

ST DOMINIC'S GRAMMAR SCHOOL

HEALTH AND SAFETY POLICY

Website edition | Academic Year 2026–2027

Our commitment. The School will provide, so far as is reasonably practicable, a safe and healthy environment for pupils, employees, visitors, contractors and others affected by its activities, while enabling pupils to learn through well-managed and proportionate challenge.

Policy control	Approved position
Applies to	Whole School: Nursery and EYFS to Sixth Form; employees, pupils, volunteers, contractors, visitors, lettings and School activities on and off site
Employer / Proprietor	Mr Gary Hartland
Policy owner	Headmaster, Mr Peter McNabb
Operational coordination	Bursar, Mr Paul Tudor; Site Manager, Mr Brittainr; departmental and activity leads
Governance	Governing Body provides delegated scrutiny, advice and challenge; the Proprietor retains legal accountability
Approval date	30 August 2026
Effective date	1 September 2026
Next review	By 31 August 2027, and after significant change, incident, enforcement action or material new guidance
Publication	School website; Staff SharePoint; full controlled Health and Safety Manual available internally

Part 1 – Statement of intent

The Proprietor recognises and accepts responsibility as employer for health, safety and welfare at St Dominic's Grammar School. The School will comply with health and safety law, the Independent School Standards and the safeguarding and welfare requirements applying to pupils from EYFS to Sixth Form.

The School will manage risk sensibly and proportionately. Health and safety should support education, play, sport, practical work, visits and personal development; it should not be used to prevent worthwhile activity where risks can be properly controlled.

The School will, so far as is reasonably practicable:

- provide and maintain safe premises, plant, equipment, systems of work, access and egress;
- identify hazards, assess risks, implement the hierarchy of control and verify that controls remain effective;
- provide suitable information, instruction, supervision, training and competent advice;
- consult employees and encourage pupils, parents, contractors and visitors to report hazards and concerns;
- prevent injury and work-related ill health and support physical and mental wellbeing;
- make appropriate arrangements for safeguarding, fire, first aid, medicines, allergies, emergencies and business continuity;
- consider individual needs, including age, pregnancy, disability, SEND, medical conditions and other vulnerability;
- record, investigate and learn from accidents, incidents, occupational ill health and near misses;
- provide resources, monitoring, audit and governance challenge sufficient to secure effective implementation.

Everyone has a responsibility to take reasonable care of themselves and others, cooperate with School arrangements, use equipment correctly, follow instruction and report hazards, defects, incidents and unsafe practice promptly.

Approval and signature

This policy is approved on behalf of the School and will be reviewed at least annually.

Signed (Chair of School Advisory Committee): ____ Sir M Griffiths ____ Date: __30-8-2026____

Signed (Headmaster): ____ P McNabb ____ Date: __24-8-2026____

1. Purpose, scope and policy hierarchy

This public policy sets out the School's statement, organisation and principal arrangements. It is supported by the controlled Health and Safety Manual, risk assessments, inspection schedules, emergency plans and topic-specific policies. Internal documents contain operational contacts, locations and security-sensitive details that are not reproduced on the website.

Where another policy gives more specific requirements—including safeguarding, fire safety, first aid/medical/allergy, educational visits, risk assessment, accessibility, security, transport, contractor control or business continuity—both documents apply. Safeguarding takes priority where a child may be at risk; health and safety investigation must not delay referral to the DSL or emergency services.

2. Legal and regulatory framework

- Health and Safety at Work etc. Act 1974.
- Management of Health and Safety at Work Regulations 1999.
- Workplace (Health, Safety and Welfare) Regulations 1992.
- Regulatory Reform (Fire Safety) Order 2005 and Fire Safety Act 2021.
- Control of Substances Hazardous to Health Regulations 2002; Provision and Use of Work Equipment Regulations 1998; Lifting Operations and Lifting Equipment Regulations 1998.
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR).
- Control of Asbestos Regulations 2012; Construction (Design and Management) Regulations 2015; Gas Safety and Electricity at Work requirements.
- Equality Act 2010; Children Act duties; applicable food, transport and environmental-health law.
- Education (Independent School Standards) Regulations 2014, particularly Part 3 and paragraph 11.

- Keeping Children Safe in Education 2026, Working Together to Safeguard Children 2026 and the September 2026 EYFS statutory framework.
- Current DfE health and safety, first-aid and educational-visit guidance; HSE education guidance; current ISI framework and handbook.

Part 2 – Organisation and responsibilities

3. Proprietor and Governing Body

The Proprietor is the employer and retains legal accountability. He approves this policy, ensures competent support and resources, sets expectations, receives assurance and ensures that significant risks and overdue actions are addressed. Delegation does not remove this responsibility.

The Governing Body provides documented scrutiny, advice and challenge under the School's governance arrangements. It reviews evidence rather than relying only on assurances, including significant incidents, risk trends, premises compliance, fire safety, training, audit and completion of actions.

4. Headmaster and senior leadership

- lead implementation and establish a positive culture in which concerns can be raised without detriment;
- allocate roles, authority, competence, time and resources;
- ensure risks are assessed and controls embedded in daily practice;
- coordinate safeguarding, health and safety, educational and operational decisions;
- stop or modify activity where there is serious or imminent danger;
- report significant issues to the Proprietor/Governing Body and track actions to completion.

5. Bursar, Site Manager and competent support

The Bursar coordinates the School's operational health-and-safety system, records and assurance, supported by the Site Manager, departmental leads and competent external advisers where required. Responsibilities include premises compliance, contractor controls, maintenance, statutory examinations, accident reporting, insurance liaison, procurement and action tracking.

The Site Manager coordinates routine premises inspection, defect reporting, planned maintenance, contractor site controls, security interfaces, utilities and emergency equipment, escalating matters outside delegated competence or resources.

6. DSL, EYFS and pastoral/SEND leads

- The DSL leads where an incident, premises concern, supervision issue or unsafe practice may indicate abuse, neglect, child-on-child abuse, staff misconduct or another safeguarding risk.
- EYFS leaders ensure the September 2026 safeguarding and welfare requirements are implemented, including safe premises/equipment, supervision, paediatric first aid, food safety, sleeping arrangements where relevant, outings and accident/medication records.
- SEND, pastoral and medical leads contribute to individual assessments, reasonable adjustments, personal emergency evacuation plans (PEEPs), healthcare plans and safe participation.

7. Departmental, activity and trip leaders

- maintain suitable assessments, local rules, inventories and inspection records for their area;
- ensure staff and pupils are instructed and supervised and that equipment is suitable;
- consider competence, group needs, environment, foreseeable emergencies and contingency;
- obtain required approval before new, unusual or higher-risk activities;
- report defects, incidents and overdue actions and suspend activity where controls are inadequate.

8. Employees, pupils and others

Employees must take reasonable care, cooperate, follow training, use protective equipment, avoid unauthorised interference and report hazards, symptoms, incidents and near misses. They must not undertake work beyond their competence or authorisation.

Pupils receive age-appropriate instruction and supervision and must follow safety rules and report concerns. Visitors, volunteers, contractors and hirers must comply with site arrangements, supervision and emergency procedures and must disclose relevant hazards they introduce.

Part 3 – Arrangements

9. Risk assessment and change management

The School uses a recorded, five-step approach:

1. Identify hazards, affected people and foreseeable harm.
2. Evaluate likelihood and severity, taking account of existing controls and individual vulnerability.
3. Select controls using elimination, substitution, engineering, administrative measures and personal protective equipment in that order where applicable.
4. Record significant findings, owners, deadlines and residual risk; communicate to those affected.
5. Implement, monitor and review after incidents, concerns, change, new guidance or at the planned review date.

Assessments must be suitable and sufficient, proportionate and completed by competent people. New equipment, rooms, substances, curriculum activity, staffing models, contractors, events, lettings, technology or building work must be assessed before implementation. Generic assessments are adapted to the School and the actual people/activity.

10. Individual needs and equality

The School considers pregnancy and new motherhood, disability, SEND, temporary injury, medical or allergy needs, mental health, language, age and inexperience. Reasonable adjustments seek safe inclusion and avoid blanket restrictions. Individual healthcare plans, PEEPs, manual-handling plans or welfare risk assessments are prepared and shared on a need-to-know basis where required.

11. Premises, equipment and statutory compliance

- planned preventive maintenance, inspections and statutory examinations are scheduled, recorded and followed up;
- defects are reported promptly, risk assessed, isolated or controlled and closed only when verified;
- electrical, gas, lifting, pressure, ventilation, water-hygiene, asbestos and other specialist systems are managed by competent persons;
- work equipment is suitable, guarded, maintained and used only by trained/authorised persons;
- classrooms, laboratories, workshops, kitchens, art, drama, music, PE and outdoor areas have activity-specific arrangements;
- housekeeping, slips/trips, glazing, access, lighting, temperature, sanitation and welfare facilities are monitored;
- accessibility and security controls are considered alongside fire, safeguarding and emergency access.

12. Fire, emergency and critical incidents

The responsible person ensures a suitable fire-risk assessment, prevention/protection measures, alarm and emergency-lighting maintenance, clear escape routes, drills, training, assembly/accounting arrangements and PEEPs. Emergency plans address serious injury, fire, gas or chemical release, utility failure, extreme weather, public-health events, security incidents and other foreseeable disruption. Plans include communications, roles, evacuation/invacuation/lockdown as appropriate, continuity and recovery, and are tested and reviewed.

13. First aid, medical needs, allergies and welfare

- Provision is based on recorded first-aid needs assessment and is available on site and during School activities off site.

- Trained personnel, equipment, accommodation, communication and cover are maintained, including required paediatric first aid for EYFS.
- Medicines, controlled drugs, healthcare plans, emergency medication and spare adrenaline auto-injectors are managed under the First Aid, Medical, Allergy and Anaphylaxis Policy.
- Food preparation, allergen management, hygiene, drinking water, welfare and infection controls are maintained and audited.
- Medical confidentiality is respected while necessary information is shared with staff who must act.

14. Educational visits, sport, transport and work experience

Visits and off-site activities follow the Educational Visits Policy, approval timetable and risk assessment process. Planning addresses leadership, supervision, competence, transport, weather, venue/provider checks, medical/SEND needs, safeguarding, emergency communication, remote supervision and contingency. Dynamic assessment supplements but does not replace planning.

School vehicles, contracted transport and drivers are authorised, maintained and checked. Sport and adventurous activity use appropriate governing-body guidance, competent instruction, equipment and return-to-play/medical controls. Work experience providers are checked proportionately and pupils are briefed on hazards and reporting.

15. Contractors, construction, procurement and lettings

- Contractors are selected for competence, insurance and suitable methods; safeguarding checks/access controls are applied where relevant.
- Work is coordinated through induction, permits where required, segregation, welfare, emergency and handover arrangements.
- Construction duties and asbestos information are identified before intrusive work; the School fulfils its client duties under CDM.
- Purchasing considers lifecycle safety, installation, training, inspection, maintenance, data/instructions and disposal.
- Hirers receive relevant site/emergency information and provide their own risk and insurance information; responsibilities are recorded in agreements.

16. Hazardous substances, infection and occupational health

- Hazardous substances are inventoried, assessed under COSHH, labelled, securely stored, used with appropriate controls and disposed of lawfully.
- Exposure to asbestos, legionella, noise, vibration, radiation, biological agents and other specialist hazards is managed by competent advice and monitoring.
- Infection risks are managed through hygiene, ventilation, exclusion/advice, cleaning, PPE where justified and current public-health guidance.
- Health surveillance and occupational-health support are provided where risk assessment or law requires.
- Workload, stress, violence/aggression, lone working and display-screen risks are assessed and managed.

17. Accident, incident and near-miss reporting

All accidents, injuries, occupational illness, dangerous occurrences, significant property damage and near misses are reported promptly using the School system. Immediate care and safeguarding action take priority. Records are factual, confidential and retained appropriately.

The School investigates proportionately to identify immediate, underlying and organisational causes, not simply individual blame. The responsible senior leader determines notification to the Proprietor, parents, insurers, enforcing authorities or other agencies. Reportable events are notified under RIDDOR within the required period. Actions have named owners and deadlines and are verified before closure.

18. Information, training, consultation and raising concerns

- Induction and refresher training are based on role, activity and risk; competence is assessed rather than assumed from attendance.
- Risk assessments and instructions are communicated in an accessible form; training and authorisations are recorded.

- Employees are consulted directly or through appointed representatives and can contribute to assessments and reviews.
- Pupils receive age-appropriate safety education and opportunities to raise concerns.
- No person should be disadvantaged for reporting a genuine concern. Serious and imminent danger must be reported immediately and work/activity stopped where safe to do so; whistleblowing routes remain available.

19. Monitoring, audit and governance assurance

Frequency	Minimum assurance activity
Ongoing	Supervision, defect/hazard reporting, incident response, local checks and action tracking.
Planned	Premises/equipment inspections, statutory examinations, training review, contractor monitoring and topic audits at risk-based intervals.
Termly	Leadership review of incidents/near misses, significant assessments, fire/first-aid/premises matters, overdue actions and emerging risk.
At least annually	Policy and manual review; audit of legal register, risk-assessment coverage, compliance schedules, training, consultation and effectiveness; formal assurance to Proprietor/Governing Body.
Triggered	Review after serious/significant incident, enforcement, complaint, material change, new activity, building work, new legislation/guidance or evidence that controls are ineffective.

Assurance is based on triangulated evidence: records, site observation, staff and pupil voice, incident patterns, test results, audit, completion and sustained effectiveness. Low incident numbers alone are not treated as proof that risk is well controlled.

20. Records and document control

The School controls and retains policies, risk assessments, inspections, maintenance and examination certificates, training, contractor documents, incident records, fire records, medical/first-aid records, audits and action logs in accordance with the Records Retention Schedule and data-protection requirements. Current versions are identifiable and accessible to those who need them; superseded versions are archived or removed from use.

21. Related policies and internal arrangements

- Health and Safety Manual and departmental procedures.
- Risk Assessment and Pupil Welfare Policy.
- Safeguarding and Child Protection Policy; Staff Code of Conduct.
- Fire Safety and Fire Risk Management Policy; emergency/lockdown/business-continuity plans.
- First Aid, Medical, Allergy and Anaphylaxis Policy.
- Educational Visits Policy; Transport/Minibus arrangements.
- Accessibility, Equality, SEND and individual healthcare/PEEP arrangements.
- Security, lone working, contractor, asbestos, legionella, COSHH and work-equipment procedures.
- Data Protection and UK GDPR Policy; Records Retention Schedule.

22. Authoritative sources

- Health and Safety Executive: Education; risk assessment; health-and-safety policy; RIDDOR and topic guidance.
- Department for Education: Health and safety responsibilities and duties for schools; First aid in schools, early years and further education.
- Education (Independent School Standards) Regulations 2014 and current guidance, including paragraph 11.
- Keeping Children Safe in Education 2026; Working Together to Safeguard Children 2026.
- EYFS statutory framework for group and school-based providers from September 2026.
- Current Independent Schools Inspectorate framework and handbook.