

NP10.1 Health and Safety Policy

This policy applies to the whole school including EYFS at Newton Prep

Executive Summary

Whilst the School (as employer) is responsible for health and safety, specific tasks have been delegated to members of staff. All members of staff (as employees) have a duty to look after their own and others' health and safety. The School, school staff and others have a duty to take care of pupils in the same way a prudent parent would do so. Therefore you must:

- take care of your own health and safety and that of people who may be affected by what you do (or do not do);
- take care of the children to ensure their health, safety and welfare;
- work in a manner which is safe and healthy for both yourself and others with whom you come into contact;
- comply with safety instructions and regulations;
- promptly report all safety hazards and unsafe working practices to the Facilities Manager and your line manager;
- co-operate with others on health and safety, and not interfere with, or misuse, anything provided for your health, safety or welfare;
- follow the training you have received when using any work items your employer has given you; and
- be familiar with this Health & Safety Policy and comply with it at all times.

If you have a concern that requires a rapid response please call the Facilities Manager on extn 1227.

Contents

Executive Summary	1
Contents	2
Part 1: General Statement of Health and Safety by the Proprietor	4
Part 2: Organisation for Health & Safety: Statement by the Head	6
Inspection	6
Safety and Security	6
Vehicles	6
Accidents	6
Fire Prevention	7
Water, Drainage etc	7
Risk Assessments	7
Staff Responsibilities	8
Deputy Heads, Bursar and Heads of Department:	8
All teaching staff:	8
All other staff:	9
All other persons on the School property:	9
Training	9
External Advisors for Health and Safety	10
Competent Person	10
School Health and Safety Committee	11
Part 3: Specific Arrangements for Health and Safety	12
Part 4: Methods and Procedures	14
Safe systems	14
Liability for negligence of third party contractors	14
COVID-19	14
Training	15
Playground safety	15
Sport - General	15
Sport - Injuries	15
Swimming	16
Gymnasiums	16
Equipment	16
Emergency procedures	16
Fire	16
Off-site activities - Field Trips etc	17
First aid and medicine control	17
Catering	17
Safe place of work	18

Control of vehicles, scooters and bicycles	18
Security of site	19
Machinery and plant	19
Environmental control	19
Classrooms and general areas	19
Art Rooms and science laboratories	20
Kitchens	20
Noise	20
Vibration	20
Pollution	20
Waste disposal	21
Reporting procedures - Accidents and Near Misses	21
Hazardous substances	22
Personal protective equipment (PPE)	23
Display screen equipment	23
Risk assessments	23
Manual handling	24
Working at height	24
Hot work	25
Control of contractors	26
Construction (Design and Management) Regulations 2015 (CDM)	27
Consultation with employees	27
Asbestos	28
Health and safety emergencies	28
Critical accidents	28
Disaster recovery	28
Occupational health and stress	29
Occupational Health	29
Stress	29
Slips and trips	29
Violence	30
Monitoring policy	30
Review and Update Process	31

Part 1: General Statement of Health and Safety by the Proprietor

As the Directors of Newton Prep, we fully recognise our collective responsibility for providing a safe and healthy school for all of our employees, pupils, parents and visitors. In our role as employer, we attach the highest priority to ensuring that all the operations within the school environment, both educational and support, are delivered in a manner that is safe and healthy for all. The Directors are committed to promoting the welfare of all in our community so that effective learning can take place.

We fulfil our responsibility as Directors of Newton Prep by appointing our Chairman with responsibility for overseeing health and safety as part of his general responsibilities for the upkeep and maintenance of the fabric of the estate and buildings. The School Council advises in the fulfilment of statutory and legal responsibilities of the Proprietor. Also the General Purposes Committee provides the Proprietor with advice to ensure the School is run effectively and efficiently, and is compliant with the ISI Regulatory Requirements for: Part 3 – Welfare, health and safety of pupils; Part 4 – Suitability of staff, supply staff and proprietors; Part 5 – Premises of and accommodation; Part 6 – Provision of information; and Part 7 – Manner in which complaints are to be handled.

Day to day responsibility for the operation of health and safety at the school is vested with the Head. As Directors, we have specified that that the School should adopt the following framework for managing health and safety:

- That the Chairman attends the termly meetings of the school's health and safety committee and receives copies of all the paperwork.
- That a report on health and safety covering: statistics on accidents to pupils, staff and visitors, staff training, fire practices, and all new or revised policies and procedures is tabled at each term's health and safety committee meeting.
- That the minutes of the health and safety committee are tabled at each meeting of the Directors, together with any other issues on health and safety that the Chairman wishes to bring to the Board's attention.
- That the external fabric of the school, its plant, equipment and systems of work are surveyed and inspected regularly by qualified professionals.
- That their reports are considered by the Finance Committee and its recommendations (together with other defects) form the basis of the school's routine maintenance programmes.
- That the school's adherence to health and safety in catering and cleaning of the food preparation and eating areas is subject to external inspection by the Environmental Health Officer. In addition, the school catering contractor (IFG Independent) conduct regular checks on the hygiene and safety of food storage, meal preparation and food serving areas, together with annual external deep cleaning and regular pest control services, and that the Facilities Manager reports on all these aspects to the health and safety committee.
- That the school has a fire risk assessment, carried out by a Competent Person which is updated annually, or more frequently if significant changes are made to the interior of buildings, or new buildings are bought or added. The Health and Safety Committee should review this risk assessment every time it is amended and submit a report to the Finance Committee.
- That an external health and safety consultant reviews the overall arrangements for health and safety, including fire safety, the general state of the school, and reports on actions required with recommended timescales. The progress of implementation should be monitored by the Finance Committee.

- That the school has a professional risk assessment for legionella annually and a biennial water sampling and testing regime in place.
- That the school has a comprehensive policy in place for the training and induction of new staff in health and safety related issues, which should include basic Manual Handling and Working at Height training. Health and safety training that is related to an individual member of staff's functions, such as Science Technician, will be provided in addition to the "standard" induction training. First Aid training is provided to sufficient members of the teaching staff involved with trips and visits to provide cover to pupils on trips, and to selected members of the non-teaching staff.
- All members of staff are responsible for taking reasonable care of their own safety, that of pupils, visitors, temporary staff, volunteers and contractors. They are responsible for cooperating with the Head, the Bursar and other members of the SLT in order to enable the Proprietor to comply with health and safety duties. Finally, all members of staff are responsible for reporting any risks or defects to the Bursar.
- All employees are briefed on where copies of this statement can be obtained on the school's intranet. They will be advised as and when it is reviewed, added to or modified. Details of the organisation and arrangements for carrying out the policy are to be found in Parts 2 and 3 of this document.

Signed

1st December 2023

Dr Farouk Walji

Chairman

Newton Prep Limited

Part 2: Organisation for Health & Safety: Statement by the Head

Dr F R Walji, the Chairman, has delegated day to day responsibility for organising Health and Safety and welfare to me, the School's Head. That role gives me the responsibility for ensuring compliance with the School's Health and Safety Policy. The policy document consists of three parts, the General Statement by the Chairman, this description of the organisation for Health and Safety and, lastly, the detailed arrangements for health and safety.

Every Head of Department is responsible for ensuring the health and safety of staff, pupils and others (especially: visitors who are unfamiliar with the school, those who are disabled, or who have special educational needs).

I have delegated some of my duties to other members of staff; but ultimate responsibility for health and safety, on which I am answerable to the Chairman, rests with me. The areas where my duties have been delegated follow along with staff responsibilities:

Inspection

- Ensuring that all areas of the School are inspected, from a health and safety point of view, once per term – **the Facilities Manager**

Safety and Security

- Building security (including alarms, CCTV, locking external doors and windows) - **the Bursar**, who in turn has delegated day to day management to **the Facilities Manager**.
- Preventing unsupervised access by pupils to potentially dangerous areas (such as the science laboratories and art room kiln) - **the Facilities Manager**, working in cooperation with the **Heads of Science and Art**.
- Controlling lone working after hours by teaching staff – **the Deputy Heads** and support staff - the Bursar
- Ensuring that all visitors book in at Reception and wear visitors' badges - **the Receptionist**.

Vehicles

- Car parking on site and vehicles on site - the **Facilities Manager**.

Accidents

- Maintaining an accident book and reporting notifiable accidents to the HSE - **the School Nurse**, who is also responsible for keeping statistics of accidents and preparing summary reports for the Health and Safety Committee.
- Escorting pupils to hospital and informing their parents – **the School Nurse** and/or relevant **Deputy Head**.
- Checking that all first aid boxes and eye washes are kept replenished - **the School Nurse**.

Fire Prevention

- Keeping fire routes and exits clear- **the Facilities Manager**, who in turn has delegated day to day management to **the School keepers**.
- Electrical Safety Testing. All the buildings at Newton Prep have current electrical installation certificates - **the Facilities Manager**.
- Regular portable appliance testing – **the Facilities Manager**.
- Testing all fire alarms weekly and recording all tests. Arranging an annual service of alarms, smoke detectors, emergency lights and fire extinguishers - **the Facilities Manager**.
- Lightning protection is in place for all buildings – **the Facilities Manager**.
- All gas appliances (boilers, kitchen equipment etc.) are regularly maintained and serviced by Gas Safe Registered Engineers – **the Facilities Manager**.
- Ensuring that flammable rubbish and combustible materials are stored away from buildings - **the Facilities Manager**.
- Termly fire practices, combined with a programme of inducting new staff and pupils with emergency escape procedures and the presence of trained Fire Marshals in every building help to ensure that the school can be safely evacuated in the event of a fire – **the Facilities Manager**.
- Switching off all kitchen equipment at the end of service - **the Executive Chef**.
- Checking that all Scientific and IT equipment is switched off at the end of the school day - **the Heads of Science and Computing**.
- Setting all computers, projectors, printers and electronic whiteboards to switch off automatically during holidays and weekends - **the IT Technician**.
- Securing flammable materials used in teaching or maintenance locked in purpose-made, flame-proof containers – **the Heads of Science and Art, and the Facilities Manager**

Water, Drainage etc

The **Facilities Manager** is responsible for:

- Maintaining water quality by ensuring a sampling regime, using external contractors, is in place.
- Ensuring that drains, gutters etc are kept unblocked. Checking that all drain runs are clear (using external contractors).

Risk Assessments

The following nominated members of staff are responsible for ensuring that up to date risk assessments are maintained for:

- Fire - **the Bursar**
- Legionella - **the Facilities Manager**.
- All rooms, corridors and exits - **the Bursar**.
- Catering and cleaning functions, (including Hazard Analysis Critical Control Points (HACCP) system of food hazard awareness and Control of Substances Hazardous to Health (COSHH) procedures) - **the Executive Chef**.
- Grounds maintenance (including use of pesticides and COSHH) - **the Facilities Manager**.
- Maintenance functions, (including working at heights, electricity, manual handling, and building work, use of power tools, COSHH and flammable materials) - **the Bursar**.
- Asbestos Register - **the Facilities Manager**.

The following nominated members of staff are responsible for ensuring ensuring that up to date risk assessments are maintained for teaching in the following areas:

- Science (including COSHH and flammable materials) - **Head of Science.**
- All outdoor games - **Director of Sport.**
- Athletics- **Director of Sport.**
- Judo, fencing, and other peripatetic activities - **Service Provider** (i.e peripatetic teacher / coach).
- Dance – **Service provider** (Chelsea Ballet School and/or peripatetic teacher).
- Gymnastics - **Director of Sport.**
- Drama - **Head of Drama.**
- Art, Design and Technology (including COSHH and flammable materials) - **Head of Art.**
- Music - **Director of Music.**
- All visits and trips – **the relevant Deputy Head.**

Staff Responsibilities

Deputy Heads, Bursar and Heads of Department:

- Will fully familiarise themselves with the Health and Safety Policy and the Statutory Instruments and Regulations as issued from time to time.
- Will ensure that all Safe Methods and Procedures (see Part 4), where appropriate, are followed at all times.
- Will ensure that all classroom/work areas are safe before they are used by any person.
- Will ensure that all equipment is safe before it is used by any person.
- Will ensure that assessments under the Health & Safety (Display Screen Equipment) Regulations are carried out for high users of computer equipment.
- Will ensure that Protective Equipment, where appropriate, is used at all times.
- Will ensure that any hazardous or dangerous conditions or situations are reported to the Facilities Manager or Head without delay.
- Will, at all times, endeavour to ensure the Health, Safety and Welfare for all persons within their control.
- Will report near misses / hazards to the Facilities Manager.
- Will comply with the Methods and Procedures at Part 4 of this document.

All teaching staff:

- Will fully familiarise themselves with the Health and Safety Policy and the Statutory Instruments and Regulations as issued from time to time.
- Will ensure that all Safe Methods and Procedures (see Part 4), where appropriate, are followed at all times.
- Will ensure that all classroom/work areas are safe before they are used by any person.
- Will ensure that all equipment is safe before it is used by any person.
- Will ensure that Protective Equipment, where appropriate, is used at all times.
- Will ensure that any hazardous or dangerous conditions or situations are reported to the Facilities Manager or Head without delay.

- Will, at all times, endeavour to ensure the Health, Safety and Welfare for all persons within their control.
- Will report near misses / hazards to the Facilities Manager.
- Will comply with the Methods and Procedures at Part 4 of this document.

All other staff:

- Will make themselves familiar with the Health and Safety Policy, especially the sections relevant to themselves.
- Will observe Health and Safety Rules at all times.
- Will conform to all advice given by the Health and Safety Officer and instructions of others with a responsibility for Health and Safety.
- Will report all accidents, damage, hazardous or dangerous conditions or situations to their Head of Department, Facilities Manager or Head without delay.
- Will wear appropriate Personal Protective Clothing, Safety Equipment and use appropriate Safety devices as appropriate.
- Will ensure that working areas are kept clean and safe.
- Will inspect all equipment and plant before use to establish that it is safe to use.
- Will familiarise themselves with First Aid and Fire Procedures.
- Will look after all Health and Safety equipment properly and report any defects immediately.
- Will report near misses / hazards to the Facilities Manager.
- Will comply with the Methods and Procedures at Part 4 of this document.

All other persons on the School property:

- Will observe the Health and Safety Rules and the Instruction given by persons enforcing the Health and Safety Policy.
- Will not work on the premises until the relevant rules are read, understood and accepted.
- Will not work on the premises until covered by insurance against risk.
- Will report near misses / hazards to the Facilities Manager.

Training

Responsibility for organising (and maintaining records of training) is as follows:

- Science-related health and safety training - **the Head of Science.**
- Health and safety training for the Catering and Cleaning staff – **IFG Operations Manager and Churchill's Area manager** under the oversight of **the Facilities Manager.**
- Briefing new pupils on emergency fire and lockdown procedures - **all pastoral staff.**
- Briefing new staff on emergency fire and lockdown procedures - **the Bursar** and **the Facilities Manager.**
- Inducting new staff in health and safety - **the Bursar.**
- Identifying specific health and safety training needs of staff (including risk assessments) - **all Heads of Department and Line Managers.**
- First aid training - **the Designated Safeguarding Leads** and **the School Nurse.**

External Advisors for Health and Safety

Newton Prep uses external consultants to advise on various matters of health and safety within the School.

- Engineers monitor and service the school's plant, equipment, including boilers, lifts and hoists annually.
- All gym and fitness equipment and machinery used in the maintenance department are serviced annually.
- The school's adherence to health and safety in catering and cleaning is subject to external inspection by the Environmental Health Officer (EHO). In addition, **the IFG Operations Manager** arranges for:
 - An external professional to take swabs of all knives, chopping boards and other kitchen equipment three or four times a year, and report on those findings.
 - An independent hygiene and safety audit of food storage, meal preparation and food serving areas three times a year.
 - Professional advice from a Dietician on healthier food, menu planning and special diets as needed.
 - The professional deep cleaning of all equipment, high level cleaning of all cooking, food preparation and storage surfaces, areas etc twice a year as arranged by **the IFG Operations Manager**.
 - Appropriate pest control measures to be in place every 6 weeks by **the Facilities Manager**.
- The school has a fire risk assessment which is updated annually, more frequently if significant changes are made to the interior of buildings, or new buildings are bought or added.
- In addition to the weekly fire alarm tests, the alarm system, together with all smoke detectors, emergency lighting, and extinguishers are tested annually by a qualified contractor.
- An external health and safety consultant reports regularly on the arrangements for health and safety on the school site.
- The school has a professional risk assessment for legionella, annually and biennial water sampling and testing regime in place.
- The school maintains an asbestos register and **the Facilities Manager** is responsible for ensuring that it is kept up to date and for any sampling or removal before major works takes place. He is also responsible for making sure that contractors are fully briefed on areas of asbestos before starting work.
- The School has current electrical test certificates for all its buildings. It uses NICEIC qualified Electrical Engineers to inspect and maintain its electrical installations all of which are RC protected and meet the requirements of BS7671 IEE wiring regulations.
- All work on gas boilers and appliances is carried out by registered Gas Safe Engineers
- All lightning protection and earthing conforms to BS 6651-1999 or to BS EN 62305. It is tested annually by a specialist contractor.
- A qualified Planning Supervisor is used in order to ensure compliance with the Construction (Design and Management) (CDM) Regulations 2007 whenever major work is undertaken.

Competent Person

The Facilities Manager is the School's Competent Person, and is responsible for advising me on any measures that may be needed in order to carry out maintenance work without risks to health and safety. Also, he co-ordinates the advice given by specialist safety advisors and he produces action plans. He has overall responsibility for monitoring health and safety within the School and for reporting any breaches to me. He is responsible for ensuring compliance with CDM Regulations, and for safe conditions of work for all at the school.

School Health and Safety Committee

The School Health and Safety Committee meets once a term under the chairmanship of the Facilities Manager. The Chairman attends these meetings. The other members of the Committee are the:

- Head
- Bursar
- Deputy Head Teaching and Learning
- Deputy Heads Upper and Lower Schools
- Head of Science
- Head of Art
- Director of Sport
- Trips Coordinator
- School Nurse
- Executive Chef
- Head of Drama
- IT Technician
- Head of Digital Learning

The role of the Committee is to:

- Discuss matters concerning Health and Safety, changes in regulations.
- Monitor the effectiveness of health and safety within the School.
- Review accidents and near misses.
- Discuss preventative measures.
- Review and update risk assessments.
- Discuss training requirements.
- Monitor the implementation of professional advice.
- Review the Safety Policy guidance and update it.
- Assist in the development of safety rules and safe systems of work.
- Monitor communication and publicity relating to health and safety in the workplace.
- Encourage suggestions and reporting of defects by all members of staff.

Signed.....

AE Fleming

1st December 2023

Head

Part 3: Specific Arrangements for Health and Safety

The following areas and activities present identified and significant risks at Newton Prep.

As a consequence, pupils are not allowed unsupervised access to:

- PE: where the Director of Sport keeps risk assessments for all outdoor games, athletics, and gymnastics. Records of training and qualifications in subject specific training are kept.
- Science: where the Head of Science keeps risk assessments for experiments, and the use and storage of equipment. COSHH assessments and CLEAPSS Hazards are kept on the use and safe storage of all chemicals. The Science Department keeps records of all subject-specific training by teachers and technicians.
- Art: where the Head of Art keeps risk and COSHH assessments for the kiln, the use and safe storage of oil based paint and other flammables. Records of staff training are kept.
- Drama: where the Head of Drama keeps risk assessments for the lighting box, the safe construction, movement, building and dismantling of scenery, props and staging. Records of staff training are kept.
- The Catering Department: where the Executive Chef keeps risk assessments for all activities, safe use and storage of equipment and flammables, COSHH procedures of chemicals and other products. Records of staff training are kept.

Pupils are not allowed entry to:

- The Facilities Department (i.e. maintenance, schoolkeeping and grounds upkeep areas): where the Facilities Manager keeps risk assessments for all its activities, safe use and storage of equipment and flammables, COSHH assessments of chemicals and other products. Records of staff training are kept.

Whole school policies, risk assessments along with methods and procedures (at Part 4 of this document) supplement the departmentally-based risk assessments and include:

- Accessibility Plan & Equal Opportunities Policy
- Accident Reporting (RIDDOR)
- Anti-Bullying Policy
- Asbestos
- Code of Safe Conduct for Staff
- Security, Workplace Safety and Lone Working Policy
- Control of Substances Hazardous to Health (COSHH)
- Crisis Management and Communications
- Display Screen Equipment
- Educational Trips Policy (the Trips Coordinator maintains a dossier of risk assessments and visit reports)
- Environmental control
- E-Safety
- First Aid & Administration of Medicines Policy
- Fire safety, procedures and risk assessment
- Gas Safety
- Gymsnasiums
- Induction of new staff
- Legionella
- Letting and Hiring
- Lightning Protection

- Machinery and plant (including electrical safety)
- Manual handling
- Medical Questionnaire
- Occupational Health
- Personal protective equipment (PPE)
- Playground safety
- Portable Appliance Testing (PAT)
- Risk Assessment Policy
- Safe systems
- Slips and Trips
- Special Education Needs (SEN) and Learning Difficulties
- Training
- Waste disposal
- Working at Heights
- Vehicles and on-site movements
- Violence

Signed
GS Hearn
Facilities Manager

1st December 2023

Part 4: Methods and Procedures

Safe systems

Heads of Department have risk assessed activities in their departments and devised Safe Systems where appropriate. The aim of these systems is to minimise the risk of accident or injury to both pupils and staff when working in their particular department.

Areas where written procedures are required:

- | | | | |
|----|--------------------|---|-------------------|
| a) | ART & TECHNOLOGY | - | use of equipment |
| | | - | room rules |
| b) | SCIENCE LABORATORY | - | safety procedures |
| c) | GYMNASIUM & PE | - | safe procedures |

Liability for negligence of third party contractors

The School recognises that it has a “non-delegable” duty of care to its pupils and thus ensure activities which form part of either its curriculum or its extra-curricular activities are carried out proficiently regardless of whether they are carried out by the School or a third party provider (be it a company or a peripatetic coach/teacher).

For this reason, the School checks the method statements and risk assessments of all its third party providers. In addition, to protect the School’s position, contracts are in place with all third party providers and checks are made to ensure the contractor has Public Liability insurance that covers the activity and the policy has a suitable limit of indemnity.

Training

Teaching Staff engaged have all received training. Additional training and guidance as to specific requirements will be given either by reference to this Health and Safety Policy Document or by other means as deemed appropriate.

All staff receive Induction Training by the Facilities Manager or Bursar in line with the School's Induction Policy. Ancillary, Ground and Maintenance Staff etc will be given additional training, as necessary, appropriate to the tasks that they are to fulfil. In all cases, the training will be adequate such that, following training, staff will be competent to carry out the tasks for which they have been engaged.

Health and Safety are both regarded as being of paramount importance and all staff will be required to read the Health and Safety Policy Document either in its entirety or the sections relevant to them.

Playground safety

The School Staff have a Duty Rota to ensure that adequate supervision is available at all times. Staff ensure that pupils have a satisfactory amount of freedom in the Playground, commensurate with enjoying a healthy and safe environment.

If Duty Staff identify an area of the School Grounds that has become unsafe, they designate it ‘out of bounds’, report it and ensure that it is not used until it is declared safe, following remedial work.

The Lower School has a separate rota that is arranged to reflect the ages of the children and therefore has greater supervision. The Lower School play in an area which is virtually enclosed to ensure that staff are able to supervise adequately.

In all cases the School ensures that the staff, supervising the playground activities, is competent to undertake the task.

Sport - General

Sport in the School is co-ordinated and organised by the Director of Sport who has devised a full policy for sport activities. Staff are generally trained for supervising and refereeing the various sports for which they have responsibility and the School ensures that staff are competent to supervise the sport that they are controlling.

For all sports, the School requires that the relevant protective equipment be worn.

Sport - Injuries

There is a full procedure in place for injury in sport activities. Staff who have First Aider training will handle the situation provided that it is within their sphere of competence and they have recourse to the School Nurse. If the injury is more serious, then an Ambulance will be summoned as appropriate. In such cases, the pupil's parents will be contacted to advise them of the extent of the injury.

Swimming

There is no permanent swimming pool at the School but the School may, from time to time, erect a temporary pool and pupils may occasionally swim off-site eg on a non-residential or residential trip. In these instances, a professional organisation carries out the swimming activities on behalf of the School and the School ensures that all members of the organisation, carrying out tuition and supervision, are appropriately trained and qualified. Furthermore, the School checks the method statements and risk assessments, and ensures the pool operator has Public Liability insurance that covers swimming along with a suitable limit of indemnity.

Gymnasiums

The Sports Hall and the gymnasiums are normally only used by the School itself and pupils are not routinely permitted in them without supervision.

The exception is that at lunchtime Year 8 pupils are allowed into the Sports Hall where they may play badminton or table tennis. These pupils have signed a behaviour contract.

Equipment

All equipment in the gymnasiums is serviced annually where relevant and checked before use to ensure that it is safe. Whenever there is doubt about equipment, it is not used until such time as it has been repaired or replaced.

Emergency procedures

The gymnasiums have First Aid Boxes available for use.

In the event of injury, emergency equipment will be used as required by Sport Staff with the School Nurse involved if required.

Fire

The School is regularly inspected to ensure that it complies with all relevant requirements and has a full Fire Risk Assessment and Fire Procedure in place.

Fire Procedures are posted in all classrooms with specific instructions as to the route to be followed in the event of fire.

Details of assembly points are included in Fire Procedure instructions.

At the beginning of each term all pupils are instructed in the action to be taken in the event of fire.

Fire practices are carried out each term and these practices are recorded in the Fire Log.

Off-site activities - Residential and Non-residential Trip

For trips of this nature the School's Educational Trips and Visits Policy applies. Its main provisions are summarised below:

- a) Careful planning of trip with prior visit made by the organiser if necessary.
- b) Adequate evaluation of all Health and Safety factors involved, including an examination of the third party Public Liability insurance, risk assessments, method statements/systems of work, where necessary staff qualifications.
- c) Adequate notice given to parents of all facets of the trip and written permission obtained for pupils to go on the trip.

The School always considers the ratio of adults to pupils very carefully. Ratios are used which, in the School's opinion, are satisfactory and ensure adequate supervision for pupils, commensurate with the activities that are being undertaken.

For all off site activities the following points will be taken into consideration:

- a) Any hazardous pursuits that are to be undertaken and any safety or additional insurance requirements.
- b) The expertise of Staff accompanying the trip.
- c) Accident and Emergency procedures.
- d) Contact person who knows the itinerary and is able to alert the Authorities in the event of failure to make a pre-arranged contact.
- e) Risk Assessment of any hazards that are likely to be encountered.

Where activity centres are used by the School, The Activity Centres (Young Persons' Safety) Act 1995 and The Adventure Activities Licensing Regulations 1996 will be taken into account.

First aid and medicine control

First Aid and Medicines are under the control of the School Nurse. She is assisted as necessary by other Staff who have First Aid training.

First Aid Boxes are always kept topped up from a supply kept by the School Nurse.

The following items are also controlled by the School Nurse:

- 1) The Accident Book - filled in for any injury, however minor, requiring treatment.
- 2) The Pupils' Medicines - kept in a locked cabinet and administered as directed.
- 3) Daily Record Book - detailing what has been given to whom, for the record.
- 4) A stock of proprietary tablets and medicines for general use, kept in a locked cabinet.

Catering

The School contracts out the catering activities (including kitchen cleaning) for the School to Impact Food Group (IFG).

As part of the arrangements in the contract, IFG is responsible for drawing up all assessments associated with its catering activities. To fulfil this duty, IFG regularly provides the School with an up to date copy of its central register of staff vetting. In addition, IFG provides the School with access to its: Safety Management System, including risk assessments and staff training records; Safe Systems of Work; and Food Safety and Management Policy.

As part of the contract with IFG, Safeguard conducts an annual health and safety inspection of the catering operation and the local Environmental Health Officer annually inspects the kitchen.

These arrangements are periodically checked by the Bursar.

Safe place of work

The School contracts out the cleaning in the School to Churchill Services (Churchills).

As part of the arrangements in the contract, Churchills is responsible for drawing up all assessments associated with its cleaning activities. To fulfil this duty, Churchills regularly provides the School with an up to date copy of its central register of staff vetting (for those who work when the school is open). In addition, Churchills provides the School with access to its: Health and Safety Policy and action plan, including risk assessments, method statements and staff training records; COSHH; Product safety sheets; Accident/injury record sheets; and Lone working arrangements.

These arrangements are periodically checked by the Facilities Manager.

Cleaning schedules:

Term Time:

Daily:	Classrooms
	Dining Room
	Toilets
	Sports Hall & Theatre

Holidays:

Cleaning schedules for holiday periods are different than for term times. During holiday periods areas are cleaned more thoroughly as required. The opportunity is taken to carry out this work while the buildings are unoccupied.

Cleaning Materials:

The Contractor will ensure that their suppliers will instruct Staff in the correct usage and handling of the cleaning products.

Cupboards containing cleaning materials are locked when not in use.

Control of vehicles, scooters and bicycles

The nature of the School's site is such that only limited vehicles are permitted on the site, predominantly during school holidays. Delivery vehicles are not permitted on site during term time unless in extremis (e.g. a heavy delivery to the boiler room) when movement will be controlled by the Facilities Staff.

Designated parking spaces are available for staff in a separate area. This area is locked during School hours to prevent unauthorised access.

Scooters and bicycles are a hazard to pedestrians (particularly children) so must not be ridden on the school premises. On-site storage is provided for pupils' bicycles alongside the Lockington Road / Pagden Street gate and for pupils' scooters under the porte cochere. Bicycle racks are provided for staff bicycles beside the Upper School courtyard alongside the Sports Hall.

Security of site

The School has Security an Access, Control, Workplace Safety and Lone Working Policy in place and has taken all reasonable steps to prevent unauthorised entry into its premises. The street gates are locked during the day, and entry to the premises is controlled by a receptionist.

Visitors are required to report to reception on arrival.

The rear and sides of the site are protected by high fencing to deter unauthorised access.

Staff are required to be vigilant at all times and to challenge any person who is not known to establish whether or not they should be on the School premises.

The responsibility for ensuring that the premises are secure rests with the Schoolkeepers with one Schoolkeeper being the keyholder.

Security of the site out of School hours is assisted by the installation of an intruder alarm.

Machinery and plant

Maintenance on all the School Equipment is carried out on a regular basis to ensure that the School complies with its obligations under section 2(2)(a) of the Health and Safety at Work Act 1974. The inspections and checks are carried out as follows:

- 1) Inspection of guards and mechanical equipment by Ground Staff, Maintenance Staff and Teaching Staff before use.
- 2) Annual checks on Portable Electrical Equipment.
- 3) Annual Service of Heating Equipment.
- 4) Annual service of Fire Extinguishers.
- 5) Servicing of Fire Alarm System under contract.
- 6) Servicing of Catering Equipment.
- 7) Five yearly checking of fixed electrical wiring.
- 8) Servicing of lifts under contract.

Environmental control

Classrooms and general areas

Conditions in these areas are monitored regularly to ensure that temperature, ventilation and lighting are adequate for the purpose to which the areas are put. The School endeavours to ensure that all areas are in line with the most up to date requirements in the Educational Sector.

Art Rooms and Science Laboratories

Conditions in these areas are monitored closely to ensure that they do not become contaminated when using substances that may be controlled under the Control of Substances Hazardous to Health Regulations. These areas use dilution ventilation and local exhaust ventilation as necessary.

Kitchens

The kitchen is fitted with an extraction ventilation system to ensure that conditions in this area remain satisfactory for personnel.

Noise

The School regards noise as a very important issue and takes the following action in order to minimise its effect.

- 1) Installations and equipment are looked at carefully to establish whether reductions in noise levels can be made by isolation, damping, absorption and insulation.
- 2) Where it is not possible or practical to control by the methods in 1) Hearing Protectors will be used.
- 3) Where applicable, Noise Meters will be used to monitor the noise situation and should action be required in order to comply with the requirements of the Control of Noise at Work Regulations 2005, steps will be taken to implement this.

Noise assessments will be carried out by the Competent Person with assistance from other personnel as appropriate. If it is found that there is a particularly severe problem, noise specialists will be called in to do an in-depth survey and propose remedies to counteract the problem.

Vibration

The School is aware of its responsibilities under the Control of Vibration at Work Regulations 2005 and takes the following action to minimise the effect of vibration on employees:

- 1) Equipment is selected carefully to ensure that the vibration level is as low as possible.
- 2) Vibration levels will be established by reference to manufacturers' published data or by comparison with similar machinery.
- 3) Exposure time by employees will be established which should enable an assessment to be made to establish whether or not vibration exposure is satisfactory.

If a suitable assessment by the above means does not indicate that the levels are well below the Exposure Action Value or a problem is clearly evident, then vibration specialists will be called in to carry out an appropriate survey and introduce an appropriate management plan which will include the consideration of health surveillance.

Pollution

The School takes air pollution seriously. The problems caused by poor air quality are well known, ranging from human health impacts to damage to buildings and smog. Trees and planting make a significant contribution to improving air quality by reducing air temperature (thereby lowering ozone levels), directly removing pollutants from the air, absorbing them through leaf surfaces and by intercepting particulate matter. Consequently, the School commissioned a landscape masterplan in 2016 and work was completed in 2017 on the first phase in the front playground alongside Battersea Park Road. The school garden was refurbished in 2018 and plans exist to introduce more planting over time.

Over the past five years, the School periodically reviews air quality using this website - http://www.erg.kcl.ac.uk/weeklysitereport/WSRSelect.asp?la_id=32&site=WAA – using the annual, quarterly and weekly reports. For the past three years, on advice from the Environmental Protection Team (EPT) at Wandsworth Borough Council, we have introduced a new system whereby we have signed up for AirTEXT air pollution alerts from <http://www.airtext.info/>. On receipt of an alert, we simply circulate the forecast to all staff along with an extract from the health advice held on this page <http://www.airtext.info/health>. Members of staff already know from the School Nurse which children are likely to be at risk.

The Council's EPT has advised us that the wall between ourselves and Battersea Park Road is also helpful, particularly with exhaust fumes. Furthermore, it confirmed that the installation of the 'green wall' (i.e. planting with a built-in irrigation system) around the front playground is also hugely beneficial and follows the guidance currently being provided to schools in the Borough and across London to install either a 'green wall' or a cheaper 'green screen' using ivy in planters.

Bearing in mind that pollution levels fall away dramatically the further people are away from the road and that the School is only open for 178 days a year, we have decided that the current levels of pollution do not merit stopping children from being outside during their short play breaks and for games and sport on the all-weather pitch. As always, there is a balance of risks to be struck, and we are doing our best to strike the right balance. In our view with these levels of pollution, the

advantages of keeping the children inside are currently outweighed by the disadvantages. Nevertheless, we will continue to monitor the situation and take advice from the Council's EPT.

Waste disposal

General waste

An outside waste contractor carries out the disposal of this waste in the usual manner.

Food waste

An outside waste contractor similarly disposes of this waste.

Recycle waste

An outside waste contractor collects this waste.

Chemical waste disposal

Where there is a requirement to dispose of chemicals, due account of the provisions of The Environmental Protection Act 1990 and The Control of Pollution Regulations 1991, precautions will be taken and specialist contractors will be employed.

Reporting procedures - Accidents and Near Misses

The procedures in use are in line with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) as follows:

a) Notification to the Health and Safety Executive by the HSE Approved Method if the following occurs:

- 1) Fatal Injury to Staff, Pupils or Any Other People in an accident on the premises.
- 2) Specified Injury to Staff, Pupils or Any Other People in an accident on the premises
- The Specified Injury as listed in the Regulations.
- 3) Dangerous Occurrences listed in the Regulations.

b) Reporting

- 1) A report will be sent to the Health and Safety Executive of any notifiable incident covered by 1) 2) and 3) above.
- 2) A report will be sent to the Health and Safety Executive for any other injury which results in Staff being absent from, or unable to do their normal work, for more than seven days.
- 3) A report will be sent to the Health and Safety Executive in the case of any of 8 categories of work related illness listed in the Regulations.

Note: When reporting of accidents to pupils, the HSE guidance Education Sheet No 1 will be used to establish whether the accident is reportable or not as the reporting criteria are different for pupils and employees.

c) Reporting Arrangements

Reporting to the HSE will be carried out electronically on the HSE's approved electronic reporting arrangements.

d) Record Keeping

A record will be kept of any injury, occurrence or disease requiring report as follows:

TIME : DATE : PLACE : PEOPLE INVOLVED : DESCRIPTION OF EVENT

Hazardous substances

Where substances are used that may be controlled under specific regulations e.g. Control of Substances Hazardous to Health (COSHH) the procedures are as follows:

- a) Listing of Substances being used to establish whether they come under COSHH Regulations.
- b) Carry out COSHH Assessment having regard to the following points:
 - 1) Prevention or Control - ideally prevention by substitution of a non-controlled substance, but if not possible, control.
 - 2) Control Measures to be adopted.
 - 3) Maintenance of the Control Measures.
 - 4) Monitor the situation to establish that the measures are effective.
 - 5) Undertake Health Surveillance where relevant.
 - 6) Carry out Instruction and Training to ensure the following are understood:
 - Use of the substances, their handling, storage and disposal
 - Emergency Procedures
 - Methods of Control
 - Use of Personal Protective Equipment
- c) Record all information on the relevant assessment form.

This type of assessment would be carried out by the Competent Person with assistance from other personnel as required.

Personal protective equipment (PPE)

There are certain activities where hazards cannot be eliminated by other means and PPE is the only method of controlling the risk. Under the Personal Protective Equipment at Work Regulations 1992 the following procedure will be applied by the School:

- A. Provide suitable PPE
- B. Assess present PPE
- C. Maintain PPE
- D. Provide accommodation for PPE
- E. Ensure PPE is compatible
- F. Replace PPE were lost or damaged
- G. Ensure PPE is used properly through instruction and training of staff

Under the same Regulations, Staff will:

- A. Use the PPE correctly
- B. Always wear PPE

- C. Report any loss or defect

Display screen equipment

The School, in line with The Health and Safety (Display Screen Equipment) Regulations 1992, carries out the following procedures where equipment is used that comes under the regulations:

- a. Assess the operator of the Display Screen Equipment to establish if the operator is classified as a 'user' under the regulations.
- b. If there is a 'user' carry out an analysis of the Work Station to assess risks to Health and Safety - Work Station includes Display Screen Equipment, ancillaries, chairs, desks and immediate surrounding environment.
- c. Implement any requirements established in b.
- d. Plan or adjust activities of the 'user' to ensure that work is interrupted by breaks or changes of activity. The recommendations are that there should be a maximum usage of 50 minutes in every hour.
- e. Provide eye and eyesight tests for the 'user' or any person about to become a user.
- f. Provide appropriate eye and eyesight corrective appliances as necessary.
- g. Train the user or any person about to become a 'user' on the Health and Safety aspects concerned with the use of the Work Station.

Risk assessments

Risk Assessments will be carried out on all hazardous work activities in line with the requirements of The Management of Health and Safety at Work Regulations 1999.

The Assessment will establish the following:

- a. The hazards associated with a particular activity.
- b. The potential frequency and severity of an accident.
- c. The control measures being employed to minimise the risk of an accident occurring.
- d. Any further action to be taken to adequately control the hazard.

The Assessments will be carried out by the Health and Safety Officer with assistance from other personnel as required.

A Risk Assessment Policy is in place.

Manual handling

The School is aware of its obligations under 'The Manual Handling Operations Regulations 1992 (as amended)' and where there is a possibility of injury being caused the following action will be taken in line with the Regulations:

- a. Manual handling activities involving risk, so far as reasonably practicable, will be eliminated or moved by a mechanised process.
- b. Where activities involving risk cannot be avoided they will be subject to an assessment.
- c. The risk of injury will be reduced as far as reasonably possible by:

- assistance from other personnel
- use of sack barrows or other similar equipment etc

All personnel are required to exercise discretion when lifting any object. The initial responsibility for assessing any manual handling implications rests with the person lifting the object.

Working at height

The School is aware of the requirement to control work at height in order to comply with the requirements of The Work at Height Regulations 2005.

The regulations apply to all Work at Height where there is a risk of a fall that may cause injury and there is no minimum height at which they become effective.

They apply to all access equipment which covers ladders and stepladders as well as more advanced equipment such as scaffolding and mobile access equipment.

In order to ensure that the School complies with these regulations, the following will be taken into account:

- Work at Height will be properly planned and organised.
- Those involved in Work at Height will be properly trained and competent.
- A Risk Assessment will be carried out to establish the correct access equipment.
- Equipment for Work at Height will be properly inspected and maintained.

In addition, risks due to work on or near fragile surfaces will be properly controlled.

The School will further comply with the Work at Height Regulations by taking account of the following:

- Avoiding Work at Height if reasonable to do so.
- Using work equipment or other measures to prevent falls where Work at Height cannot be avoided.
- Where the risk of a fall cannot be eliminated, using work equipment or other measures to minimise the distance and consequences of a fall.

Hot work

The School is committed to a workplace free of injuries as far as reasonably practicable. Where Hot Work is undertaken, a Hot Work Permit will be used to protect Employees, Visitors and the School's Property.

The Facilities Manager is to ensure that the School's Hot Work Policy is followed and that the Hot Work is managed appropriately and proper actions are taken to prevent loss due to fire caused by Hot Work (cutting, soldering & welding, explosion or any other activity that involves an open flame or creates heat). The Facilities Manager is to ensure that all affected Employees and Contractors receive instruction as to the expectations of them to ensure compliance with the policy.

The provisions set out below apply to any work done on site using a welder, torch, hot air gun, any other open flame or process creating heat and is to be strictly adhered to by all parties. The use of a Hot Work Permit when hot work takes place is mandatory.

The Facilities Manager's responsibilities include:

- To ensure that all Employees involved in the Hot Work Process are familiar with the process.
- Conduct periodic audits to ensure compliance with this policy.
- Ensure that the policy is reviewed annually and is current with all applicable regulations.
- The responsibilities of the person issuing the Permit (normally the Facilities Manager) is responsible for:
 - Assessing the work area and sign the Hot Work Permit prior to work commencing.
 - Posting one part of permit at the job site and placing a copy of the permit in the facilities office.
 - Having a suitable Fire Watch Arrangement during Hot Work.
 - Ensuring appropriate extinguishing equipment is in place and ensure Fire Alarm System has been adjusted to prevent inadvertent operation (e.g. temporary capping of automatic detector etc).
 - Ensuring that after completion of the Hot Work, the site is continuously monitored for a minimum of 30 minutes or longer as necessary.
 - Returning the Fire Alarm System to normal operation.
- The person doing the Hot Work is responsible for:
 - Verifying that a hot work permit is in place before starting Hot Work. The permit is issued for one location only and is valid for the duration of the work but not for longer than 24 hours. It may become invalid if conditions change (i.e. adverse environmental condition).
 - Complying with all rules and regulations concerning safe work practices and all requirements stated on the permit.
 - Returning the Hot Work Permit to the Individual Issuing the Permit to be signed off at the end of the monitoring period (completion of work).

Control of contractors

The School is aware of its obligations under The Health and Safety at Work Act 1974 in so far as it applies to contractors on the School Premises.

In order to meet these obligations The School exercises control over contractors in the following way:

1) IDENTIFICATION OF SUITABLE BIDDERS

The following items will be taken into account:

- a) Adequacy of Health and Safety Policy
- b) Control Structure
- c) Safe Systems of Work in Operation
- d) Training Standards

2) IDENTIFICATION OF HAZARDS IN THE SPECIFICATION

The Contractor will be required to demonstrate that these hazards have been adequately taken into account. Apart from normal site hazards the following will also be considered:

- a) Special Hazards applicable – e.g. Asbestos
- b) Safe Access to/egress from the site
- c) Confined Space Entry
- d) Chemical Storage
- e) Occupational Health Risks including Noise
- f) Hot work

3) APPOINTMENT OF CONTRACTOR

Based upon the best bid, taking into account all factors

4) ACCEPTANCE BY CONTRACTOR OF SCHOOL SAFETY RULES FOR THE SITE

Full list of Site Rules available for contractors.

5) CONTROL OF CONTRACTOR ON SITE

- a) Nomination of person to co-ordinate all Health and Safety aspects
- b) Pre-commencement meeting to establish Contractor Liaison Person
- c) Arrangement of regular progress meetings
- d) Regular inspection of Contractor's operations
- e) Participation in site Safety Committee - where applicable
- f) Provision by Contractor of Written Method Statements in advance - particularly where they apply to 2 a)
- g) Notification by Contractor of all accidents etc
- h) All machinery on site to have documentary evidence of Statutory Inspections and Driver/Operator Training - where applicable

Contractors will be required to undertake their work in line with The Construction (Design and Management) Regulations 2015.

Construction (Design and Management) Regulations 2015 (CDM)

The School is aware of its obligations under the CDM Regulations and where small projects are carried out and come under these regulations the School, as client, will carry out the following:

Select and appoint a Principal Designer who will be responsible for planning, managing, monitoring and coordinating health and safety in the pre-construction phase of a project. The Principal Designer will also liaise with the Principal Contractor to help in the planning, management and monitoring of the health and safety in the construction phase.

Select and appoint a Principal Contractor who will be responsible for planning, managing, monitoring and coordinating health and safety in the construction phase of a project.

Ensure that, where there is more than one contractor, a Health and Safety file is prepared on completion of the project and is kept available for those subsequently carrying out construction work.

The CDM Regulations 2015 are triggered, for smaller projects, when two or more contractors are appointed. The Principal Designer and Principal Contractor roles can be fulfilled by the School as client. If this is the case, the School is responsible for undertaking both these roles.

On projects where the CDM Regulations do not apply (where there is only one contractor appointed) or where the School fulfils the Principal Contractor role and appoints contractors under the CDM Regulations, the School will exercise control over contractors as outlined in the section entitled Control of Contractors.

The triggers for larger projects are either that the project lasts longer than 30 working days and has more than 20 workers working simultaneously at any point or the project exceeds 500 person days. These larger projects need to be notified to the HSE before commencement.

Consultation with employees

The School is aware of its obligations under The Health and Safety (Consultation with Employees) Regulations 1996 and consults its employees on the following areas as covered by the regulations:

- a) Any changes which substantially affect their Health and Safety at work - changes in procedures, equipment or ways of working etc.
- b) Arrangements for using 'competent people' to assist in complying with Health and Safety legislation.
- c) Information on the likely risks and dangers arising from the work activities and measures to reduce or eliminate these risks.
- d) The planning of Health and Safety training.
- e) The Health and Safety consequences of introducing new technology.

The School adopts various methods for carrying out this consultation as the situation demands. Many situations can be satisfied by direct consultation but the School may consult by way of the Safety Committee if deemed appropriate.

Asbestos

A Policy for Asbestos is in place in the School.

In line with the requirements of the Control of Asbestos Regulations 2012, the School is required to carry out a survey of the premises to establish whether any Asbestos is present and if so what action if any is located, steps need to be taken either to remove or control the Asbestos.

Survey

A Management Survey has been carried out for the premises and various amounts of Asbestos have been removed.

A Refurbishment/Demolition Survey is carried out in areas where work is to be carried out to establish the full position and Asbestos is removed by Registered Contractor before work commences on any building.

Management

The Facilities Manager is the School's Asbestos Manager and in order to manage the situation in an appropriate way, the Facilities Manager carries out the following:

- Keep and maintain an up to date log of the location, condition, maintenance and removal of all asbestos containing materials on the premises;
- Repair, seal or remove asbestos containing materials if there is a risk of exposure owing to their condition or location;
- Maintain asbestos containing materials in a good state of repair;
- Inform anyone who is likely to disturb asbestos containing materials about the location and condition of the material;
- Have arrangements and procedures in place, so that work which may disturb asbestos containing materials complies with the The Control of Asbestos Regulations 2012;
- Review the plan at regular intervals.

Health and safety emergencies

Critical accidents

The School has anticipated the possibility of a Critical Incident occurring and has devised a Critical Incident Management Plan.

The Plan covers the constitution of a Critical Incident Committee, allocates responsibilities to members of staff as appropriate and also considers a series of possible Critical Incidents and the action by way of responses that the School would take.

Disaster recovery

Alongside the Critical Incident Management Plan, the School has devised a Disaster Recovery Plan.

The Plan covers the actions to be taken in order for the School to return to normal operations and the action to be taken to ensure that activities can continue on a temporary basis while remedial work is carried out.

Occupational health and stress

Occupational Health

Occupational Health issues in the Education Sector are generally more evident in higher and further education where these apply to Pupils and Students.

In summary, these issues arise from the following areas:

- Laboratory Hazards
- Workshop Hazards
- Fieldwork and Site Work
- Clinical Activities
- Allergies associated with substances or animals

Pupil involvement at the School with the above activities is extremely low and the substances used by pupils are generally benign. Workshop activities are confined to Design and Technology where exposure to Noise and Vibration is minimal.

Activities carried out by Staff, particularly on the Grounds and in Maintenance Activities, are more likely to have aspects of Occupational Health.

Noise and Vibration issues have been considered and action taken where necessary and use of Substances is carefully controlled and monitored.

Stress

The School is aware of the potential for stress with its employees.

A full Stress Policy is in place and this covers recognising stress symptoms, the causes of stress and a strategy for dealing with stress.

The School adopts a proactive approach to this issue.

Slips and trips

The School is aware that Slips and Trips are the most common of workplace hazards and make up over a third of all major injuries.

The School is also aware that slips happen in wet conditions and that slips and trips often occur through poor housekeeping.

In order to address these issues, the School adopts the following procedures:

- Spills are managed carefully and are signed if immediate remedial action is not possible
- Appropriate cleaning regimes are in place
- Effective matting systems are employed with appropriate mats in place
- Footwear is specified and/or selected correctly for employees and pupils
- School premises have been designed or modified to ensure Trip Hazards are controlled
- Plant and the Premises are maintained on an on-going basis
- Flooring is specified appropriately and renewed when necessary
- Housekeeping is maintained to a high level
- Supervision of Staff and Pupils is in place as required
- Risk Assessments are undertaken where extraordinary situations exist

Violence

The School acknowledges that it has a legal duty of care towards those who work at and attend the school, and a responsibility to ensure, as far as is reasonably possible, that the School is a safe place in which both staff and pupils may work without fear of being subjected to violence or aggression.

There are no circumstances in which violence towards any member of staff is acceptable, whatever form it takes, and no member of staff will be expected to accept exposure to violent behaviour as being part of their job.

The School has devised a Violence Policy which relates to violence and aggression directed at staff in connection with their duties, from whatever quarter. It links in with other policies such as the School's Disciplinary Policy.

In the case of violent or aggressive behaviour on the part of parents, the Head will remind them that they are on site by implied permission at certain times and for certain purposes by invitation. If necessary, the parents will be requested to leave the School's premises and should compliance with the request not be forthcoming, assistance from the police will be sought.

Animals

The School acknowledges that some people are afraid of animals, particularly dogs, and that certain areas of the school site become congested at drop-off and pick-up times. To allow all staff, parents and pupils to feel comfortable animals are not permitted on the school premises except in the small area between the green fence onto Lockington Road and the Main Reception where dogs may be tied up.

Guide dogs will be permitted with prior permission from the Bursar.

Monitoring policy

The Health and Safety Policy will be monitored on an ongoing basis by the Health and Safety Consultant. Checks will be made each year with an inspection being made of all areas of the School followed by a report.

There will be a full review every twelve months to establish whether any major changes or additions need to be made to ensure that the Document is fully up to date and correctly reflects the activities.

Accessing the Policy: This policy is also available in various formats to allow everyone to access it e.g. hard copy, enlarged print version, braille etc. Please contact the Bursar to request a copy of this policy in an alternative form.

Review and Update Process

Last update	December 2023
Next update	October 2024