POLICY TITLE	**Health and Safety Policy**

Policy Area	Health and Safety
Author	Health and Safety Officer
Relevant Statutory Regulations	• Health and Safety at Work etc. Act 1974 • The workplace (Health, Safety and Welfare) Regulations 1992 • Management of Health and Safety at Work Regulations 1999 • The control of substances Hazardous to Health Regulations 2002 • The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) • The Construction (Design and Management) Regulations 2015 • The Education (Independent School Standards) Regulations, April 2026 • The Personal Protective Equipment at Work Regulations 1992 • The Education (School Premises) Regulations 1999 • The Ionising Radiation Regulations 2017 • The Food Information Regulations 2014 • Health and Safety Responsibilities and duties for schools DfE 2021 • Safe Storage and Disposal of Hazardous Materials and Chemicals DfE 2017 • Sensible health and safety management in schools HSE 2024 • The Control of Asbestos Regulations 2012 (SI 2012/632) • Regulatory reform(Fire Safety) Order 2005 • Electricity at Work regulations 1989 • Provision and use of Work Equipment Regulations 1998(PUWER) • Manual Handling Operations Regulations 1992 • Working At Height Regulations 2005
Senior Team Lead	Director of Finance and Operations (DFO)
Version	2026.3
Last Updated	July 2026
Review Date	**August 2027**

Health and Safety Policy

1 Aims

1.1 We are, through all levels of management, committed to ensure, so far as is reasonably practicable, that:

(a) All employees are safeguarded fully in respect of health, safety and welfare whilst at work.

(b) Pupils and members of the public including parents, visitors and contractors' employees who enter our premises, are not exposed to any health and safety risks by virtue of the conduct of our undertaking.

(c) No work is carried out (by the school or contractors) that is liable to expose employees, pupils or members of the public to hazards to health, unless suitable and sufficient assessments of the risk are made and necessary measures to prevent or control the risk have been introduced.

(d) All contractors are able to demonstrate that they have suitable arrangements for securing satisfactory health and safety arrangements, including, where necessary, a written statement of policy.

2 Introduction

2.1 This is the health and safety policy of Roedean School, a Royal Charter Company (number RC000434) referred to within this policy as the School.

2.2 We aim to apply high standards in the management and control of all our operations, to include matters of health and safety, in order to ensure that health and safety is an integral part of the School's culture and staff, pupils and those who visit the School or may otherwise be affected by the School's operation are safe.

3 School objectives

3.1 Our statement of general policy is:

(a) to provide a culture of safety, equality and protection;
(b) to provide adequate control of the health and safety risks arising from our work activities;
(c) Consult with employees in accordance with the Health and Safety (Consultation with Employees) Regulations 1996 and engage students where appropriate on matters affecting their safety.
(d) to provide and maintain a safe place of work and safe plant and equipment;
(e) to ensure safe handling and use of substances;
(f) to ensure we have access to one or more competent persons (persons with sufficient knowledge, training and experience) to assist us in complying with our health and safety obligations;
(g) to provide information, instruction and supervision to employees;
(h) to ensure all employees are competent to do their tasks, and to give them adequate training;
(i) to prevent accidents and cases of work-related ill health, and make improvements as necessary where accidents do occur
(j) to maintain safe and healthy working conditions;
(k) to review and revise this policy as necessary at regular intervals;
(l) to ensure that adequate resources are available for the management of health and safety issues.
(m) in accordance with our obligations under the Health and Safety at Work etc. Act 1974, we have a duty to ensure the health, safety and welfare of employees and the health and safety of others affected by the School's operations. Although pupil welfare and well-being is not strictly within the remit of this policy, we recognise that it is inextricably linked with health and safety at the School.
(n) to prevent accidents and any work-related illnesses
(o) to minimise risk via assessments and procedures.
(p) to include all staff and representatives in Health and Safety decisions.

(q) to monitor and review our policies to ensure effectiveness.
(r) to set high targets and objectives to develop school's culture of continuous improvement.
(s) to ensure adequate welfare facilities are available throughout our school.
(t) to ensure adequate resources are available to address health and safety issues.

3.2 We will safeguard and promote health, safety and welfare by:

(a) taking a proportionate and holistic approach to risk management;
(b) ensuring that the Board of Trustees and the Senior Management Team are aware of and understand the school's health and safety and welfare policies and procedures and apply them sensibly and practically to the real risks in the School;
(c) ensuring that key staff have clearly established roles and responsibilities;
(d) documenting the significant hazards identified, adequately implementing risk controls with precautions clearly documented where needed;
(e) Promote a positive reporting culture for hazards, unsafe acts and near misses.

3.3 Consulting with staff and safety representatives and pupils, where appropriate, to find practical solutions to health and safety issues;

3.4 Ensuring that practice and compliance is regularly monitored, feedback given and lessons learned.

4 Responsibility statement and delegation of tasks

4.1 The School, through the Board of Trustees, is committed to protecting the health, safety and welfare of all persons affected by its undertaking and has the ultimate responsibility for the implementation of this policy and through the Chair will ensure that the requirements of all health and safety legislation are implemented.

4.2 The School delegates responsibility for health and safety matters to the Head who in turn may allocate tasks to relevant staff members.

4.3 The Head is responsible for the day-to-day implementation of this policy within the School.

4.4 Matters that cannot be resolved at this level must be referred to the Estates Committee, including Council Members. Significant Health and Safety risks will also be reported to the board of Trustees through the Estates Committee,

5 Duties of employees

5.1 This policy is wholly dependent upon the total co-operation of every person who works for the school and indeed all employees have a legal duty to:

(a) Take reasonable precautions in safeguarding the health and safety of themselves and others.

(b) Sign in and out of school using the electronic sign in system to ensure the safety of all in the event of an emergency evacuation.

(c) Cooperate with the school and observe all health and safety rules and procedures as laid down by the school and use all health and safety equipment provided.

(d) Comply with the training and safe systems of work issued by the School in order to maintain safe working practices

(e) Alert management to any potential hazard that they have noticed and Report all accidents, incidents dangerous occurrences, near misses, unsafe conditions which have that have led, or could lead to injury, ill health or damage.

(f) Ensure that no person uses plant or machinery unless they have been fully trained in its use, follow a suitable Safe System of Work for the task and wear the appropriate PPE.

5.2 No person under the age of 18 years (Management of Health And Safety Regulations Young Persons)should be allowed to operate dangerous plant or machinery.

6 Staff consultation via Health and Safety Committee

6.1 There will be internal Health and Safety meetings at least once a term involving representatives from each area of school and any points raised will be duly minuted and actioned accordingly. Minutes shall be retained together with action logs.

7 Risk Assessment

7.1 Undertaking risk assessments is the responsibility of the risk owner for the activity, event or area. Each member of the Senior Team has responsibility for relevant areas of the school activities and risk owners completing risk assessments will gain sign off from the relevant senior team member once their risk assessment has been developed. The risk assessment will ensure that all significant hazards within their area of responsibility are identified, properly assessed and that the risks are eliminated or controlled so far as is reasonably practicable. Appropriate information, instruction, training and supervision will be provided to staff, students and others who may be affected. Risk assessments must be reviewed at suitable intervals or when any significant change (including following an Incident, accident, significant near miss, change in legislation, organisational change or change in work activity.) takes place. Dynamic Risk Assessments should also be undertaken where circumstances change during activities.

7.2 This policy is applicable to the risk assessment of the health and safety risks associated with the day-to-day tasks and activities or the working environment of the School and activities the school undertakes off-site.

7.3 This risk assessment system should be used where possible as a standard method unless it is considered inappropriate. If an equivalent system has been previously used it is not necessary to rewrite assessments, but consideration should be given to change to the standard system at a future date.

7.4 There are specific risk assessment procedures for certain activities such as manual handling, display screen equipment, COSHH, noise, lone working, Pregnant Workers Assessment, Personal Emergency Evacuation Plans (PEEPs), Individual Health Care Plans. Where a separate procedure exists, that procedure should be used.

8 Responsibility

8.1 The School has a dedicated Health and Safety Responsibilities document which should be read in conjunction with this policy.

8.2 The Head is responsible (through the Estates Committee) for ensuring that suitable and sufficient risk assessments are conducted at all levels within the School and that Risk Registers are maintained. Heads of Departments are responsible for ensuring that task risk assessments are conducted within areas under their control and that the content of risk assessments are communicated to staff and students as appropriate.

8.3 Heads of Non-Teaching Departments must ensure their departmental compliance is in line with relevant health and safety legislation and communicated through training and instruction to their individual team members.

8.4 Employee/Student Responsibility

Employees and students are required to participate in the risk assessment process when requested, to make themselves familiar with the contents of risk assessments and for co-operating with the measures contained within the assessments for controlling and managing the risks to health and safety.

9 Communication, Co-operation and Co-ordination

9.1 Risk assessments must be clearly communicated as appropriate to employees, students and applicable staff. This is undertaken through management, who must ensure that assessments are brought to the attention of staff and students on a periodic basis (ordinarily annually) or following any accident, incident, significant near miss, new equipment purchase, significant changes or review of procedures.

10 Procedure for Risk Assessment

10.1 The main elements of a Risk Assessment are:

(a) Identification of the operation or activity

(b) Identification of the hazards

(c) Assessment of the risk by the risk owner

(d) Identification of the persons at risk

(e) Determination of the necessary control or preventative measures following the hierarchy of control

(f) Assessment of the residual risk

(g) Action Plan with responsible person and completion date.

(h) Recording the significant findings of the assessment

(i) Communication of the assessment and sign off by Senior Team Lead, H&S Officer and DFO

(j) Staff training, appropriate to the task and or need

(k) Provision of Personal Protective Equipment (PPE) where deemed necessary by the risk assessment

(l) Reviewing the assessment – annually if not before

11 Identification of the Activity, Task or Location

11.1 The scope of the assessment must be clearly defined. Activities, Tasks or Locations should be broken down into clear operations. It is common for some areas to require several risk assessments.

11.2 Identification of the hazards:

A hazard is something with the potential to cause harm (physical injury or ill health). Hazards arise from activities, tasks, are present due to the location, from the use of equipment or the use or production of hazardous substances.

12 Assessment of the Risk

12.1 Risk is comprised of two elements, the likelihood of harm occurring and the severity of that harm. In risk assessment, the likelihood of harm is the estimated frequency of the harm occurring and severity is the estimated seriousness of the potential to cause harm. A subjective estimate of both must be made. Opinions will vary therefore it is good practice for assessments to be undertaken by a group so that a consensus of opinion and an average of the estimates obtained.

12.2 Hazard severity should be rated on a scale of 1 to 5.

1 – Low (Trivial effect or very minor injury)

2 – Slight (Likely to require first aid or minor medical attention, short term effect)

3 – Moderate (Significant injury or condition, may result in lost time)

4 – High (Serious injury or condition, may have long term effects)

5 – Very High (Life changing injury or death)

12.3 Likelihood of harm occurring should be rated on a scale of 1 to 5

1 – Almost Impossible (Extremely Rare occurrence)

2 – Unlikely (Unlikely to occur but not impossible))

3 – Possible (There is a probable chance that it will occur)

4 – Likely (More likely to occur than not to occur)

5 – Almost Certain (the probability of occurrence is very high)

12.4 The factors for severity and likelihood are multiplied together to give the risk rating.

12.5 This value will help evaluate the risk as to whether the risk is controlled to the required level.

12.6 A general rating of the level of risk can be made depending on the score achieved:

12.7 The risk rating enables decisions to be taken on the amount of effort to be expended on the control of a risk, but any hazard that is certain or very likely to cause injury must be attended to and the risk reduced even if the severity is low.

12.8 All risks must be controlled so far as is reasonably practicable. The term reasonably practicable is interpreted as the balance between the risk, and the cost and difficulty or inconvenience involved in controlling it.

13 Identification of the Persons at Risk

13.1 When undertaking a risk assessment, all persons who are at risk of being harmed should be identified. This may not only include those carrying out the task but other persons in the vicinity including other staff, students, visitors, contractors, members of the public and trespassers. The number of persons at risk should be taken into consideration.

13.2 The risk assessment should also take into account, where necessary, other risk factors such as age, gender, health, young persons, and children, those with impairments or disabilities and new or expectant mothers.

14 Determination of the Necessary Control and Preventative Measures using the Hierarchy of Control measures (Management of Health and Safety at Work Regulations)

14.1 Management must ensure that the most appropriate and effective method or methods of risk control are utilised in eliminating or managing risks. Where appropriate and as far as is reasonably practicable, the hierarchy of risk control measures listed below should each be considered and applied in the order given. In many cases a suitable combination of control methods may be necessary.

(a) Eliminate the hazard

(b) Substitute the hazard

(c) Engineering Controls

(d) Administrative Controls

(e) PPE (Personal Protective Equipment)

14.2 Assessment of the Residual Risk

(a) The risk to health and safety of a task should be assessed with all the necessary control measures in place to establish the net or residual risk. The risk should be reduced to Low or to As Low As is Reasonably Practicable (often referred to as ALARP). If the risk is not Low or As Low As is Reasonably Practicable, consideration should be given to additional control measures to reduce the risk further.

(b) Once the risk has been reduced to As Low as Reasonably Practicable, any remaining risk should be highlighted in the assessment so that it can be communicated to those affected or responsible for implementing any of the control measures.

14.3 Recording the Assessment

The risk assessment must be recorded in SharePoint in the shared area for Health and Safety – this is controlled through the DFO following full sign off of the Risk Assessment through the relevant Senior Team member and the H&S Officer. A general form is available for this purpose in the Health and Safety section of the SharePoint. All significant details and findings must be included

though reference may be made to other documents such as procedures rather than reproducing them in full.

14.4 Communication of the Assessment

(a) The information contained within the assessment must be communicated with those staff and students who may be affected by the work. For assurance purposes it is good practice to keep a record of when and how the assessments have been communicated.

(b) Information about the risks may also need to be communicated to other people e.g. to members of the public through signage and other staff such as safety representatives or auditors who will require access to the information from time to time.

14.5 Reviewing the Assessment

(a) Risk assessment should be seen as a continual process. Risk assessments must be reviewed and kept up to date to take account of changes in processes and work methods, new staff or changes to other activities or hazards.

(b) In addition, a general periodic review of all assessments must be undertaken. There is no set period for general review though 6 to 12 months is often advised. A general review date should be recorded as part of the assessment.

15 Training

15.1 Anyone undertaking a risk assessment must have received appropriate training and have sufficient knowledge and understanding of the assessment process. Input is often required from others during the risk assessment process. Whilst it is not necessary for everyone to be trained, anyone involved should receive a briefing or an overview of the process from a competent person.

16 Specific Health and Safety Training

16.1 Appropriate training (FAAW, fire, manual handling, etc.) to be conducted by staff commensurate with their duties, as identified by the school. This training to only be conducted by competent persons.

16.2 The School has a full list of those staff trained in the school and produced a full training needs analysis.

16.3 The School maintains a mandatory refresher training matrix identifying refresher frequencies for all statutory and mandatory training.

17 Record Keeping

17.1 Records of risk assessments should be kept for at least seven years. Some assessments in connection with medical records and health surveillance may have to be kept for 40 years

17.2 All accidents, dangerous occurrences, occupational ill health, near misses and violent incidents shall be reported through the “ANCHOR” online reporting system before the end of the working day (or within 24 hours where exceptional circumstances exist). The Health and Safety Officer will review and co-ordinate the investigations into these and will inform the DFO if the accident is reportable to the HSE or under the RIDDOR guidelines.

17.3 The length of time of an investigation will vary depending on the seriousness of the situation. The School will compile the results of the investigation on an Incident Investigation form.

17.4 The Health and Safety Officer will produce a monthly report and updates to the DFO and the Head. An annual Report on Health And Safety is given to the Trustees.

18 Monitoring/Audit

18.1 The School (through the Health and Safety Officer) should monitor the compliance of this policy and take appropriate action where necessary. Records of risk assessment, instruction and training, maintenance events etc. should be made available for audit by internal/ external auditors.

19 Fire Safety

19.1 All staff fully understand and effectively implement the Fire Evacuation Plan.

19.2 The Head is responsible for certifying that the procedures for ensuring that safety precautions are properly managed will be discussed, formulated and effectively disseminated to all staff.

19.3 The school has both a Fire Evacuation Policy and Fire Prevention Policy and these should be reviewed and read alongside this policy

19.4 The School undertakes a Fire Risk Assessment each year, by an external consultant.

19.5 Fire Alarms are tested once a week.

19.6 Fire evacuation drills (daytime and nighttime) will be carried out at suitable intervals and recorded in accordance with the Fire Safety Policy.

19.7 Colleagues and Students who have mobility issues either Temporary or a disability are put on a Personal Emergency Evacuation Plan (PEEP) this is reviewed regularly with the Health Centre

20 Visitors and Contactors

20.1 The procedures outlined in the Security Policy and Procedures and the Control of Contractors Policy will be implemented by relevant staff when receiving visitors to the school.

20.2 Anyone hiring the premises will be made aware of their health and safety obligations when making the booking.

20.3 Contractors will be responsible for the health and safety of their employees and for ensuring safe working practices. They will not constitute a hazard to staff, pupil or visitors to the school.

21 Construction and Maintenance

21.1 When undertaking construction or maintenance work, the school will do so in accordance with the Construction Design and Management (CDM) Regulations 2015. Construction work means the carrying out of any building, civil engineering or engineering construction work, including:

21.2 The construction, alteration, conversion, fitting out, commission, renovation, repair, upkeep, redecoration, or other maintenance, decommissioning, demolition or dismantling of a structure

21.3 The preparation for an intended structure, including site clearance, exploration, investigation (but not site survey) end excavation (but not pre-construction archaeological investigations, and the clearance or preparation for the site or structure for use or occupation at its conclusion.

21.4 The installation, commission, maintenance, repair or removal of mechanical, electrical, gas, compressed air, hydraulic, telecommunications, computer or similar services which are normally fixed within or to a structure.

21.5 The assembly on site of a prefabricated elements to form a structure or the disassembly on site of the prefabricated elements which, immediately before such disassembly formed a structure.

21.6 The removal of a structure, or of any product or waste resulting from demolition or dismantling of a structure, or from disassembly of prefabricated elements which immediately before such disassembly formed such a structure.

21.7 The DFO will ensure that all construction and maintenance projects have a formally appointed principal designer and principal contractor.

22 Personal Protective Equipment (PPE)

22.1 PPE means all equipment worn, or held, by staff or pupils which is designed to protect them from specified hazards. (Personal Protective Equipment at Work Regulations 2022)The school will provide employees and pupils who are exposed to hazards at the school, which cannot be controlled by other means, with PPE where appropriate. All staff and pupils will be provided with protective eyewear in all workshops and laboratories. Visitors will also be supplied with PPE when appropriate.

22.2 Staff and pupils will use the PPE provided and care for it according to the instructions and training given. Supervising staff will ensure PPE fits the wearer properly. When more than one item of PPE must be worn, the item should be compatible and remain effective. PPE will not be worn if wearing it causes a hazard greater than the hazard it is intended to protect the wearer from. Defects in the Support staff PPE will be reported to the Head of Estates and will not be used while awaiting repair or replacement. Defects in pupil and academic staff PPE will be reported to their Head of Department and will not be used while awaiting repair or replacement.

23 Hazardous Materials

23.1 The School will comply with the Control of Substances Hazardous to Health (COSHH) Regulations 2002 and will follow relevant CLEAPSS guidance where applicable.

23.2 The School will only purchase hazardous materials from a reputable source, making sure that the relevant material safety data sheets (MSDS) is provided by the retailer on delivery. The school will only order supplies of hazardous materials when existing stocks are no longer adequate, and in quantities that are no larger than necessary.

23.3 The Head of Department/Manager is responsible for ensuring all products that may be hazardous to health are risk assessed before being used in their department, taking into account the advice on the relevant MSDS.

23.4 For departments that are applicable the School will utilise the use of Hazards as produced by CLEAPPS which is recognised by ISI and HSE as a definitive basis for undertaking practical work safely.

23.5 The DFO, in liaison with the Health and Safety Officer, will ensure that the relevant control measures and appropriate guidelines are put in place to manage the risks identified in risk assessments. Control measures will be checked and reviewed by the Health and Safety Officer on an annual basis to ensure continued effectiveness, even when they are known to be reliable.

23.6 All equipment, materials and chemicals will be held in appropriate containers and areas conforming to health and safety regulations. Hazardous substances will be labelled with the correct hazard sign and contents label. Storage life will be considered by department leaders. All COSHH regulations will be adhered to.

23.7 Low-toxic products, such as corrective fluid and aerosol paints, will be stored securely and only used under supervision in a well-ventilated area. Dust and fumes will be safely controlled by local exhaust ventilation equipment.

23.8 No staff member or pupil should ever be put at risk through exposure to any hazardous substances used in the school. No new hazardous materials will be used in the School without the written approval from the Health and Safety Officer. The Health and Safety Officer will ensure that staff are appropriately trained to use hazardous materials.

24 Asbestos Management

24.1 **Survey History & Compliance**
In accordance with HSE guidance, Roedean School maintains a comprehensive Asbestos Register. This is based on initial and subsequent management surveys conducted by UKAS-accredited organisations, specifically Argus Laboratories(2004) and Amstech(2014).As a result of the asbestos management survey, risks were identified and dealt with on a priority basis.

24.2 **Risk Management**
Based on the findings of these surveys, all identified risks are recorded and managed on a priority basis to ensure the safety of all building occupants.

24.3 **Monitoring and Review**
To ensure the continued integrity of known asbestos-containing materials(ACMs), **Assurity Consulting** is commissioned to conduct annual condition assessments. Furthermore, a new survey will be commissioned prior to any significant building workings or changes in the use of a specific location..

24.4 **Training and Awareness**
Roedean School provides relevant asbestos awareness training to all appropriate staff members to ensure they understand the risks and the procedures for reporting any concerns.

24.5 **Contractors** will be made aware at time of signing in to the school of areas that contain Asbestos, and made aware of the Emergency procedure for accidental disturbance (as detailed in the schools Asbestos Policy)

25 Legionella Management

25.1 Roedean School recognises its legal duty under the **Health and Safety at Work etc. Act 1974**, the **Management of Health and Safety at Work Regulations 1999**, and the **Control of Substances Hazardous to Health (COSHH) Regulations 2002** to manage the risks associated with Legionella bacteria in water systems.

25.2 The School will implement suitable control measures in accordance with the **HSE Approved Code of Practice L8 – Legionnaires' Disease: The Control of Legionella Bacteria in Water Systems** and **HSG274** guidance.

25.3 25.2 The School will ensure that suitable and sufficient Legionella risk assessments are undertaken by competent persons, that a written scheme of control is maintained, and that

routine monitoring, inspection, testing, flushing, temperature checks and any necessary remedial works are completed at the required frequencies.

25.4 The DFO is responsible for ensuring that appropriate arrangements are in place for the management of Legionella risks, supported by competent contractors. Accurate records of inspections, monitoring, testing and maintenance will be retained and made available for audit and inspection.

25.5 Where water systems are altered, refurbished, taken out of service or returned to use following periods of inactivity, appropriate precautions, including risk assessment, flushing, cleaning and, where necessary, disinfection, will be undertaken before the system is returned to normal operation.

25.6 All staff with responsibilities for the management or maintenance of water systems will receive appropriate information, instruction and training relevant to their duties. The School's Legionella Management Plan should be read in conjunction with this policy.

26 Cleaning

26.1 Cleaning standards will be monitored by the DFO. The standards required are made clear during the termly audits. Special consideration will be given to hygiene areas.

26.2 Waste collection services will be monitored by the Head of Estates. Special consideration will be given to the disposal of laboratory materials and clinical waste.

26.3 The Head of Estates is responsible for ensuring that the School is at a safe temperature for staff and pupils to work in. The school will adhere to the provisions as outlined in The Education (School Premises) Regulations 1999, which states:

26.4 Where there is below normal level of physical activity the temperature shall not be lower than 21 Degrees Celsius

26.5 Where there is a normal level of physical activity associated with teaching the temperature shall not be lower than 18 Degrees Celsius

26.6 Where there is a high level of physical activity the temperature shall not be lower than 15 Degrees Celsius.

27 Infection Control

27.1 The School actively prevents the spread of infection through the following measures:

(a) Routine immunisation
(b) Maintaining high standards of personal hygiene and practice
(c) Maintaining a clean environment.

27.2 The School keeps up to date with national and local immunisation scheduling and advice.

27.3 The School will ensure that arrangements are in place to minimise any health risk, by ensuring hygiene standards are maintained and pupils and staff are not permitted in school if they are unwell.

27.4 Further information can be found in the Health Centre – Policy for the Control of Infectious Illness within School document.

28 Allergens and Anaphylaxis

28.1 The School's Protocol for Anaphylaxis is implemented consistently to ensure the safety of those with allergies.

28.2 Parents are required to provide the School with up-to-date information relating to their children's allergies, as well as the necessary action to be taken in the event of an allergic reaction. This information is stored on the students' health notes.

28.3 The Catering Manager will ensure that all pre-packed foods made on the School site meet the requirements of Natasha's Law.

28.4 Staff will receive appropriate training and support relevant to their level of responsibility, in order to assist pupils with managing their allergies.

29 Smoking, Vaping and E-Cigarettes

29.1 The School is a non-smoking premises, and no smoking / Vaping will be permitted on the grounds. The school's Fire Prevention Policy will be read and understood by all staff. All staff; pupils, visitors and contractors will be made aware that this is a no smoking site.

30 Security

30.1 The School has both a Security Policy and CCTV Policy that support in reducing security risks.

30.2 CCTV systems are in place and used to monitor events and identify incidents that take place. CCTV systems may be used as evidence when investigating reports of incidents. CCTV footage is personal data, so will be handled in accordance with the requirements set out in the CCTV Policy.

30.3 The School maintains Lockdown Procedures and will comply with the requirements of the Protect Duty (Martyn's Law),where applicable.

30.4 All staff are expected to take reasonable measures to ensure the security of school equipment being used. Missing or believed stolen equipment will be reported immediately to a member of the Security Team.

30.5 The school will consider and keep abreast of local developments that may cause a security risk.

31 Severe Weather

31.1 The School will act in accordance with the Severe Weather Procedure on Site Policy at all times.

31.2 The Head and DFO will make a decision on school operations in relation to Adverse Weather Conditions. (This includes Rain, Wind, Snow and Heat)

32 Safe use of Minibuses

32.1 Health and safety procedures with regards to the use of school minibuses can be found in the Transport Policy.

32.2 The School will undertake periodic driving licence checks and driver assessments in accordance with the transport Policy.

32.3 The Transport Manager is responsible for arranging the annual maintenance of the minibus, including MOTs and road tax.

32.4 All drivers will have a valid licence, be over the age of 25 years and hold a D1 or passenger carrying vehicles licence. Drivers will complete the relevant form from the School and supply a photocopy of their driving licence.

32.5 The minibus will carry strictly one person per seat and seat belts must be worn at all times.

33 School trips and visits

33.1 All Health and Safety procedures for school trips can be found in the school's Visits out of School Policy.

33.2 The Deputy Head Extra Curricular and Health and Safety Officer are responsible for ensuring full compliance with this policy for all trips and visits.

34 Additional Policies

34.1 The School operates additional policies with regards to health and safety and these should be reviewed and read alongside this policy. The policies of interest include:

34.2 First Aid Policy

34.3 Health and Safety Responsibilities Policy

34.4 Risk Assessment Policy

34.5 Fire Evacuation Policy

34.6 Fire Prevention Policy

34.7 Control of Contractors Policy

34.8 Health Centre – Policy for the Control of Infectious Illness within School

34.9 Protocol for Anaphylaxis

34.10 Security Policy

34.11 CCTV Policy.

34.12 Severe Weather Procedure on Site Policy

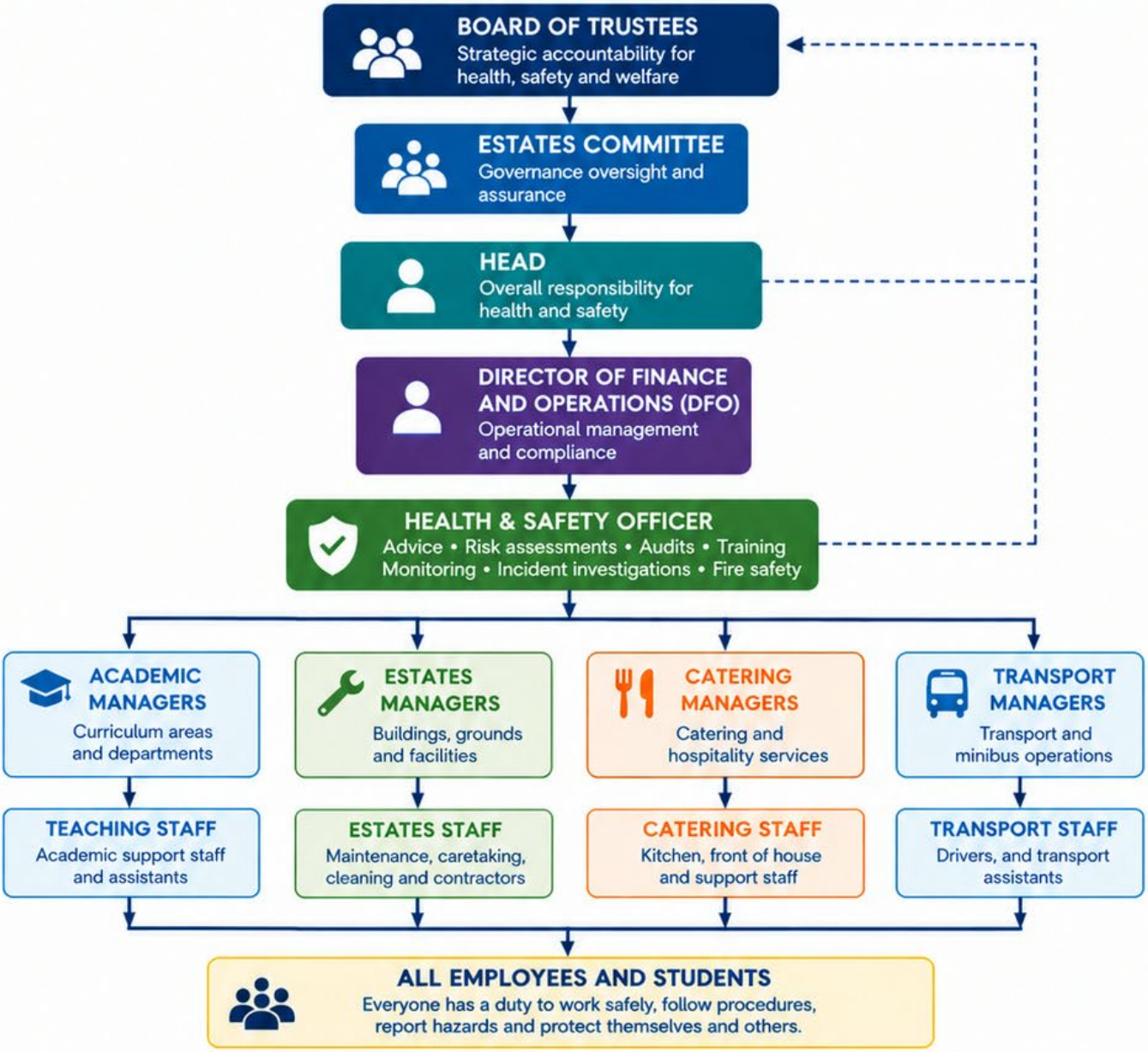
34.13 Transport Policy.

34.14 Visits out of School Policy.

ROEDEAN SCHOOL

HEALTH & SAFETY MANAGEMENT STRUCTURE

Clear lines of responsibility and communication to support effective management of health, safety and welfare across the School.



KEY RESPONSIBILITIES

Board of Trustees	Ultimate legal accountability. Sets strategy, reviews performance and ensures adequate resources.
Estates Committee	Provides governance oversight, challenges performance and monitors compliance.
Head	Overall responsibility for health and safety. Provides leadership and ensures resources.
Director of Finance and Operations (DFO)	Operational management of health and safety. Oversees compliance, contractors and estates.
Health & Safety Officer	Provides expert advice, develops policy, conducts risk assessments and audits, monitors performance, manages incidents and training, and supports managers.
Managers	Manage risks within their areas, implement safe systems of work, ensure training, supervise staff and monitor day-to-day health and safety.
All Employees and Students	Have a shared duty to take reasonable care for their own health and safety and that of others, follow procedures and report hazards, incidents and near misses.

KEY

→ Line of accountability / reporting

⇢ Advisory line (independent advice and communication)

Version October 2026