

Daffodil Grammar School for Girls

Health and Safety Policy

School address: 163 Commercial Road, London, E1 2DA

Proprietor: ASM Anisuzzaman

Headteacher: Mr Stephen Montford

Health and Safety Lead: Eman Ahamed

Designated Safeguarding Lead: Eman Ahamed

1. Status, scope and purpose of this policy

This policy sets out the arrangements by which Daffodil Grammar School for Girls will secure, so far as is reasonably practicable, the health, safety and welfare of pupils, staff, volunteers, visitors, contractors and all others who may be affected by the school's activities. It applies to the whole of the school site at 163 Commercial Road, London, E1 2DA, to all activities taking place there, and to all off-site activities, visits or events for which the school is responsible.

The school recognises that health and safety is not a separate administrative function. It is part of leadership, safeguarding, supervision, risk management, curriculum planning, site management, staff conduct and school culture. Effective health and safety arrangements protect pupils and staff, support calm and orderly school life, reduce the risk of accidents and ill health, and help ensure compliance with both the law and the Independent School Standards. DfE's current school health and safety guidance continues to state that health and safety should be an integral part of the school's culture, values and performance standards. ([GOV.UK](https://www.gov.uk))

The school's purpose in adopting this policy is to create and maintain a safe environment in which education can take place effectively. This includes maintaining safe buildings and grounds, ensuring that risks are identified and controlled, providing proper supervision, securing adequate first aid and medical arrangements, maintaining fire safety, managing contractors and visitors safely, ensuring safe working practices, recording and learning from incidents, and ensuring that leaders and staff understand their respective responsibilities.

This policy should be read alongside the school's Safeguarding and Child Protection Policy, Attendance Policy, Behaviour Policy, Anti-Bullying Policy, First Aid and Supporting Pupils with Medical Conditions procedures, Fire Safety and Evacuation procedures, Educational Visits procedures, Risk Assessment arrangements, Lockdown procedures, and any subject-specific safety rules adopted by the school.

2. Legal and regulatory framework

This policy is written having regard to the Health and Safety at Work etc. Act 1974, the Management of Health and Safety at Work Regulations 1999, the Workplace (Health, Safety and Welfare) Regulations 1992, the Regulatory Reform (Fire Safety) Order 2005, the Control of Substances Hazardous to Health Regulations 2002, the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013, the Manual Handling Operations Regulations 1992, the Provision and Use of Work Equipment Regulations 1998, the Education (Independent School Standards) Regulations 2014, and the DfE's current school health and safety guidance. DfE's current guidance explains that schools must have a health and safety policy, must manage risks proportionately, and must ensure that responsibilities are clearly allocated. ([GOV.UK](https://www.gov.uk))

The school also has regard to the April 2026 *Independent school standards guidance*, which makes clear that compliance is not achieved merely by having written policies. Proprietors and leaders must ensure that standards are met in practice. The guidance also links health and safety with welfare, supervision, premises, medical arrangements and leadership oversight. ([GOV.UK](#))

Where physical intervention or restrictive intervention becomes relevant to health and safety, the school will act in accordance with the DfE's *Restrictive interventions, including the use of reasonable force, in schools guidance*, which came into effect on 1 April 2026 and applies to independent schools as well as other school types. That guidance emphasises prevention, de-escalation, lawful and proportionate intervention, and the recording and parental reporting of significant incidents. ([GOV.UK](#))

3. Statement of intent

Daffodil Grammar School for Girls is committed to maintaining high standards of health and safety across all aspects of school life. The school accepts its duty to take all reasonably practicable steps to protect the health, safety and welfare of pupils, staff and others affected by its operations. The school will not knowingly tolerate avoidable danger, unsafe working practices, defective arrangements, inadequate supervision, or failures of communication that place people at risk.

The school recognises that risk cannot be eliminated entirely. Educational activity, movement, practical work, physical activity, site maintenance and ordinary school life all involve some degree of risk. The school's duty is therefore to identify hazards, assess the level of risk, take proportionate control measures, review those measures regularly, and ensure that staff and pupils understand how to work safely. Current DfE guidance continues to emphasise a sensible and proportionate approach to risk management rather than either complacency or overreaction. ([GOV.UK](#))

The school further recognises that good health and safety practice depends on leadership. Senior leaders must set clear expectations, allocate responsibilities, monitor implementation and respond decisively where weaknesses are identified. DfE's guidance identifies strong leadership and visible senior management commitment as essential for effective school health and safety management. ([GOV.UK](#))

4. Health and safety principles

The school adopts the following principles.

Health and safety is everyone's responsibility, but not everyone has the same level of responsibility. Clear lines of accountability must exist.

Health and safety arrangements must be practical, understood and used. A written policy that is not embedded in daily practice is insufficient.

Risk management must be proportionate to the real level of hazard. The school will avoid both avoidable danger and unnecessary bureaucracy.

Pupil welfare is central. Health and safety decisions must always be informed by the school's safeguarding duties.

Accidents, near misses, hazards and concerns must be reported promptly and used to improve practice.

The school must maintain a culture in which staff can raise concerns about unsafe conditions or unsafe practice without fear of dismissal or minimisation.

5. Roles and responsibilities

5.1 The proprietor

ASM Anisuzzaman, as proprietor, has ultimate responsibility for ensuring that the school complies with its health and safety duties and with the relevant independent school standards. The proprietor will ensure that there is an effective written policy, that suitable resources are allocated to health and safety, that competent advice is obtained where necessary, that arrangements are reviewed, and that any material health and safety concerns are acted upon without delay. The current DfE school health and safety guidance places responsibility on governing bodies and proprietors to ensure that health and safety arrangements are in place and that schools have access to competent health and safety advice. ([GOV.UK](https://www.gov.uk))

The proprietor will receive periodic reports from the headteacher and health and safety lead covering risk assessments, accidents and incidents, training, fire safety, first aid, premises issues, contractor management, medical arrangements, and any serious concerns or remedial actions.

5.2 The headteacher

Mr Stephen Montford, as headteacher, has day-to-day responsibility for the implementation of this policy. He will ensure that staff understand their responsibilities, that arrangements are properly communicated, that risk assessments are carried out and reviewed, that incidents are addressed appropriately, that unsafe practice is challenged, and that health and safety is embedded in school routines, supervision, teaching and safeguarding.

The headteacher may delegate aspects of operational oversight, but not responsibility itself. He must be satisfied that delegated tasks are being discharged effectively and that leaders and staff have the training and authority necessary to carry them out.

5.3 The health and safety lead

Eman Ahamed, as Health and Safety Lead, will coordinate the operational implementation of this policy. She will maintain oversight of risk assessment systems, accident reporting, first aid arrangements, fire procedures, premises checks, staff awareness, and the communication of hazards and control measures. She will also liaise with the headteacher, site staff, contractors and any external advisers as required.

The Health and Safety Lead will not replace the responsibilities of line managers or teachers. Rather, the role is to coordinate, monitor and support the effective operation of the school's systems.

5.4 Site staff and premises personnel

The school employs site staff and premises personnel. They are responsible, under the direction of school leadership, for site checks, reporting defects, assisting with maintenance coordination,

monitoring access arrangements, identifying hazards relating to the building and grounds, and ensuring that work areas, plant and premises issues are brought to management attention promptly.

5.5 All staff

All staff are required to take reasonable care of their own health and safety and that of others who may be affected by what they do or fail to do. Staff must follow the school's policies, procedures and risk assessments, use equipment appropriately, report hazards and incidents, cooperate with leaders on health and safety matters, and supervise pupils responsibly.

No member of staff may knowingly ignore a defect, risk, unsafe practice or incident on the basis that it falls outside their formal job description. In a school, delay in reporting hazards can expose children and colleagues to avoidable harm.

5.6 Pupils

Pupils are expected to behave safely, follow staff instructions, observe safety rules in classrooms and practical settings, move around the school responsibly, avoid misuse of equipment or facilities, and report hazards or accidents to staff. Safe conduct is part of the school's behaviour expectations.

5.7 Visitors and contractors

Visitors and contractors must comply with the school's site rules, access controls and safety instructions. They may be required to sign in, wear identification, remain under supervision, or work under agreed risk-controlled arrangements. Contractors must not begin work in a way that creates unmanaged risk to pupils, staff or the premises.

6. Competent advice

The school will ensure that competent health and safety advice is available. DfE's current school guidance states that schools should obtain access to competent health and safety advice to help them meet their duties. ([GOV.UK](https://www.gov.uk))

Where internal expertise is insufficient, the school will obtain external professional advice in relation to premises safety, fire safety, asbestos, legionella, electrical safety, gas safety, first aid needs assessment, workplace welfare, specialist equipment or other technical matters requiring competent input.

7. Risk assessment

The school will undertake suitable and sufficient risk assessments for all significant hazards arising from its activities, premises and operations. Risk assessment is a core feature of lawful and effective health and safety management under both general health and safety law and DfE guidance. ([GOV.UK](https://www.gov.uk))

Risk assessments will identify hazards, assess who may be harmed and how, evaluate the level of risk, record control measures where appropriate, allocate responsibility for implementation, and specify review arrangements. Risk assessments will be proportionate. The level of formality used will reflect the seriousness and complexity of the hazard being addressed.

The school will maintain risk assessments for, as applicable, the general premises and grounds, classroom environments, science and practical activities if introduced, PE and physical activity, fire evacuation, first aid provision, individual pupils with medical or evacuation needs, manual handling, work at height, lone working where relevant, educational visits, site traffic and access arrangements, contractor works, adverse weather, lockdown and critical incidents.

Risk assessments will be reviewed at appropriate intervals and whenever there is a significant change in circumstances, staffing, premises, use of space, equipment, or following an accident, near miss or safety concern that indicates the previous control measures may not be adequate.

8. Premises, accommodation and site safety

The school will maintain the premises at 163 Commercial Road, London, E1 2DA in a condition that supports the health, safety and welfare of pupils and staff. Buildings, circulation areas, classrooms, offices, welfare facilities, external areas and access routes must be kept in a safe state of repair and suitable condition.

The school will ensure, so far as reasonably practicable, safe access and egress, adequate lighting, heating and ventilation, clean and hygienic conditions, safe flooring and stairways, secure boundaries and access controls, suitable sanitary and washing facilities, and proper maintenance of fixtures and fittings. HSE's current workplace welfare guidance continues to require suitable welfare facilities, including adequate toilets and washing facilities appropriate for workers, including disabled workers. ([HSE](#))

The school will also ensure that issues such as leaks, damaged flooring, unstable furniture, defective locks, broken glazing, faulty doors, exposed services or trip hazards are addressed promptly. Where immediate repair is not possible, the school will take interim safety measures such as isolation of the area, barrier placement, increased supervision or temporary relocation.

9. Premises inspections and maintenance

Regular inspections of the premises will be undertaken to identify hazards and maintenance needs. These will include daily or routine visual checks, more structured internal inspections, and specialist inspections by competent contractors where required by law or good practice.

The school will maintain, commission or obtain the required checks and servicing for electrical systems, portable electrical equipment as appropriate, fire alarms, emergency lighting, firefighting equipment, gas installations, boilers, water hygiene systems, and any other relevant safety-critical systems.

Records of inspections, certificates, defects and remedial works will be kept appropriately. The school recognises that the existence of a maintenance file is not enough; leaders must act on defects and ensure that urgent issues are not allowed to drift unresolved.

10. Fire safety

The school will maintain robust fire safety arrangements. These will include a suitable and sufficient fire risk assessment, effective fire detection and alarm systems, appropriate firefighting equipment, clearly marked and unobstructed escape routes, regular servicing and maintenance, staff instruction, evacuation procedures, and regular fire drills.

Fire safety will be treated as a whole-school responsibility. Staff must know the evacuation arrangements for the areas in which they work. Pupils must be taught evacuation expectations and must participate seriously in drills. Fire doors, alarm points, extinguishers and final exits must not be obstructed or tampered with.

The school will carry out fire drills regularly and keep records of those drills, including any issues identified and improvements required. The school will also make suitable arrangements for any person who may require assistance to evacuate. This may include pupils, staff or regular visitors with mobility, medical or sensory needs.

11. Lockdown and emergency arrangements

The school recognises that some emergencies will require procedures other than evacuation. The school will therefore maintain emergency arrangements for events such as intruder threat, serious external incident, gas leak, loss of utilities, dangerous structural defect, serious medical emergency, or other major incident.

These procedures will be communicated to staff and, where appropriate, practised or briefed in a proportionate manner. The school will seek to ensure that emergency arrangements are realistic and integrated with safeguarding, attendance, communication and leadership systems.

12. First aid

The school will provide adequate and appropriate first aid arrangements for pupils, staff and visitors. The DfE and school-sector guidance continue to emphasise that first aid provision should be determined through a written first aid needs assessment based on the actual size, risks, staffing and layout of the site. ([Wandsworth Services for Schools](#))

The school will ensure that a sufficient number of appropriately trained first aiders are available, taking account of pupil numbers, staff numbers, the size and layout of the premises, lunch and break arrangements, educational visits and any activities involving elevated risk. First aid kits will be positioned appropriately and checked regularly.

The school will maintain records of accidents and first aid treatment and will inform parents where their child has been injured, has received significant first aid, has become unwell, or where further monitoring or collection is required.

Where emergency medical treatment is needed, the school will contact emergency services without delay and will notify parents as soon as practicable.

13. Supporting pupils with medical conditions and allergies

The school will maintain suitable arrangements for identifying and supporting pupils with medical conditions, allergies and healthcare needs. The school will obtain relevant medical information from parents and will put in place individual healthcare or care arrangements where necessary.

The school is aware that the government announced in March 2026 stronger protections relating to allergy provision in schools, including plans that schools must stock emergency allergy pens. That announcement reflects an evolving national approach to allergy safety and reinforces the importance of robust medical planning and emergency response. Until any new legal requirements take effect in final form, the school will continue to maintain prudent allergy-risk

arrangements, including care planning, staff awareness and emergency response procedures. ([GOV.UK](https://www.gov.uk))

Medication will be stored, administered and recorded in accordance with school procedures. Medicines requiring secure or temperature-controlled storage will be managed appropriately. Staff will only administer medicines in accordance with school procedures and authorisation requirements.

14. Accident, incident and near-miss reporting

All accidents, injuries, dangerous occurrences and near misses must be reported and recorded in accordance with school procedure. The school will use these records not merely for compliance, but to identify patterns, evaluate risk controls and improve practice.

Serious incidents will be investigated proportionately. The purpose of investigation is to establish what happened, why it happened, whether existing controls were adequate, whether any immediate action is required, and what preventive measures should be taken.

Where an incident is reportable under RIDDOR, the school will ensure that the necessary report is made. The headteacher and Health and Safety Lead will ensure that reportable thresholds are considered and that statutory reporting is not overlooked.

15. Asbestos, water hygiene and environmental hazards

Where asbestos is present or may be present, the school will ensure that an asbestos management plan and register are maintained and that relevant staff and contractors are informed appropriately. No work which may disturb asbestos will be undertaken without proper control.

The school will also manage water hygiene risks, including legionella risk, through suitable assessment, monitoring and servicing arrangements using competent advice where necessary. These matters are particularly important because many associated hazards are not visible in ordinary school use and require disciplined management systems rather than reactive attention only.

16. Control of substances hazardous to health

Where cleaning products, maintenance substances, science materials or other substances hazardous to health are kept or used on site, the school will ensure that risks are assessed and controlled under appropriate COSHH arrangements. Substances will be stored safely, used only by authorised persons, kept in appropriate containers and not left accessible to pupils.

Staff required to use such substances will be given suitable information, instruction and, where necessary, protective equipment. The school will seek, where possible, to minimise reliance on hazardous substances and use safer alternatives where appropriate.

17. Work equipment and manual handling

The school will ensure that work equipment provided for staff use is suitable, maintained and used appropriately. Defective equipment must be taken out of use and reported. Staff must not improvise with unsafe equipment or continue using items they know to be defective.

Where manual handling cannot reasonably be avoided, the school will assess the risk and use suitable control measures. Staff will not be expected to undertake unsafe lifting or carrying. Training or specific instruction will be provided where the nature of work requires it.

18. Educational visits and off-site activities

The school recognises that educational visits and off-site activities require careful planning and risk management. Before any trip or off-site activity takes place, the school will ensure that risks are assessed, supervision levels are suitable, medical and emergency issues are considered, travel arrangements are safe, and staff understand their roles.

The school will take account of the age of pupils, the nature of the activity, the environment, any SEND or medical needs, and the experience of the staff leading the activity. Off-site activity will not proceed unless leaders are satisfied that risks have been properly assessed and can be controlled to a reasonable level.

19. Supervision of pupils

The school will ensure that pupils are suitably supervised throughout the school day and during any school-organised activity. Supervision is both a health and safety matter and a safeguarding matter. The school's supervision arrangements will cover arrival, registration, lessons, transitions, breaktimes, lunchtimes, prayer times where relevant, dismissal, and any off-site activity.

The level of supervision required will depend on age, location, activity and known needs. Leaders will review whether particular locations, times or pupil groups require enhanced supervision. The April 2026 independent school standards guidance continues to link pupil supervision directly to welfare and safety duties. ([GOV.UK](https://www.gov.uk))

20. Behaviour, restrictive intervention and the use of reasonable force

The school's primary approach to behaviour and safety is prevention, strong routines, clear adult authority and de-escalation. However, where a pupil's behaviour presents a risk of injury, serious disorder, damage or serious loss of control, staff may in lawful circumstances use reasonable force or other lawful restrictive intervention.

The DfE guidance that came into effect on 1 April 2026 applies to independent schools and places stronger emphasis on prevention, de-escalation, recording and parental reporting of significant incidents. The school will follow that framework and will ensure that force is never used as punishment, only where necessary, reasonable and proportionate in the circumstances. Significant incidents will be recorded and parents informed in accordance with the guidance. ([GOV.UK](https://www.gov.uk))

21. Visitors, access control and security

The school will maintain suitable site security arrangements. Visitors will normally be required to report to reception or the designated point of entry, sign in, wear identification where appropriate, and comply with site instructions. Staff must challenge unknown adults on site in a safe and proportionate manner or report concerns immediately.

Contractors and other visitors whose work may affect pupil safety will be risk assessed and managed appropriately. The school will ensure, as far as reasonably practicable, that pupils are not exposed to unmanaged risks arising from maintenance or contractor activity.

22. Temporary workers, agency staff and young workers

Where the school engages agency staff, temporary staff or young workers, it recognises that it continues to owe them appropriate health and safety protections while they are working on site or under school control. HSE's current guidance confirms that employers have the same responsibilities for the health, safety and welfare of young workers under 18 as for other workers, including those on work experience or apprenticeship routes. ([HSE](#))

The school will ensure that temporary and agency staff receive appropriate induction, site information, emergency information and role-specific instruction. The school will not assume that because a person is externally supplied, somebody else has discharged all relevant safety duties.

23. Training, information and communication

The school will provide staff with appropriate health and safety induction, information and training. New staff will be informed of emergency procedures, fire arrangements, accident reporting, first aid arrangements, site-specific hazards, safeguarding links and relevant aspects of this policy.

Further training will be provided where roles or activities require it, for example in fire warden duties, first aid, manual handling, safe use of equipment, food hygiene, medical needs, or restrictive intervention. Leaders will ensure that staff understand not only the existence of procedures, but how to apply them in practice.

Health and safety information will be communicated through induction, staff meetings, updates, notices, briefings and direct instruction as appropriate. Staff are expected to read and follow communications relevant to their work.

24. Staff consultation and raising concerns

The school recognises that effective health and safety depends on open communication. Staff are expected and encouraged to raise concerns about hazards, unsafe systems, defects, insufficient supervision, medical risks, site issues or unsafe conduct. Concerns should be raised promptly with the Health and Safety Lead, headteacher or another appropriate senior member of staff.

No member of staff will be criticised for raising a genuine health and safety concern in good faith. The school regards early reporting as a sign of professional responsibility.

25. Monitoring, audit and review

The school will monitor the effectiveness of its health and safety arrangements through site inspections, review of accident and near-miss data, fire drill review, risk assessment review, maintenance monitoring, first aid review and leadership oversight. Monitoring is essential because the current independent school standards framework focuses on whether standards are implemented effectively in practice, not merely described in documents. ([GOV.UK](https://www.gov.uk))

The proprietor will receive reports at appropriate intervals and will satisfy himself that the school's arrangements remain suitable for its size, age range, premises and activities. Any significant findings, recurring issues or serious incidents will lead to review and corrective action.

This policy will be reviewed at least annually and sooner where there is a change in legislation, guidance, premises, school operation, staffing structure, or where an incident indicates that revision is required.

26. Adoption

This policy is adopted as the formal Health and Safety Policy of Daffodil Grammar School for Girls and takes effect immediately upon approval by the proprietor.