ABINGDON
HOUSE SCHOOL

Health and Safety Policy

Responsible Person: Headteacher
Last Review Date: October 2026
Next Review Date: October 2027

Introduction

Abingdon House School, Purley (AHSP/ AHSPurley) is owned and operated by Cavendish Education; the Proprietary Body also known as the Governing Body. Any reference to Governors means any Director of Cavendish Education.

This Policy document is one of a series of AHSP Policies that, taken together, are designed to form a comprehensive formal Statement of AHSP's aspiration to provide an outstanding education for each and every one of its students, and of the mechanisms and procedures being put into place to achieve this. Accordingly, this Policy needs to be read alongside all of these Policies in order to get the full picture, and should be read in conjunction with the **Equality Policy**, the **Promoting British Values Policy** and the **Safeguarding Children &**

Child Protection Policy in particular. All of these Policies have been written, not simply to meet statutory and other requirements, but to evidence the work that the whole School is undertaking to ensure the implementation of its core values, our '4 Cs':

Character
Creativity
Confidence
Competence

Statement of Intent

The Governing Body and Headteacher of the school fully recognize their legal responsibilities, under national health and safety. As employers and those responsible for the premises, they are committed to providing a safe and healthy environment for all staff, pupils, and anyone else affected by the school's activities.

We are dedicated to managing health and safety risks by conducting thorough risk assessments, implementing effective control measures, and ensuring ongoing monitoring and review of safety systems. This commitment is driven by the leadership of the Governing Body and Headteacher.

Key responsibilities include:

- Creating and maintaining a safe and healthy working and learning environment.
- Ensuring safe access to and exit from the premises at all times.
- Minimizing the risk of accidents and work-related health issues.
- Identifying, assessing, and managing risks for both curriculum and non-curriculum activities, including offsite events and trips.
- Complying with all relevant legal and statutory health and safety obligations.
- Promoting safe working practices and providing well-maintained equipment.
- Ensuring staff receive appropriate training, information, and guidance.
- Regularly reviewing and improving safety procedures to ensure their effectiveness.
- Fostering a culture of health and safety by promoting open communication and consultation with staff on related matters.
- Setting clear objectives to drive continuous improvement in health and safety performance.
- Maintaining a healthy working environment, including appropriate welfare facilities.
- Allocating adequate resources to manage health and safety, as far as reasonably practicable.
- Ensuring the safe handling, storage, and use of substances within the school environment.

- Providing leadership and control of identifiable health and safety risks on our premises and at every worksite.
- Consulting with our employees on matters affecting their health and safety and that of the children in our care.
- Ensuring that our premises are secure and that DBS safeguarding checks are made for each member of our workforce.
- Providing and maintaining safe, suitable buildings and equipment.
- Ensuring the safe handling and use of substances.
- Providing information, instruction, training where necessary for our workforce, taking account of any who do not have English as a first language.
- Ensuring that all employees and contractors are competent to do their work, and where appropriate giving them suitable training.
- Preventing accidents and cases of work-related ill health.
- Actively managing and supervising health and safety at work.
- The careful organisation, assessment and mitigation of hazards and risks for any off-site activities with a separate consideration and approval process. Having access to competent advice.
- Aiming for continuous improvement in health and safety performance and management by regular review and revision of this policy.
- The provision of the resource, financial and other, required to make this policy and our health and safety arrangements effective.

In addition, the Governing Body and Headteacher are committed to safeguarding the health and safety of non-employees, including pupils, visitors, contractors, and the wider community. We will provide the necessary training, supervision, and information to ensure the safety of everyone affected by our operations.

The Governing Body and Headteacher will allocate the necessary resources, including financial support, to implement this policy.

All staff are expected to comply with this policy and actively support the Governing Body and Headteacher in maintaining and improving the school's health and safety standards. The cooperation of all employees and others using the premises is essential for the successful implementation of this policy.

This Policy Statement, along with the organizational structure and safety procedures, will be reviewed annually or updated as required.

Approved by the Governing Body:

Signed:



Headteacher: Jon Mansell

Date: September 2026

Signed:

Chair of Governors' Name:

Date:

Part 2 Organisation

Organisation Overview
To meet the health and safety (H&S) requirements of the Governing Body and Headteacher, extra responsibilities are assigned within the school's management, as outlined in this H&S Policy.

Governing Body
The Governing Body is responsible for ensuring the school complies with the H&S Policy. They work with the Headteacher to put in place and review safety measures, making updates as needed.

Headteacher
The Headteacher manages the daily implementation of the H&S Policy. They collaborate with the Governors to maintain safety standards, review procedures, and ensure safe working conditions.

Member of staff responsible for H&S- (Estates Manager- William Osborne)
While the Head ultimately remains responsible they may delegate carrying out their duties to this named member of staff.

Employees
All staff must ensure their own safety and that of others by following the H&S Policy, using equipment safely, reporting hazards, and adhering to any training. Any issues with safety should be reported to their line manager.

Pupils
Pupils are expected to take responsibility for their own safety, follow school rules, wear appropriate clothing for safety or hygiene, and follow staff instructions during emergencies. They should use school equipment properly and not interfere with safety measures.

Safety Representatives
Safety Representatives can investigate accidents, inspect the school, and address concerns. They receive training and safety information but are not part of the school's management.

Temporary/ Peripatetic Staff
Temporary/ Peripatetic staff receive health and safety instructions, including fire and emergency procedures. They report to the Headteacher during their time at the school.

Teachers
Teachers ensure compliance with the H&S Policy in their classrooms. They are responsible for student safety and must maintain a safe learning environment.

Teaching Assistants
Teaching assistants follow the H&S Policy and report to the class teacher, helping ensure safety during lessons.

Off-Site / Educational Visit Coordinator (OVC / EVC)
The OVC / EVC ensures school trips follow safety standards, working with trip leaders to align activities with school policies.

Facilities Manager
The Facilities Manager handles day-to-day safety concerns in the school buildings. They address or report any safety issues and stop unsafe practices when necessary.

Volunteers and Parent Helpers
Volunteers and parent helpers receive health and safety guidance and report to the supervising teacher during their time at the school.

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Culture (1.0)

Abingdon House School, Purley, cultivates
a strong health and safety ethos through consistent communication, proactive engagement, and visible leadership. Health and safety values will be communicated across the school through a variety of channels, including clear and accessible policies displayed prominently, ongoing H&S training, regular safety briefings and discussions during staff meetings, comprehensive inductions for all new staff, students, and visitors, and the integration of safety messages within school communications and on the school website. To support a robust safety culture, behaviours and attitudes such as vigilance, open communication, mutual respect, and a proactive approach to identifying and addressing potential hazards will be actively encouraged. Students will be taught to be mindful of their surroundings and the safety of others, while staff will be empowered to challenge unsafe practices and contribute to a safe working environment.

Senior management will champion health and safety by visibly adhering to all safety procedures, actively participating in safety training and initiatives, allocating necessary resources for safety improvements, and ensuring that health and safety is a standing item on leadership meeting agendas. Their proactive involvement will set a clear expectation and demonstrate the school's unwavering commitment to safety. To foster personal responsibility for safety, staff, students, and visitors will be provided with clear guidelines and expectations, encouraged to identify and report hazards, and empowered to take appropriate action within their level of responsibility. Regular reminders, awareness campaigns, and training sessions will reinforce this sense of ownership.

To encourage the reporting of hazards, accidents, and near-misses, accessible and confidential reporting systems will be established. These may include emails to the Headteacher or Facilities Manager, designated reporting forms (both paper and electronic), clear reporting protocols communicated widely, and a commitment to investigating all reports promptly and effectively, providing feedback where appropriate. Health and safety will be woven into the curriculum through relevant subject matter, practical demonstrations, and age-appropriate safety instructions for all activities, including science experiments, physical education, and off-site visits. Daily activities will incorporate safety considerations through routine risk assessments, clear procedures for tasks, and ongoing reminders about safe practices.

To further promote proactive safety behaviour, the school is looking to implement incentives or recognition programs that acknowledge individuals or groups who demonstrate exceptional commitment to safety, such as identifying and rectifying hazards or suggesting safety improvements. Fostering a sense of shared responsibility will

be achieved through collaborative safety walks, joint staff-student safety committees, and open forums for discussing safety concerns and solutions. This inclusive approach will ensure that everyone feels valued and empowered to contribute to a safer school environment.

Continuous improvement in health and safety performance will be ensured through regular monitoring of safety data, periodic audits and inspections, and a commitment to reviewing and updating safety policies and procedures in light of new information and best practices. Methods used to evaluate and reinforce the school's safety culture will include staff and student surveys, analysis of incident reports, and feedback from safety representatives. The findings from these evaluations will inform ongoing efforts to strengthen the safety culture and ensure the well-being of the entire school community.

Documentation (1.4)

Abingdon House School, Purley, understands the critical importance of maintaining comprehensive and legally compliant health and safety documentation. Key health and safety documents required by law, such as the health and safety policy, risk assessments, fire safety procedures, asbestos management plan and records of training and inspections, will be meticulously maintained on our secure GoogleDrive based network. Risk assessments and other safety documents will be reviewed and updated at least annually, or more frequently if there are significant changes in activities, premises, or legislation. This proactive approach ensures that our safety measures remain current and effective.

Training records, detailing the type of training, date, and attendees, will be documented electronically on a central database, ensuring easy retrieval and tracking of staff training needs. Accident, incident, and near-miss reports will follow a standardized format, capturing essential details such as date, time, location, individuals involved, nature of the event, and any immediate actions taken. These reports will be stored securely and analyzed to identify trends and implement preventative measures. Records of safety inspections and audits, including findings and any remedial actions taken, will also be maintained electronically, providing a clear audit trail of our safety monitoring processes.

To ensure all documentation is accessible to staff and relevant stakeholders, key documents such as the health and safety policy and general risk assessments will be readily available on the school's shared network. Staff will be informed about the location of these documents during their induction and through regular communications. A robust system will be in place to track updates to legislation or policies affecting school safety, which may include subscriptions to relevant professional bodies, regular monitoring of official government websites, and designated staff responsible for disseminating updated information and amending school policies accordingly.

Confidential health and safety documentation, such as individual medical records and specific risk assessments containing sensitive personal data, will be managed with the utmost security, adhering to data protection legislation. These records will be stored separately with restricted access granted only to authorized personnel on a need-to-know basis. The school will document and archive all health and safety policies and procedures, including superseded versions, ensuring a clear historical record of our commitment to legal compliance and continuous improvement. This systematic approach to documentation underscores Abingdon House School's dedication to providing a safe and healthy environment for all.

Communication and Training (1.2)

Abingdon House School, Purley, employs a multi-faceted approach to ensure comprehensive and accessible communication of health and safety information to all members of its community. The health and safety policy will be communicated to all staff through induction processes, clearly displayed posters in communal areas, dedicated presentations during staff meetings, and easy access to the full policy document on the school's shared network. Students will learn about key aspects of the policy through age-appropriate assemblies, classroom discussions integrated into relevant subjects, and visual aids displayed around the school. Health and safety updates will be communicated to staff via email bulletins and staff meetings. Parents and other stakeholders will receive relevant updates through the school website, and specific communications regarding significant changes or potential risks.

Staff will receive health and safety training at least annually, with the frequency potentially increasing based on their specific roles and responsibilities. Training topics will encompass essential areas such as fire safety, first aid awareness, manual handling, risk assessment principles, safeguarding procedures, and any other relevant topics based on the school's specific risk profile and legal requirements. Both online modules and in-person training sessions will be utilized, leveraging platforms that offer interactive content, track completion, and provide opportunities for questions and practical application. New staff, students, and contractors will undergo a comprehensive induction process that includes an overview of the school's health and safety policies, emergency procedures, and key contact personnel. Contractors will also receive specific risk assessments and safety guidelines relevant to their work on-site.

Keeping staff and students informed about changes in health and safety practices will involve clear and timely announcements through various channels, including email, notices on staff and student portals, and discussions during meetings or assemblies. The

effectiveness of health and safety training will be evaluated through feedback questionnaires, observation of practices, and analysis of incident reports to identify areas for improvement or further training needs. Contractors and visitors will be informed of the school's health and safety requirements through clear signage upon arrival, written guidelines provided as necessary, and verbal briefings by school staff. Mechanisms for staff and students to report health and safety concerns will include designated reporting forms (both physical and electronic), clearly identified health and safety representatives, and an open-door policy with senior staff to encourage direct communication. The school will ensure that all communication regarding health and safety is clear, accessible, and inclusive by using plain language, providing information in multiple formats where appropriate, and being mindful of any specific communication needs within the school community.

Governor Oversight (1.8)

Health and safety forms a significant part of the termly governance reports that the Headteacher compile and the subsequent meetings that take place. Governors are made aware of prominent issues and receive reports around accidents, illness and compliance (Fire Safety etc).

In addition Governors are routinely asked to come into school so that staff can highlight issues and how they are dealt with within our setting.

Risk Assessment (1.6)

Please see Risk assessment policy here

All risk assessments are to be conducted by competent personnel and reviewed annually/ if there is significant change in environment

Accidents, Incidents (1.1)

An accident form will be completed as soon as possible after the accident occurs by the member of staff or first aider who deals with it. The accident book is in the main office and can be obtained via the Office Manager. These are scanned at the end of each term so that we have an electronic entry.

As much detail as possible will be supplied when reporting an accident

Records held in the first aid and accident book will be retained by the school for a minimum of 3 years, in accordance with regulation 25 of the Social Security (Claims and Payments) Regulations 1979, and then securely disposed of. The electron entry will also be deleted.

Reporting to the Health and Safety Executive

The Headteacher/ Estates Manager will keep a record of any accident which results in a reportable injury, disease, or dangerous occurrence as defined in the RIDDOR 2013 legislation (regulations 4, 5, 6 and 7).

The Headteacher/Designated SLT Lead will report these to the Health and Safety Executive as soon as is reasonably practicable and in any event within 10 days of the incident.

Reportable injuries, diseases or dangerous occurrences include:

- Death
- Specified injuries. These are:
    - Fractures, other than to fingers, thumbs and toes
    - Amputations
    - Any injury likely to lead to permanent loss of sight or reduction in sight
    - Any crush injury to the head or torso causing damage to the brain or internal organs
    - Serious burns (including scalding)
    - Any scalping requiring hospital treatment
    - Any loss of consciousness caused by head injury or asphyxia
    - Any other injury arising from working in an enclosed space which leads to hypothermia or heat-induced illness, or requires resuscitation or admittance to hospital for more than 24 hours
- Injuries where an employee is away from work or unable to perform their normal work duties for more than 7 consecutive days
- Where an accident leads to someone being taken to hospital
- Where something happens that does not result in an injury, but could have done
- Near-miss events that do not result in an injury, but could have done. Examples of near-miss events relevant to schools include, but are not limited to:
    - The collapse or failure of load-bearing parts of lifts and lifting equipment
    - The accidental release of a biological agent likely to cause severe human illness
    - The accidental release or escape of any substance that may cause a serious injury or damage to health
    - An electrical short circuit or overload causing a fire or explosion

Information on how to make a RIDDOR report is available here:

How to make a RIDDOR report, HSE
http://www.hse.gov.uk/riddor/report.htm

Notifying parents

The First Aiders or DHT, or delegate, will inform parents of any accident or injury sustained by a pupil, and any first aid treatment given, on the same day, or as soon as reasonably practicable.

Reporting to Ofsted/ ISI and child protection agencies

The Headteacher will notify Ofsted/ ISI of any serious accident, illness or injury to, or death of a pupil while in the school's care. This will happen as soon as is reasonably practicable, and no later than 14 days after the incident.

The Headteacher or DSL will also notify the Safeguarding Team for the relevant borough in which the child lives of any serious accident or injury to, or the death of, a pupil while in the school's care.

First Aid (1.1)

We regularly provide external First Aid Training (Red Cross) for a significant proportion of our staff body (we currently have 11 First Aiders).

First Aid Boxes can be found throughout the building. These can be found in the Science Lab, Art Room, Food Room, Kitchen, Staff Room, Reception and the Medical Room. These are regularly maintained by the Site Manager and Admin Team.

Please see the First Aid and Medication Policy here.

Serious Incident Management (1.5)

Please see our Critical Incident Policy here.

Medical Needs and Vulnerabilities (1.9)

All of our students have EHCPs and many have health care needs that we support, for example a number require us to support them by administering controlled medication. As such staff are suitably trained and experienced in supporting medical needs.

Please refer to the appropriate policy.

See our First Aid and Medication Policy here.

See our Allergy Management Policy here.

Control of Contractors (1.3)

Contractors for building work are sourced by our parent company Cavendish Education via LXA and Evoque.

Our cleaning and Catering contractors were selected through a rigorous tendering process. We get three quotes and carry out the tender process for each contracting position. Once selected Contractors are fully vetted and their staff are treated as ours, so that they receive our full safeguarding and H&S Induction Training.

We routinely monitor the performance of the Contractors and review contracts coming up to renewal. This includes monitoring their adherence to H&S regulations and our policies and procedures.

To ensure high standards of safety, quality, and fiscal responsibility, the organization enforces a dual-stage contractor selection and vetting process. Prior to engagement, the responsible department must obtain competitive written quotations from a minimum of three qualified contractors to evaluate suitability and value. Once a preferred contractor is identified based on technical capability and safety performance, the choice is conditionally approved pending mandatory financial and risk verification. The Finance Director must thoroughly audit and sign off on the contractor's financial stability, statutory insurance coverages—including Public Liability and Employer's Liability—and regulatory compliance before any official agreement is finalized or work commences.

The nominated member of AHSP staff (Estates manager) will request that a permit is filled out by the contractor on site for any electrical, welding, soldering, roofing and demolition works. A copy will be printed by the estates manager for the schools documentation. The contractor will need to keep their copy with them whilst the work is being undertaken.

The estates manager for AHSP will be the main point of call for all contractors whilst on site. This includes all communication for access to any required area of the building, progress of current work, access and egress to site and any hazards that they see during their time on site.

Display Screen Equipment (2.2)

All staff who use computers daily as a significant part of their normal work have a yearly display screen equipment (DSE) assessment carried out. ‘Significant’ is taken to be continuous/near continuous spells of an hour or more at a time

Staff identified as DSE users are entitled to an eyesight test for DSE use upon request, and at regular intervals thereafter, by a qualified optician (and corrective glasses provided if required specifically for DSE use).

AHSPurley will provide any other equipment required by staff in order to prevent injury or harm following a DSE assessment.

When a new contractor is selected to work with us under contract they will be fully vetted. This includes all insurance documents, industry and personal certifications and where required risk assessments for works. This will be collated in a “control of contractors” check list.

3. Doors, Gates and Windows(2.3)

All doors have been assessed as a part of our fire risk assessment. All fire seals are routinely evaluated and replaced if required

All windows are routinely inspected and fitted with opening restrictors

All exits are clearly marked with both signage on the doors and illuminated signs above the doors

All windows are to be closed and all doors are to be locked when the room is not occupied

Drinking Water (2.4)

All water supplied to the building is drinking water. This water is tested monthly to ensure that it conforms with legionella testing practices.

Electrical Installations (2.5)

All electrical installations are to be completed by competent, trained contractors that have been vetted by cavendish education. Any electrical installation will be tested every 5 years.

Only competent personnel (Estates manager/ contractors) are gained access to any areas of site that contain electrical switchboards/ breakers.

PAT (Portable appliance testing) is completed annually for all mains powered equipment on site . This includes and not limited to, monitors, laptop charging cabinets, printers, laminators etc.

Cleaning (2.6)

AHSPurley employs a contractor (currently NuLook) to ensure; that we adhere to H&S regulations, that cleaning staff are appropriately trained and to ensure that we maintain hygiene.

NuLook staff clean the building everyday of the week when the students have gone. We also carry out deep cleans at the end of each full term.

During the school day AHSPurley staff are responsible for any spillages or messes and can get appropriate cleaning equipment, if required, from the Estates Manager.

Sanitary and Washing Facilities (2.7)

Every female toilet cubicle and visitor toilet has been supplied with a sanitary bin that is replaced by Baxters environmental every 2 weeks. The perishables (hand soap. toilet tissue and hand towels) are replaced by our cleaners (Nulook)

Floors and Traffic Routes (2.8)

Our site manager inspects floors for damage regularly and all traffic/ escape routes are kept clear. All staff have a responsibility to ensure that all escape routes are kept clear of obstacles
All external pedestrian traffic routes are kept clear, swept and if a significant build-up of moss a jet wash is used.

Lighting (2.9)

The levels of lighting are considered as a part of the display screen equipment (DSE) questionnaire available to all staff
The emergency lighting is tested periodically and an annual service is conducted

Please see the Display Equipment (DSE) policy.

Restaurants and Canteens (2.10)

Our caterers (Olive dining) maintain the cleanliness of both the dining hall and their kitchen. This is monitored by their management team.
Olive dining record the temperatures and dates of all their food products, as well as the temperatures of their fridges/ freezers.
They have their training certificates on display in their kitchen as well as the dietary requirements (including allergy information) for students and staff
All staff and students are required to clear up after themselves. There are designated bins for food waste, general waste, cutlery and bays for plates, bowls etc

Please find waste management policy

Resting and Eating Meals (2.11)

All staff have access to clean and comfortable areas for resting and eating. All staff have the responsibility to keep these. These are cleaned regularly by our contracted cleaners.

Provisions are made for the refrigeration and heating of meals (fridge and microwave)

A comprehensive list of dietary requirements has been given to our kitchen caterer

All food waste is disposed of in accordance with food waste regulations as of March 31st 2025

Waste Management (2.12)

Each classroom has been provided with separate general waste and recycling bins which are emptied by our cleaners (Nulook) every day. We also have a hazardous waste bin which is cleared by (Baxters environmental) every 8 weeks

All sensitive / confidential documents are posted into our locked confidential document bin which is periodically cleared by baxters environmental

Please find our waste management policy

Workplace Environment (2.13)

All classrooms are fitted with a radiator that is controlled by a Boiler management system (BMS). This turns the radiators on when the external temperature is below a set

temperature and turns off when the external temperature rises above a set temperature. This set temperature is subject to change depending on the needs of the students and staff throughout the year

Please find our workplace environment, DSE, Wellbeing policies

Security (2.14)

Site access is managed by our office personnel who have immediate access to the CCTV cameras and entryphone camera as to ensure that they can see who is aiming to gain entry
During school drop off and pick up times, 2 members of staff are present at the gate and ensure that each student is picked up by the appropriate adult

Please find site security policy

Tree Management (2.15)

Our site is surrounded by a number of trees. Many of which have existing Tree Protection Orders upon them. We have already worked with the local council to remove a number of trees/ and branches that posed a risk to our community. Those trees without an existing TPO have been removed or pruned if we felt there was any risk to our community.

A tree survey, by a qualified professional, has recently (Feb 2025) been carried out as part of the process for proposed works to be carried out. Subsequently biannual tree survey will be carried out following on from this.

In the Autumn there is a significant fall of leaves. Our site Manager routinely clears the site or sweeps clean any walkways in order to avoid slips and falls.

Driving for Work (3.1)

We currently do not have any work vehicles and do not require staff to drive for work.

Lettings (3.9)

We currently do not let any of our facilities for external use.

COSHH (Control of Substances Hazardous to Health) (3.2)

Abingdon House School, Purley, prioritizes the safe management of hazardous substances used on site through a systematic and proactive approach. Procedures to identify and assess the risks associated with these substances will involve a thorough inventory of all chemicals and materials used, coupled with detailed risk assessments conducted in accordance with the Control of Substances Hazardous to Health (COSHH) regulations. These assessments will consider the nature of the substance, the potential for exposure, and the control measures required to minimize risk. The school will ensure that relevant staff are adequately trained in the safe handling, storage, and disposal of hazardous substances relevant to their roles. This training will cover topics such as understanding safety data sheets (SDS), proper use of personal protective equipment (PPE), spill control procedures, and emergency protocols.

To minimize exposure to hazardous substances, a range of control measures will be implemented. This may include ensuring adequate ventilation in areas where such substances are used, providing appropriate PPE such as gloves, goggles, and respiratory protection, and implementing safe work practices to limit contact. Safety data sheets (SDS) for all hazardous substances will be meticulously maintained ensuring that all relevant staff can quickly access crucial information regarding the properties, hazards, and safe handling of these substances. Systems will be in place for monitoring the use of chemicals in classrooms, particularly in science laboratories and during cleaning activities, which involves regular stock checks and clear guidelines on permissible quantities and usage.

The school will ensure that hazardous substances are stored safely and securely, in designated areas with appropriate segregation, labeling, and containment measures to prevent leaks, spills, or unauthorized access. Procedures for managing accidental spills or exposure to hazardous substances will include clearly defined emergency protocols, readily available spill kits, and trained personnel to manage such incidents effectively. Staff and students who may handle hazardous substances will receive specific training on the correct use and disposal methods, emphasizing the importance of following established procedures and wearing appropriate PPE. COSHH assessments will be regularly reviewed and updated, at least annually or whenever there are changes in substances used, processes, or legislation, to ensure their continued accuracy and effectiveness. To ensure contractors comply with COSHH regulations while on school premises, they will be required to provide risk assessments and method statements for any hazardous substances they intend to use, and their adherence to safe practices will be monitored by designated school personnel. This comprehensive approach underscores

Abingdon House School Purley's commitment to protecting the health and safety of its entire community in relation to hazardous substances.

All chemicals will be stored, decanted, distributed, used, disposed of and maintained in accordance with CLEAPSS guidance and data sheets for the individual chemicals. This further includes the use off appropriate PPE (Personal Protective Equipment) and first aid treatment where required.

The science classroom is equipped with a dedicated first aid kit and an emergency eye wash station to ensure immediate treatment in the event of an incident. Prior to conducting any practical work, teaching staff consult relevant CLEAPSS Hazcards, which detail specific hazard controls and comprehensive first aid measures tailored to the chemicals and procedures being used.

To maintain rigorous safety standards and statutory compliance, all science teachers, food technology staff, and the Estate Manager must complete annual Control of Substances Hazardous to Health (COSHH) training. Additionally, science teaching staff are required to complete CLEAPSS laboratory technician training. This specialized instruction ensures that the labeling, storage, distribution, handling, and disposal of all hazardous materials consistently adhere to current industry standards and safety guidelines.

In the event of a chemical spill, immediate action must be taken to safely contain and clean up the substance based on its classification. Standard cleaning chemicals must be reported promptly to the Estate Manager, who will assume direct responsibility for managing and completing the cleanup process. If a spill involves science department chemicals, the Estate Manager will work directly in collaboration with science teaching staff to clear and sanitize the area strictly in accordance with CLEAPSS guidance and relevant COSHH safety protocols.

Standard domestic and general cleaning chemical waste may be safely disposed of via the site's general waste stream or foul water drainage, provided manufacturer handling instructions are followed. Conversely, no science department chemical waste may be placed in general waste bins or poured down drains without prior assessment. All laboratory chemical waste—including excess reagents, reaction residues, and contaminated materials—must be identified, categorized, and disposed of strictly in accordance with CLEAPSS guidance (including relevant HazCards, utilizing registered hazardous waste contractors where required.

Legionnaire's Disease (3.3)

Our Site Manager carries out strategically placed monthly checks across the school; our log is thorough and complete.

In addition we have annual Legionnaires Check, Risk Assessment and Chlorination and TMV service to ensure that we are compliant and maintain safety.

The Site Manager is adequately trained and very experienced in maintaining this.

Manual Handling (3.4)

Please see manual handling policy

Working at Height (3.5)

We will ensure that work is properly planned, supervised and carried out by competent people with the skills, knowledge, relevant training and experience to do the work.

In addition:

- The Site Manager retains ladders for working at height
- Pupils are prohibited from using ladders
- Staff will wear appropriate footwear and clothing when using ladders
- Contractors are expected to provide their own ladders for working at height
- Before using a ladder, staff are expected to conduct a visual inspection to ensure its safety
- Access to high levels, such as roofs, is only permitted by trained persons

Please find working at height policy in our policy folder

Noise (3.7)

Many of our students have sensory processing disorders and are very sensitive to noise. As a result we limit the volume within the school and assure a calm and quiet volume for all. However, noise cancelling ear defenders are available for all in every classroom and from the Therapy Office.

Vibrations (3.8)

We aim to reduce exposure to heightened levels of vibrations.
The duration of activities such as using a hammer drill are kept to a minimum. If these activities need to be completed over a prolonged duration then periodic breaks are to be taken

Work Equipment – Machinery (4.1)

All equipment (drills, saws, leaf blowers, grass and hedge trimmers) is inspected before use. This is especially important for the safety guards on circular and mitre saws which have a standalone inspection routine (site manager inspection). The use of these tools are undertaken by or under the strict supervision of the site manager. Eye protection must be worn when operating any battery powered saws

Work Equipment – Storage Racking (4.2)

Please see the Storage Racking Policy here.

Work Equipment – Lifting Equipment (4.3)

Work Equipment – Office Equipment (4.4)

All printers/ photocopiers are regularly serviced. If any faults or damage are discovered then this is to be reported to the office personnel/ a ticket issued to the cavendish i.t helpdesk
Please find office equipment, DSE policies

Work Equipment – Pressure Systems (4.5)

To ensure the working order of the boilers a gas safe service is carried out annually and a certificate provided
In the event of a leak then the site manager will shut off the system and contractors. In the event of a gas leak then the fire emergency services will also be contacted

Playground and Gym Equipment (4.7)

Cavendish Education & AHSPurley installed their outside gym equipment in the Summer of 2024. This was done as the previous concrete playground had been a major source of slips and falls.

The playground was installed by Phoenix Play and we have entered into a three year contract in which Phoenix will inspect and maintain both the playground equipment and

the artificial surface to ensure that they remain safe. Pentagon are also used if significant faults are found with the equipment and repairs needed.

The surface of the playground is regularly swept and kept clear of excessive litter and debris by our Site Manager. Students and staff can notify the Site Manager if any issues are identified and need to addressed.

A full risk assessment on the playground has been completed and shared with students and staff.

Our Playground Equipment Policy can be found here.

Science Teaching (5.1)

Because of the benefits of practical work we encourage our Science Teachers to carry out practical work. However, because of some of the materials and chemicals used, this inherently creates some risk. As such we ensure that all Science Teachers are comprehensively trained and hold QTS. Teaching staff are always supported by TAs when carrying out any practical work that elevates risk.

Specific higher risk activities (using Bunsen Burners and using weights) are fully risk assessed and ,when needed, experiments can be carried out in our Fume Cupboard. Science teachers dynamically risk assess at all times and risk assess activities as part of their lesson planning activities. Where appropriate students and staff have access to PPE (Googles, Lab Coats and Disposable Gloves).

The students are fully trained in the use of Bunsen Burners and all classroom heating equipment.

Our equipment was fully installed in June 2023 and is regularly inspected and maintained by JServe (Gas inspection and Maintenance) and InterFocus cover our Fume Cupboard and Science Equipment.

Chemicals are stored in line with COSHH regulations in our Prep Room chemical stores. We only use chemicals/ materials that can be disposed of safely and inline with regulations for chemicals and hazardous materials.

Design and Technology Teaching (5.2)

In line with technology advancements and with changes to the Curriculum our Technology curriculum is design based and uses no power tools. Instead we have

laser cutters and 3D printers that are used by our fully trained DT Teacher & Technology Director. These are checked and serviced annually by ..... who initially installed the devices.

P.E. Teaching (5.3)

Our PE teachers are suitably trained and qualified (or in ITT Training) PE teachers. All PE staff are First Aid Trained.

Lessons are designed to expose students to a wide range of activities whilst engaging students who have often had negative experiences of PE lessons.

Specific Sporting activities have all been risk assessed by staff.

Pupils are taught how to carry out and set up PE equipment safely and efficiently. Staff check that equipment is set up safely

Any concerns about the condition of any PE equipment or apparatus will be reported to the Headteacher or Facilities Manager.

In adverse weather conditions we are able to use the hall in order to deliver alternative sessions that reduce any risk of harm.

Educational / Offsite Visits (5.4)

At AHSPurley we encourage staff to organise and run offsite visits as they enrich our students learning experience. When taking pupils off the school premises, we will ensure that:

- Either the Headteacher or Deputy Headteacher have agreed that the visit can take place
- It is in the school diary
- That parents/ carers are notified of the visit within a suitable timeframe
- For visits with elevated levels of risk consent to take the young person will be obtained in writing from their parents/ carers
- Risk assessments will be completed where off-site visits and activities require them
- All off-site visits are appropriately staffed

Refer to the Trips and Education Off Site Policy for specific arrangements.

Outdoor and Adventurous Activities (5.6)

All Outdoor and Adventurous Activities (eg. climbing or hiking) are delivered by external providers with the relevant training and legal protection required.

School pets (5.8)

AHSPurley has a number of dogs that act as a therapeutic tool for students. The procedures and risk assessments for these dogs can be found here in our Dogs in School Policy.