



## Health and Safety Policy

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## 1. General Statement of Health and Safety Policy

As Governors of Tower House School, we fully recognise our collective responsibility for providing, so far as is reasonably practicable, a safe and healthy school for all employees, pupils, contractors, visitors (including parents) and others who could be affected by the school's activities. In our role as employer, we attach high priority to ensuring that all the operations within the school environment, both educational and support, are delivered in an appropriate manner. The governors are committed to promoting the welfare of all in our community so that effective learning can take place.

We fulfil our responsibility as governors of Tower House School by appointing, the Director of Operations with responsibility for overseeing health and safety as part of their general responsibilities for the upkeep and maintenance of the fabric of the estate and buildings.

Day to day responsibility for the operation of health and safety at the school is vested with the School Safety Officer. However, the governors have specified that the school should adopt the following framework for managing health and safety:

- The governor overseeing health and safety, if possible, attends the meetings of the school's health and safety committee termly or receives copies of all relevant paperwork and minutes.
- A report on health and safety covering statistics on accidents to pupils, staff and visitors, staff training, fire drills, and all new or revised policies and procedures is tabled at each term's Health and Safety meeting.
- The minutes of the Committee's discussion on health and safety are tabled at each meeting of the full Governing Board together with any other issues on health and safety that the committee chairman wishes to bring to the Board's attention.

- The external fabric of the school, its plant, equipment and systems of work are surveyed and inspected regularly in line with the manufacturer's recommendations, by competent professionals.
- These reports (as per point above) are considered by the Health and Safety Committee and its recommendations (together with other defects) form the basis of the school's routine maintenance programmes.
- The school's adherence to health and safety in catering and cleaning of the food preparation and eating areas is subject to external inspection by the Environmental Health Officer (EHO). In addition, the DoO/catering manager arranges for an independent hygiene and safety audit of food storage, meal preparation and food serving areas three times a year, together with regular external deep cleaning and pest control services, and that the DoO reports on all these aspects to the Health and Safety Committee.
- The school has fire risk assessments, carried out by a competent person which are reviewed every year for progress on completion of items in the action plan, and updated every three years, more frequently if significant changes are made to the interior of buildings or new buildings are bought or added. The Health and Safety Committee should review this risk assessment every time it is amended and submit a report to the Board of Governors.
- An external health and safety consultant reviews the overall arrangements for health and safety, including fire safety, the general state of the school and reports on actions required with recommended timescales. The progress of implementation should be monitored by the Director of Operations.
- The school has a competent person undertake a risk assessment for legionella every two years and a quarterly water sampling and testing regime in place.
- The school has a comprehensive policy in place for the training and induction of new staff in health and safety related issues which should include basic 'manual handling' and 'working at height training'. Health and safety training that is related to an individual member of staff's functions, such as science technician, will be provided in addition to the 'standard' induction training. First aid training and minibus driver training are provided to any member of the teaching staff who is involved with trips and visits and to selected members of the non-teaching staff.

All members of staff are responsible for taking reasonable care of their own safety, that of pupils, visitors, temporary staff, volunteers and contractors. They are responsible for co-operating with the Head, the DoO and other members of the Senior Leadership and Management Teams to enable the governors to comply with health and safety duties. Finally, all members of staff are responsible for reporting any significant risks or issues to the DoO.

All employees are briefed on where copies of this policy can be found on the school's All Staff MS Team. They will be advised as and when it is reviewed, added to or modified. It is also on the School's website.

## **2. Health and Safety Emergency Procedures**

In a health and safety emergency the following procedure should be followed:

- Evacuate children and staff from the area as per the fire drill
- The School Secretary or senior member of staff will dial 999
- Inform the School Safety Officers of the emergency – contact details below

## **3. Emergency Contacts**

Day to day responsibility: Huma Ali, Director of Operations: Direct Line: 0208 392 4842

Day to day management responsibility: Lee Digby (Head of Facilities / H&S Lead) Mobile: 07904 946 733

Head: Mr Neill Lunnon: Direct Line: 020 8392 4843

Ben Peyton: Direct line: 020 8392 4846

#### Fire Alarm and Extinguisher Contact

Paragon Fire: 07796 427722 / 01483 724484

Evolution: 01252 810894 (Alarm only)

#### Fire Service

Emergency: dial 999

## **4. Arrangements for Implementation of the Health and Safety Policy**

### **Board of Governors ("The Board")**

The Board has overall collective responsibility for health and safety within the School. It has a responsibility to ensure that health and safety issues are considered and addressed, and that the Policy is implemented throughout the School. They will also make adequate resources available so far as is reasonably practicable, to enable legal obligations in respect of health and safety to be met. This will include ensuring the provision of sufficient training opportunities to staff to ensure they are able to work in a safe manner. Where appropriate, advice from a Competent Person will be sought to advise the School and tasks will be delegated to suitable employees in order to assist the Board in carrying out its duties. The Board will hold the Director of Operations to account in respect of the requirements set out in this policy.

### **Director of Operations**

The Director of Operations will have day to day responsibility for controlling health and safety within the school. This will include ensuring there is sufficient resource deployed to meet health and safety requirements. They will have overall responsibility for ensuring that health and safety training is deployed as required. They will ensure that accidents are suitably and appropriately investigated and recorded. They 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. The DoO will also report to the Board on health and safety performance including an audit and will assist the Board in implementing changes in the Policy which the Board have approved. The Director of Operations will be responsible for the implementation of an Emergency Plan.

### **Head of Facilities (HoF) / School Safety Officer**

The Head of Facilities will have delegated by the Director of Operations, the day to day management responsibility for ensuring that, so far as is reasonably practicable, arrangements are in place for:

- Safety and security
- Fire safety
- Electrical safety
- Gas safety
- Water quality
- Minibus safety (see separate minibus policy)
- Asbestos
- Emergencies
- Staff induction and training
- The appointment of competent contractors

They will also:

- Advise the DoO on maintenance requirements;
- co-ordinate advice from specialist safety advisors and producing associated action plans;
- co-ordinate and implementing training
- monitor health and safety within the School and raising concerns with the DoO; /
- comply with the Construction (Design and Management) Regulations;
- chair the School Health and Safety Committee.
- Investigate accidents and incidents and recording the same.

The DoO and Head of Facilities are available to any member of staff to discuss and seek to resolve health and safety problems which cannot be solved at a lower level or through established arrangements.

The HoF will ensure that all areas of the school are inspected at least once in every term.

The HoF will ensure that there is a system established for the reporting, recording and investigation of accidents, and that all reasonable steps are taken to prevent recurrences. All accidents involving staff, pupils and others will be entered into Evolve usually by the adult who witnessed the accident or dealt with it.

The HoF will ensure that all new employees are briefed about the school's health and safety arrangements as part of the induction process.

The HoF will ensure the provision of necessary protective clothing and equipment, its maintenance and renewal when required.

All members of staff have a responsibility to avoid spreading infectious or contagious disease or illnesses and the School Safety Officer must be notified immediately concerning the outbreak of any infection or contagious illness contracted by staff or pupil.

### **Heads of Department**

The Heads of Department will ensure, so far as is reasonably practicable, the health and safety of those affected by activities under their control. They are responsible for maintaining up to date risk assessments for areas under their control. Specific risk assessment requirements are:

- Science (including harmful substances and flammable materials) – Head of Science
- Sports activities – Head of PE
- Drama – Head of Drama
- Art (including harmful substances and flammable materials) – Head of Art
- Music – Head of Music
- Design & Technology – Head of Design & Technology
- Outdoor lessons – Deputy Head, Academic
- Trips and visits – Educational Visits Officer
- Catering and cleaning functions – Director of Operations

They will also be responsible for identifying, organising (and maintaining records) of training that is relevant to their area of control.

### **Caretaker (supported by the Head of Facilities)**

The Caretaker will assist the HoF with the implementation of the following:

- Building security.
- Prevention of unsupervised access by pupils to potentially dangerous areas (in co-operation with others as appropriate).
- Registration and control of visitors and management of contractors.
- Site traffic movements.
- Maintenance of School vehicles.

- Testing arrangements, maintenance and records, including fire, electrical, gas, equipment, water quality, asbestos.
- Good standards of housekeeping, including drains, gutters etc.
- Control of hazardous substances for grounds maintenance activities.
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### External Health and Safety Advisors

The DoO will arrange as appropriate for external consultants to **advise** on matters of health and safety within the School. Such provision may include:

- Structural surveyors are retained to give advice on the external fabric of the school.
- Engineers monitor and service the school's plant, equipment, including boilers etc.
- Equipment and machinery used in design and technology and in the maintenance, department are serviced annually.
- The school's adherence to health and safety in catering and cleaning is subject to external inspection by the Environmental Health Department. In addition, the Catering Manager arranges for:
  - an external professional to take swabs of all knives, chopping boards and other kitchen equipment three or four times a year and report on those findings.
  - an independent hygiene and safety audit of food storage, meal preparation and food serving areas three times a year.
  - professional advice from a dietician on healthier food, menu planning and special diets as needed.
  - the professional deep cleaning of all equipment, high level cleaning of all cooking, food preparation and storage surfaces, areas etc twice a year.
  - appropriate pest control measures to be in place.
- The school has a suitable and sufficient fire risk assessment which is reviewed annually for items in the action plan and updated every three years, or when 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 suitable and sufficient risk assessment for legionella, every two years and a quarterly water sampling and testing regime in place.
- The school maintains an asbestos register and the DoO is responsible for ensuring that it is kept up-to-date and for any sampling or removal before major works takes place. They are also responsible for the maintenance of an asbestos management plan ensuring that contractors are fully briefed on areas of asbestos before starting work.
- The school has 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 RCD 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 lightning protection and earthing conform to BS 6651-1999 or to BS EN 62305. It is tested by a specialist contractor.
- A competent Principal Designer, Principal Contractor / Contractor is appointed to ensure compliance with the Construction (Design and Management) (CDM) Regulations 2015 whenever construction work is undertaken.

### **School Health and Safety Committee**

The Committee will meet once a term and will be chaired by the DoO. The Governor who is responsible for overseeing health and safety will attend these meetings where possible. The other members of the Committee will be:

- Director of Operations
- Head
- Head of Facilities
- Caretaker
- Head of HR and Compliance
- Deputy Head

The role of the Committee is to:

- discuss matters concerning health and safety, including any changes to regulations;
- monitor the effectiveness of health and safety within the school;
- review accidents and near misses, and discuss preventative measures;
- review and update risk assessments;
- discuss training requirements;
- monitor the implementation of professional advice;
- review the safety policy guidance and updating it;
- assist in the development of safety rules and safe systems of work;
- monitor communication and publicity relating to health and safety in the work place;
- encourage suggestions and reporting of defects by all members of staff.

### **Head of Facilities**

The Head of Facilities will be responsible for:

- Maintaining an accident log and ensuring accidents are recorded on the online reporting system, Evolve.
- Keeping statistics and preparing summary reports for the School Health and Safety Committee, using Evolve.
- Checking that all first aid boxes around site and on the minibuses are replenished

### **Staff**

The cooperation of all staff is essential to the success of the Policy and the School requests that staff should notify the Head of Facilities of any hazards to health and safety which they notice and of any suggestion they wish to make regarding health and safety. Staff are required to:-

- Record any accidents on the online reporting system, Evolve.
- Parents are advised of accidents relating to their child via Evolve. When there is a head bump a special letter also gets sent to the parents via Evolve.
- follow the Policy
- take reasonable care for the health and safety of themselves and others who may be affected;
- follow requirements imposed on the school or any other person under health and safety law
- co-operate fully so as to enable the duties upon them to be performed;
- carry out all reasonable instructions given by managers / senior staff;
- make proper use of anything provided in the interests of their health and safety such as protective equipment. Reckless or intentional interference with such equipment will potentially be regarded as a dismissible offence;
- comply with any reasonable request made by any of the persons named above in relation to the fulfilment of their duties.

## 5. Specific Health and Safety Arrangements

The school will take all such steps as are reasonably practicable to fulfil its responsibilities, paying particular attention to regulations in:

- a. Management of health and safety, especially through risk assessment
- b. Control of substances hazardous to health
- c. First-aid equipment, facilities, and staff
- d. Fire precautions
- e. Maintenance of electrical systems
- f. Personal protective equipment
- g. Use of display screen equipment
- h. Manual handling operations
- i. Asbestos and legionella
- j. Working at heights
- k. Noise.

## 6. Asbestos

The school will protect employees, pupils and other persons potentially exposed to asbestos as far as is reasonably practicable. Everyone who needs to know about the presence of asbestos will be alerted. No one will be allowed to start any work that could disturb asbestos unless the correct procedures are to be employed.

This will be achieved by minimising exposure through the management of asbestos-containing materials in school premises by the following arrangements:

- The premises will be surveyed to determine whether asbestos-containing materials are present.
- The amount and condition of the asbestos-containing material will be assessed and measures will be identified to ensure that airborne asbestos fibres are not present or formed in the workplace.
- A written plan or register that sets out the location of the asbestos-containing material and how the risk from this material will be managed will be prepared and steps will be taken to put the plan into action.
- Access to asbestos-containing materials in the premises will be controlled so as to prevent inadvertent disturbance of the material and the release of asbestos fibres.
- The condition of all asbestos-containing materials or materials suspected of containing will be inspected at agreed intervals to ascertain that there has been no damage or deterioration.
- Where damage or deterioration is found the asbestos-containing material will be reassessed and repaired or removed as appropriate.

### Training and Information on Asbestos

Employees who may come into contact with asbestos containing materials (ACM's) through the course of their work will receive adequate training and information such that they can recognise potential ACM's and know what precautions to take.

Procedures to deal with asbestos-related incidents will be put in place (including the provision of information and warning systems) unless there is only a slight risk to the health of employees, pupils and others.

### **Arrangements for controlling work on Asbestos**

Any work on, or removal of, asbestos-containing materials will be controlled to ensure that adequate precautions are taken to prevent the release of asbestos fibres.

Work with asbestos and asbestos-containing materials is to be carried out by a licensed contractor (licensed by the HSE) unless the work is exempted from the requirement for licensing.

### **Selection and Control of Contractors to work on Asbestos-containing Materials**

Only contractors licensed by the HSE will be used for the removal of asbestos-containing materials, unless the work involves the removal of materials in which:

- asbestos fibres are firmly linked in a matrix
- the exposure during the removal process is likely to be sporadic or of low intensity

Contractors hired to carry out building or allied trade work that will involve minor work with asbestos must comply with the Control of Asbestos Regulations 2012.

### **Procedures for Dealing with Health and Safety Issues related to asbestos**

Where an employee raises a health and safety problem related to work with asbestos, the school will:

- take all necessary steps to investigate the circumstances
- take corrective measures where appropriate
- advise the employee of actions taken

Where a problem arises relating to the condition of, or during work on, asbestos-containing material, the employee must inform the DoO and in the case of an accident or emergency, respond quickly to ensure effective treatment.

## **7. Contractors**

When working on school premises it is considered that contractors are joint occupiers for that period and therefore the School and the Contractor have joint liabilities in “common areas”. Accordingly, the DoO will ensure that prior to engaging any contractor, they are competent and that any works are carried out safely.

The following factors will be considered as part of the School’s procedures for vetting contractors:

- Sight of the contractors own safety policy, risk assessments, method statements, permits to work, etc as applicable
- Clarification of the responsibility for provision of first aid and fire extinguishing equipment
- Details of articles and hazardous substances intended to be bought to site, including any arrangements for safe transportation, handling, use, storage and disposal.
- Clarification for supervision and regular communication during work including arrangements for reporting problems or stopping work in cases where there is a serious risk of personal injury.
- Confirmation that all workers are suitably vetted, qualified and competent for the work.
- Evidence showing that appropriate Employers and Public Liability Insurance is in place.

It will not be necessary to go to such elaborate lengths if the contract is very short and will not create hazards of any significance. The complexity of the arrangements will be directly proportional to the risks and consequences of failure.

Similarly, the School has a parallel duty to the contractor and must ensure that the contractor is not put at risk by our own activities for the duration of the contract.

The contractor will be required to stop working immediately if their work appears unsafe. Staff should report any concerns to the DoO immediately.

If contractors will be working on site whilst pupils are present, only contractors who have been suitably vetted with regard to Safer Recruitment may carry out work on the site. Where the scale of works is such that they are covered by the Construction, Design & Material Regulations (CDM) 2015, a sufficiently qualified CDM Co-ordinator will be appointed.

## **8. Crossing the Road**

At every road crossing boys must stop.

The lead staff member walks to the centre of the road and looks all ways to make sure there is no traffic.

Boys cross in pairs and wait at a fixed point a little way down the pavement.

When the second member of staff reaches the first they stay in the road and the first goes to the head of the line of boys. The third relieves the second etc.

## **9. Display Screen Equipment**

All reasonable steps will be taken by the school to secure the health and safety of employees and pupils who work with display screen equipment (DSE). Staff sign a DSE checklist every two years and any actions required are recorded and changed if possible. This policy is aimed at those who regularly use DSE:

- For continuous periods of more than one hour
- For more than 2.5hours per day

If necessary, the School will provide:

- Suitable chairs
- Foot/Wrist rests
- Anti-glare screens
- Window blinds

DSE users are entitled to have their eyes tested every two years and the cost of this will be borne by the School.

## **10. Electrical Equipment & Safety**

Equipment that does not require continuous operation should be switched off when not in use. On no account should staff carry out any adjustments to electrical equipment. In the event of a fault developing, the equipment should be switched off and the Safety Officer notified of the details. Electrical equipment is checked annually or new upon purchase.

Staff should ensure they:

- Never touch electrical equipment with wet hands
- Always disconnect electrical equipment before moving it
- Never attempt electrical repairs
- Always keep electrical supply cables and wires away from wet areas or from where they could be walked over
- Always switch off equipment if not in use; disconnect from the mains outside normal working hours unless instructed otherwise
- Always keep a rubber mat covering loose wiring running along the ground.

## **Fixed Installations & Wiring**

In accordance with the Electricity at Work Regulations 1989, the Safety Officer is to arrange for a qualified contractor to inspect all fixed installations and wiring at five yearly intervals. Having first consulted with the Health & Safety Committee on programme, priorities and cost, any resulting recommendations should be implemented.

### **Portable Appliance Testing (PAT)**

The responsibility for ensuring the PAT programme is completed rests with the Safety Officer. The principles of the programme are as follows:

- A database of all portable appliances owned by the School is to be maintained. The appliances are to be categorised by risk assessment as to the periodic testing interval.
- PAT testing is carried out by a qualified member of staff.
- Where a member of staff wishes to use a private appliance within the school, it is first to be tested. A record of the appliance, and the date of test, are to be held on the database.
- Testing is to take place on a rolling programme in each academic year. Items are to be marked with a standard PAT label showing an identity number, month and year, next test due and the initials of the tester. New appliances are tested upon purchase before use.
- The existence of the programme does not absolve users of portable appliances from carrying out regular visual checks to ensure that potential problems are identified and remedied at an early stage.

### **11. Fire Drill Arrangements**

The School Safety Officer will ensure:

Exits and escape routes are marked and maintained.

- Fire extinguishers are maintained.
- All staff and pupils are aware of actions to be taken in event of fire.

Fire Drills:

- 4 times per year
- Only on the first drill of the school year will staff have prior notice
- All drills will be held at different times
- All people on site must take part
- Registers, visitors' book & staff logging out book- brought out by secretary or nearest staff member.
- Fire list of each class brought out by teacher
- Teachers are responsible for pupils in their care at the time of the fire drill. To take them from their location to the fire assembly point in the playground. Teachers should register their class or group using the registers/fire list obtained during the evacuation from one of the exits.
- Any missing boys should be checked off against the class register and reported to the Fire Officer.
- Fire Officer to handle evacuation checks, visitors' book and staff logging out book.

Fire drills to be recorded into logbook by H&S officer.

In the event of a fire, gas leak, chemical spillage etc. the Fire and Rescue Service will normally be summoned by the Head or a Fire Officer. In their absence any member of staff may call 999 or activate a fire point.

The activation of the fire alarm automatically summons the local fire brigade.

### **12. Full Site Evacuation**

In the event that the DoO or the School Safety Officer deems that a full site evacuation is required they will initially instruct the staff to walk the school via the safest route to muster in Firs Avenue. If necessary, the school will be walked to the Sheen Lane Centre, Barnes Home Guard or Christchurch, whichever is deemed the most appropriate by the Head or handling Fire Officer.

### 13. First Aid and Accidents

*Please see also the separate First Aid Policy*

All accidents involving injury or damage must be recorded on Evolve. The record should be completed by the adult who witnessed the accident or dealt with it.

Boys should be taken to the nearest first aider. The majority of THS Staff are first aid trained. All *head injuries*, however slight should be reported to a first aider and the school office. The school secretary / first aider may call the parent to inform them of the accident depending on the severity, and will ensure the head bump email is attached to the Evolve notification that gets sent to parents when a head bump is added to Evolve.

Serious injuries or serious near-misses must be reported immediately to the School Safety Officer. In such cases the school safety officer will complete a detailed internal report and report to HSE under RIDDOR if required.

Accidents requiring first aid treatment at the Bank of England should be entered into the school's accident reporting portal, Evolve ASAP. Staff without first aid qualification are advised that in cases of serious injury not to move the casualty, keep warm and cover any large open wounds. They should then call for a qualified first aider from Tower House staff or Bank of England staff.

#### First Aid Boxes

First Aid boxes can be found in the following areas:

School Office	Landing outside ICT room
Science Laboratory (Provided and checked by member of St John Ambulance)	
Senior School Entrance	
Intervention Room	Marking Room, Junior School
Townsend Hall	Art Room
Kitchen (externally provided by checked by the catering company).	

There are also portable first aid kits in the office for travelling.

Each minibus carries a small first aid kit.

Plasters, etc for minor injuries are kept in the office.

The Head of Facilities responsible for maintaining the first aid boxes. The school secretary double checks contents.

In an emergency an ambulance is to be called by School Secretary or senior member of staff.

If a pupil needs hospital treatment and his parents are unable to take him, he will be taken by a member of staff.

In the event of a boy needing urgent medical attention such as an injection, transfusion or operation, in the absence of the Head, staff are authorised to agree to it providing parents cannot be contacted and the following conditions are satisfied: -

- The medical authority treating the boy has stated that such action is urgent and essential.
- The emergency is so serious as to warrant an immediate decision before anyone may be contacted.
- The boy's file, if available, has been consulted to ascertain any relevant information such as allergies and medical conditions.

Details of boys (including photos) with serious allergies are posted on the Health and Safety section on the staff room notice board. Staff are advised to familiarise themselves with these. EpiPens are kept in the office and go to games and any outside activities. Medicines are also kept securely in the office, and can be refrigerated if necessary. Medicines are only administered to pupils on written authority of the parent/guardian. A record of any medicines given is kept in a record book.

#### **14. Accident Reporting: RIDDOR**

Certain accidents are of a sufficiently serious nature that they must be reported to the HSE using the appropriate online report form. The form will then be submitted directly to the RIDDOR database. In normal circumstances this should be completed by the DoO or in their absence by the Head.

#### **15. Hazardous Substances (COSHH) - Control of Substances Hazardous to Health**

The School ensures potentially dangerous chemicals and other substances are used and stored safely so that pupils are not placed at risk. Numerous substances are potentially hazardous. When in doubt, members of staff should seek clarification.

Hazardous substances used in schools that are covered by COSHH include:

- Chemicals used in science laboratories and in cleaning and grounds maintenance.
- Biological agents from food waste, dead birds or pests.
- Adhesives, paints, cleaning agents and acrylics.
- Fumes from soldering and welding.
- Wood dust.
- Natural substances, such as chalk and clay dust.
- Fumes produced by large photocopiers.

The manufacturers' Safety Data Sheets identify the product, composition, hazardous ingredients, control measures, first aid treatment and handling, storage and disposal.

The effects of hazardous substances will vary depending upon whether the product is classified as Toxic/Very Toxic (serious health risk/death), corrosive (burns/destruction of living tissue), harmful (limited health risk) or as an irritant (Inflammation and irritation).

Staff do not use or store very toxic chemicals for teaching. Staff use the least hazardous product possible when using them as part of a lesson. If toxic or corrosive chemicals are used in teaching, they are used by teachers, wearing suitable protective equipment for demonstration.

#### **COSHH Training**

All relevant staff are trained in COSHH procedures. Staff are advised that failure to adhere to the School's policies and procedures, especially if their actions result in exposing pupils to potential harm (e.g. failing to lock up chemical cleaning products), can be treated as a disciplinary offence.

#### **COSHH Risk assessments**

No substance can be used before a full risk assessment has been carried out. The School has comprehensive COSHH manuals which include CLEAPPS Hazards, technical data sheets and risk assessments for every substance, experiment and activity.

The following members of staff are responsible for obtaining the relevant Safety Data Sheets and ensuring that risk assessments are carried out on all substances used or generated in their respective departments:

- Heads of Science, DT and Art
- The Catering Manager
- The Caretaker (cleaning & maintenance)

Risk assessments cover:

- The identification and labelling of products.
- Arrangements for safe use and storage.
- Protective equipment to be worn.
- First Aid treatment.
- COSHH Manual guidance
- Emergency evacuation procedures.

- Controlling fumes/Air quality monitoring (where fumes are generated).
- Regular checks on mechanical ventilation equipment.
- Dust control.
- Training in safe usage.
- Restricting pupils' unsupervised access to these areas
- Storage of pupil's bulky possessions outside the labs, studios and workshop.

## **16. Manual Handling**

To prevent injuries and long-term ill-health resulting from manual handling, the school will ensure that activities which involve manual handling are eliminated so far as is reasonably practicable.

Where it is not practical, the school will carry out an assessment to determine what control measures are required to reduce the risk to an acceptable level.

Typical manual handling tasks in school are:

- moving tables and chairs
- carrying piles of books or stationery
- putting out PE equipment
- maintenance activities
- receiving and putting away food deliveries

Adequate information and training will be provided to persons carrying out manual handling activities.

Where relevant, employees undertaking manual handling activities will be suitably screened for reasons of health and safety, before doing the work.

## **Moving and Handling People**

There are occasions when a pupil with medical needs requires assistance in moving.

Clear instructions covering each activity should be provided so that all members of staff who are involved in the task understand how to move the person safely. Ancillary equipment such as hoists, sliding boards, swivel plates, etc. must all be used correctly, and staff must have received appropriate training in the use of the equipment.

The expert advice of external medical professionals should be considered where complex moving and handling problems of pupils are presented.

## **17. Minibuses**

*See the Minibus Policy in the Staff Handbook*

Only members of Tower House staff aged over 21yrs with a full driving licence (or minimum 2 years of full UK licence) may drive the buses. A safety assessment by a member of the Senior Management Team must take place before any new member of staff drives a minibus. Those driving the minibus complete a declaration form annually.

To drive the minibus for paid school, pick up (hire and reward) then it is necessary to have an unrestricted Cat D1 on the driving licence (all licences obtained prior to 1997 have this category included).

All drivers will be made aware of the THS risk assessment regarding minibus driving.

On short journeys eg. Bank of England or school matches one member of staff may take the bus. On longer journeys estimated to be over an hour, a second adult **MUST** travel with the bus.

The caretaker is responsible for maintenance and roadworthiness. Buses should be checked during the school holidays. Whenever there is concern about mechanical efficiency of a minibus staff should inform the Safety Officer. Drivers should check the safety of the bus prior to the journey, lights wipers etc.

There must be no more than 14 boys travelling in the rear of the minibuses.

All persons must wear seatbelts. Only boys not requiring booster seats, under 1.4m tall, may sit in the front seats of a minibus (max. 2) or any other vehicle. In all circumstances the front seats should be used by the oldest boys and only when the rear of the bus is full.

The driver must ensure bags and sports gear are stowed in such a way that no exits are impeded, and that all boys have fastened their seatbelts.

Before departure all doors must be shut by the authorised driver and emergency exits must be unlocked and operable from both sides.

Boys should be made aware of emergency exits.

When driving special care must be taken regarding road safety. If driving alone only reprimand boys when the vehicle is stationary and legally parked.

All boys travelling in cars belonging to staff or parents must wear a seat belt.

No vehicle transporting Tower House boys will be overloaded.

Only boys who have signed approval from parents may travel in the car of another parent to a school match or outing. A list of boys is kept in the office.

In hired vehicles, aircraft or public transport, boys should remain in their seats with seatbelts fastened. The exception: going to the toilet and standing on public transport. No canned or bottled drinks are to be consumed on coach journeys.

Staff are covered on a fully comprehensive basis whilst transporting boys in their cars on school business.

### **18. New and Expectant Mothers**

The school recognises that the general precautions taken to protect the health and safety of the workforce may not in all cases protect new and expectant mothers. There may be occasions when, due to their condition, different and/or additional measures will be necessary.

To implement effective measures for new and expectant mothers the School will ensure that:

- Risk assessments are carried out for all work activities undertaken by new and expectant mothers and associated records and documentation maintained
- Necessary control measures identified by the risk assessment are implemented, followed, monitored, reviewed and, if necessary, revised.
- Provision is made to support new and expectant mothers who need to take time off work for medical reasons associated with their condition.
- Where relevant, a suitable rest area is provided to enable the new or expectant mother to rest in a degree of privacy and calm
- Where risks cannot be eliminated or reduced to an acceptable level then consideration will be given to adjusting working conditions and/or hours or if necessary, providing suitable alternative work or suspension with pay.

### **19. Occupational Health Services and managing Work-Related Stress**

As part of the school's insurance policy employees have access to a 24hr telephone counselling helpline. Counsellors are members of The British Association for Counselling and Psychotherapy and can advise on stress, health, anxiety, relationships, depression, and bereavement.

Health and medical information can also be sought from a qualified nurse (9am-5pm, Mon-Fri) under the terms of the school's insurance policy.

### **20. Personal Protection Equipment (PPE)**

PPE is defined as being equipment, including weather protection clothing, which is worn or held to protect an individual against one or more risks to their safety.

Each Department is responsible for developing safe working practices and ensuring that its risk assessments are regularly reviewed and updated. Assessing suitable PPE is an important element of the risk assessment.

Members of staff are responsible for following safe working practices and for preventing injuries and accidents to themselves or to others. It is the responsibility of all staff to:

- Use the PPE which has been provided to control a risk.
- Take reasonable care of any PPE provided to them and to report defective or worn-out equipment. The school is responsible for replacing damaged or worn-out PPE.
- Ensure that pupils understand why they are required to wear protective equipment for certain lessons and activities and to behave responsibly.

## **21. Protective Sports Equipment**

Members of staff ensure that pupils always wear the recommended protective equipment. Any pupil can expect not to be allowed to play if he arrives at one the following sports without the essential safety equipment:

- Rugby, hockey: mouth guards
- Football, hockey: shin guards

The School supplies cricket helmets, wicket keeper's gloves and pads for cricket and goal keeping equipment for hockey. We expect pupils to wear the appropriate safety equipment for adventurous activities and will not allow them to participate without it. Similarly, we expect pupils to wear appropriate warm and waterproof clothing when necessary. We will not allow an activity to take place unless pupils are properly equipped.

Pupils who cycle to school are expected to wear safety helmets and to wear reflective clothing.

Protective Equipment in Science, DT, Art, Food Technology/Catering The school supplies the following items of PPE for staff and pupils:

- Science: safety goggles and laboratory coats.
- Art & DT: safety goggles and aprons.
- Food Technology/Catering: oven gloves, safety aprons.

Everyone who works in these areas is required to tie back long hair and to remove "dangling" jewellery that could become stuck in machinery. Pupils are not allowed to work unsupervised in these areas.

## **PPE for Support Staff**

The DoO is responsible for identifying the requirement for PPE for the staff working in Caretaking, and Maintenance department and for ensuring that all staff are trained to use the equipment in accordance with best practice.

External training is provided for specialist activities, such as:

- Use of pesticides and spraying.
- Using chain saws.

## **22. School Trips**

All trips to be thoroughly planned and the organiser or leader should try and make a preparatory visit. The Head must have written details of the proposed trip and all the relevant information and only when this has been seen and approved will authorisation be granted.

Following authorisation by the Head for the trip to go ahead, the trip leader should log onto the Evolve to begin the checklists of requirements.

After this a Health and Safety risk assessment for the trip must be completed by the trip leader and is signed off by the Educational Visits Officer.

Generally, for day trips consent / indemnity is covered by a form filled out by parents at the start of each academic year; however, a further Tower House consent/medical form is required for residential trips. Boys may not go on a trip without the consent form and medical form being signed. If parents alter the wording of this form advice from the Head should be sought.

If relevant information regarding departure, return, special clothing etc. should be then sent to parents for all off-site visits.

A class list of boys and medical information should be taken on all visits off-site.

In the case of day trips a list of boys and relevant medical forms should be collected, by the trip leader, from the school office.

Lists for residential visits should be collected and kept by the trip leader.

All trips should be accompanied by at least two staff members, one of these to be a first aider.

All trips abroad should be accompanied by at least 3 members of staff or qualified instructors approved by the Head. Minimum staff ratio: one to ten.

With written permission of the Head and the Chairman of the Governors a foreign trip of a small number of boys may be accompanied by just two members of staff.

Staff ratio for senior school: one to ten unless dispensation is given by the Head (including 1x first aider).

Staff ratio for junior school: one to six in reception and one to ten in all other year groups, unless dispensation is given by the Head (including 1X first aider)

For regular walks, eg. Richmond Park two members of staff may escort a senior class and three members of staff may escort a junior class, except for Year 3. One of these must always be a first aider.

### **23. Security Measures (Physical)**

The Caretaker along with the Senior Management Team (SLT) are responsible for ensuring the School's security measures are adequate and that there are systems in place to monitor this. At Tower House specific Incident Management Plan (includes lockdown procedure) is in place to guide and support the staff through an incident if it were to occur. See the separate Lockdown Policy for detailed information.

The School will ensure the following security systems are in place and serviced regularly:

- Automatic gates – Annual Service
- Closed Circuit Television (CCTV) – Annual Service
- Door Entry Systems – Annual Service
- External Security Lighting – Checked daily (in-house)
- Intruder Alarms – Annual Service
- Non automatic gates, barriers and fences - Termly check (in-house)

### **24. Smoking**

It is the policy of the School that all of its premises are smoke-free and that all employees and pupils have a right to work in a smoke-free environment.

Smoking is prohibited throughout the entire school with no exceptions, including school vehicles.

This policy applies to all employees, pupils, visitors and contractors. All visitors and contractors will be informed of the no smoking policy on arrival and on school trips.

### **25. Violence to Staff**

The School recognises that in certain situations, violent behaviour towards staff may occur. We will take all reasonable measures to protect staff from violence and aggression which includes:

- Actual or threatened physical assaults

- Psychological abuse.
- Verbal abuse which includes shouting, swearing and gestures
- Threats.

To achieve this objective we will:

- Ensure our premises are kept secure
- Undertake risk assessments of potential conflict situations to determine the control measures necessary to protect staff.
- Not tolerate violence or challenging behaviour towards our employees
- Support and assist the employees involved in any incident
- Support their decisions regarding the pressing of criminal charges.
- Keep records of all incidents of violence and aggression and review the control measures with a view to continual improvement in employee safety.
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## **26.Waste and Recycling:**

General waste and soiled material is to be deposited in waste or recycling bins as appropriate. Hazardous material is to be disposed of in accordance with the relevant health and safety regulations.

The Caretaker will advise on disposal procedures.

## **27.Kitchen Hygiene Rules**

### **General**

Boys are not allowed into the kitchen.

Teaching staff should avoid going into the kitchen.

No boys, teaching staff or parents may operate gas hobs or ovens.

The fridge and freezer are kept locked when not in use.

The kitchen is professionally deep cleaned by an external specialist company annually.

The extraction/filtration system is cleaned regularly by kitchen staff and also annually by an external specialist company.

The school's adherence to health and safety in catering and cleaning of the food preparation and eating areas is subject to external inspection by the Environmental Health Officer (EHO).

### **Personal Hygiene**

All food handlers must wear clean washable overalls.

Food handlers must keep themselves clean, keep their clothing or overalls clean, keep any cut or abrasion covered with a suitable waterproof dressing.

A suitable well stocked first aid kit must be located in the kitchen.

No outdoor clothing or footwear must be kept in the kitchen.

If a food handler becomes aware that they are suffering from or is a carrier of typhoid, paratyphoid, any salmonella infection, amoebic or bacillary dysentery, or any staphylococcal infection which is likely to cause poisoning, they must immediately inform the Head who must then notify the appropriate Medical Officer for the district.

### **Washing Facilities**

A wash basin with hot and cold water is available for use of food handlers.

## **28.Playground Safety**

There are always at least two staff members supervising play breaks for junior school pupils. Staff must be vigilant and patrol the area.

Boys should not climb on railings, gates, fire escapes or fences.

Only soft balls may be used if permission has been granted by the duty member of staff and the ball provided for each child must be cleared for pressure and safety by the Deputy Head.

No hard cricket balls to be used.

No games involving lifting other boys or grabbing clothes are allowed.

Any potentially dangerous physical games must be stopped.

Playground breaks for junior and senior school are separate. Should they mix, then seniors must be warned to take care.

Boys need sunhats in the summer. If duty staff member feels the sun is too hot boys without hats should be sent inside.

Use of playground equipment is not permitted, after school, if non-supervised or by anyone other than boys currently in the school.

See separate playground rules.

### **Playground Whistle Code**

One blast, the boys should stand still.

Two blasts, the boys should line up in their year group in silence.

### **Crossing the Playground**

All boys crossing the playground to the hall for whatever reason must walk.

### **29. Current Qualified First Aiders**

All staff who work with pupils are currently either First Aid or paediatric First Aid qualified. See the current list of first aiders which can be found [here](#).

***Tower House School is committed to safeguarding the welfare of children and expects all staff and volunteers to share this commitment***

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### **Approved and Signed by Chair of Governors**

Name: Antony Phillips

Signature:

Date: 5<sup>th</sup> March 2026



**Appendix: Diagram Showing the Organisational flow for Health and Safety**

