

Health & Safety Policy

Signed by Chair of Governors:



Signed by Head of Centre:



Date: 18 March 2026

Reviewed: February 2026

Health and Safety Policy

Policy statement

At Pen Green and Kingswood we are committed to promoting positive health and safety, and health and emotional well-being for all.

Our intent is to provide a safe and healthy environment for children, families and students and ensure safe and healthy working conditions for the staff. We carefully plan all experiences and opportunities provided at the Centre to ensure they do not adversely affect the health, safety or welfare of children, families, staff or anybody else who may come onto site e.g. students, visitors, contractors etc.

Our belief is everyone has a right to be heard, and through the use of effective policies and procedures, we ensure a safe and supportive environment for all.

Policy Aims

We take the health and safety of all children and adults at Pen Green and Kingswood Integrated Centres very seriously. We have a safety and premises working group that meets weekly throughout the year to monitor and review all health and safety across the Centres. We also review and take action where necessary to promote the health, safety and welfare of children, families, students, staff, visitors and Centre users.

Reports from the working group inform the Head of Centre who decides what action is required. Reports also feed into the termly governor committee meetings and full governor meetings for strategic decisions and action.

All areas of the Centres have been risk assessed to check for safety and appropriateness for use by children, families, students, visitors, and staff. Centre staff will be appropriately trained in Health and Safety and conducting risk assessments. The risk assessment process requires careful examination of the tasks and identifies possible hazards. Workers also identify control measures to minimise the risk for every child and adult in the setting. Risk assessments are carried out and reviewed at least once a year. In the case of an accident or incident the risk assessment will be reviewed and amended if necessary.

Centre staff carry out weekly and monthly maintenance checks on equipment, furnishings, and the play environment. Any item found to be faulty or damaged will be repaired or replaced immediately, if this is not possible it will be removed.

Any concern regarding general maintenance or hazards with the building will be reported to the site supervisor. The site supervisor will take the necessary action to ensure the safety of the building. The Executive Assistant oversees and prioritises action to be taken when maintenance is required to ensure the areas of highest priority are dealt with swiftly.

The site supervisor carries out systematic daily visual checks of the whole site to ensure Health and Safety standards are maintained, using the Site Supervisor Daily Visual Inspection Record pro forma which is then uploaded to the North Northants Council TEAMS system.

Visual checks are regularly reviewed and discussed at premises meetings and during the site supervisor's supervision. In the absence of the site supervisor, the handy person takes responsibility for carrying out this daily task.

Outdoor spaces are inspected on a weekly basis by the site supervisor, checking the basic condition of the equipment. Operational inspections (Garden inspections) are conducted six times a year by the site supervisor and a member of staff; looking in more detail at the equipment and minor wear. An annual inspection of fixed garden equipment is carried out by a competent external specialist identifying minor and major wear, structural problems and standard compliance.

Relevant paperwork, audits and inspection details are retained on file.

The site buildings

Termly site inspections of all internal and external spaces are carried out and any action identified. Annual Health and Safety inspections are also conducted; these include:

- Buildings
- Fire risk assessments
- Lifts
- Hazardous substances
- Electrical/gas tests and inspections
- Welfare and environment
- Housekeeping
- Security
- Safeguarding
- Specialist rooms/spaces – soft room, snoezelen, water rooms, tower, water features

Any major alteration to the building or structural development will be assessed and approved by the Local Authority and by Ofsted.

Contractors will be required to complete a Contractor onsite registration form prior to commencing any building work on site. They will adhere to the Policy for Engaging External Contractors and have a named contact to liaise with throughout the duration of the building work. Contractors' onsite registration forms are stored in the template file held by the site supervisor.

Water management

The site supervisor/handy person carries out robust water management inspections to ensure systems are in place to control the risk against the spread of legionella bacteria. Weekly operational testing is carried out on shower heads. Hot and cold water outlets are tested on a monthly basis. All tests are logged on the Parago system to ensure an effective system for water management is followed and monthly biological testing is carried out.

Asbestos register

An asbestos register is held on site and shared with all contractors prior to the commencement of any building work. The site supervisor holds the asbestos register. Annual asbestos visual inspections are completed and recorded in an asbestos log.

Risk assessments

All staff will take responsibility for ongoing risk assessments of provision, resources and play experiences on a daily basis in their domain and around the Centres generally, using the Daily Visual Inspection Record pro forma and the generic risk assessment pro forma.

When children are taken to other play spaces in the Centres, a member of staff will be responsible for ensuring the area they are going to is safe and secure and has appropriate resources for the age of the children attending. They will also be responsible for checking the equipment to be used meets the required safety standards and for recording this on the Accessing Shared Spaces Log. Please refer to procedures for accessing shared spaces. If further action is required, this will be reported on a Site Defect form or if immediate action is needed please report it to the site supervisor/handy person. If the shared space is unfit for use, please make sure it is securely closed off until the necessary action is undertaken.

Staff carry out risk assessments to ensure the safety and suitability of the room and the wider environment for adults accessing the Centre. This includes adults attending groups, courses and meetings.

Half termly audits of the risk assessments will be carried out by a member of staff based in the specific area. The audits are logged and any action identified and followed up.

Risk assessment hierarchy

Risk assessments will be produced by competent workers based in the area of work. They will then be discussed, written, and approved by staff trained in risk assessments. All risk assessments will be reviewed and countersigned by the Domain Lead or a member of the Centre Leadership Team.

Risk assessment training is carried out as and when required. We regularly refer to the Risk Assessment guidelines as set out in our policy document.

Health and safety responsibilities

We have clear policies and procedures in place to ensure the health and safety of the children, families, students, visitors, and staff members at Pen Green & Kingswood. Many of these relate to specific policies and procedures these include:

- Fire safety and fire evacuation plans
- Accident and emergency (First Aid)
- Risk assessments
- Lone working
- Medication Policy
- Sick child Policy
- Policy and procedure for off-site trips
- Premises and security policy
- Intruder policy

Additional policies are also available that specifically support organisational Health and Safety arrangements across the work of the Centre, these include:

- Emergency Plan Integrated Centre
- Critical Incident plan
- Business Continuity plan
- External Contractor Policy
- Travel Management
- Environment Policy
- Procedures for the use of Personal Protective Equipment
- Driving for business purposes

Accidents and Incidents

In the event of an accident/incident involving a child an accident/incident form will be completed and logged. All accidents and incidents are reviewed, initially by the team where the accident occurred, and on an annual basis. The annual review looks at where the accidents have occurred, the age of the children and identifies any patterns, resource/equipment issues and/or training needs. The annual review of accidents and incidents is reported to governors.

In the case of a serious accident involving a child this will be reported to the Local Authority and Ofsted (*Please also see Accident and Emergency (First Aid) policy*).

In the event of an accident involving an adult a report form will be completed and logged with HR. Any investigations carried out relating to the incident will be dealt with by Centre Leadership Team.