



Burlington House School Tooting.

Policy date 1st September 2025

Review date July 1st 2026

Person responsible for reviewing this document :

The School Site Manager : Kaniska Jones

Person responsible for approving of this Document

The Headteacher Paul Jones (Peer Governor)

The Compliance Director: Clare Bailey

The School Director Mr Koen Claeys

Part 1: Statement of Intent

The Governing Body and Headteacher of the school fully recognize their legal responsibilities, under national Health and Safety. As employers and those responsible for the premises, they are committed to providing a safe and healthy environment for all staff, pupils, and anyone else affected by the school's activities.

We are dedicated to managing Health and Safety risks by conducting thorough risk assessments, implementing effective control measures, and ensuring ongoing monitoring and review of safety systems. This commitment is driven by the leadership of the Governing Body and Headteacher.

Key responsibilities include:

- Creating and maintaining a safe and healthy working and learning environment.
- Minimizing the risk of accidents and work-related health issues.
- Complying with all relevant legal and statutory Health and Safety obligations.
- Preventing accidents and cases of work-related ill health.
- Providing and maintaining safe, suitable buildings and equipment.
- Ensuring the safe handling and use of substances. Maintaining a healthy working environment, including appropriate welfare facilities.



- Allocating adequate resources to manage Health and Safety, as far as reasonably practicable.
- Ensuring the safe handling, storage, and use of substances within the school environment.
- Ensuring that our premises are secure and that DBS safeguarding checks are made for each member of our workforce.
- Regularly reviewing and improving safety procedures to ensure their effectiveness.
- Actively managing and supervising Health and Safety at work.
- Fostering a culture of Health and Safety by promoting open communication and consultation with staff on related matters.
- Setting clear objectives to drive continuous improvement in Health and Safety performance.
- Aiming for continuous improvement in Health and Safety performance and management by regular review and revision of this policy.

In addition, the Governing Body and principal are committed to safeguarding the Health and Safety of non-employees, including pupils, visitors, contractors, and the wider community. We will provide the necessary training, supervision, and information to ensure the safety of everyone affected by our operations.

The Governing Body and Principal will allocate the necessary resources, including financial support, to implement this policy.

All staff are expected to comply with this policy and actively support the Governing Body and principal in maintaining and improving the school's Health and Safety standards. The cooperation of all employees and others using the premises is essential for the successful implementation of this policy.

This Policy Statement, along with the organizational structure and safety procedures, will be reviewed annually or updated as required.

Approved by the Governing Body:

Signed:

Headteacher Name: Paul Jones

Date: April 2026

Signed:

Chair of Governors' Name: Koen Claeys

Date : April 2026



Part 2 Organisation

Organisation Overview

To meet the Health and Safety (Health and Safety) requirements of the Governing Body and Headteacher, extra responsibilities are assigned within the school's management, as outlined in this Health and Safety Policy.

Governing Body

The Governing Body is responsible for ensuring the school complies with Health and Safety Policy. They work with the Headteacher to put in place and review safety measures, making updates as needed.

Principal

The Principal manages the daily implementation of the Health and Safety Policy. They collaborate with the Governors to maintain safety standards, review procedures, and ensure safe working conditions.

Member of staff responsible for Health and Safety

While the Head ultimately remains responsible they may delegate carrying out their duties to this named member of staff.

Employees

All staff must ensure their own safety and that of others by following the Health and Safety Policy, using equipment safely, reporting hazards, and adhering to any training. Any issues with safety should be reported to their line manager.

Pupils

Pupils are expected to take responsibility for their own safety, follow school rules, wear appropriate clothing for safety or hygiene, and follow staff instructions during emergencies. They should use school equipment properly and not interfere with safety measures.

Safety Representatives

Safety Representatives can investigate accidents, inspect the school, and address concerns. They receive training and safety information but are not part of the school's management.

Temporary Staff

Temporary staff receive Health and Safety instructions, including fire and emergency procedures. They report to the Principal during their time at the school.

Teachers

Teachers ensure compliance with the Health and Safety Policy in their classrooms. They are responsible for student safety and must maintain a safe learning environment.

Teaching Assistants

Teaching assistants follow the Health and Safety Policy and report to the class teacher, helping ensure safety during lessons.

Off-Site / Educational Visit Coordinator (OVC / EVC)



The OVC / EVC ensures school trips follow safety standards, working with trip leaders to align activities with school policies.

Site Manager

The Site Manager handles day-to-day safety concerns in the school buildings. They address or report any safety issues and stop unsafe practices when necessary.

Health and Safety Lead

The Principal is the Health and Safety Lead but delegates the management of Health and Safety to the Site Manager



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Culture (1.0)

Burlington House School Tooting will endeavour to hold the safety and wellbeing of its staff and students as its number one priority in everything it does.

At Burlington House School Tooting we believe the best way of doing this is going beyond compliance and to do this we will promote a culture of:

- **Reporting** - without fear of reprisal or judgment.
- **Training** – always going above minimum standards to instil Health and Safety competence at all levels.
- **Reflection** - using the Plan, Do, Check, Act philosophy recommended by the HSE in HSG65.
- **Community** – where everyone in our community takes responsibility for looking after everyone else.
- **Communication** – as a two-way process that makes certain all members of our community have the information they need to be safe at school

Ethos

Our core values consist of a number of attitudes implemented at the Burlington House School Tooting.

Respect: We treat everyone with the same courtesy and valuing diverse perspectives.

Honesty: We are truthful and ethical in all interactions.

Perseverance: Encouraging resilience and determination to overcome challenges

Empathy: Ensuring our staff and children demonstrate compassion and understanding of other people's feelings.

Responsibility: We teach taking ownership of one's actions is the best way forward

Safety and Security: We provide a safe and comfortable working and learning environment for staff and children.

Positive Self-Esteem: We teach a positive mental attitude at our school and build self-confidence throughout.

Cooperation: Providing a good team spirit to achieve a common goal to help and support one another.

Listening: Our school teaches the children that active listening teaches you to pay attention, understand others and helps with building positive relationships.

Documentation (1.4)

All Health and Safety documentation is stored securely on the SchoolPro Safety Portal and on the school Google Drive.

All documentation is kept in accordance with the school's data protection policies procedures and protocols.



On the front of every document is the date it was created, the period of review and the date of the next review. This is followed by signed approval by the appropriate supervising member of staff.

Where necessary policies are ratified and approved by external bodies.

Document log

Key Health and Safety Documents.

Health and Safety Policy
First Aid Policy
Training Log
Risk Assessments

These and all other health and safety documents are recorded in a document log with dates from most recent and next ratification.

Communication (1.2)

Burlington House School Tooting uses a variety of methods of communication.

Email Newsletter

Staff receive a written Health and Safety Newsletter every term. Staff have an opportunity to contribute to the newsletter.

Health and Safety Google Drive

All key documents are stored on the google drive where staff have complete read access. These are used as a reference tool for SLT and staff as and when needed. This particularly includes the school's Health and Safety Policy.

Signage

Burlington House School Tooting will use visible signage as a method of communication to reinforce messages at points in the school. This includes emergency procedures but also other messages when suggested in policy.

Briefings

Staff are informed of pressing Health and Safety matters in briefings.

Health and Safety Committee

The Health and Safety Committee will meet termly. This committee includes the Site Manager, the Headteacher and at least one member of staff. The minutes of this meeting are communicated to all staff.

Staff Induction

Staff will receive a verbal induction. The key points of this can be seen on the staff induction checklist including a list of online training needed. This induction will be carried out by the Site Manager.



Health and Safety questionnaire

Staff complete a half termly 3 question quiz about school Health and Safety to promote interaction with policy and procedure.

Student lessons

Health and Safety is embedded in the curriculum and students receive lessons on Health and Safety designed to promote the whole school's Health and Safety culture.

Visitors

Visitors receive a Health and Safety leaflet to read as part of the signing-in process.

Training (1.2)

Burlington House School Tooting believes that building competency is the key to successful Health and Safety management.

Training management

Training is managed via the Google Drive Training Log. This is reviewed regularly by the Site Manager to see where gaps in training are and will develop as qualifications lapse.

A variety of training methods are used from in-house training (where competence allows), to online and face-to-face.

Scans of certificates are kept securely online.

Staff are encouraged to seek further training in Health and Safety and a dedicated budget is managed to facilitate this.

Specific Training

Induction - Staff are given induction training and expected to complete online training as part of this process.

Consolidation – Health and Safety training is consolidated, reinforced and evaluated by half-termly questioning. The results of this are analysed and further training is put in place when necessary.

After substantive change - After any substantive change in policy or procedure relevant staff are trained accordingly this can be by briefings, in-house training, or online/face-to-face training.

Succession planning and redundancy protection

In planning and evaluating training the school looks to make sure there is always cover in place ready if a member of staff is absent or leaves the school.

Governor Oversight (1.8)

Training requirements
Health and Safety Committee



Reporting

How will governors be involved in setting the school's Health and Safety strategy?
What role will governors play in monitoring the school's Health and Safety performance?
How will governors receive training or updates on Health and Safety legislation and responsibilities?
How often will Health and Safety be discussed at governor meetings?
What reports will governors need to review regarding accidents, incidents, and risk assessments?
How will governors ensure that adequate resources are allocated to Health and Safety measures?
How will governors provide oversight of high-risk areas, such as science labs or physical education?
How will governors support the development of Health and Safety policies and their periodic review?
What systems will be in place for governors to assess the effectiveness of the school's safety culture?
How can governors ensure that the school is meeting its legal obligations for Health and Safety?

The School attends three governance meetings, one each term. The headteacher reports in the governance report on site safety. Additionally, the School is in regular contact with the Compliance Director who advises on all aspects of site safety. All site considerations are reported on in the SLT meetings which happen weekly.

Risk Assessment (1.6)

Training requirements

All staff who need to complete risk assessments are given appropriate training depending on the complexity of the assessment needed.

Risk assessment format

Burlington House School Tooting are happy to use a variety of styles of risk assessment but where possible use a 5 x 5 matrix scoring system.

Risk / Benefit

When assessing risk the benefit of the activity is always taken into account to remove unnecessary risk but also to encourage learning opportunities despite acceptable risk.

Risk assessment log/store

Risk assessments are stored in the SchoolPro Safety Document store and on the school's Google Drive to provide oversight and governance at a trust level but also making sure they are accessible to staff at all times.

Risk Assessment Production

General site risk assessments are carried out by the Site Manager and approved by the Health and Safety Lead. More specific risk assessments are carried out by subject leaders and staff with direct responsibility.

High Risk



When risks indicate a high level of risk that the school chooses to accept these are signed off by the Head Teacher.

Review

All Risk Assessments are reviewed annually and adapted and changed when necessary.

Accidents, Incidents Reporting (1.1)

Burlington House School Tooting aims to reduce accidents by emphasizing the reporting of near misses. Success is measured on near-miss reporting increasing as accident reporting reduces.

Accidents, incidents and near misses are reported via the school **incident report form**. Staff and students are encouraged to report even the smallest incidents. Where possible reports are made on the same day as the incident.

Leadership endeavours to keep this process meaningful by reviewing and acting on reports regularly.

The Site Manager will report to the Head Teacher via the EA on a half termly basis and when necessary, about trends and patterns of concern noticed in the data from incident reporting.

Lessons learned are reported to all staff and when necessary training is given to the whole school community on effective incident reporting in line with the training policies and procedures.

Training

The Site Manager will undergo general Health and Safety Management training every 3 years.

First Aid (1.1)

The appointed person is.....Alia Waheed.....

They have responsibility for managing first aid policy and procedure, stocking and maintaining first aid kits, reviewing accidents and incidents and making recommendations on training.

More detailed procedures are in the **First Aid and Medical Policy**.

Serious Incident Management (1.5)

Structure of command

Unless a secondary policy (e.g. fire) says differently the most senior member of staff on site will take charge in the event of an emergency. In most cases, this will be the Head Teacher but in their absence, the business continuity policy contains a clear structure of who will step up. A business continuity plan which is site specific is in place.

Training

Drills are seen as the best way of training and building competency for serious incidents.



Through drills, we aim to ensure that we test our evacuation and lockdown procedures on a regular basis.

In line with our culture of Plan, Do, Check, Act we ensure that we improve our drills by reviewing previous logs and outcomes.

We understand that serious incidents cover a large number of scenarios and differ every time. As such we aim to change the scenarios we drill for; changing times, locations and stress testing.

More detailed policy and procedure information is available in the business continuity plan, Fire Policy and Lock Down Policy.

Medical Needs and Vulnerabilities (1.9)

Medicine in school

Medical needs in school are monitored by the school office.

No medication of any sort is ever administered without specific consent from parents.

Any medication kept in school is always kept in a staffed or locked room and in a locked cupboard.

All other arrangements for the management of medication at Burlington House School Tooting are detailed in the [First Aid and Medicine Policy](#).

Disabled Access

Burlington House School Tooting aims to be as inclusive as reasonably practicable. This includes Physical access as well as access to information and positive wellbeing. This is all done while at the same time maintaining high standards of Health and Safety.

Details are in the school's [SENDA Policy](#).

Where necessary this includes individualised activity support and PEEPS to make sure vulnerable students and adults are as safe as the rest of the school community at all times.

Lone workers

At Burlington House School Tooting lone working is reduced as much as possible.

When it is necessary it is mitigated by:

- Conducting a thorough risk assessment to ensure the worker is trained, medically fit, and fully briefed on their tasks, equipment, and any hazardous substances.
- Enforcing clear sign-in and sign-out procedures to track lone worker presence accurately.
- Providing appropriate personal protective equipment (PPE) along with training on how to use it correctly.
- Establishing reliable communication systems, including emergency contacts and out-of-hours support.



- Training staff to prevent and respond to potential violence, especially when handling cash or working in high-risk settings.
- Carrying out periodic visits and checks by supervisors to ensure safety and compliance.
- Carrying out building sweeps at the end of every day.

New and Expectant mothers

As Burlington House School Tooting becomes aware of new and expectant mothers, individual risk assessments are written to ensure their safety and well-being. These are produced in collaboration with the member of staff and include:

- **Manual Handling Risks:** Assess tasks involving lifting, carrying, or physical strain that could impact her health or pregnancy.
- **Exposure to Harmful Substances:** Identify any contact with cleaning chemicals, lab materials, or other hazardous substances.
- **Infection Risks:** Consider exposure to illnesses common in school settings (e.g., rubella, chickenpox, slapped cheek) that may pose additional risks.
- **Workplace Conditions:** Evaluate factors such as prolonged standing, access to rest areas, temperature extremes, or the need for regular breaks.
- **Emergency Procedures:** Ensure evacuation plans and emergency responses are suitable, including safe routes and support if mobility is affected.

English as a foreign language

Where possible Burlington House School Tooting ensures that all pupils and staff who have English as a foreign language have support in the forms of translation of key documents, advocacy in formal meetings and a mentor in place to support and aid understanding where necessary.

Control of Contractors (1.3)

Contractor selection process

The Site Manager will seek out competent contractors and subcontractors using the contractor checklist form.

Contractor induction process

We use the Control of Contractors Checklist to make sure all contractors are properly inducted.

This includes:

- A code of conduct to protect our pupils and staff.
- Site information to fulfil our duty of care to our contractors.
- Processes for managing longer jobs.

No contractor can work on-site without completing the Control of Contractor Checklist.

Training

The Site Manager will undergo general Health and Safety Management training every 3 years.

Display Screen Equipment (2.2)



Training requirements

We ensure staff that need it, will receive training on safe DSE usage practices, like adjusting their workstations and taking breaks.

Individual workstation assessments

We ensure regular assessments of DSE workstations to identify any potential hazards and maintain a proper set-up. To do this we use the HSE Display Screen Equipment Work Station Check List. Where checklists show a raised level of risk staff are supported with mechanical and technological controls as needed.

The assessments are completed on induction of new staff and updated regularly.

Eye Test

For workers who work for more than an hour continuously each day who request it, we offer eye tests and potentially contribute to the cost of glasses needed for DSE work.

Training

The Site Manager will undo general Health and Safety Management training every 3 years.

Doors, Gates and Windows (2.3)

Risk assessment

Doors or gates that pose a particular risk will be individually risk assessed by our Site Manager.

Maintenance

The School ensures all our doors, gates and windows are well-maintained and fully functional.

All doors and gates are individually numbered and checked as part of the annual safety check cycle. Results of this are included in the Door, Gate Inspection Log.

When faults are found they are repaired or replaced by a competent person and if necessary placed out of action until this work can be carried out.

Security

Where necessary doors are on a mag lock system to prevent unwanted access.

Doors

Where possible all our doors have a viewing panel made from safety glass and open in only one direction.

Where necessary finger guards are used to prevent injury

Windows

School windows are made of safety glass and fitted with opening restriction on the 1st floor where this is not possible an individual risk assessment has been conducted.

Training

The Site Manager will undo general Health and Safety Management training every 3 years.

Drinking Water (2.4)



The school will provide adequate drinking water for all staff and students.

To do this an external provider will carry out a risk assessment that will determine a testing and monitoring schedule.

The Site Manager will be responsible for contacting and initiating this risk assessment and then acting on any suggestions.

Schematic Creation

A detailed schematic of the water system has been created to map the flow of water.

Temperature Records

All taps are fitted with Thermostatic Mixing valves. Water temperature records will be taken to assess the effectiveness of heating and cooling systems by a trained engineer every month.

Legionella Testing

Water samples will be taken from various outlets (taps, showers, etc) to detect the presence of Legionella bacteria, which can cause Legionnaires disease. This will be completed in line with the recommendations of the water management company.

Accessibility

Burlington House School Tooting promotes a water bottle culture making refilling convenient. We provide cool water to enhance the appeal of water during warmer months. Ensuring that water is our primary beverage at our school. We have placed water fountains around the school making it easily accessible.

Training

The Site Manager will undergo general Health and Safety Management training every 3 years.

Electrical Installations (2.5)

All electrical work is carried out by a suitably qualified external contractor.

Fixed wiring tests are conducted every 5 years by an external contractor. All advisory notes are dealt with as quickly as possible.

Portable electronic equipment is PAT tested every 24 months by a suitably competent person.

When purchasing electrical equipment, the school makes sure it adheres to CE or UKCA standards.

Any electrical equipment brought on to the site by staff is checked by a competent person before use.

Switch gear and fuse boards are clearly marked and protected from the risk of fire.

Training

The Site Manager will undergo general Health and Safety Management training every 3 years.



Cleaning (2.6)

Cleaning Schedule

The Site Manager is responsible for the day-to-day cleaning of the school premises. Cleaning is carried out daily, and additional cleaning takes place as required. Wherever possible, cleaning is scheduled to occur outside of school hours to minimise disruption and reduce risks to staff and students.

Spills and Hazardous Waste

Burlington House School Tooting is committed to the prompt and safe cleanup of spills and hazardous waste, including bodily fluids, chemicals, and other potentially harmful substances.

- Spill kits containing appropriate PPE (Personal Protective Equipment) are available on-site.
- Warning signage is used to mark affected areas and prevent slips or contact.
- Staff responsible for cleanup follow established procedures and risk assessments to manage incidents safely.

Lone Working

Cleaning may take place outside regular school hours, during which the cleaner may be working alone on site.

To manage this safely:

- The school's Lone Working Policy is followed.
- A task-specific risk assessment is carried out to ensure appropriate controls are in place.
- Where possible, regular check-ins or monitoring are arranged.

COSHH (Control of Substances Hazardous to Health)

The school aims to use cleaning products that do not require COSHH controls wherever possible.

Where hazardous substances are used:

- The COSHH Policy is followed.
- Products are safely stored, labelled, and used according to their safety data sheets (SDS).
- Only trained staff handle such substances.

Training

The Site Manager completes general Health and Safety training every three years, or more frequently if required. Additional training in COSHH, manual handling, and spill response is provided as needed.

Sanitary and Washing Facilities (2.7)

Management

The Site Manager is responsible for the day-to-day management of sanitary and waste facilities.

Toilets

Hand washing facilities are provided in all bathrooms.

Toilets are kept clean and well-ventilated. Facilities are checked daily, and staff are asked to report to the Site Manager if cleaning or maintenance is required.

Clearly marked sanitary bins are provided in all bathrooms and emptied regularly by a specialist contractor.



Floors and Traffic Routes (2.8)

Floor Maintenance:

Floors are maintained in good condition and kept clear of hazards, with daily cleaning and deep cleans during holidays. Staff are instructed not to obstruct corridors or high-traffic areas.

Damage, spillages and near misses are reported to the Site Manager who will inspect and if necessary manage as practicable.

Changes in floor height are clearly marked.

Outdoor Routes:

Outdoor areas (e.g., playgrounds, paths) are maintained to prevent accidents in bad weather using grit and salt.

Adequate outdoor lighting is provided for safety during early mornings and evenings.

Training

The Site Manager will undergo general Health and Safety Management training every 3 years.

Lighting (2.9)

The school ensures adequate lighting in all working and learning areas through daily checks.

Natural light is maximised in classrooms and workspaces by using minimal window coverings.

Emergency Lighting

Battery-backed emergency lighting is in place tested by the Site Manager and serviced by an external specialist to ensure functionality.

Outdoor Lighting:

Adequate outdoor lighting is provided for safety during early mornings and evenings.

Training

The Site Manager will undergo general Health and Safety Management training every 3 years.

Restaurants and Canteens (2.10)

Responsibility

Catering and the preparation and serving of meals is completed in school by one school chef who is an employee of the school. The specific health and safety oversight is additionally supported by Food Alert, an external provider who is responsible for guidance and compliance with food hygiene standards.

Monitoring

The Site Manager is responsible for managing this external contractor, making sure they are keeping policies in order, maintaining high standards and meeting the terms of their contract.



The Site Manager will have half termly meetings with the caterer to make sure safety standards are maintained.

Resting and Eating Meals (2.11)

The school provides dedicated spaces for pupils and staff to rest and eat meals.

Waste Management (2.12)

Waste disposal

Internal bins are emptied daily or when full.

External bins are kept securely away from students and emptied regularly by a licensed contractor.

Waste bin areas are monitored for pests and vermin and specialised contractors are enlisted as required.

Hazardous Waste is disposed of separately by a specialist contractor.

Training

The Site Manager will undergo general Health and Safety Management training every 3 years.

Workplace Environment (2.13)

At Burlington House School Tooting to ensure comfort and safety in the classrooms and workspaces, our school focuses on physical space design, security measures, and creating a positive learning environment.

Temperature And Ventilation

We maintain that we ensure comfortable temperatures in our classrooms. And using features like shades and windows to promote proper ventilation throughout the classroom.

Ergonomics

Our furniture is ergonomically designed to promote good posture and reduce strain, especially for students.

Wellbeing and Safe Spaces

Designated corners or safe spaces can provide refuge for students who need to decompress or seek support. We also provide outdoor spaces.

Pest Control

Our Site Manager will locate accredited trained personnel to perform such tasks to make the school safer. And we do this by the following.

Integrated Pest Management: focus on prevention methods

Regular Inspection: Monitoring pest activity

Pest Control Methods: Utilising non-toxic and friendly solutions

Clear Communication: maintaining an open line of communication with staff and professionals

Staff Training: Educating staff on prevention and control measures



Basic Pest Control Methods: Storing food in containers, removing spills, storing waste correctly and maintaining building structure and addressing leaks.

Training

The Site Manager will undergo general Health and Safety Management training every 3 years.

Security (2.14)

Burlington House School Tooting aims to provide a safe and secure site for its students and staff.

Controlled Access And Egress: Implementing measures to limit unauthorized access to the school premises, such as locking doors, visitor registration, and visitor badges.

Emergency Procedures: Developing and practising procedures for various emergencies, including fire drills, lockdown drills, and bomb threats.

Visitor Management: Implementing a system for managing visitors, ensuring they register at the main reception and are escorted to their destination. Visitors are asked to wear a lanyard to make them clearly recognisable.

Cybersecurity: addressing online security threats, including phishing attempts and data breaches.

Staff Training: Providing staff with training on security procedures, emergency protocols, and how to identify and report security concerns.

Physical Security: Implementing physical security measures such as perimeter security, CCTV, and lighting.

Security alarms: Installing security cameras to alert staff and emergency services to potential threats.

Lockdown drills: Practising lockdown procedures to prepare staff and students for a potential active situation.

Tree Management (2.15)

Tree Surveying

All trees are surveyed using an independent contractor every 3 years.

Arrangements for management

The survey will identify management needs and an independent contractor will be sought to complete remedial measures.

Procedures for in-house management

Only minimal, gardening-type maintenance is carried out by school staff, involving work at ground level and no specialist equipment. All other work is left to a specialist contractor.



Driving for Work (3.1)

Use of personal vehicles

Staff who use their own vehicles provide proof of current and valid business insurance and do not transport students.

COSHH (Control of Substances Hazardous to Health) (3.2)

The school operates a policy of where possible substituting all substances harmful to health with less risky alternatives.

Responsibility

Responsibility for managing COSHH falls to the Site Manager.

Substance identification / Safety data sheets

All COSHH substances are identified on purchase and recorded in the COSHH inventory. Safety Data Sheets are downloaded on purchase and stored in the Health and Safety folder on the google drive.

Controls, Storage and Disposal

All COSHH substances are risk assessed and these risk assessments are stored in the Health and Safety folder along with a COSHH Log of hazardous substances on site.

Training

The Site Manager will receive external training and keep this training up to date at least every 3 years. Any staff using a COSHH substance will receive a copy of the risk assessment and where necessary internal training on its use.

COSHH in Subject Areas

Subject areas like Science are responsible for their COSHH management meeting the same standards as outlined above.

Legionnaires Disease (3.3)

Legionnaires Disease risk is managed using suitably qualified specialist contractors. They will produce an initial risk assessment and management policy and then maintain systems as necessary.

The Site Manager is responsible for making sure recommendations are met and written logs are recorded.

Training

The Site Manager will undergo general Health and Safety Management training every 3 years that must include managing Legionellosis risk.



Manual Handling (3.4)

Training requirements

The Site Manager will undergo general Health and Safety Management training every 3 years that must include managing Manual Handling risk. They will take responsibility for all identified high-risk operations.

All staff will be trained via newsletter updates and visual reminders around school and in higher-risk areas.

Risk assessment

A general risk assessment has been completed. Identifiable high-risk operations will have specific risk assessments. Suitably trained staff can make dynamic risk assessments as and when lifting operations arise - [Manual Handling Risk Assessment](#).

Control measures

More high-risk operations are left to the site team and suitably trained staff. Specifically designed trolleys and lifting equipment are available in school for higher-risk operations.

Working at Height (3.5)

Burlington House School Tooting operates a policy of avoiding risk without benefit and as such avoid working at height where possible.

Training requirements

Any staff wishing to use ladders or work above an unprotected edge will undergo annual working at-height training.

All other staff are guided not to stand on anything that would constitute working at height. Where this is necessary for basic classroom maintenance like putting up displays, suitable kick stools or steps are provided.

Staff are trained with updates in newsletters and in staff briefings.

Risk Assessment

A general risk assessment has been completed. Identifiable high-risk operations will have specific risk assessments. Suitably trained staff can make dynamic risk assessments as and when working at height operations arise. [Working at Height Risk Assessment](#)

Controls

- All equipment used for working at height like ladders must meet BS EN 131, BS 2037 or BS 1129.
- Ladders are inspected before every use and half-termly. Maintenance is logged on ladder tags on individual ladders.
- Appropriate footwear will be worn, and tools will be secured when working at height.



- Access equipment will be removed and secured when not in use to prevent unauthorised use.

Noise (3.7)

Burlington House School Tooting actively manages noise levels to provide a comfortable and conducive environment for both staff and pupils. Where possible avoiding loud noises for prolonged periods of time.

Vulnerable pupils and staff who are sensitive to noise are provided with noise-cancelling headphones to help manage auditory input.

To minimise disruption from building noise, construction work is scheduled to take place outside of school term times whenever possible.

The school operates a low noise tolerance policy and rather than testing sound levels staff involved in noisy activities (e.g. lawn mowing) will wear PPE to protect from high volumes even when the activity is only short in duration.

Training

The Site Manager will undergo general Health and Safety Management training every 3 years.

Work Equipment – Machinery (4.1)

Burlington House School Tooting reduces the risk posed by the use of machinery by minimising its use on-site and employing specialist contractors where necessary.

Risk Assessment

All machinery used at Burlington House School Tooting is individually risk assessed and controlled measures are implemented. Risk assessments are stored in the document store along with the Machine Log.

Acquisition

All machinery is designed to either CE or UKCA safety standards.

Maintenance

All machinery, regular maintenance and inspections by competent persons. This includes checks on safety features and guards. All machines are itemised in the machine log with a record of maintenance. – [Machine Log](#)

Training and Competency:

Any staff or pupils who are required to use machinery receive thorough training on its safe operation prior to use.

The Site Manager will undergo general Health and Safety Management training every 3 years and seek further training if more specialist machinery is purchased to be used by staff.

Personal Protective Equipment (PPE):

Necessary Personal Protective Equipment (PPE) is provided and its use is enforced for relevant tasks.



Training

The Site Manager will undergo general Health and Safety Management training every 3 years.

Playground and Gym Equipment (4.7)

Risk assessment

A general risk assessment for playground and P.E. equipment and the use of other office equipment will be conducted by the Site Manager. [Playground Risk Assessment](#), [P.E. Equipment Risk Assessment](#)

Training requirements

Staff monitoring the use of equipment must read the relevant risk assessment and implement the necessary control measures.

The Site Manager will complete general Health and Safety Management training every 3 years.

Acquisition

All equipment is designed to either CE or UKCA safety standards.

Maintenance

All playground and P.E. equipment is inspected annually by a competent person. Logs of inspections and maintenance are stored in the document store.

Science Teaching (5.1)

Burlington House School Tooting is committed to maintaining safe science laboratories and equipment making sure that students have every opportunity to learn through practical lab work.

The Head of Science is responsible for Health and Safety in the Science Department.

Burlington House School Tooting uses CLEAPSS (Consortium of Local Education Authorities for Schools' Science) resources for conducting thorough risk assessments for all science experiments, practical lessons, and specialised science equipment.

The school follows CLEAPSS guidance for the storage of chemicals, maintenance of equipment and Training of staff.

All supporting documents including risk assessments, COSHH documents, and maintenance logs are stored in the Health and Safety Document Log.



Design and Technology Teaching (5.2)

Burlington House School Tooting is committed to maintaining safe D and T workshops and equipment making sure that students have every opportunity to learn through practical work as much as possible.

The Head of Design and Technology is responsible for Health and Safety in the Design and DT department.

Burlington House School Tooting uses CLEAPSS (Consortium of Local Education Authorities for Schools' Science) resources for conducting thorough risk assessments for all D and TY activities, practical lessons, and specialised equipment.

The school follows CLEAPSS guidance for the storage of chemicals, maintenance of equipment and Training of staff.

All supporting documents including risk assessments, COSHH documents, and maintenance logs are stored in the Health and Safety Document Log.

P.E. Teaching (5.3)

Burlington House School Tooting is committed to maintaining safe P.E. and Games lessons and equipment making sure that students have every opportunity to learn through practical work as much as possible.

The Head of P.E. is responsible for Health and Safety in the P.E. Department.

All supporting documents including risk assessments, COSHH documents, and maintenance logs are stored in the Health and Safety Document Log.

Educational / Offsite Visits (5.4)

Burlington House School Tooting is committed to providing safe educational visits, making sure that students have every opportunity to learn by experiencing the world outside of the school as much as possible.

Training requirements

A member of staff will EVC - Educational Visits Coordinator Training once every 3 years.

This member of staff is responsible for the School Educational Visits Policy and Visit approval process.

Each Visit will have a designated visit lead who will be suitable and competent to manage the visit.

Educational Visits Policy

Detail on how Visits are planned and facilitated at Burlington House School Tooting is detailed in the **Educational Visits Policy**.