



Catherine School of London

Health & Safety Policy

Date: 15 May 2025

Review Date: At least annually, or sooner if there are legislative changes or incidents

1. Policy Statement

Catherine School of London is committed to ensuring the health, safety, and welfare of all its students, staff, contractors, visitors, and any others affected by its operations. We will provide a safe and healthy learning and teaching environment, complying with all relevant UK laws, regulations, and guidance. We believe that effective health and safety management is central to our mission of offering high quality education and widening participation.

2. Legal Framework

This policy is informed by and seeks to ensure compliance with, amongst others:

- Health and Safety at Work etc. Act 1974
 - Management of Health and Safety at Work Regulations 1999
 - Workplace (Health, Safety and Welfare) Regulations 1992
 - Personal Protective Equipment at Work Regulations 1992
 - Control of Substances Hazardous to Health Regulations 2002
 - Other applicable regulations and statutory guidance (HSE, Department for Education etc.)
- ([GOV.UK](https://www.gov.uk))

3. Responsibilities

Role	Key Responsibilities
Proprietor / Board / Governing Body	Overall accountability for health & safety; ensure policy is in place; provide necessary resources; ensure compliance; review performance.
Principal / Head of Centre	Day-to-day responsibility for implementation; ensure risk assessments are carried out; ensure staff are competent; monitor and report on safety performance.
Health & Safety Officer (if appointed)	Overseeing safety systems; maintain registers/records; coordinate inspections; liaise with external agencies; ensure training is provided.

Role	Key Responsibilities
Staff / Teaching & Support Staff	Follow policy and procedures; take reasonable care of themselves and others; report hazards, accidents or near misses; use protective equipment as required.
Students / Learners	Comply with safety rules; follow instructions; report hazards; behave safely in classrooms, workshops, online and off-site.
Contractors / Visitors	Adhere to the school's safety rules; provide evidence of competency; follow instructions given by staff or safety officer while on premises.

4. Risk Assessment & Management

- All activities (on-site, off-site, online where applicable) will be risk assessed to identify hazards, evaluate risks, and determine proportionate control measures. ([GOV.UK](#))
 - Significant findings will be recorded; remedial actions logged; responsibilities assigned; and timescales for resolution set.
 - Risk assessments will be reviewed regularly or when there are changes (new equipment/processes, changes in activity, legislative updates, after an incident).
 - Special attention will be given to vulnerable groups, including students with disabilities / SEN / ASN, ensuring reasonable adjustments. ([HSE](#))
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5. Premises, Equipment & Estate Management

- Maintenance of all premises, fixtures, fittings, and equipment to ensure safety and compliance (e.g. fire safety systems, electrical wiring, ventilation, water systems)
 - Management of hazardous substances, if applicable; safe storage, handling, and disposal as per regulations
 - Asbestos management where the building contains asbestos: having an asbestos survey or register; clear procedures to avoid disturbing asbestos; information given to staff and contractors. ([GOV.UK](#))
 - Regular inspections and checks (fire alarms, emergency lighting, heating systems, etc.)
 - Ensuring the building is safe regarding structure, access, external areas (walkways, parking, lighting), and workplace welfare (toilets, kitchens, rest areas) ([GOV.UK](#))
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6. Fire Safety & Emergency Procedures

- Identify, assess, and reduce fire risks; have fire risk assessment
- Ensure emergency exits are clearly marked, unobstructed, and staff / students know evacuation routes
- Provision and maintenance of fire detection, alarm systems, firefighting equipment

- Regular fire drills; training for staff on fire procedures
 - Emergency plan for other incidents (e.g. medical emergencies, severe weather, violence, security threats)
([GOV.UK](https://www.gov.uk))
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7. Training & Information

- All new staff will receive induction covering health & safety policy, emergency procedures, risk assessments, reporting incidents
 - Periodical refresher training, especially for topics such as first aid, manual handling, use of equipment, safe handling of hazardous substances etc.
 - Ensure that staff are aware of their responsibilities; students likewise (rules, safe behaviour)
 - Provision of clear signage, instructions, safety notices where needed
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8. Welfare, First Aid & Health

- Adequate first aid provision: trained first aiders; appropriate first aid kits; procedures for handling illness or injury
 - Welfare facilities for staff and students (clean toilets, rest areas, drinking water etc.)
 - Procedures for reporting, recording, and investigating accidents, near misses, and occupational ill health (staff & students)
 - Support for mental health and well-being, including procedures to identify and manage stress, counselling or referrals where necessary
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9. Security & Safeguarding

- Secure premises (controlled access, visitor sign-in, perimeter safety)
 - Safeguarding arrangements in place, including trained Designated Safeguarding Lead(s)
 - Liaison with emergency services as required
 - Data security and online safety (if offering online courses)
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10. Monitoring, Review & Continuous Improvement

- Regular audits, inspections, risk review to check that policy is being followed and remains effective
- Incident investigations to learn lessons and make improvements
- Health & safety performance reporting to senior management / proprietors
- Annual review of policy and procedures, or sooner if circumstances change or following any serious incident

11. Communication & Consultation

- Staff are consulted on health & safety matters; safety representatives involved where applicable
- Students and parents / guardians informed of relevant safety procedures or rules (e.g. during induction)
- Communication of policy, notices, risk assessments etc. clearly and accessibly

12. Responsibilities under the Equality Act & Inclusive Approach

- Ensure that health & safety arrangements do not discriminate, and reasonable adjustments are made for students with disabilities or special educational needs, in line with the Equality Act
- Ensure that safety considerations are balanced with the right of students to participate in all activities, avoiding over-restrictive blanket rules
([HSE](#))

13. Documentation & Record-Keeping

Maintain up-to-date records including (but not limited to):

- Health & Safety Policy and its reviews
- Risk assessments, their findings and corrective actions
- Fire risk assessment and fire drill records
- Training records for staff and students
- First aid and accident/incident reports
- Equipment maintenance logs and safety inspections
- Asbestos registers / hazardous substances logs etc.

14. Policy Approval

This Health & Safety Policy for Catherine School of London is approved by:

Tahir Khan / Director
Date: 15 May 2025
