



Hambling View Health and Safety Policy

A handwritten signature in blue ink, appearing to read 'Guy Major'.

Ratified by Chair of Govs.

Signed by

Date 22nd January 2026

Date	21.11.2025
Review Date	21.11.2026

Introduction

This policy details the intentions, organisation and arrangements for ensuring the health and safety at work of employees, students, visitors and contractors, whilst on premises of Hambling View or at any location where work is being conducted on behalf of MIAG Independent Schools including off-site visits.

Alongside this policy, the Headteacher will be responsible for developing workplace Risk Assessments and department specific health and safety procedures. These will be maintained and acted upon in order to control risk.

Part 1. Statement of Intent

Objectives

- To set and maintain high standards for health and safety
- To identify risks and set in place programmes to remove or reduce those risks
- To ensure that contractors working on Hambling View's behalf, work to the same high standards of safety as our own employees
- To ensure that all personnel are given the necessary Information, instruction and training to enable them to work in a safe manner
- To develop campaigns to promote and encourage safety and health awareness in employees
- To monitor our operations with regard to health and safety management
- To ensure that the health and safety of the general public is protected
- To ensure that adequate consideration is given to the protection of the environment
- To ensure that health, safety and welfare standards are communicated to all employees, volunteers and contractors.

[Appendix 1 - Health & Safety checklist](#)

Further guidance can be located on the HSE website - <https://www.hse.gov.uk/index.htm>

Part 2. Responsibilities

All school personnel, and those who appoint others to carry out duties on behalf of Hambling View, are required to ensure that those persons are competent and have adequate resources with regard to health and safety. They are required to ensure the prevention of ill health and the avoidance of accidents. In order to promote safe and healthy workplaces, the following responsibilities have been established:

Director and Governing Body

- Sufficient and appropriate resources are allocated and authorised within the organisation's budget to meet statutory procedures and standards for health and safety across the School
- There is consideration of the impact of health and safety in all strategic and operational decision making
- School culture promotes a shared responsibility for health and safety. Establishing the organisational arrangements in the school for implementing, monitoring and controlling Health and Safety matters, including reviewing the results of audits and monitoring that relevant actions have been taken
- Ensuring that all reasonable steps have been taken to reduce the possibility of accident or injury to staff, students and visitors
- Ensuring that staff are adequately aware of relevant legislation and are properly trained and supported
- Monitoring the effectiveness of the Health and Safety arrangements in the school. Health and Safety will be a standing item on their LGB agenda.

The Headteacher

- The Headteacher retains overall responsibility for the management and implementation of Health and Safety Policy in schools and is accountable to the Director.
- Is responsible for implementing the Hambling View Health and Safety Policy and associated procedures within their areas of control. They will also have responsibility for periodic checking of health and safety arrangements and compliance with policy during visits to schools.
- Ensure that buildings/premises are compliant with all statutory certification and that appropriate testing regimes are in place (Fire Risk Assessment, Alarm checks, Water Risk Assessment, Boiler and Central heating System Annual Checks)
- Health and safety hazards are identified and risk assessments are carried out
- Premises staff receive the appropriate training and support to work safely and to carry out statutory testing regimes
- Appropriate Risk Assessments related to site safety are in place
- Ensuring that Health and Safety arrangements within the school are aligned to the Health and Safety Policy
- Ensuring that there are effective arrangements in place for business continuity along with an emergency plan/procedures
- Communicating the policy and other appropriate health and safety Information to all relevant people within the school, including occasional consultants, volunteers, visitors and contractors
- Ensuring that an investigation is carried out by a competent person following an accident or incident
- Liaising with relevant site staff and meeting at least termly to discuss Health and Safety (SA diary dates booked)
- Ensuring that risk assessments are undertaken for any activity that has significant associated hazards, that a written record of these assessments is kept and shared with all relevant staff and that they are reviewed at least annually
- Ensuring that all staff complete mandatory health and safety training (fire marshall, first aid)
- Ensuring that the school appoints a named Educational Visits Co-ordinator and that each visit has a named leader and deputy leader (Shelley Ashwood)
- Ensuring that there are effective health and safety management arrangements for educational visits and authorising all education visits – See Trips and Visits Policy
- Appointing a named first aid co-ordinator and administrator of medication for the school and ensuring there is an adequate number of appropriately trained first aiders in the school (SA until training on 4th September) (Shelley Ashwood)
- Ensuring that all reasonable steps have been taken to reduce the possibility of accident or injury to staff, students and visitors (weekly site checks SA)
- Reporting all RIDDOR reportable incidents within 24 hours of the incident.
- Ensuring that appropriate First Aid provision is in place
- Liaison with the NHS School Nursing Service overall health issues including vaccinations
- Ensuring all staff under their control, particularly newly qualified, novice and supply teachers, receive instruction in their duties regarding health and safety matters
- Ensuring all staff under their control are adequately trained to carry out their duties efficiently and effectively
- Ensuring that all supply teachers are aware of health and safety issues and special arrangements relating to the lesson being covered before commencing work
- Ensuring that class teachers or tutors have instructed their groups on evacuation procedures, including assembly points (as part of induction, termly fire drills in calendar)
- Ensuring that class teachers or tutors are keeping student attendance records up to date, re: evacuation procedures and missing students.

Site Health and Safety Lead (SA)

- Undertake all work, checks, inspection and tests that are deemed necessary for the continued safe operation of the school and will be responsible for recording the results of the checks

- Ensure that risk assessments are in place for the activities they undertake and that safe systems of work are followed
- Advise the Headteacher on all aspects of Site in relation to Health, Safety and Welfare
- Manage contractors for all site related working, including safeguarding checks and confirming Risk assessments and method statements are appropriate.
- Undertake periodic health and safety audits to ensure the site they are responsible for is fulfilling the requirement to follow safe systems of work in the running of their area.
- Ensuring all statutory notices, placards, regulations and safety signs are displayed as appropriate in their classrooms/workplace
- Carry out an annual check in all working areas with the Headteacher using the Checklist in the Appendix
- Be supported by the Headteacher with requests for training and resources to assist with their role

All staff

- Being aware of regulations, codes of practice and guidance notes appropriate to their specialist teaching areas
- Producing their own safety procedures where appropriate, defining safe working arrangements and appropriate risk assessments
- Ensuring that safe working practices have been incorporated in schemes of work and lesson plans
- Reporting to the Site Health and Safety Lead all problems, defects and hazards
- Ensuring that a copy of the “Fire Evacuation Notice” is prominently displayed in all rooms and areas in which they are working
- Ensuring that instructions are provided and followed for the use of all new equipment, substances etc.
- Carrying out regular risk safety inspections of equipment used, in addition to termly risk assessments
- Report to the Site Lead any practices, premises, and equipment etc. giving cause for concern as a potential hazard
- Ensuring that where conditions apply, all students or persons under their control (eg: learning support assistants, novice teachers) receive instruction and are provided with “hands-on” training to enable them to operate in a safe and efficient manner, eg: instruction to wear goggles in a Science practical lesson
- As a class teacher or tutor, reporting to their Headteacher/SENDCO any information received about any of their students which may have health and safety implications
- As a tutor, maintaining up to date attendance records for their class or tutor group, re: evacuation procedures and missing students.
- Communicating relevant staff, any information received about any of their students, which may have health and safety implications. (Also see separate policies on Child Protection and safeguarding)

In specialist subject areas and for aspects of general health and safety we use the following external support and guidance: AfPE (BALPA), CLEAPSS, and COSHH.

Responsibilities of the Special Education Needs and Disabilities Coordinator (SENDCO)

- Ensuring that Teaching Assistants are aware of safety procedures appropriate to a particular lesson and that any resultant specific measures required for the supported student(s) are considered
- Informing the Headteacher or Site Lead of potential hazards or safety concerns, specifically relating to the School’s visually impaired and/or physically impaired students, eg: wheelchair users
- In liaison with the Headteacher or Site Lead, keeping up to date with health and safety issues and legislation specifically related to disabled users, visually and/or physically, and communicating this information to staff as appropriate
- Ensuring that all staff working with disabled students have received appropriate health and safety training to ensure the safety of the students and themselves
- Ensuring that, where appropriate, students or members of staff have a Personal Emergency Evacuation Plan (PEEP) which is reviewed annually or more often as circumstances require.

The Educational Visits Co-ordinator (Shelley Ashwood)

- The appropriate risk-assessments have been carried out
- That staff are suitably qualified for the activities undertaken
- That First Aid requirements are met
- That emergency contact numbers and student lists have been properly distributed.
- Overseeing Health and Safety procedures are followed for Outdoor Pursuits.

For more detailed Information see the Tips and Visits Policy

Individual Responsibilities

All employees are required to:

- Cooperate in the implementation of the requirements of all health and safety legislation, related codes of practice and safety procedures/instructions and to report any deficiencies
- Refrain from doing anything or omitting to do anything that causes danger to themselves or others
- Report issues on the respective fault reporting systems
- Immediately bring to the attention of their Line Lead or Health and Safety Representative, any situation or practice of which they are aware, which may lead to injury or ill health
- Take responsibility for good housekeeping in the area in which they work
- Report all accidents, incidents and dangerous occurrences in accordance with the School's guidelines
- Follow the advice given in health and safety training in order to control workplace risks
- Take responsibility for their own health and safety.

Contractors (SA)

All contractors working on Hambling View premises, or elsewhere on the School's behalf, are required to comply with relevant rules and regulations governing their work activities. Contractors are legally responsible for ensuring their own safety on Hambling View premises (or elsewhere on the School's behalf), the safety of their workforce and for ensuring that their work does not endanger the safety or health of others. Contractors will be required to demonstrate their competence and adequate resources to carry out specific hazardous work, prior to their engagement.

Volunteers

All volunteers will be provided with Health, Safety and Safeguarding Information for the activity they have volunteered to undertake. A copy of the safeguarding leaflet will be provided to them.

Visitors

All visitors will be supervised by a nominated Hambling View member of staff, where necessary Health, Safety and Safeguarding Information will be provided. All visitors will wear a visitor's badge/lanyard to identify them as visitors.

Part 3: Arrangements

The following arrangements apply to Hambling View. The responsibility sits with the Headteacher, although aspects of implementation and monitoring may be devolved to the Site Lead.

All documentation referred to in the arrangements section is kept locally in schools in a Health and Safety folder.

Competent Health and Safety Advice

Bath and North East Somerset Health and Safety Department. Helpline number 01225 39 5328 / 5115. All schools have a login for the B&NES Health and Safety portal <https://hsonestop.org.uk>.

Other sources of advice can be obtained from:

- AfPE for PE and sport related queries
- Sports bodies for sport specific advice
- CLEAPSS for Science, and Art
- Evolve for all education visits and guidance.

Displayed Information

Hambling View is legally obliged to display the following:

- Health and Safety at Work poster
- Employees Liability Compulsory Insurance
- Display Energy Certificates

The Headteacher is responsible for ensuring all of the above are displayed.

Accidents, Incidents, Near Miss Events and Occupational Diseases

The Headteacher is the “Responsible Person” as required by RIDDOR for reporting under the regulations.

The school will investigate all reported accidents, incidents, near miss events and cases of work-related illness to ensure, wherever possible, the situation does not re-occur.

It is the responsibility of the Headteacher to check with the relevant personnel for all persons who have had accidents at work to ensure that any accidents resulting in an absence of:

- Greater than 3 day absence/return to work not able to perform normal duties is recorded in the accident book
- Greater than 7 days absence/return to work not able to perform normal duties is reported to RIDDOR within 15 days.

It is the responsibility of all staff, contractors and visitors to report accidents/incidents/near misses. Normally all student and staff accidents will be picked up via First Aid treatment and/or accident book entries. The contractor Information which forms part of the contractor induction covers the reporting of accidents and will specify the school contact. The School’s Competent body will be responsible for making any RIDDOR reports. The Headteacher will report to the Chief Operating Officer:

- Anything to be reported to HSE under RIDDOR
- All accidents to students that result in a fracture or serious injury
- Any accident where the reporting persons considers a claim may be made

The school will report all accidents, incidents, near miss events and occupational diseases to the governing body at the next available scheduled meeting. Insurance claims, including any potential insurance claims, must be reported to the Proprietor at the earliest convenience.

Control of Substances Hazardous to Health (COSHH)

- An inventory of all hazardous substances used must be held in school’s Health and Safety folder and reviewed regularly
- Any new products that are brought into schools that have a hazard warning symbol and there is a “significant” risk of harm from the product in its use, miss-use, or quantities of storage, will require a risk assessment

- The school will maintain a record of hazardous substances used by the cleaning team (whether in house or a contractor)
- Products will be kept in their original packaging and will not be decanted.

Department Specific Health and Safety Arrangements

Secondary schools: There are six specialist areas that may require Department Safety procedures to enable the specific safety requirements for the department to be covered in depth.

- Art (to be delivered via drop down days – each day will be risk assessed as part of the planning process and the final risk assessment signed off by the Headteacher at least one week before the delivery of the day)
- Drama
- Music (to be delivered via drop down days – each day will be risk assessed as part of the planning process and the final risk assessment signed off by the Headteacher at least one week before the delivery of the day)
- PE
- Science – At Hambling View we are following a broadly biology-based curriculum which will not require additional risk assessments. For any lessons linked to chemistry that may be planned as part of a bespoke pathway, the individual lessons will have risk assessments as part of the planning and all use of chemicals that may be harmful will adhere to the COSHH risk assessments.

Risk assessments, safe working practices and lessons plans will be in place for lessons where there is a higher than normal risk element. Model risk assessments, safe work methods of lesson plans will be downloaded from CLEAPSS or AfPE and modified/adapted to meet the school's needs. The Headteacher, together with the teaching staff is responsible for producing and revising the Department Safety Procedure and updating staff on its contents.

Educational Visits

For further Information, see the HAMBLING VIEW Trips and Visits Policy.

Hamling View has an Educational Visits Co-ordinator (EVC) (Shelley Ashwood). It is their responsibility report to the headteacher all planning for educational visits prior to the Headteacher granting approval.

Electrical Equipment (Fixed and Portable)

- Any electrical faults should be reported immediately using the usual reporting procedure
- Faulty fittings should be isolated until repaired
- Wherever possible all portable electrical equipment must be purchased from new with a minimum of 12 month guarantee and a CE mark on the equipment or on its packaging
- Portable and Fixed Appliance Testing (PAT/FAT) should be arranged by the school annually, or at a period specified by the PAT/FAT inspector.
- All staff and students must carry out a visual inspection of electrical equipment prior to use. Teachers or technicians using/preparing electrical appliances for lessons should visually check the equipment prior to the lesson starting
- Staff and students must not bring electrical items in from home.

Gas Safety

- The Proprietor is responsible for ensuring that contracts are placed, and all periodic gas safety inspections/tests are completed for the water boiler and the central heating system. It is the responsibility of the person placing an order for works to be undertaken to confirm that the person is competent. The work they will undertake must be commensurate with the work they are certified to undertake.

Legionella

- The Site Lead is responsible for managing and monitoring the Legionella risk assessments for Hambling View. The Headteacher is responsible for following up on actions raised in the Legionella Contractor's Report (with advice from the Head of Estates).

Fire and Emergency procedures

- The Headteacher is responsible for implementation and maintenance of fire safety controls and systems. The Site Lead will ensure that-a Fire Risk Assessment, undertaken by a competent person, is arranged on behalf of the school and that it is regularly updated and/or reviewed as and when things change that may affect the original assessment
- The Headteacher is responsible for ensuring that general fire precautions are in place as identified in the fire risk assessment. They are also responsible for implementing any new measures identified in the Risk Assessment
- All fire appliances and fire safety systems will be checked in line with recognised best practice and British Standards by specialist personnel
- Fire alarms will be tested on a weekly basis using a different call point each time and the results should be recorded
- Portable fire-fighting equipment and emergency lighting will be visually checked on a monthly basis and the results should be recorded
- Fire drills will be held a minimum of three times per year. A record must be kept of each drill to include evacuation time, observations and follow up required, which must be reported to the LGB
- Clear instructions must be issued to staff regarding the nearest fire call point, fire extinguisher, the means of escape and assembly points during fire drills. These instructions must be issued on the first day of employment as part of the induction process
- Fire exits will have appropriate signage.

First Aid

The school provides first aid for its employees, students and visitors. Contractors are asked to provide their own First Aider and first aid kit.

Hambling View will have a First Aid Needs Assessment (Risk Assessment) which determines the first aid arrangements for the school. The assessment must be undertaken by someone with first aid experience, and it will be reviewed annually, ideally following the sharing of Medical Care Plans for the new intake of students, or following any accident or incident where identified by the accident investigation.

The First Aider will

- Record all illness or accident details for all staff, students, visitors, contractors.
- Notify all accidents so that an accident investigation can be undertaken.
- Check that First Aid boxes are properly maintained and accessible in their agreed locations
- Adhere to the procedures for dealing with and recording accidents
- Report accidents using the Local Authority reporting system (Onestop)
- Attend to sick students and maintain a log and Inform parents as appropriate
- Make contact with the appropriate outside agencies when required
- Follow procedures in dealing with infectious diseases.

Administration of medicines

- Medication is only administered to students when the parental consent form has been completed and will be administered by a nominated member of staff and appropriate records kept
- Medicines are only administered during school time when they have been prescribed by a child's GP or other relevant medical professional

- Medicines are kept in a locked cupboard in the school office. The exceptions to this are asthma medication and “epipens” which may be kept in appropriate locations.

Risk Assessments

The school must maintain a comprehensive set of risk assessments that cover curriculum-based activities in school, school visits and the running of the school building and grounds. High risk areas such as management of vehicles into the site and arrangements for the start and end of the school day should be considered and assessed.

All risk assessments are to be reviewed annually (with the exception of risk assessments for school trips which should be reviewed each time the trip takes place) or after any event/ issue that may indicate that the risk is not sufficiently mitigated.

Employee Health and Wellbeing

The Headteacher should be alert to signs of employees suffering from ill-health and/or stress. Return to work interviews should help to identify underlying causes of absence and indicate the need for support. Individuals who are identified as suffering from stress should be signposted to relevant support agencies.

Personal Protective Equipment (PPE)

The need for and type of PPE will be determined by a risk assessment. Where PPE is identified as a necessary control measure, it will be provided free of charge to staff and students.

Working at height

Where possible the school will remove, or design out, working at height. For those tasks that cannot be removed, these will be risk assessed. All persons who are expected to work at height as part of their job will receive working at height training.

See Working At Height Risk Assessment for more details.

Hambling View
Health and Safety Checklist

Date of inspection	
Name of Inspectors	
Name of School	

Have all issues from previous inspections been addressed? If NO, note all outstanding items and include them in this report.

Retain a copy of this for 3 years.

SUBJECT/POTENTIAL HAZARD	Yes/No/ N/A	Action
1. Outdoor area		
● Are walls/fences in good condition?		
● Paths/steps free from trip hazards?		
● Do steps have handrails?		
● Are all handrails in good condition?		
● Is external lighting adequate - day and night? (No overhanging branches etc.)		
● Pedestrian routes clearly defined and segregated from vehicles?		
● Is garden furniture in good condition?		
● Play equipment inspected and in good condition?		
● No refuse/faeces/other waste on the grounds?		
● Trees stable and been inspected?		
● School reception clearly signed?		
● Adequate access for emergency service?		
● Access to low roofs restricted?		
● Any other hazards?		
2. Refuse area		
● Are bins easy to use by operatives?		
● Are bins secured in place or stored securely away from the building (prevent arson)?		
● Are bins covered to deter pests/vermin?		
● Any other hazards?		

3. Main entrance and security		
● Is it well lit/all lighting functioning?		
● Is the door secure?		
● Is glazing protected from damage and in good condition (safety glass or safety film)?		
● Is 'no smoking' signage in place?		
● Is there a sign-in book?		
● Is the health and safety law poster on display?		
● All windows closed at the end of the day?		
● CCTV in working order?		
● No-smoking sign in place?		
● Any other hazards?		
4. Staircase/Landings/Corridors		
● Handrails/balustrades in good condition?		
● Are treads/risers undamaged & floor coverings in good condition?		
● Door mats in good condition?		
● Are all lights working?		
● Are stairs & corridors free from obstructions and flammable items, including electrical equipment?		
● If under stairs and corridor cupboards used for storage, are they kept locked and of non-combustible material?		
● Finger guard in place on high-risk doors (e.g. nursery, ISAant area)		
● Any other hazards?		
5. Fire		
● Is the fire log book in its correct position and up-to-date?		
● Are fire signs clearly indicating exit routes?		
● Are fire action notices on display in each room and filled-in?		
● Are all fire and emergency exits unobstructed?		
● Do fire doors close fully and flush with the frame?		
● Are all final exit doors easily openable?		
● Are all extinguishers in position, have tamper-proof tag and at the correct pressure?		
● Is there any evidence of smoking in the premises?		
● Electrical cupboards free from combustible materials?		
● Evacuation chairs in position and checked?		
● Any other hazards?		
6. Kitchen		
● Is it clean and free from ISAestation?		
● Are surfaces and tiles in good condition?		
● Is the pot wash cleaned monthly?		
● Are tap heads cleaned and descaled?		
● Is the extract fan working and clean?		
● No trip hazards? (Poor lighting, wet conditions, contaminant on the floor)		

<ul style="list-style-type: none"> ● Is the fridge/freezer clean and at the correct temperature? (0-5°C Fridge - minus 14°C Freezer). ● Any other hazards? 		
7. Portable electric appliances		
<ul style="list-style-type: none"> ● All appliances have an up-to-date PAT sticker? ● No obvious signs of wear and tear? ● (Cracked or charred plugs/frayed leads/exposed wires) ● Do leads fit closely into plugs? ● No sockets overloaded? (The basic rule is 'one plug: one socket') ● Any other hazards? 		
8. Toilets/showers		
<ul style="list-style-type: none"> ● Is sanitary ware clean and in good condition? ● Are tiles and seals in good condition? ● Are floors clean and dry? ● Are taps flushed out weekly? ● Shower heads de-scaled quarterly? ● Are extractor fans clean and working? ● Any other hazards? 		
9. Staff office(s)		
<ul style="list-style-type: none"> ● Check electrical equipment as in item 7? ● Is the office clean, tidy and free from trip hazards? ● Is there a clear emergency exit route? ● Is there adequate heat, light, ventilation? ● Is computer equipment fully adjustable? ● Are light items only stored on high shelving? ● Are there steps/platforms available to assess high shelving? ● Are there sufficient power supplies? (No need for adaptors etc.) ● Air condition systems regularly serviced? ● Any other hazards? 		
10. Classrooms		
<ul style="list-style-type: none"> ● Check electrical equipment as in item 7? ● Is the classroom clean, tidy and so far as practicable free from trip hazards? ● Is there a clear emergency exit route? ● Is there adequate heat, light, ventilation? ● Are there sufficient power supplies? (No need for adaptors etc.) ● Is furniture in good condition? ● Are unused plug sockets covered? ● Overhead projectors secured in position? ● Any other hazards? 		
11. Storage/COSHH		
<ul style="list-style-type: none"> ● Are cleaning chemicals locked away? ● Is there good ventilation in the storage area? 		

● No evidence of spills?		
● Are Material Safety Data Sheets readily available for all chemicals?		
● Any other hazards?		
12. First Aid		
● Is there a qualified first aider available?		
● Is the first aider easily contactable?		
● Is the first aid box in its specified location?		
● Is the first aid box fully equipped (no out-of-date stock)?		
● Medicine cabinet kept locked and only with current/needed?		
● All medicines in the original container and with student details label?		
● Any other hazards?		
13. Caretaker work equipment		
● Are all ladders in good condition, checked yearly and documented ? (No missing/broken rungs etc.)		
● Tools kept secure and out of unauthorised reach?		
● Operating instructions available for work equipment?		
● Equipment available for manual handling tasks?		
● Lifts/hoist for moving/handling inspected by a competent person every 6 months?		
● Any other hazards?		
14. Asbestos <i>If asbestos containing materials have been identified in the building check the school asbestos register so that you know where it is.</i>		
● Has the condition of the asbestos changed since the last inspection? (If the material has become damaged, shows signs of flaking or crumbling, prevent access to the area and call Property Services for advice)		
● Any other hazards?		
15. Boiler room		
● No combustible materials stored inside?		
● Doors open in the direction of travel?		
● Fire extinguisher accessible?		
● Emergency shut off accessible?		
● Any other hazards?		
16. Vehicles		
● Do drivers have the appropriate licence for the vehicle?		
● Is the vehicle being inspected according to the manufacturers' instructions?		
● Any other hazards?		
Other	Yes/No	Action
● Science department using CLEAPSS/COSHH guidance in learning and preparation		
● PE using BALPA (now changed to AFPE)		
● Trips policy and risk assessments in place		

● Risk assessments for other aspects in school in place – e.g difficult children, maternity, etc.		
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Any other comments: