City of London School

Health and Safety Policy

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Contents

1.	Introduction
2.	General statement of Policy
3.	Responsibilities: Governors Nominated Governor Head Senior Deputy Head Health and Safety Professional Network Lead Supervisory Staff All Staff Pupils Hirers, Contractors, and others
4.	Arrangements: Health and Safety Committee Health and safety Coordinator External Advisors
5.	Recording and Reporting of Accidents
6.	Risk Assessment
7.	Asbestos Management
8.	Staff Welfare
9.	Competency and Training
10.	Measuring Performance
11.	Review of Policy
12.	Appendices: 1, Identities of Key Personnel 2, Organisation Chart for Health and Safety 3, Guidance on Slips, Trips and Falls.

1.	Introduction
1.1	City of London School ('the School') is owned by the City of London Corporation (CoL), by whom the Board of Governors is appointed. The Health and Safety at Work etc. Act (1974) places overall responsibility for Health and safety with the employer, the City of London Corporation, therefore the School adheres to CoL's overarching Corporate Health and Safety Policy and associated, guidance and standards.
1.2	The School, as an institution within the Corporation, and therefore the Head, as the institutional Chief Officer, has a duty to produce local Health and Safety plans for the School, and this document sets out the School's framework for the management of health and safety at the School. This policy applies to all activities undertaken by the school irrespective of location / building.
1.3	This document should be read in conjunction with the CoL Corporate Health, Safety and Wellbeing Policy[1] and is not intended to duplicate its contents or that of its associated procedures, guidance or protocols. This policy provides a link between corporate requirements and those of the School and demonstrates our commitment to managing health and safety. CoL health and safety documents / standards are available on CoL Intranet (CoLNET), assessable via a link on the intranet, with a dedicated page titled SafetyNet.
1.4	The purpose of this policy is to outline the organisation (people) and arrangements (systems) in place for managing health and safety at the School. It also includes the arrangements in place for the planning, organising, control, monitoring and review of preventative and protective measures.
1.5	This policy should also be read in conjunction with: • The Accessibility Policy • The Safeguarding Policy • The Educational Visits Policy • The Fire Safety Policy and Procedures • The First Aid Policy • The Medicines and Medical Conditions Policy • The New Staff Induction Policy and Handbook • The City Schools Risk Assessment Policy and Procedure • The CoL Risk Management Policy and Strategy • The Security Policy • The Substance Misuse Management and Education Policy • The CoL Occupational Health, Safety and Wellbeing Policy • The CoL Policy on Physical and Verbal abuse of City of London Corporation employees • The CoL Staff Code of Conduct • All other relevant CLS safety procedures and guidance documents and City of London Corporation standards and policies which can be found on CoL SafetyNET.

1.6	This policy consists of three parts: • the general statement of policy • the description of responsibilities for and the organisation of health and safety • the arrangements for health and safety
1.7	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

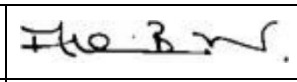
2.1 On behalf of the City of London Corporation (as the employer), the Governors attach the highest priority to ensuring that all the operations within the school environment, both educational and support, are delivered in a manner that is safe and healthy for all.

The Governors and the Head are committed to promoting the welfare of all in the School community so that effective learning can take place, and we recognise that under the *Health and Safety at Work Act* (1974) we 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. We will actively promote best practice from regulatory bodies, as this is fundamental to the success of the School and the welfare of its pupils.

The School's aim is to provide and maintain safe and health working conditions, facilities, equipment, and systems of work for all our employees. We believe that through the provision of information, training, resources, collective sharing of good practice, having open and honest communication and clear supervision, we will be able to foster a positive safety culture at the School.

The allocations of duties and responsibilities for safety matters and the particular arrangements which we make to implement thus policy are set out below. To ensure that people understand what they need to do to stay safe this document and all other health, safety and wellbeing documents will be presented in a clear and uncomplicated way.

We will ensure that the policy and arrangements are kept up to date, particularly as new risks are identified or emerge and where there are changes within the school in terms of its nature or size.

Signed:	
Head:	Alan Bird

2.2 The Governors, Head and Staff recognise there is specific legislation and guidance from the Health and Safety Executive and other Government departments that need to be referred to and complied with to enable us all to maintain and safe environments for staff to work and pupils to learn.

2.3 We 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 School is aware of, and will follow, the DfE's advice and guidance including *Health and safety in schools* and *Health and safety: responsibilities and duties for schools*.

2.4 We recognise the good practice contained in the HSE's guidance *School trips: Tackling the Health and Safety Myths* and the DfE's *Health and Safety on Educational Visits*, and this is incorporated in the School's Educational Visits Policy.

2.5 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).

2.6 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). We also work in collaboration with the Corporation to achieving the targets as set out in the Climate Action Strategy.

2.7 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.

3. Responsibilities

3.1 **The responsibilities of the Board of Governors (on behalf of the City of London Corporation[2])**

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

- Provide strategic governance by demonstrating leaderships and commitment to improving health, safety and wellbeing performance at the School
- Ensure that they and the whole School community adhere to the provisions laid out in the overarching CoL Health, Safety and Wellbeing Policy and associated documents
- Ensure that there is an effective and enforceable policy for the provision of health and safety throughout the School and that it contains rigorous and comprehensive systems for monitoring and auditing health and safety management within the School
- Ensure that the Schools health and safety policies and procedures are kept up to date and that positive arrangements are in place to ensure that all staff and pupils are aware of and comply with their contents

[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.

- 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
- Fulfil their responsibility by appointing a nominated as Governor with responsibility for overseeing Health and Safety (see the *Responsibilities* section below, and Appendix 1)
- Receive reports relating to health and safety in order to enable them to monitor the adequacy of arrangements and take any action necessary

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 will ensure that the Head is actively taking responsibility for ensuring that corporate and departmental policies are being effectively implemented within the school.

3.3 **The responsibilities of the Head**

The Head is accountable and responsible for making sure that employees and others are safe and is directly responsible to the Governors on a day-to-day basis for the safe functioning of all the School's activities. They are also responsible for ensuring the implementation of Corporate and School policies. They are responsible for demonstrating leadership and commitment to good health and safety and their general duties can be found in the CoL Health and Safety Policy. 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.
- 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, Chief Operating Officer (COO), 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 a competent person, (Head of Compliance, City Schools HoCCS) 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, Head of Facilities, Operations and Compliance and / or COO, 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.
- Have due regard for the Institute of Directors (IoD) / HSE Guidance: Leading health and safety at work - Leadership actions for directors and board members

Facilities and environment

- Ensure the School requirements with respect to Fire Matters are implemented in line with legislation and CoL policy.

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.
- Monitor performance with regard to health and safety by review of the safe365 assessment tool and accompanying department Health and Safety Improvement Plan which are shared with the CoL Health and Safety Team for review.
- Ensuring that CLS manages its risk profile through the recording of the most significant ('Top X') risks on the CoL Risk Register, and that this is kept under constant review and appropriately updated.

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**

The Head works with the Board of Governors to ensure 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 Head of Facilities, Operations and Compliance 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 and standards, plus all school health and safety policies and procedures, including the requirement for monitoring, safety assurance and inspections.

Reporting and monitoring

- Providing copies of all relevant paperwork to the governor overseeing health and safety.
- Ensuring reports are provided to the 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.
- With the Head of Facilities, Operations and Compliance and the Facilities Manager, 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 Director of Catering 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.
- Providing for monitoring by the Health and Safety Committee of safety assurance / inspection reports and actions required / timescales.

Risk Assessment

- Ensuring systems of risk assessment are in place which allow both the identification of educational opportunities and the prompt identification of potential hazards.
- Ensuring that robust arrangements, including adequate monitoring, are in place for the control of contractors working anywhere on the school site / premises.
- With the Facilities Manager, 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 Lead 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 five 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 Head of Facilities, Operations and Compliance, 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 the CoL health, safety and fire training, risk assessment training and 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 **Responsibilities of Competent Person – Head of Compliance City Schools (HoCCS)**

The CoL Health and Safety Management Framework sets out the requirement for competent persons, they must be qualified, NEBOSH Diploma or equivalent, experienced and knowledgeable in the industry sector they are supporting. The Head of Facilities, Operations and Compliance is the health and safety professional lead who is responsible for providing competent advice and assistance on health and safety matters at the School as set out in the Corporate Health and Safety Policy and Framework. They are responsible for coordinating and cooperating with the CoL Health and Safety Team to ensure a consistent and collaborative approach to ensuring the continual improvements of the health and safety management system in our school. They and other members of the City Schools Compliance Team provide general advisory and information services for the School on matters of health, safety, wellbeing and fire and actively assist the Senior Deputy Head with their day-to-day operational duties. They will provide a conduit and key single point

of contact between the Corporate Health, Safety and Wellbeing Team and will facilitate the flow of information. In addition, they are responsible for:

- Reviewing health and safety policies and ensuring that our documents reflect our risk profile and are compliant with relevant legislation and industry best practice
- Carrying out site inspections and internal safety audits and overseeing external audits including those completed by CoL
- Carrying out periodic reviews and safety audits of the findings of risk assessments
- Collating accident and incident information and, where necessary, carrying out accident and incident investigations and to complete reports, when required, to the CoL Health and Safety Team in line with their procedures, including RIDDOR reportable incidents
- Working in collaboration with the School's Facilities Manager to ensure compliance with all fire regulations, CoL fire policies and procedures and ensure that regular fire risk assessments are undertaken, and action plans implemented
- Monitor the safety management system and advise relevant managers in reviewing departmental safety procedures.
- Review and development of the health and safety improvement plans to ensure continuing improvement.
- Monitoring and providing evidence onto the safe365 assessment tool which provides a proactive monitoring approach to health and safety across the Corporation.

3.6 **The responsibilities of Supervisory Staff**

All supervisory staff (e.g. the Senior Management Team, Heads of Departments (HoDs), Senior Science Technicians, Line Managers and Duke of Edinburgh Co-ordinator) are responsible for the effective control of risks within the specific areas under their control. 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.
- Assessment of risk for activities in their areas on control.
- Staff, pupils and others under their jurisdiction are instructed in safe working practices.
- New staff within their department are given induction, instruction and training in safe working practices.
- All necessary safety instruction, training and retraining is carried out within their area of responsibility.
- Where identified in risk assessments ensure statutory health surveillance is in place with advice sought from CoL Occupational Health Service.
- 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 and Head of Facilities, Operations and Compliance.

Further guidance is provided in documents HSG20 – Guidance for Manager on Health and Safety Compliance and HSG 55 Guidance on Health, Safety and Wellbeing Responsibilities and Resources for Managers on the CoL SafetyNet pages.

3.7 **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, other members of the Senior Management Team and the Head of Facilities, Operations and Compliance in order to enable the Governors to comply with health and safety duties and requirements.

In particular, all members of staff will:

- Be familiar with, and comply with, this policy and all other health and safety policies and procedures as approved by the Board of Governors.
- Acquaint themselves with any specific health and safety legislation applicable to their role.
- 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.
- Adhere to all assessments of risk for all activities and within all buildings, irrespective of location.
- 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, Head of Facilities, Operations and Compliance and / or the Facilities Manager.
- Take an active interest in promoting health and safety and suggest ways of reducing risks.

Employees should not be in any doubt that the School will apply disciplinary procedures, where necessary, to an employee who is in breach of the School's and CoL policies and procedures.

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.

3.8 **The responsibilities of Pupils**

Pupils will be reminded by staff that they are expected to:

- Exercise personal responsibility for the health and safety of themselves and others, as appropriate for their ages:
- Observe all health and safety rules of the School and, in particular, the instructions of staff given in an emergency
- Use and not wilfully neglect or interfere with things provided for their health and safety
- Bring to the attention of any member of staff concerns related to their health, safety and welfare.

3.9 **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. This includes that an induction has been completed and documented for all building users.

The Head, Senior Deputy Head or the Head of Facilities, Operations and Compliance 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.

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, and relevant aspects of any other health and safety policies and procedures, that they comply with all safety directives of the School, report any accidents or near misses which occur on the premises 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.

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 Our arrangements set out the process by which we can demonstrate our commitment to eliminate or reduce the risks of hazards in the workplace and facilitate the creation of a healthy and safe working environment throughout the School.

As an 'Institution' of the CoL, we adhere to CoL's published policies and procedures published on the Safety section of CoLNET, as well as our own health safety documents published on the Staff intranet. The health and safety policies, procedures, maintenance records, documents and signage represent an integral part of the School's Safety Management System. The individual policies and procedures provide guidance on the processes to follow to demonstrate a consistent approach to health and safety across the School, and they must be adhered to. They contain the forms and templates required to control and manage hazards identified.

4.2 **The Health and Safety Committee**

The Health and Safety Committee provides a platform to ensure the dissemination of health and safety information as well as to deliver an appropriate forum for two-way communication.

The Health and Safety Committee is chaired by the Senior Deputy Head and meets termly. The Governor who is responsible for health and safety attends these meetings, where possible. 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. CoL Building Surveyors and CoL Director of Health of Safety / CoL Health and Safety Managers are Co-opted members.

The aims of the committee are to monitor the effectiveness and implementations of this Health and Safety Policy and the safety management systems. This will include reviewing accidents, changes to legislation and guidance and updates to policies and procedures, discussing inspection and audit action plans, reviewing risk assessments, discussing training needs, assisting in the development of safety rules and ways to increase reporting by all members of staff and pupils.

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.

4.3 **Health & Safety Co-ordination**

The School is in scope of the CoL Health and Safety Policy and that document set out the responsibilities of the CoL Health and safety Team and Health and Safety forums. As the health and safety lead for the City Schools, the Head of Facilities, Operations and Compliance will liaise with relevant colleagues at the Corporation for advice and assistance, when required. They are supported by the City Schools Health and Safety Advisor and Compliance Officer.

The HoCCS is assisted in these inspections by the Senior Deputy Head, Health and Safety Advisor, Facilities Manager, as well as the union reps and the Governors' representative, as required.

4.4 **External Advisors for Health and Safety**

The City of London Corporation Surveyor's Department, Fire Safety Team, Health and Safety Team, Human Resources and, where necessary, external consultants provide advice on matters of health and safety as required. Other external expertise is required for the following functions.

General

- All gym and fitness equipment within the PE area and machinery used in design technology is serviced annually as arranged by the departments.
- CLEAPSS for Science, Art and D&T safety.

Facilities

- The City Surveyor gives advice on the external fabric of the school and compliance with the Construction (Design and Management) (CDM) Regulations (2015).
- 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 are 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 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 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 5 years[3], or as required due to changes to the building; this is coordinated by the Facilities Manager.

Water

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

[3] The most recent Fire Risk Assessment was completed in July 2025.

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

City of London Corporation Advisors

- Other advisors may be provided or appointed by CoL as required.

5. Recording and Reporting Accidents

5.1 The School is obliged under CoL 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.

5.2 All accidents, incidents and near misses occurring on site and during offsite trips and visits are to be recorded on the Health Safety form on the school intranet. This includes accidents to staff, pupils, contractors and all visitors, incidents that may relate to staff ill health, any significant building defects, fire incidents, security incidents and all near misses (incidents that did not cause injury but had the potential to do so if the circumstances were different). The Head of Facilities, Operations and Compliance / Health and Safety Advisor will be responsible for reviewing all reports and judging the level of response required, including submitting reports to CoL, where required, who will report to RIDDOR on behalf of the School. All staff accidents are to be reported to CoL by the Head of Facilities, Operations and Compliance, Health and Safety Advisor or the Senior Deputy Head using the accident form found on SafetyNet as well as all major injuries to pupils, resulting from workplace activity. Please refer to the CoL Health and Safety Guidance HSSG 01 – Health and Safety School Guidance, Reporting and investigating accidents in schools, which can be found on SafetyNet, although any member of staff can report on the CoL accident reporting system, if they do so they will also need to complete the CLS incident form.

Where near misses are reported on the CLS facilities helpdesk the facilities team will provide data and information on appropriate classifications of incidents and near misses to the Health and Safety Advisor for inclusion in the reports for Health and Safety Committee.

5.3 Further advice and guidance on the reporting of incidents can be found in the School's First Aid Policy.

5.4 Following all accidents, incidents and near misses the health and safety team will follow up with the Head of Department to ensure appropriate actions, if required, have been taken to prevent recurrence. When an investigation is required, it will be the responsibility of the line manager to carry this out with assistance and guidance from the City Schools Safety Advisors. Where there has been a pupil related incident it will be investigated by the teacher in charge of the activity, Head of Department and Senior Deputy Head. The Health

and Safety Advisor will maintain a log of all accidents, incidents and near misses so that trends can be identified and reported to safety committee.

6. Risk Assessment

6.1 The School's approach to Risk Assessment is outlined in the City Schools Risk Assessment Policy and Procedures, which should be read in conjunction with this policy. The School is not risk-adverse but takes an active approach to managing significant risks, those with the potential to cause real harm and suffering whilst at the same time recognising opportunities from our activities.

6.2 Our management of risk related to health, safety, fire and security is also documented on the School's risk register which is reviewed and updated termly and reported to the Governors for their oversight.

7. Asbestos Management

7.1 CoL is the duty holder for asbestos management at the School and they oversee the completion of asbestos surveys, the CLS asbestos register and the management plan (AMP). The CLS Facilities Manager is responsible for implementing the AMP and briefing staff and contractors on the location of on-site asbestos, particularly those staff who may come into contact with asbestos. Where works are being carried out on the building, including any IT cabling works, the asbestos register must be assessed at the planning stage to reduce the risk from asbestos being accidently disturbed. The register is held electronically on Concerto and a hard copy at reception.

8. Staff Welfare

8.1 **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 CoL's Occupational Health Service, as outlined in CoL's Corporate Health, Safety and Wellbeing Policy and CoL's Occupational Health and Welfare Policy. Further information is available from the Senior Deputy Head and / or the Director of HR.

8.2 **Violence to staff**

Incidences of violence to staff will be handled in line with CoL's Policy on Physical and Verbal abuse of CoL 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 School's Behaviour Policy (for pupils).

9. Competency and Training

9.1 Safety training is needed at all levels. It is an important way of achieving competence and helps to convert information into safe working practices. The City Schools Training Matrix, published on the Health and Safety intranet page, should be used to identify training needs. Each department's risk assessments should help to determine the level of training needed for each type of work as part of the preventive and protective measures. The training should include basic skills training, specific "on-the-job" training and training in health and safety or emergency procedures.

9.2 General health and safety induction is provided by line managers and all staff are provided with a login to CoL's SAP Successfactors where they must complete the mandatory health and safety and fire e-learning modules. The Health and Safety Induction checklist must be completed by the line manager / Health and Safety Advisor if delivering sessions, to provide evidence that relevant safety information has been provided.

9.3 Further health and safety training, as required, can be booked via CoL's *City People Self-Service* (this system will soon be replaced by SAP Successfactors). Specific role-related training (e.g. use of machinery) is to be arranged by line managers using competent colleagues or external providers, and risk assessment training is organised by the Compliance Team. Line managers should review any training needs as part of the risk assessment process and during staff appraisals.

9.4 Our policies and procedures form part of our training system and staff are responsible for making themselves aware of the content of all relevant documents applicable to their role.

9.5 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 as 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.

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

10. Measuring Performance

10.1 Effective monitoring, inspection and audit are required to ensure that health and safety policies, arrangements, regulations and standards are in place and remain effective.

Active measuring techniques employed by the school include:

- Routine audits of documentation and procedures by the Health and Safety Advisor and/or Head of Facilities, Operations and Compliance, and reports submitted to the Health and Safety Committee, and Board of Governor meetings, as appropriate
- External examination of records and policies by external audit to check that systems relating to the promotion of the environment and safety culture are complied with
- The systematic inspection of premises, plant and equipment by maintenance staff, managers, safety representatives and auditing consultants
- Regular inspections by the Senior Deputy Head, Head of Facilities, Operations, and Compliance, Health and Safety Advisor, Facilities Manager and other staff as appropriate.
- Ongoing review of the Safe365 system which was introduced by the CoL in 2024 to benchmark safety performance, to drive improvements and drive change required to continually improve.

10.2 Reactive measurement is triggered after an accident, incident or illness and provides an opportunity for the School to check performance, to learn from mistakes and to improve the working environment, safety management and risk control. Reactive measurement techniques to be employed include:

- Accident, incident and near-miss reporting
- Ill health data where related to occupational causes
- Reporting the outcomes of accident and incident investigations
- Details of enforcement action from external regulators, including improvement and prohibition notices and, where relevant, prosecution.

10.3 The introduction of the Health and Safety Departmental Improvement Plan provides an additional monitoring tool to document continual improvements as this sets out our focused priorities for the year, changes that have occurred related to Health and Safety and KPIs to monitor direction of travel.

11 Review of Policy

11.1 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.

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	Mark Wardrop
COO	John Hall
CLS Head of Facilities and Operations and City Schools Head of Compliance (Also Health and Safety Professional Network Lead Competent Person)	Jane Elliott-Waine
Facilities Manager (also Fire Manager)	Jorge Ferreira
Designated Safeguarding Lead	Alice Martineau
Education Visits Coordinator	Andrew McBroom, Deputy Head (Co-curricular)
Radiation Protection Supervisor (RPS)	Robin Mackrell (Physics teacher)

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

City of London Corporation Head of Health and Safety and Head of Profession	Oliver Sanandres
City of London Corporation Head of Health and Safety (Property)	David Renshaw
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)	CLEAPSS

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

Role in School	**Role on Committee**
Senior Deputy Head	*Chairman*
Head of Facilities, Operations and Compliance / Health and Safety Advisor	*Responsible for Accident reporting* and Advisory
Deputy Head (Co-curricular and Operations)	*Educational Visits Coordinator*
Designated Safeguarding Lead or DDSL	*Wellbeing*
Head of Science	Department Lead
A Laboratory Technician	
Director of Innovation Design and Visual Arts	Department Lead
An Art and Design Technician	
Director of Sport (and Head of PE)	Department Lead
Director of Drama	Department Lead
Commanding Officer of the CCF	
Facilities Manager	

Health and Safety Advisor	
Lead School Nurse	*With responsibility for first aiders*
Common Room Representative	*The Chair or Deputy Chair of the Common Room, or another nominated representative, may attend on behalf of the Common Room Representative*
The Senior Deputy Head's EA	*Secretary; also Support Staff representative*

In addition, a designated union representative from each union representing professional services staff and *for teachers, representing the NEU and 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
Director of IT (or nominated representative from the IT team)
Head of Learning Support
Director of Music
Director of Catering
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 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, CoL Health and Safety Team) may be invited as required.

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

- Monitor and assess the safe condition of the fabric of all school buildings, 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. Where necessary, seek professional technical advice from other City Corporation department and take remedial action as necessary.
- 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. They will bring to the attention of the appropriate senior manager matters outside their control or competence, but which have implications for the continuing safety and integrity of the building or its use.
- 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	Head of Facilities, Operations and Compliance and Facilities Manager
Machinery & Electrical Equipment	Facilities Manager, Director of Innovation Design and Visual Arts, Head of Drama, Head of Science, IT Manager, AV Technicians, CoL FM
Substances Hazardous to Health	Head of Science, Science Technicians, Director of Innovation Design and Visual Arts, Art & Design Technicians, Facilities Manager, Cleaning Contractor
Kitchen	Director of Catering, Facilities Manager
Manual Handling	Facilities Manager, co-ordinator of CCF
Display Screen Equipment	IT Manager, AV Technicians and Head of Facilities, Operations and Compliance
First Aid and Injury Reporting	School Nurses, Head of Facilities, Operations and Compliance, Director of Sport and Head of PE, c/o of CCF, all staff
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, (HR Manager if vetted), CoL PFM
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, CoL PFM
Statutory Notices	Senior Deputy Head, Facilities Manager
Playground Safety	Senior Deputy Head, Director of Sport and Head of PE
Grounds Maintenance	Facilities Manager, Head Groundsman
Machinery	Director of Innovation Design and Visual Arts, Facilities Manager, Head Groundsman, Head of Science, Head of Drama
Cleaning	Facilities Manager, IFM 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, COO, Head of Facilities, Operations and Compliance, Health and Safety Committee, Board of Governors
Explosives	c/o of CCF
Induction Training Procedures	Senior Deputy Head, COO, Director of HR, Head of Facilities, Operations and Compliance and all line managers
Slips, trips and falls	Senior Deputy Head and Facilities Manager (see Appendix 4)

Safety and Security

Building security (including alarms, CCTV, locking external doors and windows)	Head of Facilities, Operations and Compliance Director of IT strategy, 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 laboratories and the design technology rooms	Senior Deputy Head and Heads of Department, working in cooperation with the Facilities Manager
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, Facilities Admin Team, Facilities Manager and Head of Facilities, Operations and Compliance, all staff
Permits to Work implemented, where necessary, for physical works to the fabric of the buildings or on plant and equipment by contractors	Facilities Manager, CoL PFM, CoL Project Leads
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 Deputy Head Co-curricular acting as Educational Visits Co-ordinator

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	Facilities Manager and Compliance Team

Water, Drainage, etc.
The City Surveyors, 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

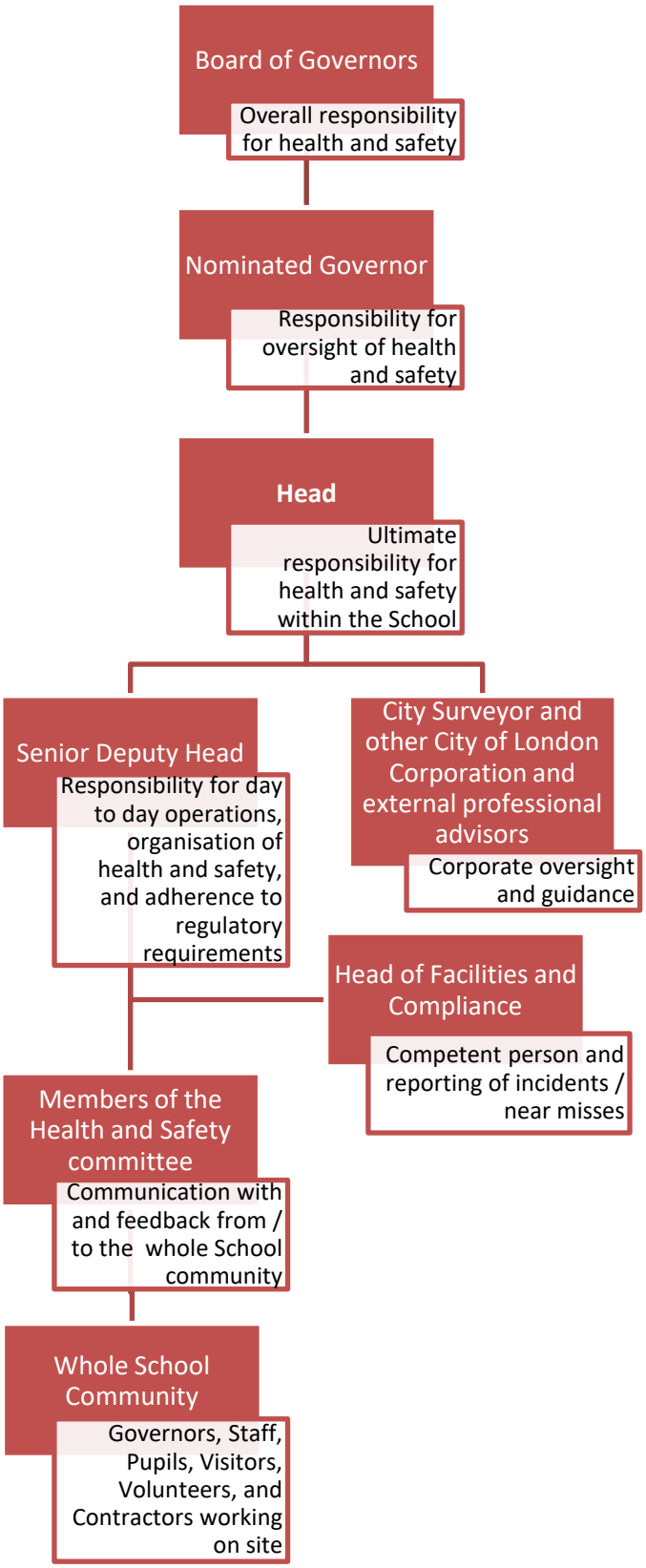
Fire

Fire	Senior Deputy Head, Head of Facilities, Operations and Compliance, Facilities Manager, Head of Science, Catering Manager, Director of Drama, c/o of CCF, Head Groundsman

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	Director of Innovation Design and Visual Arts,
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
DSE training and assessment	Line Managers, Health and Safety Advisor, Compliance Officer
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: Guidance[4] regarding Slips, Trips and Falls

5.1 **Causes of slips and trips**

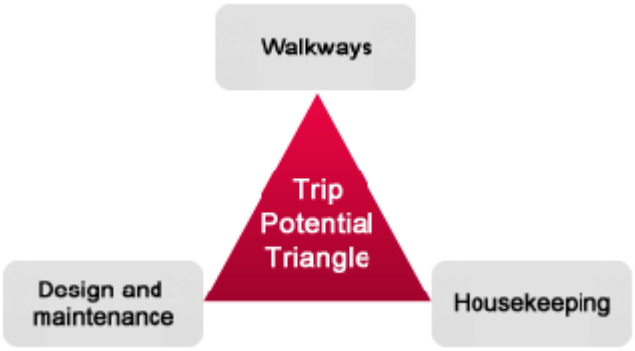
Slip and trip accidents happen for a number of reasons. The following slip potential model helps us to understand the factors that can contribute to slip accidents and the actions to take to prevent them:

- 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?

[4] This guidance is reproduced from the HSE's guidance on the causes and prevention of slips and trips.

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