

Health, Safety and Wellbeing Policy

for both the Junior School and Senior School and all staff

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Name and appointment of owner / author	Oonagh O'Mahoney Chief Operating Officer
Review Body	SLT Health, Safety and Wellbeing Committee Full Board of Governors
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Where available	Freemen's Staff SharePoint site, School website (unrestricted area), Governor Portal, Parent Portal



HEALTH, SAFETY AND WELLBEING POLICY STATEMENT

Under both Paragraph 11 of the *Independent School Standards Regulations 2014* and Paragraph 6.1 of the *National Minimum Standards for Boarding Schools 2022*, City of London Freemen's School is obliged to have a written Health, Safety and Wellbeing Policy. This Policy is designed to demonstrate the School complies with relevant health, safety and wellbeing laws, principally the *Health and Safety At Work Act 1974* and regulations made under that Act. It is also mindful of the non-statutory DfE advice *Health and Safety: responsibilities and duties for schools (2022)* and the Health & Safety Executive's advice: *Sensible health and safety management in schools*.

This Policy is updated by the author as events or changes to legislation demand. It is reviewed biennially by the Senior Leadership Team, Health, Safety & Wellbeing Committee and Full Board of Governors. It should be read in conjunction with the following whole-school documents:

- *Boarding Handbook*
- *Boarding Policy*
- *First Aid Policy*
- *Fire Risk (Prevention) Policy*
- *Fire Risk Assessments*
- *Safeguarding Policy*
- *Security Policy*
- *Trips and Visits Policy*
- *Transport Policy*

This Policy is also informed by and is in line with the following City of London policies:

- Corporate Health, Safety and Wellbeing Policy April 24 ([Health & Safety \(sharepoint.com\)](https://sharepoint.com))
- Fire Safety Policy Sep 23
- Corporate First Aid Policy
- Vehicle and Workplace Transport Policy Sep 23

1. ANNUAL STATEMENT OF HEALTH, SAFETY AND WELLBEING BY THE CHAIRMAN OF BOARD OF GOVERNORS

As Governors of the City of London Freeman's School, we fully recognise our collective responsibility for providing a safe and healthy school for all our employees, students, parents, visitors, contractors and anyone else affected by our activities. On behalf of the City of London Corporation as employer, we attach the highest priority to ensuring that all the operations within the school environment, both educational and support, are delivered in a manner that is safe and healthy for all. The Governors are committed to promoting the welfare of all in our community so that effective learning can take place.

We fulfil our responsibility as Governors by appointing Nicholas Goddard as Governor with responsibility for overseeing health, safety and wellbeing.

Day to day responsibility for the operation of health, safety and wellbeing at the school is vested with the Chief Operating Officer reporting to the Head. The Chief Operating Officer has overall responsibility for monitoring health, safety and wellbeing within the school and for reporting any serious breaches to me through the Head. With the City Surveyor, he is responsible for ensuring compliance with Construction (Design and Management) (CDM) Regulations 2015. As Governors, we have specified that the school should adopt the following framework for managing health, safety and wellbeing:

- That the Governor overseeing health, safety and wellbeing, attends the termly meetings of the school's Health, Safety and Wellbeing Committee whenever possible and receives copies of all relevant paperwork;
- That full compliance is all accorded to the City's Corporate Health, Safety and Wellbeing Policy (see online for latest version) including the requirement for monitoring, safety assurance and inspections;
- That a report on health, safety and wellbeing covering: statistics on accidents to students, staff and visitors; staff training; fire practices and all new or revised related policies and procedures is reported at each term's Governors' meeting;
- That the minutes of the Health, Safety and Wellbeing Committee's termly meeting are provided at each meeting of the full Board of Governors, together with any other issues on health, safety and wellbeing that the Chief Operating Officer as Chairman of the Health, Safety and Wellbeing Committee considers need to be brought to the Board's attention.
- That the school will take reasonable steps to ensure that staff and pupils are not exposed to risks to their health, safety and wellbeing. This applies to school activities on or off school premises, in and out of the classroom.

- That the external fabric of the school, its plant, equipment and systems of work are surveyed and inspected regularly by competent professionals and that their recommendations and cyclical planning form the basis of the school's routine maintenance programmes;
- That robust arrangements including adequate monitoring is in place for the control of contractors working anywhere on the school site / premises;
- That the school's adherence to health, safety and wellbeing in catering and cleaning of the food preparation and eating areas is subject to external inspection by the Environmental Health Officer. In addition, the Catering Manager and the Facilities Manager arranges for an independent hygiene and safety audit of food storage, meal preparation and food serving areas three times a year, together with regular external deep cleaning and pest control services, and that these are reported to the Health, Safety and Wellbeing Committee;
- That the school has a fire risk assessment, carried out by a suitably competent external risk assessment consultant, and that this is updated every three years or more frequently if significant changes are made to the interior of buildings or on significant change of usage. The Health, safety and wellbeing Committee should review this risk assessment every time it is amended;
- That safety assurance inspection reports showing action required and timescales should be monitored by the Health, safety and wellbeing Committee;
- That a suitable and sufficient risk assessment for legionella/water hygiene management is periodically completed (frequency based on risk assessment) and that a suitable scheme of control is developed, implemented and monitored including monthly water temperature testing regimes;
- That suitable arrangements are in place for the day to day management of any asbestos containing materials (ACMs) so as to prevent them from being disturbed, forming part of our duty to manage asbestos;
- That the school has a comprehensive policy in place for the training and induction of new staff in health, safety and wellbeing related issues, which should include basic manual handling and working at height training where appropriate. Health, safety and wellbeing training that is related to an individual member of staff's functions, such as a science technician, will be provided in addition to the "standard" induction training. An adequate number of staff, teaching and non-teaching will be trained and qualified in first aid.

All members of staff are responsible for taking reasonable care of their own safety, that of students, visitors, temporary staff, volunteers and contractors. They are responsible for cooperating with the Head, the Chief Operating Officer and other members of the Senior Leadership Team in order to enable the Governors to comply with health, safety and wellbeing requirements. Finally, all members of staff are responsible for reporting any risks or defects to the Chief Operating Officer, Director of Operations or the Facilities Manager.

All employees are briefed on the availability of this statement on the school's Shared Area. They will be advised as and when it is reviewed, added to or modified. Details of the organisation and arrangements for carrying out the policy are to be found in Parts 2 and 3 of this document. This policy will be displayed on the school's website.

Signed: Philip Woodhouse, Chairman of Board of Governors

Date: 17/6/24

2. ORGANISATION FOR HEALTH, SAFETY & WELLBEING

The School is aware of its duty to appoint one or more 'competent persons' who has the necessary skills, knowledge and experience to give sensible guidance about managing the health, safety and wellbeing risks at the school. The School's competent persons is Oliver Sanandres, City of London Director and Head of Health and Safety.

Although the Governors of the School are accountable for the health, safety and wellbeing of school staff and pupils, day-to-day responsibility is delegated to the Headmaster and other school leaders as follows.

The Headmaster will:

- Implement the requirements of this Policy and ensure compliance with all health, safety and wellbeing legislation within the school;
- Demonstrate a personal commitment to health, safety and wellbeing by providing visible and active leadership and leading by example;
- Ensure a positive health, safety and wellbeing culture is evident and a proactive approach to health, safety and wellbeing management is adopted within the school;
- Ensure all school decisions (including new projects, procurement decisions, contractor selection, office moves etc.) fully take into account health, safety and wellbeing considerations;
- Ensure that health, safety and wellbeing is adequately resourced with both time and finances and that managers make adequate provision in their budgets for managing health, safety and wellbeing;
- Ensure suitable persons are nominated to undertake key health, safety and wellbeing functions within the school and to ensure these individuals are adequately supported and suitably trained;
- Appoint persons to assist him with meeting the safety objectives, standards and checks detailed in this policy.

The Headmaster has the delegated responsibility for ensuring compliance with the School's Health, Safety and Wellbeing Policy. He has delegated day-to-day responsibility for organising health, safety and wellbeing to the Chief Operating Officer who in turn works with the Director of Estates and Operations to fulfil this duty.

This policy document consists of three parts: the General Statement by the Chairman of Board of Governors; this description of the organisation for health, safety and wellbeing and, lastly, the detailed arrangements for health, safety and wellbeing.

All employees of the School have a duty to look after their own and others' health, safety and wellbeing. More specifically, all staff have a duty in common law, while acting *in loco parentis*, to look after pupils in the same way that a prudent parent would do so.

Staff receive and are mandated to complete City Health and Safety training during their induction process with further annual training completed during one INSET day a year.

Delegated duties include:

2.1 Safety and Security

- Building security (including intruder alarms, CCTV, locking external doors and windows) – the Chief Operating Officer, who in turn has delegated day to day management to the Director of Estates and Operations;
- Preventing unsupervised access by students to potentially dangerous areas, such as the swimming pool, the science laboratories, the Gym and the design and food technology rooms – Facilities Manager and Heads of Department; Risk assessments in place for these locations.
- Testing the chemical levels in the swimming pool water daily – Facilities Manager and maintenance team.
- Ensuring all staff aware of lone working policy and actions required after hours – Chief Operating Officer and Director of Estates and Operations;
- Ensuring that all visitors sign in at Reception and wear correct visitors' lanyards with badges. Staff to act as sponsors escorting visitors, following guidelines published by Director of Estates and Operations and managed through ISS;
- Permits to Work implemented, where necessary, for physical works to the fabric of the buildings or on plant and equipment by contractors – Director of Estates and Operations, Facilities Manager and Head of Grounds and Gardens. Risk Assessments and RAMs reviewed in advance through City FM. DBS verification process and letters of assurance in place via City FM and Freeman's HR dept.

2.2 Vehicles/Transport

- Control of loading bays, car parks and site traffic management – Director of Estates and Operations / Facilities Manager / ISS
- Compliance with City of London Corporation Vehicle and Workplace Transport policy including vehicle management – Chief Operating Officer with Director of Estates and Operations
- Safe procedures for escorting pupils in minibuses: Deputy Head and Director of Estates and Operations
- Maintenance of fleet: Director of Estates and Operations.

2.3 Accidents/Incidents

- All reportable accidents/incidents/near misses should be reported in accordance with the City's Guidance on Accident and Incident Reporting by the member of staff present.
- [Accident/Incident Reporting and Investigation \(sharepoint.com\)](#)
- Specific guidance on reporting accidents for school is:
 - [City of London - HSSG 01 School Guidance on Reporting and Investigating Accidents.pdf \(sharepoint.com\)](#)
- Investigation of reportable accidents/incidents/near misses:
 - Line Manager of reporting member of staff;
 - Reporting notifiable accidents etc. to the Health and Safety Executive (HSE) under

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Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013

- CoL Corporate Health, Safety and Wellbeing team in consultation with Chief Operating Officer;
- Arrangements for checking defibrillators and peripheral equipment - School Nurse Managers
- Checking that all first aid boxes and eye washes are kept replenished – First Aiders who last used the equipment.

2.4 Fire Prevention

- Keeping fire routes and exits clear – Chief Operating Officer, who in turn has delegated to Director of Estates and Operations and all staff;
- Fixed Electrical Safety Testing – City Surveyor who will provide the school with a copy of current electrical installation certificates;
- Regular Portable Appliance Testing (PAT) – City Surveyor / Suitably qualified on-site testers.
- Testing all fire alarms weekly and recording results – Facilities Manager;
- Arranging an annual service and maintenance of alarms, smoke detectors, emergency lights, fire extinguishers and panic buttons – City Surveyor;
- Implementation of robust permits to work for all physical works on the fabric of the buildings / associated equipment including hot works – Director of Estates and Operations / Facilities Manager;
- All gas appliances and installations (boilers, kitchen equipment etc.) are regularly inspected, maintained and serviced by Gas Safe Registered Engineers – City Surveyor;
- Ensuring that flammable rubbish and combustible materials are stored away from buildings – ISS General Manager, Facilities Manager and all staff;
- Termly fire practices and emergency evacuation drills, combined with a programme of inducting new staff and students with emergency escape procedures and the presence of trained Fire Marshals help to ensure that the school can be safely evacuated in the event of a fire – Chief Operating Officer / Director of Estates and Operations.
- Carbon Monoxide (CO) detectors will be installed, tested and maintained wherever there is sleeping accommodation – Facilities Manager and all staff;
- Switching off all kitchen equipment at the end of service – Catering Manager;
- Checking that all Scientific and Design and Technology (DT) equipment is switched off at the end of the school day – Heads of Science and Design and Technology;
- Securing flammable materials and chemicals (swimming pool) used in teaching or maintenance in purpose-made, flame-proof and secure containers / rooms – Heads of Science, Art and Design and Technology and Facilities Manager.

2.5 Water, Drainage etc

The City Surveyor, together with the Facilities Manager, is responsible for:

- Maintaining water quality. A sampling regime, using external contractors, is in place;
- Ensuring that drains, gutters etc are kept unblocked. Checking that all drain runs are clear using external contractors where necessary.

2.6 Risk Assessments

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Responsibility for the maintenance of up-to-date and compliant risk assessments is as follows:

- Fire – Chief Operating Officer/Director of Estates and Operations (external fire risk consultant used);
- Legionella / Water Hygiene– City Surveyor/Facilities Manager;
- Educational visits – Deputy Head (prior to trip departure) / Trip Leader (during trips);
- Catering and cleaning functions including Hazard Analysis Critical Control Points (HACCP) system of food hazard awareness and Control of Substances Hazardous to Health (COSHH) risk assessments and procedures – ISS Services Manager and Catering Manager;
- Medical waste and sharps – School Nurse Manager;
- Maintenance functions (including working at heights, electricity, manual handling, and building work, use of power tools, COSHH and flammable substances) - Facilities Manager;
- Medical gases, manual handling, first aid and management of medications – School Nurse Managers;
- Asbestos Register/Surveys - City Surveyor;
Note: Local Asbestos Management Plans (AMPs) are developed in consultation with the City Surveyor. The duty to manage asbestos in school is shared between the school and the City Surveyor. Asbestos surveys and re-inspections are completed by the City Surveyors department. The Facilities Manager has the day to day responsibility to ensure that anyone liable to disturb asbestos including staff and contractors are made aware of its presence, and what to do if they have any concerns;
- Lifting Equipment – Facilities Manager/City Surveyor;
- Pressure vessels – Facilities Manager/City Surveyor;
- Construction Works / Management of Contractors– Director of Estates and Operations/City Surveyor;
- Reprographics machines and copiers – Interim Director of Technical Services;
- Boarding Accommodation – Head of Boarding;
- Residential Accommodation – City Surveyor/Facilities Manager.
- Lettings/ Residential Lettings – Director of Estates and Operation and Lettings Officer

Responsibility for the maintenance of up-to-date risk assessments for teaching in the following areas:

- Science– Heads of Science;
- All outdoor and indoor games and activities – Director of Sport;
- Swimming – Director of Sport;
- Fencing – Director of Sport;
- Duke of Edinburgh Award - Duke of Edinburgh Coordinator;
- Drama / Theatre– Director of Drama;
- Art (including COSHH and flammable materials) – Head of Art;
- Music – Director of Music;

- Design Technology (including machinery, COSHH and flammable materials) – Head of Technology;
- All visits and trips – Deputy Head in conjunction with Trips and Visits Administrator.

Full details of the School's procedures for identifying, assessing, recording, reducing and reviewing risks can be found in our dedicated *Risk Policy*.

2.7 Training

Staff at Freeman's receive appropriate training in health, safety and wellbeing and the assessment of risk. Responsibility for organising and maintaining records of training is as follows:

- Whole-staff refresher training annually– Chief Operating Officer
- Science-related health, safety and wellbeing training – Heads of Science;
- Design Technology related training – Head of Technology;
- Health, safety and wellbeing training for catering and cleaning staff – Catering and Cleaning contractors;
- Briefing new students on emergency fire procedures – Head of Boarding/Form Tutors;
- Briefing new staff on emergency fire procedures – Director of Estates and Operations in induction process;
- Inducting new staff in health, safety and wellbeing – Director of Estates and Operations in induction process;
- Identifying specific health, safety and wellbeing training needs of staff – Heads of Department and Line Managers or Supervisors;
- First Aid training- School Nurse Managers.

2.8 Fault Reporting

All members of staff are responsible for promptly reporting faults, deficiencies and anything that might present a significant risk to the welfare of pupils, staff and visitors. Other than in the most serious / urgent cases, this should be done through the ServiceDesk reporting system ([My Instances \(freemens.org\)](https://myinstances.freemens.org)). School Council Representatives also have access to the system and are encouraged to use on behalf of the pupils whom they represent.

External Advisors for Health, Safety and Wellbeing

The City Surveyor's Department, including the City Corporation's Director and Head of Health and Safety (Oliver Sanandres) and Fire Safety Advisor (Terence Short), and external consultants provide advice on matters of health, safety and wellbeing as required:

- The City Surveyor gives advice on the external fabric of the school;

- The City Surveyor monitors and services the school's plant, equipment and lifts as required;
- All gym and fitness equipment and machinery used in sport is serviced annually as arranged by the Facilities Manager;
- Adherence to health, safety and wellbeing in catering and cleaning is subject to external inspection by the Environmental Health Officer.

In addition, the catering contractor arranges for:

- An independent hygiene and safety audit of food storage, meal preparation and food serving areas annually;
- Professional advice (through MYA Consulting within audits) from a dietician on healthier food, menu planning and special diets as required;
- The professional deep cleaning of all equipment, high level cleaning of all cooking, food preparation and storage surfaces, areas etc twice a year;
- Appropriate pest control measures to be in place in liaison with the Facilities Manager;
- The Chief Operating Officer/Director of Estates and Operations has a professional fire risk assessment which is updated at least every 5 years;
- In addition to the weekly fire alarm tests, the alarm system, together with all smoke detectors, carbon monoxide alarms, emergency lighting, extinguishers and panic buttons are tested annually by a qualified contractor;
- The City Surveyor arranges for a professional risk assessment for water/legionella;
- The Radiation Protection Supervisor (RPS) (Schools) is the Head of Physics. He is responsible for ensuring compliance with the Ionising Radiation Regulations 2017 including the requirement for appointing a suitable Radiation Protection Adviser (RPA) to provide competent advice;
- The City Surveyor arranges all work on gas boilers, appliances and installations is carried out by suitably competent Gas Safe registered engineers;
- The City Surveyor arranges all lightning protection and earthing conform to BS EN 62305. It is tested annually by a specialist contractor;
- The City Surveyor arranges NICEIC qualified Electrical Engineers to inspect and maintain electrical installations all of which are RCB protected and meet the requirements of BS7671:2018 IEE wiring regulations. Current electrical test certificates are held for all areas of the school.

The City of London Corporation's competent person for advice on water hygiene/asbestos is Oliver Sanandres, Director and Head of Health and Safety.

The Radiation Protection Officer (RPO) is Oliver Sanandres, Director and Head of Health and Safety, City of London Corporation

Compliance information is available from the CoL CONCERTO Portal. Follow this link to self-register for access [Login \(concerto.co.uk\)](https://concerto.co.uk)

Responsibility for liaison with the Freeman's School Association (FSA) on health, safety and wellbeing matters lies with the Chief Operating Officer and Director of Operation

Health & Safety Co-ordinator

The Director of Estates and Operations is the school's health, safety and wellbeing Co-ordinator. In this capacity they are responsible for representing the school on the City Health and Safety Committee meetings. The COO will act as the alternate attendee.

Termly safety assurance inspections of curriculum areas

Termly safety assurance inspections are undertaken by the Deputy Head (Academic) with the Director of Estates and Operations, the results of which are to be reported to the Health, Safety and Wellbeing Committee.

Periodic site inspections

The Chief Operating Officer, Director of Estates and Operations and Facilities Manager conduct half termly 'walkaround' inspections of the site to identify anything unsafe or which, if left unremedied, could become unsafe, the results of which are to be reported to the Health, Safety and Wellbeing Committee.

Health, Safety and Wellbeing Committee

I have set up a school Health, Safety and Wellbeing Committee which meets once a term under the chairmanship of the Chief Operating Officer /Director of Operations. The Governor who is responsible for health, safety and wellbeing attends these meetings whenever possible. The members of the Committee are:

- | | |
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| • Headmaster | Roland Martin |
| • Governor Health and Safety | Nicholas Goddard |
| • Deputy Head | Stuart Bachelor |
| • Chief Operating Officer (alternate Chair) | Oonagh O'Mahoney |
| • Director of HR | Anna Atkins |
| • Director of Estates and Operations (Chair) | Rebecca Macefield |
| • School Nurse Managers | Kate Lynch, Liz Holmden |
| • Staff Representative | Max Hicks/ Tina Judge |
| • Head of Technology, Engineering and Design | Max Hicks |
| • Heads of Science (on rotation) | James Hallam, John Graham, Julia Lister |
| • Director of Sports | Edward Smith |
| • Catering Service Manager Thomas Franks | |
| • ISS Site Operations Manager | |

The role of the Committee is to:

- Discuss matters concerning health, safety and wellbeing including changes in regulations and guidance;
- Monitor the effectiveness of health, safety and wellbeing within the school;
- Review accidents and near misses and discuss preventative measures;
- Review and update risk assessments;
- Review safety assurance inspection reports;
- Discuss training needs / requirements;
- Monitor the implementation of professional advice;
- Assist in the development of safety rules and safe systems of work;
- Monitor communication and publicity relating to health, safety and wellbeing in the workplace;
- Encourage suggestions and reporting of defects by all members of staff.

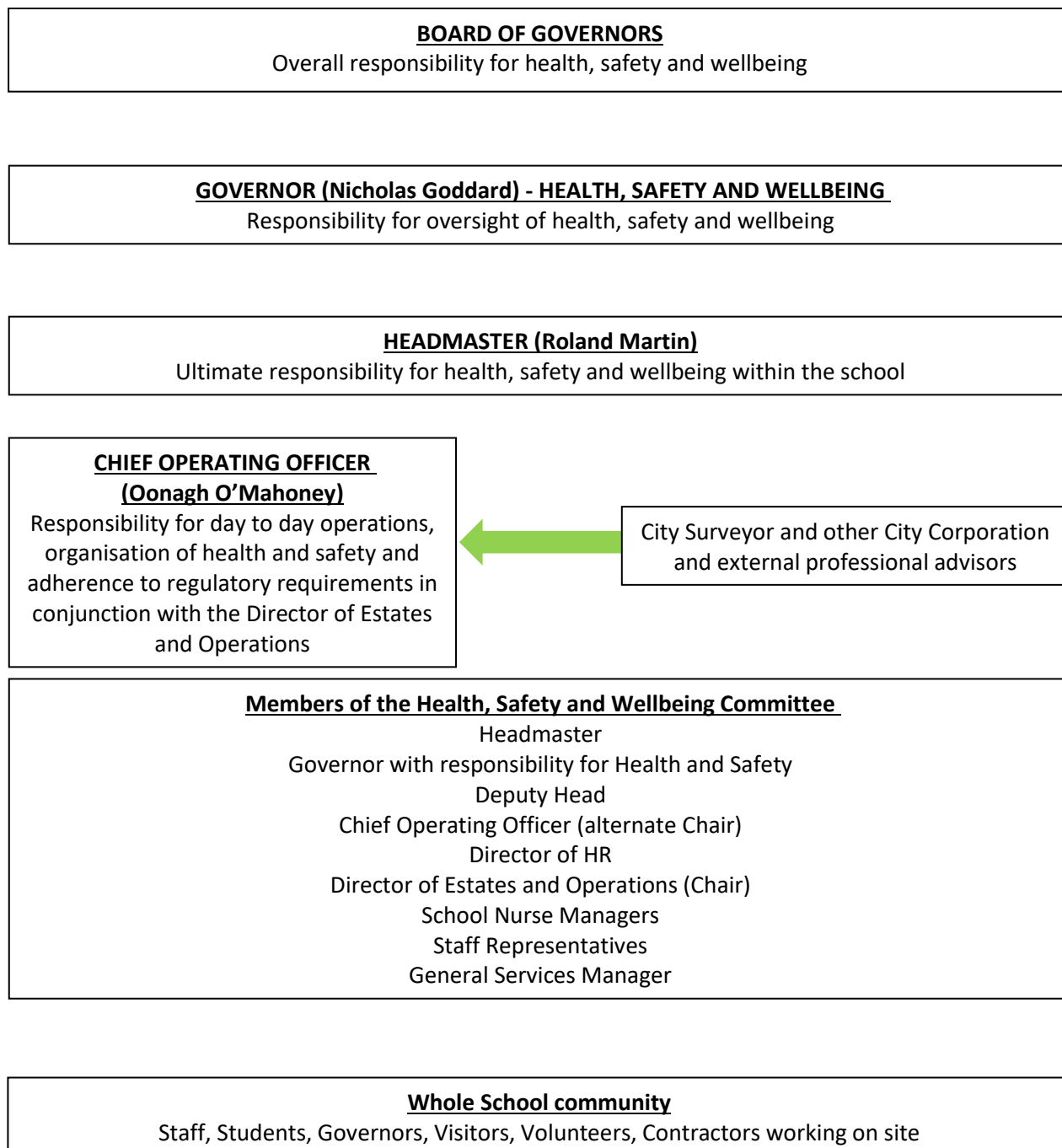
Signed:

Headmaster

Date:

ANNEX TO PART 2

DIAGRAM SHOWING THE ORGANISATION FOR HEALTH, SAFETY AND WELLBEING



3. SPECIFIC ARRANGEMENTS FOR HEALTH, SAFETY AND WELLBEING

The following areas and activities present identified and significant risks. As a consequence, students are not allowed unsupervised access to:

- PE: where the Director of Sport keeps risk assessments for all outdoor and indoor games, swimming, gymnastics, dance and fencing. Records of training and qualifications in life-guarding and other subject specific training are kept;
- Science: where the Heads of Science subjects keep risk assessments for all experiments and the use and storage of equipment. CLEAPSS (Consortium of Local Authorities for the Provision of Science Services) Hazcards are kept on the use and safe storage of all chemicals. Science HODs keep records of all subject-specific training by teachers and technicians;
- Design and Technology: where the Head of DT keeps risk and COSHH assessments for all activities, the use of all equipment and machinery and the safe storage of flammables. Records of staff training are kept;
- Art: where the Head of Art keeps risk and COSHH assessments. Records of staff training are kept;
- Drama/Theatre: where the Head of Drama keeps risk assessments for the lighting box, the safe construction, movement, building and dismounting of scenery, props and staging. Records of staff training are kept;
- Kitchen Area: where the General Services Manager keeps risk assessments for all activities, safe use and storage of equipment and flammables, COSHH procedures of chemicals and other products. Records of staff training are kept;

We draw on a range of policies at corporate and local level to address the different areas of health, safety and wellbeing:

- Accident investigation, including statutory reporting under RIDDOR 2013- *Guidance on Reporting Schools Accidents, Incidents and Dangerous Occurrences*
- Asbestos- *City of London Asbestos Policy*
- Chemical Plume- *Marauding Terrorist Attack and Lockdown Policy*
- Contractors on site- *City of London Control of Contractors Policy*; Freemen's Procedures for Contractors on School Premises
- Control of Substances Hazardous to Health (COSHH)- HSG 54 *City of London COSHH Guidance*
- Dangerous dog loose on site- *Marauding Terrorist Attack and Lockdown Policy*
- Display Screen Safety- *City of London Display Screen Equipment Policy*
- Electrical Safety- *City of London Building Compliance Standards*

- Emergencies involving health, safety and wellbeing- *Business Continuity Plan and Critical Incident Management*
- Fire safety- *City of London Fire Safety Policy; Freemen's Fire Policy*
- Gas Safety; *City of London Building Compliance Standards*
- Health, Safety and Wellbeing – *Corporate HSP 1 - Health, Safety and Wellbeing Policy*
- Infection Control- *City of London Draft Infection Control*
- Influenza Pandemic Contingency Plan- *Emergency Management Plan*
- Legionella/Water Hygiene- *City of London Building Compliance Standards and Control of Legionella Policy*
- Letting and Hiring- *Freemen's Safeguarding Policy; City of London Procurement Code*
- Lightning Protection- *City of London Building Compliance Standards*
- Lifting Equipment- *City of London Building Compliance Standards*
- Lone working and Preventing Violence- *Corporate HSP 4 Lone working and Preventing Violence Policy G 19 Guidance: Lone Working; Freemen's Security, Access Control, Workplace Safety and Lone Working and CCTV Policy*
- Manual handling- *City of London HSG 24 - Manual Handling Risk Assessment*
- Marauding Terrorist Attack- *Freemen's Marauding Terrorist Attack and Lockdown Policy*
- Occupational Health- *Corporate Occupational Health and Welfare policy*
- Pesticides- *City of London COSHH Guidance*
- Portable Appliance Testing (PAT)- *City of London Building Compliance Standards*
- Pressure vessels- *City of London Building Compliance Standards*
- Risk- *Freemen's Risk Policy*
- Security- *Freemen's Security, Access Control, Workplace Safety and Lone Working and CCTV Policy*
- Slips and Trips- *City of London Health, safety and wellbeing Policy Guidance on Prevention of Slips, Trips and Falls*
- Swimming pool safety- *Corporate Pool Water Quality, Freemen's Pool Standard Operating Procedures*
- Vehicles and on-site movements- *City of London Transport Policy; Freemen's Vehicles Policy*
- Work Experience for Students- *City of London Managers' Guide to Work Experience and Work Experience Health, safety and wellbeing*
- Working at Height- *HSP 8 Corporate Safe Working at Height Policy*

Signed:

Chief Operating Officer

Date:

References:

- A. Reference Guide to the key standards in each type of social care service inspected by Ofsted (Reference 080117).
- B. The Handbook for the Inspection of Independent Schools: Part 3: The Regulatory Requirements of Independent Schools, April 2015.
- C. Responsibility for the Management of Health, safety and wellbeing in Schools Section H of the ISBA Model staff Handbook, by Rickerbys Solicitors LLP of March 2009.
- D. Health, safety and wellbeing and Welfare at Work, Chapter N of the Chief Operating Officers' Guide by PinsentMasons LLP of 2014.
- E. Health, safety and wellbeing: Advice for Schools 2013.
- F. Incident Reporting in Schools: Accidents, Diseases and Dangerous Occurrences, HSE Leaflet of 2013 (Rev1).
- G. Leading Health, safety and wellbeing at Work, a joint IOD/HSE Guidance Document.
- H. Health & Safety Design and Technology in Schools and Similar Establishments – Code of Practice (British Standard 4163).
- I. CLFS Safeguarding Policy.
- J. CLFS Accessibility policy.
- K. CLFS Anti-Bullying Policy.
- L. CLFS Drugs & Substance Abuse Policy.
- M. CLFS Educational Visits Policy.
- N. CLFS First Aid Policy.
- O. CLFS Special Educational Needs Policy.
- P. CLFS School Nurse Guidelines.
- Q. City of London Corporate Health, safety and wellbeing Policy.
- R. City of London Display Screen Equipment Policy
- S. CLEAPSS Guidance including Science and Design & Technology