



Alleyne's Oakfield

Policies & Procedures

Health & Safety Policy (including Statement of Organisation)

Name of Policy	2025-26 Health & Safety Policy (including Statement of Organisation)
ISSR	Section 3: Welfare, health and safety of pupils
Reviewed by	Alleyne's Governing Board
Author/SLT	Guy Collins-Down, Chief Operating Officer, Alleyne's School Zahira Ismail, Business Manager
Date of school review	SEPTEMBER 2025
Date of next school review	JULY 2026

General Statement of Health & Safety By Governors

The Governing Body of Alleyne's School, recognise and accept that under the Health & Safety at Work etc., Act 1974 ('the Act') and in particular The Management of Health and Safety at Work Regulations 1999 (as amended) they have legal responsibility to provide, so far as is reasonably practicable, for the health, safety and welfare of all their employees and also that they have certain duties towards pupils, the public, and people who from time to time use their premises.

It is the policy of the Board, through a risk management approach, to meet its responsibilities under the Act, Regulations and approved Codes of Practice, and all other regulatory requirements and it will therefore take appropriate steps to:

1. Provide and maintain, as far as is reasonably practicable, safe and healthy places of work; safe plant, equipment and machinery; safe systems and methods of work; safe methods of using, handling, storing and transporting articles and substances; and adequate facilities and arrangements for the welfare of all employees and pupils.

2. Provide all employees with the information, instruction, training and supervision that they require to perform tasks in a safe and capable manner and recognise and manage risk.
3. Develop risk awareness amongst all pupils so they are able to contribute to recognising and managing risk.
4. Provide and maintain a safe environment for all visitors to school premises, bearing in mind that these visitors may not be aware of all the risks arising from their use of the School's facilities.
5. Manage risks to all employees, pupils and others (including the public) in so far as they come into contact with foreseeable work hazards and endeavour to prevent personal injury and ill health to all employees, pupils and others.
6. Consult and co-operate with partners working with the School in delivering its services to ensure that foreseeable health, safety and welfare risks arising from such working are suitably and sufficiently managed.
7. Consult and communicate with employees on health and safety matters.
8. Continually improve the standards of health and safety in the School in line with good practice models by a regime of training, provision of guidance, reviews and audits.
9. Ensure that the detailed procedures and guidance for implementing the aims of this Policy Statement are publicised, made available to all School employees and can be used as a practical working document.
10. Keep this Policy Statement and the detailed health and safety procedures and guidance under regular review and in line with changing safety practices and current legislation.
11. That one Governor takes a particular interest in health and safety and attends the termly meetings of the School's Health and Safety Committee, receiving copies of all the paperwork relevant to that meeting.
12. That the minutes of the Health and Safety Committee's discussions are provided to each meeting of the Risk & Compliance Committee, Alleyns's School termly, and the full Governing Board annually, together with any other issues on health and safety that the Committee Chairperson (usually the Business Manager) wishes to bring to the Board's attention.

All members of staff are responsible for taking reasonable care of their own safety, that of pupils, visitors, temporary staff, volunteers and contractors. They are responsible for co-operating with the Head, Business Manager, other members of the SLT in order to enable the Governors to comply with health and safety duties. Finally, all members of staff are responsible for reporting any risks or defects to the Business Manager.

All members of staff are informed about where copies of this statement can be obtained. 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 found within this document.

Delegated Authority to Head

The Governing Body delegate to the Head the responsibility for the health, safety and welfare of the staff, pupils and visitors to the school and in respect of all activities carried out both on and off school premises where these are arranged under the auspices of the school.

The Head's specific responsibilities are as follows. Some of these responsibilities have been delegated in writing and this document describes these and also describes the advisory arrangements within the school.

To ensure that:

1. Area, Activity, Hazard Specific (e.g. Manual Handling) and Person Specific (e.g. employee pregnancy) Risk Assessments are completed and regularly reviewed and significant information arising from the risk assessments is provided to those affected;
2. Standards of health and safety are regularly reviewed and monitored to ensure that all working practices and procedures are safe and in compliance with legal requirements and school guidance;
3. All staff, pupils and visitors are appropriately and adequately instructed and/or trained in safe procedures and working practices; and
4. Departmental H&S Self Evaluation Forms are completed annually and Action Plans are produced and implemented to address significant risks.
5. To complete Risk Assessments for members of staff with special needs or disabilities and ensure that relevant information is cascaded to the relevant people and departments in order that appropriate action can be taken, e.g. Business Manager/Director of Site Operations, Alleyn's School (if physical adaptations are required to the building), first aiders (in case emergency assistance is required), Premise Operatives (if ramps, etc. are required), Director of Digital Services, Alleyn's School (if specialist ICT equipment is required).
6. To inform the school's H&S Coordinators (Business Manager) and the Board of any special or newly identified risks or new risks about to be introduced.
7. To ensure all accidents, incidents, e.g. fires, and serious near misses are recorded; to ensure all serious accidents, incidents and fires are investigated and, where possible, actions are taken to prevent them reoccurring; and to ensure where necessary incidents are reported to the HSE under the RIDDOR.
8. To appoint appropriately qualified first aiders and to provide appropriate first aid equipment and facilities, which are checked regularly.
9. To undertake the duties of 'The Responsible Person' as laid down in the Regulatory Reform (Fire Safety) Order 2005.
10. To make sure that the conditions of any local authority licences are observed.
11. To ensure the safe storage, use and disposal of hazardous substances, in compliance with school procedures and statutory regulations.
12. To ensure, as far as possible, that preventative health measures are taken.
13. To post warning notices and signs that comply with The Health and Safety (Safety Signs and Signals) Regulations 1996 where risks cannot be adequately controlled in other ways, or to indicate safe conditions/safety equipment.

Delegated Executive Responsibility

The Head is directly responsible for any area within the school (and any off-site school premises) and any activity for which they have not specifically delegated responsibility below. When they have delegated responsibility below those persons have authority to enforce the School's Health & Safety Policy in the areas or in respect of the functions for

which they are responsible. They must notify the Head and the school's Health & Safety Coordinator of any new or special risks arising in their areas and also of any precautions that have to be taken to minimise the risk and they must report to the Health & Safety Coordinator any breach of safety regulations.

Where persons with delegated responsibility are absent for long periods, adequate substitution must be made in writing with copies to the Head and such employees and other persons as may be affected.

Individual Responsibility

All members of the school and persons entering these premises are responsible for exercising care in relation to themselves and others who may be affected by their actions. Those in charge of visitors should ensure, where appropriate, that the visitors obey the safety rules of the School and are aware of who to approach for advice. Visitors are informed of the fire procedures and assembly point. All contractors are shown the asbestos register and sign that they have read and understood it.

Health & Safety Law posters are located across the site, but responsibilities are repeated below for the benefit of employees.

What Employers Must Do:

- Decide what could harm people and take precautions to stop it happening. This is called a risk assessment. Explain how risks will be controlled, in a way you can understand.
- Let you know who is responsible for making this happen.
- Involve you and your health and safety representatives in deciding what could harm you in your job and in taking precautions.
- Give you the health and safety training you need to do your job, free.
- Provide you with any suitable equipment and protective clothing you need, free and ensure it is properly looked after.
- Provide you with toilets, washing facilities and drinking water.
- Provide adequate first aid facilities.
- Report injuries, diseases and dangerous occurrences at work to the Incident Contact Centre: 0845 300 99 23
- Have insurance covering liability for injury or disease caused to employees by their work. Display a copy of the current certificate of insurance where you can easily read it or access it electronically.
- Work together with any other employers or contractors sharing the workplace, or providing employees (such as agency workers), so that everyone's health and safety is protected.

What Workers must do:

- Use any work items your employer has given you, as you have been trained to do.
- Take reasonable care of your own health and safety and other people's.
- Co-operate with your employer on health and safety.

- Tell someone (your employer, or the person responsible for health and safety) if you think something is wrong, and the work or protective measures are giving rise to serious health and safety risks.

Delegated Responsibilities

Health & Safety Coordinator

Primary: Zahira Ismail, Business Manager

Deputy: Neil Sheppard, Director of Site Operations, Alleyn's School

Deputy: Christopher Christoforou, Head of Estates Compliance, Alleyn's School

The Health & Safety Coordinator is responsible for ensuring that:

- Senior staff regularly review and monitor standards of safety in their specified areas and undertake appropriate remedial action if shortcomings are identified;
- Senior staff implement the School's arrangements for Health and Safety including:
 - The completion and regular review of risk assessments for areas (e.g. classrooms), activities (e.g. drama productions), educational visits, and specific hazards (e.g. manual handling and employee pregnancy);
 - Taking appropriate action where significant risks are identified;
 - Identifying H&S training needs and arranging appropriate training for their staff;
- Senior staff advise / inform the Head, through the H&S Coordinator, of:
 - The measures needed to carry out work safely if deficiencies are identified;
 - Any breaches of health and safety regulations;
 - If any new or special risks are about to be introduced into the school.
- All departments have:
 - Annual completion of the Departmental H&S Self Evaluation Forms (SEF)
 - Actions necessary to fulfil recommendations made in:
 - Fire Safety Risk Assessment Reports
 - H&S Audit Reports, e.g. CLEAPSS
 - H&S SEF Action Plans
- In conjunction with the relevant senior staff member:
 - Completing the annual review of the school's H&S Strategic (Baseline) Risk Register and Action Plan to address significant risks;
 - Investigating all serious accidents, incidents, dangerous occurrences, and significant 'near misses' and ensuring appropriate remedial action is taken; and ensuring they are recorded;
 - Investigating complaints/concerns by employees regarding health, safety and welfare matters and ensuring appropriate remedial action is taken;
 - Reporting 'notifiable dangerous occurrences' to the HSE within the required timescales, in accordance with RIDDOR.
- Disseminating safety advice given by specialist advisers or enforcement officers to the appropriate senior staff in order that they can take appropriate actions;
- Having a significant and effective role on the school's H&S Committee, and the governor's Risk & Compliance Committee, Alleyn's School.
- To assist in this work, specialist advisers are appointed.

Fire Officer

Primary: Zahira Ismail, Business Manager

Deputy: Neil Sheppard, Director of Site Operations, Alleyn's School

Deputy: Christopher Christoforou, Head of Estates Compliance, Alleyn's School

The Fire Officer is responsible for advising the Head on all matters relating to fire drills. They are also responsible for:

- Coordinating termly fire evacuation drills from all school buildings (including remote sites such as Pre Prep) and ensuring that any areas where improvements could be made are highlighted immediately and suitable remedial action implemented.
- Upon the completion of a fire evacuation drill, advising the staff when they, the pupils and any visitors or contractors may re-enter the buildings.
- Keeping records of all fire evacuations or drills including date, time of the evacuation, time taken to evacuate the buildings and time taken to complete a full rollcall, as well as any problems encountered.
- Reporting the findings of all fire evacuations and drills, particularly any problems and remedial measures to staff and to the school's H&S Committee.
- Ensuring regular review of the findings of all fire evacuations and drills and associated actions are recorded and actioned through the Premises Committee., see further explanation later in this document.
- Ensuring that all staff are briefed on the fire evacuation procedures when they join the school, and receive refresher training at regular intervals.

Fire Marshals have been appointed to assist the Fire Officer and given responsibility for specific aspects of fire safety. See the school's Fire Policy for specific details of the marshals and their responsibilities.

There are also additional responsibilities given towards Fire Prevention, highlighted below:

Fire Prevention Responsibility	Individual Responsible
Keeping fire routes and exits clear	Business Manager
Electrical Safety Testing. Ensuring all the buildings at Alleyn's school have current electrical installation certificates	Business Manager
Regular portable appliance testing	Business Manager
Testing fire alarms weekly (and recording all tests). Arranging an annual service of alarms, smoke detectors, emergency lights, fire extinguishers and panic buttons	Business Manager
Sufficient lightning protection is in place	Business Manager
All gas appliances (boilers, kitchen equipment, Food and Nutrition department, Design & Technology department, Science gas appliances etc) are regularly maintained and serviced by Gas Safe Registered Engineers	Business Manager

Fire Prevention Responsibility	Individual Responsible
Ensuring that flammable rubbish and combustible materials are stored away from buildings	Cleaning Operative
Termly fire practices, combined with a programme of inducting new staff and pupils with emergency escape procedures and the presence of trained Fire Marshals in every building to help ensure that the School can be safely evacuated in the event of a fire	Director of Studies Head of Pe Prep Business Manager
Switching off all kitchen equipment at the end of service	Catering Manager
Checking that Scientific and STEM equipment is switched off at the end of the School day	Head of STEM
Setting computers, projectors, printers, electronic whiteboards and interactive screens to switch off automatically every evening and during the holidays and weekends	Form Teachers Premises Team
Ensuring that flammable materials used in teaching or maintenance are locked in purpose-made, flame-proof containers	Heads of STEM, Art, Music and PE Deputy Business Manager Business Manager

Emergency Officer

Primary: Zahira Ismail, Business Manager

Secondary: Director of Site Operations, Neil Sheppard, Alleyn's School

The Emergency Officer is responsible for advising on all matters relating to emergency evacuation. They are also responsible for:

- Carrying out a threat assessment for the school.
- Devising a 'Threat Plan' (within the Critical Incident Policy) which covers:
 - Plans for continued checking and vigilance for the school
 - An evacuation procedure
 - A violent intruder / lock down procedure
 - A procedure for search and re-entry
 - Details of the local Police Crime Prevention Officer (CPO) and records of advice given
 - Details of appropriate staff and pupil training
 - In the event of an emergency evacuating the premises and at the appropriate time making the decision to re-occupy.

Electrical Safety

- Primary: Zahira Ismail, Business Manager and Neil Sheppard, Director of Site, Alleyn's School
- Secondary: Mark Winzer, Head of Maintenance Operations, Alleyn's School

Is responsible for:

- overseeing arrangements for portable electrical equipment testing on an annual basis
- ensuring that the fixed wiring test is carried out every 5 years
- ensuring that comprehensive records of portable electrical equipment are maintained.

Educational Visits

Primary: Tenesha Buckley, Head of Pre Prep and Adam Hancock, Director of Studies,
 Secondary: Max Harrison, School Administrator

Is responsible for:

- advising the Head on matters relating to educational visits
- ensuring that all educational visits and school trips are planned
- ensuring that all staff organising school visits are competent, plan visits properly and conduct appropriate risk assessments in accordance with school policy.

First Aid

Primary: Sarah Thomas, Receptionist
 Secondary: Rachel Wright, Deputy Business Manager

Is responsible for:

advising the Head on matters relating to First Aid and the arrangements made by the school to meet the requirements set out in the First Aid Policy.

It is the responsible person’s (or the Business Manager in cases of absence) to report all notifiable accidents to the HSE.

The Receptionist is responsible for ensuring adequate provision of First Aid boxes and defibrillators are kept, and they are all well stocked and in working order.

Accidents

Primary: Zahira Ismail, Business Manager, Christopher Christoforou, Head of Estates Compliance, Alleyn’s School
 Secondary: Rachel Wright, Deputy Business Manager

Area	Responsibility of
Maintaining a file of accident reports and reporting notifiable accidents to the Health and Safety Executive	Deputy Business Manager
Assessing whether an accident is notifiable according to the requirements of RIDDOR 2013	Deputy Business Manager & Head of Estates Compliance, Alleyn’s School

Area	Responsibility of
Keeping statistics of accidents and preparing summary reports for the Health and Safety Committee	Deputy Business Manager
Escorting pupils to hospital (and informing their parents)	Receptionist or designated member of staff
Checking that all first aid boxes and eye washes are kept replenished	Receptionist

Safety & Security

Primary: Zahira Ismail, Business Manager and Neil Sheppard, Director of Site Operations, Alleyn's School

Secondary: Rachel Wright, Deputy Business Manager

- Building security (including alarms, CCTV, locking external doors and windows);
- Preventing unsupervised access by pupils to potentially dangerous areas, such as the STEM Room, the Art Room etc;
- Ensuring that all visitors register at the Reception and wear visitors' badges.

Vehicles & Driving

Primary: Zahira Ismail, Business Manager and Christopher Christoforou, Head of Estates Compliance, Alleyn's School

Secondary: Rachel Wright, Deputy Business Manager and Neil Sheppard, Director of Site Operations, Alleyn's School

Is responsible for:

- ensuring documentation is in place for all school drivers and the Driver Register is up to date on an annual basis.
- ensuring the Head is aware of who all drivers are and has signed the driver register annually.
- vehicle maintenance, insurance and transport policy.

Contractors

Primary: Zahira Ismail, Business Manager and Neil Sheppard, Director of Site Operations, Alleyn's School

Secondary: Rachel Wright, Deputy Business Manager and Christopher Christoforou, Head of Estates Compliance, Alleyn's School

Is responsible for ensuring all contractors working within the building follow the appropriate Health & Safety guidelines both statutory and enforced by the School.

Accessibility

Primary: Mamianna Hansen, Head of Learning Success

Secondary: Zahira Ismail, Business Manager

Is responsible for:

- advising the Head on matters relating to and ensuring that progress with the school's Accessibility Plan is monitored and reviewed
- ensuring that the school adheres to Schedule 10 of the Equality Act of 2010.

Control of Legionella

Primary: Zahira Ismail, Business Manager and Neil Sheppard, Director of Site Operations

Secondary: Rachel Wright, Deputy Business Manager

Is responsible for:

- advising the Head on the status of the school's Legionella Control
- regular monitoring, engaging external contractors in producing a risk assessment and keeping records in accordance with the Control of Legionella regulations.

Control of Asbestos

Primary: Zahira Ismail, Business Manager and Neil Sheppard, Director of Site Operations

Secondary: Rachel Wright, Deputy Business Manager

Is responsible for advising the Head on the status of the school's Asbestos Management Plan, regular monitoring, and keeping records in accordance with the Control of Asbestos regulations.

Control of Substances Hazardous to Health (COSHH)

Primary: Zahira Ismail, Business Manager and Christopher Christoforou, Head of Estates Compliance, Alleyn's School

Secondary: Neil Sheppard, Director of Site Operations, Alleyn's School

Is responsible for:

- ensuring policy relating to COSHH is current and staff are trained
- auditing departments to ensure compliance.
- advising the Head on the status of the school's COSHH compliance.

Display Screen Equipment

Primary: Zahira Ismail, Business Manager and Christopher Christoforou, Head of Estates Compliance, Alleyn's School

Secondary: Tom Scott-Soundy, Director of Digital Services, Alleyn's School

Is responsible for undertaking assessments on Display Screen Equipment (DSE) workstations and ensuring that any necessary remedial actions are completed.

Loneworking

Primary: Zahira Ismail, Business Manager

Secondary: Christopher Christoforou, Head of Estates Compliance, Alleyn's School

Additional: Fiona Costley, Director of People, Alleyn's School

Is responsible for ensuring a consistent application of policy across the School which is implemented by all departments with clarity.

Risk Assessment

The following table states who is responsible for making sure the risk assessments for which they are responsible are up to date. In the majority of cases, this means they should be annually reviewed. The review process is overseen by the Business Manager and Head of

Estates Compliance, Alleyn's School, who provides guidance and training where appropriate and is responsible for the maintenance of the central risk assessment record:

Area	Responsibility of
Fire	Business Manager Head of Estates Compliance, Alleyn's School
Legionella	Business Manager Head of Estates Compliance, Alleyn's School
Medical rooms	Receptionist
Whole School (external and internal)	Business Manager Head of Estates Compliance, Alleyn's School
Catering and cleaning functions (including Hazard Analysis Critical Control Points (HACCP) system of food hazard awareness and Control of Substances Hazardous to Health)	Catering Manager
COSHH procedures	Business Manager Head of Estates Compliance, Alleyn's School
Grounds maintenance (including use of pesticides and COSHH and flammable materials)	Business Manager Director of Site Operations, Alleyn's School
Maintenance functions, (including working at heights, electricity, manual handling, and building work, use of power tools, COSHH and flammable materials)	Business Manager Director of Site Operations, Alleyn's School
Asbestos Register	Business Manager

Area	Responsibility of
	Director of Site Operations, Alleyn's School
Reprographics machines and copiers	Business Manager IT Print & Assets Manager, Alleyn's School

Ensuring that up to date risk assessments are maintained for all activities in the following areas:

Area	Responsibility of
Science materials (including COSHH and flammable materials)	Head of STEM
All outdoor games	Head of Sport
All indoor games	Head of Sport
Swimming	Head of Sport
Athletics	Head of Sport
Gymnastics	Head of Sport
Music	Head of Music & Performing Art
Drama	Head of Music & Performing Art
Art	Head of Art
All outdoor lessons	Head of Pre Prep and Director of Studies
All visits and trips	Head of Pre Prep and Director of Studies School Administrator
Prep School premises	Business Manager and Head of Estates Compliance, Alleyn's Director of Studies
Prep School premises – for individuals with particular requirements (e.g. disability)	Business Manager and Head of Estates Compliance, Alleyn's Director of Studies
Pre Prep premises	Business Manager and Head of Estates Compliance, Alleyn's

Area	Responsibility of
	Head of Pre Prep
Pre Prep premises	Business Manager and Head of Estates Compliance, Alleyn's Head of Pre Prep

Further detail concerning risk assessment practice and training is contained within the separate Risk Assessment Policy.

Training

All new staff receive general health and safety awareness training soon after they join the School. This is carried out by the Business Manager for Operational Staff as they join, and for teaching staff - via the Business Manager - as part of their formal induction process. Fire evacuation training is provided to new staff as soon as they join.

Violence towards staff is recognised as a potential risk; guidance as to how to respond to a potentially violent situation is provided to new staff at their Safeguarding induction. The risk is mitigated by the presence of a formal code of conduct for staff, behaviour policy and expectations for pupils, reinforced by consistent messages about thoughtfulness, kindness and respect, a complete pastoral structure and ultimately supported by disciplinary and grievance policies.

More specific training, as required by role, is referred to below. Responsibility for organising (and maintaining records of training) is as follows:

Training	Responsibility Of
Health & Safety awareness (to all staff)	Business Manager
Minibus (MiDAS) training	Head of Sports Head of Estates Compliance, Alleyn's School
Science-related health and safety training including Control of Substances Harmful to Health (COSHH)	Head of STEM
Health and safety training for the Catering and Cleaning staff	Catering Manager/ Cleaning Manager
Allergy management training (in catering)	Catering Manager/Business Manager
Allergy management training (in school)	Business Manager Receptionist
Briefing new pupils on emergency fire procedures	Form teachers
Briefing new staff on emergency fire procedures	Business Manager

Training	Responsibility Of
	Director of Studies Head of Pre Prep
Manual Handling, Working at Height, Slips and Trips	Business Manager Deputy Business Manager Director of Site Operations / Head of Estates Compliance, Alleyn's School
Identifying specific health and safety training needs of staff	All Heads of Department and Line Managers
Fire Marshall training	Business Manager Head of Estates Compliance, Alleyn's School
Fire Awareness training (to all staff)	Business Manager Deputy Business Manager
First aid training	Business Manager Deputy Business Manager
Risk Assessment Training	All HoDs Head of Pre Prep Director of Studies Deputy Business Manager School Administrator

Training is renewed at appropriate intervals – e.g. Fire Marshall training and First Aid is issued in advance of when staff certification expires, practical departments – annual updates, but more frequently if curriculum or practices change. All staff receive fire awareness training according to statutory requirements. A number of areas of training (First Aid, Working at Height, Manual Handling) can be carried out using Educare. Staff are not expected to carry out duties involving these as part of their normal duties and are discouraged from doing so to reduce chance of injury.

Please refer to the First Aid Policy for further details about first aid and supporting medical needs.

Monitoring & Reporting

Internal Auditing Procedure

The School has an agreed form of internal auditing, from September 2025 to support its culture of Health & Safety across the School. This is detailed below. These audits are recorded and countersigned via Adobe Sign.

When	Who	What	Description
By October Half Term	Head of Department	Departmental Self-Evaluation Form	Templated self-evaluation form by Head of Department assessing core Health & Safety provision of the department: COSHH, Working at Height, Electrical, Manual Handling etc. Ends in a rag rating for each area, and a list of Health & Safety requests to the School for management.
By October Half Term	Head of Department	Risk Assessment	Submission of departmental risk assessments, and where appropriate, departmental Health & Safety policies.
During Academic Year	Business Manager Head of Estates Compliance, Alleyn's School	Building Audit	Physical audit of each building for Health & Safety compliance covering core compliance also covered in the Self-Evaluation to ensure nothing is missed.
Monthly	Business Manager Director of Site Operations, and Head of Estates Compliance, Alleyn's School	Site Walkaround	Targeted walkaround of sections of the estate to spot-check compliance.
Termly	Link Governor, Head & COO, Alleyn's School	Site Walkaround	General walkaround to ensure oversight of Health & Safety, and to see higher risk departments.

Health & Safety Action Plan

The Health & Safety Action Plan is monitored by the Business Manager and maintained by the Head of Estates Compliance, Alleyn's School. This action plan brings together all audits and concerns into one operating document tracking compliance. This is reviewed weekly internally, and termly by the Health & Safety Committee.

Health & Safety Committee

In addition to consultation with staff at all-teaching staff meetings, the Head has set up a School Health and Safety Committee which meets once a term under chaired by the Business Manager. The Link Governor responsible for health and safety attends these meetings. The members of the Committee are:

- The Head
- Director of Studies
- Business Manager
- Director of Site Operations, Alleyn's School
- Head of Learning Success
- Head of Estates Compliance, Alleyn's School
- H&S Link Governor (Invited)
- Head of Pre Prep
- Deputy Business Manager
- Senior Premises Operative
- Receptionist

The role of the Committee is to:

- Discuss matters concerning health and safety, changes in regulations.
- Consult – whether directly from the Health & Safety Coordinator or via members of the Health and Safety Committee, with employees on matters concerning health and safety.
- Monitor the effectiveness of health and safety within the School.
- Review accidents and near misses and discuss preventative measures.
- Review and update risk assessments.
- Encourage those responsible for risk-assessed functions to assess their activities continuously.
- Review regularly and where necessary act upon issues arising from
 - Fire evacuation
 - Fire risk assessments
 - Educational visits
 - External health and safety assessments.
- Discuss training requirements.
- Monitor the implementation of professional advice.
- Review the Health & Safety Policy annually, updating it as necessary.
- 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.

Premises Committee

The Premises Committee is chaired by the Business Manager and meets weekly to consider wants of maintenance or improvement. Its other main function is to consider health and safety issues. If weekly, to note, e.g. contractors on site dealing with health and safety matters, or half-termly and termly to pick up on tasks completed during the preceding holiday. Aside from the Business Manager, membership of this group is:

- Head (as required)
- COO, Alleyn's School (as required)
- Deputy Business Manager
- Premises Operatives
- School Administrator

Supporting Policies

Behind the core Health & Safety Policy sit a range of whole-school policies which set out specific requirements and detail the School's obligations according to subject.

Except where noted, these policies are available on the Hub:

- Accessibility Plan + SENDA
- Accident Reporting (RIDDOR see First Aid Policy)
- Anti-bullying Policy
- Food Management Policy
- Code of Conduct for Staff Control of CCTV
- Critical Incident Policy
- Drugs & Harmful Substances
- Educational Visits Policy and Guidance
- Information Technology and E-Safety (various)
- First Aid Policy
- Fire safety, procedures Policy
- Lone Working
- Transport Policy
- Occupational Health & Stress Supervision
- Risk Assessment
- SEND Policy

Statements of Practice

The following list reflects activity in school which meets legal requirements or follows best practice. A separate policy is not needed for each item, but a single document - APPENDIX B to this policy - contains these statements of practice, in each case summarising what is done, and why.

- Asbestos
- Anaphylaxis (within First Aid Policy)
- Building Maintenance & Alteration (incl Hot Work)
- Control of Substances Harmful to Health (COSHH)
- Competence & Training
- Confined Spaces
- Electrical Safety
- Gas Safety
- Health and Safety Notices
- Induction of new staff
- Legionella
- Letting and Hiring
- Lightning Protection
- Manual Handling
- Medical Questionnaire
- Portable Appliance Testing (PAT)
- Pressure Vessel testing
- PPE and Clothing
- Safety Signs
- Slips, Trips and Falls
- Sun Protection (EYFS pupils)
- Sun Protection (Staff)
- Temporary staff and Contractors
- Working at Heights
- Vehicles and on-site movements

Appendix A: External Advisors for Health & Safety

Appendix B: Health & Safety Statement of Practice Table

ENDS

Appendix A: External Advisors for Health & Safety

The School continually reviews its full contractual list of Planned & Reactive Maintenance. A full and current list of all providers at any point in time can be obtained from the Business Manager, Head of Estates Compliance or Director of Site Operations, Alleyn's School.

Consultant / Advisor	Service carried out	Person responsible at Alleyn's Oakfield	Frequency	Reporting		
				How	To whom	When
Structural Surveyors	Give advice on the external fabric of the School	Business Manager Director of Site Operations / Chief Operating Officer, Alleyn's School	As necessary	Written report	Business Manager Director of Site Operations / Chief Operating Officer, Alleyn's School	As necessary
Insurance Company engineers	Monitor and service the School's plant, equipment, boilers, lifts, hoists	Business Manager Director of Site Operations, Alleyn's School	Annually	Written report	Business Manager Director of Site Operations, Alleyn's School	Annually
Insurance Company engineers	Service of all gym and fitness equipment	PE Dept, Business manager and Director of Site Operations, Alleyn's School	Annually	Written report	PE Dept, Business manager and Director of Site Operations, Alleyn's School	Insurance Company engineers
Environmental Health Officer (EHO)	Ensures adherence to health and safety in catering and cleaning	Catering Manager	Annually	Written report	Catering Manager Business Manager and Director of Site Operations, Alleyn's School	Environmental Health Officer (EHO)

Consultant / Advisor	Service carried out	Person responsible at Alleyn's Oakfield	Frequency	Reporting		
				How	To whom	When
External professional	Take swabs of all knives, chopping boards and other kitchen equipment	Catering Manager	Twice per year	Written report	Catering Manager	Twice per year
Hygiene and safety auditor	Hygiene and safety audit of food storage, meal preparation and food serving areas	Catering Manager	Twice per year	Written report	Catering Manager, Business Manager and Director of Site Operations, Alleyn's School	Twice per year
Dietician	Advice on healthier food, menu planning and special diets	Catering Manager	As needed	Oral, meeting	Catering Manager	As needed
Professional cleaner	Carry out deep clean of all equipment, high level cleaning of all cooking and food preparation, storage and surface areas	Catering Manager	Twice per year	Certificate	Professional cleaner	As required
Pest control company	Putting in place and managing appropriate pest control	Business Manager And Director of Site Operation	As needed	Written report	Business Manager And Director of Site Operation	As required

Consultant / Advisor	Service carried out	Person responsible at Alleyn's Oakfield	Frequency	Reporting		
				How	To whom	When
		s, Alleyn's School			s, Alleyn's School	
Fire Risk Assessor	To carry out a fire risk assessment	Business Manager And Director of Site Operations, Alleyn's School	At least every two years	Written report	Business Manager And Director of Site Operations, Alleyn's School	Every 2 years
Fire contractors	Testing of alarm system, smoke detectors, emergency lighting, extinguishers and panic buttons. This is in addition to the weekly fire alarm test	Business Manager And Director of Site Operations, Alleyn's School	Annually	Written report	Business Manager And Director of Site Operations, Alleyn's School	Annually
Health & Safety Consultant	Assesses and reports on Health and Safety management systems and procedures around the School, particularly in high-risk areas	Business Manager And Head of Estates Compliance Alleyn's School	Annually	Written report	Business Manager And Head of Estates Compliance Alleyn's School	Annually
Water Services Engineer	Risk assessment carried out for	Business Manager And Director	Annually	Written report	Business Manager, Director of Site	Annually

Consultant / Advisor	Service carried out	Person responsible at Alleyn's Oakfield	Frequency	Reporting		
				How	To whom	When
	legionella. Regular water sampling and testing regime is in place.	of Site Operations, Alleyn's School			Operations, Alleyn's School and Health and Safety Committee	
Asbestos Specialist	Maintenance of the asbestos register; sampling or removal before any major work takes place, and briefing contractors of asbestos location	Business Manager And Director of Site Operations, Alleyn's School	As required	Written report	Business Manager And Director of Site Operations, Alleyn's School	As required
Gas Safe Engineers	All work on gas boilers and appliances carried out; servicing of domestic boilers (all domestic properties have current Landlord's Gas Safety Certificates)	Business Manager And Director of Site Operations, Alleyn's School	Annually	Written report	Business Manager And Director of Site Operations, Alleyn's School	Annually
Mechanical & Engineering Consultant	Compliance of lightning protection and earthing with BS	Business Manager And Director of Site	Annually	Written report	Business Manager And Director of Site	Annually

Consultant / Advisor	Service carried out	Person responsible at Alleyn's Oakfield	Frequency	Reporting		
				How	To whom	When
	6651-1999 or to BSEN 62305	Operations, Alleyn's School			Operations, Alleyn's School	
Principal Designer	Ensure compliance with the Construction (Design and Management) (CDM) Regulations 2015	Business Manager And Director of Site Operations Alleyn's School	Whenever major work is undertaken	Written report	Business Manager And Director of Site Operations/ Chief Operating Officer, Alleyn's School	As required
Rospa	Pre Prep Playground equipment risk assessment	Head of Pre Prep	Annually, October	Written report	Head of Pre Prep	Annually, August
Rospa	Pre Prep School Gymnasium Equipment risk assessment	Business Manager Head of Pre Prep	Annually, August	Written report	Business Manager Head of Pre Prep	Annually, August
Gas Safety Testing	Testing of Gas safety equipment	Business Manager Director of Site Operations, Alleyn's School	Annually	Written report	Business Manager Director of Site Operations, Alleyn's School	Annually
John Welton	Assess health concerns of trees on site. Assess possibility of	Business Manager And Director of Site Operation	As required	Verbal/written	Business Manager And Director of Site Operation	As required

Consultant / Advisor	Service carried out	Person responsible at Alleyn's Oakfield	Frequency	Reporting		
				How	To whom	When
	oak processionary moth in trees	s, Alleyn's School			s, Alleyn's School	

Appendix B: Health & Safety Statement of Practice Table

Activity	Summary of Practice	Responsible
Asbestos	Register maintained on an ongoing basis by the Business Manager. Any intrusive works are first cross-referenced to the register. A 'demolition survey' is carried out when works are planned for an area where there is known asbestos – each survey is kept with the register.	Business Manager
Building Maintenance & Alteration (incl Hot Work)	All building maintenance/alteration agreed by Business Manager & CPG Committees. Third party contractor work managed by Business Manager; Hot Work permits, where needed, are supplied to contractors by the Business Manager.	Business Manager
Competence and Training	A register of external contractors used by the School is kept including their competence certification. These are required by the various regulatory bodies e.g. for gas, electrical and building work.	Business Manager
Confined spaces	A minimum two people attend any confined space work e.g. lofts, balance tank or other isolated areas.	Business Manager
Control of Substances Harmful to Health (COSHH)	Estates department keep a folder of data sheets for any such substances kept or used at School. The Premises teams use these sheets for reference.	Business Manager
	STEM department holds a number of chemicals, each of which is recorded on a department stocklist (with amounts, location and hazard classification (CLEAPSS form E233)). Risk assessment of use, storage and disposal is fulfilled according to the CLEAPSS Chemical Hazards and Handbook Sect. 7.	Science
	Art department use the following materials relate to COSHH: <ul style="list-style-type: none"> • Oil paint and white spirit • Spray paint • Ceramics area > clay, glazes • Darkroom chemicals CLEAPSS guidance is followed, SAFETY DATA Sheets are referenced and guidance followed, and it is within the department risk assessment.	Art

Activity	Summary of Practice	Responsible
	Cleaning chemicals are kept to a minimum and risk assessed to identify any hazards.	Cleaning Manager
Hard fixed wiring	Testing is carried out every 5 years.	Business Manager
Induction of new staff	All new staff are inducted in H&S practice and Fire - as fixed element of their wider induction programmes	Business Manager Director of Studies Head of Pre Prep
Ladder register	A ladder register is held by the Director of Site Operations which records every fit for purpose, tagged and graded ladder in the School. The register is checked three times throughout the year and updated as necessary.	Business Manager
Legionella	Risk assessment is checked weekly and renewed every two years. A Planned Preventative Maintenance (PPM) strategy means that tasks are scheduled ahead of time, to take place on a regular basis – even while an asset is still functioning normally.	Business Manager
Letting and Hiring	Lettings and hires of the premises and facilities are subject to a full risk assessment (including fire evacuation procedures) and a contract between the School and hirer that clearly outlines the Terms & Conditions of Use, insurance and safeguarding requirements	Deputy Business Manager
Lightning Protection	Tested annually by an external contractor and records retained	Business Manager
Manual Handling	Training is arranged, renewed and recorded every 3 years. The termly Health & Safety Committee receives updates on training.	Business Manager Head of Estates

Activity	Summary of Practice	Responsible
		Compliance, Alleyn's School
	All Sports Facilities staff receive specific induction on how to manually handle equipment set ups and break downs.	Sports Facilities Manager
Medical Questionnaire	Some new staff are required to arrange a medical appointment with the School doctor before they start depending on their role. All other staff complete a self-declaration.	HR for operational staff / HM's office for teaching staff
Portable Appliance Testing (PAT)	Testing carried out annually and records retained.	Business Manager
Pressure Vessel Testing	Testing carried out annually and records retained.	Business Manager
PPE & Clothing	In each Science department, a termly check is completed to ensure that in each Lab and Prep room, the appropriate protective clothing is available for pupils and staff. This includes lab coats, eye protection and gloves.	Head of STEM
	Grounds, gardens, maintenance and premises teams are provided with appropriate PPE; staff sign a PPE training document on receipt.	Business Manager
Safety Signs	STEM room require numerous signs which are checked termly. These include, but are not limited to: <ul style="list-style-type: none"> • Immediate Response Measure information (CLEAPSS Emergency-Cards-E-Cards.pdf) • Hand wash sign • Positions of stop-cocks / safety shut-offs for water, gas and electricity • Hazardous substance • Radiation • Fire exit and fire procedure • First Aid Kit • Eye wash station • Receptionist telephone number • Safety rules • Fire Exit and Procedure 	Head of STEM

Activity	Summary of Practice	Responsible
	Other practical departments have generally-applicable health and safety signage, warnings and instruction on display within their departments as required, and these feature within their risk assessments.	Business Manager
Slips, trips and falls	The Business Manager and Head of Estates Compliance, Alleyn's School assesses internal and external risk annually. Mitigating actions are considered and implemented.	Business Manager Head of Estates Compliance, Alleyn's School
Sun protection (EYFS pupils)	Head of Pre Prep is the author of the Pre Prep Sun Protection Policy which outlines how this issue is discussed in assemblies, reflected in letters to parents about the application of cream and wearing of sun hats, with reminders ahead of trips and events. A water table is provided outside and play beneath shaded trees promoted.	Head of Pre Prep
Sun protection (Prep pupils)	Pupils are reminded by PE staff of the importance of being dressed appropriately for activities and differing weather conditions. This includes their personal use of sun cream. Staff should not assist pupils in the application of sun cream, nor should they lend pupils sun cream.	Head of Sport
Sun protection (Staff)	Receptionist has a sun protection chart and sun protection cream is available for those who work outside.	Business Manager
	The School makes provision of sun cream for PE staff during the summer term and staff are reminded of the risks associated with working outside for extended periods of time particularly during warmer weather conditions. This is in the PE and Games dept handbook under health and safety.	Head of Sport
Temporary staff and contractors	Temporary staff make medical self-declarations about fitness to work and receive safeguarding induction before of on their first day. All are DBS checked. Regular contractors are DBS checked as employed staff and instructed in safeguarding. Other contractors either work when school is not in session or are chaperoned.	Business Manager

Activity	Summary of Practice	Responsible
Working at heights	The Head of Estates Compliance arranges necessary training for staff and maintains a record. Training needs redoing every 3 years. The termly Health & Safety Committee receive an update on training.	Business Manager Head of Estates Compliance, Alleyn's School
