, consent/information, medical/SEND controls, supervision, travel, emergency contact, lost-pupil and first-aid arrangements. Higher-risk or adventurous activity uses a competent provider and appropriate approval. Evaluation and incident learning are recorded.

For separately commissioned AP, due diligence confirms registration status where applicable, safeguarding, health and safety, insurance, staff suitability, curriculum, attendance reporting, emergency/medical arrangements, premises and incident notification. A named LCE lead monitors each placement and visits/quality-assures it. LCE does not rely solely on a provider's policy or brochure.

School-controlled transport requires licensed/insured vehicles, driver checks, seat belts, passenger supervision, journey risk assessment, emergency arrangements and pick-up/drop-off controls. Private staff vehicles are used for pupils only under the approved transport procedure.

14 Accidents incidents near misses and RIDDOR

All accidents, work-related ill health, dangerous occurrences, safety-related restrictive interventions, property damage and near misses are recorded promptly in the appropriate operational record. Immediate priorities are first aid, emergency response, safeguarding, scene/evidence preservation and preventing further harm. Where an injury, event or pattern raises a safeguarding concern, staff alert the DSL without delay and make a linked CPOMS record; CPOMS does not replace the accident, first-aid, restrictive-intervention or statutory report.

The responsible manager investigates proportionately to identify immediate, underlying and management causes; assigns actions, owners and deadlines; and shares learning without blame. Parents, insurers, commissioners, enforcing authorities and other agencies are notified where required.

The competent person and Headteacher decide whether an event is reportable under RIDDOR; the decision and rationale are recorded. Reports are submitted by the responsible person within the applicable statutory timescale. The proprietor is informed immediately of fatality, specified injury, significant dangerous occurrence, enforcement contact, major premises failure or event likely to attract serious concern.

Infection prevention public health and welfare

The school maintains cleaning standards, hand hygiene, safe waste disposal, ventilation and arrangements for bodily-fluid spills. Public-health advice is followed for outbreaks. Staff and parents receive timely information that protects confidentiality. Vulnerable pupils/staff and pregnancy risks are considered individually.

Drinking water is clearly marked and available. Food is procured, stored, prepared and served under food-safety and allergy controls. Temperature, ventilation, lighting and noise are managed to support health, learning and sensory needs.

Staff health stress wellbeing and pregnancy

The proprietor assesses work-related stress and foreseeable occupational-health risks. Workload, violence/aggression exposure, safeguarding demand, lone working, pregnancy, disability and return-to-work needs are considered. Staff can raise concerns without detriment and may access supervision, occupational health or employee assistance as arranged.

Wellbeing support does not replace risk control. Where work is causing harm, managers record and implement a plan, review workload/resources and make reasonable adjustments. Health information is confidential and accessed only on a need-to-know basis.

Display screen equipment and staff workstations

The employer identifies display-screen users, records workstation assessments, provides information and training and addresses the identified risks. Suitable breaks or changes of activity, adjustments and eye/eyesight-test arrangements follow the applicable requirements. Ryan Osbaldeston holds the premises assessments; Kathryn McAuley maintains staff requests and training records.

Emergency planning and business continuity

Controlled procedures cover fire, lockdown, evacuation, shelter, serious injury/illness, missing pupil, utility failure, flood, severe weather, hazardous substance release, intruder, cyber/communications failure and loss of premises. Plans specify command roles, emergency services, parent/commissioner communications, pupil records/medication, assembly or alternative accommodation, safeguarding, recovery and media handling.

Contact lists and grab resources are current and accessible during system failure. Scenarios are practised at planned intervals; outcomes and improvements are recorded. Remote education or temporary relocation is used only when safe, legally and educationally appropriate, and must not conceal operation at an unapproved school site.

Monitoring consultation and proprietor assurance

The Premises/Operational Lead maintains a compliance register showing every asset/control, location, legal or risk basis, responsible person, competent contractor, last date, result, certificate link, defects/actions and next due date. Calendar reminders do not substitute for evidence.

Daily/weekly/monthly local checks are completed only by instructed people. Specialist inspection/testing is completed only by competent persons where required. Overdue or failed items are risk-rated immediately; affected areas/equipment are isolated until safe.

SLT reviews health and safety at least monthly and reports termly to Krystian Liptrot, Chair of the proprietor board and company, with recorded advice and challenge from the governing body. The report includes:

- risk-register high items and overdue actions;
- fire checks, drills, alarm/lighting/door defects;
- accidents, near misses, RIDDOR decisions and trends;
- first-aid cover and medical/allergy issues;
- asbestos, water, electrical, gas and equipment compliance;
- contractor and educational-visit/AP assurance;
- training/competence and consultation;
- premises capacity, sanitation, accessibility and welfare;
- enforcement, complaints and lessons learned.

Krystian Liptrot, as Chair of the proprietor board and company acting on behalf of Life Changing Education Ltd, records challenge, decisions, resources and action closure. The governing body provides recorded advice and challenge without displacing the statutory accountability of Life Changing Education Ltd. The policy is reviewed annually in July and after significant change; the health-and-safety management system also receives a formal annual review.

A

Appendix A Minimum compliance register

The live register must contain at least:

- fire risk assessment, action plan, alarm, emergency lighting, extinguishers, fire doors, drills and PEEPs;
- Greater Manchester Fire and Rescue Service notification and inspection-request record, including acknowledgement, advice, inspection outcome and action closure;
- asbestos survey/register/management plan or evidenced non-applicability;
- legionella risk assessment/control log including the shower;
- fixed electrical installation report and remedials;
- risk-based portable electrical equipment checks;
- gas safety/servicing where applicable;
- lifts, lifting accessories, pressure systems and plant where applicable;
- heating, ventilation and extraction maintenance;
- first-aid needs assessment, certificates, rota, kits and defibrillator checks where applicable;
- water, sanitation, shower, medical room and drinking-water checks;
- glazing, playground/external area, boundaries, access/security and tree checks where applicable;
- curriculum equipment and room checks;
- COSHH inventory/assessments and waste arrangements;
- contractor register, permits, insurance and completion certificates;
- accident/near-miss/RIDDOR log and action tracker;
- educational visit and AP due diligence/monitoring;
- staff training, competence and authorisation;
- accessibility plan and premises action plan.

B

Appendix B Continuing operational assurance

Ryan Osbaldeston maintains the premises compliance register and current safety evidence. Kathryn McAuley maintains staff competence and system records. The Headteacher reviews operating controls, change of use, occupancy, emergency arrangements and pupil-specific needs with the relevant leads. The proprietor records decisions and resources. Records are available for authorised inspection; safety restrictions in competent advice are observed throughout operation.