

# Health, Safety & Wellbeing Policy

2026 - 2027



# Policy Statement & Scope



## Our Ethos

LCE Academy is committed to providing a safe, healthy and supportive environment for all pupils, staff, visitors and contractors. Health, safety and wellbeing are fundamental to effective learning, safeguarding and professional sustainability, particularly within a specialist SEMH setting.

The school recognises its duty of care to protect physical safety, promote emotional wellbeing and maintain systems that identify and manage risk promptly and proportionately. This policy sets out how LCE Academy meets its statutory responsibilities while fostering a culture of shared responsibility and care.

## Scope

This policy applies to:

- All pupils on roll
- All staff, including temporary and agency staff
- Proprietors and governors
- Volunteers, contractors and visitors

It applies to all school activities, including off-site education, alternative provision, educational visits and enrichment activities.

# Legal Framework

This policy is informed by and complies with:

- Health and Safety at Work etc. Act 1974
- Management of Health and Safety at Work Regulations 1999
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013
- Education (Independent School Standards) Regulations 2014, Part 3
- Equality Act 2010
- Working Together to Safeguard Children (2023)

## Important Note



Health, safety, and wellbeing responsibilities apply to all members of the school community. Staff must act in accordance with this legal framework at all times, taking reasonable care for their own safety and that of others. Any hazards, incidents, or concerns must be reported promptly and managed in line with school procedures to ensure a safe and compliant environment.

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# 01

## Roles & Responsibilities

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## 1.1 ROLES & RESPONSIBILITIES

1

### **PROPRIETORS / GOVERNORS:**

Strategic oversight of health, safety and wellbeing arrangements

2

### **HEADTEACHER:**

Overall accountability for compliance and implementation

3

### **HEALTH AND SAFETY LEAD:**

Coordination of risk assessments, site safety and incident reporting

4

### **DSL TEAM:**

Oversight of wellbeing-related safeguarding concerns

5

### **LINE MANAGERS:**

Monitoring staff wellbeing and workload

6

### **ALL STAFF:**

Duty to follow procedures, report hazards and act safely

# 02

## Health and Safety Management





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## 2.1 Risk Assessment

Risk assessments are undertaken:

- **Annually as part of whole-school review**
- **When new activities or environments are introduced**
- **Following incidents or near misses**

Parents, pupils and relevant professionals are invited to contribute to reviews. Reports are shared securely with the commissioning local authority.

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## Our Risk Assessments Coverage

Specific risk assessments cover:

- **Site and premises safety**
- **Off-site activities and alternative provision**
- **Curriculum areas with higher risk**
- **Lone working and supervision**
- **SEMH-related behaviour and physical intervention**



## 2.2 Premises & Site Safety

- Regular site inspections are conducted
- Fire safety procedures are in place and practised
- First aid provision is available at all times
- Contractors are inducted and supervised



## 2.3 Incident Reporting

- Recorded promptly
- Investigated proportionately
- Reported under RIDDOR where required

# 03

## Emergency Procedures





## 3.1 Emergency Procedures

The school maintains clear procedures for:

- **Fire evacuation**
- **Lockdown and critical incidents**
- **Medical emergencies**

Procedures are displayed prominently and reviewed regularly.

# 04

## Staff Wellbeing





## 4.1 Staff Wellbeing

LCE Academy recognises that staff wellbeing is essential to safe and effective provision. The school adopts a proactive approach to supporting wellbeing, particularly given the demands of SEMH work. Support includes:

- **Access to supervision for pastoral and safeguarding roles**
- **Open-door leadership and early support**
- **Access to occupational health or employee assistance where required**
- **Monitoring workload and stress indicators**

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## 4.2 Managing Workload & Stress

The school seeks to maintain a sustainable working environment by:

- **Keeping systems and expectations proportionate**
- **Prioritising purposeful meetings and planning**
- **Encouraging healthy boundaries and work-life balance**

Where concerns arise, line managers work with staff to implement appropriate support plans.

# 05

## Pupil Wellbeing





## 5.1 Pupil wellbeing is supported through:

- **Safe, predictable routines**
- **Relational and trauma-informed practice**
- **Access to pastoral and therapeutic support**
- **Effective safeguarding systems**
- **Supporting pupils with medical conditions and medicines administration**

Wellbeing concerns are recorded and escalated in line with safeguarding procedures.

## 5.2 Monitoring & Review

Health, safety and wellbeing arrangements are monitored through:

- **Regular audits and inspections**
- **Review of incident data**
- **Staff wellbeing feedback**
- **Termly reporting to proprietors**

This policy is reviewed annually or sooner if required by changes in legislation or school context.



# CONCLUSION

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LCE Academy is committed to maintaining high standards of health, safety, and wellbeing for all members of the school community. Through clear procedures, effective risk management, and regular monitoring, the school ensures that a safe and supportive environment is consistently maintained.

This policy reflects the Academy's commitment to safeguarding, prevention, and continuous improvement. Health, safety, and wellbeing systems work alongside safeguarding and operational procedures to promote a culture of awareness, responsibility, and care, ensuring that all pupils and staff are protected and supported to thrive.

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## Contact Information

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