Reviewed by	Nurette Stanford - Bursar
Date	August 2026
Authorised by	Trish Watt - Head
Date	September 2026
Approved by Governing Body	**Suzie Longstaff September 2026**
Next review	September 2027

Effective date of the policy	1st September 2026
Circulation	Teaching staff / all staff / parents / pupils [on request]
Status	This Policy is issued in accordance with the Health and Safety at Work Act 1974 and subsequent regulations and pursuant to the Education (Independent School Standards) Regulations 2014 (SI 2014/3283)

This policy is for the whole School including EYFS

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1 Health and safety policy statement

1.1 This is the Health and Safety Policy Statement of Eaton Square School Limited which operates Eaton Square Prep which includes multiple sites at 55-57 Eccleston Square SW1V 1PH, and Sussex St Playground 3 Sussex Street, London SW1V 4RR (the **School**).

1.2 The School applies high standards in the management and control of all operations, to include matters of health and safety. These are designed to ensure that staff, pupils and those who visit the Schools or may otherwise be affected by the Schools' operation are safe.

1.3 This Health and Safety Policy (**Policy**) applies to all staff (including employees, fixed-term, part-time, temporary and voluntary staff and helpers), pupils and visitors at the Schools.

1.4 Our statement of general policy is:

- to provide adequate control of the health and safety risks arising from our work activities
- to consult with our employees, pupils and anyone else affected on matters affecting their health and safety
- to provide and maintain safe plant and equipment
- to ensure safe handling and use of substances; to ensure we have access to one or more competent persons (persons with sufficient knowledge, training and experience) to assist us in complying with our health and safety obligations
- to provide information, instruction and supervision to employees
- to ensure all employees are competent to do their tasks, and to give them adequate training
- to prevent accidents and cases of work-related ill health
- to maintain safe and healthy working conditions
- to review and revise this policy as necessary at regular intervals
- to ensure that adequate resources are available for the management of health and safety issues.

1.5 A copy of this Policy can be made available in large print or other accessible format upon request.

1.6 Any references to legislation in this Policy include any subsequent amendments to that legislation.

2 Linked policies

2.1 This policy should be read in conjunction with the School policies (Policies Information | Eaton Square Schools) and procedures covering the following matters:

- Child Protection and Safeguarding Policy
- Anaphylaxis Policy
- Critical Incident Management
- Educational Visits
- Fire (including emergency evacuation procedures)
- Supervision
- First Aid and the Administration of Medicines

- Behaviour Policy, including anti-bullying
- SEND Policy
- Accessibility Plan
- Daily Checks
- Risk Assessments

3 Responsibilities

3.1 As an employer, the School has overall responsibility for health and safety at the Schools and those involved in the Schools' operation. It is committed to improving health and safety. Suzie Longstaff, the Managing Director, has oversight of this policy.

3.2 Responsibility for health and safety matters at School level is delegated to the Bursar.

3.3 This Policy relates to health and safety whilst on School premises. The separate policy on educational visits relates to health and safety issues relating to off-site visits.

3.4 Employees also have legal responsibilities to take care of the health and safety of themselves and others, and to co-operate with their employer to comply with the law.

3.5 All employees must:

3.5.1 co-operate with supervisors and managers on health and safety matters;

3.5.2 not interfere with anything provided to safeguard their health and safety;

3.5.3 take reasonable care of their own health and safety;

3.5.4 report all health and safety concerns to an appropriate person (as detailed in this Policy).

3.6 All pupils and visitors must:

3.6.1 co-operate with The School and the Schools on health and safety matters and in particular follow the instructions of staff in the event of an emergency;

3.6.2 take reasonable care for their own health and safety and that of others at the School;

3.6.3 observe standards of dress consistent with safety and / or hygiene;

3.6.4 use and not willfully misuse, neglect or interfere with anything provided to safeguard their health and safety;

3.6.5 report all health and safety concerns to a member of staff.

4 Risk assessment

4.1 The School will undertake an examination of its activities both on and off site to identify hazards (anything with the potential to cause harm to persons or property) and measure and evaluate risks (the likelihood of harm caused by the hazards) to employees, pupils and others who may be affected by the Schools' operation. This will be undertaken by the conduct of appropriate risk assessments which should identify, prioritise and implement control measures necessary to reduce the risk to the level required by law.

4.2 Particular risk assessments will be conducted for new and / or expectant mothers, employees aged under 18 and night workers.

4.3 Specific risk assessments will also be undertaken to deal with matters including personal protective equipment, display screen equipment, manual handling operations, substances hazardous to health, noise at work, lead at work, asbestos at work, ionising radiation and fire safety.

4.4 Specific risk assessments will also be conducted for use of high risk areas, such as laboratories.

4.5 Risk assessments are the overall responsibility of the Bursar who will delegate their performance to staff members as set out in Appendix 3.

4.6 Action required to remove / control risks will be approved by the Deputy Head Pastoral or Head of EYFS.

4.7 The Deputy Head Pastoral will be responsible for ensuring the action required is implemented.

4.8 Risk assessments will be reviewed annually or when the activity changes, whichever is soonest.

4.9 Further guidance on risk assessment can be found in Appendix 1.

5 Consultation with employees

5.1 The School will consult with employees either directly or through their elected representative(s) and / or through their union appointed safety representative(s) in good time on issues such as the introduction of measures which may affect their health and safety, the appointment of a competent person, and information provision and training on health and safety.

5.2 Representatives will be provided with sufficient information to enable them to participate fully in the consultation process.

5.3 Employee representative(s) are:

- Lucy Garrard
- Chris Hancock

5.4 The representatives will feed into the School's health and safety committee

5.5 The Health and Safety Committee members are:

- Suzie Longstaff (Managing Director)
- Daniel Copland (Bursar)
- Trish Watt (Head)
- Tom Mallinson (Facilities Manager)

The School will also consult with pupils, where appropriate.

6 Information, instruction and supervision

6.1 The Health and Safety Law poster is displayed in the staff room.

6.2 Further notices relating to first aid and fire safety will be displayed as appropriate.

6.3 Health and safety advice is available from the Bursar.

6.4 Supervision of young workers / trainees will be arranged / undertaken / monitored by the Deputy Head Academic.

6.5 The HR Manager is responsible for ensuring that our employees working at locations under the control of other employers are given relevant health and safety information.

7 Competency for tasks and training

7.1 All employees will be provided with adequate information on risks to their health and safety at work, preventative and protective measures to control those risks, emergency procedures, and their general health and safety duties.

7.2 All employees will be given health and safety induction training when they start work, which covers these issues and health and safety basics such as first aid and evacuation procedures.

7.3 Induction training will be provided for all employees by the Deputy Head Pastoral and the HR Manager.

7.4 The Schools will also ensure that all employees receive job specific health and safety training, as appropriate.

7.5 Job specific training will be arranged / provided by line managers.

7.6 The Schools will provide further training if risks change and refresher training when skills are not frequently used.

7.7 Training records are kept by the HR Manager.

7.8 Training will be identified, arranged and monitored by the HR Manager.

8 Workplace safety

8.1 The School will ensure that the School premises are safe and in good repair and are kept free of reasonably avoidable safety hazards.

8.2 The School will take all reasonable steps to ensure that the School premises are maintained in such a way (to include ensuring that all traffic routes are of suitable construction, free from defects and obstructions and are adequately lit) to reduce the risk of slips and trips to employees, pupils and other uses of School premises and that it complies with its obligations under the Workplace (Health, Safety and Welfare) Regulations 1992 (SI 1992/3004).

8.3 The Bursar will arrange a regular survey of the School premises and the maintenance and repair of School premises.

8.4 The School will promote effective infection control by ensuring that the School premises are kept clean and tidy.

8.5 The School will ensure that access to high risk areas, including laboratories, workshops, and gymnasia is appropriately controlled and restricted.

9 Safe plant and equipment

9.1 The Facilities Manager will be responsible for identifying all equipment / plant

needing maintenance.

9.2 The Facilities Manager will be responsible for ensuring effective maintenance procedures are drawn up and implemented.

9.3 Any defects or problems found with plant / equipment should be reported to the Facilities Manager and the plant / equipment should be immediately taken out of use until it has been made safe.

9.4 The Bursar will check that new plant and equipment meets health and safety standards before it is purchased.

9.5 The School will ensure that employees are provided with suitable personal protective equipment where risks to their health and safety cannot be controlled in other ways.

9.6 The School will ensure that employees use personal protective equipment correctly and are provided with adequate instructions and / or training on how to use it safely.

10 Testing of electrical equipment, gas appliances etc.

10.1 The Facilities Manager will ensure that all equipment and systems including mains and portable electrical equipment, gas appliances, local exhaust ventilation, pressure systems, lifting equipment and glazing, used at or by the School is well maintained, inspected and tested regularly by a competent and appropriately qualified person who has been authorised by the School and that records of inspection, maintenance and testing are retained.

10.2 In particular, the school will ensure that assessments are undertaken to comply with the Electricity at Work Regulations 1989 (SI 1989/635) and the Gas Safety (Installation and Use) Regulations 1988 (SI 1998/2451).

11 VDUs and display screen equipment

11.1 The School will take all reasonable steps to ensure the health and safety of users of VDUs and display screen equipment at in accordance with their duties under the Health and Safety (Display Screen Equipment) Regulations 1992 (SI 1992/2792).

12 Manual handling

12.1 The School seeks to avoid the need for manual handling (defined for the purpose of this Policy as the transporting of loads by hand or using bodily force) wherever possible.

12.2 Where manual handling cannot be avoided, the school will seek to reduce the risks related to manual handling by providing training and guidance in manual handling techniques in accordance with the Manual Handling Operations Regulations 1992 (SI 1992/2793).

13 Safe handling and use of substances

13.1 The school will have appropriate procedures in place to ensure that exposure to hazardous substances is minimised at the Schools. In order to do so, the School will assess the risks from all substances hazardous to health under the Control of Substances Hazardous to Health Regulations 2002 (SI 2002/2677) (**COSHH**) and prevent, reduce or control exposure of staff to these hazards by the institution of proper controls and protective equipment.

13.2 All staff, visitors and pupils will be advised of hazardous materials to be used by them and any policies relating to their use (including emergency procedures to deal with accidents / incidents) and will be given suitable information, instruction and training in their safe use,

storage and handling.

13.3 The Facilities Manager will be responsible for identifying all substances which need a COSHH assessment.

13.4 The Facilities Manager will be responsible for undertaking COSHH assessments.

13.5 The Bursar will be responsible for ensuring that all actions identified in the assessments are implemented.

13.6 The Facilities Manager will be responsible for ensuring that all relevant employees are informed about the COSHH assessments.

13.7 Assessments will be reviewed on a regular basis or when the work activity changes, whichever is soonest.

13.8 All staff will ensure that hazardous substances are locked away after use.

14 Asbestos

14.1 The School recognises that all types of asbestos are dangerous and will manage the risks presented by asbestos containing materials (**ACM**) or presumed ACMs on the Schools premises by complying with the Control of Asbestos Regulations 2012 (SI 2012/632) and in particular by:

14.1.1 ensuring that the School complies with its duties in relation to licensed and non-licensed work, including notifying the relevant enforcing authorities in relation to non-licensed work, where appropriate. Detailed guidance can be found in the *Asbestos essentials: advice on work on non-licensed work with asbestos* (A01) (04/12) at http://www.hse.gov.uk/pubns/guidance/a0.pdf;

14.1.2 preparing and keeping up to date a record of the location and condition of ACMs or presumed ACMs;

14.1.3 carrying out a written assessment of the risks presented by ACMs and presumed ACMs;

14.1.4 preparing and implementing a written plan of action for managing the risks posed by ACM or presumed ACMs known as an Asbestos Management Plan;

14.1.5 regular inspections, reviews and / or monitoring, as appropriate;

14.1.6 ensuring that adequate records are kept in relation to non-licensed work done on ACM or presumed ACM at the School;

14.1.7 ensuring that all employees may come into contact with ACM or presumed ACM are adequately trained;

14.1.8 ensuring that information about the location and condition of ACMs or presumed ACMs is passed on to anyone who is likely to disturb it and to the emergency services in the event of an emergency.

14.1.9 ensuring that ACM or presumed ACM is not be disturbed unless prior agreement has been given by the group maintenance manager and there are appropriate control measures in place to ensure that staff, pupils or any other users of the School premises are not exposed to asbestos;

14.1.10 ensuring that only authorised staff and / or fully licensed contractors are permitted

to carry out any work in the relation to ACM or presumed ACM.

14.2 If anyone disturbs or suspects that they have disturbed ACM they should:

14.2.1 not disturb it further under any circumstances;

14.2.2 ensure that access to the affected area is restricted and put up a warning sign stating "possible asbestos contamination";

14.2.3 immediately report it to the Bursar who will take appropriate action;

14.2.4 ensure that any clothing which have been covered in dust or debris is appropriately disposed of.

15 Emergency procedures - fire and evacuation

15.1 The Facilities Manager will instruct a relevant external body to perform a fire risk assessment to examine and control the likelihood of a fire starting and the consequences of a fire, pursuant to the Regulatory Reform (Fire Safety) Order 2005 (SI 2005/1541). This will include the identification of fire hazards and people at risk and implementing control measures to remove or reduce that risk. The findings will be recorded and staff and safety representatives will be informed of these.

15.2 The Bursar is responsible for ensuring the fire risk assessment is undertaken and implemented and that any recommendations made by the Fire Service are implemented.

15.3 Escape routes are checked by the Facilities Manager regularly.

15.4 Fire extinguishers and other firefighting equipment (such as alarms and detectors) are maintained and checked by the Facilities Manager monthly.

15.5 Alarms are tested at least once per week.

15.6 The HR Manager and the Facilities Manager are responsible for maintaining records in relation to fire safety procedures to include records of staff fire safety training, fire instructions, building signage, fire drills and maintenance records and certificates.

15.7 In addition to the Schools' procedures regarding fire, the School will ensure that emergency plans are prepared to cover all foreseeable major incidents which could put staff, pupils, visitors or other users of the School premises at risk and will ensure that staff and pupils are trained in what to do in an emergency evacuation. Such evacuation procedures should include any special arrangements required for employees or staff with disabilities.

15.8 Nothing in this policy prevents anyone from dialing 999 in an emergency.

15.9 All health and safety emergencies should also be reported to the Bursar.

15.10 Where an evacuation is considered necessary, the main School fire bell will be activated and the emergency routine followed.

15.11 The Assembly points is Eccleston Square (Belgrave Road end) for 55-57 Eccleston.

15.12 Emergency evacuation and fire drills will be tested at least once per term.

16 Accidents, first aid and work-related ill health

16.1 This Policy should be read in conjunction with the Schools' first aid policy.

16.2 The Bursar will ensure that there are adequate numbers of appropriately qualified first aiders / appointed persons in School site and on School arranged trips and visits at all times.

16.3 The School will undertake a risk assessment to determine the level of equipment, facilities and personnel necessary to enable first aid to be rendered to a casualty. The Schools' risk assessment will also identify where specialist health surveillance is needed.

16.4 The appointed person/ lead First Aider is Lottie Hooper.

17 Reporting requirements and record keeping

17.1 The School is legally obliged to report certain accidents, diseases, incidents, dangerous occurrences and / or near misses to the HSE under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (SI 2013/1471) (**RIDDOR**). See current HSE RIDDOR reporting service.

17.2 The Bursar is responsible for ensuring that the Schools comply with their reporting and record keeping obligations.

17.3 The Bursar is responsible for reporting accident, diseases and dangerous occurrences to the HSE or enforcing authority.

17.4 If anyone at the School is known or suspected to be suffering from disease which is classified as a notifiable disease, and / or in the opinion of a registered medical practitioner has an infection and / or is contaminated in a manner which could present significant harm to human health (as set out in the Health Protection (Notification) Regulations 2010), the School should ensure that a report is made by the proper officer at the relevant local authority. More information can be found at www.hpa.org.uk.

17.5 The Bursar will also consider whether the School is required to report the accident incident to any other regulatory body or organisation.

17.6 The School will notify local child protection agencies, as appropriate, of any serious accident or injury to, or the death of, any child whilst in their care and act on any advice given.

17.7 The School must also notify Ofsted of any serious accident, illness or injury to, or death of, any child whilst in their care, and of the action taken in respect of it. Notification must be made as soon as is reasonably practicable, but in any event within 14 days of the incident occurring.

17.8 Details of injuries, conditions, dangerous occurrences and occupational diseases should also be kept in an accident record book which must be kept for at least three years from the date of the last injury.

17.9 Following an incident or accident the School will take all reasonable steps to collect and preserve relevant evidence and documentation.

17.10 The School will not keep evidence and documentation containing personal information which has been collated as a result of an accident or incident for any longer than is reasonably necessary in compliance with the School's data protection obligations.

17.11 Where there is a risk of litigation, enforcement action or other proceedings, against or on behalf of the School, documents (which includes electronic documents) will generally be retained for at least six years unless:

17.11.1 the accident or incident involved a pupil or anyone else who was under the age of 18 at the time of the incident, in which case documentation will generally be retained at least until that person's 24th birthday, or;

17.11.2 the accident or incident may have resulted in exposure to a substance which may be hazardous to health, such as asbestos, and / or there is a risk that any person may develop an occupational disease or illness or work-related medical condition, in which case records should be retained for a minimum of 40 years.

18 Monitoring and internal investigation

18.1 The School monitors health and safety both actively and reactively.

18.2 The Head and Deputy Head Academic/Pastoral and Head of EYFS are responsible for monitoring health and safety procedures, reviewing risk assessments, accident books and accident investigations regular reviews should include a review of health and safety related complaints and sanctions taken against employees and / or pupils for health and safety breaches.

18.3 The Bursar is responsible for investigating accidents, incidents and work-related causes of sickness absences, if required. Such investigations may be required to discover the root causes of an accident to prevent a recurrence, to discipline employees or pupils or to brief lawyers for the purpose of obtaining legal advice or to aid litigation.

18.4 The scope of an internal investigation should be restricted to fact-finding and should not make any finding of fault or allocation of blame.

18.5 The Bursar is responsible for acting on investigation findings to prevent a recurrence.

19 Hirers, visitors and contractors

19.1 All hirers, visitors and other users of the School premises (to include parents, contractors, delivery people and inspectors) must:

19.1.1 observe the rules of the School;

19.1.2 ensure that they report to Reception where their identity will be checked, a pass issued and their host notified or alternatively have consulted with the School regarding the appropriate means of their access to and egress from the site and host arrangements. Thereafter, they should remain in the presence of their host unless express permission to the contrary has been given by the School;

19.1.3 ensure that they are familiar with the School's fire and emergency evacuation procedures. In the event of the fire alarm sounding, they should proceed to the nearest assembly point.

19.2 Contractors will be selected and managed in accordance with *Use of contractors: a joint responsibility* (Health and Safety Executive (**HSE**), December 2003) and, where appropriate, in accordance with the Construction (Design and Management) Regulations 2015.

19.3 Contractors must also ensure safe working practices by all of their employees under the provisions of the Health and Safety at Work Act 1974 and must pay due regard to the safety of all persons using the School premises.

19.4 The School will ensure that all contractors are fully briefed on the safety aspects of the job in question and satisfactorily supervised.

20 Security

20.1 The School aims to provide a safe and secure environment for all employees, pupils and other visitors to the School premises.

20.2 The School has a policy of restricting access to the School premises to members of the public in order to ensure the safety and security of employees, pupils and other visitors to the School premises and takes all reasonable measures to deter unauthorised public access to the premises.

20.3 The School will take appropriate steps to ensure that there are adequate security arrangements for the School premises (which includes the School buildings and grounds) by ensuring that:

20.3.1 there are sufficient security arrangements in place to protect the security of the premises and persons on it, including in the use of isolated areas (such as remote car parks);

20.3.2 security assessments are conducted and reviewed regularly;

20.3.3 all employees and pupils are trained about the existence and operation of the Schools' security arrangements and that staff training is updated as required;

20.3.4 visitors to the premises are appropriately identified;

20.3.5 there are adequate supervision arrangements in place;

20.3.6 all security breaches or incidents are reported to the Bursar and / or to the police or other emergency services as appropriate;

20.3.7 security measures do not compromise or intrude on the reasonable privacy of employees and pupils.

21 Protection from violence and harassment

21.1 The School will not tolerate any act of violence or harassment in which an employee or pupil or any other person on the School site is abused, threatened or assaulted, or placed in fear for their own safety.

21.2 In the event of an act of violence, harassment or serious security breach incident, those affected should take immediate steps to safeguard those affected and contact the Directors and / or the Police as appropriate.

21.3 Violence or harassment by employees will constitute gross misconduct and will be dealt with under the School's disciplinary procedure. Violence or harassment by pupils is likely to be treated as a serious disciplinary offence which may warrant suspension, required removal or expulsion.

22 Lone workers

22.1 The School understands the additional hazards to staff safety presented by lone working (defined for the purpose of this policy as employees working by themselves in situations where there is no close or direct contact with other School staff).

22.2 Work activities involving lone workers will be the subject of a separate risk assessment and must comply with the School's Lone Worker Policy. The School will consider the additional hazards posed by lone working and introduce adequate control measures in response.

23 No Smoking/Vaping Policy

23.1 Eaton Square School has a NO SMOKING, VAPING and E-CIGARRETTE Policy. This means that all staff, parents/Carers and visitors are not allowed to smoke, Vape or use e-cigarettes on or near the School premises. This includes Fire Exits and anywhere near the School's front doors. Smoking & Vaping is not only hazardous to your own health but also to the health of the children and other members of our community.

24.2 Staff who smoke do not do so during working hours, unless on a break and off the premises. Staff who smoke during their break (away from the school's (premises) make every effort to reduce the effect of the odour and lingering effects of passive smoking for children and colleagues.

25 Drugs, Alcohol and Medication

25.1 Staff or volunteers who arrive at the setting clearly under the influence of alcohol and/or drugs will be asked to leave immediately, and disciplinary procedures implemented. If staff are found in possession of illegal drugs, serious disciplinary action will follow.

25.2 In cases where staff are taking prescribed medication that may affect their ability to care for the children, the manager must be informed as early as possible. In such cases, staff are responsible for seeking medical advice on this and communicating it with their employer. Where safe and possible to do so, all medication will be stored securely and out children's reach at all times.

25.3 If a member of staff has good reason to suspect that a parent/carer is under the influence of alcohol or drugs when they drop off or collect their child, they have a duty to inform both the Head and the Designated Safeguarding Leader (DSL), according to the provisions of the Safeguarding Children policy. In such circumstances, the Head and the DSL will then be responsible for deciding upon the appropriate course of action, ensuring that the safety and protection of the child remains paramount at all times.

25.4 Where an illegal act is suspected to have taken place, the police will be called.

Appendix 1 Guidance on risk assessment

A risk assessment is a careful examination of what in your work or activities could cause harm to people, so that you can weigh up whether you have taken enough precautions or should do more to prevent harm. The law does not expect you to eliminate all risk, but you are required to protect people 'so far as is reasonably practicable'.

When thinking about your risk assessment, remember:

- a hazard is anything that may cause harm, such trailing or bare electric cables, unrestrained windows on upper floors, shared fabric towels in washrooms and unlocked cupboards containing chemicals and / or cleaning fluids
- the risk is the chance, high or low, that somebody could be harmed by these and other hazards, together with an indication of how serious the harm could be.

Step 1: Identify the hazards

First you need to work out how people could be harmed.

Step 2: Decide who might be harmed and how

Identify groups of people who might be harmed and how they might be harmed, which includes employees, volunteers and helpers, pupils, visitors and contractors.

Step 3: Evaluate the risks and decide on precautions

Decide what to do about the risks. Compare what you currently do with what is accepted as good practice. If there is a difference, list what needs to be done.

When controlling risks, apply these principles, if possible in this order:

- try a less risky option
- prevent access to the hazard
- organise work to reduce exposure to the hazard
- issue personal protective equipment
- provide welfare facilities

Step 4: Record your findings and implement them

If you employ five or more people, the law requires you to record your findings. You can use the attached template or download a template from http://www.hse.gov.uk/risk/casestudies/.

A health and safety checklist for classrooms can be downloaded from http://www.hse.gov.uk/risk/classroom-checklist.htm.

Step 5: Review your risk assessment and update if necessary

You should review what you are doing on a regular ongoing basis.

Appendix 2 Specific Arrangements at the School

The following areas/activities present identified and significant risks at the School and as a consequence, pupils are not allowed unsupervised access to:

- The Catering Department: where the Catering Manager keeps risk assessments for all activities, safe use and storage of equipment and flammables, COSHH procedures of chemicals and other products. Records of staff training are kept.
- Pupils are not allowed unsupervised entry to the Cleaning and Maintenance Stores: where each department keeps risk assessments for all its activities, safe use and storage of equipment and flammables, COSHH assessments of chemicals and other products. Records of staff training are kept.
- The Staff Room, Admin/ Staff Offices, kitchen, storage rooms and cleaning cupboards.

Whole school polices and risk assessments supplement these departmentally-based risk assessments, covering:

- Accessibility Policy
- Accident Reporting (RIDDOR)
- Anti-Bullying Policy
- Asbestos
- Anaphylaxis
- Building at Work
- Catering and Food Hygiene Policy
- Code of Safe Conduct for Staff
- Competent Advice
- Control of access and security
- Control of Substances Harmful to Health (COSHH)
- Crisis Management and Communications
- Display Screen Equipment
- Educational visits
- Electrical Safety
- E-Safety
- First Aid
- Fire safety, procedures and risk assessment
- Gas Safety
- Health and Safety Notices
- Human Flu Pandemic
- Induction of new staff
- Legionella
- Manual handling

- Medical Questionnaire
- Minibus use
- Occupational Health
- Portable Appliance Testing (PAT)
- Pupil Supervision
- Risk Assessments: Guidance on
- Security, including workplace safety and lone working
- Slips and Trips
- Special Education Needs (SEN) and Learning Difficulties
- Sun Protection
- Temporary staff and Contractors
- Working at Heights

Appendix 3 Risk Assessment responsibilities

Name	School	Risk assessment responsibility
Facilities Manager	All school buildings	Fire
Facilities Manager	All school buildings	Legionella
Head	All school buildings	All rooms, corridors and exits
Head of EYFS	Eaton Square Nurseries and Reception (All)	All rooms, corridors and exits
Holroyd Howe	Eaton Square Prep	Catering and cleaning and HACCP and COSHH
Facilities Manager	All school buildings	Grounds maintenance including use of pesticides and COSHH
Facilities Manager	All school buildings	Maintenance (including work at height, electricity, power tools, COSHH)
Facilities Manager	All school buildings	Asbestos and Asbestos Register
Receptionist	All school buildings	Reprographics and copiers
Head of Science	All school buildings	Science
Director of Sport	All school buildings	Games, dance and gymnastics
Head of Art	All school buildings	Art
Deputy Head Academic	Eaton Square Prep	Outdoor lessons and trips and visits
Head of EYFS	Eaton Square EYFS	Outdoor lessons and trips and visits

Appendix 4 Guidance on RIDDOR reporting

The School is obliged to report certain accidents, diseases and dangerous occurrences or near misses under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (SI 2013/1471) (**RIDDOR**):

Accidents involving staff

The School will report:

- work-related accidents resulting in death or 'specified' injury (including as a result of physical violence) must be reported immediately (major injury examples include: any loss of consciousness caused by head injury or asphyxia; amputation
- work-related accidents which prevent the injured person from continuing with his / her normal work for more than seven days.
- certain work-related diseases
- certain dangerous occurrences or near misses (reportable examples: bursting of closed pipes; electrical short circuit causing fire; accidental release of any substance that may cause injury to health).

Accidents involving pupils or visitors

The School will report accidents where the pupil or visitor is killed or is taken from the scene of the accident to hospital and where the accident arises out of or in connection with a "work activity".

In determining whether the accident arose out of a "work activity", the School should consider whether the accident was caused by factors, such as:

- a failure in the way a work activity was organised e.g. inadequate supervision on an educational visit
- the way in which equipment, machinery or substances were used
- the condition, design or maintenance of the School premises.

Further guidance can be found in *Incident reporting in schools (accidents, diseases and dangerous occurrences): guidance for employers* (EDIS1 (revision 3)), and at http://www.hse.gov.uk/riddor/resources.htm.

Appendix 5 Template risk assessment

Appendix 5 Risk Assessment for Eaton Square School		
Risk Assessment for:	**Date of Risk Assessment:**	**Reviewed** **Review Date:**
Carried out by:	**Approved by:**	**Date:**

What are the Hazards?	**Level of risk**			**Who might be harmed and how?**	**Control Measures**			
	Low	**Med**	**High**		**Action to be taken to lower the risk.**	**Action by whom?**	**Action by when?**	**Level of risk reduced to low**

Appendix 6 Health and safety policy summary

This is the statement of general policy and arrangements for	Eaton Square School
Overall and final responsibility for health and safety is that of (give name and position)	Suzie Longstaff – Managing Director, Dukes Education
Day-to-day responsibility for ensuring this policy is put into practice is delegated to	Daniel Coupland - Bursar

Statement of general policy	**Responsible person (position and name)**
To prevent accidents and cases of work-related ill health and provide adequate control of health and safety risks arising from work activities	Daniel Coupland - Bursar
To provide adequate training to ensure employees are competent to do their work	Daniel Coupland - Bursar
To engage and consult with employees on day-to-day health and safety conditions and provide advice and supervision on occupational health.	Daniel Coupland - Bursar
To implement emergency procedures - evacuation in case of fire or other significant incident	Chris Hancock - Deputy Head Pastoral
To maintain safe and healthy working conditions, provide and maintain plant, equipment and machinery and ensure safe storage / use of substances	Tom Mallinson - Facilities Manager
Health and safety law poster is displayed	Chris Hancock- Deputy Head Pastoral
First aid box and accident book are located	Chris Hancock - Deputy Head Pastoral
Accidents and ill health at work reported under RIDDOR	Daniel Coupland - Bursar

Appendix 7 Members of the School's Health and Safety Committee

Name	Position	School
Daniel Coupland	Bursar	All
Trish Watt	Head	All
Suzie Longstaff	Managing Director	All
Tom Mallinson	Facilities Manager	All
Sally Holdsworth Hunt	HR Manager	All

Appendix 8 External Advisors for Health and Safety

We use external consultants to advise as required on matters of health and safety within the School.

- Structural Surveyors are retained to give advice on the external fabric of the school annually.
- Engineers monitor and service the school's plant, equipment, including boilers annually.
- The School' adherence to health and safety in catering and cleaning is subject to external inspection by the Environmental Health Officer (EHO). In addition, the Catering Manager arranges for:
  - The professional deep cleaning of all equipment, high level cleaning of all cooking, food preparation and storage surfaces, areas etc twice a year.
  - Appropriate pest control measures to be in place.
- The School has a suitable and sufficient fire risk assessment which is kept under regular review and updated whenever necessary, including following any significant changes to the premises, processes or occupancy, or where there is reason to believe that the existing assessment is no longer valid.
- In addition to the weekly fire alarm tests, the alarm system, together with all smoke detectors, emergency lighting, extinguishers are tested annually by a qualified contractor.
- The School has a professional risk assessment for legionella, every 3 years
- The School maintains an asbestos register at the School and the Group Bursar is responsible for ensuring that it is kept up to date and for any sampling or removal before major works takes place. [He/she is also responsible for making sure that Contractors are fully briefed on areas of asbestos before starting work.
- The School have current electrical test certificates for all its buildings. It uses NICEIC qualified Electrical Engineers to inspect and maintain its electrical installations all of which are RCB protected and meet the requirements of BS7671 IEE wiring regulations.
- All work on gas boilers and appliances is carried out by registered Gas Safe Engineers
- All domestic boilers are serviced annually and all domestic properties have current Gas Safety Certificates.
- A qualified Planning Supervisor is used in order to ensure compliance with the Construction (Design and Management) Regulations 2015 whenever major work is undertaken.