



# ABINGDON

HOUSE SCHOOL

**Abingdon House Senior School & College Broadley Terrace -  
Abingdon House Prep School Elvaston Place**

# Health and Safety Policy

**Responsible Person: Head Teacher Rory Vokes-Dudgeon**

**Last Review: 11/11/2025**

**Next Review Date: 11/11/2026**

## Introduction

Abingdon House School, Broadley Terrace / Elvaston Place, 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 AHS Policies that, taken together, are designed to form a comprehensive formal statement of AHS aspiration to provide an outstanding education for each and everyone 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 or 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.

- 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's Name: *Rory Vokes-Dudgeon*

Date: *22/05/26*

Signed: *[Signature]*

Chair of Governors' Name:

Date:



## 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

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 Staff

Temporary 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.

#### Premises Manager

The Premises 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.

## Part 3 General Arrangements

Culture (1.0)

Documentation (1.4)

Communication and training (1.2)

Governor oversight (1.8)

Risk assessment (1.6)

Accidents, incidents (1.1)

First Aid (1.1)

Serious incident management (1.5)

Medical needs and vulnerabilities (1.9)

Control of contractors (1.3)

Clothing (2.1)

Display screen equipment (2.2)

Doors and gates (2.3)

Drinking water (2.4)

Electrical installations (2.5)

Cleaning (2.6)

Sanitary and washing facilities (2.7)

Floors and traffic routes (2.8)

Lighting (2.9)

Restaurants and canteens (2.10)

Resting and eating meals (2.11)

Waste management (2.12)

Workplace environment (2.13)

Security (2.14)

Tree management (2.15)

Driving for work (3.1)



- Lettings (3.9)
- COSHH (Control of substances hazards to health) (3.2)
- Legionnaire's disease (3.3)
- Manual handling (3.4)
- Working at height (3.5)
- Confined spaces (3.6)
- Noise (3.7)
- Vibrations (3.8)
- Work equipment – Machinery (4.1)
- Work equipment – Storage racking (4.2)
- Work equipment – Lifting equipment (4.3)
- Work equipment – Office equipment (4.4)
- Work equipment – Pressure Systems (4.5)
- Work equipment – Mobile plant (4.6)
- Playground and gym equipment (4.7)
- Science teaching (5.1)
- Design and technology teaching (5.2)
- P.E. teaching (5.3)
- Educational / offsite visits (5.4)
- Swimming pools (5.5)
- Outdoor and adventurous activities (5.6)
- School Farms (5.7)
- School Pets (5.8)



## Culture (1.0)

Abingdon House Senior School Broadley  
Terrace, Abingdon House Prep School Elvaston Place

Encourages a strong 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 as well as ongoing training. Regular safety briefings and discussions during staff meetings take place as well as comprehensive inductions for all new starters, students and visitors. We have the integration of safety messages within school newsletters and on the school website. To support a strong safety culture, behaviours and attitudes such as vigilances, open communication, mutual respect and a proactive approach to identifying and addressing potential hazards will be actively encouraged. Students should 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 lead health and safety by visibly adhering to all safety procedures, and actively participating in safety training, initiatives, allocating necessary resources and 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. A culture of accountability and responsibility on safety, staff, students and visitors will be provided with clear guidelines and expectations, and encouraged to identify and report hazards and empowered to take appropriate action within the level of responsibility. Regular notices, prompts, awareness, campaigns and training sessions will reinforce this sense of ownership.

Reporting of hazards, accidents, and near misses accessible and confidential reporting systems will be established. These may include designated reporting forms (both paper and electronic) clear reporting protocols will be clearly documented and disseminated to all relevant parties, with a commitment to investigate all reports promptly and effectively, providing feedback where appropriate. Health and safety will be integrated into the curriculum through relevant topics, practical examples, and tailored safety guidance for all activities, science experiments, Physical education and off-site visits. This approach will ensure students develop essential safety awareness and practices, aligned with their age and learning needs. Daily activities will prioritize safety through regular risk assessments, clear procedures and guidelines for tasks, and ongoing reinforcement of safe practices. This approach ensures safety remains a consistent focus helping to prevent accidents and injuries.

To encourage proactive safety behaviour, the school plans to introduce incentives, or recognition programs that reward individuals or groups who demonstrate outstanding commitment to safety. Identifying and mitigating hazards, suggesting safety



enhancements and promoting a safety-first culture. This initiative aims to recognise and reinforce positive safety practices, motivating others to follow suit.

A sense of shared responsibility for safety will be cultivated with collaborative safety walks, joint staff committees and open forums for discussing safety concerns and solutions.

Ongoing improvement in health and safety performance will be achieved through, regular safety data monitoring, periodic audits and inspections, Continuous review and update of safety policies and procedures, incorporating new information and best practices. The school safety culture will be evaluated and reinforced through staff and student surveys, analysis of incident reports, and feedback from safety representatives. This multi-faceted approach will help identify areas for improvement and inform strategies to strengthen the schools safety culture.

Evaluation findings will be used to drive continuous improvements, ensuring the well-being and safety of students, staff, and the entire school community.

## **Documentation (1.4)**

Abingdon House School Broadley Terrace / Elvaston Place, recognizes the paramount importance of upholding comprehensive and legally compliant health and safety documentation. To ensure this, we meticulously maintain essential documents, Health and Safety, Risk Assessments, Asbestos Management Plan, and Training and Inspections. All documents will be securely stored on our Google Drive network, ensuring easy access, version control and confidentiality.

We review and update risk assessments and safety documents annually, or whenever significant changes occur in activities, premises or legislation. This ensures our safety measures stay up-to-date and effective.

Training records will be electronically documented on a central database, capturing details such as; Type of training, Date, Attendees, This system enables efficient tracking and retrieval of staff training records, ensuring compliance and identifying future training needs. Accident, incident and near miss reports will be documented using a standardized format, capturing key information including, Date and time, Location, Individuals involved, Description of event, Immediate actions taken. This ensures consistency and thoroughness in reporting, facilitating effective investigation and follow-up. These reports will be stored securely and analyzed to identify trends, inform risk assessments, and drive preventative measures. Additionally, records of safety inspections and audits, including findings and corrective actions, will be electronically maintained, ensuring a transparent and traceable safety monitoring process.



Key health and safety documents, including the health and safety policy, and general risk assessment, will be easily accessible to staff and relevant stakeholders via the schools shared network. Staff will be notified of the document location during induction and reminded through regular updates, ensuring they know where to find key health and safety information. A robust system will track legislation, regulations, and policies impacting school safety. Subscription to relevant professional bodies, regular monitoring of official government websites, and designated staff responsible for disseminating updates and amending school policies accordingly. This ensures the school stays informed and compliant with evolving safety requirements.

Sensitive health and safety documents including individual medical records and risk assessment with personal data, will be handled with utmost confidentiality and security, in full compliance with data protection laws. These records will be stored separately with access restricted to authorized personnel on a need-to-know basis, ensuring confidentiality and security. The school maintains a comprehensive archive of all health and safety policies and procedures, including previous versions, to demonstrate our ongoing commitment to legal compliance and continuous improvement. This thorough documentation process reflects Abingdon House School's commitment to ensuring a safe and healthy environment for everyone.

## Communication and Training (1.2)

Abingdon House School, adopts a multi-faceted approach to communicate health and safety information effectively to all members of its community. The Health and safety policy will be communicated to all through, comprehensive induction processes, posters displayed in communal areas, dedicated presentations at staff meetings and easy access to full policy documents on the school shared network. Students will learn about key health and safety aspects through age-appropriate assemblies, classroom discussions, and visual displays around the school. Staff will receive updates via email bulletins and staff meetings. Parents and stakeholders will be kept informed through the school website and targeted communications about significant changes or potential risks.

Staff will receive health and safety training annually, with additional training sessions scheduled for staff with key roles and responsibilities. Training will cover key topics including fire safety, first aid, manual handling, risk assessments, safeguarding and other areas relevant to the schools specific risks and legal obligations. We'll use a blend of online modules and in-person training sessions, incorporating interactive content, tracking completion, and allowing for Q&A and practical application. All new staff, and contractors will undergo a thorough induction process covering the schools health and safety policies, emergency procedures, and key contacts. Contractors will receive specific risk assessments and safety guidelines relevant to their onsite work.



We will keep staff and students informed about health and safety updates through clear and timely announcements via email, portal notices, and discussions in meetings and assemblies. The effectiveness of health and safety training will be assessed through feedback questionnaires, practice observations, and incident report analysis to identify areas for improvement and further training needs. Contractors and visitors will be made aware of the schools health and safety requirements through clear signage on arrival, written guidelines as needed, and verbal briefings from school staff. Staff and students can report health and safety concerns via designated physical and electronic forms, clearly identified health and safety representatives, or directly to senior staff through an open-door policy. The school will ensure health and safety communication is clearly accessible, and inclusive by using plain language, offering multiple formats, and considering the specific needs of our school community.

## **Governor Oversight (1.8)**

Health and Safety is a key component of senior governance reports and subsequent meetings, compiled by the Head Teacher. Governors are informed of key issues and receive reports on accidents, illnesses, and compliance matters, such as Fire Safety.

Governors are also regularly invited to visit the school, where staff can highlight issues and demonstrate how they're addressed in 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 incident by the staff member or first aider who attends to it. All staff and students accidents are recorded and logged on our About Portal.

When reporting an accident, as much detail as possible will be provided.

Accident and first aid records will be kept for at least 3 years, as per Regulation 25 of the Social Security (Claims and Payments) Regulations 1979, before being securely disposed of.



Electronic records will also be deleted.

### **Reporting to the Health and Safety Executive**

The Headteacher/ Facilities will maintain a record of any accidents resulting in reportable injuries, diseases, or dangerous occurrences, as defined by RIDDOR 2013 (Regulations 4, 5, 6, and 7).

The Headteacher/ Designated SLT Lead will report incidents to the Health and Safety Executive as soon as reasonably practical and within 10 days of the incident.

Reportable injuries, diseases or dangerous occurrences include;

- Death
- Specific injuries These are; Fractures, other than to fingers, thumbs and toes
- Amputations
- Any injury likely to lead to permanent loss of sight or reduction of sight
- Any crush injury to the head or torso causing damage to the brain or internal organs
- Serious burns (including scalding)
- 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 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, 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 or 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 electric 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**



Parents will be informed by the first aider, DHT, or delegate, on the same day or as soon as reasonably practicable, of any accident or injury sustained by a pupil and any first aid treatment provided.

Reporting to Ofsted/ ISI and child protection agencies

The Headteacher will notify Ofsted/ ISI of any serious accidents, illnesses, or deaths of pupils while in school care, as soon as reasonably practicable, and within 14 days of 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 school care.

## **First Aid (1.1)**

Admin First Aid Trained Office Staff are the appointed staff members for daily first aid incidents, logging incidents within our About Portal System and any termly number reporting of incidents are reported to Rory Vokes-Dudgeon the Head Teacher.

Genifa Tison Senior School (Appointed Staff Member)

Caroline Moses Prep School (Appointed Staff Member)

A significant proportion of our staff are externally trained in first aid (Red Cross), with 16 staff members currently holding First Aider qualifications. First Aid boxes are strategically located throughout the school, including the science lab, art room, kitchen, staff room, reception, and medical room. These are regularly checked and maintained by the Admin Team appointed staff members.

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 our students have Education, Health and Care Plans (EHCPs) with many requiring support for specific healthcare needs, including the administration of controlled medication. Our staff are trained and experienced in meeting these 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 the building work are procured by our parent company, Cavendish Education, through approved partners LXA and Evoque.

Our cleaning and catering contractors were appointed following a thorough tendering process, involving the evaluation of at least three quotes for each contracting position.

Once appointed, contractors undergo thorough vetting, and their staff are integrated into our safeguarding and health and safety procedures, receiving comprehensive induction training alongside our own staff.

We regularly assess contractor performance and review contracts every 2 years, ensuring compliance with health and safety regulations and adherence to our policies and procedures.



## Display Screen Equipment (2.2)

All staff who regularly use computers for extended periods (typically an hour or more at a time) undergo an annual Display Screen Equipment (DSE) assessment. Staff who identify as DSE users can request an eyesight test for DSE use, with regular follow up tests, conducted by a qualified optician. If needed, corrective glasses specifically for DSE use will be provided.

## 3. Doors, Gates and Windows(2.3)

As part of our fire risk assessment, all doors have been evaluated and fire seals are regularly checked and replaced as needed.

Windows are inspected routinely and fitted with opening restrictors.

Exits are clearly marked with signs on doors and illuminated signs above. To ensure safety, all windows must be closed and doors locked when rooms are unoccupied.

## 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. Weekly temperature checks are completed also flushing of taps/showers during holiday periods to ensure water pipes and systems are not stagnant.

## Electrical Installations (2.5)

All electrical installations are carried out by competent, trained contractors vetted by Cavendish Education. Electrical installations are tested every 5 years.

Access to electrical switchboards and breakers is restricted to authorised personnel, including the site manager and approved contractors.

## Cleaning (2.6)

AHS Broadley Terrace employs contractors (Julius Rutherford and Co Ltd) to ensure; that we adhere to H&S regulations, that cleaning staff are appropriately trained and to ensure that we maintain hygiene.

Julius Rutherford and Co Ltd staff clean the building everyday of the week when the students have gone. We also carry out full deep cleans at the end of each term.



During the school day AHS Broadley Terrace staff are responsible for any spillages or messes and can get appropriate cleaning equipment, if required, from Site 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 our contractor Personal Hygiene Services Limited every 4 weeks. The perishables (hand soap, toilet tissue and hand towels) are replaced by our cleaners Julius Rutherford and Co Ltd.

### **Floors and Traffic Routes (2.8)**

Our site manager regularly inspects the floors for damage and ensures traffic and escape routes are clear. All staff are responsible for keeping escape routes obstacle free. External pedestrian routes are maintained clear, swept, and cleaned with a jet wash if moss buildup occurs.

### **Lighting (2.9)**

The levels of lighting are considered as part of the display screen equipment (DSE) questionnaire available to all staff.

The emergency lighting is tested periodically and an annual service is conducted which involves a 3 hour emergency light burn down.

Please find a 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 records the temperature 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.

These areas 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 is equipped with separate general waste and recycling bins, which our cleaning staff empty daily. We also have a hazardous waste bin which is collected and cleared by Baxter Environmental on a weekly basis, all waste streams are collected by Baxter.

All sensitive / confidential documents are posted into our locked confidential document bin which is periodically cleared by (Baxter's 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 radiators on when the external temperature is below a set temperature and turns off when external temperature raises 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 and Wellbeing policies.

## **Security (2.14)**

Site access is managed by our office personnel, who have live access to CCTV cameras and the entry phone camera, allowing them to monitor and control entry. During peak times, such as school drop off and pickup, two staff members are stationed at the doors to ensure students are collected by authorised adults/teachers.

Please find site security policy.

## **Tree Management (2.15)**

Our school site is free from trees, eliminating the need for tree management or maintenance in this regard.



### **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)**

The school operates a policy of, where possible, substituting all substances harmful to health with less risky alternatives.

#### **Responsibility**

Responsibility for managing COSHH falls to the Health and Safety Lead.

#### **Substance identification / Safety data sheets**

All COSHH substances are identified on purchase and recorded in the COSHH inventory. [Safety Data Sheets](#) are downloaded on purchase and stored in the Health and Safety folder on the google drive.

#### **Controls, Storage, and Disposal**

All COSHH substances are risk assessed, where a formal written risk assessment is required, these risk assessments are stored in the Health and Safety folder along with a [COSHH Log](#) of hazardous substances on site.

#### **Training**

The Health and Safety Lead will receive external training and keep this training up to date at least every 3 years. Any staff using a COSHH substance will receive a copy of the risk assessment and where necessary internal training on it's use.

#### **COSHH in Subject Areas**

Subject areas like Science are responsible for their COSHH management, meeting the same standards as outlined above.



### Legionnaire's Disease (3.3)

Our Site Manager carries out strategically placed monthly checks across the schools; our log is thorough and complete. We also have Clean Swift Water Duct Cleaning and Legionella Risk Experts that conduct Monthly, Quarterly and Annual visits for Legionnaires disease, perform risk assessments, and carry out chlorination and thermostatic mixing valve (TMV) servicing to ensure compliance and maintain safety. Swift Clean are accredited, are adequately trained and very experienced in maintaining compliance and Legionella Control across Abingdon House Broadley Terrace Senior School and 24 Elvaston Place Prep our School. We have a signed annual contract with Swiftclean Water Specialists who test water temps, water samples, and a completed Water Risk Assessment.

### Manual Handling (3.4)

The Health and Safety Lead will undertake general Health and Safety Management training annually which must include managing Manual Handling risk. They will take responsibility for all identified high risk operations. All training is completed within our TES/Educare which covers this and must be completed by all staff.

All staff will be trained via newsletter updates and visual reminders around the school and in higher-risk areas.

A general risk assessment has been completed. Identifiable high-risk operations will have specific risk assessments. Suitably trained staff can make dynamic risk assessments as and when lifting operations arise - [Manual Handling Risk Assessment](#).

### Working at Height (3.5)

**The School operates a policy of avoiding risk without benefit and, as such, avoids working at height where possible.**

Any staff wishing to use ladders or work above an unprotected edge will undergo annual working at height training.

All other staff are guided not to stand on anything that would constitute working at height. Where this is necessary for basic classroom maintenance, like putting up displays, suitable kick stools or steps are provided.

Staff are trained with updates in newsletters and staff briefings. A general risk assessment has been completed. Identifiable high-risk operations will have specific risk assessments. Suitably trained staff can make dynamic risk assessments as and when working at height operations arise. [Working at Height Risk Assessment](#)



All equipment used for working at height, like ladders, must meet BS EN 131, BS 2037, or BS 1129. Ladders are inspected before every use and half-termly. Maintenance is logged on ladder tags on individual ladders.

Appropriate footwear will be worn, and tools will be secured when working at height.

Access equipment will be removed and secured when not in use to prevent unauthorised use.

### **Noise (3.7)**

Due to the high sensitivity to noise among some of the students with sensory processing disorders, we maintain a calm and quiet environment throughout the school. To support students' needs, noise-cancelling ear defenders are readily available in every classroom and can also be obtained from the Therapy Office.

### **Vibrations (3.8)**

We will minimize exposure to excessive vibration levels by limiting the duration of activities like using hammer drills. If prolonged use is necessary, regular breaks will be taken to reduce exposure.

**Work Equipment – Machinery (4.1)** The School reduces the risk posed by the use of machinery by minimising its use on site and employing specialist contractors where necessary.

All machinery used at The School is individually risk assessed, and control measures are implemented. Risk assessments are stored in the document store along with the [Machine Log](#).

All machinery is designed to either CE or UKCA safety standards.

All machinery has regular maintenance and inspections by a competent person. This includes checks on safety features and guards. All machines are itemised in the machine log with a record of maintenance. – [Machine Log](#).

Any staff or pupils who are required to use machinery receive thorough training on its safe operation before use.



The Health and Safety Lead will undertake general Health and Safety Management training annually and seek further training if more specialist machinery is purchased to be used by staff.

(A hammerdrill is the biggest size machinery used for maintenance).

## **Work Equipment – Storage Racking (4.2)**

Regular inspections are completed on storage racking by the Site Manager to ensure any risks of damage and wear, or overload. . All storage racks are inspected to ensure they are installed and securely anchored to walls or floors. We follow the manufacturers weight capacity guidelines to avoid overloading. Regular maintenance is completed to repair storage racks as needed.

Training is provided to staff on safe storage practices and racking usage, access is restricted to authorised personnel especially when storing or retrieving items from high shelves, All staff are trained to store heavier items on lower shelves and lighter items on higher shelves, also that items are stored properly and securely to prevent falling, aisles are kept clear to prevent any tripping hazards.

## **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 is then issued to the Cavendish IT helpdesk.

Please find office equipment, DSE policies.

## **Work Equipment – Pressure Systems (4.5)**

Weekly inspections are completed of plant and boiler areas of the school checking for leaks, levels of pressure in the boilers to ensure they are working correctly and are safe.

To ensure the working order of boilers a gas safety service is carried out annually by an accredited contractor to ensure regular maintenance and inspections are carried out, this will ensure the boilers are safe to use.

Accurate records are kept of inspections, maintenance and testing. In the event of a gas leak the site manager will turn off the gas, the main gas supply valve, and ventilate the



building / area by opening all windows and doors. If it is safe to do so, the fire emergency service will be contacted.

## Playground and Gym Equipment (4.7)

Abingdon House School Broadley Terrace has an outside small courtyard with the only equipment being gym rowers, the floor surface is a soft artificial surface which makes it safe.

Also there is a small hall inside the school with wall apparatus installed. Inspections and services of all the wall apparatus are completed by the Olympic Gym who annually survey and inspect the equipment, (rowing machines, treadmill machines, pull up bars, wall climbing equipment.

The courtyard surface is regularly swept and cleaned 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 be addressed.

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

## Science Teaching (5.1)

We recognise the value of practical work in science education and encourage our teachers to incorporate hands-on activities into their lessons. However, aware of the potential risks associated with materials and chemicals used, we take steps to mitigate these risks. All our science teachers are comprehensively trained, hold Qualified Teacher Training (QTS), and are supported by teaching assistants during high-risk practical activities.

High-risk activities, such as using Bunsen burners, weights, undergo thorough risk assessments. When necessary, experiments are conducted in our fume cupboard to minimize risks. Our science teachers continuously assess risk during lessons and incorporate risk assessments into their planning. Students and staff have access to personal protective equipment (PPE), including goggles, lab coats, and disposable gloves, as needed.

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



Our equipment is regularly inspected and maintained by Priory 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)**

Our technology curriculum is designed to be safe and accessible, focusing on non-powered tools. We utilize laser cutters and 3D printers, which are operated by our fully trained Design and Technology (DT) teachers. To ensure safety and functionality, these machines are annually inspected and serviced by the original installation company.

### **P.E. Teaching (5.3)**

Our PE teachers are suitably trained and qualified (or 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 effectively. Staff check that equipment is set up safely, any concerns about the condition of any of the 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 AHS Broadley Terrace / Elvaston Place 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



## **Outdoor and Adventurous Activities (5.6)**

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

