

inspired



Inspired Education Group UK

Health and Safety Policy

50 Queen Anne Street

London

W1G 8HJ

June 2025

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Health and Safety Policy

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Introduction

1.1 The Inspired Education Group UK Gold Standard

Inspired Education Group UK is an education group whose primary purpose is to develop excellence in education through well-directed investment and professional governance. Its commitment to excellence is embodied in its *Gold Standard*, which comprises two dimensions:

- *Cultural* - fostering high aspirations and expectations of staff and children, always recognising that excellence is a never-ending pursuit
- *Operational* - robust educational governance through which schools are simultaneously supported and challenged in their pursuit of excellence

Each school within the Group has its own strong identity and ethos, and Inspired Education Group UK seeks to preserve these values, fostering the independent spirit of the Heads, and their leadership teams. Heads set the educational and operational priorities of their institutions, always ensuring that these are consistent with the Gold Standard.

1.2 The Health and Safety Management System

Inspired Education Group UK has developed a health and safety management system, comprising of this Health and Safety Policy and supporting Safety Arrangements, to provide the necessary guidance to ensure that health and safety is managed effectively, efficiently and consistently across each nursery and school. Within the Inspired Education Group UK system, each Head is responsible for developing and maintaining their own **Health and Safety Plan** which supplements, but should not duplicate, the Inspired Education Group UK system with the local details of responsibilities, processes and procedures.

1.2.1 Health and Safety Documentation

The **MASTER** copies of the policy and safety arrangements are available on the Inspired Education Group UK Portal to which all staff have access.

All documents that form the health and safety management system are subject to version control and will include an issue date within the document footer.

1.2.2 Updates and Additions

It will be the responsibility of Inspired Education Group UK and AAB Group to ensure that the policy and safety arrangements reflect current legislative requirements and standards.

Inspired Education Group UK will be responsible for issuing electronic updates and additions via links to the Portal.

Where schools maintain hard copies of health and safety management system documents it is paramount that they ensure that any updates issued are inserted and expired/updated documents destroyed.

1.2.3 School Health and Safety Plan

Heads will ensure that a health and safety plan is prepared for their school. The Health and Safety Plan will demonstrate how the Inspired Education Group UK Policy and Safety Arrangements are applied within their respective school. A suggested outline of the content/structure of the health and safety plan is included as an appendix to this policy.

1.2.4 Key Contacts

We use AAB Group to provide our business with 24-hour support for health and safety assistance.

- **Health and Safety Advisory Service**

Provides unlimited access to specialist Health and Safety Advisors by telephone and email 24 hours a day, 365 days a year.

TELEPHONE 0141 271 3988	EMAIL HSadvice@aab.uk
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Health and Safety Policy Statement

Inspired Education Group UK will take all reasonably practicable steps to ensure the health, safety and welfare at work of our staff and all other persons whilst they are on our company premises or affected by our activities.

We will comply with all aspects of the Health and Safety at Work Act 1974, the Management of Health and Safety at Work Regulations 1999, and all other relevant statutory obligations.

The Chief Executive Officer has responsibility for ensuring that proactive health and safety management systems are in place and remain effective through regular monitoring of health and safety performance.

Inspired Education Group UK expects a high standard of health and safety performance and School Heads are responsible for supporting the achievement of health and safety standards by:

- Providing and maintaining safe and healthy working conditions through effective Identification, assessment and management of hazards.
- Providing information, instruction, training, and supervision as necessary to enable staff to perform their work safely and efficiently.
- Making available all necessary equipment, safety devices and protective equipment and to supervise their correct and safe use.
- Communicating, and as necessary consulting with staff on health and safety issues.
- Providing and maintaining, so far as reasonably practicable, a safe place of work and safe means of access to and egress from that place of work.
- Providing and maintaining a working environment that is, so far as reasonably practicable, safe, without risks to health and adequate as regards facilities and arrangements for welfare at work.

All staff have a duty to follow safety instructions, exercise personal responsibility and to do everything within their power in the course of their employment to prevent injury or ill health to themselves or others.

Every contractor and subcontractor of Inspired Education Group UK has a duty to comply with current health and safety legislation and meet recognised professional and statutory health and safety standards.

This policy will be subject to monitoring and review on a regular basis to reflect any internal change, legislative and regulatory requirements and to ensure that health and safety standards are maintained.

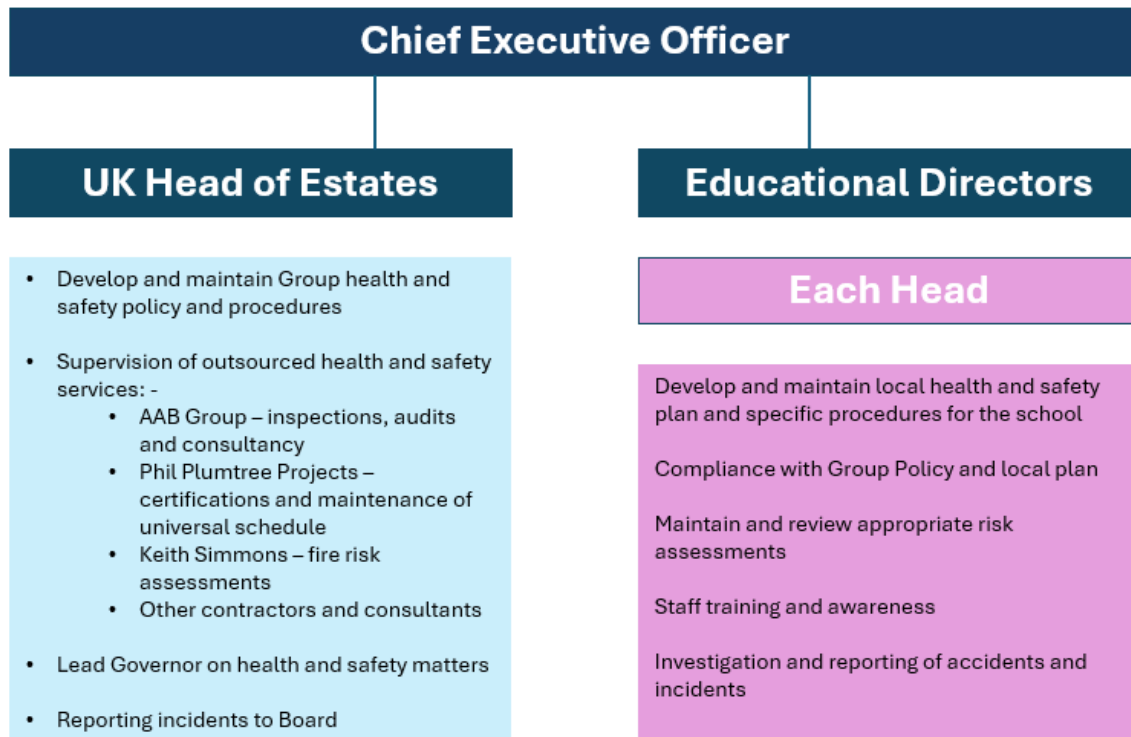


Signed:

Kathleen Mitchell
Chief Executive Officer

Date: 24.06.2025

Health and Safety Organisation Chart



2. Responsibilities

Key responsibilities are detailed below to ensure that the health and safety policy is effective. Although not exhaustive, responsibility is assigned for fundamental health and safety related activities.

2.1 Chief Executive Officer

The **Chief Executive Officer** is responsible for the proper implementation of the health and safety policy and safety arrangements and for their future development, review and revision as required. This will be achieved by ensuring that:

- (a) specific responsibilities for the implementation and management of health and safety are established and that staff are informed of their responsibilities and duties under the health and safety policy.
- (b) suitable arrangements for the provision of training/instruction are established.
- (c) sufficient resources are provided to support compliance with the policy and arrangements.
- (d) hazards in the workplace are identified by means of risk assessments and that these hazards are removed or minimised as far as is reasonably practicable.
- (e) the health and safety policy and arrangements remain effective through regular monitoring, audit, and inspection.

2.2 UK Head of Estates

The **UK Head of Estates** is responsible for the day-to-day management of health and safety arrangements at Head Office, and the co-ordination of health and safety arrangements at schools. This responsibility includes ensuring all School Heads have carried out all appropriate risk assessments and that the actions identified as part of the risk assessment process have been implemented. The UK Head of Estates also has the following responsibilities in relation to health and safety: -

- (a) Providing the main liaison between Inspired Education Group UK and the AAB Group Health and Safety Service.
- (b) Selection and management of all contractors appointed to carry out work on behalf of Inspired Education Group UK.
- (c) Ensuring that Heads are implementing the Health and Safety Policy and Arrangements in line with their prescribed responsibilities.
- (d) Ensuring that disciplinary action is taken on staff who persistently breach the company's health and safety policy and arrangements.
- (e) Ensuring all accidents are correctly investigated and recorded.
- (f) Ensuring regular health and safety audits and inspections are carried out and any hazards acted upon.

2.3 School Heads

School Heads are responsible for implementing the Inspired Education Group UK Health and Safety Policy and Arrangements and for the day-to-day management of health and safety within their school. Their responsibilities include: -

- (a) Ensuring, so far as is reasonably practicable, that conditions within their establishment are safe and without risk to health.
- (b) Ensuring that all staff are made aware of the health and safety policy, safety arrangements and procedures relevant to their area of work.
- (c) Ensuring that risk assessments are carried out for all significant hazards and that they are subject to regular review.
- (d) Identifying the training needs of staff and maintaining health and safety related training records for all staff.
- (e) Advising any person (employee, client, pupil, parent, contractor or visitor) likely to be affected by any known hazard or risk at the school, of the proactive or preventative measures to be taken to minimise the risk.
- (f) Ensuring that all accidents and incidents are recorded and investigated.
- (g) Reporting all accidents and incidents to the **UK Head of Estates** as soon as possible after the incident, regardless of whether any person (employee, client, pupil, parent, contractor or visitor) has been affected.
- (h) In the event of an accident resulting in a fatality or major injury, advising the **UK Head of Estates;** and the **AAB Group Health and Safety Service** immediately.
- (i) Investigating the cause(s) of accidents and incidents, including ensuring that all possible steps are taken to remove the hazard and prevent a recurrence.
- (j) Undertaking regular school health and safety inspections to ensure that safe and healthy practices/standards are being adopted and maintained.
- (k) Ensuring that all fire safety and school security measures are in place, maintained and documented.
- (l) Ensuring that all staff are trained in the school fire and evacuation procedures and the lock down procedures.
- (m) Reporting any damage or defects to property, plant and/or equipment to the **UK Head of Estates** and arranging for work to be carried out to the appropriate standard.
- (n) Ensure that suitable first aid provision for staff and children is made within the school.
- (o) With the UK Head of Estates, ensure disciplinary action is taken for members of staff who persistently breach the health and safety policy/arrangements.
- (p) Working with staff to provide and maintain a safe and healthy school environment and ensure any risks identified by staff are acted upon immediately.
- (q) Authorisation and supervision of any contractors who are engaged in activities in the school including ensuring that they are made aware of and work within the health and safety policy and arrangements.

2.4 Staff

Staff duties under section 7 of the Health and Safety at Work Act include co-operating with the employer to enable compliance with their statutory duties for health and safety. All staff will, therefore, be responsible for: -

- (a) Informing their School Head of any situation or condition at work which they consider is, or could be, a risk to the health, safety and or welfare of staff, children or others.
- (b) Ensuring their own safety and welfare and that of others who may be affected by their acts or omissions at work.
- (c) Avoiding/preventing any activities that could create a hazardous or unsafe condition that could compromise either themselves, others or equipment supplied by Inspired Education Group UK.
- (d) Adhering to all relevant health and safety procedures and safe working practices in line with their training and instructions.
- (e) The proper use, maintenance and storage of any personal protective equipment supplied by Inspired Education Group UK for their safety, health and welfare.
- (f) Reporting all accidents, incidents and/or dangerous occurrences to their School Head.
- (g) Abstaining from any form of alcoholic beverage when attending work; while going about Inspired Education Group UK business or when in the charge of a company vehicle;
- (h) Not ingesting, injecting, or taking any form of drugs, either prescribed or not, which could in any way affect their ability to function in a safe manner. Where prescribed drugs need to be taken, staff must inform the School Head immediately.

3. Organisation

Inspired Education Group UK will ensure that health and safety is an integral part of the overall management culture and will seek to develop a positive attitude to health and safety amongst staff.

3.1 Information, Instruction and Training

All staff will receive induction training at the commencement of their employment that will include health and safety.

Staff will receive relevant information, instruction and/or training to ensure that they work safely and have the necessary skills to carry out the job in which they have been employed.

Training records will be maintained for all staff who will be required to sign the training record to confirm that they have received such information, instruction and/or training. Training records will be held in personnel files.

Inspired Education Group UK recognises that additional or special training may be required on an ongoing basis and will ensure that suitable arrangements for the provision of training are established. Such training may include: -

- Fire safety
- Use of hazardous substances
- Manual handling
- First Aid
- Risk Assessment

3.2 Alcohol and Drugs

Inspired Education Group UK recognises that the provision of a safe and healthy school environment may be affected by those who misuse alcohol and drugs and that it may affect their performance, conduct and relationships at work. Against this background the organisation will promote the health and wellbeing of staff to minimise problems at work arising from the effect of alcohol or drugs.

3.3 Communication

Inspired Education Group UK communicates with staff as necessary on health and safety issues by one or more than the following: -

- Written instructions/information by email
- One to one meeting
- Group meetings
- Notice boards
- Inspired Education Group UK Portal

All staff will receive a copy of the Health and Safety Policy and any subsequent amendments. Staff will be required to sign documentation to confirm that they have read and understood the policy and duties placed upon them. The signed documentation will be retained in their training record.

3.4 Consultation

Inspired Education Group UK will encourage co-operation and consultation with staff on matters relating to their health and safety at work.

3.4.1 Inspired Education Group UK

The Inspired Education Board will consider Safeguarding, Compliance and Risk which will include updates on health and safety matters including accidents and incidents, health and safety performance, statutory compliance programmes etc.

All Board meetings will be recorded and actions/decision relating to health and safety communicated to all Heads for information and/or action as appropriate.

3.4.2 Schools


Schools will establish suitable health and safety consultation arrangements in the form of a health and safety committee.

The Health and Safety Committee should comprise of members of the Senior Leadership Team (SLT) and staff representation, and it is recommended that the Committee operates as follows: -

- (a) The H&S Committee will meet at least once per term, either as a separate Committee, or for smaller establishments, as an extended SLT meeting focussing specifically on health and safety matters and involving staff representatives,
- (b) Meetings will be recorded on SharePoint
- (c) A record of the H&S Committee/Meeting should be retained, and action points assigned and monitored as required.
- (d) Key items for discussion/review will include recent accidents/incidents including outcomes of any accident/incident investigations; outcomes of any recent audits or inspections; review of training requirements/training programmes; H&S issues/concerns raised by staff; new/updated Inspired Education Group UK Health and Safety information.
- (e) Where required issues will be escalated to the CEO and UK Head of Estates.

3.5.2 External Communication and Consultation

Our Health and Safety Advisers are:

	<p>AAB Group H&S Service 133 Finnieston Street Glasgow G3 8HB Tel: 0141 271 3988 Email: HSadvice@aab.uk</p>
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4 Planning and Implementation

4.1 Inspired Education Group UK

Inspired Education Group UK have prepared detailed Safety Arrangements to accompany the policy and provide guidance on the management of a range of health and safety issues. Safety Arrangements are accessible to all staff via the Inspired Education Group UK Portal.

4.2 Schools

Heads of schools will prepare a health and safety plan for their area of responsibility outlining the specific health and safety arrangements that are in place. A template for the health and safety plan is provided at Appendix 1.

4.3 PP Projects SharePoint

The PP Projects SharePoint is a web-based management system used to track all life and health and safety regulatory checks on premises and facilities and routine checks that are carried out in each facility, e.g. fire alarm tests, health and safety committee meetings etc.

All Heads, senior leadership team members and caretakers have access to the SharePoint and can update the information held as required.

4.4 Training

Training on health and safety topics is available as follows: -

- (a) General health and safety training is available from our competent advisers AAB Group.
- (b) Fire Safety Training is available from our Fire Risk Assessor.

5 Monitoring, Audit and Review of Safety Performance

The effectiveness of the Inspired Education Group UK health and safety policy and arrangements will be monitored in the following ways: -

5.1 Accidents and Incidents

Accidents at the following levels of severity will be analysed by the UK Head of Estates with a view to determining and eliminating their causes: -

- Specified injury/dangerous occurrence/industrial disease
- Lost time accidents (7 days or more)
- Other injury

5.2 School Inspections and Audit

Regular and systematic inspections will be carried out to ensure that the requirements of the organisations policy and arrangements are being met. AAB Group health and safety consultants will carry out six monthly compliance inspections at each site and report findings to the relevant Head and to the UK Head of Estates.

5.3 PP Projects SharePoint

PP Projects SharePoint provides the system for the storage of and access to individual school property management and health and safety records and includes monitoring to ensure that statutory inspections etc. are completed within the required timescales.

5.4 Policy and Arrangements

This policy and the associated arrangements will be subject to review annually or in the event of any significant change to health and safety law. The review will be carried out by AAB Group and any revision will be drawn to the attention of all Heads and staff to whom the contents are relevant.

Template Health and Safety Plan for School

1. Introduction

The School Health and Safety Plan supports the Inspired Education Group UK Health and Safety Policy and Arrangements. The Health and Safety Plan is a statement of the practical and specific health and safety arrangements established within the school.

The Health and Safety Plan is not intended to duplicate the Policy and Arrangements, but rather represents a statement of the actions taken by the Head to ensure compliance with health and safety law.

The health and safety plan will be agreed by the senior leadership team and staff representatives and subject review annually or in the event of any significant change.

2. School Roles and Responsibilities

Key roles and responsibilities have been identified for the management of health and safety and implementation of the health and safety plan within the school as follows: -

2.1 Heads

The responsibilities of the Head are outlined in the Inspired Education Group UK Health and Safety Policy. To ensure the effective management of health and safety within the school specific health and safety responsibilities have been delegated as follows: -

Houssin Mehmoul - Caretaker

Responsible for ensuring the safety of the property on a day-to-day basis including identifying and making small repairs etc.

Samuel Birch - Deputy Head (Pastoral & DSL)

Oversight of Health & Safety across Wetherby School, including dietary and medical needs/requirements.

3. H&S Communication and Consultation

3.1 Communication of Health and Safety Information

Health and Safety Information will be communicated to staff as follows: -

- As part of their induction at commencement of employment. This will include the Inspired Education Group UK Health and Safety Policy and Arrangements and health and safety information/risk assessments specific to their role.
- Through ad-hoc staff meetings; as part of staff appraisals and one to one meetings with line management
- Display of relevant health and safety information on staff noticeboards
- Access to the Inspired Education Group UK Portal

3.2 Consultation

The Head has established a Health and Safety Committee in line with the requirements of the Inspired Education Group UK Health and Safety Policy and Safety Arrangement on Communication and Consultation.

Membership of the Health and Safety Committee for the School is as follows:-

Paul David - Headmaster

Samuel Birch - Deputy Head (Pastoral & DSL)

Houssin Mehmoul - Caretaker

Ross Christie - Head of Reception

The arrangements for meetings and record keeping are as follows:

The Health & Safety Committee meet once per term throughout the academic year.

Agenda and meeting minutes are sent to Lillie Starkings - Group Estates Manager.

4. First Aid Arrangements

The following arrangements have been established for the provision of first aid within the school:

4.1 Assessment of First Aid Requirements

Minor accidents:

If a minor accident occurs the procedure is as follows:

- The child is taken to the school office*
- The injury is assessed by a first aider and, if necessary, the Deputy Head (Pastoral)*
- A first aider treats the injury*
- The boy is resettled into their classroom and observed closely*
- The accident book is completed. These are kept in the school offices.*
- Once completed these are signed by either the Headmaster or a member of the SMT at 11 Pembridge Square or the Headmaster or a member of the SMT at 19 Pembridge Villas*
- The accident report must be photocopied. The original is filed in the accident folder in the school offices; the photocopy is placed in the boy's book bag to be taken home that day.*

Major accidents:

- Wherever possible, the child should be made comfortable in the location that the accident occurred, if that location is safe. Other children should be moved away from the scene.*
- However, if it is safer to move the child and/or the child can walk on their own, the child should be taken to the first aid room on the ground floor or the Headmaster's office at 11 Pembridge Square or the school office at 19 Pembridge Villas or the first aid room on the mezzanine level.*
- The first priority is the child's health and safety. If the situation is critical, an ambulance must be called without delay*
- The Headmaster must be contacted immediately, or a member of SMT in his absence*
- The Headmaster, or member of SMT, will assess the situation with another first aider and decide whether the child needs immediate hospital attention or whether the child can wait for the parent to come*

- *If the child needs to go straight to hospital either an ambulance will be called or the child will be taken by taxi. The parent/carer will be called and arrangements will be made to meet the parent/carer at the hospital. The Headmaster or a member of SMT will accompany the child to hospital and stay with them until the parent/carer arrives*
- *If the child can wait for the parent/carer to come then the parent/carer will be contacted and the child made as comfortable as possible. A member of staff must be with the child at all times until the parent/carer arrives*
- *It will then be the parent/carer's decision whether or not to take the child to hospital*
- *As soon as possible after the accident an 'Internal Accident Investigation Report Form' (A2) will be completed. These can be found in the school offices in the Accident Folder. The Headmaster will sign the form and a copy will be given to the parent /carer and the original in the boy's file.*

4.2 First Aiders

There are 23 paediatric first aid trained members of staff across the school, these are reviewed on an annual basis and retrained when necessary. Each class has access to an 'offsite bag' which contains the boys individual medication alongside a comprehensive first aid kit containing:

Ice packs, cleansing wipes, assorted plaster sizes, wet wipes, nappy bags, sterowash, gloves, sick bags, accident book, head bump book, sunscreen, tissues, hand sanitiser, bandages and adhesive dressings

Samuel Birch (Deputy Head Pastoral)

Laura Pryer (School Office)

Joanna Worsfold (School Office)

Tia Henry (School Office)

Quincy Redmond (Sports)

Reece Howell (Sports)

Reece Whyte (Floating)

Ravee Hirani (1G)

Freya Hird (1A)

Joe Main (1M)

Zafirah Hussain (1M)

Amira Chapman (2HR)

Aziah Hardy (2L)

John Welsh (2M)

Hannah Whitehead (3M)

Mike Green (3T)

Charlie Frost (3A)

Nikki Butler (School Office)

Ross Christie (Head of Reception)

Chloe Stinchcombe (Academic Lead)

Flossie Cunningham (RW)

Amy Watkins (RW)

David Collins (RG)

4.3 Head Injuries

At Wetherby School, a head injury form for any injury to the head must be completed, no matter how minor. This form must be countersigned by either the Headmaster or a member of the SMT at 11 Pembridge Square or the Headmaster or a member of the SMT at 19 Pembridge Villas.

Parents are informed, by phone, of any injury that their son receives to his head. The school office will contact the parent or carer concerned. If the head injury is severe parents will be asked to collect their son to seek medical advice.

The parent/carer must sign the form if the office have not been able to speak to them. If they have this will be noted on the head injury form and no signature is required.

If the boy is not sent home, he is resettled into their classroom and observed very closely

If a head injury occurs during a games session and the boy is picked up by the parent / carer from the session then the head injury form can be countersigned by a member of the sports department. When the boy is handed over to the parent/carer the form must be signed by them.

If a child is sent home for any reason this must be recorded in the accident or illness log on the staff shared area and the time of leaving recorded in the 'Day Book'

4.4 Administration of Medicines

Pupils who have particular medical conditions (i.e. asthma, epilepsy, diabetes etc) have all information pertaining to their condition held on a medical form in their personnel file. This will cover medication required in school as and when appropriate including information if appropriate for ambulance crew to attend the child in an emergency. Administration of medicines is carried out by the office staff (in school) or the teacher responsible for the child whilst off site. Any administration of medicine is logged and reported to the Deputy Head (Pastoral & DSL)

5. Accident/Incident Reporting and Recording Arrangements

All accidents, incidents, near misses and dangerous occurrences will be reported to *Paul Brereton, Director. of Human Resources, at Inspired Education Head Office and the Inspired Education CEO* and recorded in the Accident Book/Incident Log.

All accidents/incidents will be subject to review and investigation by *Samuel Birch - Deputy Head (Pastoral & DSL)* to ensure that, where appropriate, action is taken to prevent a recurrence.

Any accidents that occur must be recorded in the accident book. These are kept in the school offices. Once completed these are signed by either the Headmaster or a member of the SMT at 11 Pembridge Square or the Headmaster or a member of the SMT at 19 Pembridge Villas. The accident report must be photocopied. The original is filed in the accident folder in the school offices; the photocopy is placed in the boy's book bag to be taken home that day.

- A head injury form for any injury to the head must be completed, no matter how minor. This form must be countersigned by either the Headmaster or a member of the SMT at 11 Pembridge Square or the Headmaster or a member of the SMT at 19 Pembridge Villas. The parent/carer are always called should a boy receive a bump to the head. The parent/carer must sign the form if the office have not been able to speak to them. If they have this will be noted on the head injury form and no signature is required.*

- In the case of a serious accident an Internal Accident Investigation Report Form (A2) must be completed. Copies of these are kept in the Accident Folder in the school offices or can be found on the staff shared area.*

- *Accidents occurring at off site venues should also be recorded. First aid provision at such venues should always be identified but first aid kits are always taken on school trips. On returning to school further recording should take place using the school's own accident book.*
- *At the end of each half term a summary of accidents will be reviewed as part of the health and safety committee meeting.*
- *At Wetherby School any accident that requires a RIDDOR report will be completed correctly and in the required time. Before a report is completed Law at Work will be contacted regarding the accident.*
- *Copies of all reported accidents and near misses will be kept in the Accident Folder in the school offices*

Near Miss Accidents:

At Wetherby School we are aware that some accidents could potentially have been more serious had a child been injured. This would be described as a near miss incident. As a school we believe that all near miss incidents should be followed up.

If a near miss incident occurs the procedure is as follows:

- *All near miss incidents must be reported to the Headmaster or member of SMT, in his absence*
- *An 'Internal Near Miss Incident Report Form' (A3) will be completed*
- *The Headmaster or, in his absence, the Deputy Head (Pastoral) will sign the form*
- *Inspired Education Head Office will be contacted*
- *This must be reported and recorded as soon as possible after the event*

6. Fire Safety

The following arrangements have been established for fire safety within the school

6.1 Fire Marshall

Houssin Mehmoul

Samuel Birch - 11PS

Ross Christie - 19PV

6.2 Fire Wardens

11PS -

F. Hird / R. Hirani

A. Claessens / J. Worsfold

J. Welsh / A. Hardy

M. Green / M. Casey

H. Whitehead / C. Frost

19PV -

N. Butler / R. Cowie

A. Watkins / F. Cunningham

P. Gurden/ D. Collins

J. Bell / P. Lopez

6.3 Fire Evacuation Procedures

[Fire Evacuation Procedure - 11 PS.docx](#)

[Fire Evacuation Procedure - 19 PV.docx](#)

7. Security and Lock Down Procedures

[Crisis Management and Emergency Procedures.docx](#)

[Lockdown Procedure.docx](#)

8. Asbestos Survey and Management Plan

[Wetherby School Asbestos Survey 2007.pdf](#)

[2.1 Asbestos at Work June 2024.pdf](#)

9. Driving and Vehicles

9.1 Maintenance of School Vehicles

9.2 Vehicle Checks

9.3 Authorised Drivers

9.4 Transportation of Children

All transportation of pupils is organised and booked via 'Student Safe' transport solutions for schools.

<https://studentsafe.com/>

bookingtransport@studentsafe.com

10. Risk Assessments

Risk assessments have been prepared for identified significant hazards within the school and are listed below.

Samuel Birch and Paul David are responsible for the communication of risk assessments to relevant staff and for carrying out regular reviews to ensure that risk assessments remain suitable and sufficient.

Risk assessments are made available to staff via **Microsoft SharePoint**

Risk Assessment Reference Number	Risk Assessment Subject Title
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B1	Learning Support Room
B2	Classroom – 1G
B3	Music Practice Room
B4	Art Room
B5	Toilets
B6	Classroom – 1W
B7	Classroom – 1Y
B8	Cloakroom Areas and Hallway
B9	Stairs
G1	Entrance Hall
G2	Hall
G3	Headmaster’s Office
G4	School Office
G5	First Aid Room / SMT Office
G6	Kitchen
G7	Stairs
F1	Classroom – 2H
F2	Staff Work Room
F3	Classroom – 2HR
F4	Cloakroom
F5	Classroom – 2M
F6	Toilets
F7	Classroom – 1F
F8	Cloakroom Areas / Hallway

F9	Stairs
S1	Classroom – 2Q
S2	Staff Work Room
S3	Classroom – 3T
S4	SEN Office
S5	Intervention Room
S6	Toilets
S7	Library / Music Room
S8	Speech and Language Office
S9	Cloakroom Areas and Hallway
S10	Stairs
T1	Classroom – 3L
T2	Classroom – 3M
T3	Classroom – 3G
T5	Toilets
T7	Cloakroom Areas / Hallway
T8	Stairs

19PV

Risk Assessment Reference Number	Risk Assessment Subject Title
PV B1	Kitchen
PV B2	Toilets
PV B3	Little Wetherby (not in use)
PV B4	Dining room
PV B5	Outside area

PV B6	Gym lessons
PV G1	Entrance hall
PV G2	School office
PV G3	Stairs
PV G4	Fire escape
PV ML	SMT Office
PV B3, G5, F1, S1, T1	Music Lessons
PV G5	Reception P
PV F1	Reception A
PV S1	Reception H
PV T1	Reception B
PV F1, PV S2, PV T3	Toilets

Offsite:

Risk Assessment Reference Number	Risk Assessment Subject Title
E1	Square
E2	Coach getting on and off
E3	Porchester Pool
E4	Westway Leisure Centre
E5	Kensington Leisure Centre
E6	Hyde Park / Perk's Field
E7	St Matthew's Church
E8	Wetherby Walk