



## **SANDROYD HEALTH & SAFETY POLICY**

Sandroyd policy reference number:	15.3
Member of staff responsible:	Bursar
Policy reviewed:	March 2025
Review frequency:	Annual
Interim revision/update/review:	
Next review (date):	March 2026

### **SANDROYD SCHOOL**

Rushmore  
Tollard Royal  
Salisbury  
Wiltshire  
SP5 5QD

**This policy applies to the whole school, including the  
Early Years Foundation Stage (EYFS) and boarding**

## **PART 1 - HEALTH AND SAFETY POLICY FOR SANDROYD, THE PRE-PREP AND EYFS**

### **STATEMENT BY THE CHAIR OF GOVERNORS**

This statement has regard to both the Health and Safety at Work Act 1974 and the non-statutory advice from the Department for Education, 'Health and Safety Advice: Responsibilities and Duties for Schools (updated 5 April 2022)'.

1. The Governors fully recognise our collective responsibility for providing, so far as is reasonably practical, a safe and healthy school for all of our employees, pupils, parents, contractors, visitors and others who could be affected by our activities. In our role 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. The school's responsibilities for the welfare of pupils, staff and visitors are more particularly set out in the Anti-bullying, Accessibility, E-safety, SEN and Learning Disabilities and Safeguarding policies.

2. We fulfil our responsibility as Governors of Sandroyd by appointing a member of the Governing Body with responsibility for overseeing health and safety.

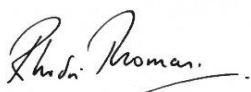
3. Day to day responsibility for the operation of health and safety at the school is vested with the Head. However, as Governors, we have specified that that the school should adopt the following framework for managing health and safety:

- The nominated H&S Governor attends the termly meetings of the school's health and safety committee and receives copies of all the paperwork.
- That, where appropriate, specific concerns discussed at the health and safety committee meetings are brought to the attention of the Governing Body.
- That health and safety should be an agenda item on all Senior Management Team (SMT) and formal staff meetings.
- That a report on health and safety covering: statistics on accidents to pupils, staff and visitors, staff training, fire practices, and all new or revised policies and procedures is presented to the Summer Term meeting of the Governing Body.
- That the external fabric of the school, its plant, equipment and systems of work are surveyed and inspected regularly by qualified professionals.
- That their reports and recommendations (together with other defects) form the basis of the school's routine maintenance programmes.
- That the school's adherence to health and safety in catering and cleaning of the food preparation and eating areas is subject to regular, external inspection by the Environmental Health Officer (EHO). In addition, the Bursar is to arrange external professional deep cleaning of the kitchen area on a regular basis.
- That the Head Groundsman is fully qualified to deal with all pest control issues.
- That the school has a fire risk assessment, carried out by a Competent Person which is updated every 3 years, more frequently if significant changes are made to the interior of buildings, or new buildings are bought or added, and is reviewed at least every year for progress on completion of items in the action plan.
- That, every 3 years, an external health and safety consultant reviews the overall arrangements for health and safety, including fire safety, the general state of the school, and reports on actions required with recommended timescales.
- That the school has a Legionella risk assessment carried out by a competent person on a regular basis and that any action points arising from the risk assessment are followed up.
- That the school has a Legionella policy, which includes a requirement that regular water sampling and testing for Legionella are undertaken.

- That the School has a policy on tree management that includes a regime of regular checks of trees that could cause a danger to safety.
- That the School has an asbestos management policy as well as an asbestos register that ensure that no-one in the School (including children, staff, parents and contractors) is exposed to any danger from asbestos.
- That the school has a comprehensive policy in place for the training and induction of new staff in health and safety related issues, which includes basic manual handling and working at height training. Health and safety training that is related to an individual member of staff's function will be provided in addition to the standard induction training.
- That minibus driver training is provided to any member of the teaching staff who is involved with trips and visits, and to selected members of the non-teaching staff.
- That first aid training is provided to all employed teachers and other selected staff members.
- That fire training is provided for all staff members every two years.
- That the school has policies on Violence to Staff and Anti-Bullying (Staff) to ensure that employees are protected from verbal abuse, intimidation and actual physical violence.
- That the school has a risk assessment policy requiring that risks to staff, children, parents and visitors are identified, recorded and mitigated as far as practically possible.

4. All members of staff are responsible for taking reasonable care of their own safety and that of pupils, visitors, temporary staff, volunteers and contractors. They are responsible for cooperating with the Head, the Bursar and other members of the Senior Management Team in order to enable the Governors to comply with health and safety duties. Finally, all members of staff are responsible for reporting any accidents, near-misses, risks or defects to the Bursar as soon as reasonably practicable.

5. All employees have ready access to this policy statement and 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.



Signed: .....  
R G L THOMAS  
Chair of Governors

Dated: 21st March 2025

## **PART 2 – ORGANISATION OF HEALTH AND SAFETY**

### **1. BOARD OF GOVERNORS (“THE BOARD”)**

The Board has overall collective responsibility for health and safety within the School. It has a responsibility to ensure that health and safety issues are considered and addressed and that the Policy is implemented throughout the School. They will also make adequate resources available so far as is reasonably practicable, to enable legal obligations in respect of health and safety to be met. This will include ensuring the provision of sufficient training opportunities to staff to ensure they are able to work in a safe manner. Where appropriate, advice from a Competent Person will be sought to advise the School and tasks will be delegated to suitable employees in order to assist the Board in carrying out its duties. The Board will hold the Head to account in respect of the requirements set out in this policy.

### **2. HEAD**

The Head will have day to day responsibility for controlling health and safety within the school. This will include ensuring there is sufficient resource deployed to meet health and safety requirements. The Head will have overall responsibility for ensuring that health and safety training is deployed as required. They will ensure that accidents are suitably and appropriately investigated and recorded. They will assist the Board in directing the overall management and development of the Policy, defining the aims of the Policy and communicating the responsibilities associated with the management of health and safety within the School. The Head will also report to the Board on health and safety performance including a health and safety audit and will assist the Board in implementing changes in the Policy which the Board have approved. The Head will be responsible for the implementation of an Emergency Plan.

### **3. STAFF**

The cooperation of all staff is essential to the success of the Policy and the School requests that staff should notify their Head of Department or the Bursar of any hazards to health and safety which they notice and of any suggestion they wish to make regarding health and safety.

Staff are required to:-

- follow the Policy;
- take reasonable care for the health and safety of themselves and others who may be affected;
- follow requirements imposed on the school or any other person under health and safety law and co-operate fully so as to enable the duties upon them to be performed;
- carry out all reasonable instructions given by managers / senior staff;
- make proper use of anything provided in the interests of their health and safety such as protective equipment. Reckless or intentional interference with such equipment will potentially be regarded as a dismissible offence;
- comply with any reasonable request made by any of the persons named above in relation to the fulfilment of their duties.

The Head has delegated some of their duties to other members of staff, but ultimate responsibility for health and safety, for which they are answerable to the Chair of Governors, rests with the Head. The areas where those duties have been delegated are set out below.

Every Head of Department is responsible for ensuring the health and safety of staff, pupils and others, including the particular needs of visitors who may be unfamiliar with the school, those who are disabled and those who have special educational needs.

### **Safety and Security**

- Building safety and security (including alarms, CCTV, locking external doors and windows) – the Bursar.
- Preventing unsupervised access by pupils to areas that represent a special risk, such as the swimming pool, the science laboratories, the design technology rooms etc – the Bursar, working in cooperation with the Senior Deputy Head, Heads of Girls' and Boys' Games and Heads of Science and DT.
- Ensuring that all visitors and contractors sign in and wear visitors' badges – the School Secretary.

### **Vehicles**

- Car parking and movement of vehicles on site – the Bursar.
- Ensuring the school minibuses and other vehicles are properly maintained and roadworthy – the Bursar.

### **Accidents and Incidents<sup>i</sup>**

- Maintaining an accident book and reporting notifiable occurrences to the HSE, and, where necessary, to the Charity Commission – the Bursar, who is also responsible for keeping statistics of accidents and near misses and for preparing summary reports for the Health and Safety Committee, working in cooperation with the Head of the Health Centre. The Bursar is further responsible for nominating a team (where appropriate) to investigate each accident and near miss.
- Escorting pupils to hospital (and informing their parents) – the Head of the Health Centre.
- Checking that all first aid boxes and eye washes are kept replenished - the Head of the Health Centre.

### **Fire Prevention**

- Keeping fire routes and exits clear - the Bursar, who in turn has delegated day to day management to the Head of Maintenance.
- Electrical Safety Testing – the Bursar.
- Regular portable appliance testing – the Head of Maintenance.
- Testing all fire alarms weekly (and recording all tests). Arranging an annual service of alarms, smoke detectors, emergency lights and fire extinguishers - the Head of Maintenance.
- Ensuring lightning protection is in place for all buildings – the Head of Maintenance.
- Annual testing of all gas appliances (boilers, kitchen equipment etc) by Gas Safe Registered Engineers – the Head of Maintenance.
- Ensuring good standards of housekeeping, and that flammable rubbish and combustible materials are stored away from buildings – the Housekeeper and the Head of Maintenance.
- Termly fire practices. These will comprise at least one day-time and one night-time practice per term. Fire practices will be combined with a programme of inducting new staff and pupils with emergency escape procedures to ensure that the school can be safely evacuated in the event of a fire – the Senior Deputy Head.
- Switching off all kitchen equipment at the end of service each day – the Head Chef.

- Checking that all Science and DT equipment is switched off at the end of the school day – the Heads of Science and DT.
- Setting all computers to switch off automatically every evening and during holidays and weekends – the IT Manager.
- Securing flammable materials used in teaching or maintenance locked in purpose-made, flame-proof containers – The Heads of Science and DT, the heads of Art, Head of Maintenance, Head Chef and Head Groundsman.

### **Water, Drainage etc**

The Bursar, together with the Head of Maintenance, are responsible for:

- Maintaining water quality.
- Ensuring that drains and gutters are kept unblocked and clear.

### **Risk Assessments**

- Ensuring that up to date risk assessments are maintained for:
  - Fire – the Bursar.
  - Legionella - the Bursar.
  - All functions involving parents and visitors – the Bursar
  - Catering functions (including Hazard Analysis Critical Control Points (HACCP) system of food hazard awareness and Control of Substances Hazardous to Health (COSHH) procedures) –the Head Chef.
  - Cleaning (including COSHH) – the Housekeeper
  - Grounds maintenance (including use of pesticides and COSHH) - the Head Groundsman.
  - Maintenance functions, (including working at heights, electricity, manual handling, and building work, use of power tools, COSHH and flammable materials) - the Head of Maintenance.
  - Asbestos Register- the Bursar.
  - Viral pandemics – the Bursar
- Ensuring that up to date risk assessments are maintained for teaching in the following areas:
  - EYFS and Pre-Prep – Head of Pre-Prep
  - Activities and use of the grounds by children – Deputy Head, Co-curricula
  - Boarding – Head of Boarding
  - Science (including harmful substances and flammable materials) – Head of Science
  - All games, sports, gymnastics and swimming – Head of PE, Head of Girls' Games and Head of Boys' Games
  - Riding– Head of Riding
  - Drama, Music and Dance – Head of Performing Arts
  - Outdoor Learning – Head of Outdoor Learning
  - Art (including harmful substances and flammable materials) – Head of Art
  - DT (including harmful substances and flammable materials) – Head of DT
  - All visits and trips – External Visits Coordinator (EVC)

### **Training**

Responsibility for organising training (and maintaining records of training) is as follows:

- Minibus training – the Bursar.

- Fire training – the Bursar.
- Science-related health and safety training – the Head of Science.
- Design and Technology related training – the Head of DT.
- Health and safety training for the catering and cleaning staff – the Bursar.
- Health and safety training for the grounds and maintenance staff – the Bursar.
- Health and safety training for other members of staff (e.g. manual handling and ladder training – the Bursar
- Briefing new pupils on emergency fire procedures – Senior Deputy Head and Head of Boarding (for boarders).
- Briefing new staff on emergency fire procedures - the Bursar.
- Inducting new staff in health and safety – the Bursar.
- First aid training – the Head of the Health Centre /Bursar.
- Heads of Department will also be responsible for identifying, organising (and maintaining records) of training that is relevant to their area of control.

### **External Advisors for Health and Safety**

At Sandroyd, we use external consultants to advise as required on matters of health and safety within the School.

- Structural Surveyors are retained to give advice on the external fabric of the school.
- Engineers monitor and service the school's plant, equipment, including boilers, lifts and hoists annually.
- The school's adherence to health and safety in catering and cleaning is subject to external inspection by the Environmental Health Officer (EHO). In addition, professional deep cleaning of all equipment, high level cleaning of all cooking, food preparation and storage surfaces, areas etc takes place three times a year.
- The school has a professional fire risk assessment which is updated every 3 years, more frequently if significant changes are made to the interior of buildings, or new buildings are bought or added, and is reviewed annually.
- In addition to the weekly fire alarm tests carried out by the maintenance team, the alarm system, together with all smoke detectors is checked by our fire support company three times a year. Emergency lighting checks are undertaken by the same company twice a year and our fire extinguishers are serviced and tested annually by a qualified contractor.
- An external health and safety consultant carries out an audit of our health and safety management system every 3 years.
- The school has a suitable and sufficient risk assessment for legionella and ensures that water sampling and testing, as well as professional testing for Legionella are undertaken in accordance with current legal requirements. Additionally, the school ensures that the CLO2 dosing equipment (as a further precaution against Legionella) is maintained and serviced appropriately.
- The school maintains an asbestos register and the Bursar is responsible for ensuring that it is kept up to date and for any sampling or removal before major works takes place. They are also responsible for the maintenance of an asbestos management plan. The Bursar is also responsible for making sure that contractors are fully briefed on areas of asbestos before starting work.
- The School has current electrical test certificates for all its buildings. It uses NICEIC qualified Electrical Engineers to inspect and maintain its electrical installations on a rolling 5-year basis. Inspection reports are acted on to ensure compliance with regulations.
- All work on gas boilers and appliances is carried out by registered Gas Safe Engineers.
- All chimneys that are in use are swept annually.

- All domestic boilers are serviced annually and all domestic properties have current Landlord's Gas Safety Certificates.
- All gas appliances in the kitchen are checked annually by a qualified engineer.
- All lightning protection and earthing conform to BS 6651-1999 or to BS EN 62305. It is tested annually by a specialist contractor.
- A qualified Planning Supervisor is used in order to ensure compliance with the Construction (Design and Management) (CDM) Regulations 1994 whenever major work is undertaken.

### **School Safety Co-ordinator**

The Bursar is the School's Safety Co-ordinator, and is responsible for advising the Head on any measures that may be needed in order to carry out maintenance work without risks to health and safety. The Bursar also co-ordinates the advice given by specialist safety advisors, and produces action plans as required. The Bursar has overall responsibility for monitoring health and safety within the school and for reporting any breaches to the Head. The Bursar is responsible for ensuring compliance with CDM Regulations, and for safe conditions of work for all at the school.

### **School Health and Safety Committee**

A Health and Safety Committee meets once a term and will be chaired by the Bursar. The nominated H&S Governor attends these meetings. The other members of the Committee are:

- The Senior Deputy Head
- The Head of the Pre-Prep
- Head of Boarding
- EVC (External Visits' Coordinator)
- Head of DT
- Head of Science
- Head of Art
- Head of Outdoor Learning
- Head Groundsman
- Head of Maintenance
- Housekeeper
- The Head of the Health Centre
- Nominated Matron
- Head Chef
- Head of Performing Arts
- Head of Riding
- Head of Girls' Games
- Head of Boys' Games

The role of the Committee is to:

- Discuss matters concerning health and safety, including any changes in regulations.
- Monitor the effectiveness of health and safety within the School.
- Review accidents and near misses. Discuss preventative measures.
- Review and update risk assessments.
- Discuss training requirements.
- Monitor the implementation of professional advice.
- Review the Safety Policy guidance and update it.
- 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.



### PART 3: SPECIFIC ARRANGEMENTS FOR HEALTH AND SAFETY

The following areas/activities present identified and significant risks at Sandroyd:

- **Children and Young People at Work.** Where young people/children are involved in work experience/are employed we ensure that we comply with applicable employment and working hours legislation including restrictions on night working, additional rest breaks and the length of working days. We also undertake a specific risk assessment of the tasks which the young person/child is to be undertaking which takes into account their immaturity, inexperience and lack of risk awareness. The individual is provided with additional instruction and supervision as determined by the risk assessment.
- **New and Expectant Mothers.** Our risk assessments have identified that some activities involve risks to new or expectant mothers at work (e.g. heavy lifting). In the event that a member of staff notifies us that she is pregnant, and on return to work following birth, we undertake a specific risk assessment of her work taking into account HSE guidance and any particular information which the employee has provided.
- **Pressure Systems.** We have a number of pressure systems in the school. Records are retained of all inspections, testing, examinations and maintenance which takes place and of any other correspondence or report relating to the systems.
- **Safe Hot Water and Hot Surfaces.** We ensure that temperatures at hot water outlets are thermostatically controlled to prevent scalding. We also ensure that taps delivering water at unregulated temperatures are clearly marked, 'warning, very hot water'. Heating appliances are designed in such a way as to prevent accidental burns. Most members of staff are also trained in emergency first aid for burns and scalds.
- **Safety Signs and Notices.** Statutory health and safety notices are displayed including no smoking signs, the Health and Safety Law poster and the current Employer's Liability Compulsory Insurance certificate. Signage is also displayed to indicate fire escape routes, fire actions, fire extinguisher locations and first aid details. Audible signals, such as the fire alarm, are tested periodically to ensure that they are clearly audible in relevant areas and that staff are familiar with the sound.
- **Smoking.** Smoking is not permitted within our buildings and vehicles. Signs are displayed at entrances and in vehicles in accordance with statutory requirements. Smoking is not permitted in any private vehicle when used on school business if it is being used to carry pupils.
- **Visitors and Contractors.** Visitors are asked to sign in and out of the school and will be under the supervision of one of our members of staff during their visit. All visitors are required to sign to say that they have received a safeguarding brief and they are given a coloured lanyard to wear during their visit. Contractors undertaking work within the premises are subject to our contractor control arrangements.
- **Welfare Facilities.** We have evaluated the welfare facilities required for our school to comply with the Workplace (Health, Safety and Welfare) Regulations 1992 and have confirmed that the existing facilities meet or exceed the minimum requirements. Well-equipped sanitary and washing facilities are provided in sufficient numbers for the staff using them.
- **Display Screen Equipment.** Suitable furniture is provided for our office staff, including adjustable chairs at computer workstations. Sufficient space is provided for the needs of each user including the provision of storage space away from the desk where necessary. Desks are sited so far as is possible so that glare, reflections and extremes of light and shade do not cause discomfort. Window blinds or curtains are also provided to assist in the control of these hazards. Users are able to take regular breaks away from screen work.  
Workstation assessments conducted by users themselves following an on-line

training session, identify any improvements required to individual workstations and these are implemented by the Bursar.

- **Eye and eyesight examinations.** Eye and eyesight examinations are provided on request and, where needed solely for the use of the equipment, the cost of a basic pair of spectacles is also reimbursed.
- **Personal Protective Equipment (PPE).** We recognise that the use of PPE as a risk control measure is a last resort as it protects only the user and is at risk of not being worn correctly. Our staff are supplied, free of charge, with any PPE identified as a required risk control measure within risk assessments. We ensure that it is suitable, i.e. it reduces the identified risk as intended, it is CE marked, is a good fit, is suitable for the individual using it and is compatible with other PPE. Additionally, we ensure that all PPE complies with The Personal Protective Equipment at Work Regulations 1992. Staff who are required to use or wear PPE are provided with training on the circumstances in which it is used, the hazards against which it will give protection, the importance of correct use, how to wear it to obtain the right protection and any limitations of the equipment.
- **Hand Arm and Whole Body Vibration.** We are aware of the risks to our staff of hand arm and whole body vibration and we have policies, processes and procedures in place to reduce the risk within acceptable limits.
- **Noise.** Our premises include a number of machines (such as drills, chainsaws, leaf blowers and hedge trimmers) with high noise levels. Measures are in place to ensure that members of staff are not exposed to noise levels that might damage their hearing.
- **Work Equipment and Machinery.** The Head of Grounds and the Head of Maintenance are responsible for ensuring that all equipment and machinery is maintained and serviced appropriately and operated in a safe manner.
- **Lifting Equipment and Lifting Operations.** A number of activities involve the use of lifting equipment. The health and safety arrangements for our lifting equipment and lifting operations (including our passenger lift) are covered by appropriate policies and training. Equipment is subject to a maintenance regime in accordance with good practice and considering manufacturers' instructions. Equipment is also subject to periodic thorough examination and testing to a schedule meeting the requirements of the Lifting Operations and Lifting Equipment Regulations (LOLER) and an inspection report is issued.
- **Adverse Weather Conditions.** We have policies in place covering the measures to be taken in adverse weather conditions, such as snow/ice and high winds. For example, the wooded areas close to the school are placed out of bounds if the forecast wind speed is above 40 mph. We have snow and ice clearance processes in place and keep appropriate stocks of road grit.
- **EYFS.** The Head of Pre-Prep keeps risk assessments for all activities involving EYFS children and is further responsible for providing input for any School risk assessment which might involve EYFS children.
- **PE/Games.** The Head of Games keeps risk assessments for all games and sports, as well as swimming, gymnastics and dance. Records of training and qualifications in life-guarding and other subject specific training are kept.
- **Riding.** The Head of Riding keeps risk assessments for riding and associated activities, such as the tetrathlon.
- **Road Traffic, Vehicle Movements and Car Parking.** The Bursar is responsible for health and safety in the outside areas of school, including the roads and car parks. Risk assessments are regularly reviewed for associated risks and the Health and Safety Committee regularly reviews ways in which safety can be further improved.
- **Science.** The Head of Science keeps risk assessments for all experiments, and the use and storage of equipment. CoSHH assessments and CLEAPSS HazCards are kept on the use and safe storage of all chemicals. The Science Department keeps records of all subject-specific training by teachers and technicians.

- **Design and Technology.** The Head of DT keeps risk assessments for harmful substances and for all activities, the use of all equipment and machinery and the safe storage of flammables. Records of staff training are kept.
- **Art.** The Head of Art keeps risk and CoSHH assessments for the kiln, the use and safe storage of oil-based paint and other flammables. Records of staff training are kept.
- **Outdoor Learning.** The Head of Outdoor Learning keeps individual risk assessments for Outdoor Learning activities, including animal hygiene and the use of tools where applicable. The Head of Outdoor Learning is responsible for ensuring they have received appropriate training, have sufficient tools and resources to deliver the curriculum safely.
- **Performing Arts.** Risk assessments are maintained for dance and for the theatre control room, as well as the safe construction, movement, building and dismounting of scenery, props and staging.
- **The Kitchen.** The Head Chef 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.
- **Maintenance and Grounds Departments.** Pupils are not allowed entry to the Maintenance and Grounds Departments. Both departments hold risk assessments for all their activities, as well as for the safe use and storage of equipment and flammables, CoSHH assessments of chemicals and other products. Records of staff training are kept.
- **External Visits.** All visits away from school represent additional risks. Any member of staff who takes a group away from school is required to undertake a risk assessment and submit this and the associated documentation to the EVC for checking prior to sign-off by the Head.
- **Lettings.** Whilst the lessee (the group leasing the School) is responsible for all aspects of H&S, the School retains an element of vicarious liability. Thus, the School is responsible for ensuring that all activities are carried out in a safe manner. The Bursar is to ensure that health and safety responsibilities are clearly laid out in the lease contract, which groups are required to sign in advance of their camp/event/stay. The Bursar is also to ensure that specific H&S documents (as laid down in the lease contract) are provided to the lessee in advance of the group's arrival.

Whole school policies and risk assessments cover the following areas:

- Accessibility Policy
- Accident Reporting (RIDDOR)
- Anti-Bullying Policy
- Asbestos
- Food Hygiene Policy
- Code of Conduct for Staff
- Control of access, security and use of CCTV
- Control of Substances Harmful to Health (COSHH)
- Crisis Management and Communications
- Design and Technology
- Display Screen Equipment
- External Visits, (the EVC maintains a dossier of risk assessments and visit reports)
- Electrical Safety
- E-Safety
- First Aid
- Fire safety, procedures and risk assessment
- Gas Safety

- Health and Safety Notices
- Induction of new staff
- Legionella
- Letting and hiring
- Lightning Protection
- Manual handling
- Medical Questionnaire
- Occupational Health
- Pesticides (use of)
- Portable Appliance Testing (PAT)
- Pupil Supervision
- Riding
- Risk Assessments (guidance on)
- School functions (such as the Christmas Fair and Summer Fete)
- Security, including workplace safety and lone working
- Slips and trips
- Special Education Needs (SEN) and Learning Difficulties
- Sun Protection (EYFS pupils)
- Swimming pool
- Temporary staff and Contractors
- Transport
- Work Experience and employment of young persons
- Working at heights
- Vehicles and on-site movements

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- **accident:** an event that results in injury or ill health
  - **incident:**
    - **near miss:** an event not causing harm, but has the potential to cause injury or ill health (in this guidance, the term near miss will include dangerous occurrences)
    - **undesired circumstance:** a set of conditions or circumstances that have the potential to cause injury or ill health, eg domestic assistants untrained in food hygiene