HEALTH & SAFETY POLICY

Queen's College, London

and

Queen's College Preparatory School

(including Early Years Foundation Stage)

Due for review Michaelmas 2027

Queen's College, London comprises of Queen's College ("the College"), operating at 43-49 Harley Street, [for pupils aged 11 to 18 years] and Queen's College Preparatory School ("the Preparatory School") operating at 59-61 Portland Place [for pupils aged 4-11], collectively referred to in this policy as the School unless otherwise stated.

Health and Safety Statement

The School's Health and Safety Statement, signed by the Governors with responsibility for Health and Safety, sets out the School's commitment to maintaining a safe and healthy environment for pupils, staff, visitors and contractors. The statement is displayed prominently within both Schools and is reviewed periodically.

Aim

The Council of Queen's College, London recognises its duty to safeguard and promote both the physical and mental health, safety and wellbeing of pupils and staff and all other visitors to the School. The Council delegates authority to the School, who will take all reasonably practicable measures to identify, assess and manage risks relating to both physical and mental health and wellbeing and personal safety. In addition, the Council and School are committed to providing and maintaining a safe, healthy and supportive working and learning environment for staff, pupils, contractors, visitors and all others who may be affected by the School's activities.

This responsibility includes taking all reasonable measures to ensure that:

- The premises are safe and do not pose any health and safety risk;
- Safe working procedures are established and maintained throughout;
- Robust procedures are in place in case of emergency; and
- Premises and equipment are maintained safely, and are inspected regularly.

The Council believes that preventing accidents, injury or loss is essential to the efficient operation of the School, and is a critical part of the effective education of its pupils. Therefore the Council's overall aim regarding Health and Safety is:

To provide a safe and healthy working and learning environment for staff, pupils and visitors.

- Other related policies:
- First Aid and Medical Policy
- Allergy Management Policy

- Critical Incident Policy & Plan
- Risk Assessment Policy
- Safeguarding and Child Protection
- Educational Visits Policy

Legislation

This policy is based on advice from the Department for Education on health and safety in schools and the following legislation:

The Health and Safety at Work etc. Act 1974, as amended, which sets out the general duties employers have to their employees;

The Management of Health and Safety at Work Regulations 1999 [UK SI 1999 No. 3242], which require employers to carry out risk assessments, make arrangements to implement necessary measures, and arrange for appropriate information and training;

The Control of Substances Hazardous to Health Regulations 2002 ("COSHH") [UK SI 2002 No. 2677], which require employers to control substances that are hazardous to health;

The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 ("RIDDOR") [UK SI 2013 No. 1471], which state that some accidents or occurrences must be reported to the Health and Safety Executive, setting out the timeframe for reporting and how long records must be retained;

Health and Safety (Display Screen Equipment) Regulations 1992 [UK SI 1992 No. 2792], which require employers to carry out digital screen equipment assessments, and state users' entitlement to an eyesight test;

The Gas Safety (Installation and Use) Regulations 1998 [UK SI 1998 No. 2451], which require work on gas fittings to be carried out by someone on the Gas Safe Register;

The Regulatory Reform (Fire Safety) Order 2005 [UK SI 2005 No. 1541], which requires employers to take general fire precautions to ensure the safety of their staff; and

The Work at Height Regulations 2005 [UK SI 2005 No. 735], which require employers to protect their staff from falls from height.

The School follows current guidance issued by the UK Health Security Agency (UKHSA), the Department for Education and other relevant public authorities when responding to infection control and public health issues.

The School will have regard to all relevant health and safety legislation, approved codes of practice and guidance issued by the Health and Safety Executive (HSE) and

the Department for Education (DfE), whether specifically referenced in this policy or not.

Roles and Responsibilities

Governor responsible for H&S	David Imrie
Principal	Richard Tillett
Co-Heads of QCPS	Ailsa Buddle and Georgia Habanananda
Bursar	Rebecca Richards
Estates Manager	Steven Shepherd

The Council

The Council has ultimate responsibility for health and safety matters in the School, but delegates day-to-day responsibility to the appropriate Head Teacher (the Principal at the College and the Co-Heads at QCPS). The Council has a duty to take reasonable steps to ensure that staff and pupils are not exposed to risks to their health and safety. This applies to all activities sponsored by the School, whether on or off the School premises.

As the employer, the Council also has a duty to:

- Assess risks to staff and others affected by School activities in order to identify and introduce the health and safety measures necessary to manage those risks;
- Risk assessments will be reviewed:
    - At least annually;
    - Following any significant change in activity, premises or personnel;
    - Following an accident, incident or near miss;
    - Where monitoring indicates that existing control measures may no longer be effective; or
    - Whenever there is reason to believe an assessment is no longer valid.
- Inform employees about risks and the measures in place to mitigate them; and
- Ensure that adequate health and safety training is provided.

The Council will take all reasonable steps to identify and reduce hazards to a minimum, but the arrangements outlined in this policy and the various other safety provisions cannot prevent every accident or remove every risk; only the adoption of safe methods of work and good practice by every individual can ensure everyone's personal health and safety. Equally all staff and pupils must appreciate that their own safety and that of others also depends on their individual conduct and vigilance at all times while on School premises, and while taking part in School-sponsored activities.

The Principal and Co-Heads

The appropriate Head Teacher is responsible for oversight of health and safety at each site, supported and advised by the Bursar and Estates Manager. This involves:

- Implementing this policy;
- Reporting to the Council on health and safety matters;
- Ensuring that there are sufficient staff to supervise pupils safely;
- Ensuring the adequate training is provided for staff;
- Encouraging staff and pupils to promote a healthy and safe environment and culture;
- Ensuring that the premises are safe and regularly inspected;
- Ensuring that all risk assessments are completed, reviewed and, where necessary, acted upon;
- Ensuring that information about any accident, incident or near miss is appropriately recorded, using the accident book in School Base, including RIDDOR reporting where appropriate;
- Where appropriate, ensuring that any accident or incident is investigated, the investigation properly recorded, and any resulting actions are carried out as soon as possible;
- Ensuring that all defects in the premises, plant, equipment or facilities are reported using the Every system, and that any defect which relates to or may affect the health and safety of staff, pupils or others is made safe without delay;
- Ensuring that appropriate evacuation procedures are in place for fire and other emergencies, and that regular drills take place and their results recorded;
- Monitoring cleaning contracts, and ensuring that cleaners are appropriately trained and supervised, and have access to personal protective equipment where necessary; and
- Overseeing the detailed management of health and safety by the Bursar and Estates Manager.

In the Principal or Co-Heads absence, health and safety responsibilities are delegated to the Bursar.

The Bursar

The Bursar is responsible to the appropriate Head Teacher for the day-to-day management of health and safety at both the College and the Preparatory School.

Responsibilities include:

- Monitoring compliance with health and safety legislation and School procedures;
- Advising the Principal, Co-Heads and Council on health and safety matters;
- Monitoring accident, incident and near miss reporting and investigation;
- Ensuring statutory inspections, testing and servicing are completed;
- Managing contractor health and safety arrangements;
- Monitoring health and safety training records;

Health and Safety Committee

The Bursar chairs the Health and Safety Committee at each school, and reports its minutes to the Council. The committees meet at least once every term, and more often if required.

The following items are standing agenda items for the Health and Safety Committee:

- Accidents, incidents and near misses;
- Fire risk assessments, including actions to remedy ;
- Water sampling and testing;
- Catering, food storage and food safety;
- Staff health and safety training; and
- Evacuation and other emergency drills.

Heads of Departments

The heads of the departments specified below are responsible to the appropriate Head Teacher for the health and safety of those affected by activities under their control. For

example, they are responsible for conducting and updating specific risk assessments for:

- Science: science activities, including flammable materials and safe use of specialist equipment (see also COSHH in the Science Curriculum);
- PE: sport activities, including handling PE equipment;
- Drama: management of stage equipment and props;
- Art: COSHH and safe use of specialist equipment;
- Music: noise, hearing protection, use of instruments.

All Staff

Health and Safety is as much a culture as a set of rules and regulations. It is not something that is done for you by a few trained specialists on the Site Team: it is everybody's responsibility. In particular:

- If you are unsure about something, ask; and
- If you see something unexpected or risky, take action – as a minimum, tell someone.

All staff at the School, whether teaching or non-teaching, have a duty to take care of the pupils, their colleagues and anyone visiting the School. They are expected to familiarise themselves with the health and safety aspects of their work and to avoid any conduct which would put them or anyone else at risk. Staff must take full and active responsibility for:

- Taking reasonable care of their own health and safety, and that of anyone else who might be affected by what they do at work. Raising tickets on Every for any issues they identify;
- Understanding emergency evacuation procedures sufficiently thoroughly for them to feel confident that they could implement them in emergency;
- Co-operating with the School on health and safety matters, particularly by being familiar with and implementing this policy;
- Working in accordance with training and instructions, ensuring that health and safety routines, rules and procedures are being applied effectively by both staff colleagues and pupils;
- Using only the correct equipment and tools for a job, and ensuring that others do so;
- Not allowing any unauthorised or improper use of equipment or machinery;
- Using protective equipment and safety devices correctly, and ensuring that others do so;

- Acting as role models to the pupils for safe and hygienic practice by being observant, taking an active interest in health and safety, and suggesting ways of reducing risk;
- Reporting any defects in the facilities, plant and equipment they use or see being used, using the Every reporting form that is available on every computer desktop in the School;
- Informing the appropriate people immediately of any situation which they consider represents a significant risk to health or safety, so that remedial action can be taken. The identity of the appropriate people will depend on circumstances, but will always include the Estates Manager and Bursar.

The School Nurse

The duties of the School Nurse are covered in detail in the First Aid Policy, Administration of Medicines Policy and Allergy Management Policy. For the purposes of this policy, it should be noted that the Nurses' duties include:

- Providing adequate and appropriate first aid material to support all activities sponsored by the School away from the School's premises (e.g. trips, PE);
- Ensuring accurate medical records are maintained on each pupil and parents are required to complete regular medical questionnaires on their daughter's health.
- Providing any member of staff leading a trip with information on the up to date medical requirements of all pupils planning to go on that trip, in sufficient time to allow proper the trip leader to conduct adequate risk assessment;
- Ensuring that all first aid materials distributed in the School are checked regularly, with any deficiencies and out of date medicines replaced without delay;
- Completing the confidential medical section of all applicable entries in the School Base accident book in a timely manner, and in all cases within 24 hours of the incident; and
- Assisting the Bursar with specialist medical input to compilation and submission of all reports to external agencies under RIDDOR and any other applicable legislation.

Pupils and Parents

Pupils and parents are responsible for following the School's health and safety regulations and advice, whether on the premises or elsewhere at an event sponsored by Queen's. Any health and safety incident, however apparently innocuous, must be reported to a member of staff.

Risk assessments must be completed for any activity, trip or event involving pupils and/ or parents whether onsite or offsite.

Contractors and Hirers

Before starting work, anyone carrying out work under contract, or hiring the premises during periods when the School is closed, must make themselves familiar with this policy and with the School's health and safety practices and procedures, and sign to that effect in the contract. All regular contractors will be given a H&S induction on day one by the Estates Manager. The Bursar is responsible (delegated to the Estates Manager) for ensuring that no work commences without a signed contract being in place, and for informing the School's insurers in good time, including completion of insurance questionnaires and paperwork to cover the building work.

Contractors are responsible for:

- Ensuring safe working practices by and for their own employees; and
- Having due regard for the safety of all persons using the premises during the contract period, whether employed by them or not.
- Reporting any issues with relation to the H&S of the site via Every.
- Ensuring that suitable and sufficient risk assessments have been completed prior to commencement of work;
- Reporting accidents, incidents and near misses immediately;
- Ensuring their employees follow the scope of work entirely and do not undertake any work outside of this that will not have been planned for and risk assessed.
- Ensuring that all staff and subcontractors comply with School safeguarding and health and safety requirements.
- Before commencing work, contractors and hirers must comply with the School's health and safety procedures and safeguarding requirements.

All contractors must:

- Provide proof of appropriate insurance;
- Provide relevant qualifications and competency evidence where required;
- Submit risk assessments and method statements (RAMS) for higher-risk activities;
- Attend site induction training;
- Comply with safeguarding procedures, including DBS requirements where applicable;
- Follow permit-to-work procedures where required;
- Cooperate with School monitoring arrangements.

No contractor may commence work until authorisation has been granted by the School.

Health and Safety Culture

The School is committed to fostering a positive health and safety culture in which:

- Health and safety is recognised as everyone's responsibility;
- Risk assessment and management is embedded in all School activity;
- Near misses are reported and investigated;
- Staff and pupils are encouraged to raise concerns;
- Learning from incidents is shared appropriately;
- Continuous improvement is actively pursued.

Health and Safety Training

The School shall ensure that staff receive suitable and sufficient health and safety information, instruction and training.

Training may include:

- Induction training;
- Fire safety and evacuation procedures;
- Safeguarding-related health and safety obligations;
- Risk assessment training;
- First aid awareness;
- Manual handling;
- COSHH awareness;
- Display Screen Equipment assessments;
- Duty-specific specialist training;

Refresher training will be provided as required by legislation, risk assessment, organisational need or identified competency gaps. Records of all health and safety training will be maintained by the HR department.

Site Security

The Estates Manager is responsible to the Bursar for the security of the School sites, both in and out of School hours. The Site team is responsible for ensuring that both schools are open from 6a.m and closed securely by 8.00pm, subject to events.

Depending on work patterns on a given day, there are occasional times when the last person to leave one or both sites might be a member of the cleaning team. The Estates Manager is responsible for training the Cleaning supervisors in how to lock up and set the alarm as they leave. Responsibility remains with the Site team for all other aspects of ensuring that both sites are secure at close of business each day, including walking round each school to confirm that no-one remains in the building other than cleaning staff, and carrying out a visual security inspection (e.g. checking for open windows etc.).

Out of hours, the School's alarms are monitored by Guardian Ltd, under contract. If an alarm is triggered, Guardian will contact School staff to inform them that the alarm has gone off; the Estates Manager is responsible for providing Guardian with a list which shows which School staff to contact, and in what order. This will be:

1. Estates Manager
2. Bursar

While the School's staff are being contacted, Guardian will despatch one of their team to inspect the School and (if nothing untoward is found) reset the alarm; sometimes, therefore, the alarm might be reset before School staff are even aware, depending on how close the Guardian staff happen to be at the time and how long it takes them to establish contact with School staff.

Fire

Emergency exits, assembly points and assembly point instructions are clearly identified by safety signs and notices. Fire risk assessments of the premises are carried out by Assurity Consulting at least once per year. The internal Health and Safety Committee tracks completion of any remedial actions identified by those assessments and the Bursar reports this to the Estates and H&S Committee of the Council.

Emergency evacuations are to be practised at least once a term at the School, and the results of such drills recorded so that lessons can be learned and any trends identified.

The School will maintain suitable emergency arrangements covering:

- Fire;

- Lockdown;
- Invacuation;
- Critical incidents;
- Severe weather events;
- Utility failures;
- Other reasonably foreseeable emergencies.

Emergency procedures will be reviewed regularly and tested as appropriate. The Estates Manager and Bursar will be responsible for ensuring these happen with the SLTs at each site.

Control of Substances Hazardous to Health (COSHH)

COSHH in Premises Management

All schools are required by law to control hazardous substances. These can take many forms, including (but not limited to):

- Chemicals;
- Products containing chemicals (e.g. cleaning fluids);
- Fumes;
- Dust;
- Vapours;
- Mists;
- Gases, including asphyxiating gases; and
- Germs that cause diseases, such as leptospirosis or legionnaires' disease.

The Estates Manager is responsible to the Bursar for COSHH standards and procedures. Specific COSHH risk assessments are completed by the Estates Manager and circulated to all employees who work with hazardous substances; these risk assessments are updated annually as a minimum. The Estates Manager maintains a central record of all data sheets.

Staff must use and store hazardous products in accordance with the instructions on the product label. All hazardous products are to be kept in their original containers, with clear labelling and product information; under no circumstances may a hazardous substance be decanted to a separate or non-standard container. All

hazardous products and substances are to be kept in COSHH compliant cabinets when not in sue.

Emergency procedures, including clear instructions detailing what to do in the event of a spillage, are displayed nearby all areas where hazardous products are routinely used or stored.

The Estates Manager is responsible for ensuring that all hazardous products are disposed of in accordance with specific disposal procedures.

COSHH in the Science Curriculum

The Science Department works with a number of specialist chemicals and substances as part of the curriculum. The Head of Science is responsible to the appropriate Head Teacher for COSHH compliance, including safe storage, data sheets, labelling, pupil supervision and spillage procedures. This is separate from the Estates Manager's responsibility for COSHH in managing and cleaning the premises.

No pupil may have access to any substance that is subject to COSHH regulations, other than under supervision of the Science Department.

Gas Safety

Installation, maintenance and repair of gas appliances and fittings may only be carried out by a competent Gas Safe registered engineer. The Estates Manager is responsible to the Bursar for checking the registration of any contract engineer before any contract is let.

Gas pipework, appliances and flues are inspected and maintained on a regular cycle recorded in Every. All rooms containing gas appliances are checked to ensure that they have adequate ventilation. Each laboratory is fitted master gas isolation valve, clearly labelled, near the main exit from the room.

Legionella

The Estates Manager is responsible for conducting regular testing for legionella, and recording it in Every and the water log book at each site. A separate risk assessment, specific to legionella, is conducted at least annually by an external contractor, including reviewing processes for testing and management. This risk assessment is to be revised whenever any significant changes are made to the water system at either school.

A full maintenance schedule will be in place to manage water hygiene through monitoring, testing, sampling, flushing and preventative maintenance in accordance with the approved legionella management scheme.

Asbestos

A survey of the location of all known asbestos on the two sites is updated annually; the Estates Manager holds this survey and is responsible to the Bursar for ensuring that any changes are recorded.

During the planning stage of any building or refurbishment works, the Estates Manager is to ensure that contractors are made aware of any known asbestos locations, to enable the contractors to factor in how to avoid disturbing the material. Contractors are also briefed that, if during their work they discover material which they suspect could be asbestos, that must stop work immediately and evacuate the area until it has been fully surveyed, cleared (if necessary) and certified safe for work.

Staff are briefed on the hazards of asbestos, the location of any known asbestos in their area of the School, and the action to take if they suspect that they have inadvertently disturbed it (e.g. by damaging an old fire door). Any areas where the known presence of asbestos places constraints on work e.g. precluding drilling into a door or wall are clearly marked.

Equipment

All equipment and machinery is to be maintained in accordance with the manufacturer's instructions. Routine maintenance is programmed into Every, including the procedure to be followed. When any new equipment is procured, it is checked to ensure that it meets appropriate standards.

Electrical Equipment

All staff are responsible for ensuring that they use and handle electrical equipment in a safe and sensible manner. Any pupil who handles an electrical appliance does so under the supervision of the member of staff who directs them to do so.

Staff cannot bring in their own electrical equipment without having it tested by the Site team. E-bike and E-scooter batteries are prohibited from being in school.

Any potential or suspected electrical hazards must be reported to the Site team immediately; if it is possible safely to disconnect or isolate the affected equipment, then this should be done. **However, if there is any doubt whatsoever that it is safe to**

do this, the equipment must not be touched by anyone other than a qualified electrician.

Permanently installed electrical equipment is connected through a dedicated isolator switch and adequately earthed. All isolator switches are clearly marked to identify the machine to which they are connected.

Portable electrical equipment will be inspected and tested at frequencies determined by risk assessment, taking account of equipment type, usage and operating environment. Records of inspection and testing will be maintained.

A member of the Site team is qualified to carry out like-for-like replacement of electrical equipment and to check connectors and plugs. The Estates Manager is responsible to the Bursar for ensuring that any maintenance, repair, installation and disconnection work associated with electrical equipment (whether permanently installed or portable) is carried out by a qualified and competent person.

Display Screen Equipment (DSE)

All staff who use computers as a significant part of their normal work (defined as continuous or near-continuous spells of an hour's use or more) are regarded as DSE users under the law. DSE work does not cause permanent damage to the eyes, but long spells of it can lead to tired eyes, discomfort, and headaches. DSE work is also visually demanding, so can sometimes make someone aware of existing eyesight problems of which they were previously unaware.

Staff can help their eyes by checking that the screen is well positioned and properly adjusted, making sure that lighting conditions are suitable, and by taking regular breaks where they look away from the screen for at least 5 minutes.

All staff DSE users are entitled to an eye test at the School's expense. Anyone who wishes to have such a test should tell the Bursar; the member of staff will be expected to arrange the test themselves, and reclaim the cost via an expense claim.

If the test shows that the member of staff needs special glasses, specifically prescribed for the distance of screen viewing, then the School will also pay for those glasses. If an ordinary prescription is suitable, then the School will not bear the cost.

Accident Reporting

Accident Log

Whenever an accident, incident or near miss occurs, then **the person witnessing it** must report it by completing the accident record form on School Base (via the "Maintenance" menu, which is available to all users).

The witness or witnesses should complete the form as soon as possible, while the event is still fresh in their minds. If for some reason it looks as though there might be a significant delay before the witness is able to complete the form, then they should jot down a few notes as soon as the opportunity presents itself; this will make it much easier when eventually filling in the form to be clear about what happened.

If the only witness was a pupil, then the member of staff to whom they report the accident, incident or near miss should give the pupil supervised access to the accident log section of School Base.

When filling in the accident report form, the witness should give as much detail as possible. If there were several witnesses, then more than one submission about the same incident is perfectly acceptable – particularly if the witnesses saw things from different places or viewpoints. It is far better for any eventual investigation to have several similar accounts than for witnesses to assume that everyone saw exactly the same thing.

If the accident resulted in a visit to the School Nurse, then the Nurse will also complete a separate section of the form, describing any injuries and the medical treatment administered, if any. This section of the report contains confidential medical data, so is not visible to other members of staff. **It is emphasised that completing the initial accident report is the responsibility of whoever witnessed the incident, NOT the School Nurse (who probably did not see the incident, so cannot be expected to give an account of it).**

RIDDOR: Reporting to the Health and Safety Executive (HSE)

The School has a legal duty to report to the HSE any accident which results in a reportable injury, disease or dangerous occurrence as defined in the regulations. This must be done as soon as is reasonably practicable, and in any event within 10 days of the incident. The Bursar is responsible to the appropriate Head Teacher for determining whether a report should be made, and submitting RIDDOR timely and accurate reports.

Note that RIDDOR includes dangerous occurrences where injury does not actually result, but might have done. Information about how to make a RIDDOR report is

available here. The primary route for reporting is online, but a telephone service[1] is provided for reporting fatalities and major incidents **only**.

The School Base accident record form includes a section for RIDDOR reporting, if applicable.

Reportable injuries, diseases or dangerous occurrences include:

Death;

'Specified injuries', namely:

- Fractures, other than to fingers, thumbs and toes;
- Amputations;
- Any injury likely to lead to permanent loss of sight or reduction in sight;
- Any crush injury to the head or torso causing damage to the brain or internal organs;
- Serious burns (including scalding);
- Any scalping requiring hospital treatment;
- Any loss of consciousness caused by head injury or asphyxia; and
- Any other injury arising from working in an enclosed space which leads to hypothermia or heat-induced illness, or requires resuscitation or admittance to hospital for more than 24 hours.

Injuries where an employee is away from work or unable to perform their normal work duties for more than 7 consecutive days.

Near-miss events that do not result in an injury, but could have done. Examples of near-miss events relevant to schools include, but are not limited to:

- The collapse or failure of load-bearing parts of lifts and lifting equipment
- The accidental release of a biological agent likely to cause severe human illness
- The accidental release or escape of any substance that may cause a serious injury or damage to health
- An electrical short circuit or overload causing a fire or explosion

[1] HSE Incident Contact Centre 0345 300 9923, open Monday to Friday 08:30 – 17:00.

Keeping Parents Informed

The parents of any pupil who is involved in an accident, sustains any injury or requires medical treatment are to be informed as soon as is reasonably practicable. At the College, the Deputy Head (Pastoral) is responsible to the Principal for this task: at QCPS, the Deputy Head (Pastoral) is responsible to the Co-Heads.

If the accident is sufficiently serious to come into the category of "critical incident", then the appropriate Head Teacher must be told immediately. The Critical Incident Policy contains procedures to be followed in this case, and should be consulted as early as possible.

Lone working

Wherever practicable, the School discourages lone working – but it is impossible to avoid it altogether. People working late (such as cleaners or a caretaker closing up the School), coming in at the weekend or simply working in a single-occupancy office are classified as lone workers under health and safety guidance.

If lone working is to be undertaken, then a colleague, friend or family member should know where the member of staff is and when they are expected to finish. Members of staff who work alone are responsible for ensuring that they are medically fit to do so.

No work that is potentially dangerous, such as where there is a risk of falling from height, should be undertaken when working alone. If a lone worker has any doubt whatsoever about the task to be performed, then that task should be postponed until a colleague is available to share the task or act as a safety supervisor.

Working at Height

The Estates Manager is responsible to the Bursar for ensuring that any work at height is properly planned and supervised, and is carried out by competent people with the skills, knowledge and experience to do the work safely. The Site team have control of ladders that are tested every year, and **only** these ladders may be used for working at height on School premises. Staff using ladders must wear appropriate footwear and clothing; before using the ladder, they are expected to conduct a visual inspection of the ladder to ensure that it is safe.

Pupils are prohibited from using the School's ladders in any circumstances.

Access to high levels, such as roofs, is only permitted by trained persons wearing appropriate personal protection equipment (harnesses, hard hats etc.).

Manual Handling

The Estates Manager is responsible to the Bursar for ensuring that proper mechanical aids are and lifting equipment are available in the School, and that staff are trained in their use.

It is up to individuals to gauge whether they are fit to lift or move equipment or furniture. If a member of staff is in any doubt whatsoever that they can lift or move something heavy without injuring themselves, then they should not attempt it. In particular, anyone with an existing condition should take extra care.

In any event, staff are expected to use the following basic manual handling procedure:

- Plan the lift: take time to assess the load. If it is awkward or heavy, or you are in doubt, then use a mechanical aid such as a trolley, and/or ask another person to help;
- Ensure that the area where you plan to set the load down is clear **before** you pick it up. Similarly, work out your route in advance and check that it is clear;
- When lifting, bend your knees and keep your back straight, with your feet apart and angled out at roughly the "ten-to-two" position to give you a firm base. Ensure that you hold the load close to the body. Lift slowly, and avoid twisting, stretching or reaching;
- If in doubt, do not lift.

Monitoring and Review

The effectiveness of this policy will be monitored through:

- Health and Safety Committee meetings;
- Council reporting including regular health & safety walkarounds;
- Internal inspections and audits;
- Accident, incident and near-miss analysis;
- Fire and emergency drills;
- Training compliance monitoring;
- Review of risk assessments;

- External specialist inspections where appropriate.

This policy will be reviewed annually or sooner where there are significant legislative, organisational or operational changes.

Policy information

Policy Title	Health & Safety Policy
Version	v. Approved
School	Queen's College London Queen's College Preparatory
Category	Health, Safety & Premises
Statutory policy	Yes
Policy owner 1	Bursar
Policy owner 2	
Approval	SLT
Submission to Council	Required
Publish on website	Required
Date of last review	Summer 2026
Approved by SLT	Approved
Staff notified	In progress
Review date	Michaelmas 2027