THE PORTSMOUTH GRAMMAR SCHOOL

The PGS Health & Safety Policy

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1. Statement of Intent

1.1 Health & Safety Policy

1.1.1 The Governing Body of the Portsmouth Grammar School (the School) is fully committed to ensuring the health, safety and welfare of all pupils, employees, contractors, visitors and others who may be affected by the School's activities.

1.1.2 The School recognises its duties as an employer under the Health and Safety at Work etc. Act 1974 and associated legislation, and is committed to meeting its statutory obligations, the requirements of the Independent School Standards, and relevant guidance issued by the Health and Safety Executive.

1.1.3 Health and Safety is regarded as a core management function and an integral part of the School's governance, leadership, educational delivery and estates management. The School adopts a proportionate, risk-based approach to managing health and safety, reflecting the diverse nature of its curriculum, estate, and pupil population.

1.1.4 Portsmouth Grammar School is committed to fostering a spirit of mutual trust between pupils and staff and to creating and sustaining a friendly, supportive, safe and structured environment in which pupils develop confidence and self-esteem and in which they show consideration for the dignity of others.

1.2 Our Commitments

1.2.1 The school is committed to:

(a) Providing a safe and healthy environment for pupils, staff and visitors.

(b) Preventing accidents, injuries and cases of work-related ill health so far as is reasonably practicable.

(c) Identifying hazards, assessing risks, and implementing suitable and sufficient control measures.

(d) Ensuring that buildings, plant, equipment and learning environments are safe, maintained and fit for purpose.

(e) Providing appropriate information, instruction, training and supervision to enable staff to work safely and competently.

(f) Consulting with employees and, where appropriate, pupils on matters affecting health and safety.

(g) Promoting a positive health and safety culture, where risks are understood, concerns are reported, and learning is encouraged.

(h) Monitoring health and safety performance and driving continual improvement.

1.3 Leadership and Accountability

1.3.1 The Governing Body accepts ultimate responsibility for health and safety and provides strategic oversight of health and safety performance across the School.

1.3.2 The Headteacher has overall responsibility for the day-to-day leadership and operational management of health and safety and for ensuring that this policy is implemented effectively throughout the School.

1.3.3 The Bursar is appointed as the School's Senior Responsible Officer for Health & Safety and provides strategic and technical oversight to support compliance, risk management and continual improvement.

1.3.4 Clear roles, responsibilities and lines of accountability for health and safety are set out in Section 2 of this policy

1.4 Arrangements and Implementation

1.4.1 This Health & Safety Policy is supported by a framework of General Arrangements and standalone Safe Operating Procedures (SOPs),risk assessments, and Safe Systems of Work and guidance documents that set out how health and safety is managed in practice across the School.

1.4.2 These arrangements cover, but are not limited to:

(a) Risk assessment and safe systems of work

(b) Premises and estates safety

(c) Fire safety and emergency planning

(d) Training and competence

(e) Accident and incident reporting

(f) Contractor and visitor management

(g) Educational visits, events and activities

1.4.3 The detailed operational controls are contained within the relevant SOPs and are referenced throughout this policy.

1.5 Review and Continuous Improvement

1.5.1 This policy will be:

(a) Reviewed at least annually by the Governing Body, and

(b) Reviewed sooner where there are significant changes to legislation, guidance, organisational structure, the School estate, or following a serious incident.

(c) Health and safety performance will be monitored through inspections, audits, incident reporting and governance reporting, in line with the Plan–Do–Check–Act model of continuous improvement.

2. Roles and Responsibilities

Clear roles, responsibilities and lines of accountability are essential to the effective management of health and safety. The School operates a defined governance and management structure to ensure that health and safety responsibilities are clearly allocated, understood and implemented at all levels.

2.1 Governing Body

2.1.1 The Governing Body is the employer under the Health and Safety at Work etc. Act 1974 and holds ultimate accountability for health and safety across the School.

2.1.2 The Governing Body will:

(a) Approve and annually review the Health & Safety Policy.

(b) Ensure the School meets its statutory duties under health and safety legislation and the Independent School Standards.

(c) Allocate sufficient resources to manage health and safety effectively.

(d) Ensure competent persons are appointed to support compliance.

(e) Receive, review and challenge reports on health and safety performance, including incident data, RIDDOR notifications, audit findings, training compliance and progress against action plans.

(f) Ensure health and safety considerations are embedded within strategic decision-making, estates planning and organisational change.

2.2 Headteacher

2.2.1 The Headteacher is responsible for the day-to-day leadership and operational management of health and safety within the School.

2.2.2 The Headteacher will:

(a) Ensure the Health & Safety Policy and associated procedures are implemented across all areas.

(b) Promote and sustain a positive health and safety culture among staff and pupils.

(c) Ensure suitable and sufficient risk assessments are completed, implemented and reviewed.

(d) Ensure curriculum and activity-based risks (including laboratories, workshops, sports and off-site visits) are effectively managed by Heads of Department.

(e) Ensure staff receive appropriate health and safety training, induction and supervision.

(f) Ensure emergency procedures, including fire, lockdown and critical incident arrangements, are maintained and practised.

(g) Ensure significant incidents, hazards and concerns are reported promptly to the Bursar and Governing Body.

(h) Ensure statutory compliance activities (e.g. fire drills, water hygiene, electrical testing) are completed.

2.3 Senior Management Team

2.3.1 The Senior Management Team supports the Head in ensuring that health and safety is effectively led, communicated and embedded across the School.

2.3.2 The Senior Management Team will:

(a) Support the implementation of the Health and Safety Policy within their areas of responsibility.

(b) Ensure health and safety is considered as part of operational planning, decision-making, organisational change, events and activities.

(c) Promote a positive and proportionate health and safety culture among staff and pupils.
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(d) Ensure significant health and safety concerns, incidents, defects or emerging risks are escalated promptly through the appropriate management structure.

(e) Support Heads of Department, managers and other staff in meeting their health and safety responsibilities.

(f) Ensure staff within their areas are aware of relevant health and safety arrangements, procedures and expectations.

(g) Support the completion of actions arising from risk assessments, inspections, audits, incidents and governance reviews where these relate to their areas of responsibility.

(h) Cooperate with the Bursar, Health and Safety Manager and Estates teams to ensure that health and safety arrangements are implemented consistently across the School.

2.4 Bursar - Senior Responsible Officer for Health & Safety

2.4.1 The Bursar is the senior lead for health and safety management and provides strategic and compliance oversight.

2.4.2 The Bursar will:

(a) Lead the School's overall health and safety management arrangements.

(b) Advise the Headteacher and Governing Body on compliance, risk and best practice.

(c) Chair the Health & Safety Executive Group and ensure effective reporting to the Governing Body.

(d) Oversee the work of the Health & Safety Manager, Estates Operations Manager and Projects Manager.

(e) Ensure statutory inspections (including fire safety systems, gas safety, water hygiene, lifting equipment and electrical installations) are completed and recorded.

(f) Ensure the Asbestos Register, Fire Risk Assessment, Legionella Risk Assessment and other statutory documentation are maintained and actioned.

(g) Ensure safe management of contractors and compliance with the Construction (Design and Management) Regulations 2015 for relevant works.

(h) Maintain the School-wide health and safety risk register and ensure actions are monitored to completion.

2.5 **Health & Safety Manager -** Operational Competent Person

2.5.1 The Health & Safety Manager provides operational, technical and advisory support to ensure the effective implementation of health and safety arrangements.

(a) Act as the School's operational competent person under Regulation 7 of the Management of Health and Safety at Work Regulations 1999.

(b) Chair the termly Health & Safety Committee.

(c) Coordinate and review risk assessments, internal inspections and audits across the School.

(d) Support departments and managers in developing suitable and sufficient risk assessments, safe systems of work and local procedures.

(e) Investigate accidents, incidents and near misses and support statutory reporting under RIDDOR where required.

(f) Monitor day-to-day health and safety compliance across departments and operational areas.

(g) Lead or coordinate the internal inspection and audit programme and monitor completion of corrective actions.

(h) Deliver or coordinate health and safety training, induction, briefings and other competency-related arrangements.

(i) Maintain accurate records relating to risk assessments, training, inspections, incidents and statutory compliance.

(j) Provide competent advice to staff and managers on health and safety matters and support the implementation of proportionate control measures.

(k) Analyse incident trends, audit findings and inspection outcomes to identify priorities for improvement.

(l) Escalate significant concerns, unresolved risks or persistent non-compliance to the Bursar and Headteacher.

(m) Produce termly health and safety performance reports for the Executive Group and Governing Body.

2.6 Estates Operations Manager

2.6.1 The Estates Operations Manager leads on premises safety and estate-wide operational compliance.

2.6.2 They will:

(a) Oversee the day-to-day safety of the School estate, including buildings, grounds, plant and service areas.

(b) Ensure statutory maintenance, inspection and testing regimes are in place, current and appropriately monitored.

(c) Ensure defects, hazards, statutory findings and remedial actions are identified, prioritised and progressed in a timely manner.

(d) Manage maintenance contractors, permits to work and site access controls in line with School procedures and CDM 2015 requirements if required for maintenance and estates activities.

(e) Ensure unsafe buildings, systems, plant or areas are isolated, restricted or otherwise controlled where immediate remediation is not possible.

(f) Coordinate planned and reactive maintenance activities to ensure that works are undertaken safely and with minimal disruption to School operations.

(g) Support the safe management of estates-related risks including work at height, electrical safety, gas safety, water hygiene, asbestos, plant and building fabric.

(h) Ensure appropriate arrangements are in place for estate safety during events, external lettings, periods of high occupancy and changes in use.

(i) Work closely with the Health & Safety Manager, Projects Manager and other relevant staff to monitor safety across the estate and coordinate actions.

(j) Monitor the condition of the estate through inspections, reports and routine checks, and ensure significant issues are escalated appropriately.

(k) Ensure estates-related incidents, near misses, defects and compliance concerns are investigated or addressed as appropriate.

(l) Escalate significant premises risks, compliance failures or resource issues through the

2.7 Estates Projects Manager

2.7.1 The Estates Projects Manager leads on the planning, coordination and delivery of larger refurbishment, alteration and new build projects across the School estate, including works affecting listed buildings and occupied premises

2.7.2 They will:

(a) Ensure health and safety is considered from the earliest stages of project planning, permissions, design, procurement, construction and handover.

(b) Support the School in meeting its duties as Client under the Construction (Design and Management) Regulations 2015 for relevant projects.

(c) Ensure appropriate pre-construction information is assembled, reviewed and shared with designers, contractors and other duty holders as required.

(d) Ensure suitable arrangements are in place for the appointment and coordination of competent designers, contractors and specialist advisers.

(e) Coordinate project-related risk management so that foreseeable risks are identified, assessed and addressed at the appropriate stage.

(f) Ensure construction and refurbishment works are planned and managed so far as is reasonably practicable to protect pupils, staff, visitors, contractors and the continued operation of the School.

(g) Liaise with the Bursar, Estates and Operations Manager, Health & Safety Manager and other relevant staff to ensure works are properly coordinated and controlled.

(h) Ensure appropriate arrangements are in place for site access, segregation, safeguarding interfaces, deliveries, welfare, security and emergency planning during projects.

(i) Ensure project risks affecting listed buildings, historic fabric, fire safety, asbestos, structural integrity, occupied buildings and service continuity are identified and appropriately managed.

(j) Monitor contractor performance and project compliance during the works and ensure significant concerns are escalated promptly.

(k) Ensure relevant health and safety information, residual risks, operating information and handover documentation are obtained at project completion where applicable.

(l) Escalate significant project-related health and safety risks, non-compliance or delivery concerns through the appropriate management and governance structure.

2.8 Heads of Department (HODs)

2.8.1 Heads of Department are responsible for health and safety within their curriculum or operational areas.

2.8.2 They will:

(a) Maintain suitable and sufficient risk assessments for departmental activities, including laboratories, workshops, sports, trips and equipment use with assistance from the Health and Safety Manager.

(b) Ensure departmental staff are competent, trained and appropriately supervised.

(c) Ensure PPE, guards and safety equipment are available, fit for purpose and used correctly.

(d) Ensure incidents and near misses are reported and investigated as required.

(e) Ensure departmental equipment is inspected and teaching areas are kept in good order.

(f) Implement actions arising from audits and inspections.

(g) Promote a positive health and safety culture within their departments.

2.9 Estates Operatives - *(Porters, Caretakers, Marshals, Maintenance Technicians)*

2.9.1 Estates Operatives play a key role in the safe day-to-day running of the School estate.

2.9.2 They will:

(a) Follow all School health and safety policies, risk assessments and safe systems of work.

(b) Take reasonable care for their own safety and that of others in accordance with Section 7 of the Health and Safety at Work etc. Act 1974.

(c) Report hazards, defects, unsafe conditions, incidents and near misses promptly.

(d) Use equipment, tools and machinery only when trained and authorised.

(e) Wear appropriate PPE and ensure it is used, maintained and stored correctly.

(f) Carry out routine visual checks of buildings, paths, entrances and circulation areas.

(g) Ensure fire exits and escape routes remain clear.

(h) Support emergency and security procedures as required.

(i) Assist with planned and reactive maintenance activities where competent and authorised.

2.10 Transport Manager

2.10.1 The Transport Manager is responsible for the safe management, operation and oversight of School transport activities, including minibuses, authorised drivers and associated transport arrangements.

2.10.2 They will:

(a) Ensure School minibus and transport operations are planned, organised and managed so far as is reasonably practicable to protect pupils, staff, visitors and other road users.

(b) Ensure suitable arrangements are in place for the management, maintenance, inspection and roadworthiness of School minibuses and other transport vehicles under the School's control.

(c) Ensure appropriate systems are in place for driver authorisation, licence checks, competence, familiarisation, and any required training for staff authorised to drive School minibuses.

(d) Ensure suitable arrangements are in place for journey planning, supervision levels, passenger safety, seatbelt use, emergency arrangements and communication during transport activities.

(e) Ensure transport-related risks are identified, assessed and managed, including risks associated with off-site visits, adverse weather, fatigue, loading, reversing, vulnerable passengers and roadside breakdown or incident situations.

(f) Liaise with the Health & Safety Manager, Educational Visits Co-ordinator, Estates and Operations Manager and other relevant staff to ensure transport arrangements are appropriately coordinated.

(g) Ensure vehicle records, maintenance records, defect reporting, insurance, tax, MOT and other required documentation are maintained and monitored as appropriate.

(h) Ensure accidents, incidents, near misses, vehicle defects and concerns relating to driver conduct or vehicle safety are reported, investigated and addressed appropriately.

(i) Monitor transport safety performance and escalate significant concerns, non-compliance or operational issues through the appropriate management structure.

(j) Ensure detailed operational arrangements for School transport and minibus use are set out in the relevant SOPs, procedures and supporting documentation.

(k) Ensure First Aid Training is provided to School Staff

2.11 Lettings Manager

2.11.1 The Lettings Manager is responsible for the safe coordination and management of external lettings and third-party use of School premises, ensuring that such use is properly planned and controlled and does not adversely affect the safety, security or normal operation of the School.

2.11.2 They will:

(a) Ensure external lettings are planned and managed so far as is reasonably practicable to protect pupils, staff, visitors, hirers, contractors and members of the public.

(b) Ensure suitable arrangements are in place for the booking, review and approval of lettings, including consideration of the nature of the activity, occupancy levels, site access, safeguarding implications, fire safety, first aid and emergency arrangements.

(c) Ensure hirers are provided with, and where necessary agree to, the relevant conditions of use, safety requirements, restrictions and expectations before occupation of School premises.

(d) Ensure appropriate information is obtained from hirers, including relevant risk assessments, insurance details, licences, safeguarding information and activity details where required.

(e) Liaise with the Estates and Operations Manager, Health & Safety Manager, site staff and other relevant managers to ensure lettings are properly coordinated and compatible with School operations and premises safety arrangements.

(f) Ensure suitable arrangements are in place for access control, security, supervision, handover of premises, out-of-hours use, and the reporting of defects, incidents or concerns arising during lettings.

(g) Ensure specific risks associated with external lettings, including crowd management, traffic movement, fire safety, contractor use, equipment use, alcohol licensing or public-facing events where applicable, are identified and appropriately managed.

(h) Monitor lettings activity and compliance with School requirements, and ensure significant concerns, breaches or unsafe practices are escalated promptly through the appropriate management structure.

(i) Ensure accidents, incidents, damage, complaints or safeguarding concerns arising from lettings are reported and addressed appropriately.

(j) Ensure detailed operational arrangements for external lettings are set out in hire conditions, event procedures and supporting documentation.

2.12 All Employees

2.12.1 All employees have duties under Section 7 of the Health and Safety at Work etc. Act 1974.

2.12.2 Employees will:

(a) Take reasonable care for their own health and safety and that of others.

(b) Follow instructions, training and safe systems of work.

(c) Report hazards, incidents and concerns promptly.

(d) Use equipment and PPE safely and as instructed.

(e) Cooperate with managers and competent persons to enable compliance.

(f) Keep work areas clean, tidy and free from hazards.

2.13 Pupils

2.13.1 Pupils are expected to:

(a) Follow School rules and behave safely.

(b) Comply with instructions given by staff.

(c) Use equipment safely and responsibly.

(d) Report hazards or concerns to a member of staff.

2.14 Contractors and Visitors

2.14.1 Contractors and visitors must:

(a) Comply with the School's safeguarding and health and safety procedures.

(b) Follow site rules, permits to work and induction requirements.

(c) Provide risk assessments, RAMS and evidence of competence where required.

(d) Cooperate with School staff to ensure safety.

2.15 Committee and Governance Structure

2.15.1 Full Governing Body
Holds strategic oversight and ultimate accountability for health and safety.

2.15.2 Safeguarding & Risk Committee
Receives assurance, monitors compliance and reports to the Full Governing Body.

2.15.3 Health & Safety Executive Group (Termly)
Chaired by the Bursar; responsible for strategic monitoring, performance review and escalation.

2.15.4 Health & Safety Committee (Termly)
Chaired by the Health and Safety Manager; operational forum for coordination across departments.

3. General Arrangements

Health & Safety Policy – Portsmouth Grammar School

Portsmouth Grammar School recognises its responsibility to establish and maintain appropriate arrangements to manage health and safety risks arising from its activities and to safeguard the welfare of pupils, staff and visitors. The arrangements below describe, at a strategic level, how the School meets its legal obligations and ensures that health and safety is managed in a structured, consistent and proportionate way.

Detailed operational procedures are documented separately within controlled Safe Operating Procedures (SOPs). These arrangements are communicated to relevant staff, implemented in practice, monitored for effectiveness and reviewed through management and governance structures.

3.1 Risk Assessment & Safe Systems of Work

3.1.1 Legal basis:

(a) Health and Safety at Work etc. Act 1974

(b) Management of Health and Safety at Work Regulations 1999

3.1.2 Portsmouth Grammar School recognises that effective risk assessment and safe systems of work are fundamental to the management of health and safety and underpin all other arrangements within this policy. Given the breadth of educational, extracurricular, operational and estate-related activities undertaken, it is essential that risks are identified, assessed and controlled in a consistent and proportionate manner to safeguard pupils, staff and visitors.

3.1.3 Arrangements are in place to ensure that:

(a) hazards arising from curriculum activities, use of equipment, substances and the physical environment are systematically identified

(b) risks are assessed in a suitable and sufficient manner, taking account of who may be harmed and how

(c) appropriate control measures are identified and implemented so far as is reasonably practicable

(d) safe systems of work are developed, documented and followed

3.1.4 The School operates a tiered framework whereby:

(a) departments are responsible for identifying and managing risks associated with their specific activities with support from the Health and Safety Manager

(b) department-level risk assessments, COSHH assessments and local procedures are developed where required with the support from the Health and Safety Manager

(c) arrangements for specialist areas (e.g. science, design & technology, art, sport and estates activities) reflect the nature of the risks involved

(d) consistency, quality and oversight are maintained through central coordination and review

3.1.5 The effectiveness of risk assessment and safe system arrangements is ensured through:

(a) routine inspections and monitoring activities

(b) review following accidents, incidents or near misses

(c) review following significant change to activities, staffing, equipment or premises

(d) audit and reporting through management and governance structures

Related Standard Operating Procedures

Name
PGS-SOP-HS-001 - Risk Assessment & Safe Systems of Work
SOP – Young Persons Risk Assessment
PGS-SOP-HS-002 - New & Expectant Mothers Risk Assessment
PGS-SOP-HS-003 - DSE Risk Assessment

3.2 Fire Safety & Emergency Planning (including Lockdown)

3.2.1 Legal basis:

(a) Regulatory Reform (Fire Safety) Order 2005

(b) Health and Safety at Work etc. Act 1974

(c) Terrorism (Protection of Premises) Act 2025 (where applicable and subject to commencement)

3.2.2 The School recognises that fire and other emergency situations, including lockdown scenarios, present a significant risk to the safety and welfare of pupils, staff and visitors. Given the size, layout and occupancy of the School, effective planning, clear procedures and regular review are essential to ensure a safe and coordinated response in the event of an emergency.

3.2.3 Arrangements are in place to ensure that:

(a) fire risks across the School estate are identified, assessed and managed through a suitable and sufficient fire risk assessment co-ordinated by The Health and Safety Manager and Estates Operations Manager

(b) appropriate fire precautions are provided and maintained, including means of detection, warning, escape and firefighting equipment

(c) emergency routes and exits are clearly identified, unobstructed and maintained

(d) fire safety information and instructions are communicated to staff, pupils and visitors

3.2.4 Emergency planning arrangements include:

(a) documented procedures for fire evacuation, partial evacuation and phased evacuation where appropriate

(b) arrangements to support pupils, staff and visitors who may require additional assistance during an emergency

(c) planned fire drills to ensure staff and pupils are familiar with evacuation procedures

(d) coordination with external emergency services where required

3.2.5 Lockdown arrangements are in place to:

(a) manage risks arising from external or internal threats requiring pupils and staff to remain within secure areas

(b) ensure staff understand their roles and responsibilities during a lockdown situation

(c) provide clear communication methods for initiating, managing and standing down a lockdown

(d) support pupil welfare during lockdown scenarios

3.2.6 The effectiveness of fire safety and emergency arrangements is ensured through:

(a) routine inspection, testing and maintenance of fire safety systems

(b) scheduled fire drills and review of outcomes

(c) review following incidents, near misses or changes to premises or use

(d) audit and reporting through senior management and governance structures

Related Standard Operating Procedures

Name
SOP Fire Safety Plan and Policy
SOP School Lockdown
SOP – Personal Emergency Evacuation Plan (PEEPs)

3.3 Premises, Estates & Building Safety

3.3.1 Legal basis:

(a) Health and Safety at Work etc. Act 1974

(b) Workplace (Health, Safety and Welfare) Regulations 1992

3.3.2 The School recognises that the condition, layout and maintenance of its buildings and estate have a direct impact on the health, safety and welfare of pupils, staff and visitors. Given the age, scale and varied use of the School's premises, robust arrangements are required to ensure that buildings, structures and associated services are safe, suitable and fit for purpose.

3.3.3 Arrangements are in place to ensure that:

(a) buildings, structures, plant and services are maintained in a safe condition

(b) the physical condition of the estate is monitored through planned inspections and checks

(c) defects and hazards are identified, reported and prioritised appropriately

(d) remedial actions are planned and completed in a timely manner

(e) temporary controls are implemented where risks cannot be immediately eliminated

3.3.4 Premises and estate safety arrangements include:

(a) planned and reactive maintenance programmes

(b) inspection of internal and external areas, including roofs, windows/glazing, plant rooms and service areas

(c) management of risks associated with changes in use, occupancy or layout

(d) consideration of safety during routine activities, events and periods of high occupancy

3.3.5 Oversight and assurance are provided through:

(a) regular estate inspections and condition reporting

(b) monitoring of outstanding actions and remedial works

(c) review of premises-related incidents and near misses

(d) escalation of significant risks or resource implications through management and governance structures

Related Standard Operating Procedures

Name
SOP – External Facades, Building Fabric & Fixed External Features
SOP – Tree Management

3.4 Communal & External Pedestrian Areas

3.4.1 Legal basis:

(a) Health and Safety at Work etc. Act 1974

(b) Occupiers' Liability Acts 1957 and 1984

3.4.2 The School recognises that communal spaces and external pedestrian areas present ongoing risks to pupils, staff and visitors, particularly from slips, trips and falls. Given the volume of movement across the site, varying weather conditions and shared use of spaces, clear arrangements are required to ensure these areas remain safe and well managed.

3.4.3 Arrangements are in place to ensure that:

(a) internal circulation routes, corridors, stairways and communal areas are maintained in a safe condition

(b) external pedestrian routes, paths, steps and access points are monitored for defects and hazards

(c) slip, trip and fall risks are identified and controlled, including those arising from surface condition, lighting and drainage

(d) temporary hazards are identified and managed promptly

3.4.4 Management of communal and external pedestrian areas includes:

(a) routine inspections of internal and external routes

(b) arrangements for responding to hazards arising from adverse weather conditions

(c) use of temporary controls such as signage, barriers or alternative routes where required

(d) coordination with estates, cleaning and event activities to minimise risk

3.4.5 Oversight and assurance are provided through:

(a) reporting and tracking of defects and remedial actions fixit@pgs

(b) review of incident and near-miss data relating to pedestrian movement

(c) management review of recurring issues or higher-risk locations

(d) escalation of significant risks through appropriate management channels

Related Standard Operating Procedures

Name
SOP- Managing Safety in Communal & External Pedestrian Areas

3.5 Traffic Management

3.5.1 Legal basis:

(a) Health and Safety at Work etc. Act 1974

(b) Workplace (Health, Safety and Welfare) Regulations 1992

3.5.2 The School recognises that the movement of vehicles within and around sites presents a risk to pupils, staff and visitors, particularly where vehicle movements interact with

pedestrian routes. Given peak arrival and departure times, deliveries, contractor activity and events, effective traffic management arrangements are essential to reduce the risk of collision and injury.

3.5.3 Arrangements are in place to ensure that:

(a) vehicle movements on site are planned and managed to minimise interaction with pedestrians

(b) designated pedestrian routes are identified and promoted where practicable

(c) delivery and contractor vehicle movements are controlled and coordinated

(d) vehicle speeds are managed and appropriate signage is provided

(e) traffic arrangements take account of pupils of all ages and levels of supervision

3.5.4 Traffic management arrangements include:

(a) defined arrangements for drop-off and collection times

(b) controls for deliveries, refuse collection and contractor access

(c) management of vehicle movements during events, lettings and periods of increased activity

(d) consideration of temporary changes to traffic flow arising from works or adverse conditions

3.5.5 Oversight and assurance are provided through:

(a) monitoring of traffic arrangements during peak periods

(b) review of traffic-related incidents, near misses or concerns

(c) periodic review of site layouts and traffic controls

(d) escalation of significant risks or recurring issues through management structures

Related Standard Operating Procedures

Name
SOP – Traffic Management
SOP – PGS Mini-Buses (MIDAS)
SOP – Driving for Work

3.6 Work at Height

3.6.1 Legal basis:

(a) Work at Height Regulations 2005

(b) Health and Safety at Work etc. Act 1974

3.6.2 The School recognises that work at height presents a risk of serious injury or fatality if not properly managed. Activities such as maintenance, inspections, installation work and event set-up may require access above ground level, and it is therefore essential that such work is avoided where possible and, where unavoidable, properly planned and controlled.

3.6.3 Arrangements are in place to ensure that:

(a) work at height is avoided where it is reasonably practicable to do so

(b) all work at height activities are identified and risk assessed in advance

(c) appropriate access equipment is selected based on the task and environment

(d) equipment used for work at height is suitable, inspected and maintained

(e) only competent and authorised persons undertake work at height

3.6.4 Work at height arrangements include:

(a) planning and supervision of work at height activities

(b) consideration of environmental conditions, including weather and surface stability

(c) controls to prevent falls of persons and falling objects

(d) coordination with contractors to ensure consistent standards of control

3.6.5 Oversight and assurance are provided through:

(a) monitoring of work at height activities by management

(b) inspection and maintenance records for access equipment

(c) review of incidents, near misses or unsafe practices

(d) audit and periodic review of arrangements to ensure continued effectiveness

Related Standard Operating Procedures

Name
SOP – Work at Height

3.7 Manual Handling

3.7.1 Legal basis:

(a) Manual Handling Operations Regulations 1992

(b) Health and Safety at Work etc. Act 1974

3.7.2 The School recognises that manual handling activities present a risk of musculoskeletal injury if not properly managed. Such activities may arise during curriculum delivery, estates and maintenance work, events, and routine operational tasks, and require appropriate assessment and control to protect pupils and staff.

3.7.3 Arrangements are in place to ensure that:

(a) manual handling activities are identified and assessed where there is a risk of injury

(b) tasks are designed or modified to avoid hazardous manual handling where reasonably practicable

(c) appropriate handling techniques, equipment or aids are used to reduce risk

(d) staff receive information, instruction and training relevant to the tasks they undertake

3.7.4 Manual handling arrangements include:

(a) assessment of tasks taking account of the load, the task, the environment and individual capability

(b) provision and maintenance of handling aids where appropriate

(c) consideration of manual handling risks during changes to activities, equipment or layout

(d) review of individual needs where health conditions or capability may affect manual handling

3.7.5 Oversight and assurance are provided through:

(a) review of accident, incident and near-miss data

(b) monitoring of manual handling practices through inspection and supervision

(c) review following changes to activities or reported concerns

(d) audit of arrangements where appropriate

Related Standard Operating Procedures

Name
SOP – Manual Handling

3.8 COSHH, LEV and Health Surveillance

3.8.1 Legal basis:

(a) Control of Substances Hazardous to Health Regulations 2002

3.8.2 The School recognises that exposure to hazardous substances may arise from curriculum activities, cleaning, maintenance, science, design and technology, art, estates operations and contractor activities. Appropriate arrangements are therefore required to prevent or adequately control exposure and to protect the health of pupils, staff and others who may be affected.

3.8.3 Arrangements are in place to ensure that:

(a) hazardous substances used or generated on site are identified and assessed

(b) COSHH assessments are completed and maintained for relevant substances and activities

(c) exposure is prevented or adequately controlled through appropriate control measures

(d) substances are stored, handled and disposed of safely

(e) information on hazards and control measures is communicated to relevant staff

(f) Local Exhaust Ventilation (LEV) arrangements include:

(g) identification of activities where LEV is required to control exposure

(h) provision of suitable LEV systems where necessary

(i) planned inspection, testing and maintenance of LEV equipment

(j) procedures to ensure LEV systems are used correctly

3.8.4 Health surveillance arrangements are in place where:

(a) risk assessment identifies a potential risk to health that cannot be adequately controlled by other means

(b) exposure to substances or processes may give rise to identifiable health effects

(c) surveillance is required to detect early signs of work-related ill health

3.8.5 Health surveillance arrangements include:

(a) identification of roles and activities requiring surveillance

(b) access to appropriate occupational health support

(c) confidentiality and secure handling of health information

(d) review of outcomes to inform risk control and improvement

3.8.6 Oversight and assurance are provided through:

(a) periodic review of COSHH assessments

(b) inspection and testing records for LEV systems

(c) review of incidents, near misses or health-related concerns

(d) management review and audit of arrangements

Related Standard Operating Procedures

Name
SOP – Hazardous Substances (COSHH)
SOP – Local Exhaust Ventilation
SOP – Health Surveillance

3.9 Plant, Equipment & Machinery

3.9.1 Legal basis:

(a) Provision and Use of Work Equipment Regulations 1998 (PUWER)

(b) Lifting Operations and Lifting Equipment Regulations 1998 (LOLER)

3.9.2 The School recognises that the use of plant, equipment and machinery presents potential risks of injury if not properly selected, maintained and controlled. Such equipment may be used within curriculum areas, estates and maintenance activities, events, and general operations, and therefore requires clear arrangements to ensure safe use.

3.9.3 Arrangements are in place to ensure that:

(a) plant, equipment and machinery provided for use are suitable for their intended purpose

(b) equipment is installed, used and maintained in accordance with manufacturer's instructions and relevant standards

(c) work equipment is inspected, tested and maintained at appropriate intervals

(d) guarding, safety devices and emergency controls are provided and maintained where required

(e) only authorised and competent persons are permitted to use equipment

3.9.4 Equipment and machinery safety arrangements include:

(a) risk assessment of equipment and associated activities

(b) identification of equipment subject to statutory inspection under PUWER and LOLER

(c) planned inspection, testing and maintenance regimes

(d) clear arrangements for the isolation and removal from use of defective equipment

(e) supervision of use, particularly in curriculum and high-risk environments

3.9.5 Oversight and assurance are provided through:

(a) maintenance and inspection records

(b) monitoring of equipment-related incidents and near misses

(c) periodic review of equipment suitability and condition through audit.

Related Standard Operating Procedures

Name
SOP – Work Equipment (PUWER)
SOP – Lifting Equipment and Lifting Operations (LOLER)

3.10 Electrical & Gas Safety

3.10.1 Legal basis:

(a) Electricity at Work Regulations 1989

(b) Gas Safety (Installation and Use) Regulations 1998

3.10.2 The School recognises that electrical and gas systems present a significant risk if not properly installed, maintained and managed. Given the reliance on electrical and gas services to support teaching, accommodation, catering and estates operations, robust arrangements are required to prevent injury, fire, explosion or loss of essential services.

3.10.3 Arrangements are in place to ensure that:

(a) fixed electrical installations and gas systems are designed, installed and maintained by competent persons

(b) electrical and gas systems are inspected, tested and maintained at appropriate intervals

(c) portable electrical equipment is subject to inspection and testing where required

(d) defects, damage or unsafe conditions are identified promptly and addressed without delay

(e) unsafe systems or equipment are isolated and removed from use where necessary

3.10.4 Electrical and gas safety arrangements include:

(a) maintenance of up-to-date inspection, testing and certification records

(b) clear procedures for reporting electrical and gas defects

(c) controls to prevent unauthorised work on electrical or gas systems

(d) coordination with contractors to ensure compliance with statutory requirements

(e) consideration of electrical and gas safety during refurbishment, maintenance and events

3.10.5 Oversight and assurance are provided through:

(a) review of inspection and testing reports and certification

(b) monitoring of defects and remedial actions

(c) investigation of electrical or gas-related incidents or near misses

(d) management review and audit of compliance arrangements

Related Standard Operating Procedures

Name
SOP – Electrical Safety
SOP – Gas Safety

3.11 Legionella & Water Hygiene

3.11.1 Legal basis:

(a) Control of Substances Hazardous to Health Regulations 2002

(b) HSE Approved Code of Practice L8

3.11.2 The School recognises that water systems can present a risk of exposure to legionella bacteria if not properly managed. Given the size and complexity of the School estate, including varied building use and periods of reduced occupancy, appropriate arrangements are required to control risks associated with water systems and to protect the health of pupils, staff and visitors.

3.11.3 Arrangements are in place to ensure that:

(a) the risk of legionella arising from water systems is assessed and reviewed by competent persons

(b) water systems are designed, operated and maintained to minimise the risk of bacterial growth

(c) appropriate control measures are implemented in line with risk assessment findings

(d) hot and cold water systems are managed to maintain safe operating temperatures

(e) records relating to risk assessment, monitoring and control measures are maintained

3.11.4 Water hygiene management arrangements include:

(a) identification and management of all relevant water systems across the estate

(b) routine monitoring, inspection and testing in accordance with the risk assessment

(c) procedures for flushing, cleaning and disinfection where required

(d) arrangements for managing risks during periods of low or no occupancy

(e) coordination with contractors to ensure compliance with control measures

3.11.5 Oversight and assurance are provided through:

(a) review of monitoring and inspection records

(b) periodic review of the legionella risk assessment

(c) investigation of any water hygiene-related concerns or incidents

(d) management review and audit of water hygiene arrangements

Related Standard Operating Procedures

Name
SOP – Legionella Management

3.12 Asbestos Management

3.12.1 Legal basis:

(a) Control of Asbestos Regulations 2012

(b) Health and Safety at Work etc. Act 1974

3.12.2 The School recognises that asbestos-containing materials may be present within parts of its estate, particularly within older buildings. While asbestos does not present a risk if it remains in good condition and undisturbed, appropriate arrangements are required to manage and control the risk of exposure to pupils, staff, contractors and visitors.

3.12.3 Arrangements are in place to ensure that:

(a) asbestos-containing materials are identified and recorded within an up-to-date asbestos register

(b) the condition of known or suspected asbestos-containing materials is monitored and managed

(c) risks arising from asbestos are assessed and appropriate control measures are implemented

(d) information about asbestos-containing materials is made available to those who may be affected

(e) activities that may disturb asbestos are appropriately controlled

3.12.4 Asbestos management arrangements include:

(a) appointment of a competent person to manage asbestos on behalf of the School

(b) routine inspection and re-assessment of asbestos-containing materials

(c) procedures for managing damage, deterioration or accidental disturbance

(d) controls to ensure that only competent and authorised contractors carry out work that may affect asbestos

(e) clear arrangements for emergency response in the event of suspected asbestos disturbance

3.12.5 Oversight and assurance are provided through:

(a) regular review of the asbestos register and management plan

(b) monitoring of inspection findings and remedial actions

(c) review of asbestos-related incidents or concerns

(d) management review and audit of asbestos management arrangements

Related Standard Operating Procedures

Name
SOP – Management of Asbestos (AMP)

3.13 Management of Contractors & CDM 2015

3.13.1 Legal basis:

(a) Health and Safety at Work etc. Act 1974

(b) Management of Health and Safety at Work Regulations 1999

(c) Construction (Design and Management) Regulations 2015

3.13.2 The School recognises that contractor activities, including construction, maintenance, repair and specialist works, can present significant risks if not properly planned and controlled. These risks are heightened in a school environment where pupils and staff may be present, and therefore robust arrangements are required to ensure that contractor activities are managed safely and in compliance with legal requirements, including CDM 2015 where applicable.

3.13.3 Arrangements are in place to ensure that:

(a) contractors are selected based on appropriate competence, experience and suitability

(b) risks arising from contractor activities are identified, assessed and controlled before work commences

(c) clear arrangements are established to protect pupils, staff and visitors from contractor-related risks

(d) contractor activities are coordinated with School operations to minimise disruption and risk

(e) appropriate supervision and monitoring of contractor activities is maintained

3.13.4 Contractor management arrangements include:

(a) pre-appointment checks, including health and safety competence and documentation

(b) provision of relevant site information, rules and expectations prior to work starting

(c) review and approval of contractor risk assessments and method statements where required

(d) arrangements for site access, segregation, permits to work and supervision

(e) coordination between the School, contractors and other duty holders

3.13.5 CDM 2015 arrangements are in place to ensure that:

(a) construction projects are identified and managed in accordance with CDM 2015 duties

(b) appropriate duty holders are appointed where required

(c) health and safety risks are considered during planning, design and execution of works

(d) relevant information is shared between duty holders to support safe delivery

(e) construction activities are monitored to ensure compliance throughout the project

3.13.6 Oversight and assurance are provided through:

(a) monitoring of contractor performance and compliance during works

(b) review of incidents, near misses or non-compliance involving contractors

(c) management review of contractor arrangements and CDM compliance

(d) audit of contractor management processes where appropriate

Related Standard Operating Procedures

Name
SOP – Construction and Refurbishment Projects (CDM 2015)
SOP – Management of Contractors

3.14 External Lettings & Shared Use

3.14.1 Legal basis:

(a) Health and Safety at Work etc. Act 1974

(b) Occupiers' Liability Acts 1957 and 1984

3.14.2 The School recognises that the use of its premises by external organisations and members of the public outside normal school hours introduces additional health and safety considerations. These include differing levels of familiarity with the site, varied activities, and reduced staff presence. Appropriate arrangements are therefore required to ensure that facilities are used safely and that responsibilities are clearly defined.

3.14.3 Arrangements are in place to ensure that:

(a) risks associated with external lettings and shared use are identified and assessed in advance

(b) areas made available for hire are suitable, safe and appropriately maintained

(c) access to non-hire areas of the site is restricted where necessary

(d) fire safety, emergency procedures and safeguarding considerations are clearly communicated

(e) activities undertaken by hirers do not introduce unacceptable risk to people or property

3.14.4 External lettings and shared use arrangements include:

(a) clear terms and conditions setting out health and safety responsibilities

(b) pre-use checks of hired facilities and equipment

(c) requirements for hirers to provide relevant risk assessments and evidence of competence where appropriate

(d) arrangements for supervision, site access and security during lettings

3.14.5 Oversight and assurance are provided through:

(a) monitoring of lettings activity and compliance with agreed conditions

(b) review of incidents, near misses or concerns arising during external use

(c) periodic review of lettings arrangements to ensure continued suitability

(d) escalation of significant issues through management and governance structures

Related Standard Operating Procedures

Name

SOP – External Lettings

3.15 First Aid, Medical Needs & Wellbeing

3.15.1 Legal basis:

(a) Health and Safety (First-Aid) Regulations 1981

(b) Health and Safety at Work etc. Act 1974

(c) Equality Act 2010

3.15.2 The School recognises its responsibility to provide appropriate first aid provision and to support pupils and staff with medical needs and wellbeing requirements. Given the size of the School population and the range of activities undertaken, effective arrangements are essential to ensure prompt response to illness or injury and to support individual health needs in an inclusive and proportionate manner.

3.15.3 Arrangements are in place to ensure that:

(a) appropriate first aid provision is determined through risk assessment

(b) sufficient numbers of suitably trained first aiders are available during school activities

(c) first aid facilities, equipment and supplies are provided and maintained

(d) procedures are in place for responding to illness, injury and medical emergencies

(e) records of first aid treatment and medical incidents are maintained

3.15.4 Medical needs and wellbeing arrangements include:

(a) identification and support of pupils and staff with known medical conditions

(b) implementation of individual healthcare plans where required

(c) arrangements for the safe storage, administration and management of medication

(d) consideration of reasonable adjustments to support inclusion and wellbeing

(e) liaison with parents, carers and external health professionals where appropriate

3.15.5 Oversight and assurance are provided through:

(a) review of first aid provision and training requirements

(b) monitoring of medical incidents and trends

(c) review of arrangements following incidents or changes to needs

(d) management oversight and governance review of provision

Related Standard Operating Procedures

Name
SOP – PGS First Aid Policy
SOP – Medical Consent Forms
SOP – PGS Management of Head Injuries Policy & Procedure
PGS HWBC Handbook

3.16 Accident, Incident & Near Miss Reporting

3.16.1 Legal basis:

(a) Health and Safety at Work etc. Act 1974

(b) Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)

3.16.2 The School recognises that the effective reporting and investigation of accidents, incidents and near misses is essential to protecting pupils, staff and visitors and to preventing recurrence. Learning from incidents is a key element of the School's approach to continual improvement in health and safety management.

3.16.3 Arrangements are in place to ensure that:

(a) accidents, incidents and near misses involving pupils, staff, contractors or visitors are reported promptly

(b) appropriate action is taken to make situations safe following an incident

(c) incidents are investigated proportionately to identify immediate and underlying causes

(d) statutory reporting requirements, including RIDDOR, are complied with where applicable

(e) accurate records of accidents and incidents are maintained

3.16.4 Accident, incident and near miss management arrangements include:

(a) clear procedures for reporting incidents and near misses

(b) defined responsibilities for investigation and follow-up actions

(c) communication of learning and corrective actions where appropriate

(d) arrangements for supporting those affected by incidents

(e) liaison with external agencies where required

3.16.5 Oversight and assurance are provided through:

(a) review of accident, incident and near miss data to identify trends

(b) monitoring of investigation findings and completion of corrective actions

(c) escalation of serious incidents through senior management and governance structures

(d) periodic review of reporting and investigation arrangements

Related Standard Operating Procedures

Name
SOP – Accident and Incident Reporting (inc. RIDDOR 2013)

3.17 Consultation

3.17.1 **Legal basis:**

(a) Health and Safety at Work etc. Act 1974

(b) Safety Representatives and Safety Committees Regulations 1977

(c) Health and Safety (Consultation with Employees) Regulations 1996

3.17.2 The School recognises that effective health and safety management depends on meaningful consultation with staff and the active sharing of information on matters that may affect health and safety. Given the range of roles, activities and risks across the School, appropriate arrangements are required to ensure that employees are informed, able to raise concerns, and involved in the development and review of health and safety arrangements.

3.17.3 **Arrangements are in place to ensure that:**

(a) staff are consulted on matters affecting their health, safety and welfare

(b) employees can raise health and safety concerns, suggestions and issues through appropriate channels

(c) relevant health and safety information, changes and expectations are communicated to staff in a timely manner

(d) staff or their representatives are involved in the development and review of health and safety arrangements where appropriate

(e) consultation contributes to continual improvement in the School's health and safety management system

3.17.4 **Consultation arrangements include:**

(a) day-to-day communication between staff, managers and the Health & Safety Manager

(b) mechanisms for staff to report hazards, concerns, defects, incidents and near misses

(c) discussion of health and safety matters through line management and departmental arrangements where appropriate

(d) a termly Health & Safety Committee to review operational issues, incidents, trends, concerns and actions

(e) reporting from the Health & Safety Committee to the termly Health & Safety Executive Group (HSEG) for senior oversight, monitoring and escalation where required

3.17.5 Oversight and assurance are provided through:

(a) monitoring of issues, concerns and suggestions raised through consultation arrangements

(b) review of actions arising from the Health & Safety Committee and HSEG

(c) review of consultation arrangements following incidents, significant change or recurring concerns

(d) management and governance oversight of health and safety consultation arrangements

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Related Standard Operating Procedures

Name
SOP – Consultation
TOR – H&S Committee

3.18 School-Led Events (Open Days, Performances and Similar Activities)

3.18.1 Legal basis:

(a) Health and Safety at Work etc. Act 1974

(b) Management of Health and Safety at Work Regulations 1999

(c) Occupiers' Liability Acts 1957 and 1984

3.18.2 The School recognises that events organised and led by the School, including open days, performances, concerts and similar activities, can introduce additional health and safety risks. These may arise from increased numbers of attendees, temporary layouts, use of equipment, and activities outside normal routines. Appropriate arrangements are therefore required to ensure such events are planned and delivered safely.

3.18.3 Arrangements are in place to ensure that:

(a) risks associated with School-led events are identified and assessed in advance

(b) suitable control measures are implemented to protect pupils, staff, performers and visitors

(c) event activities are planned in a manner appropriate to the venue, audience and nature of the event

(d) temporary equipment, staging, lighting or seating is suitable and safely installed

(e) emergency arrangements, including fire safety and evacuation, are appropriate and communicated

3.18.4 School-led event management arrangements include:

(a) event-specific risk assessments proportionate to the size and complexity of the activity

(b) clear allocation of roles and responsibilities for planning and delivery

(c) coordination with estates, facilities, technical staff and contractors where required

(d) arrangements for crowd management, supervision and stewarding where appropriate

(e) consideration of accessibility, medical needs and welfare of attendees

3.18.5 Oversight and assurance are provided through:

(a) review and approval of arrangements prior to events taking place

(b) monitoring of events during delivery to ensure controls are implemented

(c) review of incidents, near misses or concerns arising from events

(d) management review of arrangements to inform future planning and improvement

Related Standard Operating Procedures

Name
SOP – Event Planning and Risk Assessment

3.19 Noise and Vibration

3.19.1 Legal basis:

(a) Control of Noise at Work Regulations 2005

(b) Control of Vibration at Work Regulations 2005

(c) Health and Safety at Work etc. Act 1974

3.19.2 The School recognises that exposure to excessive noise and vibration may arise from certain curriculum activities, performances, events, estates and maintenance work, and the use of powered equipment. Without appropriate control, such exposure may present risks to health, comfort and wellbeing. Suitable arrangements are therefore

required to identify, assess and manage noise and vibration risks in a school environment.

3.19.3 Arrangements are in place to ensure that:

(a) activities with the potential to generate significant noise or vibration are identified

(b) risks arising from noise and vibration exposure are assessed where required

(c) exposure is prevented or reduced so far as is reasonably practicable

(d) appropriate control measures are implemented where risks are identified

(e) staff and others are informed of risks and control measures relevant to their activities

3.19.4 Noise and vibration management arrangements include:

(a) consideration of noise and vibration risks within curriculum areas such as music, drama, design and technology and maintenance activities

(b) assessment of noise exposure during performances, rehearsals and events

(c) selection and maintenance of equipment to minimise noise and vibration where practicable

(d) provision of hearing protection where required and appropriate

(e) arrangements to limit duration and intensity of exposure

3.19.5 Oversight and assurance are provided through:

(a) review of risk assessments and control measures

(b) monitoring of incidents, concerns or reported symptoms

(c) review following changes to activities, equipment or venues

(d) management oversight and audit of arrangements

Related Standard Operating Procedures

Name
SOP – Managing Noise at Work
SOP – Managing Vibration at Work

3.20 Food Hygiene & Allergens

3.20.1 Legal basis:

(a) Health and Safety at Work etc. Act 1974

(b) Food Safety Act 1990

(c) Food Safety and Hygiene (England) Regulations 2013

(d) Food Information Regulations 2014

(e) Children and Families Act 2014, section 100

(f) Equality Act 2010

3.20.2 The School recognises its responsibility to ensure that food provided on site is prepared, handled and served safely, and that risks associated with food allergens are effectively managed. Given the presence of pupils, staff and visitors with dietary needs, allergies and medical conditions, robust arrangements are essential to protect health and wellbeing and to prevent food-related illness or harm.

3.21 Arrangements are in place to ensure that:

3.21.1 food preparation, handling and service are carried out in a hygienic manner

3.21.2 food safety risks are identified and controlled through appropriate systems

3.21.3 food premises, equipment and utensils are maintained in a clean and safe condition

3.21.4 staff involved in food preparation and service are suitably trained and competent

3.21.5 procedures are in place to prevent contamination and foodborne illness

3.22 Allergen management arrangements include:

3.22.1 identification and management of the 14 declarable allergens within food provided

3.22.2 clear communication of allergen information to pupils, staff and visitors

3.22.3 procedures to prevent cross-contamination during food preparation and service

3.22.4 arrangements to support pupils and staff with known food allergies or intolerances

3.22.5 liaison between catering staff, pastoral teams and parents/carers where appropriate

3.23 Oversight and assurance are provided through:

3.23.1 monitoring of food hygiene practices and premises condition

3.23.2 review of allergen management arrangements and incidents

3.23.3 maintenance of training and compliance records

3.23.4 management review of food safety and allergen controls

3.23.5 engagement with external inspections or audits where applicable

Related Standard Operating Procedures

Name
SOP – Catering Department
PGS Allergy and Anaphylaxis Policy

3.24 Lone Working

3.24.1 Legal basis:

(a) Health and Safety at Work etc. Act 1974

(b) Management of Health and Safety at Work Regulations 1999

3.24.2 The School recognises that lone working may arise in a range of circumstances, including estates and maintenance activities, cleaning, security duties, out-of-hours work, early morning or late evening activities, and certain off-site or remote tasks. While lone working is not inherently unsafe, appropriate arrangements are required to ensure risks are identified and managed effectively.

3.24.3 Arrangements are in place to ensure that:

(a) activities involving lone working are identified and risk assessed where appropriate

(b) risks associated with lone working are considered alongside the nature of the task, environment and individual capability

(c) lone working is avoided where reasonably practicable for higher-risk activities

(d) suitable control measures are implemented to reduce risk so far as is reasonably practicable

3.24.4 Lone working arrangements include:

(a) clear procedures for planning and authorising lone working activities

(b) arrangements for maintaining communication with lone workers

(c) controls for access to the site during lone working periods

(d) consideration of emergency response and escalation arrangements

(e) additional safeguards where lone working occurs outside normal school hours

3.24.5 Oversight and assurance are provided through:

(a) review of lone working risk assessments

(b) monitoring of incidents, near misses or concerns involving lone working

(c) review following changes to activities, staffing or working patterns

(d) management oversight and audit of lone working arrangements

Related Standard Operating Procedures

Name
SOP – Lone Working

3.25 School Trips (Educational Visits & Off-Site Activities)

3.25.1 Legal basis:

(a) Management of Health and Safety at Work Regulations 1999

(b) The School recognises that educational visits, school trips and other off-site activities provide valuable learning opportunities but may also present additional health and safety risks. These risks arise from unfamiliar environments, travel arrangements, supervision requirements and the nature of planned activities. Appropriate arrangements are therefore required to ensure that pupils, staff and accompanying adults are kept safe while off site.

3.25.2 Arrangements are in place to ensure that:

(a) all school trips and off-site activities are appropriately planned and authorised in advance

(b) risks associated with travel, activities and venues are identified and assessed

(c) suitable control measures are implemented to manage identified risks

(d) adequate supervision is provided, taking account of pupil age, needs and activity type

(e) staff leading trips are professionally competent and suitably briefed

3.25.3 School trip and off-site activity arrangements include:

(a) completion and review of visit-specific risk assessments proportionate to the activity

(b) consideration of medical needs, allergies, SEND and individual pupil requirements

(c) arrangements for transport, including use of competent providers where applicable

(d) clear communication with parents and carers regarding arrangements and expectations

(e) procedures for managing emergencies, incidents and changes to plans while off site

3.25.4 Oversight and assurance are provided through:

(a) review and approval of trips by designated members of staff

(b) monitoring of incidents, near misses or concerns arising from trips

(c) post-visit review where appropriate to inform future planning

Related Standard Operating Procedures

Name
SOP – School Trips Policy and Procedure

3.26 Work Experience (WEX)

3.26.1 Legal basis:

(a) Health and Safety at Work etc. Act 1974

(b) Management of Health and Safety at Work Regulations 1999

3.26.2 The School recognises that work experience placements provide valuable educational and developmental opportunities for pupils but may also expose them to unfamiliar environments and risks outside the direct control of the School. Appropriate arrangements are therefore required to ensure that pupils undertaking work experience are placed in suitable environments and that risks to their health, safety and welfare are effectively managed.

3.26.3 Arrangements are in place to ensure that:

(a) work experience placements are suitable for the age, maturity and capability of the pupil

(b) risks associated with the placement are identified and assessed in advance

(c) placements do not expose pupils to unacceptable or prohibited activities

(d) employers hosting pupils understand their health and safety responsibilities

(e) pupils receive appropriate preparation and briefing before starting their placement

3.26.4 Work experience arrangements include:

(a) assessment of host organisations and the nature of the work to be undertaken

(b) consideration of specific risks, including those associated with the workplace environment and activities

(c) identification and management of individual pupil needs, including medical conditions, SEND or additional support requirements

(d) clear communication with employers, pupils and parents/carers regarding expectations and responsibilities

(e) arrangements for monitoring pupils during the placement and responding to concerns

3.26.5 Oversight and assurance are provided through:

(a) review and approval of placements by designated members of staff and third parties

(b) monitoring of feedback from pupils, parents/carers and host organisations

(c) review of incidents, concerns or safeguarding issues arising during placements

(d) management oversight of work experience arrangements and periodic review of processes

Related Standard Operating Procedures

Name
SOP – Managing Work Experience (WEX)

3.27 Training

3.27.1 Legal basis:

(a) Health and Safety at Work etc. Act 1974

(b) Management of Health and Safety at Work Regulations 1999

3.27.2 The School recognises that effective health and safety management relies on staff being suitably trained and competent to undertake their roles safely. Given the range of activities undertaken across the School, including teaching, estates, catering, events and supervision of pupils, appropriate training arrangements are essential to ensure risks are understood and controlled.

3.27.3 Arrangements are in place to ensure that:

(a) health and safety training needs are identified based on role, responsibilities and risk

(b) staff receive appropriate information, instruction and training relevant to their duties

(c) training is provided at induction and updated where roles, activities or risks change

(d) refresher training is provided where required to maintain competence

(e) training requirements for specialist roles and higher-risk activities are identified and met

3.27.4 Health and safety training arrangements include:

(a) general health and safety induction for new staff

(b) role-specific training for staff undertaking higher-risk activities

(c) statutory and mandatory training where required by legislation or guidance

(d) access to additional training where risk assessment identifies a need

(e) provision of guidance and supervision to support safe working practices

3.27.5 Oversight and assurance are provided through:

(a) maintenance of training records and competence evidence

(b) monitoring of training completion and refresher requirements

(c) review of training needs following incidents, audits or changes

(d) management review of training provision and effectiveness

Related Standard Operating Procedures

Name
SOP – Health and Safety Training

3.28 Workplace Stress & Mental Health

3.28.1 Legal basis:

(a) Health and Safety at Work etc. Act 1974

(b) Management of Health and Safety at Work Regulations 1999

3.28.2 The School recognises that work-related stress and mental health can have a significant impact on the health, wellbeing and performance of staff. As an employer, the School has a duty to take reasonable steps to identify and manage workplace factors that may give rise to stress and to support staff mental wellbeing in a proactive and proportionate manner.

3.28.3 Arrangements are in place to ensure that:

(a) workplace stress risks are recognised as part of the School's health and safety responsibilities

(b) potential sources of work-related stress are identified and considered through risk assessment

(c) reasonable steps are taken to reduce or manage stressors so far as is reasonably practicable

(d) staff are supported to raise concerns relating to workload, wellbeing or mental health

(e) mental health is treated sensitively and inclusively within the School community

3.28.4 Workplace stress and mental health arrangements include:

(a) consideration of workload, role clarity, support and working arrangements

(b) access to appropriate support mechanisms for staff wellbeing

(c) promotion of a positive and supportive working environment

(d) management of change in a planned and communicative manner

(e) signposting to additional support or professional services where appropriate

3.28.5 Oversight and assurance are provided through:

(a) review of stress-related concerns, absence or trends where appropriate

(b) monitoring of issues raised through management, wellbeing or consultation channels

(c) review following significant organisational or role changes

(d) management oversight and periodic review of arrangements

Related Standard Operating Procedures

Name
SOP – Workplace Stress and Mental Health

3.29 Personal Protective Equipment (PPE)

3.29.1 **Legal basis:**

(a) Personal Protective Equipment at Work Regulations 1992 (amended 2022)

(b) Health and Safety at Work etc. Act 1974

3.29.2 The School recognises that personal protective equipment is an important control measure where risks cannot be adequately controlled by other means. PPE may be required across a range of curriculum, estates, maintenance, science, design, art, catering and operational activities. Appropriate arrangements are therefore required to ensure PPE is identified through risk assessment, provided where necessary, suitable for the task, and used, maintained and stored correctly. HSE's current guidance confirms that PPE should be provided where risk assessment shows it is needed and that it must be suitable, compatible, maintained and properly used.

3.29.3 **Arrangements are in place to ensure that:**

(a) PPE requirements are identified through risk assessment and safe systems of work

(b) suitable PPE is provided where risks cannot be adequately controlled by other measures

(c) PPE is appropriate to the wearer, the task and the environment in which it is used

(d) staff and pupils are instructed, trained and supervised in the correct use of PPE where required

(e) PPE is maintained, inspected, replaced and stored appropriately

3.29.4 PPE arrangements include:

(a) Identification of activities and roles requiring PPE

(b) provision of compatible and task-appropriate PPE, including replacement where necessary

(c) clear expectations for the use of PPE in curriculum, operational and maintenance environments

(d) arrangements for reporting loss, damage, defects or concerns relating to PPE

(e) monitoring of compliance with PPE requirements through supervision, inspection and review

3.29.5 Oversight and assurance are provided through:

(a) review of risk assessments and safe systems of work identifying PPE requirements

(b) monitoring of PPE use, condition and availability through routine inspection and supervision

(c) review of incidents, near misses or non-compliance involving PPE

(d) management review and audit of PPE arrangements

Related Standard Operating Procedures

Name
SOP – PPE

3.30 Ionising Radiation

3.30.1 Legal basis:

(a) Ionising Radiations Regulations 2017

(b) Environmental Permitting (England and Wales) Regulations 2016

3.30.2 The School recognises that ionising radiation risks may arise from naturally occurring radon within buildings and from the use, storage and management of radioactive substances within science activities. Appropriate arrangements are therefore required to ensure that radiation risks are identified, assessed and controlled so far as is reasonably practicable, and that any required registration, notification, permit or exemption arrangements are understood and complied with. HSE states that IRR17 requires a radiation risk assessment before new work with ionising radiation begins, and radon-specific duties apply where workplace radon exceeds an annual average of

300 Bq/m³; the Environment Agency's current framework for non-nuclear radioactive substances sits within the Environmental Permitting Regulations.

3.30.3 Arrangements are in place to ensure that:

(a) radon risks within relevant parts of the estate are identified, assessed and reviewed as appropriate

(b) work involving radioactive substances or ionising radiation is subject to suitable risk assessment and control

(c) radioactive substances are obtained, used, stored and disposed of in accordance with legal requirements and recognised good practice

(d) access to radioactive substances is restricted to authorised and competent persons

(e) information, instruction, training and supervision are provided where work with radiation or radioactive substances is undertaken

3.30.4 Radiation management arrangements include:

(a) radon assessment and review of relevant buildings or areas where appropriate

(b) implementation of control measures where radon or other ionising radiation risks require action

(c) maintenance of inventories, records and documentation relating to radioactive substances where applicable

(d) arrangements for secure storage, handling, use and disposal of radioactive materials used in science

(e) liaison with competent advisers (RPA's), specialist contractors and regulators where required

3.30.5 Oversight and assurance are provided through:

(a) review of radiation risk assessments, radon assessments and associated records

(b) monitoring of compliance with local rules, controls and storage arrangements where applicable

(c) review of incidents, losses, irregularities or concerns involving radioactive substances or exposure risks

(d) management oversight and periodic audit of radiation protection arrangements

Related Standard Operating Procedures

Name
SOP – Radiation Safety

3.31 Welfare Facilities, Lighting and Ventilation

3.31.1 Legal basis:

(a) Workplace (Health, Safety and Welfare) Regulations 1992

(b) The Education (Independent School Standards) Regulations 2014

3.31.2 The School recognises that suitable welfare facilities and workplace conditions are essential to the health, safety, dignity and wellbeing of staff, pupils, visitors and contractors. This includes access to suitable sanitary conveniences, washing facilities, drinking water, eating areas, lighting, ventilation and associated welfare provisions. Appropriate arrangements are therefore required to ensure that welfare facilities and environmental conditions are available, maintained in a clean and safe condition, and remain adequate for the needs of those using the School estate.

3.31.3 Arrangements are in place to ensure that:

(a) suitable and sufficient welfare facilities are provided across the School estate

(b) toilets, washrooms and associated sanitary facilities are maintained in a clean, safe and serviceable condition

(c) appropriate handwashing facilities, including hot and cold or warm running water, soap and drying facilities, are available where required

(d) wholesome drinking water is available and accessible

(e) suitable arrangements are in place for staff and pupils to access eating and rest facilities as appropriate

(f) lighting is suitable and sufficient for the safe use of teaching, working, circulation and welfare areas

(g) ventilation is adequate and appropriate for the use of occupied areas, having regard to fresh air, temperature, comfort and the nature of activities undertaken

(h) defects, damage, loss of water supply, drainage issues, lighting failures, ventilation concerns, cleaning concerns or other welfare-related issues are reported and addressed in a timely manner

(i) welfare arrangements take account of the age of pupils, the needs of staff, visitors and contractors, and any relevant accessibility or medical consideration

3.31.4 Welfare arrangements include:

(a) routine cleaning, inspection and maintenance of toilets, washrooms and welfare areas

(b) provision and upkeep of suitable lighting in welfare, circulation, teaching and working areas

(c) monitoring and maintenance of ventilation and associated building systems where applicable

(d) replenishment of soap, paper, sanitary products and other consumable items as appropriate

(e) arrangements for reporting defects, blockages, leaks, damage or concerns relating to welfare facilities or environmental conditions

(f) provision of suitable dining, food service and break arrangements where applicable

(g) consideration of welfare provision during works, events, lettings and other periods of altered or increased occupancy

3.31.5 Oversight and assurance are provided through:

(a) routine premises checks, cleaning inspections and defect reporting arrangements

(b) monitoring of complaints, concerns or recurring issues relating to welfare provision, lighting or ventilation

(c) review of welfare-related incidents or health concerns where relevant

(d) management oversight of cleaning, maintenance and premises standards

Related Standard Operating Procedures

Name
SOP – Welfare Facilities and Premises Standards

3.32 Violence at Work

3.32.1 Legal basis:

(a) Health and Safety at Work etc. Act 1974

(b) Management of Health and Safety at Work Regulations 1999

(c) Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)

3.32.2 The School recognises that work-related violence, aggression and abuse may arise in connection with its activities, including from pupils, parents, visitors, contractors, members of the public and others. This may include verbal abuse, threatening behaviour, online abuse, intimidation or physical assault. Appropriate arrangements are therefore required to identify foreseeable risks, implement proportionate control measures, support those affected, and ensure incidents are reported, reviewed and learned from. HSE guidance expressly includes abuse, threats and assaults within work-related violence, including violence from students and members of the public towards a person at work.

3.32.3 Arrangements are in place to ensure that:

(a) foreseeable risks of violence, aggression or abuse connected with work are identified and assessed

(b) appropriate control measures are implemented where risks are identified

(c) staff are able to report incidents, threats, concerns and near misses promptly

(d) incidents are responded to appropriately and those affected are supported

(e) serious incidents are investigated and escalated in line with School procedures

(f) reportable incidents are notified under RIDDOR where required

3.32.4 Violence, aggression and abuse arrangements include:

(a) consideration of risks arising from lone working, external lettings, events, parent interactions, site access, pupil behaviour and other relevant activities

(b) communication of expected standards of behaviour and, where appropriate, local arrangements for managing challenging situations

(c) arrangements for summoning assistance, reporting concerns and responding to incidents

(d) proportionate support, follow-up and review for staff affected by violent or abusive incidents

(e) liaison with relevant managers and, where appropriate, external agencies following significant incidents

(f) Verbal abuse or threats will be recorded and investigated, but RIDDOR reporting will only apply where the legal reporting criteria are met.

3.32.5 Oversight and assurance are provided through:

(a) review of incident, near miss and concern data to identify trends or recurring issues

(b) monitoring of corrective actions arising from reported incidents

(c) review of arrangements following significant incidents, changes in activity or emerging risks

(d) management oversight and governance review of violence and aggression arrangements

Related Standard Operating Procedures

Name
SOP – Violence at Work
SOP- Lone Working
SOP – Accident and Incident Reporting (inc. RIDDOR 2013)

4. Allocation of Tasks and Version control

Allocation of tasks: The Governing Body has allocated tasks according to the table below:

Task	Allocated to	When / frequency of review
Keeping the policy up to date and compliant with the law and best practice	Health & Safety Manager	As required, and at least annually
Monitoring the implementation of the policy, relevant risk assessments and any action taken in response and evaluating effectiveness	Health & Safety Manager / Bursar	As required, and at least termly
Maintaining up to date records of all information created in relation to the policy and its implementation as required by the GDPR	Health & Safety Manager	As required, and at least termly
Seeking / receiving input from interested groups (such as pupils, staff, Parents) to consider improvements to the School's processes under the policy	Health & Safety Manager	As required, and at least annually
Formal annual review	Governing Body	Annually, or sooner following significant change, incident, audit finding or legislative update

Version Control

Date of adoption/approval of this policy	26th June 2026 (Governing Body)
Date of last review of this policy	15th May 2026 (Safeguarding Committee)
Date of pre-review(s)	29th April 2026 (Health & Safety Committee) 27th April 2026 (Senior Management Team)
Date of pre-review(s)	29th April 2026 (Health & Safety Committee) 27th April 2026 (Senior Management Team)
Date for next review of this policy	Summer Term 2027
Policy author (SMT)	Health & Safety Manager
Status	ISI requirement (external website)
Report	Health & Safety Report