



Health and Safety Policy September 2025

Governor responsibility	Full Governing Body
Author/Owner	Bursar/Operations Manager
Status & review cycle	Annually
Policy details (date & version)	September 2025
Next review date	September 2026

PART ONE – GENERAL STATEMENT

As Governors of Moon Hall School, we fully recognise our collective responsibility for providing, so far as is reasonably practicable, a safe and healthy school for all of our employees, pupils, contractors, visitors (including parents) and others who could be affected by our activities.

This Policy is written with regard to our duties under the Health and Safety at Work etc. Act 1974, the Management of Health and Safety at Work Regulations 1999, the Regulatory Reform (Fire Safety) Order 2005, and all other relevant statutory requirements.

In accordance with Part 3 of the Independent School Standards (paragraph 11), this policy ensures that arrangements are made to safeguard and promote the welfare of pupils at the school by maintaining a safe and healthy environment.

In our role as employer, we attach high priority to ensuring that all the operations within the school environment, both educational and support, are delivered in an appropriate manner. The Governors are committed to promoting the welfare of all in our community so that effective learning can take place.

We fulfil our responsibility as Governors of Moon Hall School by appointing the Governors Premises Committee with responsibility for overseeing health and safety.

Day-to-day responsibility for the operation of health and safety at the school is vested with the Headteacher. However, as Governors, we have specified that the school should adopt the following framework for managing health and safety:

- The School's Health and Safety Committee meets termly. Minutes are circulated to Premises Committee Governors and reviewed at the next Premises Committee meeting.
- A report on health and safety covering statistics on accidents to pupils, staff and visitors, staff training, fire drills, and all new or revised policies and procedures, is tabled at each term's Health and Safety Committee meeting and also shared with the Premises Committee meeting.
- The minutes of the Premises Committee's discussion on health and safety are tabled at each meeting of the Full Governing Board together

with any other issues on health and safety that the Premises Committee Chairman wishes to bring to the Board's attention.

- The external fabric of the school, its plant, equipment and systems of work are surveyed and inspected at least annually by competent professionals. These reports are considered by the Governors Premises Committee and their recommendations (together with other defects) form the basis of the school's routine maintenance programmes.
- The school's adherence to health and safety in catering and cleaning of the food preparation and eating areas is subject to external inspection by the Environmental Health Officer (EHO). In addition, the Catering Contractor arranges for an independent hygiene and safety audit of food storage, meal preparation and food serving areas, three times per year. The Operations and Premises Manager arranges for the external deep cleaning as well as pest control services, and reports on all aspects to the Governors.
- The school has an annual fire risk assessment, carried out by a competent person, and progress is monitored by the Operations and Premises Manager. If significant changes are made to the interior of existing buildings or new buildings are constructed or acquired, a further fire risk assessment will be undertaken. The results of any fire risk assessments are reported at the School's Health and Safety meeting, and a full report is presented to the Premises Committee.
- Fire drills are conducted once per term for all staff and pupils. Records are kept of evacuation times and outcomes.
- An external health and safety consultant reviews the overall arrangements for health and safety, including fire safety, and reports on actions required with recommended timescales. The progress of implementation will be monitored by the Governors Premises Committee.
- The school has a competent person undertake a risk assessment for legionella biennially, supported by a six-monthly water sampling and testing regime.
- The school has a comprehensive policy in place for the training and induction of new staff in health and safety related issues which includes basic manual handling and working at height training. Health and safety training related to an individual member of staff's functions (e.g.

Science Technician) will be provided in addition to the standard induction training. First aid training and minibus driver training are provided for relevant staff involved in trips and visits and for designated support staff.

- All members of staff are responsible for taking reasonable care of their own safety, that of pupils, visitors, temporary staff, volunteers and contractors. They are responsible for co-operating with the Headteacher, the Bursar and other members of the Senior Leadership Team (SLT) in order to enable the Governors to comply with health and safety duties. All members of staff are also responsible for reporting any significant risks or issues to the Operations and Premises Manager or Bursar.
- All employees are briefed on where copies of this statement can be obtained on the school's intranet. They will be advised as and when it is reviewed, added to or modified. This policy will be reviewed annually, or sooner if legislation or guidance changes.

Signed: Adrian Turner
Chair of Governors, for and on behalf of the Board
Date: September 2025

Signed: Michelle Catterson,
Executive Headteacher
Date: September 2025

PART TWO – ORGANISATION

1. BOARD OF GOVERNORS

The Board has overall collective responsibility for health and safety within the school. It must ensure that health and safety issues are considered and addressed and that the Policy is implemented throughout the school. Adequate resources will be made available so far as is reasonably practicable, to enable legal obligations in respect of health and safety to be met. This includes ensuring the provision of sufficient training opportunities to staff. Where appropriate, advice from a Competent Person will be sought to advise the school and tasks will be delegated to suitable employees in order to assist the Board in carrying out its duties. The Board will hold the Headteacher to account in respect of the requirements set out in this policy.

2. HEADTEACHER

The Headteacher has day-to-day responsibility for controlling health and safety within the school, including ensuring there are sufficient resources deployed to meet health and safety requirements. The Headteacher has overall responsibility for ensuring that health and safety training is deployed as required, that accidents are suitably and appropriately investigated and recorded, and that an Emergency Plan is in place.

The Headteacher is responsible for implementing the Educational Visits Policy, ensuring the Educational Visits Co-ordinator (EVC) is appropriately trained, and that all trips are risk assessed and approved in line with DfE guidance (Health and Safety on Educational Visits, 2018).

3. OPERATIONS AND PREMISES MANAGER

The Operations and Premises Manager, overseen by the Bursar and delegated by the Headteacher, has day-to-day responsibility for ensuring, so far as is reasonably practicable, that arrangements are in place for:

- Safety and security
- Fire safety
- Electrical safety
- Gas safety
- Water quality
- Asbestos
- Emergencies
- Staff induction and training
- The appointment of competent contractors
- Co-ordinating and implementing training
- Advising the Headteacher and Bursar on maintenance requirements
- Ensuring that the Asbestos Management Plan, Accessibility Plan, and Fire Safety Policy are up to date and available to staff and contractors

4. BURSAR

The Bursar's duties include:

- Co-ordinating advice from specialist safety advisors and producing associated action plans
- Monitoring health and safety within the school and raising concerns with the Headteacher
- Compliance with the Construction (Design and Management) Regulations
- Chairing the School Health and Safety Committee
- Investigating accidents and incidents and recording the same

5. HEADS OF DEPARTMENT (TEACHING)

Heads of Department will ensure, so far as is reasonably practicable, the health, safety and welfare of pupils, staff, and visitors affected by activities under their control.

They are responsible for:

- Maintaining up to date risk assessments for all areas and activities within their department.
- Ensuring that appropriate control measures are in place and are being followed.
- Keeping records of departmental health and safety training, ensuring staff receive induction and refresher training relevant to their subject area.
- Reporting promptly to the Senior Leadership Team any concerns, incidents, or deficiencies in health and safety arrangements.

Specific risk assessment responsibilities include:

- Science (including harmful substances and flammable materials) – Head of Science
- Sports activities – Head of PE
- Drama – Head of Drama
- Art (including harmful substances and flammable materials) – Head of Art
- Music – Head of Music
- Design & Technology – Head of Design & Technology
- Food Technology (including harmful substances and food allergies) – Head of Food Technology
- Outdoor lessons – Senior Leadership Team
- Trips and visits – Educational Visits Officer

6. OPERATIONS MANAGER AND SITE TEAM

The Operations Manager and Site Team will support the Bursar in ensuring that the school site, buildings, and equipment are safe, secure, and properly maintained. Their responsibilities include:

- Building security and access control.
- Preventing unsupervised access by pupils to potentially dangerous areas, working with other staff as appropriate.
- Visitor management, including registration, supervision, and the oversight of contractors while on site.
- Safe management of site traffic movements.
- Maintenance of school vehicles (where applicable).
- Arranging and recording testing, inspection, and maintenance of systems and equipment, including fire safety, electrical, gas, water quality, asbestos, and other statutory checks.
- Maintaining good standards of housekeeping across the site, including drains, gutters, and general fabric.
- Safe storage and use of hazardous substances used in grounds maintenance and other site operations.

7. EXTERNAL HEALTH AND SAFETY ADVISORS

The Bursar will delegate to the Operations and Premises Manager to arrange, as appropriate, for external consultants to advise on matters of health and safety within the school. Such provision may include:

- Structural surveyors to advise on the external fabric of the school
- Engineers to monitor and service the school's plant and equipment, including boilers, annually
- Annual servicing of gym and fitness equipment, and machinery used in design & technology and maintenance departments
- External inspection of catering and cleaning by the Environmental Health Department, with the Catering Contractor required to:
 - Undertake independent hygiene and safety audits of food storage, preparation and serving areas three times a year
 - Take professional advice from a dietician on healthier food, menu planning and special diets
 - Arrange an annual specialist deep clean of ducting and ventilation systems
 - Carry out deep clean of equipment, and high-level cleaning of cooking, preparation and storage areas

- Maintain effective pest control measures
- A suitable and sufficient fire risk assessment, reviewed annually or when significant building changes occur
- Weekly fire alarm tests, with annual testing of the alarm system, smoke detectors, emergency lighting and extinguishers by a qualified contractor
- An annual review by an external health and safety consultant covering lessons, support areas, public spaces and sports facilities
- A suitable and sufficient legionella risk assessment every two years, with half-yearly water sampling and testing
- An up-to-date asbestos register and management plan, with the Operations Manager responsible for sampling, removal before major works, and briefing contractors
- Current electrical test certificates for all school buildings, with inspections and maintenance by NICEIC-qualified engineers in compliance with BS 7671 IEE Wiring Regulations
- All work on gas boilers and appliances undertaken by Gas Safe-registered engineers
- Annual testing of lightning protection and earthing systems, conforming to BS 6651:1999 or BS EN 62305
- Appointment of a competent Principal Designer and Principal Contractor/Contractor to ensure compliance with the Construction (Design and Management) Regulations 2015 whenever construction work is undertaken

8. SCHOOL HEALTH AND SAFETY GROUP

The group meets once a term, chaired by the Bursar, and includes: Headteacher, Bursar, Operations and Premises Manager, Head of D&T, Head of Science, Head of Art, Head of PE, Head of Performing Arts, EVC, Head of Food Technology, Lead First Aider, IT Network Manager.

This group's role is to:

- Discuss H&S matters, including regulatory changes
- Monitor effectiveness of H&S arrangements
- Review accidents and near misses and preventative measures
- Review and update risk assessments
- Discuss training requirements
- Monitor implementation of professional advice
- Review H&S policy guidance and update as required
- Develop safety rules and safe systems of work

- Monitor communication and publicity relating to H&S
- Encourage suggestions and reporting of defects by staff

9. LEAD FIRST AIDER

Responsible for:

- Maintaining an accident book and reporting notifiable accidents to the HSE in line with RIDDOR
- Keeping statistics and preparing summary reports for the Health and Safety Committee
- Escorting pupils to hospital and informing parents
- Checking first aid boxes and eye wash stations are replenished

10. STAFF

All staff must:

- Follow the Health and Safety Policy
- Take reasonable care for their own health and safety and that of others
- Co-operate with statutory requirements and school procedures
- Carry out reasonable instructions given by managers/senior staff
- Use protective equipment appropriately (reckless misuse may be a disciplinary matter)
- Report hazards or risks to their Head of Department / Operations and Premises Manager / Bursar
- Familiarise themselves with this Health and Safety Policy, the First Aid Policy, the Fire Safety Policy, the Safeguarding Policy, the Educational Visits Policy, and the Accessibility Plan

11. PUPILS (IN ACCORDANCE WITH THEIR AGE AND APTITUDE)

- Co-operate with staff on health and safety matters, particularly in an emergency
- Take reasonable care for their own health and safety and that of other
- Follow school rules, including dress standards for safety/hygiene
- Use and not wilfully misuse or interfere with safety equipment
- Report health and safety concerns to a member of staff

12. HIRERS

All hirers must, in addition to visitor responsibilities, ensure arrangements are made for checking the security and condition of premises and equipment used, after use.

13. VISITORS AND CONTRACTORS

All visitors and contractors must:

- Co-operate with staff on H&S matters, particularly in emergencies
- Observe school rules
- Sign in/out and follow site access procedures
- Familiarise themselves with fire and evacuation procedures
- Ensure adequate information is provided regarding premises, plant and equipment, including asbestos locations where intrusive works are planned
- Contractors will be made aware of the Asbestos Register before commencing work