11. Health and Safety Policy

Contents

1	Health and safety policy statement	2
2	Linked policies	2
3	Responsibilities	3
4	Risk assessment	3
5	Consultation with employees	4
6	Information, instruction and supervision	4
7	Competency for tasks and training	4
8	Workplace safety	5
9	Vehicle safety	5
10	Safe plant and equipment	5
11	Testing of electrical equipment, gas appliances etc	6
12	VDUs and display screen equipment	6
13	Manual handling	6
14	Safe handling and use of substances	6
15	Asbestos	7
16	Emergency procedures - fire and evacuation	8
17	Accidents, first aid and work-related ill health	8
18	Reporting requirements and record keeping	9
19	Monitoring and internal investigation	9
20	Hirers, visitors and contractors	10
21	Security	10
22	Protection from violence and harassment	11
23	Lone workers	11

Appendices

Appendix 1	Guidance on RIDDOR reporting	13
Appendix 2	Health and safety policy summary	14

1 Health and safety policy statement

1.1 This is the Health and Safety Policy Statement of The Lyceum School (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 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), pupils 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, 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 another 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 and procedures covering the following matters:

- safeguarding
- educational visits
- fire
- first aid and the administration of medicines
- anti-bullying
- SEND
- Accessibility

3 Responsibilities

3.1 As employer, the School has overall responsibility for health and safety at the school and those involved in the Schools' operation. It is committed to improving health and safety.

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

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 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 school will undertake an examination of its activities 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 its 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 Risk assessments will be conducted for new and / or expectant mothers and employees aged under 18.

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, lone working, asbestos at work and fire safety.

4.4 Specific risk assessments will also be conducted for use of high-risk areas.

4.5 Risk assessments are the overall responsibility of the Head who will delegate their performance to staff members as set out in Appendix 2 of the Risk Assessment Policy Guidance.

4.6 Action required to remove / control risks will be approved by the Bursar and Head of Operations. The Bursar and Head of Operations will be responsible for ensuring the action required is implemented.

4.7 Risk assessments will be reviewed on a regular basis or when the activity changes, whichever is soonest.

4.8 Further guidance on risk assessment can be found in the Risk Assessment Policy Guidance

5 Consultation with employees

5.1 The School will consult with employees either directly 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 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, reception and admin office.

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 and Head of Operations.

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

6.5 The Headmaster 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.

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 the Bursar.

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 school.

7.8 Training will be identified, arranged, and monitored by the Bursar and Head of Operations

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 and Head of Operations 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 and workshops are appropriately controlled and restricted.

9 Safe plant and equipment

9.1 The Bursar and Head of Operations will be responsible for identifying all equipment / plant needing maintenance.

9.2 The Bursar and Head of Operations 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 Bursar and Head of Operations and the plant / equipment should be immediately taken out of use until it has been made safe.

9.4 The Bursar and Head of Operations 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 Bursar and Head of Operations 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 are 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

11.1 The School will take all reasonable steps to ensure the health and safety of users of VDUs and display screen equipment 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 school. 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 Cleaning Materials:

13.3.1 The Bursar and Head of Operations will be responsible for identifying all substances which need a COSHH assessment.

13.3.2 The Bursar and Head of Operations will be responsible for reviewing COSHH assessments in conjunction with the schools appointed cleaning contractor.

13.3.3 The Bursar and Head of Operations and School Coordinator will be responsible for ensuring that all actions identified in the assessments are implemented.

13.4 The Bursar and Head of Operations will be responsible for ensuring that all relevant employees are informed about the COSHH assessments.

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

13.6 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 School premises by complying with the Control of Asbestos Regulations 2012 (SI 2012/632) and by:

14.2 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;

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

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

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

14.2.4 regular inspections, reviews and / or monitoring, as appropriate.

14.2.5 ensuring that adequate records are kept in relation to non-licensed work done on ACM or presumed ACM at the school.

14.2.6 ensuring that all employees may come into contact with ACM or presumed ACM are adequately trained.

14.2.7 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.

14.2.8 ensuring that ACM or presumed ACM is not disturbed unless prior agreement has been given by the Bursar and Head of Operations 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;

14.2.9 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.

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

14.3.1 not disturb it further under any circumstances.

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

14.3.3 immediately report it to the Bursar and Head of Operations who will take appropriate action.

14.3.4 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 School 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 Bursar and Head of Operations 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 School Coordinator, weekly.

15.4 Fire extinguishers and other fire fighting equipment (such as alarms and detectors) are maintained and checked by Anglia Fire on a six-monthly and Chubb on a 12-monthly basis.

15.5 Alarms are tested at least once per week.

15.6 The Bursar and Head of Operations 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 In addition, the school will ensure that there are sufficient Fire Marshals (or deputies in their absence) on site at all times and that they are appropriately trained.

15.8 In addition to the school's 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.

15.9 Nothing in this policy prevents anyone from dialling 999 in an emergency.

15.10 All health and safety emergencies should also be reported to the Bursar and Head of Operations who can be contacted on 07706 338491.

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

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 school's first aid policy.

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

16.3 The School will ensure that there is at least one mental health first aider at the school at all times.

16.4 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.

16.5 All accidents are to be reported and recorded in the accident book (see section 17 below).

16.6 The School will take reasonable care to ensure that the health of its employees is not placed at risk. In doing so, the School 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.

16.7 All work-related ill health including work-related stress should be reported to the Bursar and Head of Operations.

17 Reporting requirements and record keeping

17.1 The Company 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 www.riddor.gov.uk. Fatal and 'specified' injuries involving staff can also be reported by calling 0845 300 9923.

17.2 The Bursar and Head of Operations is responsible for ensuring that the school complies with their reporting and record keeping obligations.

17.3 The Headmaster 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 and Head of Operations will also consider whether the school are 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 Dukes Education and ISI 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 because 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 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 Bursar and Head of Operations and is responsible for monitoring health and safety procedures, reviewing risk assessments, accident books / reports and accident investigations regularly 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 and 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 pupils 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 Headmaster and Bursar and Head of Operations are 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 2007 (SI 2007/320).

19.3 Contractors must also ensure safe working practices by all 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 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 by 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 Bursar and Head of Operations 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, the school should take immediate steps to safeguard those affected and contact the Bursar and Head of Operations 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. The school will consider the additional hazards posed by lone working and introduce adequate control measures in response.

Appendix 1

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 because 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 School (accidents, diseases and dangerous occurrences): guidance for employers* (EDIS1 (revision 3)), and at http://www.hse.gov.uk/riddor/resources.htm.

Appendix 2 Health and safety policy summary

This is the statement of general policy and arrangements for	The Lyceum School
Overall and final responsibility for health and safety is that of	Bursar and Head of Operations
Day-to-day responsibility for ensuring this policy is put into practice is delegated to	Bursar and Head of Operations and the School Coordinator

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	Natalie Wray - Bursar and Head of Operations
To provide adequate training to ensure employees are competent to do their work	Natalie Wray - Bursar and Head of Operations Mike Stanley - Headmaster
To engage and consult with employees on day-to-day health and safety conditions and provide advice and supervision on occupational health.	Natalie Wray - Bursar and Head of Operations
To implement emergency procedures - evacuation in case of fire or another significant incident	Natalie Wray - Bursar and Head of Operations Mike Stanley - Headmaster
To maintain safe and healthy working conditions, provide and maintain plant, equipment and machinery and ensure safe storage / use of substances	Natalie Wray - Bursar and Head of Operations

Health and safety law poster is displayed	Natalie Wray - Bursar and Head of Operations
First aid box and accident book management	Natalie Wray - Bursar and Head of Operations Sandra Harley – School Coordinator
Accidents and ill health at work reported under RIDDOR	Natalie Wray - Bursar and Head of Operations

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 schools' adherence to health and safety in catering and cleaning is subject to external inspection by the Environmental Health Officer (EHO). In addition, the Bursar and Head of Operations 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 have a professional fire risk assessment which is updated every year and 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 School has a professional risk assessment for legionella, every 6 months.

- The School maintains an asbestos register at the School and Bursar and Head of Operations is responsible for ensuring that it is kept up to date and for any sampling or removal before major works takes place. 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 to ensure compliance with the Construction (Design and Management) (CDM) Regulations 1994 whenever major work is undertaken.