



HEALTH AND SAFETY POLICY

This policy will be reviewed annually or in response to changes in legislation		
Created	October 2016	MB Health and Safety Ltd
Last Review	April 2024	Head of Compliance, Group Health & Safety Manager, Chief Operating Officer
Approved	April 2024	Operations Board

This Policy applies to all pupils, parents, employees, contractors and authorised visitors to Thomas's schools and workplaces.

This Policy should be read in conjunction with the Thomas's Risk Assessment Policy, First Aid Policy, Staff Code of Conduct and Health and Safety procedures.

Preface

This is the Health and Safety Policy for Thomas's London Day Schools who will be referred to as 'Thomas's'.

The document contains information which must be followed in order to ensure the continued health, safety and welfare of Thomas's employees, pupils, contractors and visitors whilst continuing to comply with the legislation which governs the work we undertake.

This is a comprehensive document that comprises of the following three sections:

- The Health and Safety Policy Statement
- The Organisational Duties
- The Arrangements for Managing Health and Safety

Health and Safety Policy Statement

This is a general statement of the intentions of Thomas's with regard to Health and Safety. The policy statement is signed and dated by the Shareholder Board that indicates that Health and Safety is highly regarded, with full commitment to it from the most senior level of Thomas's.

The Organisational Duties

This section commences with a chart showing the safety structure of Thomas's. It is followed by a list of individual responsibilities.

Arrangements for Managing Health and Safety

This section will contain information that will need to be followed by all levels of management, to ensure that Thomas's complies with current legislation and to reduce the risk to all persons who may be affected by the works carried out on Thomas's behalf.

In order to reduce accidents and incidents, all personnel and contractors must adhere to the policies whilst carrying out Thomas's undertakings.

Where help is needed, Thomas's engages the external Health and Safety support services to provide competent advice on safety matters, guidance on risk management, safety auditing, safety inspections, advice on training and, should the need occur, to investigate or advise on accidents.

- The School - Thomas's London Day Schools
- HSE - Health and Safety Executive
- ACoP - Approved Code of Practice

Health and Safety Policy Statement

At Thomas's we are committed to providing and maintaining an environment that ensures the Health and Safety of our employees, pupils, contractors and authorised visitors. We want to prevent accidents and illness by making sure that Health and Safety considerations are at the heart of everything we do. To make this happen, we'll be encouraging everyone who works at Thomas's to actively take part in and support this policy.

Our staff, employees and subcontracted personnel are of paramount importance. Thomas's recognises that the talent and energy of the men and women, who work for it, are its most valuable assets.

The overall responsibility for Health and Safety lies with the Proprietor, Thomas's London Day Schools (TLDS). TLDS is governed on behalf of the Shareholders by the Board. . Thomas's will keep all personnel advised of their responsibilities and those of Thomas's, with regard to health and safety matters.

Thomas's recognises and accepts its responsibilities under the Health and Safety at Work Act 1974 and its Regulations which affect its activities. In order to comply with the associated Regulations Thomas's will:

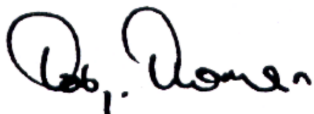
- Provide the necessary information, instruction, training and supervision to ensure the Health and Safety of its employees and others.
- Provide and maintain plant and equipment with systems that are safe and without risk to health, a safe place of work and safe systems of work.
- 'So far as reasonably practicable' ensure that they will provide satisfactory financial resources and support needed to meet these objectives.
- Ensure that effective planning, control, and monitoring of all activities are maintained.
- Identify substances that are potentially hazardous to health and make sure arrangements are made to control the risks they pose.
- Make sure we have effective arrangements in place to deal with injuries, and reduce the effects of any incidents that could result in injury or ill health.

The support of the staff and others at Thomas's is necessary to achieve the objectives of the Health and Safety Policy and Thomas's make it clear that Health and Safety is a responsibility of equal standing with all other responsibilities. We at Thomas's will strive to improve the health and safety standards and culture at all levels.

Thomas's will co-operate fully in encouraging consultation between Managers, Department Heads and those for whom they are responsible.

A copy of this statement will be distributed to all Senior Leaders for communication to those for whom they are responsible. Copies will also be displayed on Thomas's Staff Notice Board, the staff portal and the School Website.

The statement will be reviewed, added to or otherwise modified from time to time as appropriate and any other additions or modification will be brought to the attention of all employees.



Signed:

Toby Thomas,
CEO
September 2023

Policy Review

It is a requirement of the HASAWA (section 2 (3)) that an Employer shall keep their Health and Safety Policy under regular review to ensure that it remains relevant and reflects the organisation, arrangements and established processes/procedures. The Company will conduct an annual review of this Policy, or more frequently if deemed prudent to do so. This review shall cover all sections of the Policy and shall ensure that:

1. The responsibilities reflect the current management structure of the company.
2. The arrangements for managing Health and Safety remain unchanged.
3. The safe working procedures are still applicable.

Additionally, the Policy shall be reviewed as necessary to reflect any changes in Legislation, significant Company appointments and/or relevant technological advancements.

The Policy review will be completed by the Head of Compliance, and the Group Health & Safety Manager in conjunction with the School's appointed Health and Safety advisor.

Thomas's Safety Management System is based on the HSE's model in HSG 65 "Successful Health & Safety Management".



Plan, Do, Check, Act	Conventional health and safety management	Process safety
Plan	Determine the policy Plan for implementation	Define and communicate acceptable performance and resources needed (Policy)
Do	Identify risks Organise for health and safety/Implement your plan	Identify and assess risks Identify controls Implement and manage control measures (Risk Assessment)
Check	Measure performance (monitor before events, investigate after events)	Measure and review performance (Inspections & Audits)
Act	Review performance Act on lessons learned	Learn from measurements and findings of investigations (Make Improvements where necessary)

The overall aim of this policy is to set out the framework for securing the Health, Safety and Welfare of all Staff, Pupils, Contractors and authorised Visitors. The implementation of this policy relies on all members of staff co- operating on all Health and Safety matters. To enable this to work Thomas's have given responsibilities to certain job roles which are detailed below.

Organisation – Duties, Roles and Responsibilities

Organisation Chart

Thomas's have identified and included specific responsibilities in relation to Health and Safety, as they relate to each post in the organisation. Please refer to the organisation chart over page.

Thomas's Battersea

28-40 Battersea High Street, SW11 3JB
Tel:- 020 7978 0900
E-mail:- battersea@thomas-s.co.uk

Thomas's College

Queen's Road, Richmond Hill, TW10 6JP

Thomas's Clapham

Broomwood Road, SW11 6JZ
Tel:- 020 7326 9300
E-mail:- clapham@thomas-s.co.uk

Thomas's Fulham

Hugon Road, SW6 3ES
Tel:- 020 7751 8200
E-mail:- fulham@thomas-s.co.uk

Thomas's Kensington

17-19 Cottessmore Gardens, W8 5PR
39-41 Victoria Road, W8 5R
21 St Albans Grove, W8 5BP
Tel:- 020 7361 6500 (CG)
Tel:- 020 7937 0583 (VR)
E-mail:- kensington@thomas-s.co.uk

Thomas's Kindergarten

St Mary's Church, Battersea Church Road, SW11 3NA
Tel:- 020 7738 0400

Thomas's Putney Vale

Stroud Crescent, Putney Vale, SW15 3EQ
Tel:- 020 7978 0901 (PV)
E-mail:- putneyvale@thomas-s.co.uk

Thomas's Group Office

3 Square Rigger Row, Plantation Wharf, SW11 3TZ
Tel:- 020 3327 4179

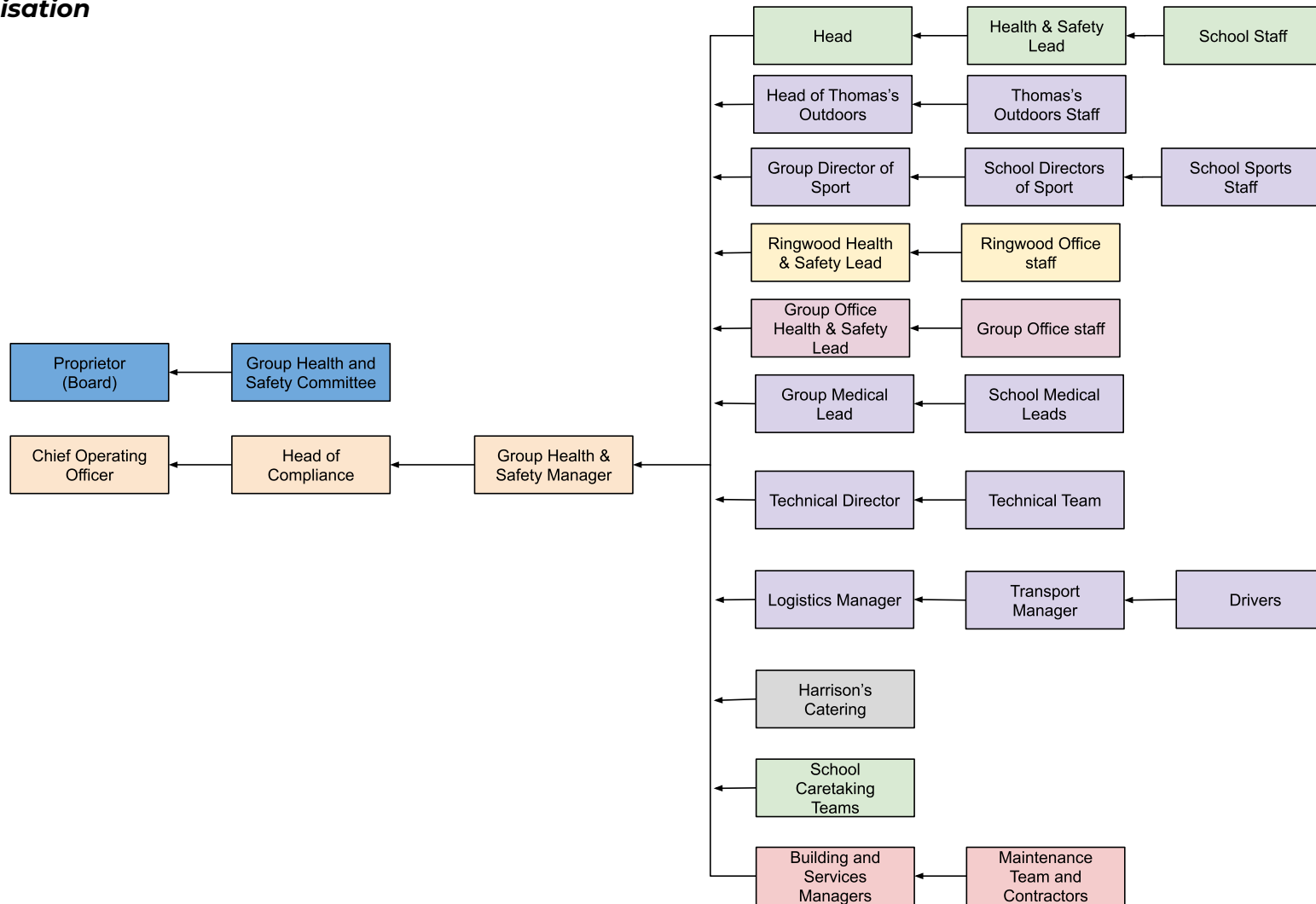
Ringwood (Finance)

Brightwater House, Market Place, Ringwood, BH24 1AP
Tel:- 01425 481500
E-mail:- ringwood@thomas-s.co.uk

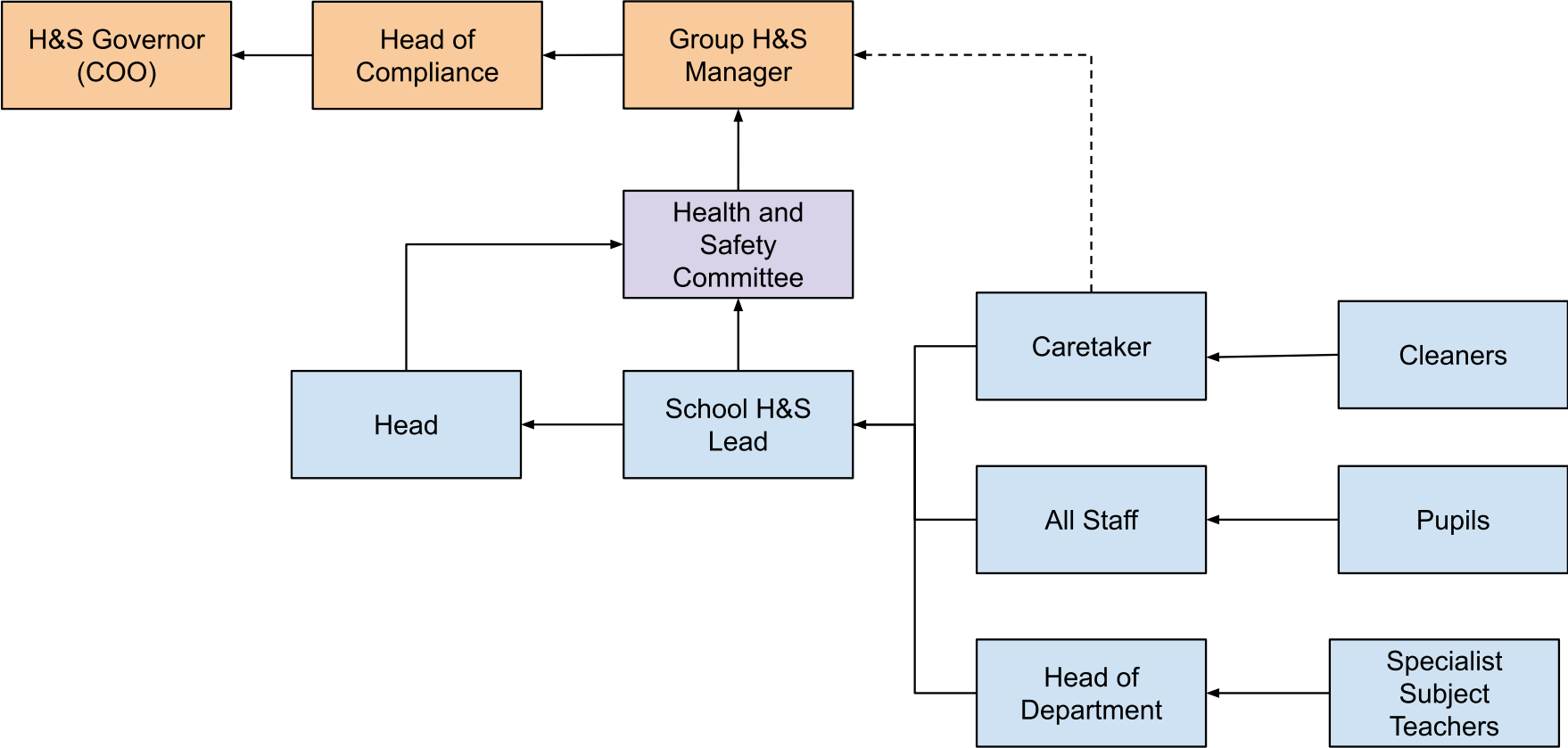
Richardson Evans Memorial Playing Fields (Thomas's Outdoors Dept)

A3, London SW15 3DU

Group Organisation



School Organisation



Responsibilities

Cross - School Roles

Proprietor

The Proprietor has the following responsibilities to ensure:

- A clear written policy statement is created which promotes the correct attitude towards safety in staff and pupils.
- Responsibilities for health, safety and welfare are allocated to specific people and that persons are informed of these responsibilities.
- Persons have sufficient experience, knowledge and training to perform the tasks required of them.
- Clear procedures are created which assess the risks from hazards and produce safe systems of work.
- Sufficient funds are set aside with which to operate safe systems of work.
- Health and safety performance is measured both actively and reactively.
- The Health and Safety Policy and performance is reviewed annually.

Nominated Health and Safety Governor

The nominated Health and Safety Governor role is held by the Chief Operating Officer (COO).

- ensure that clear roles and responsibilities have been created to assess any significant risks and ensure that safe working practices are adopted
- Meet annually with the Head of Compliance and the Group Health & Safety Manager to discuss health and safety practices
- Share annual report (produced by the Head of Compliance and Group Health & Safety Manager) with the Board

Group Health and Safety Committee

The Group Health and Safety Committee will meet once per term.

- The membership of the Committee will include the COO, Head of Compliance, the Group Health & Safety Manager, Logistics Manager representatives from each school Health & Safety Committee, representatives from Thomas's Outdoors, Transport and the Theatre Technical Team, and cross-school Medical, Sport and Accessibility representatives,
- The Committee will be carried on rotation by the members of the committee, with nominated Health and Safety Governor chairing the Summer term meeting.
- Minutes will be taken and forwarded to the Proprietor, and the Operations and Education Boards.

Head of Compliance

The Head of Compliance has the following responsibilities:

- Work with the Group Health & Safety Manager to review all Health and Safety policies and procedures to ensure they meet current legislation, guidance and agreed processes.
- To make decisions on health and safety issues alongside the COO, Heads, and Group Health & Safety Manager.
- Attend school Health and Safety meetings where appropriate
- Attend annual meeting with Health and Safety Governor and Group Health & Safety Manager

- Carry out responsibilities of the Group Health & Safety Manager during any absences.
- Work with the Group Health & Safety Manager and School Health and Safety Lead to prepare for any health and safety inspections or audits.
- Carry out inspections or audits as agreed with the Group Health & Safety Manager

Group Health & Safety Manager

The Group Health & Safety Manager has oversight of health and safety matters across all Thomas's sites, and will be responsible for developing and promoting a positive Health and Safety culture. They will support the COO and Head of Compliance in the effective and efficient management of all aspects of Health and Safety.

Responsibilities include:

- Advise the Proprietor, COO, Head of Compliance and Heads on all aspects of Health and Safety at Work Act and related legislation.
- Ensure Health and Safety policies and procedures are up to date and in line with current legislation in conjunction with the Head of Compliance
- Oversee the implementation and management of the Health and Safety Policy, and related procedures
- Monitor the effectiveness of the Health and Safety policies and reporting back to the COO and Head of Compliance as appropriate
- Report to Health and Safety Governor on policy and practice, through written report and annual meeting
- Attend and report to termly School Health and Safety Committee meetings
- Meet regularly with the School Health & Safety Lead
- Advise School staff on all areas of the Health and Safety policy and procedures, keeping them up to date with changes or trends
- Work with the School H&S Lead to ensure that Heads of Department are carrying out their responsibilities
- Manage the Health and Safety budget as delegated. Review and approve orders before submitting to accounts to process
- Oversee the implementation and usage of online H&S reporting and inspection platforms
- Develop, review, implement and manage Fire Safety policies and procedures ensuring these are appropriate for purpose and meet legislative requirements and best practice.
- Ensure external Fire Risk Assessments actions are completed and records updated
- Conduct regular proactive safety inspections carrying out checklists following Health and Safety Management systems
- Monitor and review Emergency Response Plans for all schools and other Thomas's workplaces (i.e. 3 Square Rigger Row, Ringwood office) in liaison with the responsible person at each site.
- Oversee accident and incident records and trends across schools, including reporting RIDDOR when required with support from the Group Medical Lead. Provide accurate investigations and reporting where necessary
- Where required, notify the school insurers or Health and Safety Executive as soon as possible. When the Group Health & Safety Manager is not available, the Group Medical Lead will carry out this responsibility.
- To organise, monitor and review the annual inspection processes of play equipment, tree work across schools and ensure any actions are followed up.
- To organise external companies to visit all schools to fulfil compliance regulations for fire, legionella and asbestos when required

- Risk Assessments:
 - To review and monitor risk assessments, ensuring that they are updated as required, are accurate and communicated appropriately
 - To co-ordinate and manage the annual risk assessment process for each school.
 - To liaise with Heads of Department in higher risk areas (e.g. Science, Drama, PE etc) to ensure risk assessments are reviewed annually.
- Training:
 - To monitor, review and keep all H&S training for cross-school staff (operations, maintenance, caretaking) updated
 - Monitor and oversee specialist training for the maintenance team, liaising with the with maintenance management to ensure all team members have the appropriate training for their role
 - To monitor and review and advise all H&S training required for school staff in conjunction with the Head of Compliance and School Health and Safety Lead.
 - Oversee the Group Medical Lead running the cross-school first aid training programme.
- Support the Maintenance Management to ensure contractors are aware of relevant school procedures, including but not limited to fire, hazard & accident reporting and asbestos control.

Office/Department Health and Safety Lead

The Health and Safety Lead has the following responsibilities:

- Ensure that Health and Safety information is communicated to relevant staff
- Ensure that all staff receive an induction and ongoing instruction in relation to all safety and welfare matters in connection with their specific work place and school generally.
- Ensure all health and safety activities including the annual risk assessment process are completed
- Ensure that risk assessments are completed / reviewed for any new activities.
- Advise the Head and Group Health & Safety Manager of situations or activities which are potentially hazardous to the health and safety of staff, pupils and visitors.
- Report any significant hazards identified in the workplace to the Group Health & Safety Manager.
- Co-ordinate regular fire and lockdown drills with support of Group Health & Safety Manager and Caretaker.
- Follow up on action points identified by Group Health & Safety Manager
- Support Health and Safety inspections that are carried out at regular intervals.
- Ensure that all Health and Safety documentation is managed correctly and communicated to the Group Health & Safety Manager
- Support staff or complete risk assessments where new activities or risks are identified
- Support Group Health & Safety Manager in ensuring annual monitoring is carried out in a timely fashion
- Make provision for visual inspection of equipment throughout the school.
- Monitor first aid and training requirements of staff and inform the Group Medical Lead where appropriate
- Ensure that all statutory notices, regulations and safety signs are displayed as appropriate to the workplace

- When using services of other contractors (self-employed persons etc.) on office premises, ensure the appropriate *Procedure Control of Contractors* is followed.

Maintenance Management Team

The Maintenance Management Team are responsible for:

- Ensuring the effective implementation of this Policy of Health & Safety within their area of control including consideration to changes in legislation, the workplace, work activities, and individuals.
- Keeping themselves informed of incidents/accidents occurring within their respective areas of control and ensuring that the procedures for reporting, recording and investigating are adhered to.
- Liaising with the Group Health & Safety Manager to ensure all maintenance staff receive the appropriate specialist health and safety training for their role.
- Ensuring that new members of the team receive appropriate health, safety and welfare information, instructions and training, including details of the Health and Safety Policy, fire and other safety procedures;
- Ensure that risk assessments are carried out and recorded prior to the starting a new activity and regularly reviewed for existing processes
- Ensuring the provision and maintenance of safe machinery, equipment, working conditions, safe systems of work and safe place of work.
- Ensuring that substances that may be hazardous to health are assessed under COSHH are handled, used and stored safely.
- Ensuring that team members adhere to all health and safety arrangements at all times whilst at work.
- Liaising with contractors to ensure that they are aware of relevant school procedures, including but not limited to fire, hazard & accident reporting and asbestos control.
- When using services of other contractors (self-employed persons etc.) on school premises, ensuring the appropriate procedure is adhered to which will incorporate the:
 - Exchange of Safety Policies
 - Safe systems of work will be used
 - The safety of all persons affected by their activities
 - Obtaining of contractors' Risk Assessments
 - Assessing the competence of contractors
- Ensuring that maintenance and inspection contracts are in place for all essential systems (boiler, fire detection/alarm, security alarm, water etc) and arrange for checks or inspections at set regular intervals.

School roles

Head

The Head will be responsible and fully committed for ensuring the effective day-to-day implementation of the Health & Safety Policy. The Head will be responsible for:

- Ensuring the Health and Safety Policy is communicated adequately to all relevant persons.
- Ensuring the necessary resources are available to allow this policy to be implemented.
- Ensuring staff, pupil and visitor safety in respect of compliance to specific arrangements, applicable to all activities within Thomas's Schools.
- Ensuring that safe systems of work are identified and adhered to.

- Ensuring that emergency procedures are in place.
- Ensuring that all accidents are investigated and any remedial actions required are taken or requested.
- Ensuring training needs are identified with respect to health and safety.

School Health and Safety Committee

The Health and Safety Committee will meet once per term and be chaired by the School Health and Safety Lead.

- The meeting will be held prior to each Group Health and Safety Committee meeting
- The membership of the Committee will include the Group Health & Safety Manager, Caretaker, the site medical lead and representation from specialist departments.
- The Head of Compliance will attend at least one meeting at each school per academic year.
- Minutes will be taken and forwarded to the Head, COO, Head of Compliance and Group Health & Safety Manager.

School Health and Safety Lead

The School Health and Safety Lead has the following responsibilities:

- Chair School Health and Safety Committee
- Report to the Head and Senior Leadership Team on all matters relating the Health and Safety
- Ensure that Health and Safety information is communicated to relevant staff
- Ensure that all staff receive an induction and ongoing instruction in relation to all safety and welfare matters in connection with their specific work place and school generally.
- Ensure all School health and safety activities including the annual risk assessment process are completed
- Ensure that risk assessments are completed / reviewed for any new activities.
- Advise the Head and Group Health & Safety Manager of situations or activities which are potentially hazardous to the health and safety of staff, pupils and visitors.
- Report any significant hazards identified in the workplace to the Head and Group Health & Safety Manager.
- Co-ordinate termly fire and lockdown drills with support of Group Health & Safety Manager and Caretaker.
- Follow up on action points identified by Group Health & Safety Manager
- Support Health and Safety inspections that are carried out at regular intervals.
- Ensure that all Health and Safety documentation is managed correctly and communicated to the Group Health & Safety Manager
- Support staff or complete risk assessments where new activities or risks are identified
- Support Group Health & Safety Manager in ensuring annual monitoring is carried out in a timely fashion
- Make provision for visual inspection of equipment throughout the school.
- Co-ordinate external Health and Safety insets organised by the Group Health & Safety Manager
- Monitor first aid and training requirements of staff and inform the Group Medical Lead on a termly basis

- Be responsible for liaising with external organisations that use the facilities of the school, and ensure that appropriate action is taken to ensure these bodies have sufficient knowledge of the school safety systems and procedures.
- Ensure that all statutory notices, regulations and safety signs are displayed as appropriate to the workplace
- When using services of other contractors (self-employed persons etc.) on school premises, ensure the appropriate *Procedure Control of Contractors* is followed.
- Provide an annual report for the nominated Health and Safety Governor, to include details for each location.

Caretaker

The person given this job role is responsible for undertaking many of the health and safety checks of the site and escalating these as appropriate, in particular they are responsible for:

- Meeting half-termly with Group Health & Safety Manager
- Ensuring that all fire exits are clear from obstruction and unlocked prior to the building being occupied;
- Undertaking the weekly test of the fire alarm system;
- Undertaking the monthly test of the emergency lighting system;
- Undertaking the weekly test of the magnetic door release mechanisms;
- Checking fire escape routes and fire exit doors are kept unobstructed
- Checking the hazard reporting system, rectifying those issues and notifying the Health and Safety Lead of any unresolved issues;
- Undertaking and recording daily inspections of the communal areas of Thomas's to identify hazards;
- Undertaking and recording daily visual inspections of the outdoor playground and play equipment to identify any hazards
- Ensuring that substances that may be hazardous to health are assessed under COSHH are handled, used and stored safely.
- Ensure that risk assessments are carried out and recorded prior to the starting a new activity and regularly reviewed for existing processes
- To notify the School Health & Safety Lead of any changes in health or welfare, which may affect working activities
- Liaising with contractors to ensure that they are aware of relevant school procedures, including but not limited to fire, hazard & accident reporting and asbestos control.
- Ensuring site and buildings are secure outside of normal working hours
- Liaising with contractors when onsite (security etc)
- Maintaining health and safety notices are in place and up to date as directed by the Health and Safety Lead.
- Reporting any significant hazards identified in the workplace to the School Health and Safety Lead and Group Health & Safety Manager

Heads of Department (for higher risk activities)

For departments where activities are considered higher risk, Heads of Department are responsible for the health and safety within their particular departments. This will include Art, Design and Technology, Drama, PE, Thomas's Outdoors and Science.

Heads of departments are expected to:

- Be aware of regulations, codes of practice and guidance notes appropriate to their specialist area

- Where specific risks or hazards have been identified, ensure that safe working practices are defined and that all members of the department are aware and understand these
- Work with the Health and Safety Lead and Group Health & Safety Manager to help carry out regular safety inspections of the department, including plant, machinery, electrical applicants
- Work with the Health and Safety Lead to help ensure that all machinery is inspected and certified as required by a competent contractor.
- Ensure that risk assessments are in place and reviewed (at least annually) for any specialist equipment or higher risk activities
- Ensuring that substances within the department that may be hazardous to health are assessed under COSHH are handled, used and stored safely.
- Arranging any additional specialist training for members of the department that is required

Class Teachers

Class teachers are expected to:

- Exercise effective supervision of their pupils and to know the procedures in respect of fire, first aid and other emergencies, and to carry them out.
- Follow the particular health and safety measures to be adopted in their own teaching areas as laid down in the relevant Code of Practice, if issued, and to ensure that they are applied.
- Where the School makes provision for early years, the head of section or class teacher will carry out daily checks of classrooms and outdoor areas
- Give clear oral and written instructions and warning to pupils as often as necessary.
- Follow safe-working procedures personally
- Require the use of protective clothing and guards where necessary.
- Make recommendations to their Head or Department on health and safety equipment and on additions or necessary improvements to plant, tools, equipment or machinery.
- Integrate all relevant aspects of safety into teaching process and, where necessary give special lessons on health and safety issues.
- Avoid introducing personal items of equipment (electrical or mechanical) into the school without prior authorisation.
- Report all accidents, defects and dangerous occurrences to their Head teacher or Line Manager.

All Employees

It is the responsibility of every member of staff to have regard for the health and safety of themselves and others who may be affected by any act or omission either inside or outside the workplace while engaged in a work activity. This duty is reinforced by law and criminal penalties may apply.

- All employees must read and understand this Health and Safety Policy and carry out their duties in accordance with its requirements. Staff should communicate with their Line Manager or the Group Health & Safety Manager regarding any area of the policy they do not understand, to enable clarification
- To know the safety procedures in the event of fire or emergency evacuation.
- To be aware of the location and identification of First Aid personnel.

- To report any accident or near miss to the Health and Safety Lead and Medical Lead who will complete the accident book as necessary, in accordance with the accident procedures.
- To use and wear all protective clothing or appliances applicable to the task, as determined by good practice and risk assessment.
- Not to obstruct any fire escapes, emergency exits or doors and report any that are obstructed.
- Not to attempt to move or lift any item or materials that are too heavy and/or likely to cause injury, and to ask for additional Manual Handling training and/or risk assessment where necessary.
- To use the appropriate equipment and/or assistance when attempting to reach items at high levels or moving heavy items, as outlined in the risk assessment.
- Ensuring that substances that may be hazardous to health are assessed under COSHH are handled, used and stored safely.
- Not to attempt to repair or maintain any plant or workplace equipment without full instruction and training and permission from their Line Manager.
- To ensure the health, safety and welfare of any person, including pupils, within their care.
- To notify the School Health & Safety Lead of any changes in health or welfare, which may affect working activities.
- To notify the Head / SLT member with responsibility for H&S and the HR Department of pregnancy once it is confirmed.
- To report any hazards in the workplace to the School Health and Safety Lead.
- To attend any training course given in order to inform or instruct where a need has been identified by risk assessments
- Advising where improvements in Health and Safety standards or practices are appropriate.
- Organising inspections which cover buildings, plant, equipment, services, and fire arrangements, to ensure conformity with regulations.
- Assisting with maintenance of statutory safety records and making statutory safety returns, in addition to maintaining Health and Safety records required by Thomas's.
- Advising on possible hazards when considering the introduction of new machinery, new materials, new processes, or changes to existing ones.
- Overseeing and reviewing accident investigations and assisting in preparing statistics to enable monitoring of Health and Safety performance.
- Advising on Health and Safety training needs and suitable training programmes.
- The provision of guidance regarding first aid, fire safety, and emergency procedures as required.

Group Appointed Health and Safety Advisor

Thomas's has appointed Judicium Education as an external Health and Safety Advisor and source of competent advice to assist in undertaking the measures required to comply with the requirements and prohibitions imposed by or under the relevant statutory provisions.

The Health and Safety Advisor advises the Head of Compliance, and Group Health & Safety Manager on the implementation of this Health and Safety Policy, established schedules and safe working practices, and providing employees with information about precautions in general.

The Health and Safety Advisor has the responsibility for the following:

- Ensuring Thomas's is aware of statutory obligations and recommended Codes of Practice.
- Advising Thomas's Management of their responsibilities for accident prevention and avoidance of Health and Safety hazards.
- Interpreting and keeping Thomas's Management and employees informed of new and developing legislation and other standards.

Designated Responsibility Summary

Topic	Responsible Department
Health and Safety Policy review	Proprietor (Board), CEO, COO, Group Health & Safety Manager, Head of Compliance
Health and Safety administration	Proprietor (Board), CEO,, Head, Group Health & Safety Manager, Head of Compliance, School for Health and Safety Lead
Facility administration	Proprietor (Board), CEO, Head, COO, Group Health & Safety Manager, H&S Lead and Building and Service Managers
Health and Safety training	Proprietor (Board), CEO, Head, H&S Lead and Group Health & Safety Manager
Premises risk assessments	School Health & Safety Lead, Employees, <i>(supported by Group Estates and Health & Safety Manager)</i>
Work activity risk assessments	School Health & Safety Lead School, Employees <i>(supported by Group Estates and Health & Safety Manager)</i>
(DSE) Display screen equipment assessments	School Health & Safety Lead, Employees (IT Dept) <i>(supported by Medical Lead)</i>
Manual handling assessments	School Health & Safety Lead, Employees <i>(supported by Group Estates and Health & Safety Manager)</i>
COSHH assessments	School Health & Safety Lead, Employees
Fire risk assessments	Group Health & Safety Manager, School Health and Safety Lead, Caretaker, Employees
Expectant/New mother risk assessments	School Health & Safety Lead, Employees <i>(supported by HR & Group Health & Safety Manager)</i>
Young Person risk assessments	School Health & Safety Lead, Employees <i>(supported by Group Health & Safety Manager)</i>
First Aid	Head & Medical Lead <i>(supported by Group Medical Lead)</i>
Emergency Planning	Head, Logistics Manager, School Health & Safety Lead, Employees, Group Health & Safety Manager, Head of Compliance
Vetting Contractor/Consultants	Proprietor (Board), Group Health & Safety Manager, Building and Service Managers
Monitoring of Health and Safety in the workplace	School Health & Safety Lead, Employees <i>(supported by Group Health & Safety Manager & Head of Compliance)</i>
Site inspections	Group Health & Safety Manager, School Health & Safety Lead & Caretakers
Audits	<i>Health and Safety Advisor</i> , Group Health & Safety Manager, School Health & Safety Lead
Accident, Incident and Near Miss investigations	Head and School Health & Safety Lead <i>(supported by Group Health & Safety Manager and Group Medical Lead)</i>

Management Arrangements

The Management of Health and Safety at Work Regulations 1999

Thomas's will make appropriate arrangements for effective preventative or protective measures identified as a result of risk assessments. The School Health and Safety Lead, assisted by the Group Health & Safety Manager, will ensure that:

- All premises and activities subject to risk assessments are assessed in accordance with the relevant legislation, using an appropriate documented format.
- Such assessments are reviewed annually
- Assessments are recorded and copies held by Thomas's.
- All assessments identify necessary protective and preventative measures.

Guidance risk assessment and handbook have been produced to assist nominated persons to carry out general risk assessments

Thomas's will monitor safety performance on an informal daily basis by ensuring Health and Safety issues are discussed with employees.

Thomas's have appointed an external Health and Safety Advisor as their source for Health and Safety assistance and competent advice.

The external Health and Safety Advisor will conduct site visits to each of the school sites as agreed with the Group Health & Safety Manager. The site visit will be used to monitor performance and ensure that all employees are aware of, and are implementing the standards which have been set and are required. The appointed Advisor will compile a report following each visit, detailing topics discussed and any actions required for completion.

All teaching staff must regularly review the arrangements within their classrooms with regard to the safety of pupils.

Visitors and Third Parties

School premises/site locations/work areas/premises

Visitors to Thomas's premises may not be aware of the risks associated with the site, therefore all visitors must:

- Proceed, on arrival, to the reception/office area.
- Be made aware of Thomas's requirements and rules for visitors, and appropriate safeguarding checks if intending to work alone.
- If not working alone be accompanied by the person they are visiting, who in turn is responsible for the visitor's safety and ensuring that visitors are aware of any hazardous process or situation they may be exposed to.
- Wear a visitors badge
- Have authorisation from a School representative to be in the work area.
- Comply with the site rules that are communicated on arrival.
- Adhere to any designated traffic/pedestrian routes.
- Stay within the site area they have been nominated or instructed to visit.

Visitors who are in frequent or intensive contact with children as part of their visit, are required to undergo further safeguarding checks. Please refer to the Recruitment Policy for further information.

Frequent - is understood to be once a week or more

Intensive - is understood to be 4 days or more in any month

Refusal to Work on the Grounds of Health and Safety

Thomas's will take all reasonable measures to ensure that those persons covered by this process (employees, self-employed, contractors/consultants) are aware that their continued employment will not be affected in the event of any invoking of this policy.

Employees, self-employed and contractors/consultants of Thomas's will at all times exercise diligence in monitoring their safe working environment for themselves and other persons in the working area.

It is a condition that all employees, self-employed and contractors/consultants shall comply with the following:

If any situation arises which an employee believes will or has resulted in an unsafe working environment for some or all, they must bring their concern to the attention of their direct supervisor so it can be investigated and resolved to an acceptable conclusion.

Thomas's will take all reasonable measures to ensure that those persons covered by this process (employees, self-employed, contractors/consultants) are aware that their continued employment will not be affected in the event of any invoking of this policy.

Maintenance of Equipment and Systems

Maintenance and inspection contracts will be put in place for all essential systems (boiler, fire detection/alarm, security alarm, water etc) so that they are checked at set regular intervals.

New and Expectant Mothers

Thomas's is aware of the obligations placed upon them by legislation regarding an employee who has notified them in writing that she is a new or expectant mother. When an employee provides written notification (regulation 18 of MHSW) to Thomas's stating that she is pregnant, or that she has given birth within the past six months, or that she is breastfeeding, the School Health & Safety Lead will immediately review any risk assessments applicable to the work activity(s) being undertaken. In addition to this review, Thomas's will conduct a specific assessment for the employee in question. If this risk assessment identifies any risks to the Health and Safety of a new or expectant mother, or that of her baby, and these risks cannot be avoided by taking any necessary preventative and protective measures under other relevant Health and Safety legislation, then Thomas's will take action to remove, reduce or control the risk.

The Lifting Operations and Lifting Equipment Regulations (L.O.L.E.R.) 1998

Thomas's will ensure that lifting equipment will be subjected to an assessment to ensure that the equipment is suitable for the intended task. All lifting equipment will be subjected to on-going thorough examination and, where appropriate, inspection by competent people.

The Control of Asbestos Regulations 2012

Thomas's do not undertake any Asbestos Containing Materials (ACMs) removal works as this is outside the scope of work activities conducted. In addition, the employees have not been trained to carry out removal works.

Thomas's avoids works where asbestos-containing materials are knowingly located, unless there is no risk is posed to employees. Thomas's will ensure awareness training is given to those employees who may be exposed to asbestos.

In the event of an employee working in a location that has been identified as containing ACMs, the Maintenance Management Team will ensure that suitable PPE and RPE is worn. The wearing of PPE/RPE by employees will only be required as a precautionary measure as Thomas's do not work with ACMs.

Arrangements with Procedure Documents

Safety Training

Preventing accidents and ill health caused by work is a key priority for everyone. *Procedure Health & Safety Training* will detail requirements to be followed.

Lone Working

Thomas's endeavours to avoid lone working whenever possible. *Procedure Lone Working* will detail requirements to be followed.

Accident, Incident and Near Miss Reporting

Accidents (no matter how minor an injury may be), incidents, and near misses will be included in the accident book located at Thomas's premises.

Thomas's recognises and accepts the legal duties placed upon them by the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 that require them to report and record some work-related accidents. *Procedure Accident, Incident and Near Miss* will detail requirements to be followed.

Thomas's will contact the external Health and Safety Advisor for further advice and guidance if required.

The Workplace (Health, Safety & Welfare) Regulations 1992

Thomas's accepts as employers they have a general duty under the Health and Safety at Work etc. Act 1974 to ensure, so far as is reasonably practicable, the health, safety and welfare of its employees at work.

Prevention of Trips, Slips and Falls - Thomas's continually manage the health and safety risks in the workplace, taking steps to protect all staff and pupils

Quarterly inspections/audits using hazard spotting checklists are in place to consider what risk in the workplace may lead to slip or trip injuries. These inspections will decide what suitable and effective control measures will prevent these types of accidents. All premises and activity risk assessments identify trips, slips and falls as potential hazard, ensuring sensible control measures are put in place.

Procedure Health and Safety in the Workplace will detail requirements to be followed.

The Manual Handling Operations Regulations 1992

Thomas's is aware of the requirements placed upon it by the regulations. In order to meet these legislative requirements and to protect those employees who may be affected by manual handling activity.

Procedure Manual Handling Activities will detail requirements to be followed.

The Electricity at Work Regulations 1989

Thomas's will ensure electrical equipment is physically capable of doing the job and designed and constructed so that mechanical and electrical stresses do not cause the equipment to become unsafe. Electrical equipment will be checked when required by a competent person to ensure it is safe to use.

Procedure Electrical Safety will detail requirements to be followed.

If employees are concerned about the safety of equipment, they are advised to stop it from being used and report the matter to a member of the Caretaker or School Health and Safety Lead, who will arrange for the faulty equipment to be removed from service until a competent person undertakes a more thorough check.

The Health and Safety (First Aid) Regulations 1981

Thomas's ensures that a sufficient number of employees are identified and trained in emergency aid and/or are First Aiders. The identity and location of the nominated First Aid employees will be included on notice boards and the specific First Aid signage. First Aid kits will be located within Thomas's and it is the responsibility of the

School Medical Lead to ensure that the kits are checked on a regular basis and remain suitably stocked.

Procedure First Aid will detail requirements to be followed.

The Regulatory Reform (Fire Safety) Order 2005

Thomas's will make a suitable and sufficient assessment of the risks to which relevant persons are exposed whilst on the premises. This assessment will be used for the purpose of identifying the measures they need to take to comply with the requirements and prohibitions imposed on them by the Order.

Procedure Fire Safety will detail requirements to be followed.

Violence and Aggression

Thomas's will not tolerate harassment and violence of any kind. This stance is followed throughout Thomas's and includes the relationships between colleagues, employees, and between staff and any other third party such as parents of pupils.

Procedure Dealing with Violence to Staff details requirements to be followed

Thomas's will conduct risk assessments for their work activities, and include/consider risks to employees from violence and aggression.

If the risk assessment identifies a risk of violence or aggression, Thomas's have developed a procedure which clearly define Thomas's views and their stance on zero tolerance towards violence and aggression in the workplace.

Workplace Transport Safety

All vehicles provided and used by Thomas's will be suitable for the purpose for which they are provided. *Procedure Operation of Minibuses Policy & Procedures* details requirements to be followed.

The Health and Safety (Display Screen Equipment) Regulations 1992

Thomas's will consider tasks undertaken by employees and any individual that is identified as being a DSE "user" of display screen equipment, e.g. PC/laptop users, may be required to complete a workstation self-assessment form. The HSE definition of a "user" - a person who uses DSE on a daily basis for an hour or more at a time

Completed forms are reviewed by the Health & Safety Lead, assisted by the Group Estates and Health & Safety Manager, and any issues or queries will be discussed with the DSE user. The assessments will consider factors such as the workstation set-up, equipment (chair, keyboard, screen, etc.), the environment (lighting, heating, etc.), and types of work being completed.

Procedure Working with Visual Display Units detail requirements to be followed.

The Group Health & Safety Manager will ensure that all relevant information is provided to an employee to enable them to undertake the work involving DSE in a safe manner.

The Control of Substances Hazardous to Health Regulations 2002

Before any hazardous substances are used during a work process, a material safety data sheet (MSDS) will be requested from the supplier and an appropriate assessment made of the risks from that substance undertaken by the School H&S Lead, Caretakers, and the Department Head, assisted by the Group Health & Safety Manager.

Procedure Control of Substances Hazardous to Health (COSHH) details requirements to be followed.

The Work at Height Regulations 2005 (amended 2007)

It is the policy of Thomas's to comply with the Work at Height Regulations 2005, which apply to all work at height where there is a risk of a fall liable to cause personal injury. A place is 'at height' if a person could be injured falling from it, even if it is at or below ground level. 'Work' includes moving around at a place of work (except by a staircase in a permanent workplace) but not travel to or from a place of work.

Procedure Working at Height, Use of Ladders & Access Equipment details requirements to be followed.

The Provision and Use of Work Equipment Regulations 1998

Thomas's will ensure that suitable equipment is provided and an assessment of risk is carried out. The assessment considers the current provision of protection and preventative measures. The Management Team ensures that all relevant information and instructions on the use of work equipment is readily available to all employees for review *Procedure Provision and Use of Work Equipment* details requirements to be followed.

The Health and Safety (Consultation with Employees) Regulations 1996

The Proprietor (Board) and Heads recognise that having, and maintaining, a mechanism for communicating relevant Health and Safety information is important in establishing an on-going positive Health and Safety culture. To this end, Thomas's will consult with employees or their representatives as per:

Procedure Consultation with Employees which fully details requirements to be followed.

Stress Management

As an Employer Thomas's is required to take reasonable care to protect the psychological health and safety of its staff. Our aim is to ensure that employees do not suffer unacceptably high levels of stress at work and, if they become ill, all reasonable steps will be taken to accommodate them.

Procedure Well Being Policy details requirements to be followed.

The Control of Noise at Work Regulations 2005

Thomas's fully accepts the requirements placed upon it by these regulations. To enable Thomas's to fulfil the obligations placed upon it, the *Procedure Noise at Work* details requirements to be followed.

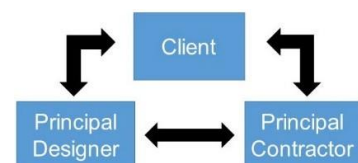
School-Appointed Contractor/Consultant

Thomas's will require, from time-to-time, the services of Contractors/Consultants to undertake specialist or non-routine work activities which School employees are unable to undertake. All Contractors/Consultants appointed by Thomas's or on Thomas's behalf must be able to provide auditable evidence of their competency.

The *Procedure Control of Contractors* details requirements to be followed.

The Construction, Design and Management Regulations 2015

The Construction (Design & Management) Regulations (CDM) are the main set of regulations for managing the health, safety and welfare of construction projects. CDM applies to all building and construction work and includes



new build, demolition, refurbishment, extensions, conversions, repair and maintenance.

The CDM Regulations define three main roles for managing the health and safety of a construction project.

The *Procedure Control of Contractors* details requirements to be followed.

Home Based Working

Thomas's recognises and accepts that their health and safety responsibilities are the same for those employees that are appointed or required to work from home, as they are for any other member of the workforce.

Before a member of the workforce is authorised to work from home, either on a temporary or permanent basis, Thomas's will give due consideration to the following areas:

- The nature and duration of the work to be undertaken?
- Whether the work activities can be safely carried out from home?
- Is specialised equipment, including remote access to IT systems, and/or skill set required to carry out the tasks required?
- The control measures that will need to be implemented to protect them?
- How communication will be maintained between the Company and the homeworker?

Thomas's will undertake a 'suitable and sufficient' assessment relating to home working in collaboration with the proposed homeworker covering the aforementioned topics in sufficient detail, to enable the Head or Line Manager to make a decision on whether home working can be carried out in a manner that ensures the health, safety and wellbeing of the individual concerned.