Health and Safety Policy

Name	Health and Safety Policy
Regulatory or legal requirement addressed by policy	This Policy is issued in accordance with the Health and Safety at Work etc Act 1974 and subsequent regulations and pursuant to the Education (Independent Schools Standards) (England) Regulations 2010 (SI 2010/1997).
Policies referred to	Catering Food Safety Management System Catering Allergy and Intolerance Management Guide Educational visits Fire First Aid Supervision of students Anti-bullying SEN Accessibility
Approved by	Board of Governors 3 September 2026
Policy owned by	Deputy Head Head of Operations
Date Effective From	September 2026
Date of next review	August 2027
Published on website	Yes

This Health & Safety Policy will be reviewed and updated annually or more frequently when there are changes in legislation and/or government guidance.

LONDON PARK SCHOOLS CLAPHAM MAYFAIR SIXTH HYBRID | Dukes EDUCATION

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1 Health and safety policy statement

1.1 This is the Health and Safety Policy Statement of London Park Schools Limited (the **Company**) which operates London Park School Mayfair, London Park School Hybrid and London Park School Sixth (the **School**).

1.2 The Company 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, students and those who visit the School or may otherwise be affected by the School's 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), students and visitors at the School.

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, students 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's policies and procedures covering the following matters:

- Catering Food Safety Management System
- Catering Allergy and Intolerance Management Guide
- Educational visits
- Fire
- First aid and the administration of medicines

- Supervision of students
- Anti-bullying
- SEN
- Accessibility
- Safeguarding

3 **Responsibilities**

3.1 As employer, Dukes Education has overall responsibility for health and safety at the School and those involved in the School's operation. It is committed to improving health and safety. Aatif Hassan, the Chairman has oversight of this policy.

3.2 Responsibility for health and safety matters at School level is delegated to the Head of Operations, or in their absence, the Head.

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 in order 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 students and visitors must:

3.6.1 co-operate with the Company and the School 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 wilfully 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 Company will undertake an examination of its activities at the School 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, students and others who may be affected by the School's 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 Head of Operations 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 Head of Operations.

4.7 The Head of Operations 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. The COVID-19 risk assessment will be under constant review, updated when there is a Government update or when school staff feel an improvement can be made.

4.9 Further guidance on risk assessment can be found here.

5 Consultation with members of the School

5.1 The School will consult with employees 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. The School will also consult with students, where appropriate. Staff members are welcome to raise any concerns or items for discussion at the next termly health and safety meeting via the Head of Operations. All meeting minutes are available to all staff.

6 Information, instruction and supervision

6.1 The Health and Safety Law poster is displayed in the staff room and staff work 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 Head of Operations, or in their absence, the Head.

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

6.5 The Head is responsible for ensuring that 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 Head of Operations.

7.4 The School 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 School 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 Executive, or in their absence, the Head of Operations.

7.8 Training will be identified, arranged and monitored by the HR Executive, or in their absence the Head of Operations, in conjunction with the Senior Leadership Team.

8 Workplace safety

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

8.2 The School will ensure that 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, students 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 Group Estates Manager 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. This has been reviewed in line with Government guidelines regarding COVID-19.

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 Group Estates Manager will be responsible for identifying all equipment / plant needing maintenance.

9.2 The Group Estates 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 Caretaker and the plant / equipment should be immediately taken out of use until it has been made safe.

9.4 The Group Estates Manager 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 Group Estates 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 Company 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

Commented [DM1]: DSE assessments required at the start of term

Commented [CT2R1]: @Dean Martin by all staff? Process for this?

11.1 The Company 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).

The company recommends the following procedures:

- Adapt furniture to fit your body. The lower back needs support; adjust the backrest if necessary. Place feet flat on the floor or use a footrest and use a document holder if necessary.
- Adjust the VDU to increase your comfort. The top should be just below eye level. Contrast and brightness may be adjusted for your individual preference. Position the VDU at a 90° angle to windows if possible.
- Dim the lights or adjust blinds/curtains if necessary but do not make the room too dark.
- Avoid wearing light coloured clothing which can reflect light on to the screen.
- Look into the distance periodically – at something at least 20 feet away.
- Vary your routine. Take a few minutes away at regular intervals to organise materials or files or to deliver completed work.
- Do some stretching exercises during the day (neck, shoulder, back, wrists, hands and fingers)

12 Manual handling

Commented [DM3]: Site Team to complete Moving & Handing EduCare course

Commented [CT4R3]: When is the deadline for this?

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

Commented [DM5]: New Lab Techs to conduct training

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 students 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 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 Estates Manager or Head and there are appropriate control measures in place to ensure that staff, students 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 Group Estates Manager 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 Anglia Fire will carry out 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 Group Estates Manager 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 caretaker regularly.

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

15.5 Alarms are tested at least once per week by the caretaker.

15.6 The Head is 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 The School will ensure that emergency plans are prepared to cover all foreseeable major incidents which could put staff, students, visitors or other users of the School premises at risk and will ensure that staff and students 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 dialling 999 in an emergency.

15.9 All health and safety emergencies should also be reported to the Group Compliance Director who can be contacted on 07831 624287.

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 are:

Piccadilly – outside the main school building and outside the Sheraton Hotel

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

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

Commented [DM6]: DM to confirm when this was last done & where it is

16.4 The appointed person / first aiders are:

Nathan Mountford – Director of Sixth Form – LPS Sixth

Viktoriia Hrybova (Receptionist – LPS Mayfair)

However, in their absence, a number of teaching staff are qualified to provide support as they all completed their Emergency First Aid at Work Qualification. The up to date list will be displayed in the staff room and around the school.

Commented [DM7]: DM to check if this is the case

16.5 The first aid boxes are kept at:

MAYFAIR

- First Aid Room – Lower ground floor 106
- Kitchen – Lower ground floor 106
- Science Prep Room – Lower ground floor106
- Science Labs x3 – Lower ground floor 106
- Reception – Ground Floor 106
- Staffroom – Ground Floor 106
- Art Room – Ground Floor 106
- Head's Office – First Floor 106
- Heads of Sports – Second Floor 106
- Learning Enrichment – Third Floor 106

SIXTH FORM

- Science Prep Room – Lower ground floor 79
- Science Labs x2 – Lower ground floor 79
- Art Room – Lower ground floor 79
- DT – Lower ground floor 79
- Reception – Ground Floor 79
- Medical Room – Ground Floor 79
- Staff Room – Ground Floor 79
- Students Common Room – First Floor 79
- Bursar – Third Floor 79

16.6 In addition to the locations above, all members of teaching staff are issued with a first aid kit to be taken on school trips and when supervising break duty. These are kept behind reception and staff should collet them prior to leaving.

16.7 PE staff carry first aid kits to Games and off-site PE lessons and to external fixtures. The Head of PE and Games is responsible for overseeing this.

16.8 All accidents are reported to the reception and recorded in the accident book section of Evolve (see section 17 below).

16.9 The Company will take reasonable care to ensure that the health of its employees is not placed at risk. In doing so, the Company will consider the risk of their employees suffering from stress through, for example, hours worked, the allocation and organisation of work, the way people deal with each other and the demands placed on staff.

16.10 All work-related ill health including work-related stress should be reported to the Head of Operations, or in their absence, the Head.

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**). Reporting is most easily done online at https://www.hse.gov.uk/riddor/report.htm . Fatal and 'specified' injuries involving staff can also be reported by calling 0345 300 9923. Anyone who is dealing with one of these incidents should ensure they see the Head of Operations who will report to RIDDOR. Further guidance is available in Appendix 2.

17.2 The Head of Operations, or in their absence, the Head is responsible for ensuring that the School complies with their reporting and record keeping obligations.

17.3 The Head of Operations, or in their absence, the Head 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 will ensure that a report is made by the proper officer at the relevant local authority. More information can be found at Notifiable Diseases and How to Report Them

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

17.6 The Designated Safeguarding Lead 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 Head 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 Schools' 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 student 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 of Operations is responsible for monitoring health and safety procedures, reviewing risk assessments, accident books and accident investigations regularly reviews should include a review of health and safety related complaints and sanctions taken against employees and / or students for health and safety breaches.

18.3 The Head of Operations 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 students or to brief lawyers for the purpose of obtaining legal advice or to aid litigation.

18.4 Where appropriate, the School will seek legal advice from solicitors before commencing an internal investigation.

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

18.6 The School will not sanction any internal investigation which may prejudice the investigations of outside agencies.

18.7 No admission of liability on the School's behalf shall be made without legal advice (if required) and prior agreement from the School's insurers.

18.8 The Head 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 and the COVID-19 mitigation measures in place;

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 2007 (SI 2007/320).

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

19.4 The Group Estates Manager 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, students 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, students 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 students 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 Head 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 students.

21 **Protection from violence and harassment**

21.1 The School will not tolerate any act of violence or harassment in which an employee or student 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 students is likely to be treated as a serious disciplinary offence which may warrant suspension, required removal or expulsion.

22 **Lone workers**

22.1 The Company 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. The School will consider the additional hazards posed by lone working and introduce adequate control measures in response.

Commented [DM8]: DM to ensure this is in place

Appendix 1 Specific Arrangements at the Schools

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

- Accessibility Policy
- Anti-Bullying Policy
- Asbestos
- Catering Food Safety Management System
- Catering Allergy and Intolerance Management Guide
- Code of Safe Conduct for Staff

- Control of access and security
- Control of Substances Harmful to Health (COSHH)
- Display Screen Equipment
- Educational visits
- Electrical Safety
- E-Safety
- First Aid
- Fire safety, procedures and risk assessment
- Gas Safety
- Health and Safety Notices
- Induction of new staff
- Legionella
- Manual handling
- Medical Questionnaire
- Occupational Health
- Portable Appliance Testing (PAT)
- Student Supervision
- Risk Assessments: Guidance on
- Security, including workplace safety and lone working
- Slips and Trips
- Special Education Needs (SEN) and Learning Difficulties
- Temporary staff and Contractors
- Working at Heights

Appendix 2: 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 students or visitors

The School will report accidents where the student 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 https://www.hse.gov.uk/riddor/resources.htm

Appendix 3 Health and safety policy summary

This is the statement of general policy and arrangements for	London Park School Mayfair, London Park School Sixth & Hybrid @ LPS
Overall and final responsibility for health and safety is that of (give name and position)	Fiona McAllister- Head of Operations
Day-to-day responsibility for ensuring this policy is put into practice is delegated to	Tom Aldred – Estates Manager Raf Zienkiewicz – Caretaker

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	Fiona McAllister- Head of Operations
To provide adequate training to ensure employees are competent to do their work	Fiona McAllister– Head of Operations
To engage and consult with employees on day-to-day health and safety conditions and provide advice and supervision on occupational health.	Fiona McAllister- Head of Operations
To implement emergency procedures - evacuation in case of fire or other significant incident	Adrian Rainbow - Head / Fiona McAllister- Head of Operations
To maintain safe and healthy working conditions, provide and maintain plant, equipment and machinery and ensure safe storage / use of substances	Tom Aldred – Group Estates Manager
Health and safety law poster is displayed	Fiona McAllister– Head of Operations
First aid box and accident book are located	Hannah Sheehy – Deputy Head Pastoral
Accidents and ill health at work reported under RIDDOR	Fiona McAllister– Head of Operations

17

Appendix 4 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's 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 professional fire risk assessment which is updated every three years, more frequently if significant changes are made to the interior of buildings, or new buildings are bought or added.
- 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 Company has a professional risk assessment for legionella, every three years
- The Company maintains an asbestos register at the Schools and the Group Head of Operations (or Group Estates Manager in their absence) 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 Schools 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) (CDM) Regulations 1994 whenever major work is undertaken.

END OF DOCUMENT

Commented [DM9]: DM to check if this is the case

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