



BURLINGTON
HOUSE SCHOOL

Health & Safety Policy / Audit Procedure

Responsible person: Matthew Potger (Head of Senior) and Nicola Lovell (Headteacher) and Claudio Comoli (Bursar / Facilities manager)

Review Cycle: Annual

Last review date: September 2025

New review date: September 2026

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

Burlington House School is owned and operated by **Cavendish Education**.

General Introduction:

This policy is one of a series of school policies that, taken together, are designed to form a comprehensive statement of the school’s aspiration to provide an outstanding education for each of its students and of the mechanisms and procedures in place to achieve this. Accordingly, this policy should be read alongside these policies. In particular, it should be read in conjunction with the policies covering equality and diversity, Health and Safety, safeguarding and child protection.

All of these policies have been written, not simply to meet statutory and other requirements, but to enable and evidence the work that the whole school is undertaking to ensure the implementation of its core values: that **all children can achieve**.

While this current policy document may be referred to elsewhere in Burlington House School documentation, including particulars of employment, it is non-contractual.

In the school’s policies, unless the specific context requires otherwise, the word “parent” is used in terms of Section 576 of the Education Act 1996, which states that a ‘parent’, in relation to a child or young person, includes any person who is not a biological parent but who has parental responsibility, or who has care of the child. Department for Education guidance Understanding and dealing with issues relating to parental responsibility



updated August 2023 considers a 'parent' to include:

- all biological parents, whether they are married or not
- any person who, although not a biological parent, has parental responsibility for a child or young person - this could be an adoptive parent, a step-parent, guardian or other relative
- any person who, although not a biological parent and does not have parental responsibility, has care of a child or young person

A person typically has care of a child or young person if they are the person with whom the child lives, either full or part-time and who looks after the child, irrespective of what their biological or legal relationship is with the child.

The school employs the services of the following consulting companies to ensure regulatory compliance and the implementation of best practice:

- SchoolPro Safety
- Atlantic Data (DBS)
- Educare (online CPD)
- SchoolPro (data protection)
- Marsh Commercial (insurance)

Where this policy refers to 'employees', the term refers to any individual that is classified as an employee or a worker, working with and on behalf of the school (including volunteers and contractors).

Burlington House School is committed to safeguarding and promoting the welfare of children and young people and expects all staff, volunteers, pupils and visitors to share this commitment.

All outcomes generated by this document must take account of and seek to contribute to safeguarding and promoting the welfare of children and young people at Burlington House School.

The policy documents of Burlington House School are revised and published periodically in good faith. They are inevitably subject to revision. On occasions a significant revision, although promulgated in school separately, may have to take effect between the re-publication of a set of policy documents. Care should therefore be taken to ensure, by consultation with the Senior Leadership Team, that the details of any policy document are still effectively current at a particular moment.

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
- 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 [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 – [School Security Policy](#)
- violence to staff – [Physical Contact and Restraint Policy](#)
- dealing with H&S emergencies; procedures & contacts workplace safety for teachers; pupils & visitors –
- on line safety – [On-Line Safety 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 – [Fire Risk \(Prevention\) Policy](#)
- slips, trips, work at height; On-site vehicle movements; Maintenance of school machinery
- control of hazardous substances
- check & control for legionella and quality of water –



Organisation + Responsibilities

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.

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.

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

shall:

- assist the 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). [External Health and Safety Testing](#) orders 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

He has designated the following people to have responsibility for health and safety checks and risk assessment:

The delegated persons, Mr Koen Claeys, Mrs Nicola Lovell, Mr Matthew Potger, Mr Steve Proctor 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
- coordinate training of staff in health & 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

N.B. The above role must not be confused with that of the Health and Safety Representative which is a trade union appointment to enable the representation of staff



interests in health and safety matters.

Recording & Reporting of Accidents

The delegated person together with the Principal will deal with health and safety emergencies. The DSL will coordinate recording and reporting accidents to staff, pupils and visitors including those reportable under the Reporting of Injuries, Diseases & 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 surroundings 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

- 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.

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;
- cooperate 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 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 work places, 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)
- 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. (See: [Safeguarding Policy](#), [Visiting Speakers Policy](#), [Volunteer Policy](#))



Supervisory Responsibility

Bishops Avenue Site:

NameDepartment/Location

Simone Di Santo	Grounds and Exterior Buildings; Offices and general-purpose classrooms, corridors, storage, stairs, Boiler room and stairwells
Simone Di Santo	Gathering room
Tom Upton (Harrison Catering))	Kitchen (all sites)
Melody Carter	Food Technology
Lucy Brown	Science
Julia Russell	Creative Arts (Art and Performing Arts)
Esme McKinnon-Evans	Design Technology
Jack Roche-Winson	PE
Richard Scott	Maths
Tamsin Bickley	English/Media
Angelica Laron	Humanities
Aquilatec	Network resources and offices

Fulham High Street Site: NameDepartment/Location

Simone Di Santo	Grounds and Exterior Buildings; Offices and general-purpose classrooms, corridors, storage, stairs, Boiler room and stairwells
Simone Di Santo	Gymnasium
Lucy Brown	Science
Julia Russell	Creative Arts (Art and Performing Arts)
Jack Roche-Winson	PE
Richard Scott	Maths
Tamsin Bickley	English/Media
Angelica Laron	Humanities
Aquilatec	Network resources and offices

Beavor Lane Site:

NameDepartment/Location

Brian Dardis	Grounds and Exterior Buildings; Offices and general-purpose classrooms, corridors, storage, stairs, Boiler room and stairwells
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Catherine Brophy	Science
Julia Russell	Creative Arts (Art and Performing Arts)
Jack Roche-Winson	PE
Richard Scott	Maths
Tamsin Bickley	English/Media
Angelica Laron	Humanities
Aquilatec	Network resources and offices

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)



General Arrangements

Culture (1.0)
Documentation (1.4)
Communication and training (1.2)
Governor oversight (1.8)
Risk assessment (1.6)
Accidents, incidents (1.1)
First Aid (1.1)
Serious incident management (1.5)
Medical needs and vulnerabilities (1.9)
Control of contractors (1.3)
Clothing (2.1)
Display screen equipment (2.2)
Doors and gates (2.3)
Drinking water (2.4)
Electrical installations (2.5)
Cleaning (2.6)
Sanitary and washing facilities (2.7)
Floors and traffic routes (2.8)
Lighting (2.9)
Restaurants and canteens (2.10)
Resting and eating meals (2.11)
Waste management (2.12)
Workplace environment (2.13)
Security (2.14)
Tree management (2.15)
COSHH (Control of substances hazards to health) (3.2)
Legionnaire's disease (3.3)
Manual handling (3.4)
Working at height (3.5)
Noise (3.7)
Work equipment – Machinery (4.1)
Work equipment – Office equipment (4.4)
Playground equipment (4.7)
Science teaching (5.1)
Design and technology teaching (5.2)
P.E. teaching (5.3)
Educational / offsite visits (5.4)
Outdoor and adventurous activities (5.6)



Culture (1.0)

The School will endeavour to hold the safety and well-being of its staff and students as its number one priority in everything it does.

At The School, 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 judgement.
- **Training** – always going above minimum standards to instill Health and Safety competence at all levels.
- **Reflection** - using the Plan, Do, Check, Act philosophy recommended by the HSE in HSG65, in SLT meetings where attendance, accident, fire safety reports and safeguarding audit are reviewed
- **Community** – where everyone in our community takes responsibility for looking after everyone else.
- **Communication** - as a two-way process that ensures all members of our community have the information they need to be safe at school

Documentation (1.4)

All Health and Safety documentation is stored securely on the SchoolPro Safety Portal and on the school's 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.

The implementation of this Policy is reviewed annually by the school's Senior Leadership Team in consultation with staff and a report is made to the Governance Body

Where necessary, policies are ratified and approved by external bodies.

Document log

Key Health and Safety Documents:

Health and Safety Policy
First Aid Policy
Fire Risk (Prevention) Policy
Safeguarding Policy
Educational Visits Policy
Emergency & Critical Incident Policy
Cyber Security Policy
Training Log
Risk Assessments



These and all other health and safety documents are recorded in a [document log](#) with dates for the most recent and next ratification.

Communication (1.2)

The School uses a variety of methods of communication.

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

The School 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.

H&S video

Shown to staff annual staff inset, with termly reminders and updates in start of term staff insets.

Briefings

Staff are informed of pressing Health and Safety matters in briefings. Spot checks and/or updated information sessions are carried out weekly in staff briefing.

Health and Safety Committee

The Health and Safety committee will meet half-termly. This committee includes the Health and Safety Lead, the Head teacher, and at least one member of staff. The minutes of this meeting are communicated to all key staff, including SLT for each site. All staff will be notified where there is a material or procedural change.

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 Health and Safety Lead.

Health and Safety questionnaire

Staff complete quizzes linked to attendance sheets. And complete feedback following inset to promote interaction with the policy and procedure.

Visitors

Visitors receive verbal instructions from the receptionist about Health and Safety as part of the signing-in process.

Training (1.2)

The School 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 Health and Safety Lead 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 quizzes. 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)

Responsibility of the Governors and Principal

The Proprietary Body and Board of Directors are committed to ensuring that the school maintains a safe and healthy environment for all pupils, staff, and visitors.

Responsibilities of Board of Directors

The Board of Directors will contribute to the formulation and periodic review of the school's Health and Safety Strategy, ensuring it reflects current legislation, statutory guidance, and recognised best practice.

They will monitor the school's health and safety performance by reviewing regular reports on accidents, incidents, and risk assessments.

Responsibilities of the Local Governing Body

Training and updates on health and safety legislation and governance responsibilities will be provided to the local governing body through briefings/updates.



Health and safety will be a standing agenda item at Local Governing Body and Board meetings, with discussions taking place at least once per term.

The Local Governing Body will scrutinise reports on incidents, trends, and risk management outcomes and will advise the Board where resources need to be allocated to support health and safety measures.

Oversight of high-risk areas, including science laboratories, physical education, and other specialist environments, will be maintained through targeted monitoring, audits, and site visits.

The Local Governing Body will support the development, approval, and periodic review of the school's health and safety policies to ensure their continued effectiveness.

Systems such as internal audits, staff consultation, and feedback mechanisms will be in place to enable the Board to assess the strength of the school's safety culture.

In discharging their duties, the Board will ensure that the school is meeting all legal obligations in respect of health and safety, and will provide effective challenge and support to the senior leadership team to promote a culture of continuous improvement.

Risk Assessment (1.6)

Training requirements

All staff who need to complete risk assessments are asked to read the [Risk Assessment Policy](#) and/or [Trip Booking Procedure](#) which contains information on completing risk assessments

Risk assessment format

All risk assessment templates can be found in [staffshare\forms to be completed\riskassessment](#)

Risk assessment log/store

Risk assessments are stored in [google drive](#)

Risk Assessment Production

General site risk assessments are carried out by the Head, SLT and caretaker. More specific risk assessments are carried out by subject leaders and staff with direct responsibility.

High Risk

When assessments 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.

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Training

The Health and Safety Lead will undertake general Health and Safety Management training every 3 years.

All staff receive annual in-house training through briefings and leaflets about the methods and importance of the school's reporting procedures.

First Aid (1.1)

The appointed person is Tim Pragnell

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

More detailed procedures are in the [First Aid 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 [Emergency & Critical Incident Policy](#) contains a clear structure of who will step up.

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 regularly.

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

More detailed policy and procedure information is available in the [Emergency & Critical Incident 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 The School are detailed in the [First Aid Policy](#).

Disabled Access



The School aims to be as inclusive as reasonably practicable. This includes physical access as well as access to information and positive well-being. This is all done while at the same time maintaining high standards of Health and Safety.

Details are in the school's [Equality, Inclusion and Diversity 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 The School, lone working is reduced as much as possible.

Detailed arrangements are covered in the [Lone Workers Policy](#)

New and Expectant Mothers

As The School 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, The School ensures that all pupils and staff who use English as a foreign language have support in the form 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

Competent contractors and subcontractors are sourced by Head Office using **Cavendish policies**.

Written notification from any agency, or third-party organisation will be obtained to make sure that the organisation has carried out the checks on an individual who will be working at the school that the school would otherwise perform. This must include, as necessary, a barred list check, prohibition list, qualifications, right to work in the UK and overseas checks, two references, declaration of medical fitness and check of previous employment history prior to appointing that individual to the agency, or third-party organisation.



Contractor induction process

From Sept 2025, we will 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.

On arrival at the school, all visitors should report to the office so that staff are aware of their presence in the school. Signage to welcome and direct visitors to the office should be displayed prominently

It is expected that all visitors are accompanied by a member of staff at all times. This member of staff will be responsible for the visitor/s in the case of an emergency or incident and will instruct them as per training

"The school will also check that the person presenting themselves for work in regulated activity is the same person on whom the checks have been made, and their Enhanced DBS

Hot works practices' are contained with the contractors' RA

Training

The Health and Safety Lead will undertake general Health and Safety Management training every 3 years.

Display Screen Equipment (2.2)

Training requirements

We ensure staff who 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 setup. To do this, we use the HSE Display Screen Equipment Work Station Check List. Where the checklist shows 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 using a screen for more than one 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 Health and Safety Lead will undertake general Health and Safety Management training every 3 years.

Office staff will complete an online DSE training every 3 years.

Doors, Gates and Windows (2.3)

Risk assessment

Doors or gates that pose a particular risk are checked as part of site maintenance by the premises staff and will be individually risk assessed by our Health and Safety Lead.

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 Maintenance 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

All external doors are locked and can only be accessed by staff key-cards

Doors

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

Windows

School windows have opening restrictions on the 1st floor and above. Window replacement booked for Summer 2025.

Training

The Health and Safety Lead will undertake 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 Health and Safety Lead will be responsible for contacting and initiating this risk assessment and then acting on any suggestions.

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

The School 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 Health and Safety Lead will undertake 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.

Testing/ Maintenance

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

Portable Appliances

Portable electronic equipment is PAT tested every 12 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 onto site by staff is checked by a competent person before use.

Signage

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

Training

The Health and Safety Lead will undertake general Health and Safety Management training every 3 years.

Cleaning (2.6)

Cleaning is outsourced to a 3rd party contractor but monitored by the Health and Safety Lead.

The school will provide a lockable cupboard to the company where they can keep cleaning equipment and substances that company is responsible for their own Health and Safety.

The school realises it has a duty of care to all workers on site, so it will regularly check that cleaning arrangements are safe and compliant.

Site staff are responsible for spot cleaning of more urgent mess. To do this, they use their own cleaning equipment and substances. Hazardous chemicals kept, stored and cleaned up in accordance with their individual COSHH risk assessments.

General cleanliness of the site is monitored with daily walk arounds by the site manager.

Sanitary and Washing Facilities (2.7)

Management

The Health and Safety Lead is responsible for 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 Health and Safety Lead 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:

The site manager will keep all corridors, staircases and Fire exits clear

Damage, spillages and near misses are reported to the Premises Team via the Staff reported repairs list, 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.

Vehicular Traffic

Where possible, pedestrians and vehicles are separated by physical barriers. Where this is not possible, a specific risk assessment has been completed and control measures put in place.

Vehicle routes for delivery and parking are well lit and signed using highway standard, easily recognisable signage. Where necessary, traffic calming measures are put in place.

Training

The Health and Safety Lead will undertake 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 Health and Safety Lead 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 Health and Safety Lead will undertake general Health and Safety Management training every 3 years.

Restaurants and Canteens (2.10)

Responsibility

Catering is outsourced to an external provider, [Harrisons](#), who are responsible for food hygiene standards.

Monitoring

The Health and Safety Facilities Lead 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 Health and Safety Facilities Lead 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. For staff this includes a clean and safe space to prepare their own food.

Waste Management (2.12)

Waste disposal

Internal bins are emptied daily by contracted cleaners.

Pest Control

Our Site Manager will enlist an external, suitably competent contractor in the event the pests are evident on site. They 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 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.



Storage

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

Collection

Collection arrangements are formalised with contractors and, where necessary, individually risk assessed.

Hazardous Waste is disposed of separately by a specialist contractor.

Training

The Health and Safety Lead will undertake general Health and Safety Management training every 3 years.

Workplace Environment (2.13)

The School will 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 comfortable temperatures in our classrooms using features like shades and windows to promote proper ventilation throughout the classroom. More detailed information can be found in the [Heat Wave Policy](#).

Ergonomics

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

Wellbeing and Safe Spaces

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

Training

The Health and Safety Lead will undertake general Health and Safety Management training every 3 years.

Security (2.14)

The School aims to provide a safe and secure site for it's 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.

Sites are secured with unbroken security fencing around the outside perimeter. where this is not the external wall of the building (eg front of Prep and Sixth Form)..

All external doors are locked and can only be accessed by staff key-cards

Visitor Management



On arrival at the school, all visitors should report to the office so that staff are aware of their presence in the school. Signage to welcome and direct visitors to the office should be displayed prominently." and "All visitors should sign in by entering their name into the visitors' log system, which will print a visitor's badge.

Visitors must be instructed to wear the visitor's badge at all times whilst on the school premises.

Cybersecurity

Addressing online security threats, including phishing attempts and data breaches.

Staff Training

Staff INSETs take place at the start of each term, providing staff with training on security procedures, emergency protocols, and how to identify and report security concerns.

CCTV

The site is monitored with CCTV at key areas including entrances and exits, blind spots, and accident/incident hotspots.

Security alarms

All external doors are covered by an intruder alarm with 24-hour emergency monitoring. Internal spaces are covered by motion detection where necessary.

Lockdown drill

Practicing lockdown procedures to prepare staff and students for a potential active situation, detailed in the [Emergency & Critical Incident Policy](#)

Tree Management (2.15)

Tree surveying

All trees that require it are surveyed using an independent contractor, sourced by H&F Council, every 3 years.

Arrangements for management

The survey will identify management needs, and an independent contractor will be sought, through H&F Council, 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

Use of personal vehicles for work is limited to short local journeys and not for transporting students.

The school formally risk-assesses in advance any staff member transporting a child on their own, other than in an emergency.



Staff who use their vehicles must provide proof of current and valid business insurance.

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 Health and Safety Lead.

Substance identification / Safety data sheets

All COSHH substances are identified on purchase and recorded in the COSHH inventory for each department. [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, where a formal written risk assessment is required, these risk assessments are stored in the Health and Safety folder along with a [COSHH Log](#) of hazardous substances on site.

Training

The Health and Safety Lead 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 and Art are responsible for their COSHH management, meeting the same standards as outlined above.

Legionnaires' Disease (3.3)

Legionnaires' Disease risk is managed using suitable, qualified specialist contractors. They will produce an initial risk assessment and management policy and then maintain systems as necessary. [Legionella Risk Assessment](#)

The Health and Safety Lead is responsible for making sure recommendations are met and that written logs are recorded.

Training

The Health and Safety Lead will undertake general Health and Safety Management training every 3 years.

Where school staff are responsible for monitoring temperatures or water quality, they will undergo annual online legionella training.

Manual Handling (3.4)

Training requirements



The Health and Safety Lead will undertake general Health and Safety Management training every 3 years which must include managing Manual Handling risk. They will take responsibility for all identified high risk operations.

All staff will be trained via INSET updates and visual reminders around the 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.

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 the school for higher-risk operations.

Working at Height (3.5)

The School operates a policy of avoiding risk without benefit and, as such, avoids 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 INSET and 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.

Controls

- Monitoring and maintenance of access equipment is conducted using ladder tags by the Site Manager.
- 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.

Confined Spaces (3.6)

Any Confined Spaces (such as Boiler Room) are securely locked and only accessed by site manager or suitably qualified external contractors.



Noise (3.7)

The School 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 themselves from high volumes even when the activity is only short in duration.

Training

The Health and Safety Lead will undertake general Health and Safety Management training every 3 years.

Lettings (3.9)

The School understands its duty of care to those letting out areas of the school and, as such, seeks to make sure people letting areas of the site are aware of any risks and the controls needed to mitigate them.

Therefore the governing body and Principal will only grant permission for use of the premises to recognised bodies (usually with a national affiliation and a written statement of their adherence to safeguarding principles)

Communication

Before approval and payment is taken all lets complete a [Lettings Form](#). This includes:

- A code of conduct to protect those letting the site and our pupils and staff.
- Site information to fulfil our duty of care to those letting.
- Processes for contacting the school in the event of an emergency.

No one can let any area of the site without completing the [Lettings Form](#).

As part of this form people letting areas of the site acknowledge and accept the risks involved in using the site and the further risks linked to the activities they are running / participating in.

Management

Lettings are managed by the lettings manager who makes sure the correct documentation is complete and that use of the site does not cause conflicts or increased risk for any user.

Insurance

All lettings are required to have their public liability insurance. Lettings should also show proof of professional indemnity and employers' liability when needed.



Work Equipment – Machinery (4.1)

The School 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 The School is individually risk assessed, and control measures are implemented. Risk assessments are stored in the document store along with [Machine Log](#), [Departmental Machine Logs](#)

Acquisition

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

Maintenance

All machinery has regular maintenance and inspections by a competent person. 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 before use.

The Health and Safety Lead will undertake 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.

Work Equipment – Storage Racking (4.2)

Risk Assessment

Shelving at The School is regularly checked to make sure it is not overloaded, damaged or at risk of falling. Free standing units are tethered to the wall where there is a risk of toppling. Industrial storage racking is individually risk assessed, and controls, including a maintenance programme, are put in place.

Acquisition

All shelving is designed to either CE or UKCA safety standards and fitted by a competent person.

Work Equipment – Office Equipment (4.4)

The Health and Safety Lead is responsible for the safety implications in the use of office equipment.

Risk assessment



A general risk assessment for the school office and the use of other office equipment will be conducted by the Health and Safety Lead. [Office Risk Assessment](#)

Acquisition

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

Maintenance

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

Cable Management

The school implements measures to ensure that electrical cables and plugs for office equipment are managed safely to prevent trip hazards and electrical shocks.

Training

The Health and Safety Lead will undertake General Health and Safety Management every 3 years.

Work Equipment – Pressure Systems (4.5)

Risk Assessment

The school's boiler has a pressure vessel that is over 0.5bar and therefore does fall under pressure system regulations

Maintenance

All pressure equipment has an annual maintenance check performed by a suitably competent person. Records of these checks are kept in the Health and Safety document store.

Training and Competency:

The Health and Safety Lead will undertake general Health and Safety Management training every 3 years, this training must contain specific advice on pressure equipment regulations.

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 Health and Safety Lead. [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 Health and Safety Lead 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.

Science Teaching (5.1)

The School 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.

The School 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)

The School 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 D and T is responsible for Health and Safety in the D and T Department.

The School 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, maintenance logs are stored in the Health and Safety Document Log.

P.E. Teaching (5.3)

The School 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, maintenance logs are stored in the Health and Safety Document Log.

Educational / Offsite Visits (5.4)

The School 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 SLT will undergo EVC - Educational Visits Coordinator Training once every 3 years. All staff who lead trips will complete a Trips Risk Assessment training each year.

This member of staff is responsible for the [Educational Visits Policy](#) and the 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 The School is detailed in the [Educational Visits Policy](#).

School pets (5.8)

The School believes school pets play an essential part in the personal and social education of students and the benefits of these programmes warrant the necessity of raised levels of acceptable levels of risk.

Risk Assessment

Every school pet is individually risk assessed by the member of staff responsible. This includes the physical and biological risks they may present.

[School Dog Policy](#)