

Health and Safety Policy (E1)

This policy sets out Fulham School's strategic approach to health and safety management. It contains the Health and Safety Policy Statement that outlines the School's commitment towards health and safety and describes the associated organisational responsibilities and arrangements in place to ensure this commitment is realised.

Health and Safety Policy Statement

- Fulham School recognises and accepts all of its legal responsibilities and moral duties and is committed to complying with relevant health and safety legislation. Fulham School is committed to conducting its business in a way that protects and ensures the health and safety of its students, employees, visitors, contractors and others who may be affected by any of the school's operations.
- Health and safety is an integral part of our activities and whilst the Board of Governors take overall responsibility, all Heads, managers and employees share the responsibility for implementing this policy.
- The responsibilities include:
 - Undertaking risk assessments to review the health and safety of all activities.
 - Maintaining the workplace in a safe condition, including safe access and providing adequate facilities and arrangements for welfare at work.
 - Providing suitable equipment, which is properly maintained and safe.
 - Controlling the use of hazardous and dangerous substances.
 - Ensuring safety and health in connection with the use, handling, storage and transport of articles.
 - Providing such information, instructions, training and supervision as is necessary to ensure the health and safety at work of our employees, students and other persons.
 - Maintaining arrangements for emergency response including fire and medical emergencies.
 - Investigating all incidences of injury, near miss, unsafe conditions and work-related ill health.
 - Consulting with employees on health and safety matters.
 - Ensuring that the school has access to competent health and safety advice through the employment and training of key personnel in health and safety qualifications.
- Fulham School is committed to maintaining a working environment where all its employees are conscious of Health and Safety and feel that they have a responsibility, and are free and able to contribute, towards the ongoing development and improvement of the school's Health and Safety Policy.
- This Statement and the Arrangements within this document are brought to the attention of all employees. They will be reviewed regularly, and amended or revised as appropriate, alongside changes in legislation, best practice or changes in practice following engagement with employees. Any changes will be communicated across the School for implementation. Organisation for Health and Safety

Board of Governors ("The Board")

- 1.1. The Board has overall collective responsibility for health and safety within the School. This is enacted through the Health and Safety Committee which always has a minimum of one Governor present each term.
- 1.2. The Board will:
 - 1.2.1. Determine and implement the objectives of the Health and Safety Policy concerning each specific responsibility and other operations under their control.
 - 1.2.2. Be aware of the requirements of the Health and Safety at Work etc. Act 1974 and other current legislation and ensure that they are observed within the company so far as is reasonably practicable.
 - 1.2.3. Insist that sound working practices, health and safety policies and standards are observed.
 - 1.2.4. Ensure that adequate resources are made available to ensure the Health and Safety Policy objectives can be met and are kept under regular review.
 - 1.2.5. Arrange for funds and facilities to meet the requirements of the health and safety management system.

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- 1.2.6. Ensure that health and safety is on the agenda at board-level meetings.
- 1.2.7. Where appropriate, advice from a Competent Person will be sought to advise the School and tasks will be delegated to suitable employees to assist the Board in carrying out its duties.

Executive Head

1.2.8. The Executive Head has day-to-day responsibility for health and safety in the school.

1.2.9. The Executive Head will:

- Ensure that a safe working environment is maintained.
- Ensure that all delegated health and safety functions are carried out.
- Ensure that risk assessments are made and recorded for all the School's significant risks to the health and safety of employees or other persons.
- Ensure that staff and other relevant parties are consulted with and communicated with on health and safety arrangements.
- Ensure that there is a suitable qualified and experienced source of competent health and safety advice.
- Ensure that appropriate resources are allocated for the management of health and safety.
- Ensure that staff have the appropriate training and competency for their roles.
- Ensure appropriate procedures for authorisation of educational visits are followed.
- Ensure that there are suitable emergency procedures which are tested regularly.
- Promote a positive health and safety culture in the school.

Operations Manager

1.2.10. The Operations Manager will assist the Board in directing the overall management and development of the Policy, defining the aims of the Policy and communicating the responsibilities associated with the management of health and safety within the School.

1.2.11. The Operations Manager will

- Act as the Health and Safety Lead for Fulham School
- Ensure that the buildings are safe, regularly maintained and compliant with health and safety legislation.
- Investigate and support accident/near miss/incident investigations that relate to the building or the activities of the Site Operational teams.
- Ensure appropriate risk assessments are in place and regularly reviewed for specific risks e.g. fire, asbestos and legionella.
- Provide local guidance and support around health and safety issues and concerns to the Executive Head, Heads, line managers as and when required.
- Implement Group-wide policies and procedures to promote a positive health and safety culture.
- Communicate/promote changes in Health and Safety within Fulham School or health and safety legislation.
- Ensure sufficient Health and Safety induction for new roles and ongoing training for all and oversee record keeping for this.
- Ensure that statutory testing, inspections, and maintenance is carried out on all buildings, plant, equipment, and any other safety-critical installations, by competent persons.
- Ensure that all statutory records registers and other documents concerning the provision, installation, inspection testing and maintenance of plant and equipment and critical installations, are kept following relevant requirements.
- Ensure that the procurement of contractors includes a suitable process for checking that all contractors appointed are competent to carry out the required task.

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- Peer Health and Safety audit of a separate geographical location. Feedback to be provided on actions provided by the external Health and Safety audit. Feedback is to be provided against Health and safety internal and legislative requirements.
- Advise the Exec Head and the Board on maintenance requirements beyond current resources.
- Co-ordinate advice from specialist safety advisors and produce associated action plans.
- Develop risk assessments leading to action planning.
- Monitor health and safety within the School and raise concerns with the Exec Head and the Board
- Ensure compliance with the Construction (Design and Management) Regulations
- Prepare all papers and reports requested and required for the Board on health and safety matters.

Premises Manager and Caretakers

1.3. The Premises Manager and Caretakers will:

- 1.3.1.Oversee day-to-day premises health and safety including statutory inspections and checks.
- 1.3.2.Ensure that a system of servicing, inspecting, maintaining, checking and compliance arrangements are in place in the School.
- 1.3.3.Manage external contractors on site and ensure contractors working in the School comply with School requirements, including checking of competency of contractors and any risk assessments or method statements before work starts.
- 1.3.4.Follow policies and procedures as set out by the Operations Manager
- 1.3.5.Ensure that contractors view and understand asbestos information before starting intrusive building works and that a record of this is kept.
- 1.3.6.Ensure that appropriate risk assessments and control measures are in place for tasks carried out by all premises staff.
- 1.3.7.Ensure that all premises staff have appropriate training to carry out their roles.
- 1.3.8.Ensure that any equipment including personal protective equipment is properly maintained.
- 1.3.9.Ensure that any materials or substances are stored, used, and disposed of appropriately.
- 1.3.10. Resolve any defects or hazards that are brought to his/her notice or escalate, as necessary.

The School Welfare Officer

1.4. The School Welfare Officer will:

- 1.4.1.Maintain the accident book and report notifiable accidents to the Health & Safety Executive
- 1.4.2.Keep statistics and prepare summary reports for the School Health and Safety Committee
- 1.4.3.Escort pupils to the hospital (and inform their parents)
- 1.4.4.Check that all first aid boxes and eye wash stations are replenished, and defibrillators serviced and maintained as required.
- 1.4.5.Provide advice and guidance on aspects of hygiene and awareness to reduce the impact of diseases or a pandemic.

Heads of Department

1.5. Heads of Department will:

- 1.5.1.Ensure that the Health and Safety Policy, additional policies and arrangements concerning the health, safety and welfare of all employees and students are communicated, implemented and followed within their areas of responsibility.
- 1.5.2.Ensure that suitable and sufficient risk assessments of the risks to the health and safety of employees, students and others are:

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- Carried out and recorded.
 - Clear on the implementation of any control measures and that these control measures are effective.
 - Reviewed, updated and shared as and when required.
- 1.5.3. Ensure that all necessary safety instruction, training and retraining is completed.
 - 1.5.4. Ensure all employees and students within their remit have a level of supervision that is appropriate to their activity.
 - 1.5.5. Ensure participation arrangements are in place for employees on matters of health and safety.
 - 1.5.6. Ensure that in all areas under their control, a programme of workplace inspections is carried out.
 - 1.5.7. Investigate and document all accidents, incidents or near misses concerning health and safety with the view to identifying the cause(s) and preventing a recurrence and report those the health and safety lead for recording.
 - 1.5.8. Review and implement reasonable adjustments if required following any employee's return to work following an absence as identified during the return-to-work interview process.
 - 1.5.9. Be proactive in stimulating knowledge, interest and enthusiasm for health and safety amongst employees and students.
 - 1.5.10. Identify or support the election of a Health and Safety representative, known as a Champion within Fulham School, for each site who will take the lead on supporting and promoting a positive health and safety culture.
 - 1.5.11. Communicate and liaise with contractors on all health and safety matters.

All Staff

- 1.6. The cooperation of all staff is essential to the success of the Policy and the School requests that staff should notify their Head of Department/Department or the School Welfare Officer of any hazards to health and safety which they notice and of any suggestion they wish to make regarding health and safety.
- 1.7. Staff will:
 - 1.7.1. Co-operate with the employer and their representatives on health and safety matters.
 - 1.7.2. Check classrooms, work areas and equipment are safe.
 - 1.7.3. Ensure that safe working procedures are followed and per any training they have received.
 - 1.7.4. Not intentionally or recklessly interfere with or misuse any equipment or fittings provided in the interests of health safety and welfare.
 - 1.7.5. Report immediately to the Headteacher or their Line Manager any serious or immediate danger.
 - 1.7.6. Report to the Executive Head any shortcomings in the arrangements for health and safety.
 - 1.7.7. Take reasonable care whilst at work for their health and safety and for others who may be affected by their acts or omissions.
 - 1.7.8. Communicate and cooperate with their Employer, their Line Manager and the executive head on any relevant health and safety issues.
 - 1.7.9. Comply with policies, procedures and guidance relating to health and safety matters.
 - 1.7.10. Not misuse or damage safety equipment provided by the Employer, or Contractors.
 - 1.7.11. Assist in the maintenance of safety standards by reporting shortcomings or faults in buildings, services, equipment, procedures and practices.
 - 1.7.12. Promptly report all accidents, including near misses that occur to them, encouraging others to do the same and report accidents on behalf of other members of employees or students if appropriate.

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- 1.7.13. Participate in health and safety training as has been agreed to be appropriate.
- 1.7.14. Contribute towards a positive culture of health and safety.

Educational Visits Co-ordinator

1.8. The Educational Visits Co-ordinator will:

- 1.8.1. Ensure that there is a robust procedure for the planning, assessment, and approval of all educational visits which is implemented in good time (and that trips are prevented if not in place).
- 1.8.2. Maintain their knowledge and competency concerning educational visits.
- 1.8.3. Ensure that visit leaders are competent.
- 1.8.4. Investigate all incidents on educational visits and ensure that any learning is captured and disseminated to relevant persons in the school.
- 1.8.5. Ensure records are maintained as required.

Laboratories/Workshops/Art Studios

1.9. Due to the higher risk in these areas and potential exposure to hazards, a clear definition of responsibilities is required:

1.10. Persons responsible for the relevant department

- 1.10.1. Ensure that all team members are aware of their responsibilities and that appropriate controls are in place for equipment/use of chemicals.
- 1.10.2. Ensure all policies and risk assessments as applicable to the area are developed, circulated and reviewed.
- 1.10.3. Promote best practices and positive management of health and safety within the respective environments.
- 1.10.4. Support the reporting of all accidents, near misses and incidents and lead on investigation with support from Operations when needed.
- 1.10.5. Communicate with equivalent departments across Sites and Brands to create a collaborative culture of learning and safety throughout the Group.

1.11. Technician roles

- 1.11.1. Provide support, guidance and advice for teachers and students who utilise the respective labs, workshops, and studios.
- 1.11.2. Ensure that environments are kept in good condition and that hazards are proactively managed.
- 1.11.3. Maintain equipment, ensuring that it is in good condition and appropriate for use.
- 1.11.4. Review risk assessment, procedure, and guidance, ensuring they are relevant and communicated.

1.12. Teacher roles

- 1.12.1. Ensure that risk assessments are in place, followed, communicated, and regularly updated.
- 1.12.2. Ensure that anyone utilising equipment is suitably trained and inducted before use.
- 1.12.3. Make sure that equipment is safely turned off and stored correctly following lessons e.g. sharps are stored appropriately, and gas is turned off.
- 1.12.4. Follow any procedures or guidance that are in place.

1.13. Pupils

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1.13.1. Are to:

- Take reasonable care of the health and safety of themselves and others.
- Adhere to the laboratory rules at all times.
- Communicate with Fulham Schools employees and co-students about their safety and well-being.
- Co-operate with the School as far as necessary to enable any duty or statutory requirement to be performed or complied with. This will include complying with safety instructions given by employees or participating in exercises such as fire drills/emergency evacuations.
- Report all accidents, and incidents, including near misses and hazardous circumstances to their tutor or a responsible person within the School or accommodation (if the incident relates to accommodation).
- Not attempt to operate machinery or use substances until they have received instruction on safe methods and have demonstrated their competence to their tutor or the technical employees for the area.
- Undertake any health and safety training and induction as required.
- Not interfere with anything provided for safety purposes. This will include personal protective equipment, window restraints, door locks, security systems, machinery guards, barriers, cones, signs, fire alarms, extinguishers etc.
- Take responsibility for the actions of their visitors and ensure visitors are aware of the safety procedures in place at the site.
- Contribute towards a positive culture of health and safety.

Fire Wardens

1.14. Lists of relevant Fire Wardens are displayed in a prominent area and on notice boards.

1.15. Fire Wardens are responsible for:

1.15.1. Implementing and managing site fire and emergency procedures in case of an emergency.

1.15.2. Ensuring that fire prevention and fire-fighting equipment e.g. extinguishers, fire blankets, procedures and notices are maintained, readily available and visible in conjunction with the site health and safety responsible person.

1.15.3. Informing new employees in their area of responsibility of fire arrangements.

1.15.4. Recording any findings during fire drills or evacuations and sharing these with site operation manager.

1.15.5. Keep gangways and fire exits clear.

1.15.6. Assisting in the implementation of recommendations following any fire incident to prevent their recurrence.

First Aiders

1.16. A list of First Aiders is displayed in a prominent area and on notice boards together with the locations of appropriately stocked first aid boxes.

1.17. Appointed First Aiders are responsible for:

1.17.1. Ensuring that first aid facilities and equipment are readily available.

1.17.2. Carrying out first aid per their approved first aid training.

1.17.3. Ensuring that all accidents and injuries, however slight, are recorded on an accident form, and reported to the site operations manager.

1.17.4. Ensuring that first aid box items are re-stocked as required, on sites where a First Aider or School Welfare Officer is present, informing them so they can restock.

1.17.5. Not stocking or dispensing any form of lotion or drug, including aspirin, unless expressly trained to do so.

1.17.6. Undergoing first aid training every 3 years from a qualified first aid provider.

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- 1.17.7. Ensuring that they are sufficiently capable of delivering first aid and that their training is within date.

Governors and School Health and Safety Committee

- 1.18. The School Committee will meet once a term two weeks ahead of the Governor's committee to review and prepare and will be chaired by the operations manager. The Governors Committee will be chaired by the H&S Governor. The Governor who is responsible for overseeing health and safety will attend these meetings (or another Governor in their place) and report back to the Full Board.
- 1.19. The role of the Committee is to:
- 1.19.1. discuss matters concerning health and safety, including any changes to regulations.
 - 1.19.2. monitor the effectiveness of health and safety within the school.
 - 1.19.3. review accidents and near misses and discuss preventative measures.
 - 1.19.4. review and update risk assessments.
 - 1.19.5. discuss training requirements.
 - 1.19.6. monitor the implementation of professional advice.
 - 1.19.7. review the safety policy guidance and updating it.
 - 1.19.8. assist in the development of safety rules and safe systems of work.
 - 1.19.9. monitor communication and publicity relating to health and safety in the school.
 - 1.19.10. encourage suggestions and reporting of defects by all members of staff.

Health and Safety Arrangements

- 1.20. The arrangements section provides more information on *how specific areas of health and safety will be managed*. A summary of how key health and safety issues is included within this section. Where appropriate a mention of other School procedures or policies will be included.
- 1.21. The detailed arrangements for health and safety management are set out separately within the organisation's management policies. These policies form the foundation of the Fulham Schools Health and Safety Management System, these policies are a minimum standard required for internal assurance, and there may be some areas of the organisation that require enhanced levels of compliance to satisfy external audits.
- 1.22. The policies are developed with transparency and engagement to an agreed process as follows:
 - 1.22.1. Drafting by Fulham School in conjunction with appropriate business areas and if required external consultants.
 - 1.22.2. Approved, published and launched by the Fulham School Health and Safety Committee.

Risk Assessments

- 1.23. There is a separate risk assessment policy and procedure which provides more detail on the arrangements for undertaking risk assessments in the School.
- 1.24. Key staff who are required to complete risk assessments will be identified and supported to complete risk assessments for their areas of responsibility.
- 1.25. A register of all School risk assessments will be maintained by the Health and Safety Lead.
- 1.26. Monitoring of risk assessments will be carried out by the Health and Safety Lead and reported to the Executive Head and Governors regularly.

Training

- 1.27. Health and Safety training needs for all job roles will be identified and documented in a training matrix. This matrix will be kept under regular review by the Operations Manager who ensures untrained/lapsed individuals may not proceed until training is rectified.
- 1.28. As a general rule:
 - 1.28.1. All staff will receive a general health and safety induction on starting at the school, coordinated by the Health and Safety Lead.
 - 1.28.2. Where there is job-specific induction training required, this will be the responsibility of the Line Manager or Head of Department to provide.
 - 1.28.3. General refresher training will be provided annually to all staff at the start of the academic year by the Operations Manager.
 - 1.28.4. Regular role-specific refresher training will be provided in line with statutory or best practice requirements.
 - 1.28.5. Training records will be maintained and kept under regular review to ensure all training is provided at appropriate frequencies. The effectiveness of training will be carried out via monitoring of practice, incident cause and interviews with staff.
 - 1.28.6. This is all monitored and reported to the Health and Safety Committee by the Operations Manager.

Consultation and Communication

- 1.29. Health and safety information will be provided to staff through training, induction, meetings, daily bulletins and noticeboards.
- 1.30. In addition, regular updates on health and safety will be provided at staff meetings, briefings, and emails as required.
- 1.31. The school health and safety committee will meet once a term to discuss all health and safety matters at the School.
- 1.32. This will be the forum for consultation with staff on health and safety. Membership will comprise of staff representatives reflecting the whole school. Committee meeting minutes will be made available to all staff.

Monitoring and Review

- 1.33. At least once a term a member of Operations/Premises will carry out a health and safety inspection of the School.
- 1.34. At least annually the health and safety governor will carry out an inspection and review of health and safety.
- 1.35. External audits of health and safety will be arranged and carried out regularly.
- 1.36. Regular progress monitoring and compliance with any actions identified by inspections and audits will be carried out by the Health and Safety Lead. Significant findings from inspections and audits will be reported to governors who will monitor and close out any actions.
- 1.37. Risk assessments and policies will be subject to regular review and monitoring.

Incident reporting and investigation

- 1.38. All incidents for Pupils will be recorded by the School Welfare Officer. For minor incidents, the first aid logbook will be used, but for more serious incidents a formal accident report will be completed on iAuditor. Examples of more serious incidents include injuries requiring ambulance or hospital treatment, or where there has been a failure in equipment or school management. All staff incidents will be recorded formally as an accident report.
- 1.39. Where incidents meet the requirements of the Reporting of Injuries, Diseases and Dangerous Occurrence Regulations (RIDDOR) the Health and Safety Lead (Operations Manager) will ensure that the Health and Safety Committee is notified.
- 1.40. In general, RIDDOR only applies to people at work. Pupils are not at work and so are regarded as members of the public for RIDDOR. However, injuries to pupils and visitors who are involved in an accident at School or on an activity organised by the School are only reportable under RIDDOR if the accident results in:
 - The death of the person, and arose out of or in connection with a work activity
 - An injury that arose out of or in connection with a work activity and the person is taken directly from the scene of the accident to the hospital for treatment (examinations and diagnostic tests do not constitute treatment)
 - All incidents will be proportionately investigated, and findings documented. For minor incidents, this may be the case that no further action is needed e.g. for a curriculum sports injury, but for more serious incidents a formal investigation will be carried out and documented utilising iAuditor.
- 1.41. The Health and Safety Lead will ensure that appropriate investigations are carried out and that any findings are acted upon.
- 1.42. A summary of incident reports will be presented by the Operations Manager to the Health and Safety Committee and Governors termly. Incident trends will be identified, and remedial action taken as required.

Emergencies

- 1.43. The school has emergency arrangements in place for fire evacuation, bomb threats, and lockdowns. There are separate procedures in place for these emergencies. These procedures will be regularly tested. Fire evacuations will be carried out on a termly basis. Bomb threat and lockdown procedures will be tested as required and may be tested as a desktop exercise.

Specific Arrangements

1.44. **Fire Risk Assessment**

A fire risk assessment will be completed by a competent professional for all buildings, and this will be reviewed annually to ensure that standards are maintained, and any remedial actions have been addressed.

- 1.45. A separate Fire Prevention Policy is available.
- 1.46. All fire protective and preventative devices e.g. fire alarms, extinguishers, emergency lighting etc will be regularly checked by premises staff and inspected and maintained by competent contractors.
- 1.47. Fire evacuation arrangements are in place for every building including for out-of-hours opening. Personal emergency evacuation plans (PEEPs) will be prepared for any person who requires assistance in the event of an evacuation. Generic PEEPs are in place for any visitors or other persons who may require support temporarily. Fire evacuation drills will be carried out termly.
- 1.48. All staff will be provided with basic fire safety training and information on evacuation procedures as part of their induction. Refresher training will be provided annually to all staff. Staff with specific fire safety responsibilities e.g. fire wardens, evac chair operators or those identified to use fire extinguishers will receive additional training for their role.

1.49. **Asbestos**

- 1.49.1. An asbestos management survey will be held for all buildings built before 2000. This management survey will be subject to periodic re-inspection. An asbestos risk register comprising material and priority assessments will be held and reviewed annually. The risk register will form the basis of a site-specific asbestos management plan, which will be reviewed annually. The condition of known asbestos-containing materials is monitored through visual inspection at least annually or in frequencies guided by the asbestos risk register.
- 1.49.2. All staff will be informed that the School contains asbestos. They will be advised of any precautions or restrictions to take and where to get further information from. Staff who procure, manage, or carry out works in the school will be provided with asbestos awareness training.
- 1.49.3. Before any contractors start work in the School, they will be required to review relevant asbestos records and confirm their understanding of the School's asbestos management requirements. Where intrusive building works are planned then asbestos demolition or refurbishment surveys will be undertaken and appropriate remedial action taken before works start.
- 1.49.4. This is the responsibility of the Operations Manager who will maintain all records.

1.50. **Legionella**

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- 1.50.1. A Legionella risk assessment will be completed for all buildings and will be reviewed every 2 years or as guided by the School's Legionella consultants. A written scheme of control identifying key roles and responsibilities for Legionella will be held and reviewed every 2 years or when the risk assessment is reviewed.
- 1.50.2. A Legionella management system will be maintained comprising of a weekly flushing through of little-used water outlets, monthly temperature testing of hot and cold-water systems, and quarterly descaling of shower heads and other risk areas. In addition, water hygiene contractors will carry out 6 monthly and annual tests and inspections on the water system. Sampling for Legionella bacteria will be carried out as advised by the school's Legionella consultants. A water hygiene logbook will be maintained for all checks, tests, and inspections.
- 1.50.3. This is the responsibility of the Operations Manager who will maintain all records.

1.51. Maintenance and inspection

- 1.51.1. The School will have a programme identifying all statutory and other maintenance and inspection that are required to keep the school's building and equipment in safe, full working order. This programme will be monitored by the Premises Team and Health and Safety Lead to ensure that all items are addressed within the appropriate timescales. This monitoring will also include carrying out all remedial works identified from maintenance and inspection reports within recommended timescales. Maintenance and inspection will include provision for statutory items such as pressure vessels, and lifts/lifting equipment.
- 1.51.2. Regular inspections of the School and grounds will be carried out. These will comprise of a system of daily, weekly, monthly, termly, and annual checks. These checks will be documented and monitored to ensure any actions identified have been addressed. Minor defects and issues will be reported to the Premises Team via email. Monitoring of close out of these issues will take place.
- 1.51.3. This is the responsibility of the Operations Manager who will maintain all records.

1.52. Contractors

- 1.52.1. The School will ensure that any contractors working on behalf of the School are competent to carry out their work. A selection process will ensure that key items are checked and verified before appointment. For larger projects, the School may appoint external advisors to assist with selecting and managing contractors. When on-site, contractors will be provided with a site induction detailing School rules for working safely and provide information on any known hazards e.g. the presence of asbestos. For higher-risk activities such as hot works a permit-to-work system will be used.
- 1.52.2. This is the responsibility of the Operations Manager who will maintain all records.

1.53. Security

- 1.53.1. All staff and Pupils have a responsibility for the safety and security of the site, premises, equipment, and persons. Visitors cannot access the School grounds and buildings unless they are buzzed in by reception.
- 1.53.2. External lighting, CCTV, and secure fencing are installed on the School grounds. Intruder alarms are fitted where appropriate, and there is a response protocol in place for any alarm activations.
- 1.53.3. All security systems and equipment are maintained by competent contractors.
- 1.53.4. All staff are required to always wear ID badges. Where visitors or contractors have unaccompanied access to the school, they will require a suitable check overseen by HR before

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access may be given. All other visitors must be always accompanied by a member of the school staff.

- 1.53.5. Security arrangements will be periodically reviewed. A separate Security Guidance Note is available. This is the responsibility of the Operations Manager who will maintain all records.

1.54. **Traffic and Transport**

1.54.1. Vehicle and pedestrian movements on site have been risk assessed. There are marked pedestrian entrances and routes which are separated from vehicle entrances. Vehicle access gates will be monitored at all times. Staff will supervise key entrance and exit areas and pick-up points at peak times, and they will be supported by members of staff.

1.54.2. Deliveries to the School will not be permitted at peak times e.g. start and end of school. Deliveries that need to go on to the live School site will be always escorted.

1.55. **Electrical**

1.55.1. All portable electrical appliances will be subject to regular Portable Appliance Testing (PAT) according to a fixed schedule. Lower risk items e.g. IT equipment will be tested less frequently than higher risk items e.g. kettles, corded power tools etc.

1.55.2. The use of extension leads, and adapters will be reduced as much as possible. Where they must be used, they will not be overloaded, or daisy chained.

1.55.3. Staff are discouraged from bringing in personal electrical into the workplace. However, it is impractical to prevent the use of items such as mobile phone chargers. Items such as these that are brought into school must be in good condition and manufacturer original items. Personal electrical equipment with heating elements (e.g. kettles, toasters, and other cooking equipment) should not be brought into the School under any circumstances.

1.55.4. All electrical circuits will be inspected and tested every 5 years by competent contractors and all remedial actions will be taken within in recommended deadlines.

1.55.5. This is the responsibility of the Operations Manager who will maintain all records.

1.56. **Gas**

1.56.1. All gas equipment will be subject to regular maintenance and inspection by competent and qualified persons e.g. Gas Safe registered. Equipment includes boilers/plant, kitchen appliances, science and food technology spaces, flues, and gas supply pipework and fixtures. There will be suitable ventilation in all rooms where gas appliances are installed. Where identified remedial repairs will be carried out promptly and by competent persons. Key staff will be briefed on emergency arrangements if there is a suspected or confirmed gas leak. Science labs will be fitted with isolating devices so that use is controlled by teachers and emergency shut-off devices will be fitted. This is the responsibility of the Operations Manager who will maintain all records.

1.57. **Noise / Vibration**

1.57.1. Where a risk from excessive noise or vibration has been identified a risk assessment will be completed and control measures implemented. Whilst there is some potential for noise and vibration within the premises team it is not believed that staff are near

to exposure thresholds for noise or vibration. However, personal protective equipment will be provided, and any new equipment purchased will be reviewed for noise and vibration. Health surveillance will be made available when an individual or group of people are identified as at risk. This is the responsibility of the Operations Manager who will maintain all records.

1.58. Work Equipment

- 1.58.1. All work equipment will be selected so that it is suitable for the intended use. It will be safe for use and be maintained in a safe condition. All protective devices and controls will be checked regularly and before operation. Equipment will be used only by people who have received adequate information, instruction, and training. Equipment will only be used following suppliers' specific requirements and only for its intended purpose. Defective equipment is to be reported and taken out of use until it can be repaired.
- 1.58.2. This is the responsibility of the Premises Manager who will maintain all records.

1.59. Personal Protective Equipment (PPE)

- 1.59.1. Where identified by risk assessment as an additional control measure following other collective control measures then specific PPE will be identified and provided for staff and pupils to use. PPE will be provided free of charge. All PPE to be used will be in line with relevant standards. Staff will be issued with PPE suitable for their individual use, and where possible a choice of suitable PPE will be offered. There will be processes in place for storing and cleaning PPE, reporting defects or obtaining replacements. Where PPE must be worn then appropriate signage will be used to identify these areas. Consideration will be given to ensuring that additional risks are not encountered when using PPE. Staff and others will be trained in the correct use of PPE. The use of PPE will be regularly monitored to ensure that it is worn correctly.
- 1.59.2. This is the responsibility of the Operations Manager who will maintain all records.

1.60. Medical / First Aid

- 1.60.1. A first aid needs assessment has been completed to identify how many trained first aiders the School needs. The School Welfare Officer and other key staff who provide first aid regularly have received relevant first aid at work training and other relevant training such as paediatric first aid, defibrillators, use of epi-pens etc has been provided. The numbers of first aiders are monitored to ensure there are enough for the size of the School. Other teaching and support staff will hold emergency first aid at work qualifications and unless approved by exception every school trip will have a first aid-trained member of staff. Contact details for first aiders will be kept up to date.
- 1.60.2. The medical room is managed by the School Welfare Officer and sufficient first aid supplies will be maintained as well as secure storage for medicines. The provision of medicines is covered within the administration of medicines policy.

1.61. Welfare Facilities

- 1.61.1. All staff will have access to suitable and sufficient welfare facilities including rest and changing. The staff room has facilities for drinking water, kettles, fridges, and microwaves. There are dedicated staff toilets available, along with storage space for change of clothes etc. Welfare facilities will be cleaned daily.

- 1.61.2. The School premises will be planned and maintained to provide appropriate levels of lighting, heating, and ventilation. Regular checks of premises will be carried out to ensure that premises and welfare facilities are maintained to a sufficient standard. Minor defects and issues can be reported to the premises team via the Premises Manager

1.62. **Smoking**

- 1.62.1. The School and grounds are designated as smoke-free. Any persons wishing to smoke must do so off the School grounds away from the perimeter of the School and in their own time.

1.63. **Display Screen Equipment (DSE)**

- 1.64. All staff who regularly work at a computer e.g. staff who use DSE daily, for an hour or more at a time, will be classed as a DSE user. Those with infrequent or short-term use of computers will not be classed as a DSE user. All DSE users will be required to complete a self-assessment for their workspace. If they have more than one workspace e.g. they also work from home, then a self-assessment will be completed for each workspace.

- 1.65. Where there are complex medical needs, competent advice will be sought on making reasonable adjustments.

1.66. **Hazardous Substances**

- 1.66.1. Where hazardous substances are required, each use will be reviewed, and consideration given to reducing the use of hazardous substances e.g. by using a lower hazardous content alternative content.
- 1.66.2. For each hazardous substance used, the material safety data sheet from the supplier will be reviewed and a Control of Substances Hazardous to Health (COSHH) risk assessment covering the use of the substance will be completed. A register of all hazardous substances will be maintained and used for reviewing use and assessments.
- 1.66.3. All staff responsible for managing hazardous substances and completing COSHH risk assessments will be provided with training on their role. All staff using hazardous substances will be provided with information and relevant training on their correct use.
- 1.66.4. All hazardous substances will be stored securely and only accessible by authorised users. This is the responsibility of the Operations Manager who will maintain all records.

1.67. **Manual Handling**

- 1.67.1. All staff will be provided with general information on the risks from manual handling, correct handling technique, and where to get assistance from as part of their induction. Staff where regular manual handling forms a significant part of their role e.g. premises team, IT team, technicians etc will be provided with manual handling training. Refresher training will be provided every 3 years.
- 1.67.2. A general manual handling risk assessment will be completed covering day to day tasks undertaken in School.
- 1.67.3. Manual handling assessments will be completed for the premises team and other higher risk staff groups. For higher risk tasks a specific manual handling risk assessment will be completed.

- 1.67.4. Trolleys and other aids will be available to assist staff with manual handling. Where needed staff will be trained in their correct use.
- 1.67.5. Where staff are required to move other persons e.g. as part of a care or support plan, then specific person handling training will be provided. Risk assessments will be completed, and appropriate equipment will be provided.
- 1.67.6. This is the responsibility of the Operations Manager who will maintain all records.

1.68. Working at Height

- 1.68.1. All staff will be provided with general information on the risks of working at height and where to get assistance from as part of their induction. Staff who regularly work at height as a significant part of their role e.g. premises team, IT team, display staff etc will be provided with working at height training. Refresher training will be provided every 3 years.
- 1.68.2. A general working at height risk assessment will be completed covering day-to-day tasks undertaken in School. Working at height assessments will be completed for the premises team and other higher-risk staff groups. For higher-risk tasks, a specific working-at-height risk assessment will be completed. All working activities will be reviewed so they are avoided wherever possible e.g. by working from ground level.
- 1.68.3. Any ladders used will be rated for professional use and subject to regular checks which will be documented. Any damaged ladders identified will be immediately put to use and disposed of unless they can be correctly repaired.
- 1.68.4. The mobile access tower will be subject to regular inspection and only assembled and used under supervision from PASMA-trained personnel. Any other working at-height equipment e.g. harnesses and fall restraint systems will be inspected and maintained. Staff will be trained in the correct use of any working-at-height equipment. This is the responsibility of the Operations Manager who will maintain all records.

1.69. Lone Working and Personal Safety

- 1.69.1. Lone working and personal safety risk assessments will be completed for the core activities within the School. There are procedures and measures in place to reduce the risks of lone working and personal safety.
- 1.69.2. The grounds and buildings have access control and there is CCTV in operation. Frontline staff at reception have a means of calling assistance in the event of an incident and can retire to a secure space if they feel threatened.
- 1.69.3. The premises team are not permitted to carry out any higher risk tasks when working on their own. For staff locking up they will confirm with a colleague that they have left the school safely with no issues. If no message is received, this will be escalated and investigated, to determine if action is needed.
- 1.69.4. Any key holders responding to an alarm activation are not to enter a building on their own. They will carry out an external check and if any signs of intruders or break in are observed they will remain at a safe distance and contact the police. No challenge will be given to any intruders and personal safety of any staff is the absolute priority. If after an external check has revealed no signs of intruders, staff can then decide to enter the building and investigate, but only with at least one other person.

1.70. New and Expectant Mothers

- 1.70.1. The risk control measures in place within the School provide a safe place of work for all staff including new and expectant mothers. As a result, risk assessments are not required by

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default for new and expectant mothers. However, where requested by the individual, or where a specific concern has been identified a new and expectant mother risk assessment will be completed. This will be regularly reviewed throughout the pregnancy. Any adjustments to work areas, routines or roles will be made on a case-by-case basis by HR. Appropriate facilities will be made available for pregnant and breastfeeding employees to rest.

1.71. Young Persons

- 1.71.1. Work placements for persons taking place in the school have a specific risk assessment completed to take account of the lack of experience a young member of staff will have. The job description will be reviewed to ensure no high-risk tasks or activities will be carried out by the young person unless under direct supervision.
- 1.72. Where School Pupils take part in work placements then appropriate checks will be made on the respective host organisations and appropriate supervision arrangements will be put in place for the duration of the placement

1.73. Lettings and Hires

- 1.73.1. There is a Guidance Note on Lettings and Hires.
- 1.73.2. Where school facilities are hired out, the health and safety responsibilities of the hirer and the School will be made clear (along with safeguarding).
- 1.73.3. The hirer will be provided with health and safety information including what to do in the event of an emergency.
- 1.73.4. Checks will be made on activities being carried out by the hirer with a focus on reducing any potential risk to School Pupils and staff, or damage to School property.
- 1.73.5. Responsibility for the activities, rests with the provider/event organiser. This is the responsibility of the Operations Manager who will maintain all records.

1.74. Minibus

- 1.74.1. All School minibuses will be serviced in line with manufacturer requirements and will hold a valid MOT certificate where required. All drivers are required to complete a driver's pre-use check before driving the minibus. In addition, the site will carry out a weekly check of the minibus which will be documented.
- 1.74.2. Before a driver is authorised to drive a School minibus a check will be made that they have a valid driving licence, and they are legally allowed to drive the minibus. This is the responsibility of the Operations Manager who will maintain all records.

1.75. Curriculum

- 1.75.1. Science, PE, Art, Music and Drama have been identified as higher-risk curriculum areas. For these curriculum areas enhanced health and safety requirements are in place. These will follow the relevant national body guidance e.g. CLEAPSS, DATA, and AfPE. Each department will be required to complete risk assessments and ensure that staff have the appropriate competency for their role.
- 1.75.2. The health and safety lead will monitor health and safety performance in these areas and arrange for external audits of these departments to ensure standards are maintained.

- 1.75.3. Teachers will also be required to complete a Classroom and Area Health and Safety Checklist on an annual basis. These will be reviewed, and any remedial works identified will be actioned.
- 1.75.4. Checking this is the responsibility of the Operations Manager who will maintain all records.

1.76. Educational Visits

- 1.77. There is an Educational Visits Policy, and this includes an approval process for every trip or visit. The Educational Visits Coordinator (EVC) is experienced with educational visits and has received appropriate training in the role.
- 1.78. No trip or visit is permitted unless approved by the EVC. For higher-risk visits, the Governor’s approval will be required, and the School’s health and safety advisers will be asked to review the highest-risk trips.
- 1.79. Visit leaders will be required to demonstrate their suitability for leading trips through experience and competency. Training and mentoring will be provided where required. Staff are not generally permitted to lead adventurous activities unless they have the relevant qualifications and can demonstrate their competency to do so.

1.80. Training and Competence

- 1.80.1. To support the development of the health and safety competence of our employees the Group has Health and Safety Training overseen by the Operations Manager
- 1.80.2. The Health and Safety Training records identify training which is both statutory and mandatory for employees to attend. Statutory training is classified as training which is a legal requirement under health and safety law. Mandatory training is defined as training which is a requirement of the Group.
- 1.80.3. The Organisation’s Health and Safety Training Programme will ensure that:
- 1.80.4. The training needs analysis of employee groups has been identified and is targeted accordingly –identifying those to which mandatory attendance is required.
- 1.80.5. The identification of the frequency for refresher training, and the method of delivery e.g. face to face, e-learning, cascade training etc.
- 1.80.6. All training courses are supported by course descriptors to provide sufficient information to delegates in terms of course aims and objectives.
- 1.80.7. All courses are evaluated to continually improve and identify health and safety training needs, value, and effectiveness.
- 1.80.8. It is regularly updated as and when further training is identified as required to further develop the system.

1.81. Monitoring of Health and Safety Performance

- 1.81.1. Group compliance with legislation and Group health and safety policy will be undertaken and monitored. This is required to ensure a consistent approach and promote continual improvement throughout the schools.
- 1.81.2. Workplace Inspection – scheduled inspections of workplaces/areas carried out by Principals and Health and Safety Champions, Operation Managers and external Health and Safety Consultants.
- 1.81.3. Safety Sampling – Each Operations Manager will audit each geographical location on a 6 monthly basis to ensure compliance with Health and Safety.
- 1.81.4. Audit (Assurance Review) – Conducted by external Health and Safety Consultants, utilising standard audit protocols. Subsequent Reports are issued to the Group

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Director of Property and Operations and the Chief Operating Officer. Site Operations Managers and the Group Director of Property and Operations will devise an action Plan to ensure implementation of any identified improvements. A programme of monitoring completion of actions will be implemented and agreed.

- 1.81.5. Health and Safety Review – Principals, Department Heads and Line Managers annually review their health and safety position.
- 1.81.6. Statistics – Trend analysis and sector benchmarking of workplace accidents, near misses, incidents and work-related ill health to define, measure and compare patterns and progress in health and safety practice.

1.82. **Reporting of Health and Safety Performance**

- 1.82.1. There is a need for the Group to ensure that the objectives of its Health and Safety Policy are met and furthermore that there is sufficient data/information to enable informed decisions in its efforts to continually improve health and safety performance.
- 1.82.2. An annual health and safety report will be produced for presentation to the Group Executive Board, this report will cover:
 - Health and Safety Management
 - Training and Development
 - Key Health and Safety Activities
 - Group Health and Safety performance including accidents, near misses and incident reporting.
 - Future Plans and Goals
- 1.82.3. The Annual Report will include the requirement for the CEO sign the Group's Health and Safety Policy Statement on behalf of the Executive Board if there are any changes to the policy or it is due for its bi-annual review.

1.83. **Near-Miss, Accident and Incident Reporting and Monitoring**

- 1.83.1. The Group requires all its employees, students and third parties, to report accidents, near misses and incidents that occur when at any Fulham School location or otherwise involved in its activities.
- 1.83.2. To ensure the reporting and investigation of accidents, near misses and incidents the Group has accident and near miss/incident reporting forms and a supporting Accident, Near Miss and Incident Reporting Policy.
- 1.83.3. Reporting, Investigation and Monitoring ensures that:
 - All accidents, however small, which happen to the employees or students whilst on Fulham Schools premises, or when carrying/participating in Group activities.
 - Prompt action is taken to control risks appropriately in the aftermath of an accident, near miss or incident.
 - Person(s) injured following an accident receive treatment from first aider etc. if/as appropriate.
 - Where ill health is attributed to work/work activities that these are reported to the HR team and Group Director of Property and Operations.
- 1.83.4. Reporting Forms are readily accessible through electronic reporting; where this is not practicable the form is readily downloadable and is located on the G drive health and safety, accident, near miss and incident folder.
- 1.83.5. Any event will be investigated by the appropriate health and safety responsible person/s initially, supported wherever needed by the Operations Manager. For more serious events the Executive Head and the Board will co-investigate and produce a detailed investigation report.