

Health & Safety Policy

Responsible person: Paul Jones

Date of issue: 8th January 2024

Review Cycle: Annual

Next Review Date: September 2025

**see also Risk Assessment, First Aid, Restraint, Work Related Stress, Fire & School Security policies*

In all Burlington House School policies, the words “Burlington House School” refer to Burlington House Prep, Burlington House Senior, Burlington House Tooting and Burlington House Sixth Form.

STATEMENT OF THE CAVENDISH EDUCATION GROUP

This statement is issued in accordance with the Health and Safety at Work Act (1974). It is the stated aim of The Cavendish Education Group to protect the welfare and safety of its employees, pupils and all those who are likely to be affected by its activities. This ranks in equal importance with all our other objectives.

Relevant health and safety laws are complied with as well as non-statutory advice in Health and Safety Advice on Legal Duties and Powers for Local Authorities, Principal Teachers, Staff and Governing Bodies 2013. The primary regulator for health and safety is the Health and Safety Executive (HSE). The Independent Schools Inspectorate investigates this standard.

Our statement of general policy is:

- Establish and maintain a safe and healthy environment throughout the school
- To provide adequate controls of the health and safety risks
- To consult with our employees on matters affecting their health and safety.
- To provide and maintain safe machinery and equipment
- Make arrangements for ensuring safety and absence of risks to health in connection with the use, handling, storage and transport of articles and manual substances
- To provide information, instruction and supervision for employees and pupils
- to ensure that all employees and pupils are competent in the completion of their tasks, and to give adequate training
- To take all reasonable precautions to prevent accidents and cases of work related ill health
- To maintain safe and healthy working conditions



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- To review and revise this policy as necessary at regular intervals; the H&S Committee which comprises of Fire Marshals, members of the Senior Leadership Team, the Link Governor, the Site Supervisor and the Bursar, meet termly
- Maintain all areas in a condition that is safe and without risk to health and to provide and maintain means of access to and egress from that place of work that are safe and without risk
- Formulate effective procedures for use in case of fire and for evacuating the school premises
- Teach safety as part of pupils' duties where appropriate *see also Educational visits policy*
- Lay down procedures to be followed in case of accident
- Employees have a duty to look after their own and others' health and safety
- Employers, school staff and others also have a duty under the common law to take pupils in the same way that a prudent parent would do so.
- School security – *see policy*
- Violence towards staff – *see restraint policy*
- Dealing with H&S emergencies; procedures & contacts – *see individual policies eg Fire & RA*
- Workplace safety for teachers; pupils & visitors – *see site RA and first aid policies & work related stress policy*
- Online safety - *see online-safety policy and, with regard to mobile phone/personal electronic device use, the Behaviour Management policy*
- Management of asbestos – confirmation from landlords no asbestos on site (with reference to DFE Managing Asbestos in your School 2015)
- Fire safety, including testing of alarms & evacuation procedures – *see fire policy*
- Slips, trips, work at height; On-site vehicle movements; Maintenance of school machinery – *see site RA*
- Control of hazardous substances – *see science RA & cleaners RA*
- Check & control for legionella and quality of water – *see RA*

Organisation

The Cavendish Education Group is a private limited company which manages Burlington House School, a specialist school for children with SpLDs in London. Board of Governors maintains control of the financial management. The Principal is responsible for the day-to-day running of the school and its teaching and non-teaching staff.

Arrangements

The overall and final responsibility for health and safety is that of The Cavendish Education Group. The day-to-day responsibility for ensuring that this policy is put into practice is delegated to the Bursar, Claudio Comoli.



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Duties of the Person/s Delegated to Assist in the Management of Health and Safety

shall:

- Assist the Headteacher and Principal in the implementation, monitoring and development of the safety policy within the school
- Monitor general advice on safety matters given by the Principal, Senior Leadership Team and staff and advise on its application to the school
- Co-ordinate arrangements for the design and implementation of safe working practices within the school
- Investigate any specific health and safety problem identified within the school and take or recommend (as appropriate) remedial action
- Maintenance (and, where necessary examination and testing) of plant, equipment (such as electrical equipment, local exhaust ventilation (of workshop and Chemical cupboard), pressure systems, gas appliances, lifting equipment and glazing safety).

See External Health and Safety Testing

- Order that a method of working ceases on health and safety grounds on a temporary basis subject to further consideration by the Governors and Principal
- Assist in carrying out regular safety inspections of the school and its activities and make recommendations on methods of resolving any problems identified
- Ensure that staff with control of resources (both financial and other) give due regard to safety
- Select, manage and co-ordinate risk assessment of premises, contractors and non-teacher lead activities

The Bursar has designated the following people to have responsibility for health and safety checks and risk assessment: The delegated persons, Mr Koen Claeys, Mr Matthew Potger, Mr Stephen Proctor and Mrs Nicola Lovell will:

- Co-ordinate arrangements for the dissemination of information and for the instruction of employees (INSET), pupils and visitors on safety matters and to make recommendations on the extent to which staff are trained
- Co-ordinate training of staff in health and safety, including risk assessment and manual handling on an annual basis
- Co-ordinate policy; procedure and risk assessment of teacher lead off-site activities including day and residential trips



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Recording and Reporting of Accidents

The delegated person together with the Principal/Headteacher will deal with health and safety emergencies.

The Principal's EA will coordinate recording and reporting accidents to staff, pupils and visitors including those reportable under the Reporting of Injuries, Diseases and Dangerous Occurrences Reg 1995 (RIDDOR) at the Bishops Avenue site. The Sixth Form Administrator will have responsibility for recording and reporting accidents at the Beavor Lane site. The Prep School Administrator will have responsibility for recording and reporting accidents at the Fulham High Street site.

Responsibility of the Governors and Principal

The Governors and Principal are responsible for implementing this policy within the school. In particular they will:

- Monitor the effectiveness of the safety policy and the safe working practices described within it and shall revise and amend it, as necessary, on a regular basis
- Prepare an emergency evacuation procedure and arrange for periodic practice evacuation drills (normally at least once a term) to take place and for the results of these to be recorded
- make arrangements to draw the attention of all staff employed at the school to the school and departmental safety policies and procedures and of any relevant safety guidelines and information issued by the Authority
- Make arrangements for the implementation of the Authority's accident reporting procedure and draw this to the attention of all staff at the school as necessary
- Make arrangements for informing staff and pupils, of relevant safety procedures. Other users of the school will be appropriately informed
- Ensure that regular safety inspections are undertaken. (A Health & Safety team will inspect all school premises on a regular basis)
- Arrange for the withdrawal, repair or replacement of any item of furniture, fitting or equipment identified as being unsafe by the Health and Safety inspection team, (eg PAT testing).
- Report to the Bursar any defect in the state of repair of the buildings or their surrounds which is identified as being unsafe and make such interim arrangements as are reasonable to limit the risk entailed.

N.B. The Governing Body will deal with all aspects of maintenance and any other situation identified as being unsafe or hazardous and which require remedies which are under their control and within the financial resources available to them



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- Monitor, within the limits of their expertise, the activities of contractors , hirers and other organisations present on site, as far as is reasonably practicable
- Identify any member of staff having direct responsibility for particular safety matters and any member of staff who is specifically delegated to assist the Governors and Principal in the management of health and safety at the school. Such delegated responsibility must be defined as appropriate

Responsibilities of Staff towards Pupils and Others in their Care

All staff are responsible for the health and safety arrangements in relation to staff, students, pupils and volunteer helpers under their supervision. In particular, they will monitor their own work activities and take all reasonable steps to:

- Exercise effective supervision over all those for whom they are responsible, including pupils
- be aware of and implement safe working practices and to set a good example personally. identify actual and potential hazards and introduce procedures to minimise the possibility of mishap
- Ensure that any equipment or tools used are appropriate to that use and meet accepted safety standards
- Provide written job instructions, warning notices and signs as appropriate ● provide appropriate protective clothing and safety equipment as necessary and ensure that these are used as required
- Minimise the occasions when an individual is required to work in isolation, particularly in a hazardous situation or on a hazardous process
- Evaluate promptly and, where appropriate, take action on criticism of health and safety arrangements
- Provide the opportunity for discussion of health and safety arrangements ● investigate any accident (or incident where personal injury could have arisen) and take appropriate corrective action
- Provide for adequate instruction and training annually, information and training in safe working methods and recommend suitable "off the job" training
- Where private vehicles are used to transport children to and from school functions, staff should ensure that child restraints and seats appropriate to the age of the children concerned are used

N.B. When any member of staff considers that corrective action is necessary but that action lies outside the scope of their authority, they should refer the problem to the Principal.



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Responsibilities of all Employees

All employees have a responsibility under the Act to:

- Take reasonable care for the health and safety of themselves and of any person who might be affected by their acts or omissions at work;
- Co-operate with the Principal and others in meeting statutory requirements. not interfere with or misuse anything provided in the interests of health, safety and welfare
- Make themselves aware of all safety rules, procedures and safe working practices applicable to their posts; where in doubt they must seek immediate clarification from the Principal
- Ensure that tools and equipment are in good condition and report any defects to the Principal
- Use protective clothing and safety equipment provided and ensure that these are kept in good condition
- Ensure that offices, general accommodation and vehicles are kept tidy
- Ensure that any accidents, whether or not an injury occurs, and potential hazards are reported to the Headteacherr/Principal

WHENEVER AN EMPLOYEE IS AWARE OF ANY POSSIBLE DEFICIENCIES IN HEALTH AND SAFETY ARRANGEMENTS SHE/HE MUST DRAW THESE TO THE ATTENTION OF THE BURSAR AND THE Principal.

Please note the following:

- It must be realised that newly appointed employees could be particularly vulnerable to any risk and it must be ensured that all relevant health and safety matters are drawn to their attention at an early stage
- Whilst it is a management responsibility to instruct all employees in safe working procedures in relation to their posts and workplaces, employees may from time to time find themselves in unfamiliar environments. In such cases, the employee concerned should be particularly alert for hazards, and whenever possible, ensure they are accompanied by a person familiar with the environment or that they are advised of specific hazards
- All volunteer helpers will be expected, as far as reasonably possible, to meet the same standards required of employees

Responsibilities of Pupils

All pupils are expected, within their expertise and ability, to:

- Exercise personal responsibility for the safety of themselves and their fellow pupils
- observe standards of dress consistent with safety and/or hygiene (this would preclude unsuitable footwear, knives and other items considered dangerous



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- Observe all the safety rules of the school and in particular the instructions of the teaching staff in the event of an emergency
- Use and not wilfully misuse, neglect or interfere with things provided safety purposes

N.B. The Governors and Principal will make pupils (and where appropriate the parents) aware of these responsibilities through direct instruction, Burlington House School Charter, notices and the school handbook. Messages are reinforced in Gatherings and by form staff in Form group registration and sessions.

Visitors

Regular visitors and other users of the premises (e.g. contractors and delivery men) are expected, as far as reasonably possible, to observe the safety rules of the school.

Supervisory Responsibility

Garrads Road Site:

Name/Department/Location

Paul Jones & Stefan Mclean Grounds and Exterior Buildings
 Paul Jones & Stefan Mclean Offices and general purpose classrooms
 Paul Jones & Stefan Mclean Corridors, storage, stairs, Boiler room and stairwells
 Matthew Jones Creative Arts, Drama, Music & Design Technology
 Laura Dolan Maths, Science, ICT
 Matt Farrah SEN department, English, Humanities
 Aquilatec Network resources

Bishops Avenue Site:

NameDepartment/Location

Simone Di Santo Grounds and Exterior Buildings
 Simone Di Santo Offices and general purpose classrooms Simone Di Santo Corridors,
 storage, stairs, Boiler room and stairwells
 Simone Di Santo Gathering room/gymnasium
 Tom Upton (Harrison Catering)) Kitchen
 Melody Carter Food Technology



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Lucy Brown Science
 Julia Russell Creative Arts (Art and Performing Arts) Michela Rotella PE
 Richard Scott Maths
 Tamsin Bickley English/Media
 Adam Ford Humanities/ICT
 Aquilatec Network resources and offices
 Mohammad Dahlan Design Technology

Fulham High Street Site:

NameDepartment/Location

Simone Di Santo Grounds and Exterior Buildings
 Simone Di Santo Offices and general purpose classrooms Simone Di Santo Corridors,
 storage, stairs, Boiler room and stairwells

Lucy Brown Science
 Julia Russell Creative Arts (Art and Performing Arts) Michela Rotella PE
 Richard Scott Maths
 Tamsin Bickley English/Media
 Adam Ford Humanities/ICT
 Aquilatec Network resources and offices

Beavor Lane Site:

NameDepartment/Location

Brian Dardis Grounds and Exterior Buildings
 Brian Dardis Offices and general purpose classrooms Brian Dardis Corridors, storage,
 stairs, Boiler room and stairwells

Lucy Brown Science
 Julia Russell Creative Arts (Art and Performing Arts)
 Michela Rotella PE
 Richard Scott Maths
 Tamsin Bickley English/Media
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In meeting our policy statement the following actions have been implemented:

- Clearly defined responsibilities
- Detailed risk assessment that is regularly monitored
- Continual training programme
- Readily available information
- Constant instruction and supervision
- Regular checks of all machinery and appliances
- Regular checks of all work, communal and outside spaces

Signed: Date:

(Lead Governor, on behalf of the governing body)



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