Health & Safety Policy Section II & III
May 2026

Last Reviewed: 17/06/26

Reviewed by (SLT Lead): School Business Manager
Governor Sub Committee Link:
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Next Review: May 2027

1. **Purpose:**

Gosford Hill School as part of River Learning Trust accepts its responsibility to provide as far as is reasonably practicable a safe and healthy environment for staff, students and other users of the premises. The School will take all reasonable steps to meet this responsibility and expects appropriate support from students, staff and visitors.

2. **Aim:**

- To provide clear and concise responsibilities to ensure the safety of all staff, students and visitors;
- To establish and maintain a safe and healthy working environment;
- To raise awareness amongst employees, students and other site users of health and safety issues and to encourage good practice;
- To take all reasonable precautions to protect people by reducing risks both on and off site;
- To take prompt and appropriate action in the event of a hazardous situation developing, and of an accident and / or emergency occurring on or off site.

3. **Roles and Responsibilities:**

Governing Body

The Governors are responsible for the School's health and safety policy and, as necessary, will review the effectiveness of the organisation and arrangements within it. Subject to the School's overall financial budget, the Governors will ensure, so far as is reasonably practicable, that the requirements of the Health and Safety at Work etc Act 1974 and other relevant statutory provisions are complied with, and that steps are taken to meet any changes in these requirements.

The Governors will also:

- Prioritise health and safety matters within the School Improvement Plan and monitor the allocation of funds;
- Will have an oversight of the purchase and maintenance of equipment, and that it is to British and European Standards;
- Have health, safety and welfare as a standing item on the agenda of the Finances and Resources Committee meeting;

● Carry out regular inspections of the site

The Head Teacher

The day-to-day responsibility for co-ordinating the School's health and safety policy is delegated to the Head Teacher. He will be responsible to the Governors for:

● Developing effective arrangements for the planning, organisation, control, monitoring and reviewing of preventative and protective measures within the areas under their control;
● Ensuring that an effective health and safety organisation is implemented within the School;
● Ensuring that adequate resources are provided to manage health and safety and monitoring how those resources are allocated.

The Head Teacher is to take overall responsibility for the implementation and monitoring of the School's Health and Safety Policy by;

● Line managing the Senior Leadership Team;
● Allocating sufficient resources to meet health and safety priorities;
● Ensuring attendance on appropriate health and safety training courses; ● Ensuring good communications by including health and safety issues in staff briefings, bulletins and meetings;
● Through the Health & Safety Manager organising and implementing termly inspections in consultation with Trade Union Safety Representatives and Governors;
● Overseeing the completion of the arrangements and risk assessments for all on/off site activities;
● Ensuring that health and safety is embedded in all the School's policies and procedures;
● Formulate and implement a policy for the management of critical incidents; ● Support employees with personal safety issues including stress.

Senior Leadership Team

The Senior Leadership Team will be responsible to the Head Teacher for the effective management within their spheres of control, of all matters relating to health, safety and welfare. In particular they should, by means of monitoring and review, pro-actively ensure:

● That health and safety policies, standards and procedures are implemented; ● That suitable and sufficient assessments are made of the risks to the health and safety of employees and other persons arising out of all the activities and work locations of the School;
● The application and support of the School's Health and Safety Policy and procedures by setting a good example to employees in their attitude and behaviour on health and safety matters;
● That all employees under their control engaged in work activities are competent in the tasks allocated to them and have received the necessary health and safety training; ● That safety procedures and safe working practices affecting their group's work activities are drawn up, implemented and adhered to;
● That effective communications on safety matters exist within their area of responsibility; ● That effective and essential health and safety training programmes are developed, implemented and monitored;
● That health and safety information is disseminated effectively throughout all locations where Gosford Hill Schools activities are carried out; and

- That arrangements for joint consultations on health and safety matters between recognised accredited safety representatives and management are established and supported.

Deputy Head Teacher – Student Progress

The Deputy Head Teacher will be responsible for:

- Encouraging and support employees in completing risk assessments for students giving cause for concern, assisted by the Health & Safety Manager;
- Ensuring Gosford Hill School's "Medications and Drugs Policy" and "Supporting Students with medical needs Policy" are appropriately in place;
- Ensuring that student incidents, including physical and verbal abuse is recorded on SIMS and monitored accordingly.
- Encouraging and support employees in completing risk assessments for students giving cause for concern, assisted by the Health & Safety Manager;
- Ensuring Gosford Hill School's "Medications and Drugs Policy" and "Supporting Students with medical needs Policy" are appropriately in place;
- Ensuring that student incidents, including physical and verbal abuse is recorded on SIMS and monitored accordingly.

Assistant Deputy Head Teacher – Student Inclusion and Celebration

The Assistant Head Teacher will be responsible for:

- Monitoring faculty documentation, risk assessments, practices and procedures; ● Reviewing faculty leaders risk assessments annually, assisted by the Health & Safety Manager;
- Ensuring that QCA/HSE health and safety curriculum requirements are being delivered in lessons;
- Ensuring staff are appropriately trained in accordance with the National Guidance for the Management of Outdoor Learning, Off-site visits and Learning Outside the Classroom; ● Ensuring educational visits are approved and appropriately staffed and assessed, assisted by the Health & Safety Manager.

Assistant Head Teacher – Raising Standards: Teaching and Learning

The Assistant Head Teacher will be responsible for:

- Including health and safety in all new employees' induction;
- Undertaking an annual health and safety training needs analysis of all employees assisted by the Health & Safety Manager.

Faculty Leaders

Faculty Leaders are responsible for:

- Producing health and safety risk assessment guidance and documentation as appropriate especially in Art, Design & Technology, ICT, Science, PE and off-site activities;
- Ensuring all hazardous equipment and materials are appropriately marked, assessed, maintained and used by a competent person;
- Advising colleagues on the completion of risk assessments and ensuring that they are carried out, reviewed periodically and recorded;
- Annually undertaking training needs analysis for their teams;
- Ensuring health and safety is a standing item on all faculty meeting agendas;
- Checking that students are aware of health and safety issues and that these are being continually reinforced.

Business Manager

The Business Manager will be responsible for:

- Ensuring that the School has produced, and keeps up to date, a health and safety policy statement and a document setting out the organisation for the implementation of appropriate health and safety procedures to secure the objectives of the statement, and that these are submitted to the Governors through the Business Manager.
- Ensuring that all activities are carried out safely and without risks to health by proactively monitoring the School's risk assessment procedures, training needs analysis and resource allocation;
- Inspecting, at least annually, all parts of the premises and reporting findings to the Head Teacher of the School and employee representatives;
- Co-operating with the Governors of the School, the Headteacher, other external inspectors/officers, advisers and consultants etc. in proposals and procedures pertaining to health and safety;
- The completion and regular review of the Health and Safety Policy and the Fire Safety Folder, together with other appropriate standards and procedures for the premises/service and activities;
- That work equipment is selected, purchased, used and maintained in accordance with relevant legislation;
- That personal protective clothing and equipment intended for the safety of operations is selected, used, stored and maintained in accordance with relevant legislation and is available to, and used by, persons requiring it;
- Ensure all accidents are reported to the HSE in accordance with the Reporting of Injuries, Disease and Dangerous Occurrences Regulations 2013;
- Ensure that all appropriate risk assessments guidance and hiring documentation is completed for community use of the site and that all community users are registered and made aware of emergency procedures;
- Ensure that competent (with regards to health and safety) contractors are employed and provided with sufficient information on the health and safety hazards associated with the School before any work commences.

- Ensuring that the School has suitable policies and procedures in place to comply with health and safety legislation and industry best practice and that these are kept up to date;
- Ensuring that all office risk assessments are completed and reviewed

- Reviewing all accidents and near misses and carrying out investigations where necessary;
- Ensuring adequate trained first aid cover is available for on/off site activities and periodic checks are made of the first aid arrangements in place;
- Carrying out termly fire drills and liaising with the Site Manager with weekly fire tests, checking of fire extinguishers and maintenance of the Fire Safety Folder; ● Ensuring the training of enough competent staff to manage the site in the event of a fire; ● Ensuring that any health and safety updates from authoritative sources are incorporated into the School's health and safety management system and disseminated to staff as appropriate;
- Monitoring and reviewing faculty risk assessments, documents and policies, practices and procedures;
- Supporting employees with personal safety and wellbeing issues;
- Assisting the Deputy Head Teacher – Leadership & Management with the completion of faculty, trip and specialist risk assessments;
- Assisting the Assistant Head Teacher – Student Behaviour and Welfare with risk assessments for students giving cause for concern;
- Assisting the Assistant Head Teacher – Teaching, Learning & Assessment with the health and safety induction of new staff and the annual health and safety training needs analysis;
- Assisting Faculty Leaders with any aspect of health and safety that they require.

Site Manager

The Site Manager will be responsible for:

- Managing and liaising with contractors on site over health and safety matters and providing adequate supervision of their work;
- Organising the planned maintenance of plant and equipment on site including any statutory examinations required;
- Arranging for the annual electrical testing of plant and equipment on site as required; ● Carrying out daily health and safety checks of the site and take appropriate remedial action;
- Ensuring all employees and contractors are fully briefed on health and safety site issues; ● Ensuring suitable health and safety information and instruction is given to all hirers of the School premises;
- Ensuring all caretaking staff are trained and competent to undertake their tasks safely; ● Carrying out weekly fire tests, check fire extinguishers, emergency lighting and maintain the Fire Safety Folder.
- Ensuring monthly water temperature tests are carried out and maintain the Water Hygiene Folder;
- Ensuring the School's asbestos register is maintained and kept up to date; ● Alerting the Business Manager and Health & Safety Manager of issues of security and lone working.

Recognised Trade Union Health and Safety Representatives and Committees

The Governors recognise, under the Safety Representatives and Safety Committees Regulations 1977, (as amended), the right of recognised trade unions to appoint safety representatives and for them to carry out their functions at the workplace as outlined in the regulations.

Occupational Health and Staff Care Service

Gosford Hill staff are able to be referred to approved specialist service provider in the event of their health and wellbeing being affected by their work activities. Gosford hill staff may self refer if they so wish.

All Employees

All employees are responsible for:

- Co-operating with the management of the School and to assist them so far as is necessary in meeting their delegated responsibilities;
- Keeping themselves informed of the School's Health and Safety Policy, safety procedures, safety action bulletins, newsletters and other health and safety information appropriate to their employment;
- Taking reasonable care for the health and safety of themselves and other persons who may be affected by their acts and omissions at work, and, where it is in their control, take any appropriate remedial action necessary;
- Reporting to their immediate supervisor and the Health & Safety Manager any accident, work related ill-health, dangerous occurrence, unsafe system of work, work practice or damage to equipment, plant or premises as soon as possible after it comes to their notice.

Visitors and Contractors

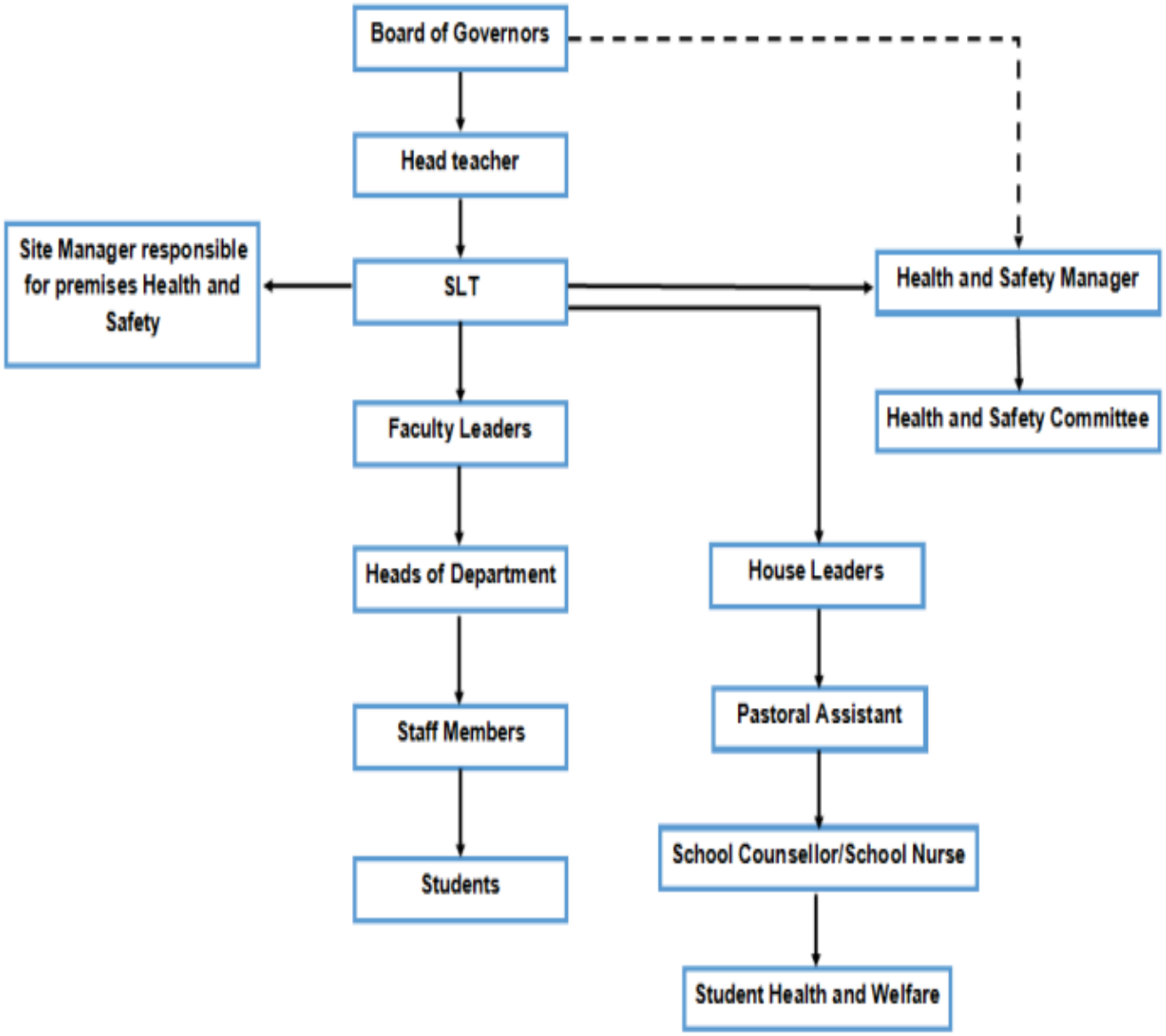
All visitors and contractors are responsible for:

- Signing in and out at the School Office upon arrival and leaving on site; ● Reading the resume of the health and safety procedures on arrival at the School; ● Wearing a visitor badge whilst on site at all times;
- Following evacuation procedures in the event of an emergency;
- Following any information, instruction or training provided on any specific hazards relating to GHS, e.g. asbestos.

Students

All students are responsible for:

- Behaving in a way that does not put their personal health and safety or that of others at risk;
- Observing standards of dress consistent with good health, safety and hygiene practices;
- Following all safety rules including the instructions of staff given in an emergency.


Board of Governors
Head teacher
Site Manager responsible for premises Health and Safety
SLT
Health and Safety Manager
Health and Safety Committee
Faculty Leaders
Heads of Department
House Leaders
Pastoral Assistant
Staff Members
School Counsellor/School Nurse
Students
Student Health and Welfare

4. **Procedures and Practice:**

Accident and Incident Reporting

In the event of an employee, student, contractor, member of the public or visitor being injured, made ill, or witnessing an incident or dangerous occurrence on the School site or where any School duties are being undertaken, an accident/incident report will be completed, and an investigation carried out by the Health & Safety Manager will be undertaken where necessary.

Accident/incident/violence/abuse records will be kept, reviewed and risk assessments undertaken and amended as necessary. Information arising from the analysis of these records will be regularly considered by Senior Leadership Team, Faculty Leaders, safety representatives and safety committees.

Building Maintenance

The School has procedures in place to manage the health and safety risks associated with the building structure and the maintenance of the plant and equipment on site. These include asbestos, legionella, electrical safety, pressure systems, lifting equipment and gas safety.

All maintenance is carried out by competent persons. Suitable records are kept.

Asbestos

The School has an asbestos management plan is place. The plan identifies all of the areas within the School that have asbestos containing materials. All of these areas are inspected by a competent person on an annual basis to ensure that the integrity of the asbestos has not changed. Any areas where the asbestos containing materials integrity has been compromised then the asbestos will be removed in accordance with relevant legislation.

Legionella

The School has a risk assessment and management plan in place for managing all of the water supplies that may cause legionnaires disease. Any water system, with the right environmental conditions, could be a source for legionella bacteria growth.

An inspection schedule is in place to monitor all potential sources of legionella and remedial actions are taken as necessary. All inspections are undertaken by competent persons.

Electrical Safety

It is important to ensure that the electrical installations and electrical equipment in School are used and maintained properly. This applies to both fixed and portable electrical appliances. The School follows the principles of approved code of practice as advised by the Health & Safety Executive.

All electrical work equipment should be checked before use and is subjected to regular PAT testing, which is carried out by competent persons. Records are kept of all PAT tests carried out.

Fixed electrical installations are inspected at least every 5 years by a competent person.

Pressure Systems

All pressure systems will be regularly inspected and maintained in accordance with manufacturer's instructions. Any statutory examination required on any pressure system within the School will be carried out by a competent person. Suitable records will be kept.

Any member of staff required to use a pressure system as part of their role will receive suitable information, instruction and training in its use.

Lifting Equipment

All lifting equipment (i.e. disabled lift) will be regularly inspected and maintained in accordance with manufacturers instructions. Any statutory examination required on any lifting equipment within the School will be carried out by a competent person. Suitable records will be kept.

Any member of staff required to use any lifting equipment as part of their role will receive suitable information, instruction and training in its use.

Gas Safety

The School has a legal duty to ensure that any gas appliance, installation pipework or flue under our control is maintained in a safe condition.

Regular safety checks and services are made on all gas equipment. Any statutory examinations are carried out by a competent person. Suitable records are held.

Work Equipment

The School has a legal duty to ensure that work equipment (including, science, DT and P.E. equipment) is safe for use and is maintained and installed correctly. There is also a requirement to ensure that work equipment is accompanied by suitable health and safety measures such as protective devices and controls.

All work equipment will be regularly inspected, serviced and maintained in accordance

with manufacturer's requirements. All statutory examinations where applicable will be carried out as necessary by a competent person. Suitable records will be kept.

All employees and students will receive suitable information, instruction and training on how to use any work equipment properly.

Contractors/Suppliers of Goods and Services Contractors working on behalf of Gosford Hill School are required to maintain an adequate health and safety standards. This standard must comply with any statutory regulations, and those of the School's policies and procedures, applying to the type of work being undertaken.

The School requires all key contractors/suppliers of goods and services to have a recognized health and safety system including proactive and reactive monitoring programmes.

The School when considering selection/reselection of all key contractors/suppliers of goods and services will ensure that the key contractors/suppliers have suitable and sufficient health and safety arrangements in place and will actively consider their previous health and safety performance record.

The School monitors the health and safety performance of all key contractors and suppliers of goods and services when providing services for us.

Lettings

The School ensures that suitable health and safety information and instruction, such as information on the risks associated with the School premises and emergency evacuation procedures, are given to all lettings of the School premises.

A formal check of the 'lettings' safety and insurance information will be undertaken before any agreement is made between the hirer/letting and the School. The School reserves the right to request evidence of compliance with safeguarding and child protection, including DBS checks where necessary in compliance with RLT's policy and requirements.

Control of Substances Hazardous to Health

The School seeks to eliminate or reduce the risks associated with the use of substances hazardous to health (i.e. chemicals etc.). Risk assessments will be carried out for those activities using hazardous substances that have the potential to cause harm. Suitable training is provided to all those who may be exposed to hazardous substances.

All local exhaust ventilation is regularly inspected and maintained. It is subject to statutory examination every 14 months.

Display Screen Equipment

Managers will identify 'users' and ensure display screen risk assessments are undertaken to ensure that employee workstations do not cause any adverse health effects.

Driving at Work

The School will ensure, as far as reasonably practicable, the health, safety and welfare of all employees, and others, who may be put at risk from driving at work. It does not apply to commuting unless the employee is travelling to a location, which is not their usual place of work.

The School has a procedure in place to manage driving at work. All approved mini bus drivers must hold the Oxfordshire County Council Mini Bus Driving Permit and their driving licence is checked for endorsements on a regular basis. RLT Trust documents will be used and completed to satisfy RLT requirements for drivers.

All School mini buses will be maintained and serviced in accordance with manufacturers requirements and are regularly inspected for any defects. MOT's are carried out when required.

Educational Visits

The School has a procedure in place for educational visits. All educational visits must be approved by the Senior Leadership Team, must be adequately resourced and are subject to detailed planning. Risk assessments are carried out for all educational visits and for those students deemed high risk (medical or behavioural) on an individual trip basis.

Fire Safety

Governors will identify and give appropriate priority to the financial, staffing and other resources required to meet legislative requirements of the Fire Safety Order 2005. The Business Manager will be responsible for nominating "persons in charge" for Gosford Hill School's premises to ensure compliance with the legislation.

A fire risk assessment is in place and is reviewed on an annual basis. The assessment includes the identification of new and existing hazards, checks on specific fire detection and fire fighting equipment, checks of buildings and fittings, a procedure for the presence of unsafe acts, procedures for an emergency evacuation and a procedure for implementing any remedial actions to ensure that the assessment is effective at managing the risks.

First Aid

The School will provide adequate first aid provision for the staff and students at the School. Any first aid administered by first aiders must be recorded in the first aid log held in Reception. There is a designated first aid point/treatment room by Reception.

There are a sufficient number of qualified first aiders for the number of staff and students at the School and when students are on an educational visit.

Health at Work

The School accepts that the fitness for work of its employees is a primary requirement for the efficient and effective performance of the School's functions. Employees are encouraged to pay attention to their own mental and physical well-being at work and to actively develop a responsible, balanced approach to work and their personal lives. The School has arrangements in place to manage stress at work.

Lone Working

Managers are required to identify and assess those situations that place employees at increased risk when working alone. There is a procedure in place to manage staff who are required to work alone on a regular basis.

Manual Handling

The School seeks to eliminate or reduce the risks associated with manual handling tasks. Risk assessments will be carried out on manual handling operations that have the potential to cause harm. Manual handling training is provided to all those who may be exposed to manual handling operations.

Risk Assessment

The School has documented procedures for the identification of hazards and evaluation of risks within its areas of operation. Records will be maintained, significant findings communicated to staff and assessments reviewed to provide appropriate control strategies to reduce risks to an acceptable level.

Risk assessments will be reviewed on a periodic basis to ensure that any control measures implemented remain effective at controlling the risk.

Safety Representatives and Consultation

The School will ensure that there are documented procedures that, as a minimum, meet the statutory requirements and obligations for consultation with all employees about all health, safety and welfare matters.

Training

All employees, contractors, visitors and students are provided with suitable information, instruction and health and safety training relevant to them.

All new employees are provided with a health and safety induction. This includes relevant health and safety information relating to the role of the new employee as well as general information such as emergency evacuation procedures.

Employees will receive refresher training as necessary to ensure that their knowledge is kept up to date.

Violence/Abuse The School aims to create a culture where any form of violence/abuse is recognised as unacceptable. A risk assessment will be carried out to remove or reduce the risk to

employees whose work may involve the risk of violence/abuse at work by a particular individual.

Working at Height

Activities involving working at height will be risk assessed to either remove or reduce the risks to an acceptable level. This does not exclude operations that require employees to work at height but ensures that sufficient safeguards are in place to prevent accidents.

5. **Monitoring and Review:** The Business Manager will review this policy on an annual basis. This policy should be approved by the Governors, Headteacher and Senior Leadership Team.

6. **Sources and References:**

● River Learning Trust – Members site, Policies, Guidance and Procedures ● The Health and safety at Work etc Act 1974
● Reporting of Injuries, Diseases, Dangerous Occurrences Regulations 2013 (RIDDOR) ● The Management of Health and safety at work regulations 1999
● The Health and Safety (First Aid) Regulations 1981
● The Manual Handling Regulations 1992 (MHOR)
● The Control of substances hazardous to Health Regulations 2002 (COSHH) ● The Health and Safety (Display Screen Equipment) Regulations 1992 ● The Gas Safety (Installation and Use) Regulations 1998
● Lifting Operations and Lifting Equipment Regulations 1998 (LOLER)
● Provision and Use of Work Equipment Regulations 1998 (PUWER)
● Control of Asbestos Regulations 2012
● Electricity at Work Regulations 1989
● Regulatory Reform (Fire Safety) Order 2005 (in England and Wales)
● The Personal Protective Equipment Regulations 2002
● The Pressure Systems Safety Regulations 2000
● The Ionising Radiations Regulations 1999
● Workplace (Health, Safety and Welfare) Regulations 1992
● Safety Representatives and Safety Committees Regulations 1977 and The Health and Safety (Consultation with Employees) Regulations 1996

There is also key guidance (often in the form of an approved code of practice (ACOP)) issued by the Health & Safety Executive.

● Legionnaires' disease: The control of Legionella bacteria in water systems (L8) ● Managing contractors: A guide for employers HSG159
● Young people and work experience: INDG364
● Violence at work: a guide for employers: INDG69
● School trips and outdoor learning activities: HSE Guidance

The Department of Education has issued:

● Health and safety: advice on legal duties and powers for local authorities, School leaders, School staff and governing bodies - February 2014