



# HEALTH AND SAFETY POLICY

**Last Review Date:** April 2026  
**Policy Owner:** L Anindita-Beckman  
**Approved by:** H&S Committee  
**Next Review Date:** April 2027

## 1. Health and Safety Policy Statement

- 1.1. The Governors and Head are fully aware of their responsibilities under the Health and Safety at Work Act 1974 and other Health and Safety legislation relevant to the School's operation. To meet these responsibilities, they regard Health and Safety as of paramount importance and give it the highest priority.
- 1.2. We are, through all levels of management, committed to ensuring, so far as is reasonably practicable, that:
- 1.3. All employees are safeguarded fully in terms of health, safety, and welfare whilst at work.
- 1.4. Students and members of the public, including parents, visitors and contractors who enter our premises, are not exposed to health and safety risks during the course of their business.
- 1.5. No work is carried out by the school or a contractor that is liable to expose employees, students or members of the public to hazards to health unless suitable and sufficient assessments of the risk are made and necessary measures to prevent or control the risk have been introduced.
- 1.6. All contractors are able to demonstrate that they have suitable arrangements for securing adequate health and safety standards, including, where necessary, a written statement of policy.
- 1.7. The Head, assisted by the Health and Safety Officer, will provide a positive lead in organising Health and Safety activities, using the best available knowledge and methods and whatever resources are necessary to achieve its Health and Safety objectives, which are:
  - To provide conditions and systems of work for all employees which prevent danger to health. This requires that risk assessments be carried out as appropriate to identify hazards and risks to enable the necessary safety standards to be adapted and enforced.
  - To ensure that all plant and equipment is maintained properly and that none will be used knowingly when it presents any risk to the safety of the staff or the public.
  - To provide a safe environment for all authorised visitors to the school premises.
  - To provide comprehensive information, instruction, training, and supervision and ensure the health and safety of all employees and students.
  - To ensure that the health, safety and welfare of all employees, students, and members of the public are under continuous review by management at all levels.
  - To ensure safe arrangements are made for storing, handling and transporting articles and substances.

- 1.8. Staff are legally obligated to cooperate fully in Health and Safety matters by ensuring that all areas are safe for themselves and others. All employees have a legal duty to:
- Take reasonable precautions in safeguarding their own health and the health and safety of others.
  - Observe all health and safety rules and procedures as laid down by the school and use all health and safety equipment provided.
  - Alert management to any potential hazard they have noticed and report all accidents, incidents or near misses that have led, or may lead to, illness or damage.
  - Ensure that no person uses a prescribed dangerous machine unless they have been fully instructed as to the dangers and the precautions to be observed, and either have received sufficient training in work at the machine or are being supervised by someone with thorough working knowledge and experience of the machine. No person under the age of 18 years should be allowed to dismantle or clean a prescribed dangerous machine.
  - Report any hazardous conditions to their Head of Department, the Bursar or Head.

## 2. Legislation

This policy is based on advice from the [Department for Education on health and safety in schools](#) and the following legislation:

- The Health and Safety at Work Act 1974, which sets out the general duties employers have towards employees and duties relating to lettings
- The Management of Health and Safety at Work Regulations 1992, which require employers to assess the risks to the health and safety of their employees
- The Management of Health and Safety at Work Regulations 1999, which require employers to carry out risk assessments, make arrangements to implement necessary measures, and arrange for appropriate information and training.
- The Control of Substances Hazardous to Health Regulations 2002, which requires employers to control substances that are hazardous to health
- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013, which states that some accidents must be reported to the Health and Safety Executive and sets out the timeframe for this and how long records of such accidents must be kept
- The Health and Safety (Display Screen Equipment) Regulations 1992, which require employers to carry out digital screen equipment assessments and state users' entitlement to an eyesight test

- The Gas Safety (Installation and Use) Regulations 1998, which require work on gas fittings to be carried out by someone on the Gas Safe Register
- The Regulatory Reform (Fire Safety) Order 2005, which require employers to take general fire precautions to ensure the safety of their staff
- The Work at Height Regulations 2005, which require employers to protect their staff from falls from height.

The school follows the statutory protocols and national clinical guidance published by the UK Health Security Agency (UKHSA) and the Office for Health Improvement and Disparities (OHID) when responding to individual or institutional infection control and public health issues.

### **3. Staff Consultation**

We will hold staff meetings once per week. Necessary health and safety issues will be discussed at these meetings, and any points raised will be duly minuted, reported to the school's health and safety committee and actioned accordingly.

### **4. Health and Safety Committee**

The Safety Committee meets on a regular basis, and its purpose is to carry out the following:

- To promote Health and Safety throughout the School;
- To receive reports from the Health and Safety Officer on the effectiveness of the implementation of the Health and Safety Policy;
- To consider and introduce additional Safety Rules that may be required from time to time;
- To ensure that current Health and Safety legislation is being complied with;
- To consider the causes of any accidents that have occurred and to establish methods and procedures to prevent any recurrence;
- To carry out any inspection of the School that may be required;
- To consider what material, publicity or training should be used in order to help promote Health and Safety throughout the School;
- To investigate any special hazards and to recommend action to be taken;
- To consider any communication received from the Health and Safety Executive and recommend action to be taken as appropriate.

### **5. Responsibilities**

#### **5.1. Governors**

- Will ensure that there is an effective policy for Health and Safety within the School and will be responsible for ensuring the establishment and effectiveness of that programme;

- Will periodically discuss the effectiveness of the policy with the Head and the Bursar, and ensure that any necessary changes are made;
- Ensure adequate staff, funds and materials are provided to meet the Health and Safety at Work Act 1974 requirements and subsequent Health and Safety legislation.

## 5.2. **Head**

- Will ensure that there is an effective policy for Health and Safety within the School and will be directly responsible for the establishment and effectiveness of that programme;
- Will periodically appraise the effectiveness of the Policy and ensure that any necessary changes are made;
- Will ensure that adequate staff, funds and materials are provided to meet the requirements of the Health and Safety at Work Act 1974 and subsequent Health and Safety legislation;
- Will ensure that responsibilities are appropriately assigned and accepted at all levels.
- Will take a direct interest in the Health and Safety Programme and support all persons carrying it out;
- Will ensure that all areas of the School are inspected, from a Health and Safety point of view, twice per year;
- Will review the Health and Safety Officer's reports and take action where appropriate;
- Will ensure that all teaching staff have adequate training for the tasks that they are required to perform;
- Ensure that all staff have read and understood the Health and Safety Policy.

## 5.3. **Deputy Heads**

- 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 responsibilities are properly assigned and accepted at all times.
- Will assist the Head in ensuring that all areas of the School are inspected, from a Health and Safety point of view, twice per year;
- Will assist the Head in ensuring that all teaching staff have adequate training for the tasks that they are required to perform;
- Will assist the Head in ensuring that all staff have read and understand the Health and Safety Policy.

## 5.4. **Bursar (the School's Health and Safety Officer)**

- Will fully familiarise herself with the Health and Safety Policy and the Statutory Instruments and regulations as issued from time to time;
- Will draw up safe methods and procedures, written where appropriate, for operations under her control;
- Will ensure that staff working under her control have adequate training, have read and understood the Health and Safety Policy and have received induction training where appropriate;
- Will inspect all new plants, buildings and equipment for potential hazards, in conjunction with any Health and Safety Adviser, as necessary;
- Will ensure that all plant and equipment, both mechanical and electrical, is maintained and/or tested regularly and that adequate records are kept;
- Will ensure, in conjunction with the Head, that any hazardous or dangerous conditions or situations reported are remedied as soon as possible;
- Will ensure that any piece of plant or equipment found to be defective is immobilised until such time as a repair can be carried out;
- Will be responsible for the control of contractors within the grounds and will ensure that they are familiar with the Health and Safety Policy and have the relevant insurance, etc. in place;
- Will, in conjunction with the Head, ensure that all areas of the School are inspected, from a Health and Safety point of view, twice per year;
- Will, in conjunction with the Head, review any Health and Safety reports and take action where appropriate.

#### 5.5. **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 draw up Safe Methods and Procedures, written where appropriate, for operations within their department;
- 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 Personal Protective Equipment, where appropriate, is used at all times;
- Will ensure that any hazardous or dangerous conditions or situations are reported to the Head without delay;
- Will, at all times, endeavour to ensure the Health, Safety and Welfare of all persons within their control.

#### 5.6. **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, 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 any person uses it.
- 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 Head without delay;
- Will, at all times, endeavour to ensure the Health, Safety and Welfare of all persons within their control.

#### 5.7. **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 or Head without delay;
- Will wear appropriate Personal Protective Clothing and 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.

#### 5.8. **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.

## **6. Methods and Procedures**

### **6.1. Safe Systems**

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

The systems will have taken into account the following principles as far as reasonably practicable:

- The layout of the work and the use of the working areas will allow safe access to and egress from the areas involved.
- Analysis of the tasks involved, including safety analysis and the provision of clear instructions;
- Where appropriate, details of the correct sequence of operations involved;
- Identification of safe procedures, both routine and emergency;
- Written procedures for the operation of potentially hazardous machinery or for the use of potentially hazardous materials.

### **6.2. Areas Where Written Procedures are Required:**

- ART & TECHNOLOGY:
  - Use of equipment;
  - Room rules.
- SCIENCE LABORATORY
  - Safety procedures.

## **7. Training**

All teaching staff engaged have received teaching 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 in line with the School's Induction Programme. Ancillary Staff 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 enough to carry out the tasks for which they have been engaged.

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

## **8. Playground Safety**

The School Staff have a Duty Rota to ensure adequate supervision is always available. Staff ensure that students have a satisfactory amount of freedom in the playground, commensurate with enjoying a healthy and safe environment. Playground risk assessment and other associated risk assessments must be followed at all times.

If staff on duty identify an area of the School Grounds that has become unsafe, they must designate the area 'out of bounds' and report it to the Site Manager and/or the Bursar. Staff on duty are responsible for ensuring that any out-of-bounds area is not used until it is declared safe following remedial work.

In all cases, the school ensures that the staff supervising the playground activities are competent enough to undertake the task.

## **9. Sport - General**

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

Students who do not bring a note to school stating a reason why they should not participate will be expected to take part in sports lessons. The only exception to this will be in a situation where injury or illness has occurred during the day, and students are excused from sport.

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

### **Sport - Injuries**

There is a full procedure in place for injuries in sports activities. Sports staff are first aid trained and will handle the situation provided that it is within their sphere of competence. If the injury is more serious, then an Ambulance will be summoned as appropriate. In such cases, the student's parents will be contacted to advise them of the extent of the injury.

## **10. Fire**

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

Emergency exits, assembly points and assembly point instructions are clearly identified by safety signs and notices.

Emergency evacuations are practised at least once a term.

### **General**

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 the Fire Procedure instructions.

At the beginning of each term, all students are instructed on the actions to be taken in the event of fire.

### **Fire Drills**

Fire practices are carried out at least once each term, and they are recorded in the fire log.

New staff will be trained in fire safety, and all staff and pupils will be made aware of any new fire risks.

### **In the event of a fire:**

- The alarm will be raised immediately by whoever discovers the fire, and emergency services will be contacted by the School office. Evacuation procedures will also begin immediately.
- Fire extinguishers may be used by staff who are trained in how to operate them and are confident they can use them without putting themselves or others at risk.
- Staff and pupils will congregate at the assembly point at the playground.
- Form tutors will take a register of students, which will then be checked against the attendance register of that day.
- The Bursar will take a register of all staff.
- Staff and pupils will remain outside the building until the emergency services say it is safe to re-enter.

This policy is to be read in conjunction with [Fire Risk Prevention Policy](#).

### **11. Off-Site Activities - Field Trips, Visits, etc.**

For trips of this nature, the School's trips policy applies; its main provisions are summarised below:

- Careful planning of the trip with a prior visit made by the organiser if necessary.
- Adequate evaluation of all Health and Safety factors involved;
- Adequate notice given to parents of all facets of the trip, and written permission obtained for a student to go on the trip.

### **Supervision:**

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

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

- Any hazardous pursuits that are to be undertaken and any safety or additional insurance requirements;
- The expertise of the member of staff accompanying the trip;
- Accident and Emergency procedures;
- Contact person who knows the itinerary and is able to alert the Authorities in the event of failure to make a pre-arranged contact;
- 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.

This policy is to be read in conjunction with the [Educational Visit Policy](#).

## **12. First Aid and Medicine Control**

First Aid and Medicines are under the control of the School Office team.

First Aid Boxes are always kept topped up from a supply kept by the Head's PA.

The following items are rigorously controlled, maintained, and verified by the school office team:

**The Accident Log:** This contains an exact record of any injury, however minor, requiring clinical treatment or first aid intervention.

**The Student's Medicines:** These are secured in a dedicated locked cabinet or medical refrigerator and administered strictly as authorised.

**Daily Record Log:** This details what medication has been administered to whom, providing a continuous audit trail.

In compliance with Keeping Children Safe in Education and Working Together to Safeguard Children information-sharing principles, all first aid entries and accident logs are systematically triaged. Any injury, accident pattern, near miss, or medication record that raises an intersecting indicator of physical harm, cumulative neglect, domestic abuse exposure, or child-on-child abuse will be duplicated and referred to the Designated Safeguarding Lead (DSL) immediately. These records will be filed securely within the student's confidential child protection file rather than being isolated in general health administration folders.

## **13. Safe Place of Work**

Cleaning in the School is carried out by an independent cleaning company, Vervia.

Cleaning Schedules:

### 13.1. Term Time:

Daily: Classrooms, hall and common areas, Toilets

Holidays: Cleaning schedules for holiday periods are different from those 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.

Cupboards containing cleaning materials are locked when not in use.

This policy is to be read in conjunction with the [First Aid Policy](#).

## **14. Control of Vehicles**

The nature of the School's site is such that only limited vehicles are permitted on the site.

Designated parking spaces are available by arrangement, and vehicle movement is in a restricted area, which ensures adequate segregation between vehicles and students.

## **15. Security of Site**

The School has taken all reasonable steps to prevent unauthorised entry into its premises. Gates are locked during the day, and electronic fob access is available only to school staff. A controlled entry system for the front door is operated from the school office.

Visitors are required to report to reception on arrival.

The rear of the site is fully protected by fencing.

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 Site Manager.

Security of the site outside of School hours is assisted by the installation of an Intruder Alarm, which is connected to a monitoring station.

## **16. 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:

- 16.1. Inspection of Guards and Mechanical Equipment by Ground Staff, Maintenance Staff and Teaching Staff before use;
- 16.2. Regular checks on Portable Electrical Equipment
- 16.3. Annual Service of Heating Equipment
- 16.4. Annual service of Fire Extinguishers
- 16.5. Servicing of Fire Alarm System under contract;
- 16.6. Five-yearly checks of fixed electrical wiring.

## **17. Environmental Control**

### **17.1. Classrooms and General Areas**

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

Hot drinks that are carried in areas where students are present must be securely covered and transported in a secure manner. Additionally, they must not be left unattended in any location where students may be present. Open mugs may only be used in designated areas, such as the staff room and offices, where students are not present.

### **17.2. Art Room and Science Laboratory**

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 2002. These areas use dilution ventilation and local exhaust ventilation as necessary.

### 17.3. Waste Disposal

- General Waste - The disposal of this waste is carried out in the usual manner by the refuse company contracted by the School.
- Chemical Waste Disposal - Where there is a requirement to dispose of chemicals, due to the provisions of The Environmental Protection Act 1990 and The Control of Pollution Regulations 1991, chemicals will be taken and specialist contractors will be employed.

### 18. Reporting Procedures - Accidents and Near Misses

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

#### 18.1. The following injuries are reportable under the RIDDOR Regulations when they result from a work-related accident:

- The death of any Staff, Students or Any Other People in an accident on the premises;
- [Specified Injury](#) to Staff, Students or Any Other People in an accident on the premises - The Specified Injury as listed in the Regulations;
- Dangerous Occurrences listed in the Regulations.
- injuries to staff which result in them being incapacitated for more than 7 consecutive days immediately following the day of the accident (Regulation 4)
- non-fatal injuries to people other than workers (such as customers or volunteers) which result in them being taken directly to hospital for treatment, or specified injuries to non-workers which occur on hospital premises (regulation 5)

Note: When reporting accidents to students, 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 students and employees.

#### 18.2. What a reportable accident is

Under RIDDOR, an accident is a type of incident which is separate, identifiable, unintended and causes physical injury.

This specifically includes acts of non-consensual violence to people at work.

#### 18.3. Reporting Arrangements:

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

#### 18.4. Record Keeping:

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

## **19. 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:

- Listing of Substances being used to establish whether they come under COSHH Regulations;
- Carry out the COSHH Assessment with regard to the following points:
  - Prevention or Control - ideally prevention by substitution of a non-controlled substance, but if not possible;
  - Control Measures to be adopted;
  - Maintenance of the Control Measures;
  - Monitor the situation to establish that the measures are effective;
  - Undertake Health Surveillance where relevant;
- 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;

**Record all information on the relevant assessment form.**

This type of assessment would be carried out by the Health and Safety Officer with assistance from other Personnel as required.

## **20. Personal Protective Equipment**

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 apply to the School:

- Provide suitable PPE.
- Assess present PPE;
- Maintain PPE;
- Provide accommodation for PPE.
- Ensure PPE is compatible.
- Replace PPE where lost or damaged.
- Ensure PPE is used properly through staff instruction and training.

Under the same Regulations, Staff will:

- Use the PPE correctly.
- Always wear PPE.
- Report any loss or defect.
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## **21. Display Screen Equipment**

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

- 21.1. Assess the operator of the Display Screen Equipment to establish if the operator is classified as a 'user' under the regulations;
- 21.2. 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 the immediate surrounding environment;
- 21.3. Implement any requirements established in 21.2;
- 21.4. 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 per hour;
- 21.5. Provide eye and eyesight tests for the 'user' or any person about to become a user;
- 21.6. Provide appropriate eye and eyesight corrective appliances as necessary;
- 21.7. Train the user or any person about becoming a 'user' on the health and safety aspects of the use of the workstation.

## **22. Risk Assessment**

Written risk assessments will be dynamically compiled for all hazardous work systems, on-site learning environments, and off-site operations in strict accordance with the Management of Health and Safety at Work Regulations 1999. To secure absolute compliance with Part 3, Paragraph 16 of the Independent School Standards, the school's risk assessment framework is directly operationalised as a mechanism to safeguard and promote student welfare. Each assessment will systematically identify localised hazards, evaluate the potential frequency and clinical severity of an incident, establish robust control measures to reduce risks, and record definitive mitigation strategies that are continually reviewed by leadership to ensure an active culture of student safety.

The Assessment will establish the following:

- The Hazards associated with a particular activity;
- The Potential Frequency and Severity of an Accident;
- The Control Measures being employed to minimise the risk of an accident occurring;
- Any further action is to be taken to control the hazard adequately.

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

### **23. Manual Handling**

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

Manual handling activities involving risk, so far as reasonably practicable, will be eliminated or moved by a mechanised process;

- 23.1. Where activities involving risk cannot be avoided, they will be subject to an assessment;
- 23.2. The risk of injury will be reduced as far as reasonably possible through:
  - Assistance from other personnel;
  - Use of sack barrows or other similar equipment, etc.

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

### **24. Work 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 into account of the following:

- Avoiding Work at Height if it is 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, use work equipment or other measures to minimise the distance and consequences of a fall.

## 25. 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:

25.1. **Identification of Suitable Bidders.** The following items will be taken into account:

- Adequacy of Health and Safety Policy;
- Control Structure;
- Safe Systems of Work in Operation;
- Training Standards.

25.2. **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:

- Special Hazards applicable – e.g. asbestos – all contractors are required to read and sign the School's asbestos register, kept in the school office;
- Safe Access to/egress from the site;
- Confined Space Entry;
- Chemical Storage;
- Occupational Health Risks, including Noise.

25.3. **Appointment of Contractor-** Based on the best bid, taking into account all factors

25.4. **Acceptance by Contractor of School Safety Rules for the Site.** A full list of site rules is available for contractors.

25.5. **Control of Contractor on Site**

- Nomination of a person to coordinate all Health and Safety aspects;
- Pre-commencement meeting to establish Contractor Liaison Person;
- Arrangement of regular progress meetings;
- Regular inspection of Contractor's operations;
- Participation in the school site safety committee - where applicable;
- Provision by Contractor of Written Method Statements in advance - particularly where they apply to 2. a;
- Notification by Contractor of all accidents etc.

- All machinery on site to have documentary evidence of Statutory Inspections and Driver/Operator Training - where applicable.

Contractors will be required to undertake and execute all on-site works in absolute compliance with the strict parameters laid down within the Construction (Design and Management) Regulations 2015 (CDM 2015).

#### **25.6. Construction (Design and Management) Regulations 2015 (CDM5 2)**

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

- Contractor are competent and check their allocation of resources to Health and Safety;
- Ensure that an adequate Health and Safety Plan is in place before work commences;
- Pass on information about the land and/or premises to be developed;
- Ensure that the Health and Safety File, prepared on completion of the project by the CDM Coordinator, is kept available for those subsequently carrying out construction work.

In line with Regulation 4 of the Construction (Design and Management) Regulations 2015, the School may elect an agent to act on its behalf when projects involving these regulations apply.

On projects where the CDM Regulations do not apply, the School will exercise control over contractors as outlined in the section entitled Control of Contractors.

### **26. Asbestos**

A Policy for Asbestos is in place at 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 should be carried out if any asbestos is located. Steps need to be taken either to remove or control the Asbestos.

#### **26.1. Survey**

A management survey was carried out on the premises, and various samples were taken.

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

#### **26.2. Management**

The Bursar is the School's Asbestos Manager, and in order to manage the situation in an appropriate way, the Bursar 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 Control of Asbestos Regulations 2012;
- Review the plan at regular intervals.

## **27. Health and Safety Emergencies**

### 27.1. Critical Incidents

The School has anticipated the possibility of a Critical Incident occurring and has devised an Emergency 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.

### 27.2. Disaster Recovery

This is included in the Emergency 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.

## **28. Occupational Health & Stress**

### **28.1. Occupational Health**

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

Student involvement at the School with the above activities is extremely low, and the substances used by students are generally benign.

Activities carried out by staff, particularly on the grounds and in maintenance activities, are more likely to include aspects of occupational health.

Noise and Vibration issues have been considered and action taken where necessary, and

the use of Substances is carefully controlled and monitored.

## **29. Stress**

The School is aware of the potential for Stress among 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.

## **30. Slips and Trips**

The School is aware that Slips and Trips are the most common 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 due to 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 students;
- School premises have been designed or modified to ensure Trip Hazards are controlled.
- Plant and the Premises are maintained on an ongoing basis;
- Flooring is specified appropriately and renewed when necessary.
- Housekeeping is maintained at a high level.
- Supervision of Staff and Students is in place as required.
- Risk Assessment is undertaken where extraordinary situations exist.

## **31. 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 students 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 will not condone violence or aggression, and any member of staff who uses aggression or violence will be subject to 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 premises, and should compliance with the request not be forthcoming, assistance from the police will be sought.

### **32. Monitoring Policy**

The Health and Safety Policy will be monitored on an ongoing basis by the Health and Safety Officer, who is the Bursar. Checks will be made regularly, and an inspection will be 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.