



Name of Policy:	Health and Safety (for the whole school including EYFS)
GHS Policy Number:	37
ISI Regulation:	Welfare, health and safety of pupils (Part 3)
Linked Policies:	Behaviour (including rewards, sanctions and exclusions) Critical Incident Educational Visits Fire Procedures for Staff Fire Safety Management First Aid Managing Contractors Risk Assessment Wellbeing Whistleblowing
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Approved by: Principals	Sophie Trafford Christian Warland

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1. Statement of Intent

This policy is written with due regard to DfE Guidance; Health and Safety: Responsibilities and Duties for Schools. The main legislation covering this area is the Health and Safety at Work etc. Act 1974 and regulations made under that Act.

The Co-Principals and staff believe that ensuring the health and safety of staff, pupils and visitors is essential to the success of the school and that health and safety is 'Everyone's Responsibility'.

We are committed to:

- a. Preventing accidents and work-related ill health;
- b. Compliance with statutory requirements as a minimum;
- c. Assessing and controlling risks from curriculum and non-curriculum work activities;
- d. Providing a safe and healthy working and learning environment;
- e. Ensuring safe working methods and providing safe working equipment;
- f. Providing effective information, instruction and training;
- g. Consulting with employees and their representatives on health and safety matters;
- h. Monitoring and reviewing our systems and prevention measures to ensure they are effective;
- i. Setting targets and objectives to develop a culture of continuous improvement;
- j. Ensuring adequate welfare facilities exist throughout the school; and
- k. Ensuring adequate resources are made available for health and safety issues, so far as is reasonably practicable.

All staff will play their part in achieving this.

2. Responsibilities

In order to achieve compliance with the Statement of Intent, school staff will have additional responsibilities assigned to them as detailed in this part of the Policy.

2.1 Principals

The Co-Principals have the responsibility to ensure that:

- a) They are familiar with the requirements of the Health and Safety at Work etc. Act 1974, Management of Health and Safety at Work Regulations 1999 and any health and safety legislation and Codes of Practices (ACOPs) which are relevant to the work of the school.
- b) A clear policy statement is written which promotes a positive attitude towards safety in staff and pupils.
- c) Responsibilities for health, safety and welfare are allocated to specific staff and they are informed of these responsibilities.
- d) Nominated staff have sufficient experience, knowledge and training to perform the tasks required of them.
- e) Clear procedures are created which assess the risk from hazards.
- f) Identify and evaluate risk control measures in order to select the most appropriate means of minimising risk to pupils, staff and others (HSG65 guidance: Plan, Do, Check, Act).
- g) Ensure safe systems of work are in place.
- h) The school's health and safety policy is reviewed annually. In addition, the health and safety policy is also periodically assessed for its effectiveness and any necessary changes are made.
- i) This Policy is communicated adequately to all staff.
- j) Appropriate information on significant risks is given to visitors and contractors.
- k) Emergency procedures are in place.
- l) Equipment is inspected and tested to ensure it remains in a safe condition.
- m) Records are kept of all relevant health and safety activities e.g. assessments, inspections, accidents, the administration of medication at school.
- n) Arrangements are in place to inspect the premises.
- o) Accidents are investigated and any remedial actions required are taken.
- p) The activities of contractors are adequately monitored and controlled.

2.2 The Head Teachers

The Heads have the responsibility:

- a) To ensure the School's Health and Safety Policy is applied to their school and are directly responsible to the Co-Principals for the application of the health and safety procedures and arrangements.
- b) To be aware of the basic requirements of the Health and Safety at Work, etc. Act 1974 and any other health and safety legislation and codes of practice relevant to the work of the school.
- c) Take reasonable and practicable steps to maintain and develop safe working practices and conditions for teaching staff, pupils, visitors and persons engaged in activities for the school through the heads of departments, senior members of staff, teachers and others as appropriate.
- d) To ensure all staff under their management are familiar with the health and safety procedures for their area of work and offer training as appropriate.
- e) To consult with members of staff, including the Co-Principals, Bursar and Health and Safety Co-ordinator on health and safety issues.
- f) To encourage staff, pupils and others to promote health and safety and to comply with requirements, policies and taking action on non-compliance as required.
- g) To encourage staff to suggest ways and means of reducing risks
- h) To encourage staff to report any incidents, near misses, hazards or defects
- i) To monitor incidents and trend reports
- j) To monitor first aid and welfare provision
- k) To ensure ongoing inspections for their school's equipment, furniture and activities are safe and to report any areas of concern to the Bursar immediately.
- l) To ensure all accidents are recorded and investigated appropriately and action taken to reduce further risks. Communicating actions taken to reduce risks or changes in procedures through staff meetings. This includes accidents which are reportable under RIDDOR.
- m) To ensure that the health and safety of pupils on educational visits is carefully considered and steps taken by the organiser of the trip to plan and reduce risk in advance. *See Educational Visits (including residential trips) Policy.*
- n) To oversee the risk assessments which are completed by the staff for school activities and school trips.

2.3 Heads of Department and Staff Holding Positions of Responsibility

Have responsibility to:

- a) Apply the school's Health and Safety Policy to their department or area of work and be directly responsible to their line managers and the Co-Principals for the application of the health and safety procedures and arrangements.
- b) Carry out regular health and safety risk assessments of the activities for which they are responsible and submit reports to the relevant Head.

- c) Carry out ongoing inspections of their areas of responsibility to ensure that equipment, furniture and activities are safe and report any areas of concern to the Bursar immediately.
- d) Ensure all machinery and equipment in the department in which they work is adequately guarded and in good safe working order.
- e) Ensure all reasonably practicable steps are taken to prevent the unauthorised or improper use of equipment, where this is applicable, in the department they work.
- f) Ensure as far as reasonably practicable, the provision of sufficient information, instruction, training and supervision to enable other employees and pupils to avoid hazards and contribute positively to their own health and safety where applicable.
- g) Ensure all accidents, incidents and near misses are reported and recorded.
- h) Report, as appropriate, any health and safety concerns to the Bursar, Head Teachers, Health and Safety Co-ordinator.

2.4 Class Teachers

Class teachers are expected to:

- a) Exercise effective supervision of their pupils and to know the procedures in respect of fire, first aid and other emergencies, and to carry them out. This includes dealing with bodily fluids appropriately. *See First Aid Policy.*
- b) Follow the health and safety procedures applicable to their area of work.
- c) Give clear oral and written health and safety instructions and warnings to pupils as often as necessary.
- d) Ensure the use of personal protective equipment and guards where necessary.
- e) Make recommendations to the Co-Principals, Heads and Bursar on health and safety and on additions or necessary improvements to furniture or equipment, (i.e. staff meetings).
- f) Integrate all relevant aspects of safety into the teaching process and, where necessary, give special lessons on health and safety in line with National Curriculum requirements for safety education.
- g) Report all accidents, near misses, defects and dangerous occurrences to the Heads, Bursar and Health and Safety Co-ordinator and complete the online accident form.

2.5 All Employees

Apart from any specific responsibilities which may have been delegated, all employees must:

- a) Act in the course of their employment with due care for the health, safety and welfare of themselves, colleagues, pupils and visitors.
- b) Observe all instructions on health and safety issued by the Principals or any other person

delegated to be responsible for a relevant aspect of health and safety.

- c) Act in accordance with any specific health and safety training received.
- d) Report all accidents and near misses in accordance with current procedure.
- e) Co-operate with other people to enable them to carry out their health and safety responsibilities.
- f) Inform their Head/Bursar of all potential hazards to health and safety, in particular those which are of a serious or imminent danger.
- g) Inform their Head/Bursar of any shortcomings they identify in the school's health and safety arrangements.
- h) Exercise good standards of housekeeping and cleanliness.
- i) Know and apply the procedures in respect of fire, first aid and other emergencies.
- j) Take an active interest in promoting health and safety and suggest ways of reducing risks.

2.6 Contractors

All contractors who work on the premises are required to identify and control any risk arising from their activities and inform the Principals/Head of Maintenance/Bursar, of any risks that may affect the school staff, pupils and visitors.

All contractors must be aware of the school health and safety and emergency procedures and comply with these at all times. As far as possible, contractors should only be present on the premises in school holidays or outside school hours.

2.7 Pupils

Pupils, in accordance with their age and aptitude, are expected to:

- a) Exercise personal responsibility for the health and safety of themselves and others.
- b) Observe standards of dress consistent with safety and/or hygiene.
- c) Observe all the health and safety rules of the school and in particular the instructions of staff given in an emergency.
- d) Use correctly and not wilfully misuse, neglect or interfere with things provided for their health and safety.
- e) Avoid risky areas – children are not allowed access to the kitchen, boiler/plant room, domestic cupboards. The raised area in the courtyard may only be used when closely supervised by an adult.

3. Procedures and Arrangements

The following procedures and arrangements have been established within our school to eliminate or reduce health and safety risks to an acceptable level.

3.1 Accident Reporting, Recording and Investigation

All staff are required to ensure that all accidents, incidents and near misses are reported to their relevant Head who will ensure that it is recorded, investigated thoroughly and reported to the Health and Safety Co-ordinator where appropriate. Any recommendations which have been identified following an investigation will be added to an action plan and implemented to improve safety and to prevent the potential for an accident or incident occurring or reoccurring. The school fulfils its obligations under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR), where an accident or incident meets the reporting to the HSE, the school will follow RIDDOR.

The First Aid Policy provides clear instructions on the actions to be taken in the event of an accident or medical emergency.

3.2 Safety of children (Turks Row and Holbein Mews)

In the event of a medical emergency a first aider will immediately be called to assess and check for any life threatening or other serious conditions. First aid boxes are available on all floors at Turks Row and in the kitchen at Holbein Mews. The location of first aid boxes are well signed. The school has a defibrillator in the staff room at Turks Row and there is clear signage. For any life threatening or other serious conditions an ambulance will be called. There is a clear procedure in place for when to call an ambulance in the First Aid Policy. First aid kits, mobile phones and telephone numbers are taken on all outings and residential trips. If a pupil needs to go to hospital, relatives will be contacted as soon as possible and a member of staff will accompany the child until a parent/guardian arrives.

All accidents involving injury, incidents and near misses are recorded using an online accident report form. Staff can use the tablets located in the school office to complete the accident form. Parents are notified either immediately or at the end of the day depending on the severity of the accident/injury. All head injuries are reported to parents at once by telephone and a letter sent home outlining concussion symptoms to look out for.

3.3 Safety of children (Kindergarten, Sedding Street)

All of the Early Years staff are trained in paediatric first aid. A first aid box is kept in the cupboard in the entrance hall of Kindergarten, based in Sedding Street and is clearly signed. First aid kits, mobile phones and telephone numbers are taken on all outings.

Parents/carer's of Kindergarten children are informed in **all cases** of any incidents involving injury when collecting the child. In the case of any head injury parents are contacted at once and a letter sent home outlining the concussion symptoms to look out for. We record all incidents on the online accident report form. Should a child have a life threatening or other serious condition the emergency services is called, having alerted the parents/guardians. A member of staff will accompany the child to hospital and remain with them until the staff member is able to hand over to the parent/carer.

There is a clear procedure in place for when to call an ambulance in the First Aid Policy.

Telephone: Emergency Services Number **999**

3.4 Audit

The Health and Safety Co-ordinator will undertake an annual audit of the health and safety procedures in the school and amend any policies and procedures as necessary.

An external health and safety consultant, Judicium, is in place to assist with an annual Health and Safety Audit.

A first aid audit takes place termly. The Head of First Aid provides an accident, incident and near miss report from the online accident reporting system to the Heads, Principals and the Health and Safety Committee. The report is reviewed to check for patterns and trends which then informs any control measures which need to be implemented.

3.5 Behaviour Management/Bullying

All staff must be familiar with the school policies for behaviour management and bullying. Any incidents of unacceptable behaviour or bullying must be reported and dealt with in accordance with these policies.

3.6 School Security (Turks Row)

All staff must be familiar with the Security, Access and Visitor Policy.

The Head of Maintenance/Housekeeper is responsible for the security of the school site and undertakes regular checks of the boundary walls/fences, entrance points, outbuildings and external lighting.

Entrance points to the school are restricted and the main entrances are covered by CCTV. The school also has a Porter who oversees any visitors to the school and ensures they are signed in and securely handed over to the responsible staff member.

All visitors and contractors are required to sign in/out of the school and are issued with a 'Visitor' badge. Staff access the main school by a fingerprint recognition system on all main entrances.

Staff must query any visitor on the school premises who is not wearing a visitor badge and escort them back to reception.

If an intruder becomes aggressive staff should seek assistance.

The Heads should be notified in advance of any meetings where parents are known to be verbally abusive or threatening. They will attend these meetings as appropriate. Any incidents of verbal abuse or threatening behaviour by parents, visitors or pupils must be reported immediately to the Heads.

3.7 School Security (Sedding Street)

We do all we can to ensure the Kindergarten is a safe environment for staff and pupils alike. There is an entry phone system on the front entrance door at Sedding Street. Any visitors are asked to sign in on the online Visitor's system and are supervised at all times. Visitors are not granted entry to Sedding Street without prior appointment.

3.8 School Security (Holbein Mews)

All visitors to Holbein Mews report to the main school on Turks Row where they are asked to sign in and are given a 'Visitor' badge. They are accompanied to Holbein Mews by a member of Garden House School staff where they will sign into the building with the online Visitors' system. Visitors are not granted entry to Holbein Mews without a prior appointment.

3.9 Cleaning

The Housekeeper and cleaning staff are responsible for ensuring a high standard of cleaning of the school premises is met. The Housekeeper and cleaning staff follow COSHH procedures and attend training where appropriate. The Housekeeper and cleaning staff are overseen by the Bursar.

3.10 Slips, trips and falls

Slips, trips and falls are a known risk in the workplace and the school actively manages this risk. A slips, trips and falls risk assessment is in place. Controls in place include: absorbent mats at entrances, use of hazard signs in the event of spillages etc. Regular inspections of the school premises are undertaken by Maintenance/Health and Safety Co-ordinator to ensure that any potential slips, trip and fall hazards are quickly identified and dealt with.

3.11 Contractors

The Bursar, in conjunction with the Co-Principals, is responsible for the selection and management of contractors. A Management of Contractors Policy is in place.

There must be safe systems of work in place and competencies checked.

The Head of Maintenance (or designated individual) is responsible for the supervision of contractors on the school premises.

Any appropriate information on significant risks is provided to contractors.

3.12 Maintenance of Premises and Equipment

The Health and Safety Co-ordinator and Head of Maintenance are responsible for ensuring the regular maintenance and inspections of all equipment and systems on site including: fixed electrical wiring and electrical equipment; gas boilers; kitchen appliance; pressure systems and the passenger lift. Records of all testing and inspection will be held by the Health and Safety Co-ordinator.

Any faulty equipment must be taken out of use immediately and reported to the Head of Maintenance/Health and Safety Co-ordinator. Staff should not attempt repairs themselves.

The Head of Maintenance/Housekeeper is responsible for ensuring the safe maintenance of the school premises and grounds and for ensuring high cleaning standards are maintained.

The Health and Safety Co-ordinator and Head of Maintenance will undertake routine inspections

of the site and report any hazards that cannot be dealt with immediately to the Bursar.

All staff are responsible for reporting any damage or unsafe conditions to the School Offices who will log this in the Repairs and Maintenance Log and immediately report to Maintenance and Health and Safety Co-ordinator where appropriate.

3.13 Asbestos

A full asbestos survey has been carried out on the three premises and the survey has found no asbestos present in any of the school buildings. Further details of this can be found in the Risk Assessment Policy and the Asbestos Survey.

3.14. Legionella

The school has a contractor in place to help manage the risk of exposure to Legionella bacteria in water systems, ensuring the safety of all who occupy the three premises. Risk assessments, control measures, testing and monitoring is in place.

Water fountains are flushed and filters changed inhouse by the maintenance team and recorded.

3.15 Curriculum Safety (including out of school learning activities)

The Deputy Head, Assistant Head (Academic), and Heads are responsible for ensuring that risk assessments are in place for all curriculum activities where there is a potential risk to staff and pupils. The risk assessments must be made known to all teaching and support staff and reviewed regularly.

Guidance from CLEAPSS, (Science), BAALPE, (Physical Education), and other lead bodies should be adopted as appropriate.

Premises risk assessments and other risk assessments falling under Health and Safety are completed by the Health and Safety Co-ordinator. Risk assessments are shared with staff.

The Health and Safety Co-ordinator provides guidance and support in completing risk assessments where required.

3.16 Display Screen Equipment

The Health and Safety Co-ordinator is responsible for ensuring that Display Screen Equipment assessments are completed annually for administrative staff and teaching staff who regularly use laptops or desktop PCs.

Staff are reminded that laptops should not be used on laps, chair arms and other unsuitable surfaces.

3.17 Occupational health and managing work-related stress

The school recognises its responsibility for the occupational health of its employees – more detailed information can be found in the School's Wellbeing Policy.

The Heads in conjunction with other members of the Senior Leadership Team, will ensure steps are taken to reduce the risk of work-related stress in the school by taking measures to ensure colleagues are supported through:

- An environment in which there is good communication, support, trust and mutual respect.
- Training to enable them to carry out their jobs competently.

- Planning their own work and providing advice as required.
- Involvement in any major changes.
- Clearly defined roles and responsibilities.
- Consideration of domestic or personal difficulties.
- Individual support, mentoring and referral to outside agencies where appropriate.

Any member of staff who believes their health is being affected by their work is asked to speak to their Head or Assistant Head (Pastoral), DSL or Head of HR. Issues will be dealt with in confidence. If appropriate, the school will assist with/arrange a referral to an occupational health advisor or doctor which will be kept confidential.

3.18 Educational Visits and Journeys

The Heads and Educational Visit Co-ordinator, are responsible for ensuring that all school trips are managed in accordance with the school policy for Educational Visits. All teachers must be familiar with this policy.

3.19 Electrical Equipment

The Head of Maintenance and IT Manager are responsible for ensuring that the hard wiring system is inspected every five years on a rolling annual basis with 20% being tested each year. All records of testing are held by the Health and Safety Co-ordinator.

Six monthly RCBO (residual current breaker with over-current) testing takes place inhouse and is completed by the IT Manager and documentation is kept by the Health and Safety Co-ordinator.

The Health and Safety Co-ordinator (working with the Head of Maintenance and the IT Manager) is responsible for ensuring that all portable electrical equipment is tested regularly. Category A equipment (smaller/portable items such as kettles, toasters, electric heaters) is checked annually. Category B equipment (larger items such as computers, printers, kitchen appliances) is tested once every three years. A full record is kept with the Health and Safety Co-ordinator and IT Manager.

All staff must report any problems regarding electrical equipment to the Health and Safety Co-ordinator and Bursar. Staff are reminded that they must not bring electrical equipment into school without the permission of their relevant Heads and the Health and Safety Co-ordinator.

3.20 Health and Safety Emergencies

The school has robust policies in place for First Aid, Supporting Pupils with Medical Conditions, Fire Procedures and Critical Incidents.

3.21 Fire Precautions and Emergency Procedures

The school has in place a Fire Safety Management Policy and Fire Procedures.

3.22 Hazardous Substances (COSHH)

The Housekeeper is responsible for ensuring that all cleaning products that may be hazardous to health are assessed before being used under the supervision of the Bursar. All cleaning products are stored securely in locked cupboards at all three sites and in accordance with the manufacturer's instructions. They are only used by authorised members of staff.

A record of all chemicals is recorded and safety data sheets are on file.

Paint and white spirit are used only when the children are not present and under the supervision of

the Head of Maintenance. All paint and white spirit are stored in a locked metal cabinet in the Plant Room on the third floor.

All staff are reminded that no hazardous substances should be used without the permission of the Co-Principals.

Products with low toxicity routinely used in the classrooms are stored securely. These products are only used by staff or older pupils under supervision. These include such items as:

- Spray mount
- Perfix colourless fixative
- Spray paint
- Varnish
- White spirit

All the above have been risk assessed and should be used in a well-ventilated area.

COSHH training is completed by relevant staff.

3.23 Managing Medicines & Drugs

No pupil is allowed to take medication at school without written consent from his/her parent/carer. Please see Procedure for Administering Medicines at School. All staff are made aware of the guidelines within this policy. Staff who administer medication must be trained. There are lockable medicine cupboards and fridges where medication must be stored.

3.24 Manual Handling and Lifting

The school aims to minimise the risk of injury to those employees required to undertake manual handling activities and this procedure applies wherever staff undertake manual handling duties.

All staff receive online training on manual handling at the start of their employment. Thereafter staff are reminded on a regular basis at staff meetings and the beginning of a new academic year. Maintenance staff are trained on a more regular basis and risk assessments for their work are reviewed regularly. The appendix attached at the end of this policy gives a list of key aspects considered during the manual handling risk assessment process.

The Heads, working with the Health and Safety Co-ordinator, will ensure that any significant manual handling tasks are risk assessed and these tasks eliminated where possible. Completed assessments will be retained by the Health and Safety Co-ordinator and are reviewed regularly, and also in light of any changes to the work environment, any changes to the task and any changes in personnel.

No member of staff should attempt to lift or move any heavy furniture or equipment themselves but must ask for assistance. Employees are informed of the hazards and risks involved, and the control measure they must follow in order to reduce the risks.

Pupils are not allowed to move or lift any heavy or unwieldy furniture or equipment.

3.25 Working at Height

Working at height is avoided where reasonably practical. Where this is not possible, the school ensures that work carried out at height is done in a safe, planned, organised and controlled manner.

All staff receive online training on working at height at the start of their employment. Thereafter, staff are reminded on a regular basis at staff meetings and the beginning of a new academic year. Maintenance staff are trained on a more regular basis and risk assessments for their work are reviewed regularly.

Staff are reminded on a regular basis that a step stool or small step ladder must be used to work at height. Standing on desks, chairs or other furniture is **not** permitted. A list of ladders for staff use is available from the Health and Safety Co-ordinator. Ladders are safely stored and visible to all staff. These ladders are inspected termly by Maintenance team and Health and Safety Co-ordinator. Risk assessments are in place for working at height.

Staff should check the ladder before each use and if they find damage they must not use it and report this immediately to the office.

A ladder should never be used when lone working.

3.26 Lone Workers

The school has a lone working policy and risk assessment.

3.27 Risk Assessments

It is the Heads (working with the Health and Safety Co-ordinator) responsibility to ensure that potential hazards are identified and that risk assessments are completed for all significant risks in the school. See separate Risk Assessment Policy.

3.28 Smoking/Vaping

It is illegal to smoke or vape anywhere on the school premises. Staff are not permitted to smoke or vape outside school buildings.

3.29 On site vehicle movements

The Transport Manager/bus drivers are responsible for maintaining all school minibuses. Please refer to the school minibus policy. Staff should be aware of the school risk assessment for buses particularly when the buses are parked in the courtyard and the younger children are on break.

3.30 Visitors

On arrival, visitors will be asked to sign in on the online sign in system and given a 'Visitor' badge to be worn at all times. They will be made aware of the guidance on the back of their 'Visitor' badge which gives brief information about 'Safeguarding Children', 'Health and Safety', 'Emergency', 'Smoking', 'Security', 'Mobile Phone and Cameras', 'Property or Vehicle' and 'Accidents'. They will also be made aware that any member of staff will be available to help should they require any assistance.

Contractors undertaking maintenance work on the school will be informed of the emergency procedures and any risks in their work area by the Head of Maintenance or in his absence a member of the maintenance team or Bursar. All contractors will be asked to sign in on the online sign in system and given a 'Visitor' Badge with guidance on the reverse to be worn at all times.

4. Health and Safety Committee

Garden House School has a Health and Safety Committee in place. The committee meets termly and addresses any health and safety issues, discusses recommendations and ensures any action points noted have been completed. Minutes are taken and kept on record.

5. Staff Training and Development

The Health and Safety Co-ordinator is responsible for assessing the health and safety training needs of all staff and for arranging training alongside the Head of HR.

All new staff will receive specific information and training as part of the school induction process. They will be required to complete online training for the following:

- Safeguarding;
- FGM
- Prevent Duty
- Health and Safety in Education which includes manual handling and working at height;
- Fire Safety in Education;
- Fire warden training (when applicable);
- Concussion awareness;
- Risk assessments in Educational Settings
- Use of Reasonable Force in Schools
- A Guide to UK Database Protection: Education
- Cyber Security
- Discrimination in the Workplace
- Administering Medication in Schools (when applicable)
- Understanding Anaphylaxis
- Food Hygiene and Safety Training (For all EYFS)
- Supporting Staff Wellbeing in Schools (SLT & HR)
- Safer Recruitment in Education (Heads, Principals, HR)

Thereafter, all staff renew their training every two years.

Staff who have been given specific health and safety responsibilities and duties will be provided with the necessary levels of information, instruction and training to enable them to carry out these duties.

Health and safety will be a regular agenda item for staff meetings.

Approved by:	Principals
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To be reviewed at least annually and upon any changes to statutory guidance.

Signed:

Sophie Strafford, Principal

Date:

Signed:

Christian Warland, Principal

Date:

4. Appendix - Manual Handling

Aspects to Consider during the Manual Handling Risk Assessment Process

TASK - does it involve?

- Holding loads at distance from the trunk?
- Twisting, stooping the trunk or reaching upwards?
- Excessive movement of the load, especially big lifting or lowering distances?
- Long carrying distances?
- Strenuous pushing or pulling?
- Risk of sudden movement of the load?
- Frequent or prolonged effort?
- Insufficient rest or recovery periods?
- A rate of work imposed by a process?

INDIVIDUAL capability - does the job?

- Require unusual capability, e.g. above average strength or height?
- Endanger those with a health problem, or a learning/physical disability?
- Create a hazard to pregnant workers?
- Does the individual have any existing injuries or weaknesses (e.g. bad back) which puts them at a higher risk?
- Call for special information or training?

LOAD - is it?

- Heavy?
- Bulky or unwieldy?
- Difficult to grasp?
- Unstable, or contents are likely to shift unpredictably?
- Sharp?
- Hot or very cold?
- Too large for the individual handler to see over the top of?

ENVIRONMENT - are there?

- Space constraints preventing good posture?
- Uneven, slippery or unstable floors?
- Variations in floor levels or work surfaces?
- Extremes of temperature, humidity or air movement?
- Poor lighting conditions?
- Poor ventilation or gusts of wind?

OTHER FACTORS

Is movement or posture hindered by personal protective equipment or by clothing (e.g. tight clothing; ill-fitting shoes)?