LOCHINVER HOUSE

# Health and Safety Policy

## PART 1: GOVERNORS' GENERAL STATEMENT OF POLICY

The Governors of Lochinver House School recognise the 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. The Governors attach high priority to ensuring that all the operations within the School environment, both educational and support, are delivered in an appropriate manner and are committed to promoting the welfare of all members of the School community so that effective learning can take place.

The Governors have responsibility for overseeing health and safety and are responsible 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 Head

The Governors have specified that the School should adopt the following framework for managing health and safety:

- The Governor who is responsible for overseeing health and safety will attend the meetings of the School's Health and Safety Committee termly and receives copies of all relevant paperwork.
- Statistics on accidents to pupils, staff, and visitors and relevant new or revised policies are tabled at each term's Health and Safety Committee.
- The minutes of the Health and Safety Committee are tabled at each meeting of the full Governing Board together with any other issues on health and safety that the Health and Safety Committee chair 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 by competent professionals.
- 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, deep cleaning takes place termly and pest control services are retained.
- The School has fire risk assessments carried out annually by a competent person and more frequently if significant changes are made to the interior or use of buildings or new buildings are bought or added. This assessment is considered by the Health and Safety Committee.
- An external health and safety consultant reviews the overall arrangements for health and safety annually and more frequently if significant changes are made to the interior or use of buildings or new buildings are bought or added. This assessment is considered by the Health and Safety Committee.
- The School has a competent person undertake a risk assessment for legionella every two years and ensures that a monthly water sampling and testing regime is in place.
- The School has a comprehensive policy in place for the training and induction of new staff in health and safety related issues. Health and safety training that is related to an individual member of staff's functions, such as the Site Team or science technician, is provided in addition to the standard induction training.

- First aid training is provided to pupil facing members of staff as well as all members of the Site Team and a number of staff who are employed during the vacations to ensure first aid provision for staff during the vacations. Full paediatric first aid training is provided to all staff who work with pupils in the Early Years Foundation Stage (EYFS).
- All members of staff are responsible for taking reasonable care of their own safety as well as the safety of pupils, visitors, volunteers and contractors. They are responsible for co-operating with the Head and other members of the Senior Leadership Team ('SLT') in order to enable the Governors to comply with their health and safety duties. All members of staff are responsible for reporting any significant risks or issues to the Head.
- All staff are briefed on where copies of this statement can be obtained on the School's Central Resource Library ('CRL') and School's website. They will be advised as and when it is reviewed, added to, or modified.
- Details of the organisation and arrangements for carrying out the policy are to be found in part two of this document.

Signed 

Helen Rosethorn, Chair of Governors, for and on behalf of the Board

Date September 2026

**PART 2: ORGANISATION**

Part 2 deals with the organisation, planning, implementation, operational monitoring, and management review of the Health and Safety Policy. It also covers the development of general policy and how we train employees (and others) to carry out activities. An organogram has been prepared to assist in the understanding of the health and safety structure within the School, which is shown at the end of this section.

**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. The Board makes adequate resources available, so far as is reasonably practicable, enabling legal obligations in respect of health and safety to be met. This includes ensuring the provision of sufficient training opportunities to staff to ensure the ability to work in a safe manner. Where appropriate, advice from a Competent Person is sought to advise the School, and tasks delegated to suitable employees in order to assist the Board in carrying out its duties. The Board holds the Head to account in respect of the requirements set out in this policy.

**Head**

The Head has day-to-day responsibility for controlling health and safety within the School. This includes ensuring there is sufficient resource deployed to meet health and safety requirements. The Head has overall responsibility for ensuring that health and safety training is deployed as required and ensures accidents are suitably and appropriately investigated and recorded. The Head assists 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 Head also reports to the Board on health and safety performance and assists the Board in implementing changes in the Policy which the Board have approved. The Head is responsible for the implementation of Critical Incident Management Plan.

The Head holds responsibility for the day-to-day management of ensuring that, insofar as is reasonably practicable, appropriate arrangements are established. These responsibilities may, in turn, be further delegated to the Deputy Head Academic and/or the Facilities Manager:

- Safety and security
- Fire safety
- Electrical safety
- Gas safety
- Water quality
- Asbestos
- Emergencies
- Staff induction and training on health and safety
- The appointment of competent contractors.

The Deputy Head Academic also acts as the School Safety Co-ordinator, whose duties include:

- advising the Head on maintenance requirements
- co-ordinating advice from specialist safety advisors and producing associated action plans
- co-ordinating and implementing health and safety training
- monitoring health and safety within the School and raising concerns with the Head
- compliance with the Construction (Design and Management) Regulations
- chairing the School Health and Safety Committee
- investigating accidents and incidents and recording the same.

**Heads Of Department (Teaching)**

The Heads of Department 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:

- Design & Technology and Art (including harmful substances and flammable materials) – Head of DT & Art
- Early Years Foundation Stage – Head of Early Years
- Science (including harmful substances and flammable materials) – Head of Science
- Sports activities – Head of PE and Games
- Trips and visits – Assistant Head Co-Curricular

Heads of Department are also responsible for identifying and organising training that is relevant to their area of control and ensuring this is recorded by the in the School's training register.

**Site Team**

The Site Team and Groundsman/Caretaker assist the Head 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, burglar alarm, equipment, water quality and asbestos
- Good standards of housekeeping, including drains and guttering
- Control of hazardous substances for site maintenance activities

**External Health and Safety Advisors**

The Facilities Manager arranges as appropriate for external consultants to advise on matters of health and safety within the School. Such provision includes:

- Structural surveyors to give advice on the external fabric of the School as required.
- Engineers to monitor and annually service the school's plant, equipment (including boilers).
- Annual servicing of scientific, gym and fitness equipment and machinery used in the PE, science and in the maintenance departments.
- Adherence to health and safety in catering and cleaning. The School is subject to external inspection by the Environmental Health Department. In addition, the Catering Manager arranges for:
    - the professional deep cleaning of all equipment, cooking, food preparation and storage surfaces, areas etc three times a year.
    - appropriate pest control measures to be in place.
- The School has a suitable and sufficient fire risk assessment which is updated annually and more frequently if significant changes are made to the interior or use of buildings or new buildings are bought or added.
- Testing of the alarm system, together with all smoke detectors, emergency lighting and extinguishers annually by qualified contractors. (This is in addition to in house weekly fire alarm testing.)
- Review of the overall arrangements for health and safety, by an external health and safety consultant, annually or more frequently if significant changes are made to the interior or use of buildings or new buildings are bought or added.
- Registered Gas Safe engineers, carrying out all work on gas boilers and appliances.
- Annual service of all domestic boilers.
- Specialist contractors testing annually all lightning protection and earthing.
- The use of NICEIC qualified electrical engineers to inspect and maintain its electrical installations. (The School has current electrical test certificates for all its buildings)
- The appointment of a competent Principal Contractor to ensure compliance with the Construction (Design and Management) (CDM) Regulations 2015 whenever major construction work is undertaken.

- The School has a suitable and sufficient risk assessment for legionella, completed every two years and a monthly water sampling and testing regime in place.
- The school holds and maintains an asbestos register. The Facilities Manager is responsible for the maintenance of an asbestos management plan and ensuring all contractors are fully briefed on areas of asbestos before starting work.

**School Health and Safety Committee**

The Health and Safety Committee meet once a term chaired by the Deputy Head Academic. The members of the Committee are:

- the Governor responsible for overseeing health and safety
- the Head
- the Deputy Head Academic
- the Deputy Head Pastoral
- the Assistant Head Co-Curricular as Educational Visits Co-ordinator
- the School Nurse
- the Head of DT & Art
- the Head of Science
- the Head of PE and Games
- the Groundsman
- an additional member of the Site Team by rotation
- the Catering Manager.

The Clerk to the Governors attends to take minutes of the meeting. A quorum of six committee members is required.

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 updates
- assist in the development of safety rules and safe systems of work
- monitor communication and publicity relating to health and safety in the workplace
- encourage suggestions and reporting of defects by all members of staff.

**The School Nurse**

The School Nurse is responsible for:

- Maintaining an accident book and reporting notifiable accidents to the Head for onward notification to the Health and Safety Executive.
- Keeping statistics and preparing summary reports for the School Health and Safety Committee.
- Informing parents of treatment provided to pupils.
- Checking all first aid boxes are replenished, and defibrillators are functioning.

**Staff**
The co-operation of all staff is essential to the success of the Health and Safety Policy and the School requests that staff notify their Line Manager or the Facilities Manager of any hazards to health and safety and any suggestion regarding health and safety.

Staff are required to:
- follow the Health and Safety 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 and 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 including completing appropriate training linked to Health and Safety.

**Visitors and Contractors**
It is the responsibility of all visitors and contractors to take reasonable care of their own health and safety and not to act in a manner that places themselves and/or others in danger.

Visitors must:
- comply with the requirements as set out in the Visitors and Visiting Speaker Policy and Procedure
- sign the required agreement before arrival
- provide picture identification on arrival and a copy of their DBS where applicable

Contractors must:
- comply with instructions given by members of staff
- complete Permit to Work documentation where relevant
- not tamper with any emergency equipment
- sign in upon arrival at Reception and sign out when leaving
- bring to the attention of staff any health and safety issues or concerns
- wear personal protective clothing/equipment where required

Information on emergency procedures will be provided during the signing in procedure in the form of a Contractor Induction Document. This includes emergency evacuation procedures, details of local hospitals and contact information for the Facilities Manager and Site Team.

**PART 3: SPECIFIC ARRANGEMENTS**

**Asbestos**
Asbestos was widely used in the construction industry before the adverse effects of exposure to asbestos were fully understood. However, it is not inherently dangerous when left in situ in building materials that have not deteriorated. A potential hazard arises when asbestos is disturbed, and particles are created that could be inhaled. To prevent this happening, a survey for the presence of asbestos in all buildings is carried out by professional contractors on a biennial basis. The results of this survey form a register that indicates the location of any material containing asbestos and determines the need for precautions to be taken that must be communicated to all workers and contractors. The report and register are held electronically, on the 'CRL' file.

**Control of Substances Hazardous to Health ('COSHH')**
The School acknowledges that no substance can be considered completely safe. All reasonable steps are taken to ensure that all exposure of staff and others to substances hazardous to health is prevented or at least controlled to within statutory limits.

The use of hazardous substances in the School is largely confined to the Science Department, Art Department, and DT Department, maintenance, grounds, catering and cleaning departments, but all staff must be careful when handling any container marked with a hazard pictogram. Written COSHH risk assessments are held in the Barn to inform all staff required to use bulk chemicals such as drain cleaners. All hazardous substances are appropriately stored in the secure cabinet in the Barn.

**Display Screen Equipment ('DSE')**
All reasonably practicable steps are taken by the School to secure the health and safety of staff who work with display screen equipment (DSE). All staff will be required to undertake an online training course in using DSE and complete an assessment of their own workstation/s. Any points arising should be notified to the Deputy Head Academic for action.

**Electrical Systems and Items**
All reasonably practicable steps are taken to secure the health and safety of staff who use, operate or maintain electrical equipment. The School acknowledges that work on electrical equipment can be hazardous, and it is therefore the School's intention to reduce the risks as far as is reasonably practicable. The implementation of this policy requires the total co-operation of all members of management and staff, as well as any contractors hired to carry out work involving electrical equipment.

The School, in consultation with competent contractors ensures that electrical installations and equipment are installed in accordance with the Institute of Engineering and Technology (IET) Wiring Regulations and maintain the fixed installation in a safe condition by carrying out routine safety testing. In addition, all portable and transportable electrical items are inspected and tested biennially. A copy of the testing schedule and results is held electronically, on the 'CRL' file.

Live working is forbidden unless absolutely necessary, in which case, it is only conducted by competent persons following a safe system of work. All staff or contractors who carry out electrical work are competent to do so, trained and equipped for this work. Records of all electrical work and testing are maintained.

Where a problem arises related to electricity at work, staff inform a responsible person immediately and the School will take the necessary measures to investigate and remedy the situation.

**Legionella**
The School has a competent person undertake a risk assessment for legionella every two years which is held electronically, on the 'CRL' file. The School ensures that a monthly water sampling and testing regime carried out by a competent person is in place and results are recorded and reviewed.

**Noise and Vibration**
The School takes all reasonably practicable steps to ensure that the risk of hearing damage to employees who work with noisy equipment or in a noisy environment is reduced to a minimum. The School also recognises that noise levels below those which cause hearing damage, in offices for example, can still cause problems such as disturbance, interference with communication and stress and will take reasonable steps to reduce noise levels.

For some categories of employee, vibration may also pose potential health risks, such as Hand Arm Vibration Syndrome (HAVS). HAVS is a collective term for the adverse health effects that vibratory equipment may have on the hands and arms if control is not adequately managed. It can be caused by operating hand-held power tools, such as sanders or drills as well as hand-guided equipment, such as powered lawnmowers, or by holding materials being processed by machines, such as pedestal grinders. Hammer action tools produce some of the highest levels of vibration. Frequent and long-term exposure to vibration can lead to damage to the structure and tissue of the hands and arms.
The School considers noise and vibration hazards during risk assessments, and these are used as the basis for formulating action plans for remedial measures when necessary. Where necessary, suitable awareness training will be provided along with appropriate Personal Protective Equipment (PPE).

Any subsequent assessments and surveys will be recorded and updated regularly, particularly when changes in work practice cause changes in noise or vibration exposure levels of employees.

**Provision of Personal Protective Equipment ("PPE")**
The School provides personal protective equipment ("PPE") when the risk presented by a work activity cannot be adequately controlled by other means. The School acknowledges that health and safety hazards will have been identified if this equipment is used. It is the intention of the School to ensure, through the proper use of this equipment, that any risks are reduced to a minimum.

**Slips, Trips and Falls**
Good housekeeping is key to avoiding the risk of slips, trips and falls. Where such risks are identified in specific areas of the School, these are included in the relevant risk assessments and control measures detailed for staff to follow.

**Vehicle Movements on site**
The School ensures that the site is organised so pedestrians and vehicles can circulate in a safe manner. Vehicles and traffic routes are separated wherever reasonably practicable, and traffic routes are suitably signed, and controlled. Pedestrian routes have been identified and separated from vehicles, wherever reasonably practicable, by physical measures such as railings. Lighting is provided as appropriate. Parents, visitors and hired buses are not permitted to drive onto the School grounds except in specific agreed circumstances. Staff and contractors are able to drive and park on the School grounds in the designated parking areas.

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| Reviewed By | Facilities Manager & Head |
| Approval Body/ Committee | Full Governing Body |
| Last Review | Autumn 2026 |
| Next Review | Autumn 2027 |
| Policy Linked To | Administration of Medicines Policy, Alcohol, Drugs and Tobacco Policy, Anti-Harassment Policy, Behaviour Policy, Catering and Food Hygiene Policy, Child Protection and Safeguarding Policy and Procedure (incorporating Staff Behaviour and Code of Conduct), Contractors Policy, Controlled Drug Policy, Critical Incident Management Plan, Data Protection Policy, Disciplinary Capability and Grievance Procedure, Educational Visits Policy, Online Safety Policy, Fire Safety Policy, First Aid Policy, Legionella Policy, Lone Working Policy, Manual Handling Policy, Privacy Notice, Risk Assessment Policy, School Journeys Policy, Security Access Control and Workplace Safety Policy and Procedure, Staff Handbook, Use of Mobile Devices in the Early Years Foundation Stage Policy, Visitors and Visiting Speaker Policy and Procedure, Wellbeing Policy, Whistleblowing Policy, Working at Heights Policy. |

*Any data held in relation to the content of this policy will be managed in accordance with our Data Protection Policy and Privacy Notice.*

**DIAGRAM SHOWING THE ORGANISATION FOR HEALTH AND SAFETY**

GOVERNORS/TRUSTEES
Overall responsibility for Health and Safety at main Board level

SCHOOL GOVERNORS
Governors have responsibility for oversight of Health and Safety

HEAD
Responsibility for day-to-day operations and organisation of health and safety

DEPUTY HEAD ACADEMIC
School Safety Co-ordinator
Responsibility for management of safety and security of site
Regulatory compliance
Chair of Health and Safety Committee

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External professional advisers

MEMBERS OF THE HEALTH AND SAFETY COMMITTEE
Governor responsible for overseeing health and safety Head Deputy Head Academic
Deputy Head Pastoral Assistant Head Co-Curricular School Nurse
Caretaker/Groundsman Facilities Manager Catering Manager
Head of DT & Art Head of PE and Games Head of Science EVC

Whole School community: staff, pupils, governors, visitors (including parents), volunteers and contractors working onsite.