

1. Introduction

1.1 This policy consists of three parts:

- the general statement of policy
- the description of responsibilities for and the organisation of health and safety
- the detailed arrangements for health and safety

1.2 This policy should be read in conjunction with:

- [The City of London Corporation's Staff Code of Conduct](#)
- The Accessibility Policy
- The Educational Visits Policy
- The Fire Safety Policy
- The First Aid Policy
- The Medicines and Medical Conditions Policy
- [The New Staff Induction Policy and Handbook](#)
- [The Risk Assessment Policy](#) (which incorporates the City of London Corporation guidance on Risk Assessment)
- The Security Policy
- The Substance Misuse Management and Education Policy
- [The City of London Corporation's Corporate Health, Safety and Wellbeing Policy](#)
- [The City of London Corporation's Occupational Health and Welfare Policy](#)
- [The City of London Corporation's Policy on Physical and Verbal abuse of City of London Corporation employees](#)
- All other relevant City of London Corporation [policies](#)¹.

1.3 This policy has regard to Part 3 (Welfare, health and safety of pupils), Paragraphs 11 (Health and Safety) and 16 (Risk Assessment) and Part 5 (Premises of and accommodation at schools), Paragraphs 23–29 of the Independent School Standards Regulations.

2. General statement of policy

2.1 City of London School is owned by the City of London Corporation, by whom the Board of Governors is appointed. The aim of the City of London Corporation's *Health, Safety and Wellbeing Policy* is "to provide a safe and healthy working and learning environment for staff, pupils and visitors".

On behalf of the City of London Corporation (as the employer), the Governors attach the highest priority to ensuring that all the operations within the school environment, both

¹ Available with a City of London Corporation employees' login.

educational and support, are delivered in a manner that is safe and healthy for all.

- 2.2 The Governors are committed to promoting the welfare of all in the School community so that effective learning can take place, and recognise that under the [Health and Safety at Work Act](#) (1974) they have a collective responsibility for providing a safe and healthy school for all of the School's staff, pupils, parents / carers, visitors, contractors and anyone else affected by the School's activities or who use the premises of the School from time to time.
- 2.3 The Governors recognise the guidance contained in the Health and Safety Executive (HSE)'s [Managing for Health and Safety](#) (HSG 65) and [Sensible Health and Safety Management in Schools](#) and intend to follow the good practice recommendations they make. The Governors are aware of, and will follow, the DfE's guidance [Health and safety: responsibilities and duties for schools](#).
- 2.4 The Governors accept these responsibilities and it will continue to be their policy to promote standards of health, safety and welfare that comply fully with the terms and requirements of the above Act, Regulations made under that Act, and Approved Codes of Practice. It is considered by the Governors that health and safety is a responsibility at least equal in importance to that of any other function of the School, and they believe that the prevention of accidents, injury or loss is essential to the efficient operation of the School and is part of the good education of its pupils.
- 2.5 The Governors recognise the good practice contained in the HSE's guidance [School Trips and Outdoor Learning Activities: Tackling the Health and Safety Myths](#) and the DfE's [Health and Safety on Educational Visits](#) (2018), and this is incorporated in the School's Educational Visits Policy.
- 2.6 The School is conscious of the external environment that may be affected by its activities and pays regard to the implications of the [Environmental Protection Act](#) (1990) (in particular, the duty of care as regards waste).
- 2.7 The School will provide and maintain written Risk Assessments of the risks to the health and safety of its employees whilst they are at work and others who may be affected, as required by the [Management of Health and Safety at Work Regulations](#) (1999) (see the Risk Assessment section).
- 2.8 **Nominated Health and Safety Governor**
The Governors fulfil their responsibility by appointing a nominated as Governor with responsibility for overseeing Health and Safety (see the [Responsibilities](#) section below, and Appendix 1).

3. Responsibilities

3.1 The responsibilities of the Board of Governors (on behalf of the City of London Corporation²)

In the discharge of its duty the Board of Governors will:

- Make itself familiar with the requirements of the *Health and Safety at Work Act (1974)* and any other Health and Safety legislation and codes of practices which are relevant to the work of the School, in particular the *Management of Health and Safety at Work Regulations (1999)*.
- Ensure that there is an effective and enforceable policy for the provision of health and safety throughout the School.

The Governors:

- Consider that one of their primary objectives is to provide the best possible safe and healthy working conditions for employees and to ensure that their work does not adversely affect the health and safety of other people.
- Recognise their corporate responsibility as employers to ensure, so far as is reasonably practicable, that this same safe and healthy environment is also provided for pupils and all other people who visit the School.
- Are committed to ensuring that the School operates in accordance with current legislation. They are not, however, content to merely conform to minimum acceptable standards but are determined to ensure the best possible standards are met.
- Accept their role, collectively and individually, in providing health and safety leadership within the School, and will ensure and require that they are kept informed of, and alert to, relevant health and safety risk management issues.
- Recognise their role in engaging the active participation of employees in improving health and safety.
- Will take all reasonable steps to identify and reduce hazards to a minimum, but all staff and pupils must appreciate that their own safety and that of others also depends on their individual conduct and vigilance while on the School premises or while taking part in School-sponsored activities.
- Will ensure that all Governors' actions and decisions comply with and reflect their health and safety objectives as articulated in the School's general statement of policy and will ensure that this reflects current priorities.

In particular, the Board of Governors undertakes to provide:

- A safe place for staff and pupils to work, including safe means of entry and exit.
- Safe plant, equipment and systems of work.
- Safe arrangements for the handling, storage and transport of articles and substances
- Safe and healthy working conditions which take account of all appropriate:
 - statutory requirements
 - codes of practice, whether statutory or advisory
 - guidance, whether statutory or advisory
- Necessary safety and protective equipment and clothing together with any necessary guidance, instruction and supervision.

² The City of London Corporation provides the necessary legal, technical and practical health and safety assistance and information to help the School undertake the measures needed to comply with health and safety law, and provides an independent monitoring service of the activities of the School.

- Adequate welfare facilities.
- Supervision, training and instruction so that all staff and pupils can perform their school-related activities in a healthy and safe manner. All staff will be offered the opportunity to receive Health and Safety training which is appropriate to their duties and responsibilities and which will be given before an employee commences any relevant work. Wherever training is required by statute or considered necessary for the safety of staff, pupils and others, then the **Board of Governors** will ensure, within the financial resources available, that such training is provided. Pupils will receive such training as is considered appropriate to the school-related activities which they are carrying out. All training will be regularly updated.

The arrangements outlined in this **policy** and the various other safety provisions made by the Governors cannot prevent accidents or ensure safe and healthy working conditions. The Governors believe that only the adoption of safe methods of work and good practice by every individual can ensure everyone's personal health and safety.

3.2 **Nominated Health and Safety Governor**

The Governors will appoint one of their number to be the nominated governor, who has responsibility for oversight of Health and Safety matters, but clearly acknowledge that this role does not detract from the health and safety responsibilities of the other Governors, either individually or as a whole. The nominated Governor is responsible for taking all such steps as are reasonably practicable to meet the School's health and safety objectives, which are to:

Leadership, management and oversight

- Provide strong leadership in delivering effective health and safety risk control and being committed to continuous improvement in health and safety performance.
- Create, maintain and monitor a management structure and a positive health and safety culture which supports risk control at all levels within the School, particularly at Senior Management level.
- Ensure that management systems provide for effective monitoring and reporting of the School's health and safety performance.
- Actively promote and support employee involvement and consultation, encouraging employees at all levels to become actively involved in all aspects of the School's health and safety management systems.
- Encourage full and effective two-way consultation on health and safety matters by utilising **governors' meetings**, the management structure of the School, and the **School's relevant** committees.
- Monitor the effectiveness of the implementation of this policy, including **regularly** reviewing health and safety performance and scrutinising and reviewing the details of this policy, so that the School learns from experience and keeps in line with changes in current legislation, and ensure that any necessary changes are made.
- Ensure that there are effective arrangements in place for planning, organising, controlling, monitoring and reviewing preventive and protective measures.

Facilities and environment

- Provide and maintain a safe and healthy **working** environment for all **staff** and pupils, with adequate facilities and arrangements for their welfare.
- Maintain safe and healthy working places and systems and protect all **staff**, pupils and others (including the public) in so far as they come into contact with foreseeable work hazards.

- Provide a safe environment for all authorised visitors to the School's premises, bearing in mind that these visitors may not necessarily be attuned to certain aspects of the School's environment.
- Use health and safety to preserve and develop human and physical resources and hence contribute to the School's performance.

Investment in and provision of resources

- Provide adequate resources to ensure the health and safety objectives as set out in this Policy are met.
- Ensure, so far as is reasonably practicable, that the health and safety ramifications of investment in new plant, premises, processes or products are considered as decisions are made.

Risk management

- Develop an understanding of risk control and safety awareness amongst all staff and pupils and, as a result of this, create individual responsibility for health and safety at all levels and be responsive to internal and external change.
- Ensure that the *in addition to identifying educational opportunities*, the School systematically identifies and evaluates risk control measures in order to select the most appropriate means of minimising risk to staff, pupils and others, including all risks relating to:
 - Accidents
 - Injuries
 - health / ill-health
 - School-sponsored activities (including work experience / shadowing)
- Ensure, so far as is reasonably practicable, that the School only does business with organisations which, in themselves, deliver effective health and safety risk management.
- Control effectively the activity of all outside contractors when on School premises³. It is the intention of the Governors that, apart from routine supervision and control of contractors, this aim will be achieved in part by demanding copies of contractors' *Health and Safety Policies* at the Tender stage, where appropriate.

3.3 The responsibilities of the Head

The Head is directly responsible to the Governors on a day-to-day basis for the safe functioning of all the School's activities. In particular, the Head is required to:

Leadership, management and oversight

- Be aware of the basic requirements of the *Health and Safety at Work Act (1974)* and any other Health and Safety legislation and codes of practices relevant to the School.
- Take all necessary and appropriate action to ensure that the requirements of all relevant legislation, codes of practice and guidelines are always met in full.
- Implement the requirements of this policy and ensure compliance with all health and safety legislation within the School.
- Ensure that the objectives outlined within this policy are fully understood, observed and implemented by persons under their control.

³ In practice, the control of contractors is delegated to the City of London Corporation's Surveyors' Office, which is responsible for appointing contractors.

- Demonstrate a personal commitment to health and safety by providing visible and active leadership and leading by example.
- Ensure a positive health and safety culture is evident and a proactive approach to health and safety management is adopted within the School.
- Ensure, at all times, the health, safety and welfare of staff, pupils and others using the School premises or facilities or services or attending or taking part in School-sponsored activities.
- Oversee the maintenance and development of safe working practices and conditions for teaching staff, support staff, **visiting and casual** staff, pupils, visitors and any other person using the premises or engaged in School-sponsored activities. The Head will take all reasonably practicable steps to achieve this end, through the Senior Deputy Head, the Bursar, Heads of Departments (where appropriate) and other senior members of staff, Teachers, and others as appropriate, to ensure the co-operation of all staff at all levels with regard to working to this policy.
- Monitor the standards of health and safety throughout the School, including all School-based activities, encourage staff, pupils and others to achieve the highest possible standards, and discipline those who consistently fail to consider their own well-being or the health and safety of others.
- Be responsible for ensuring that all staff fully understand their responsibilities and are given both the time and the encouragement to pursue them.
- Appoint persons to assist them with meeting the health safety objectives, standards and checks detailed in this policy.
- Consult with **all appropriate** members of staff, **including staff representatives**, on health and safety issues.
- Constantly monitor the effectiveness of this policy as regards both **teaching** and non-**teaching** work, and report back and recommend (to the Senior Deputy Head and / or Bursar, as appropriate) changes to the policy in the light of experience.
- Take steps to ensure that changes in curriculum are considered for their health and safety implications.

Facilities and environment

- Ensure the School requirements with respect to Fire Matters are implemented.

Investment in and provision of resources

- Ensure all school decisions (including new projects, procurement decisions, contractor selection, etc.) fully consider health and safety.
- Ensure that, so far as it is within his control, that adequate funds, materials, equipment and human resources are provided to ensure health and safety requirements are being met.

Risk management

- Be responsible for ensuring that suitable risk assessments are completed covering all processes and activities carried out, with adequate records being maintained and available for inspection.
- Ensure safe working practices and procedures throughout the School, including those relating to the provision and use of machinery and other apparatus, so that each task is carried out to the required standards and so that all risks are controlled.
- Ensure that adequate communication and consultation channels are maintained so that information concerning health and safety matters, including the results of risk assessments which may affect **staff**, is adequately communicated to them.

- Encourage all employees to suggest ways and means of reducing risks.

Training

- Ensure suitable persons are nominated to undertake key health and safety functions within the School and to ensure these individuals are adequately supported and suitably trained.
- Ensure that all persons under the Head's control are adequately trained to carry out any task required of them in a healthy and safe manner.

3.4 The responsibilities of the Senior Deputy Head and Bursar

The Head has delegated responsibility from the Board of Governors for ensuring the School's compliance with this policy. The Senior Deputy Head is the member of the Senior Management Team (SMT) to whom the Head delegates day-to-day operational responsibility for health and safety in the School. The Senior Deputy Head has overall responsibility for monitoring health and safety within the School and for reporting any serious breaches to the Governors through the Head. The Senior Deputy Head works closely with the Bursar in fulfilling this role, and is responsible to the Board of Governors (through the Head) for:

Organisation and management

- Monitoring the management structure, along with the Head and nominated Governor.
- Chairing the School's Health & Safety Committee.
- Encouraging staff, pupils and others to promote Health and Safety.
- Ensuring compliance with the City of London Corporation's Corporate Health and Safety Policy including the requirement for monitoring, safety assurance and inspections.

Reporting and monitoring

- Collating accident and incident information and, where necessary, carrying out accident and incident investigations.
- Providing copies of all relevant paperwork to the governor overseeing health and safety.
- Producing reports for Governors on health and safety covering:
 - statistics on accidents to pupils, staff and visitors
 - staff training
 - fire practices
 - all new or revised related policies and procedures.
- Providing the minutes of the Health and Safety Committee's meetings, together with any other issues on health and safety that the Senior Deputy Head as Chair of the Health and Safety Committee considers need to be brought to the Governors' attention, at each meeting of the Board of Governors.
- Ensuring that the School's adherence to health and safety in catering and cleaning of the food preparation and eating areas is subject to external inspection by the Environmental Health Officer. [In addition, the Catering Manager arranges for a regular independent hygiene and safety audit of food storage, meal preparation and food serving areas, together with regular external deep cleaning and pest control services, and the Bursar reports on all these aspects to the Health and Safety Committee.]
- Providing for monitoring by the Health and Safety Committee of safety assurance / inspection reports and actions required / timescales.

Risk Assessment

- Arranging systems of risk assessment which allow both the identification of educational opportunities and the prompt identification of potential hazards.
- Carrying out periodic reviews and safety audits on the findings of risk assessments.
- Ensuring that robust arrangements, including adequate monitoring, are in place for the control of contractors working anywhere on the school site / premises.
- Ensuring that a suitable and sufficient risk assessment for legionella / water hygiene management is periodically completed (frequency based on risk assessment) and that a suitable scheme of control is developed, implemented and monitored, including monthly water temperature testing regimes.

First Aid

- With the School Nurse, monitoring first aid and welfare provision.
- Ensuring that an adequate number of staff (teaching and support) is trained and qualified in first aid.

Fire Safety

- Ensuring that the School has a fire risk assessment, carried out by a suitably competent external risk assessment consultant, and that this is updated every three years (or more frequently if significant changes are made to the interior of buildings or on significant change of usage). The Health and Safety Committee should review this risk assessment every time it is amended.
- With the Bursar, supervising the Facilities Manager in the role of Fire Safety Manager.

Induction and Training

- Ensuring that the school has a comprehensive policy in place for the training and induction of new staff in health and safety related issues, which should include basic manual handling and working at height training where required. Health and Safety training that is related to an individual member of staff's functions, such as a science technician, will be provided in addition to the "standard" induction training.
- Identifying the training needs of staff and pupils in Health and Safety matters and ensuring, within the financial resources available, that all members of staff and pupils who have identified training needs receive adequate and appropriate training.

3.5 The responsibilities of Supervisory Staff

All supervisory staff (e.g. the Senior Management Team, Heads of Departments (HoDs), Science Technicians) will make themselves familiar with the requirements of the *Health and Safety at Work Act* (1974) and any other Health and Safety legislation and codes of practice that are relevant to the work of their area of responsibility.

Every SMT member, HoD and other responsible person is responsible for ensuring the health and safety of staff, pupils and others, especially visitors and those who are disabled or who have special educational needs. They will take a direct interest in this policy and in helping other members of staff, pupils and others to comply with its requirements.

In addition to the general duties which all members of staff have, they will be responsible to the Head, through the Senior Deputy Head, for the implementation and operation of this policy within their relevant departments / areas of responsibility. They will also be responsible for identifying potential hazards within their departments and writing appropriate risk assessments.

As part of their day-to-day responsibilities they will ensure that:

- Safe methods of working exist and are implemented throughout their department.
- Health and Safety regulations, rules, procedures and codes of practice are being applied effectively.
- Staff, pupils and others under their jurisdiction are instructed in safe working practices.
- New staff within their department are given instruction in safe working practices.
- They monitor the standard of health and safety throughout the department in which they work, encourage staff, pupils and others to achieve the highest possible standards of Health and Safety and discipline those who consistently fail to consider their own well-being or the Health and Safety of others.
- Regular safety inspections are made of their area of responsibility.
- Positive, corrective action is taken where necessary to ensure the health and safety of all staff, pupils and others.
- All plant, machinery and equipment in the department in which they work is in good and safe working order and is adequately guarded where required, and all reasonably practicable steps are taken to prevent its unauthorised or improper use.
- Appropriate protective clothing and equipment, first aid and fire appliances are provided and readily available in the department in which they work.
- Toxic, hazardous and highly flammable substances in the department in which they work are correctly used, stored and labelled.
- All the signs used meet the statutory requirements.
- All Health and Safety information is communicated to the relevant persons.
- They report, as appropriate, any Health and Safety concerns to the Senior Deputy Head, Bursar or other appropriate individual.

3.6 The responsibilities of all members of staff

All members of staff are responsible for taking reasonable care of their own health and safety, and that of pupils, visitors, temporary staff, volunteers, contractors and any other persons who may be affected by their acts or omissions at work as regards any duty or requirements imposed on the School or any other persons by or under any of the relevant statutory provisions. They are responsible for cooperating so far as necessary with the Head and other members of the Senior Management Team in order to enable the Governors to comply with health and safety duties and requirements.

All staff will familiarise themselves with the requirements of the *Health and Safety at Work Act (1974)*, any other Health and Safety legislation and codes of practice that are relevant to the work of the department in which they work, and the Health and Safety aspects of their work and avoid conduct which would put them or anyone else at risk. In particular, all members of staff will:

- Be familiar with this policy and any and all safety regulations as laid down by the Board of Governors.
- Ensure Health and Safety regulations, rules, routines and procedures are being applied effectively by both staff and pupils.
- See that all plant, machinery and equipment is in good and safe working order and adequately guarded (where required) and prevent its unauthorised or improper use.
- Use the correct equipment and tools for the job and any protective equipment or safety devices which may be supplied.
- Ensure that toxic, hazardous and highly flammable substances are correctly used, stored and labelled.

- Report any **risks or** defects in the premises, plant, equipment and facilities which they observe to the Senior Deputy Head and / or the Facilities Manager.
- Take an active interest in promoting health and safety and suggest ways of reducing risks.

All staff are briefed on the availability of this policy on the **Staff** intranet and the School's website. Staff 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 below.

3.7 **The responsibilities of Hirers, Contractors and Others**

When the premises are used for purposes not under the direction of the Head, then the principal person in charge of the activities for which the premises are in use will have responsibility for safe practices.

The Head, **Senior Deputy Head** or the **Bursar** will seek to ensure that hirers, contractors and others who use the School premises conduct themselves and carry out their operations in such a manner that all statutory and advisory safety requirements are met at all times.

When the School premises or facilities are being used out of normal School hours for a school-sponsored activity then, for the purposes of this policy, the organiser of that activity, even if **a member of staff**, will be treated as a hirer and will comply with the requirements of this section.

The **School** draws the attention of all users of the School's premises (including hirers and contractors) to section 8 of the *Health and Safety at Work Act (1974)*, which states that no person shall intentionally or recklessly interfere with or misuse anything which is provided in the interests of health, safety or welfare in pursuance of any of the relevant statutory provisions. When the premises are hired to persons outside the employ of the **School**, it will be a condition for all hirers, contractors and others using the School premises or facilities that they are familiar with this policy, that they comply with all safety directives of the **School**, and that they will not without the prior consent of the **School**:

- introduce equipment for use on the School premises
- alter fixed installations
- remove fire and safety notices or equipment
- take any action that may create hazards for persons using the premises or the staff or pupils of the School

All contractors who work on the School premises are required to ensure safe working practices by their own employees under the provisions of the Act and must pay due regard to the safety of all persons using the premises in accordance with sections 3-4 of the Act.

In instances where the contractor creates hazardous conditions and refuses to eliminate them or to take action to make them safe, the Head will take such actions as are necessary to **protect** persons in the care of the Head from risk or injury.

4. Arrangements to Establish, Monitor and Review Procedures

4.1 The Health and Safety Committee

The Governors, through the Head, who has overall responsibility for Health and Safety within the School and at Grove Park, have made arrangements for the establishment of a Health and Safety Committee. Representation on this committee will cover all appropriate areas of work or special hazards.

The Health and Safety Committee is chaired by the Senior Deputy Head and meets **four times per year (ahead of each meeting of the Board of Governors)**. The Governor who is responsible for health and safety **may** attend these meetings. **Membership of the Health and Safety Committee is as shown in Appendix 1, which also gives the identities of key post-holders in the School.**

The role of the Committee is to:

- Discuss matters concerning health and safety, including changes in regulations and guidance.
- Monitor the effectiveness of health and safety within the school.
- Review accidents / **injuries** and near misses and discuss preventative measures.
- Review and update risk assessments.
- Review safety assurance inspection reports.
- Discuss training needs / requirements.
- Monitor the implementation of professional advice.
- 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.

In consultation with the Governors (where appropriate) and taking into account the requirements of this **policy**, the Health and Safety Committee will approve (where necessary) codes of practice for the observation of safety requirements in School.

As a group, the nominated safety representatives of each accredited trade union or staff association will be offered a number of places on this committee, if they are not already represented by **a member of the committee**, and may decide amongst themselves which individuals should sit on the committee. In addition, a representative of the Non-Teaching Staff may be co-opted onto the Committee.

4.2 Health & Safety Co-ordinator

The Facilities Manager is the School's Health and Safety Co-ordinator. In this capacity, he is responsible, with the Bursar, for the submission of the City of London Corporation's Annual Certificate of Assurance (ACA) and termly safety assurance inspections, the results of which are reported to the Health and Safety Committee.

The Health and Safety Coordinator is assisted in these inspections by the Senior Deputy Head, the Bursar and the Governors' representative.

4.3 External Advisors for Health and Safety

The City of London Corporation Surveyor's Department and, **where necessary**, external consultants provide advice on matters of health and safety as required:

General

- All gym and fitness equipment and machinery used in design technology is serviced annually as arranged by the Facilities Manager.

Facilities

- The City Surveyor gives advice on the external fabric of the school.
- The City Surveyor monitors and services the School's plant, equipment and lifts as required.
- All work on gas boilers, appliances and installations is carried out by suitably competent Gas Safe registered engineers.
- All lightning protection and earthing conforms to BS EN 62305. It is tested annually by a specialist contractor.
- NICEIC qualified Electrical Engineers inspect and maintain electrical installations, all of which are RCB protected and meet the requirements of BS7671 IEE wiring regulations; current electrical test certificates are held for all areas of the School.

Catering and Cleaning

- Adherence to health and safety in catering and cleaning is subject to external inspection by the Environmental Health Officer.
- In addition, the School's catering contractor 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 where necessary
 - The professional deep cleaning of all equipment, high level cleaning of all cooking, food preparation and storage surfaces, areas, etc. once a year.
 - Appropriate pest control measures to be in place.

Fire

- The School has a professional fire risk assessment which is updated at least every 3 years⁴; this is coordinated by the Facilities Manager.
- In addition to the weekly fire alarm tests, the alarm system, together with all smoke detectors, carbon monoxide alarms, emergency lighting, extinguishers and panic buttons are tested quarterly by a qualified contractor; **this is coordinated by the Facilities Manager.**

Water

- The City Surveyor arranges for a professional risk assessment for water / legionella; **this is coordinated by the Facilities Manager.**

Radiation

- The Radiation Protection Supervisor (RPS) is **as stated in Appendix 1**. The RPS is responsible for ensuring compliance with the Ionising Radiation Regulations 2017 including the requirement for appointing a suitable Radiation Protection Adviser (RPA) to provide competent advice.

⁴ The last Fire Risk Assessment was completed in October-November 2016.

- The Radiation Protection Advisor (RPA) is [as stated in Appendix 1](#).

City of London Corporation Advisors

- [Other advisors may be provided or appointed by the City of London Corporation as required.](#)

5. Recording and Reporting Accidents

- 5.1 The School is obliged under the City of London Corporation's guidelines to record and report accidents of a certain nature. There is also a legal duty to report certain accidents and dangerous occurrences to the Health and Safety Executive (HSE) under the [Reporting of Injuries, Diseases and Dangerous Occurrences Regulations](#) (RIDDOR) (2013). Recording and reporting accidents enables the HSE and local authorities to identify where and how risks arise, and to investigate serious accidents.

Generally, minor injuries only need to be recorded within the School and details given to the City of London Corporation if necessary. Minor injuries do not, in the majority of cases, need to be reported. Major accidents and deaths, however, often need to be reported to the HSE. More information on accidents and diseases reportable under RIDDOR can be found via the link above.

Illnesses or accidents, involving both staff and pupils, reportable (to HSE) under RIDDOR (2013) are:

- accidents which result in any pupil being taken to hospital
- fractures, other than to fingers, thumbs or toes
- dislocation of the shoulder, hip, knee or spine
- loss of sight (temporary or permanent)
- chemical or hot metal burn to the eye or any penetrating injury to the eye
- injury resulting from an electric shock or electrical burn leading to unconsciousness; or requiring resuscitation or admittance to hospital for more than 24 hours
- unconsciousness caused by asphyxia or exposure to harmful substance or biological agent
- acute illness requiring medical treatment or loss of consciousness arising from absorption of any substance by inhalation, ingestion or through the skin
- acute illness requiring medical treatment where there is reason to believe that this resulted from exposure to a biological agent or its toxins or infected material
- if the accident also arose out of, or in connection, with work

5.2 Accidents involving Pupils

Not all accidents need to be recorded or reported. If an accident happens as a result of play or other activity where there is no fault with the equipment, maintenance, activity or management systems, the injury need not be reported even if the injury is serious or results in death: **if an accident involving a pupil could not reasonably have been prevented, do not report it.** However, such incidents may be investigated within School.

If the accident occurs in connection with work, e.g. on school trips or in arranged classroom activities, then the accident should be reported (to the School Nurse), and the details passed on ([by the School Nurse](#)) to the City of London Corporation if necessary. Details should be

recorded using the School's accident / injury reporting form (see below) and entered onto a Pupil's medical records (held by the School Nurse).

All accidents / injuries / near misses should be reported and recorded as soon after the event as possible. All documentation must be kept at the School for a minimum 3 years.

5.3 **Accidents involving Staff and Visitors (including contractors)**

The same principles as outlined in *Accidents Involving Pupils* must be adhered to when reporting accidents involving staff and / or visitors to the School.

5.4 **Reporting incidents**

All members of staff are responsible for supplying any details of any accident or dangerous occurrence, including 'near misses'⁵, which they may have witnessed or been involved with. Information and details should be reported as soon as possible after the event has taken place (preferably immediately); these should be submitted using the Health and Safety reporting form on the Staff intranet. The Senior Deputy Head is responsible for maintaining local accident records and preparing summary reports for the Health and Safety Committee and Board of Governors.

The **School Nurse** is the member of staff assigned by the School for reporting accidents, where required, to the City of London Corporation. The details of accidents to pupils, staff and visitors must be entered onto an accident report form via the City of London Corporation ReportLine (**020 7332 1920**) (also see Appendix 4).

The School Nurse can advise on whether an incident is reportable to the City of London Corporation or to HSE. If a serious accident or fatality occurs, the [HSE must be contacted](#) by the Bursar or School Nurse, or the person otherwise most able to do so, in consultation with the City of London Corporation Corporate Health and Safety Team, as soon after the event as is possible. **Standard practice in the City of London Corporation is that the Corporation's accident / incident Report Line will report RIDDOR accidents / incidents on behalf of the responsible manager in consultation with Corporate Health and Safety.** HSE may be contacted [here](#), and further advice and information is available [here](#).

5.5 **Investigating incidents**

The **Senior Deputy Head** is the person responsible for investigating circumstances surrounding accidents / injuries and near misses in line with City of London Corporation guidance on conducting a Health and Safety investigation.

6. **Risk Assessment**

6.1 **The School's approach to Risk Assessment is outlined in the School's Risk Assessment Policy, which should be read in conjunction with this policy.**

⁵ Near misses are occurrences which do not result in a reportable injury, but which clearly could have done.

7. Staff Welfare

7.1 Occupational Health Service

The Occupational Health Service is responsible for promoting health and wellbeing matters in the workplace. The service plays an integral part in the School's progressive and proactive role as an employer to safeguard the physical health and mental wellbeing of employees. The School provides access to the City of London Corporation's Occupational Health Service, as outlined in the City of London Corporation's Corporate Health, Safety and Wellbeing Policy and the City of London Corporation's Occupational Health and Welfare Policy. Further information is available from the Senior Deputy Head and / or HR Manager.

7.2 Violence to staff

Incidences of violence to staff will be handled in line with the City of London Corporation's Policy on Physical and Verbal abuse of City of London Corporation employees. In the event of such an incidence, staff should inform the Senior Deputy Head and / or the HR Manager; where required, reasonable recovery time would be provided and a referral would be made to the Occupational Health Service.

Incidences of violence to staff by pupils would also be handled in line with the pupil's Behaviour Policy.

8. Training

8.1 So far as is reasonably practicable, the [School](#) will:

- Make arrangements for all staff (including temporary staff and those on fixed-term contracts) and volunteers, where necessary, to receive comprehensive information about this policy and all other relevant Health and Safety matters.
- Ensure that this policy is used as a practical working document and that its contents are publicised fully.
- Ensure that any changes in this policy will be brought to the attention of all employees.
- Provide all [staff](#) and pupils with the information, instruction, training and supervision that they require to work safely and efficiently and carry out their duties in a safe manner without placing themselves or others at risk. Relevant information will be disseminated to staff as appropriate.
- Ensure that they are kept informed about any significant health and safety failures and the outcome of the investigations into their causes.

8.2 Members of staff have responsibility for organising training and maintaining records of training as given in Appendix 1.

9. Review of policy

9.1 This policy will be reviewed ([at least](#)) annually and updated, modified or amended as necessary to ensure the health, safety and welfare of staff and pupils.

9.2 From time to time the Department for Education (DfE), the Health and Safety Executive

(HSE) and other regulatory or advisory bodies will issue codes of practice on particular topics for the guidance of Heads and others who are in control of educational premises, who will normally incorporate such codes into their Health and Safety policy and procedures. If the Head considers the inclusion of all or any such documents into this policy to be inappropriate, the Head will be required to demonstrate to the satisfaction of the Governors that codes of practice and methods of working which achieve a similar or higher standard of health and safety have already been introduced.

Last reviewed by:	Richard Brookes (Senior Deputy Head)
Date last reviewed:	September 2019 (changes as shown)
Approved for Governors:	Board of Governors
Date approved:	8 October 2019

Appendix 1: Identities of key personnel

1.1 The table below gives the identities and contact information of key **School** personnel:

Nominated Governor	Keith Bottomley
Senior Deputy Head	Richard Brookes
Bursar	Charles Griffiths
Facilities Manager (also Health and Safety Co-ordinator and Fire Manager)	John Hawson
Operations Manager	Anita Murray
Education Visits Coordinator	Andrew McBroom, Deputy Head (Co-curricular and Operations)
Radiation Protection Supervisor (RPS)	Robin Mackrell (a Physics teacher)

1.2 The table below gives the identities and contact information of key external support:

City of London Corporation H&S Advisor	Justin Tyas
City of London Corporation's competent person for advice on Fire Safety	Terence Short
City of London Corporation's competent person for advice on water hygiene / asbestos	David Renshaw
The Radiation Protection Advisor (RPA)	Paul Attenborough (of Radman Associates ⁶)

1.3 The table below shows the composition of the Health and Safety committee:

Role in School	Role on Committee
Senior Deputy Head	<i>Chairman</i>
Bursar	<i>Co-Chairman</i>
Deputy Head (Co-curricular and Operations)	<i>Educational Visits Coordinator</i>
Head of Science	
A Laboratory Technician	
Head of Art and Design	
An Art and Design Technician	
Director of Sport (and Head of PE)	<i>The Head of Games may attend on behalf of the Director of Sport (and Head of PE)</i>
Director of Drama	
Commanding Officer of the CCF	
Facilities Manager	
Operations Manager	
School Nurse	<i>With responsibility for first aiders, and for accident reporting</i>
Common Room Representative	<i>The Chair or Deputy Chair of the Common Room, or another nominated representative, may attend on behalf of the</i>

⁶ See <http://www.radman.co.uk/default.aspx>

	<i>Common Room Representative</i>
<i>The Senior Deputy Head's PA</i>	<i>Secretary; also Support Staff representative</i>

In addition, the nominated Health and Safety Governor may attend committee meetings.

1.4 The following staff may also be invited to attend committee meetings as required:

Role in School	Role at meetings
IT Manager (or an AV/IT Technician)	
Head of Learning Support	
Director of Music	
Catering Manager	
Head Groundsman	Health and Safety matters at Grove Park are regularly discussed by the Head of Games and the Head Groundsman. The Director of Sport and Head of PE (or the Head of Games) will provide reports on these matters at the Health and Safety committee meetings

In addition, external advisors from the City of London Corporation (e.g. a Building Surveyor, City Surveyor's Department) may be invited as required.

1.5 **The role of the Facilities Manager with regard to Health and Safety**

- Ensuring that the external fabric of the school, its plant, equipment and systems of work are surveyed and inspected regularly by competent professionals and that their recommendations and cyclical planning form the basis of the School's routine maintenance programmes.
- Ensuring that any defects in the premises, its plant, equipment or facilities which relate to or may affect the Health and Safety of staff, pupils and others are made safe without delay.
- Ensuring that suitable arrangements are in place for the day to day management of any asbestos containing materials (ACMs) so as to prevent them from being disturbed, forming part of our duty to manage asbestos.
- With the City Surveyor, ensuring compliance with Construction (Design and Management) (CDM) Regulations 2015.

1.6 The following members of staff have immediate and major delegated responsibilities for Health and Safety in the areas indicated below:

General

General Hazards	Facilities Manager
Machinery & Electrical Equipment	Facilities Manager, Head of Art & Design, Head of Drama, Head of Science, IT Manager, AV Technicians
Hazards	AV Technician, Facilities Manager, c/o of CCF

Substances Hazardous to Health	Head of Science, Science Technicians, Head of Art & Design, Art & Design Technicians, Facilities Manager, Cleaning Contractor
Kitchen	Catering Manager, Facilities Manager
Manual Handling	Facilities Manager, c/o of CCF
Display Screen Equipment	IT Manager and AV Technicians
First Aid and Injury Reporting	School Nurse, Director of Sport and Head of PE, c/o of CCF
Escorting pupils or arranging for pupils to be escorted to hospital and informing their parents of the circumstances	School Nurse
Checking that all first aid boxes and eye washes are kept replenished	School Nurse
Radioactive Substances	Head of Science and Science Technicians
Controlling contractor activity	Facilities Manager, DOBAS, Surveyors Department
Safety Reps	Head of Science, Science Technicians, Common Room representative
Common Room Issues	Common Room Representative
Working heights over 2m	Facilities Manager, Drama Technician
Legionella Hazards	Facilities Manager
Statutory Notices	Senior Deputy Head, Facilities Manager
Playground Safety	Senior Deputy Head, Director of Sport and Head of PE
Grounds Maintenance	Head Groundsman
Machinery	Head of Art & Design, Facilities Manager, Head Groundsman, Head of Science, Head of Drama
Cleaning	Facilities Manager, Contractors, and Science Technicians (in laboratories)
Disposal of Hazardous Waste	Facilities Manager, Head of Science, Science Technicians
Swimming Pool and Plant	Facilities Manager, Director of Sport
Monitoring and Review	Senior Deputy Head, Bursar, Health and Safety Committee, Board of Governors
Explosives	c/o of CCF
Induction Training Procedures	Senior Deputy Head and Facilities Manager
Slips, trips and falls	Senior Deputy Head and Facilities Manager (see Appendix 5)

Safety and Security

Building security (including alarms, CCTV, locking external doors and windows)	Bursar, who in turn has delegated day to day management to the Facilities Manager.
Preventing unsupervised access by students to potentially dangerous areas, such as the swimming pool, the science	Senior Deputy Head and Heads of Department, working in cooperation with the Facilities Manager

laboratories and the design technology rooms	
Controlling lone working after hours	Senior Deputy Head and Facilities Manager
Ensuring that all visitors book in at Reception and wear visitors' badges	Senior Deputy Head and Facilities Manager
Permits to Work implemented, where necessary, for physical works to the fabric of the buildings or on plant and equipment by contractors	Facilities Manager
Safe operation of the Winterflood Theatre	Facilities Manager and Head of Drama (also see Appendix 3: Winterflood Theatre Health and Safety matters).

Trips and visits

School Outings	Organisers of school trips to follow School Policy, with Assistant Head Co-curricular acting as Educational Visits Co-ordinator
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Vehicles & Transport

Vehicles and Minibuses	Facilities Manager
Control of loading bays, car parks and site traffic management	Facilities Manager
Compliance with City of London Corporation Transport Policy including vehicle management	Bursar and Facilities Manager

Water, Drainage, etc.

The City Surveyor, together with the [Facilities](#) Manager, is responsible for:

Maintaining water quality.	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 where necessary

Fire

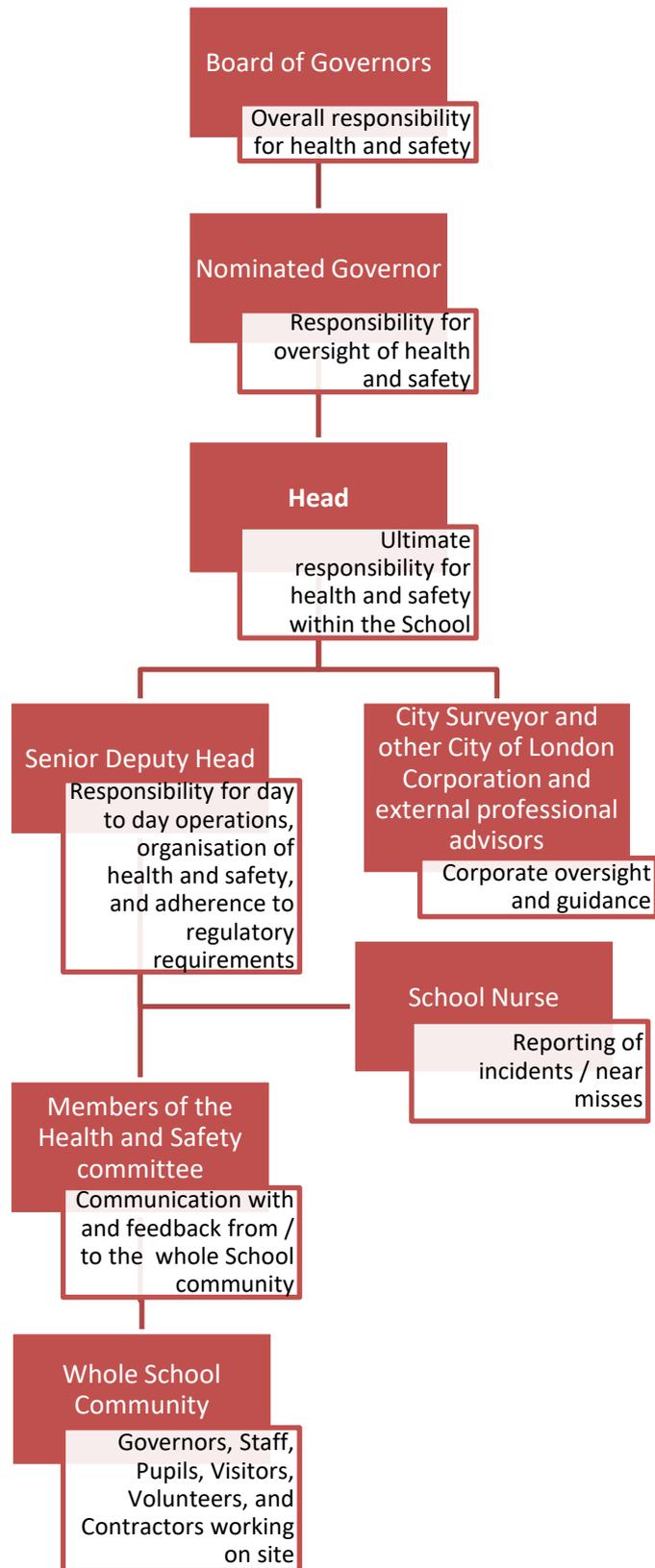
Fire	Head of Science, Catering Manager, Facilities Manager, Director of Drama, c/o of CCF, Senior Deputy Head and Facilities Manager, Head Groundsman
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- 1.7 The following members of staff have responsibility for organising training and maintaining records of training in the areas given below:

Member of staff	Area of responsibility
Science-related health and safety training	Head of Science
Design Technology related training	Head of Art and Design

Health and safety training for catering and cleaning staff	Catering and Cleaning contractors
Briefing new pupils on emergency fire procedures	Senior Deputy Head and Form Tutors
Briefing new staff on emergency fire procedures	Senior Deputy Head, and line managers in the new staff induction process
Inducting new staff in health and safety	Senior Deputy Head, and line managers in the new staff induction process
Identifying specific health and safety training needs of staff	Heads of Department and Line Managers or Supervisors
First aid training	School Nurse
All visits and trips	Educational Visits Coordinator

Appendix 2: The organisation for Health and Safety

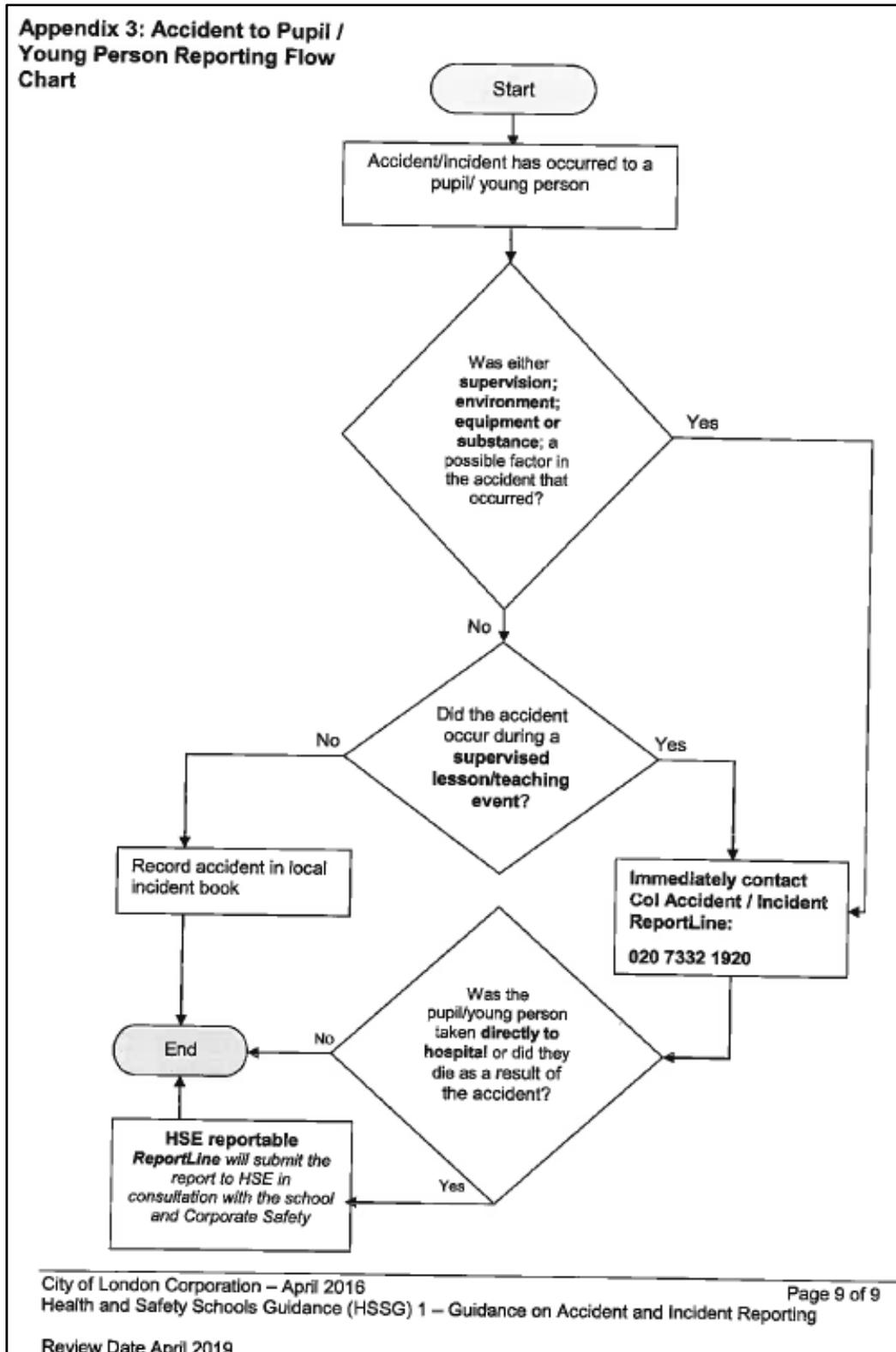


Appendix 3: Health & Safety Matters related to the Winterflood Theatre

- 3.1 No pupils are allowed in the balcony area unless supervised by a member of staff.
- 3.2 When people are in the Theatre, the balcony is out of bounds unless instructed by a member of staff.
- 3.3 Rope barriers are positioned at the bottom of stairs and higher areas. These should be placed across the stairs when these areas are not in use.
- 3.4 New pupils should receive induction training on how to use the Theatre.
- 3.5 Pupils in OG to Second Form use the Winterflood Theatre for their *Internal Evacuation* assembly point. Pupils are not to use the upper balcony; only the lower level seats and the stage area.
- 3.6 No tools of any kind are to be taken on the Tension Wire Grid (TWG) and all pockets to be emptied before going on the grid. Service to the lights will involve removing lights by hand and the lights are to be taken away to be repaired. No working on the TWG is allowed unless supervised by a member of staff.
- 3.7 Fluorescent lights are to be switched on at the beginning of the day, to enable access into the Theatre in the event of an emergency.
- 3.8 Anyone in the Theatre when scenery or the screen is lowered are to keep away and have due diligence. Only a member of staff to operate the screen.
- 3.9 Routine maintenance of the TWG and Bleacher Unit will be carried out annually during the School Holidays.

Appendix 4: Accident Reporting Flow Chart

The flow chart below is used to determine whether an accident / incident occurring in School should be reported to the City of London Corporation.



Appendix 5: Guidance⁷ regarding Slips, Trips and Falls

5.1 Causes of slips and trips

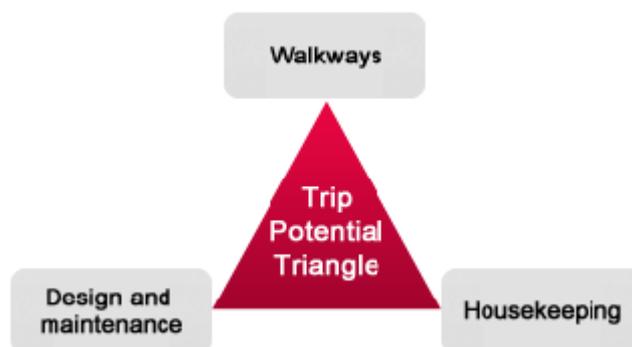
Slip and trip accidents happen for a number of reasons. The following slip potential model helps us to understand the factors that can contribute to slip accidents and the actions to take to prevent them:

- Contamination
- Cleaning
- People
- Flooring
- Environment
- Footwear

One or more of these factors may play a part in any slip accident.

5.2 Preventing trips

The majority of trips are caused by obstructions in walkways. The rest are caused by uneven surfaces. Preventing these accidents is often simple and cost-effective. We need to get all three right (walkways, housekeeping and design and maintenance), to prevent tripping accidents.



5.2.1 Walkways

Check for suitable walkways: are they in the right place, are they being used, and are they available for use? What tasks are taking place on the walkway (e.g. is the task preventing employees from seeing where they going)?

5.2.2 Housekeeping

It is not just good enough to have a walkway, it must be kept clear, no trailing wires, no obstructions. Employees and cleaners need to have 'a see it, sort it' attitude to ensure these and other work areas are kept clear:

- Is the cleaning regime effective?
- Are there enough bins, storage facilities, etc?

5.2.3 Design and maintenance

Is the floor suitable for the environment, fitted correctly and properly maintained? Are the walkways wide enough & level? Are stairs suitable; are risers consistent; are nosings highlighted where necessary; are usable handrails available?

Environmental factors also fall into this category: is the lighting good enough for

⁷ This guidance is reproduced from the HSE's [guidance](#) on the causes and prevention of slips and trips.

employees to see hazards; what about distractions that might prevent them from seeing where they are going?

- 5.3 Staff should report concerns about hazards which may cause slips, trips and falls using the School's *Health and Safety Reporting Form*.