# NP10.1 Health and Safety Policy

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

## Executive Summary

Newton Prep Limited,(the School) as employer and proprietor, retains overall legal responsibility for health and safety.The Head, Bursar, Compliance & Operations Manager, the Facilities Manager and other competent and named staff support the discharge of delegated day-to- day operational duties All staff must take reasonable care of their own health and safety and that of others who may be affected by their acts or omissions. 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 the Bursar;
- 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.

Legal and regulatory framework: This policy is informed by the Health and Safety at Work etc. Act 1974; Management of Health and Safety at Work Regulations 1999; Workplace (Health, Safety and Welfare) Regulations 1992; Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013; Control of Substances Hazardous to Health Regulations 2002; Regulatory Reform (Fire Safety) Order 2005; Equality Act 2010; Education (Independent School Standards) Regulations 2014; and the statutory Early Years Foundation Stage framework, as applicable and as amended.

If you have a concern that requires a rapid response please call the Facilities Manager on extn 1227 and email help@newtonprep.co.uk to ensure it is captured by our ticketing system.

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# 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, volunteers 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 Regulatory, Risk and Resources (RRR) Committee of the School Council 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 at schools; 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:

- The Chairman and other members of the governing body attend the termly meetings of the school's Health and Safety Committee and receive copies of all the paperwork.
- 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.
- 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. Minutes are also provided to the RRR Committee.
- 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.
- 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 (EHO). In addition, the school catering contractor (Chapter One) conducts 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.
- 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.
- 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 Regulatory, Risk and Resources Committee.
- The school has a professional risk assessment for legionella carried out every 2 years and a water sampling and testing regime in place.

- 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. Paediatric 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 …….

30th September 2026

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*** and, in their absence, ***the Compliance and Operations Manager***.
- Preventing unsupervised access by pupils to potentially dangerous areas (such as the science laboratories and art room kiln) - ***the Facilities Manager***, and, in their absence, ***the Compliance and Operations Manager***, working in cooperation with the ***Head of Science*** and ***the Head of Art***.
- Controlling lone working after-hours by teaching staff – ***the Deputy Heads.***
- Controlling lone working after-hours by support staff - ***the Bursar***
- Ensuring that all visitors book in at Reception and wear visitors' badges - ***the Receptionist*** and any of the Reception cover team.

## Vehicles

- Car parking on site and vehicles on site - the ***Facilities Manager*** and, in their absence, ***the Compliance and Operations Manager***.

## Accidents

- Recording all accidents relating to staff, pupils and visitors that occur on-site and off site educational visits on Medical Tracker - ***the School Nurse***
- Keeping statistics of accidents and preparing summary reports for the Health and Safety Committee - ***the School Nurse***
- Reporting notifiable accidents to the HSE - ***Compliance and Operations Manager***
- 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*** and, in their absence, ***the Compliance and Operations Manager***, who in turn have 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*** and, in their absence, ***the Compliance and Operations Manager***.
- Regular portable appliance testing – ***the Facilities Manager*** and, in their absence, ***the Compliance and Operations 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*** and, in their absence, ***the Compliance and Operations Manager***.
- Lightning protection is in place for all buildings – ***the Facilities Manager*** and, in their absence, ***the Compliance and Operations Manager***.
- All gas appliances (boilers, kitchen equipment etc.) are regularly maintained and serviced by Gas Safe Registered Engineers – ***the Facilities Manager*** and, in their absence, ***the Compliance and Operations Manager***.
- Ensuring that flammable rubbish and combustible materials are stored away from buildings - ***the Facilities Manager*** and, in their absence, ***the Compliance and Operations 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*** and, in their absence, ***the Compliance and Operations Manager***.
- Switching off all kitchen equipment at the end of service - ***the Executive Chef*** *(Chapter One).*
- Checking that all Scientific and ICT equipment is switched off at the end of the school day - ***the Head of Science*** and ***the Assistant Head - Digital Strategy and Innovation.***
- Setting all computers, projectors, printers and Smart TVs to switch off automatically during holidays and weekends - ***the Lead IT Technician***.
- Securing flammable materials used in teaching or maintenance locked in purpose-made, flame-proof containers – ***the Head of Science, the Head of Art, and the Facilities Manager (***and, in their absence, ***the Compliance and Operations Manager)***.

## Hazardous Materials

- Ensuring that hazardous materials are stored in accordance with the relevant regulations from the HSE for the Control of Substances Harmful to Health (COSHH) - ***the Facilities Manager*** and, in their absence, ***the Compliance and Operations 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 - ***Bursar.***
- Legionella - ***the Facilities Manager*** and, in their absence, ***the Compliance and Operations Manager***.
- All rooms, corridors and exits - ***the Compliance and Operations Manager.***
- School garden - ***the Compliance and Operations Manager.***
- Catering (including Hazard Analysis Critical Control Points (HACCP) system of food hazard awareness and Control of Substances Hazardous to Health (COSHH) procedures) - ***the Executive Chef.***
- Cleaning services - ***the Cleaning Supervisor (Churchill Services)*** via ***the Facilities Manager*** and, in their absence, ***the Compliance and Operations Manager***.
- Grounds maintenance (including use of pesticides and COSHH) - ***the Facilities Manager*** and, in their absence, ***the Compliance and Operations Manager***.
- Maintenance functions, (including working at heights, electricity, manual handling, and building work, use of power tools, COSHH and flammable materials) - ***the Facilities Manager.***
- 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:

- EYFS - ***the Deputy Head Lower School***
- Science - ***Head of Science.***
- All School games -***Head of Sport and Head of PE.***
- Athletics- ***Head of Sport and Head of PE.***
- Judo, fencing, dance and other peripatetic activities - ***Service Provider*** (i.e peripatetic teacher / coach).
- Gymnastics - ***Head of Sport and Head of PE.***
- Drama - ***Head of Drama.***
- Art - ***Head of Art.***
- Music - ***Head of Music.***
- School events - ***the Compliance and Operations Manager.***
- All visits and trips – ***the relevant Deputy Head.***

## Staff Responsibilities

### Bursar, Deputy Heads, Assistant Heads 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 Compliance and Operations 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 Compliance and Operations 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 instructions 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 – ***Chapter One Operations Manager*** *and* ***Churchill's Area manager*** under the oversight of ***the Facilities Manager*** and, in their absence, ***the Compliance and Operations Manager***.
- Briefing new pupils on emergency fire and lockdown procedures - ***all pastoral staff***.
- Briefing new staff on emergency fire and lockdown procedures - ***the Compliance and Operations Manager*** and ***the Facilities Manager*** and, in their absence, ***the Compliance and Operations Manager***.
- Inducting new staff in health and safety - ***the Compliance and Operations Manager.***
- 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 Chapter One 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 Chapter One Operations Manager***.
    - Appropriate pest control measures to be in place every 6 weeks by ***the Facilities Manager***.
- The School's fire risk assessment is subject to documented internal review at least annually and whenever there is reason to suspect it is no longer valid or there has been a significant change. A competent external fire-risk assessor is appointed at intervals determined by the risk assessment and professional advice rather than reliance on a fixed three-year cycle alone.
-

- 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 every 2 years and a water sampling and testing regime is in place.
- The school maintains an asbestos register and ***the Facilities Manager*** and, in their absence, ***the Compliance and Operations 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.
- An external consultant conducts an EICR test every 5 years and has current electrical test certificates for all its buildings. It uses NICEIC qualified Electrical Engineers to inspect and maintain its electrical installations.
- An external consultant conducts portable appliance testing (PAT) annually and a register of tested devices is maintained.
- An external consultant conducts testing on lighting and lighting bars at appropriate time intervals. All are examined at least once per year.
- All work on gas boilers and appliances is carried out by registered Gas Safe Engineers
- All lightning protection and earthing conforms to BS EN 62305. It is tested annually by a specialist contractor.
- For construction work, the School appoints competent dutyholders required by the Construction (Design and Management) Regulations 2015, including a Principal Designer and Principal Contractor where more than one contractor is involved, and ensures that the client duties are discharged.

## 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.

## The Health and Safety Committee

The School's Health and Safety Committee meets once a term and is chaired by the Compliance and Operations Manager. The Chairman of the Governing Body and/or their delegate attend these meetings. The other members of the Committee are the:

- Head
- Bursar
- Deputy Head Teaching and Learning
- Deputy Heads Upper, Middle and Lower Schools
- Head of Science
- Head of Art
- Head of Games or Head of PE
- Trips and Visits Coordinator
- School Nurse

- Executive Chef
- Head of Drama
- IT Lead Technician
- Head of Digital Learning
- Facilities Manager

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 SchoolReview accidents and near misses
- Discuss preventative measures
- Review and update risk assessments
- Discuss training requirements
- Monitor the implementation of professional advice
- Review the Health and 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
- Review and update new processes and systems

Signed……..

G McCafferty 30th September 2026

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. The Head of Sport and Head of PE keep risk assessments for all outdoor games, athletics, and gymnastics.
- Science. 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.
- Art. The Head of Art keeps risk assessments for the kiln and other hazardous tools and instruments.
- Drama. The Head of Drama keeps risk assessments for the Auditorium and Recital Hall and the associated areas.
- The Catering Department. 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.
- Cleaning. The Cleaning Supervisor 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). The Facilities Manager keeps risk assessments for all its activities, safe use and storage of equipment and flammables. Records of staff training are kept.
- IT server rooms and storage areas.

Signed …….
GS Hearn 30th September 2026
Facilities Manager

# 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 |

## 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 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 through Smartlog and in-person 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 Compliance and Operations Manager 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 playgrounds and the all-weather pitch but have sufficient supervision to ensure a safe and healthy 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 and the playground equipment is examined annually by a competent outside contractor.

## Sport - General

Sport in the School is co-ordinated and organised by the Director of Sport who has devised a full programme of sport activities. Staff are 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 procedure in place for injury in sport activities and staff should refer to the First Aid & Administration of Medicines Policy.

Staff who have First Aider training will handle the situation initially, provided that it is within their sphere of competence, and the pupil will then be transferred to the care of the School Nurse as soon as possible. If the injury is more serious, an Ambulance will be called as appropriate. In such cases, the pupil's parents will be contacted by the School Nurse, if the injury occurs during normal school hours or by the supervising sports teacher if out of school hours. The parent will be advised 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 (in recent years during the first half of the Autumn Term) 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 risk assessments of the provider, the maintenance procedures of the pool operator (eg checking pH and chlorine levels) and ensures the pool operator has Public Liability insurance that covers aquatic activities along with a suitable limit of indemnity.. The provider must adhere to standards for circulation, filtration and disinfection. The provider must also have clear procedures for pool rescue, first aid, CPR and constant poolside supervision by competent staff. The school's safeguarding arrangements must be followed.

## Gymnasiums

The Sports Hall and the gymnasiums are normally only used by the School (or its contracted operators) 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 agreement.

## 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. A telephone is situated in the Sports Office and a defibrillator is situated in the Medical Room.

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. A Fire Safety Policy and Fire Procedures are in place.

Fire Procedures are posted in appropriate positions around the school with 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 Trips

The School has an Educational Trips Policy covering the planning and supervision of residential and non-residential trips. Its main provisions are summarised below:

a. The safety and welfare of pupils is the highest priority.
b. Careful planning of the trip with a prior visit made by the organiser, if necessary.
c. Adequate evaluation of all Health and Safety factors involved, including an examination of the third party Public Liability insurance, risk assessments and where necessary staff qualifications.
d. 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 2004 will be taken into account. The School uses Evolve to manage trips and visits, including the collation of risk assessments.

## First aid and medicine control

The School has a First Aid & Administration of Medicines Policy. First Aid and Medicines are under the control of the School Nurse and she is assisted as necessary by other Staff who have First Aid training.

First Aid Boxes are kept topped up from a supply kept by the School Nurse and checked on a regular basis.

## Catering

The School contracts out the catering activities (including kitchen cleaning) for the School to Chapter One, part of Impact Food Group.

As part of the arrangements in the contract, IFG are 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 which is maintained by the HR Department. 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, an annual health and safety inspection of the catering operation is conducted and the local Environmental Health Officer inspects the kitchen on a regular basis (which is a statutory right).

These arrangements are periodically checked by the Bursar.

## Cleaning

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

As part of the arrangements in the contract, Churchill are responsible for drawing up all assessments associated with its cleaning activities. Churchill provides the School with access to its: Health and Safety Policy and action plan, including risk assessments, method statements and staff training records; COSHH sheets; Product safety sheets; Accident/injury record sheets; and Lone working arrangements. The main cleaning is carried out when pupils are not in the school which removes the need for cleaning staff to be fully vetted; the daytime cleaner is fully vetted and records are kept by the HR Department.

These arrangements are periodically checked by the Facilities Manager.

Cleaning schedules:

Term Time:

Daily: Classrooms
Dining Room
Toilets
Sports Halls
Auditorium
Recital Hall
Corridors
Offices

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 except in emergencies (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 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 a Security, 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 and sign in using the School's Sign-in App.

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 School has a system of lanyards to allow the easy identification of staff, peripatetic providers and visitors.

- Blue lanyards - employees
- Green lanyards - DBS checked peri providers (eg VMTs) who can be alone with children
- Gold lanyards - approved contractors who cannot be alone with children
- Red lanyards - visitors who must be accompanied at all times.

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 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. Annual checks on Portable Electrical Equipment.
2. Annual Service of Heating Equipment.
3. Annual service of Fire Extinguishers.
4. Servicing of air conditioning.
5. Servicing of Fire Alarm System under contract.
6. Servicing of Catering Equipment, including deep clean of kitchen and ductwork.
7. Testing and cleaning of Auditorium and Recital Hall lighting.
8. Five yearly checking of fixed electrical wiring.
9. Servicing of lifts under contract.
10. Inspection of guards and mechanical equipment by Facilities Staff and Teaching Staff before use.

# Environmental control

## Classrooms and general areas

Conditions in these areas are monitored regularly to ensure that temperature, ventilation and lighting are adequate for the activities carried out in those areas. 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 Facilities Manager 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.

## Lighting

Lighting should be sufficient to enable employees and pupils to work without risks to health and safety.

## 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. The School has planted trees in the front playground alongside Battersea Park Road. The school garden also provides green space for our pupils and an environmental service to the local area and there is significant planting in the Orchard Quiet Area to the east of the AWP.

The school receives email updates and alerts on air quality and forecast pollution from airTEXT (Cambridge Environmental Research Consultants). On receipt of an alert, the Facilities Manager will circulate the forecast to all staff. Members of staff know from the School Nurse and our school management information systems which children are likely to be at risk.

Wandsworth Council 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 Wandsworth Council's Environmental Health Department

## 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 food waste and waste cooking oil. Where possible this is recycled into biofuels and compost.

Recyclable 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 2021 and the regulations issued under these acts , precautions are taken and specialist contractors employed.

# Reporting procedures - Accidents and Near Misses

The School has a legal responsibility to ensure that all accidents occurring on the School's site, or to pupils and staff involved in School activities outside the School are recorded.

The School Nurse is responsible for recording accidents in the accident book and, in the case of more serious accidents, the Compliance and Operations Manager is responsible for following the procedures for the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR).

RIDDOR reporting procedures are set out below.

1. Notification to the Health and Safety Executive by the HSE Approved Method if the following occurs:

a. Fatal Injury to Staff, Pupils or Any Other People in an accident on the premises.
b. Work-related accidents, including those caused by physical violence, if an employee is injured, wherever they are working:
    - accidents which result in death or a specified injury must be reported without delay (see 'Reportable specified injuries');
    - accidents which prevent the injured person from continuing their normal work for more than seven days (not counting the day of the accident, but including weekends and other rest days) must be reported within 15 days of the accident.
c. Injuries to pupils and visitors who are involved in an accident at school or on an activity organised by the school are only reportable under RIDDOR if the accident results in:
    - the death of the person, and arose out of or in connection with a work activity; or
    - an injury that arose out of or in connection with a work activity and the person is taken directly from the scene of the accident to hospital for treatment (examinations and diagnostic tests do not constitute treatment).
d. Dangerous Occurrences (as defined in the Regulations).

2. Reporting
    a. A report will be sent to the HSE of any notifiable incident covered by (a), (b), (c ) and (d) above.
    b. A report will be sent to the HSE for any other injury which results in staff being absent from, or unable to do their normal work, for more than seven days.
    c. A report will be sent to the HSE in the case of any of 8 categories of work related illness listed in the Regulations.

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

4. 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

5. Near Misses. A near miss is any event which did not lead to harm but did have the potential to cause illness or injury. Near Misses will be recorded on a Near Miss Form and stored in the Near Miss Log on the school shared drive.

   Accident and near-miss trends, including recurring locations, activities and affected groups, will be analysed termly by the Health and Safety Committee. Actions will be assigned, time-bound, monitored to closure and reported through the RRR Committee.

# Hazardous substances

The COSHH Regulations apply to activities where hazardous substances are used and to activities which produce hazardous substances. Hazardous substances are sometimes used in science, art, pottery, drama, digital learning (3D printing), cleaning work, maintenance work and grounds work.

The Regulations require an assessment of the risks to health associated with exposure to hazardous substances before employees and others, including pupils, are exposed. Model written assessments are available for some areas of work, e.g. CLEAPSS Hazards (for Science), and these can be used if they are customised for the particular circumstances found in the School.

Where substances are used that may be controlled under specific regulations (eg COSHH) the procedures are as follows:

1. Listing of substances being used to establish whether they come under COSHH Regulations.
2. Carry out COSHH Assessment considering the following points:
    a. Prevention or Control? Ideally prevention by substitution of a non-controlled substance, but if not possible, control.
    b. Control Measures to be adopted.
    c. Maintenance of the Control Measures.
    d. Monitor the situation to establish that the measures are effective.
    e. Undertake Health Surveillance where relevant.
    f. 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

3. Record all information.

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 and Personal Protective Equipment at Work (Amendment) Regulations 2022.

The following procedure will be applied by the School:

1. Carry out a risk assessment of the hazards to determine whether there are means other than PPE of reducing risks to health or safety.
2. Provide suitable PPE to employees and workers, free of charge, and to pupils whenever health and safety risks cannot adequately controlled by other means.
3. Ensure that the provided PPE is suitable for the risks, the employee, the pupils and the work environment.
4. Ensure that the provided PPE takes account of any protected characteristics of the wearer.
5. If more than one item of PPE is required, ensure that the items are compatible with each other.
6. Provide suitable theoretical and practical training for the persons required to use the PPE.
7. Maintain the PPE and provide suitable accommodation for it.
8. Replace the PPE if it is lost or damaged.
9. Ensure the PPE is always used for activities deemed to require it, even if the job “only takes a few minutes”.

Under the same Regulations, Staff will:

1. Use the PPE correctly
2. Always wear PPE
3. Report any loss or defect

# Display screen equipment (DSE)

The School complies with The Health and Safety (Display Screen Equipment) Regulations 1992. Training is provided to all employees in the form of training courses from Smartlog and for employees who are defined as DSE users under the legislation the processes set out below will be followed. A DSE user is an employee who uses DSE daily for continuous periods of an hour or more.

1. A workstation assessment will be carried out. This is usually carried out by the user following the form provided by Smartlog but assistance is available from the Facilities Manager if required.
2. Training is provided, via Smartlog, on good posture and correct workstation set-up. If additional equipment (eg a different chair or footrest) is required this will be provided by the School.
3. Regular breaks and changes of activity are encouraged. Short breaks taken often are better than longer breaks less often and managers will monitor this.
4. The School will pay for eyesight tests on request and will pay for glasses for DSE work if special glasses are prescribed for this purpose. There is an internal guideline on the maximum amount payable by the School.

# Risk assessments

The Management of Health and Safety at Work Regulations 1999 require a broad risk assessment of the work and activities of the School. The School will assess all reasonably foreseeable risks and others which are identified by specific Health and Safety regulations.

The School has a Risk Assessment Policy which details the types of risk assessments that are carried out on-site and off-site and this policy should be read in conjunction with this policy.

Risk Assessments will be carried out by many different people within the School as part of their duties under the Health and Safety Policy. The Compliance & Operations Manager and the Bursar will moderate the risk assessments to ensure consistency.

Risk assessments must be suitable and sufficient, identify persons especially at risk, record existing controls and further actions, name an action owner and completion date, and be reviewed after incidents, significant change or evidence that controls are ineffective. Consultation with staff and, where appropriate, pupils should inform the assessment.

# Manual handling

The Manual Handling Operations Regulations 1992, as amended in 2002 apply to a wide range of manual handling activities, including lifting, lowering, pushing, pulling or carrying. The load may be either animate, such as a person or an animal, or inanimate, such as a box or a trolley. The Health and Safety Executive (HSE) published more detailed guidance in their leaflet “Manual Handling at Work” (reference 11/12 INDG143(rev3)).

This legislation primarily affects employees, not pupils because pupils should never be required to undertake manual handling operations likely to cause injury. There is a statutory duty to avoid the

need for manual handling operations involving a risk of injury, so far as is reasonably practicable. The Regulations do not ban manual handling operations.

The Regulations require the school to:

- Avoid the need for hazardous manual handling, so far as is reasonably practicable;
- Assess the risk of injury from any hazardous manual handling that can't be avoided; and
- Reduce the risk of injury from hazardous manual handling, so far as is reasonably practicable. This could be achieved by assistance from other personnel or by the use of sack barrows or other equipment.

Employees have duties too. They should:

- Follow systems of work in place for their safety;
- Use equipment provided for their safety properly;
- Cooperate with the School on health and safety matters;
- Inform the school if they identify hazardous handling activities;
- Take care to make sure their activities do not put others at risk.

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.
- 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 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 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 works understand what is expected of them.
- Conduct periodic audits to ensure compliance with this procedure
- 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 the 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 ensuring the Fire Alarm System has been adjusted to prevent inadvertent operation (e.g. temporary capping of automatic detectors 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 conditions).
- 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 for major works 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.

Safeguarding and site segregation: contractor arrangements must address pupil safeguarding, signing in and identification, supervision where required, safe access and egress, segregation from pupils, delivery timing, emergency arrangements and exchange of relevant risk information before work starts.

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 2a
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 apply to construction work. Where more than one contractor is, or is reasonably foreseeable to be, involved, the School must appoint in writing a Principal Designer and Principal Contractor. The School should only assume either role if it has the organisational capability and competence to discharge it.

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:

1. Any changes which substantially affect their Health and Safety at work - changes in procedures, equipment or ways of working etc.
2. Arrangements for using 'competent people' to assist in complying with Health and Safety legislation.
3. Information on the likely risks and dangers arising from the work activities and measures to reduce or eliminate these risks.
4. The planning of Health and Safety training.
5. 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

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. Note that since the mid-1980s asbestos was slowly phased out of building materials before its total ban in 1999. All the new buildings in the School were constructed after 1999.

## Survey

A Management Survey has been carried out for the premises and the asbestos identified has 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.

# Radon

Under the Health and Safety at Work etc. Act 1974, employers must, so far as is reasonably practicable, ensure the health and safety of employees and others who have access to their work environment. The Management of Health and Safety at Work Regulations 1999 also requires the assessment of health and safety risks, and this should include radon in the following circumstances:

**Above ground** - white areas on the map showing less than 1% where no specific action is required other than evidencing the findings. Greater than 1% is classed as a radon-affected area where further action is required.

**Below ground** – Everywhere in the UK is classed as a radon-affected area, where further action is required. (The definition of below ground is any walls that are in contact with the soil).

**Hazard** - The school is not in an affected area.

- The radon map shows an above-ground assessment of less than 1%.
- The only area of the School below ground level is the basement and boiler room.

**Risk** -

- The below ground areas were assessed by radon gas detectors and no hazard was detected.
- Findings have been recorded and no further action is required.

The radon risk assessment will be reviewed when relevant official mapping or guidance changes, when occupancy or use of below-ground areas changes, or where building works may affect radon entry or ventilation. Any monitoring frequency will be determined by the recorded risk assessment and competent advice.

# 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, mental 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 almost non-existent so 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.

# Mental Health

In line with HSE guidance, the School is aware that one in four people in the UK will have a mental health problem at some point. While mental health problems are common, most are mild, tend to be short-term and are normally successfully treated, with medication, by a GP.

Mental health is about how we think, feel and behave. Anxiety and depression are the most common mental health problems. They are often a reaction to a difficult life event, such as bereavement, but can also be caused by work-related issues.

Work can also aggravate pre-existing conditions, and problems at work can bring on symptoms or make their effects worse.

Whether work is causing the health issue or aggravating it, employers have a legal responsibility to help their employees. Like any other safety or health hazard at work, work-related mental health issues must be assessed to measure the levels of risk to staff and are included in our risk assessments.

Following the “Thrive at work” report guidance, the Core Standards are reviewed to:

- Produce, implement and communicate a mental health at work plan that promotes good mental health of all employees and outlines the support available for those who may need it. For example, the School holds week-long wellness, anti-bullying, and kindness weeks; staff wellbeing and appreciation is considered throughout the year, and a confidential support helpline is in place
- Develop mental health awareness among employees by making information, tools and support accessible. For example, this is given through HR training during INSET and induction
- Encourage open conversations about mental health and the support available when employees are struggling, during the recruitment process and at regular intervals throughout employment, offer appropriate workplace adjustments to employees who require them - available through line managers and HR
- Provide employees with good working conditions and ensure they have a healthy work life balance and opportunities for development - balance is encouraged, and CPDs/ pathways for development are open
- Promote effective people management to ensure all employees have a regular conversation about their health and well-being with their line manager, supervisor or organisational leader and train and support line managers and supervisors in effective management practices - part of check-ins and appraisal
- Routinely monitor employee mental health and wellbeing by understanding available data, talking to employees, and understanding risk factors - surveys are carried out

# Stress

The Health and Safety Executive defines stress as “the adverse reaction people have to excessive pressure or other types of demand placed on them”. This makes an important distinction between pressure, which can be a positive state if managed correctly, and stress which can be detrimental to health.

Stress is not an illness but sustained over some time it can lead to mental and/or physical illness and can adversely affect an individuals’ performance or behaviour. There is an important distinction between working under pressure and experiencing stress. Certain levels of pressure are acceptable and normal in every job. They can improve performance, enable individuals to meet their full potential and provide a sense of achievement and job satisfaction. However, when the pressure becomes excessive, it produces stress.

Pressures outside the workplace (whether the result of unexpected or traumatic events such as accidents, illness, bereavement, family breakdown or financial worries) can result in stress. They can also compound normal workplace pressures.
The School recognises that what triggers stress, and the capacity to deal with stress, varies from person to person. Individuals react to similar situations in different ways. By way of examples, causes of work-related stress may include:

- Demands – e.g. where the individual cannot cope with the demands of their job;
- Control – e.g. where an individual cannot control the way they do their work;
- Support – e.g. where the individual does not receive enough information or support;
- Relationships – e.g. where there are difficulties with relationships at work, or they feel they are being bullied or harassed;
- Role – e.g. where an individual doesn’t fully understand their role or responsibilities;
- Change- e.g. where an individual is not engaged when the School is undergoing a period of change.

Signs of stress will vary from individual to individual but common signs of stress may include:

- Increased sickness absence;
- Decreased performance;
- Arriving later for work;
- Mood swings;
- Being withdrawn;
- Loss of motivation, commitment and confidence;
- Feeling negative;
- Being indecisive;
- Feeling isolated;
- Feeling nervous;
- Tearfulness;
- Reduced patience;
- Reduced tolerance of others;
- Being unable to concentrate;
- Eating more or less than usual;
- Smoking, drinking or taking drugs to “cope”;
- Having difficulty sleeping.

The School is committed to identifying, tackling and preventing the causes of work-related stress and to providing appropriate support and consideration to staff suffering from stress, on a confidential basis where appropriate including:

1. Promoting a culture of open communication, participation and encouragement;

2. Through training, effective planning and allocation of workloads and ensuring feedback is provided on performance; the School is keen for staff to develop their skills and confidence and to feel able to raise any concerns they have about their work or working environment;
3. An opportunity to discuss these aspects during the appraisal process;
4. Providing a workplace free from harassment, bullying and victimisation;
5. Addressing violence, aggression and other forms of inappropriate behaviour through disciplinary action;
6. Ensuring risk assessments include or specifically address workplace stress;
7. Monitoring holidays to ensure staff are using their entitlement.

If you believe you are suffering from stress, in the first instance you should discuss this with your Line Manager. If you feel unable to do so, you should contact HR. Once an issue affecting your health comes to the attention of one of the above, steps will be taken by the School to address that issue. Those steps may include for example, referral for medical advice including guidance on any reasonable adjustments that may assist the member of staff, a review of role and responsibilities.

Confidentiality is an important part of Stress Management. Every member of staff is responsible for observing the high level of confidentiality that is required, whether they are suffering from stress, supporting a colleague who is suffering from stress because they are otherwise involved in the operation of a policy or procedure dealing with stress. Breach of confidentiality may give rise to disciplinary action in accordance with the School's disciplinary procedures. However, there are occasions when matters reported by a member of staff suffering from stress or mental ill health may have to be put to third parties. For example, where duties need to be reallocated within a team or where, as the result of reported bullying or misconduct, a disciplinary investigation and/or proceeding take place. If this is the case, matters will be discussed with the member of staff concerned and an appropriate means of communication agreed before any action is taken.

# Pregnancy and New Mothers

A member of staff that is a new or expectant mother should notify their line manager as soon as practicable. A new mother is defined as a member of staff who has given birth within the last 6 months.

The HR Manager is responsible for ensuring that risk assessments are undertaken and the staff member's line manager should review the relevant risk assessments with the relevant staff to ascertain whether further controls are required.

The following risks will be considered when completing the risk assessment:

1. Available private space for expressing milk and safe storage
2. Working with hazardous substances
3. Stressful environments
4. Movement around the site (including stairs and distances between classrooms etc.)
5. Doing duties that involve physical effort which might be too arduous;
6. Standing for long periods
7. Inherent risks in certain departments, e.g. PE, Science
8. Manual Handling
9. Working in a confined working space
10. Using an unsuitable workstation

11. Infectious diseases
12. The provision of appropriate sanitary and rest facilities.

The individual risk assessment must be reviewed as the pregnancy progresses, on return to work and where working conditions or medical advice change. Controls must also address suitable rest facilities and any specific infection risks relevant to work with children.

# Security and Lone Working

The School has a Security, Workplace Safety and Lone Working Policy which can be accessed online in the policy drive.

# Slips and trips

The School recognises that slips and trips are a significant workplace risk and manages them through proportionate assessment, prompt defect reporting, effective housekeeping, suitable flooring and lighting.

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.

Any acts of violence or aggressive behaviour perpetrated by members of staff will be handled under the Disciplinary Rules and the Disciplinary Procedure.

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 and must remain outside the perimeter fence of the School.

Guide dogs are permitted.

# 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 formal review at least every twelve months and sooner following a significant incident, material organisational or premises change, relevant legislative or regulatory change, or evidence that the policy is not operating effectively.

**Accessing the Policy**: This policy is also available in various formats to allow everyone to access it Please contact the Bursar to request a copy of this policy in an alternative form.

# Review and Update Process

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| **Last update** | September 2026 |
| **Next update** | September 2027 |