North London Collegiate School

Founded 1850

HEALTH AND SAFETY POLICY

This is a whole school policy which applies from EYFS to Sixth Form and includes the Canons Sports Centre and all other subsidiaries

Category / review period	A / 1 year
Policy Lead	COO
Reviewed By	COO and H&S Committee
Date Of Review	September 2025
Authorised By	Chair of Governors
Date Of Authorisation	December 2025
Date Of Next Review	December 2026

HEALTH AND SAFETY POLICY & PROCEDURES

1. STATEMENT OF INTENT

2. ORGANISATION & RESPONSIBILITIES

2.1 Applicability

2.2 Health and Safety Organisational Structure

2.3 Health and Safety Responsibilities

- 2.3.1 All Employees (staff)
- 2.3.2 The Governors / Directors
- 2.3.3 Headmistress
- 2.3.4 Chief Operating Officer - Safety Officer
- 2.3.5 Safety Advisor
- 2.3.6 Assistant/Faculty Heads (or other staff with similar oversight responsibilities)
- 2.3.7 Teaching Heads of Department
- 2.3.8 Art, Design Technology, Theatre & Laboratory Technicians and School Keepers
- 2.3.9 Support Heads of Department/Functional Managers
- 2.3.10 The Estates Manager

3. GENERAL INSTRUCTIONS

3.1 Risk Assessments

3.2 Manual Handling

3.3 Internal Safety Checks and Audits

3.4 Policy Monitoring and Review

4. LOCAL PROCEDURES AND ARRANGEMENTS

Separate annexes as listed

NORTH LONDON COLLEGIATE SCHOOL

HEALTH AND SAFETY POLICY & PROCEDURES

The Governors, Headmistress and Staff of North London Collegiate School (NLCS/the 'School') are committed to achieving and maintaining the highest possible standards of health, safety and welfare for all employees, students (from EYFS to Sixth Form) and other persons who utilise the School.

Our Health and Safety Policy, embedded procedures, risk assessments and holistic approach ensure the School is fit for purpose for all activities. It applies to the School and its subsidiaries; all references to the School, school 'roles', school 'bodies', etc. are equally applicable to its subsidiaries, although minor procedural differences may be employed locally to account for the different management structures operating within the subsidiaries.

The Governors and Headmistress ensure that all requirements of The Health and Safety at Work etc Act 1974: Sections 2(3), 3 and 4, The Management of Health and Safety at Work Regulations 1999: SI 1999/3242 together with relevant ISI, HSE and DfE advice and guidance, are adhered to ensure compliance and that high standards of health and safety performance are achieved and maintained throughout the School.

1. STATEMENT OF INTENT

1.1 North London Collegiate School as a company and charity (the School) recognises its legal duty to ensure, so far as is reasonably practicable, the health, safety and welfare of all its employees and that it has certain duties towards students, the public and people who use the premises of the School from time to time, under the Health and Safety at Work etc. Act 1974.

1.2 The Board of Governors of the School and its staff, exercise these functions on behalf of the School and it will continue to be the School's policy to promote standards of health, safety and welfare that comply fully with the terms and requirements of the above Act, Regulations made under that Act and Approved Codes of Practice Health and safety is a responsibility at least equal in importance to that of any other function of the School.

1.3 The School will take all such steps as are reasonably practicable to meet its health and safety objectives, which are:

1.3.1 the creation of an Organisational Structure and a positive health and safety culture which supports risk control at all levels within the School;

1.3.2 that the School will systematically identify and control risk as an effective approach to injury, ill-health and loss prevention;

1.3.3 to maintain safe and healthy working places and systems of work and to protect all employees, students and others including the public in so far as they come into contact with foreseeable work hazards;

1.3.4 to provide and maintain a safe and healthy teaching environment for all employees and students with adequate facilities and arrangements for their welfare;

1.3.5 to provide all employees and students with the information, instruction, training and supervision that they require to work safely and efficiently. Relevant information will be disseminated to staff as appropriate;

1.3.6 to develop an understanding of risk control and safety awareness amongst all employees and students and, as a result of this, create individual responsibility for health and safety at all levels and be responsive to internal and external change;

1.3.7 to provide a safe environment for all visitors to School premises bearing in mind that these visitors may not necessarily be attuned to certain aspects of School environments;

1.3.8 to control effectively the activity of all outside contractors when on School premises. It is the intention of the Governors of the School that, apart from routine supervision and control of contractors, this aim will be achieved in part by obtaining relevant contractors' safety documentation at the Tender Stage, where appropriate;

1.3.9 to encourage full and effective two-way consultation on health and safety matters by utilising the management structure of the School and the Health and Safety committee.

1.3.10 to ensure that this Policy is used as a practical working document and that its contents are publicised in an area that is accessible by all staff, namely the schools' intranet.

1.3.11 to regularly scrutinise and review performance and the details of this Policy so that the School learn from experience and keep in line with changes in current legislation.

1.4 The Governors of the School are committed to providing adequate resources to ensure its Health and Safety objectives and this Policy are met.

1.5 The School is conscious of the external environment that may be affected by its activities and will pay full regard to the implications of the Environmental Protection Act 1990 and, in particular, the Duty of Care as regards waste.

1.6 The Governors of the School are aware of, and will meet, the requirements under the Children Act 1989 and of The Regulatory Reform (Fire Safety) Order 2005 regarding fire provisions and ensuring that staff and students are aware of the School's Health and Safety policies and practices.

1.7 The School will provide and maintain written Risk Assessments of the risks to the Health and Safety of its employees whilst they are at work and others who may be affected, as required by the Management of Health and Safety at Work Regulations 1999.

1.8 The Governors of the School recognise the guidance contained in the DfE's 'Health and Safety: Responsibilities and duties for Schools' (April 2022) and in particular, the information on 'Trips abroad', and the Frequently Answered Questions on the Health and Safety Executive website, and intends to follow, where practical, the recommendations it makes.

1.9 The Governors of the School will appoint an external risk management consultancy as one of its Competent Persons to provide the necessary legal, technical and practical health and safety assistance and information and also to provide an independent monitoring service of the activities of the School.

1.10 Any reference in this document to the words "he, him, his" should equally be taken to refer to "she, her, they, them" as appropriate.

1.11 This Policy will be brought to the attention of all employees and periodically reviewed and revised as necessary.

Signed: Mrs Gabrielle Gower Date: 24th September 2025
(For the Board of Governors)

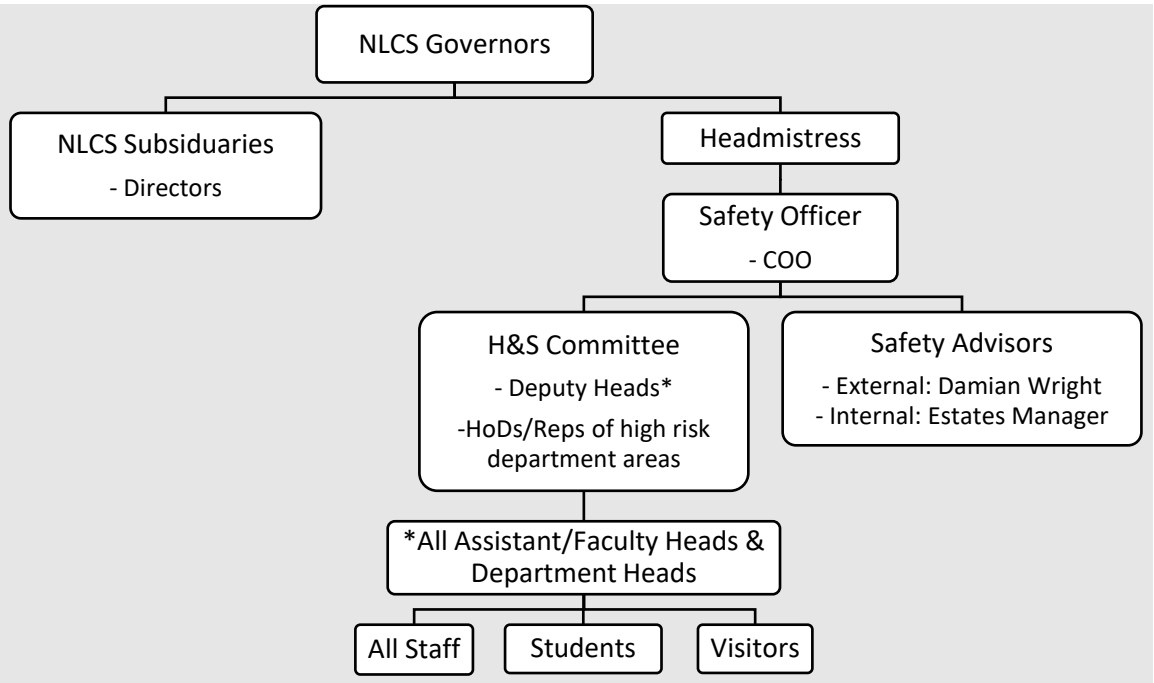
2. ORGANISATION & RESPONSIBILITIES

2.1 APPLICABILITY

2.1.1 SCHOOL AND SUBSIDUARIES

The responsibilities outlined below apply to North London Collegiate School (NLCS – the 'School) and all its subsidiaries. All references to the School, school 'roles', school 'bodies', etc. are equally applicable to its subsidiaries, although minor procedural differences may be employed locally to account for the different management structures operating within the subsidiaries.'

2.2 HEALTH AND SAFETY ORGANISATIONAL STRUCTURE



* ***Note:*** *The Deputy Heads Academic/Pastoral represent the Headmistress on the H&S Committee thereby providing a conduit for reporting by Assistant/Faculty Heads with oversight of Teaching HoDs (or other staff with similar roles). For more details see below.*

2.3 HEALTH AND SAFETY RESPONSIBILITIES

Although the safety organisation above is headed by the School's Governors with oversight of Health and Safety matters, the actions undertaken daily by each and every School employee (member of staff) will determine whether the School is a safe place to work and study. Employee responsibilities are therefore everyone's business and are detailed first.

2.3.1 ALL EMPLOYEES

For the purposes of this School Health & Safety Policy and Procedures Manual the term 'Employees' includes ALL employees who work for the School – ie all staff employed by the school. **Each and every employee is responsible for ensuring that:**

2.3.1.1 they take reasonable care as regards themselves and other persons who may be affected by their acts or omissions and are reminded of their duties under the Health and Safety at Work etc Act 1974, Sections 7 & 8 and the Management of Health & Safety at Work Regulations 1999, Regulation 14. These are:-

i) ***HSW Act, Section 7*** *- it shall be the duty of every employee while at work -*

a) to take reasonable care for the health and safety of himself and of other persons who may be affected by his acts or omissions at work; and

b) as regards any duty or requirement imposed on his employer or any other person by, or under any of the relevant statutory provisions, to co-operate with him so far as is necessary to enable that duty or requirement to be performed or complied with.

ii) ***HSW Act, Section 8*** *- no person shall intentionally or recklessly interfere with or mis-use anything provided in the interests of health, safety or welfare in pursuance of any of the relevant statutory provisions.*

iii) ***Management of Health & Safety at Work Regulations 1999, Regulation 14*** *–*

a) every employee shall use any machinery, equipment, dangerous substance, transport equipment, means of production or safety device provided to him by his employer in accordance both with any training in the use of the equipment concerned, which has been received by him and the instructions respecting that use which have been provided to him by the said employer in compliance with the requirements and prohibitions imposed upon that employer by or under the relevant statutory provisions.

b) every employee shall inform his employer or any other employee of that employer with specific responsibility for the health and safety of his fellow employees –

a. of any work situation which a person with the first-mentioned employees training and instruction would reasonably consider

represented a serious and immediate danger to health and safety; and

b. of any matter which a person with the first-mentioned employees training and instruction would reasonably consider represented a shortcoming in the employer's protection arrangements for health and safety,

in so far as that situation or matter either affects the health and safety of that first mentioned employee or arises out of or in connection with his own activities at work, and has not previously been reported to his employer or to any other employee of that employer in accordance with this paragraph.

2.3.1.2 they wear and use all Personal Protective Equipment and safety devices that are provided by the School's Management for their protection and co-operate fully with their Managers when the latter are pursuing their responsibilities under the above Act;

2.3.1.3 they observe all Safety Rules and Regulations, whether statutory or school and conform to any Systems of Work that are developed;

2.3.1.4 they report all accidents, incidents, damage and near-misses or hazard situations to their Line Manager.

2.3.2 <u>THE GOVERNORS/DIRECTORS</u>

2.3.2.1 The Governors of the School accept full responsibility for Health & Safety within the School. They will constantly monitor the effectiveness of the implementation of this Policy and will revise it where necessary. The Governors will ensure that any changes in this Policy will be drawn to the attention of all employees.

2.3.2.2 The Directors of the School's subsidiaries will satisfy themselves that health and safety matters relating to the subsidiaries are managed and monitored in accordance with this policy.

2.3.3 <u>HEADMISTRESS</u>

The Headmistress is directly responsible to the Governors of North London Collegiate School for the safe functioning of all her School's activities. She will:

2.3.3.1 ensure that the objectives outlined within the School Health & Safety Policy are fully understood, observed and implemented by persons under her control;

2.3.3.2 ensure that, so far as it is within her control, that adequate funds, materials, equipment and human resources are provided to ensure health and safety requirements are being met;

2.3.3.3 ensure that all persons under her control are adequately trained to carry out any task required of them in a healthy and safe manner;

2.3.3.4 constantly monitor the effectiveness of this Health & Safety Policy as regards both academic and non-academic work;

2.3.3.5 recommend changes to the School's Health & Safety Policy in the light of experience;

2.3.3.6 ensure the co-operation of all Staff at all levels as regards working to this Policy;

2.3.3.7 be responsible for ensuring that all Heads of Department, Teachers, Employees, etc., as appropriate, fully understand their responsibilities and are given both the time and the encouragement to pursue them;

2.3.3.8 take steps to ensure that any changes in curriculum are considered for their Health and Safety implications;

2.3.3.9 ensure she implements the School's requirements with respect to fire matters;

2.3.3.10 consult with the Chief Operating Officer as nominated Safety Officer.

2.3.4 CHIEF OPERATING OFFICER – SAFETY OFFICER

On a day-to-day basis the Headmistress's responsibility as regards domestic and administrative side of the School will be devolved to the Chief Operating Officer as 'Safety Officer' and in particular will:

2.3.4.1 monitor the effectiveness of this Policy and reporting back to the Headmistress where appropriate;

2.3.4.2 monitor overall Health and Safety within the School;

2.3.4.3 be responsible for ensuring that suitable Risk Assessments are completed covering all areas, processes and activities carried out by her School with adequate records maintained available for inspection;

2.3.4.4 ensure that adequate communication and consultation channels are maintained so that information concerning Health and Safety

matters, including the results of Risk Assessments which may affect employees, is adequately communicated to them;

2.3.4.5 establish a system for reporting back all accidents, incidents, near misses and damage to the School property and investigate thoroughly. The results of these investigations, as well as being dealt with by the line manager function, would then be discussed by the School's Health & Safety Committee;

2.3.4.6 recommend changes in the North London Collegiate School Health & Safety Policy in the light of experience;

2.3.4.7 ensure that all those employees who work for him are fully aware of their responsibilities within their own spheres of control and are given the necessary instructions, responsibility and encouragement to carry out any specific functions they have been given;

2.3.4.8 ensure that adequate insurances are maintained including Employer's liability, Public Liability and that the appropriate statutory examinations are completed on the School's behalf.

2.3.4.9 be the liaison point with the School's Health & Safety Consultants;

2.3.4.10 be responsible for contracts with and work allocation for the School's external Health and Safety Consultants.

2.3.4.11 be nominated Safety Officer having responsibility for obtaining, interpreting and disseminating all relevant Health & Safety information to the School via the normal line management structure;

2.3.4.12 be responsible for liaising with outside bodies who may from time to time use the facilities of the School and ensure these bodies have sufficient knowledge of the School procedures and that the school itself is appropriately indemnified.

2.3.4.13 be responsible for the selection of outside maintenance contractors and the monitoring of all activities on the school premises;

2.3.5 SAFETY ADVISOR

The Estates Manager will act as Safety Advisor and will support the Safety Officer in the implementation of all matters as detailed above. The Safety Advisor will also employ an independent competent person/organisation to provide advice to the School on Health and Safety matters.

2.3.6 DEPUTY/ASSISTANT/FACULTY HEADS - or other staff with similar oversight responsibilities

Staff line-managing any Heads of Department will be responsible to the Headmistress (via their Deputy Head / Line-manager/COO) for the following:

2.3.6.1 ensuring that the Department Heads working under them understand the practical aspects of this Policy and the various legal requirements that apply within their areas of responsibility – noting that HODs need to document health and safety issues arising within their department;

2.3.6.2 check the suitability of risk assessments written by Department Heads and monitor compliance;

2.3.6.3 Review annual safety checks undertaken by HoDs and outcomes of termly targeted health and safety audits;

2.3.6.4 monitor HOD's compliance to all aspects of this policy and procedures as set out in the Annexes.

2.3.6.5 advising the Deputy Heads Academic/Pastoral, COO or Headmistress on any departmental issues that are impacting on that department's ability to operate safely;

2.3.6.6 investigating any accident or incident of a type specified by the COO and reporting accordingly.

2.3.7 TEACHING HEADS OF DEPARTMENT

Teaching Heads of Department will be responsible to the Headmistress via their Line-Manager for the following:

2.3.7.1 ensuring that the department is run according to the standards laid out in this Policy, minimum legal standards and other appropriate standards that may be set by the School;

2.3.7.2 conducting annual Departmental Safety Checks and inputting to/supporting termly targeted health and safety audits as required;

2.3.7.3 referring to their Deputy/Assistant/Faculty Head/Line-Manager for endorsement of all departmental Risk Assessments and other Health and Safety matters that may impact their department's ability to operate safely;

2.3.7.4 ensuring that all staff working under them understand the practical aspects of this Policy and the various legal requirements that apply within their areas of responsibility – documenting all health and

safety issues arising (for example via weekly departmental meeting minutes);

2.3.7.5 ensuring that staff have undertaken all health and safety training required to the needs of their work – this includes all induction training for new staff.

2.3.7.6 ensuring that those staff are aware of the degree of priority that these matters carry and that where appropriate they will be provided with both the time and encouragement to pursue such matters;

2.3.7.7 notifying their Deputy/Assistant/Faculty Head/Line-Manager of any matters within this field which they feel are beyond their competence to deal with;

2.3.7.8 reporting any accidents, incidents, near misses or damage, using EVOLVE AccidentBook, for appropriate investigation and remedial action;

2.3.7.9 ensuring adequate supervision for students both inside the School, during normal teaching activities, and also on external trips as detailed in part 3 of this Policy;

2.3.7.10 as regards the COSHH Regulations, notifying directly to the Safety Advisor any new substances that are required to be purchased by their department;

2.3.7.11 ensuring that the teaching staff for whom they are responsible co-operate fully with any fire practices and other emergencies as specified in part 3 of this Policy.

2.3.8 <u>ART, ENGINEERING & DESIGN TECHNOLOGY, THEATRE & SCIENCE TECHNICIANS & SCHOOL KEEPERS</u>

Art, Engineering & Design Technology, Theatre & Science Technicians and School Keepers will be responsible to their Head of Department as appropriate for the following:

2.3.8.1 conducting annual safety checks in conjunction with HoDs and inputting to/supporting termly targeted health and safety audits as required;

2.3.8.2 the constant security of all toxic and highly flammable substances which may be used in their department;

2.3.8.3 to this end ensuring that all stores are kept securely locked when not actually being supervised;

2.3.8.4 the supervision and safe use of machinery by staff and students ensuring that safety guards and other safety measures are properly employed;

2.3.8.5 Ensuring that all experiments/projects/works and services are rendered safe, so far as it is safe to do so, on hearing the fire alarm;

2.3.8.6 Ensuring that a sufficient number of the correct fire extinguishers are available within, or close to, the prep rooms.

2.3.9 SUPPORT HEADS OF DEPARTMENT/FUNCTIONAL MANAGERS

This section refers to the HODs who head Estates, ground staff, the Canons Sports Centre, catering and housekeeping staff, Operations and Administration teams. These managers will be responsible to the Chief Operating Officer for the safe running of their activities. They will be responsible for:

2.3.9.1 conducting annual safety checks and inputting to/supporting termly targeted health and safety audits as required;

2.3.9.2 ensuring adequate supervision of all activities so that the work proceeds according to standards laid down in this Policy.

2.3.9.3 ensuring that staff have appropriate training according to the needs of their work – this includes all induction training.

2.3.9.4 undertaking the necessary training pursuant upon completion of work under the COSHH Regulations.

2.3.9.5 ensuring that all agreed systems of work are followed.

2.3.9.6 reporting to the Safety Advisor any accidents, incidents, near misses or damage for appropriate investigation and remedial action;

2.3.9.7 investigating any accident or incident of a type specified by the Chief Operating Officer and reporting accordingly.

2.3.10 THE ESTATES MANAGER

The Estate Manager is responsible for:

2.3.10.1 conducting annual safety checks and termly targeted health and safety audits in conjunction with HoDs of high-risk departments;

2.3.10.2 ensuring that all maintenance contracts involving outside bodies which monitor certain aspects of the School's functions are fully used and kept up-to-date. Examples include boiler maintenance, fire alarms, emergency lighting, etc;

2.3.10.3 the 'fabric' of the School's buildings to ensure that they are maintained in a sound and safe condition;

2.3.10.4 ensuring that fixed electrical installations on School's premises and all portable electrical equipment are subject to appropriate periodic inspection and test as determined by the current School policy, to demonstrate their 'maintenance' under the Electricity at Work Regulations 1989. Copies of these inspections and tests will be kept readily available by him for inspection;

2.3.10.5 ensuring that Legionella Risk Assessments of all the School's hot and cold water systems are completed and that the necessary management schemes are introduced;

2.3.10.6 in anticipation of proposed legislation, for ensuring that the School has an 'Asbestos Survey' completed to determine the presence of asbestos and the necessary controls to be implemented;

2.3.10.7 establishing a system for the reporting back to the Safety Advisor any accidents, incidents, near-misses and damage associated with his/her area of responsibility;

2.3.10.8 monitoring of maintenance contractors and their activities on the school premises;

2.3.10.9 ensuring that the School's Health & Safety Policy and Procedures Manual is kept up-to-date for his/her areas of responsibility;

3. GENERAL INSTRUCTIONS

3.1 RISK ASSESSMENTS

3.1.1 **The success of the Health & Safety regime at NLCS will rest on each and every member of staff employed by NLCS,** and also by those contracted to provide services to the School.

3.1.2 The principal mechanism for assessing health and safety hazards is the Risk Assessment (RA). The format and process for completing a RA is detailed in Annex N – a standalone policy.

3.1.3 RAs are a tool used to ensure that appropriate Health & Safety procedures are in place to mitigate against the impact of any hazard on staff, students and/or visitors, to ensure that procedures are working effectively, or if not, to identify remedial actions needed. **Where unacceptable risks are identified, control measures must be put in place to reduce the risk to an 'acceptable' level.**

3.1.4 RAs must be conducted for all activities where there are hazards present in all areas of operation – hence **ALL STAFF must be familiar with assessing risk and documenting appropriate measures to ensure that all activities can be safely undertaken by staff, students and/or visitors.**

3.1.5 **All HODs are responsible for the completion of RAs in their area** and must get these signed off by their HoD and approved by Deputy/Assistant/Faculty Heads/Line Managers (teaching departments) / Estates Manager (support departments). All will be accountable to the Chief Operating Officer.

3.1.6 RAs must also consider those at special risk, e.g. disabled people, those with special needs. All trips/educational visits will require risk assessments.

3.1.7 Where there is doubt about responsibility, staff must consult with the Safety Advisor or Chief Operating Officer.

3.2 MANUAL HANDLING

3.2.1 The HSE has established that the principal cause of long-term suffering and harm to health, results from injuries sustained through poor manual handling. This area is easily overlooked and neglected and must become part of every individual's core responsibility.

3.2.2 The HSE provides comprehensive guidance on manual handling in the form of a Manual Handling Assessment Chart tool (MAC Tool) which can be found here. It is recommended that every HoD has a copy of this guidance available for use by staff.

3.2.3 The MAC Tool includes an Score Sheet assessment that must be used for manual handling tasks and will indicate whether a simple task scoring process can be followed, or whether a full risk assessment must be undertaken for more complex tasks.

3.2.4 **Staff who engage in manual handling activities must undertake the iHASCO Manual Handling training every three years and should review the guidance above before undertaking any new manual handling task.**

3.2.5 Where there is doubt about responsibility, staff must consult with the Safety Advisor or Chief Operating Officer.

3.3 INTERNAL SAFETY CHECKS AND AUDITS

3.3.1 All department heads are responsible and accountable for the safety of staff, students and visitors within their departments and the safe conduct of all activities undertaken. HoDs must ensure that they complete annual departmental safety checks - reporting issues as necessary and/or as they arise, ensure that equipment for which they are responsible is serviced and safe to operate and support targeted internal health and safety audits.

3.4 POLICY MONITORING AND REVIEW

3.4.1 It is essential that all aspects of the H&S policy, including all policy annexes detailed above are monitored and reviewed for applicability and effectiveness. This is a multi-level responsibility.

3.4.1.1 Policy annex owners are responsible for identifying any changes in legislation or practice within the school that require the policy annex to be updated or amended. Minor changes are to be made as required and cleared with the Safety Advisor or COO. Major changes are to be cleared as above but will be ratified by the H&S Committee. All changes are to be notified to those affected by the policy.

3.4.1.2 External and internal audits are undertaken to provide an objective fresh set of eyes to review adherence to policies and practices. Where changes are recommended to the policy annex, they are to be made, approved and communicated as per 3.2.1.1.

3.4.1.3 Notwithstanding 3.2.1.1, the core H&S policy and all annexes (standalone or otherwise) are to be reviewed and updated biennially. Changes will be reviewed and ratified by the H&S Committee, which meets termly.

3.4.1.4 The core H&S Policy and key annexes will be reviewed annually by the H&S Committee and endorsed by the Senior Team. The core Health and Safety Policy will be published on the School's website and is available for parents to view.

3.4.2 The Chief Operating Officer will report annually to the Governing Body on Health and Safety matters, or more frequently if required.

4. LOCAL PROCEDURES & ARRANGEMENTS

4.1 It is the Governing Body's intention that specific procedures, standards and arrangements will be established to cover specific risks and these will be constantly monitored.

4.2 The procedures and arrangements are contained in Annexes to this Policy as follows:

Annex	**General Area -** inc details of subtopics covered	**Responsible for update**
A	Health and Safety Committee	COO
B	Critical & Serious Incident Response (*'CRISIS'*) Framework (standalone policy)	COO
C	Fire Safety and Emergency Evacuation Procedures (standalone policy)	Estates Manager
D	Bomb Threat Procedures (standalone policy)	Estates Manager
E	Security (Lockdown) Procedures (standalone policy)	COO
F	Missing student (standalone policy)	Deputy Head Pastoral
G	Snow and Ice Procedures (standalone policy)	Estates Manager

Annex	**General Area -** inc details of subtopics covered	**Responsible for update**
H	Educational Visits (standalone policy)	Assist Head (Enrichment)
I	Emergency Management Plan (standalone policy)	COO
J	Pandemics	COO
K	Heating Welfare	Estates Manager
L	Fire Risk Strategy & Policy	COO
M	Building Fire Capacities	COO
N	Risk Assessments (standalone policy)	COO
O	First Aid (standalone policy)	Head of Junior School Deputy Head Pastoral
P	Engineering, Design and Technology Teaching	Head of EDT
Q	Grounds Maintenance	Estates Manager
R	Not in Use	-
S	Management of Health and Safety at Work Regulations 1999	Estates Manager
T	Manual Handling	Estates Manager
U	Noise	Estates Manager
V	Personal protective equipment	Estates Manager
W	Physical Education Teaching	Director of Sport
X	Accident Reporting	COO
Y	Art Teaching	Head of Art
Z	Science Teaching	Head of Science
AA	Security	Estates Manager
AB	Site Transport	Transport Manager
AC	Slips and Trips	Estates Manager
AD	Swimming Pools	Canons Manager
AE	H&S Training	COO
AF	Upper Limb Disorders	Estates Manager
AG	Use of Minibuses - rules and guidelines	COO
AH	Use of School Facilities by Members of the Public	Estates Manager
AI	Violence at Work	HR Team
AJ	Working at Height	Estates Manager
AK	Work Equipment	Estates Manager
AL	Work Related Stress	HR Team
AM	Departmental (Workplace) H&S Checks/Audits	Estates Manager
AN	Canons Sports Centre – Responsibilities and Operations	Canons Manager
AO	Canons Sports Centre – Emergency Action Plan (EAP)	Canons Manager
AP	Canons Transport Ltd – Responsibilities and Operations	COO
AQ	Not in Use	
AR	Dogs at School	Estates Manager
AS	Not in use	-
AT	Display Screen Equipment/Workstation Assessments	HR Team

Annex	**General Area -** inc details of subtopics covered	**Responsible for update**
AU	Contractor Management and Code of Conduct (standalone policy)	Estates Manager
AV	Use of Drones	Marketing
AW	Abrasive Wheels Machines	Estates Manager
AX	Electricity at Work Regulations	Estates Manager
AY	Safety of Pressure Systems	Estates Manager
AZ	Asbestos Management	Estates Manager
BA	Competent persons	Estates Manager
BB	Control of Legionellosis	Estates Manager
BC	COSHH regulations	Estates Manager
BD	Guidelines for the sale or distribution of home-prepared foods in school	Assistant Head (Enrichment)