



Rawdah Montessori School Health and Safety Policy

Version: 2.0 (Revised to reflect outsourced services to Greensville Trust)

Reviewed: October 2025

Next Review Due: October 2026

1. Policy Statement

Rawdah Montessori School recognises and accepts its responsibility under the Health and Safety at Work etc. Act 1974 to ensure, so far as is reasonably practicable, the health, safety, and welfare of all employees, pupils, visitors, and anyone else affected by its activities.

The school occupies premises owned by **Greensville Trust** (the Landlord). Certain health and safety functions related to the building fabric, common parts, and security are provided by the Landlord under a separate Service Contract dated 1st January 2026. This policy outlines the shared responsibilities between Rawdah Montessori and Greensville Trust to ensure a safe and healthy environment for all.

This policy should be read in conjunction with:

- The **Service Contract with Greensville Trust** (dated 1st Jan 2026)
- Fire Safety Policy

- Emergency Evacuation Procedure
- First Aid and Medical Policy
- Manual Handling Policy
- Risk Assessment Policy

2. Aims and Objectives

The aims of this policy are to:

- Clearly define the health and safety responsibilities of Rawdah Montessori and Greenville Trust.
- Provide a safe and healthy working and learning environment for staff, pupils, and visitors.
- Ensure compliance with all relevant legislation.
- Maintain effective communication and cooperation with the Landlord regarding building safety.

3. Legal Framework

- Health and Safety at Work etc. Act 1974
- The Management of Health and Safety at Work Regulations 1999
- The Regulatory Reform (Fire Safety) Order 2005
- The Equality Act 2010
- The Service Contract between Rawdah Montessori and Greenville Trust (2026)

4. Allocation of Responsibilities

The table below summarises the division of responsibilities based on the Lease and Service Contract.

Area of Responsibility	Responsible Party	Details / Cross-Reference
Premises (Rawdah's Leased Area)	Rawdah Montessori	Internal classrooms, offices, and storage areas within the school's demise.
Building Fabric & Common Parts	Greenville Trust (Landlord)	Main entrance, hallways, stairwells, communal toilets, access ramps, external walls, roof.
Fire Safety (General)	Shared	Rawdah: Fire policy, drills, training, housekeeping within demise. Landlord: Maintenance of fire alarms, extinguishers in common parts, emergency lighting (as per Service Contract 4.4.1).
Legionella Management	Greenville Trust (Landlord)	Full responsibility for risk assessment, control regime, monitoring, and record keeping for the entire building's water system (Service Contract 4.1).

Area of Responsibility	Responsible Party	Details / Cross-Reference
Electrical Safety	Shared	Rawdah: PAT testing of its own portable appliances. Landlord: Fixed wire testing (periodic) of the building's installation (Service Contract 4.4.2).
Cleaning	Shared	Rawdah: Internal cleaning of its own classrooms and office. Landlord: Cleaning of communal toilets and common parts (Service Contract 4.2).
Security and Access Control	Greensville Trust (Landlord)	24-hour security team, alarm response, key holding, and operation of the main building sign-in/out system (Service Contract 4.3 and 4.7).
Disability Access (Common Parts)	Greensville Trust (Landlord)	Maintenance of access ramps, automated doors, and annual accessibility audits (Service Contract 4.5).
Communal Toilets	Greensville Trust (Landlord)	Plumbing maintenance, supply of consumables (soap, paper), sanitary disposal, and ventilation (Service Contract 4.6).
Asbestos Management	Greensville Trust (Landlord)	Maintenance of the asbestos register for the building and ensuring it is consulted before any works (implied duty as building owner).

5. Roles and Responsibilities (Rawdah Montessori)

5.1 The Governing Body

The Governing Body has overall accountability for ensuring that the school meets its statutory duties and that the terms of the Service Contract with Greensville Trust are monitored effectively.

5.2 The Headteacher

The Headteacher has day-to-day responsibility for:

- Implementing this policy within the school's demise.
- Ensuring all staff are aware of the shared responsibilities with the Landlord.
- Reporting any defects or safety concerns in the common parts or building fabric to Greensville Trust immediately (as per Recipient's Covenant 6.3).
- Cooperating with the Landlord's team during emergencies or maintenance activities.

5.3 The Health and Safety Lead (Designated Person)

The Health and Safety Lead (*[Name]*) is responsible for:

- Acting as the primary point of contact with Greensville Trust regarding health and safety matters.
- Maintaining a log of all reported defects and ensuring they have been actioned by the Landlord.

- Conducting regular inspections of the school's demise and reporting common part issues to the Landlord's security team.
- Reviewing the Landlord's safety certificates (e.g., fire alarm maintenance, fixed wire testing) upon request.

5.4 All Staff (Rawdah Montessori)

All staff have a duty to:

- Take reasonable care of their own health and safety and that of others.
- Follow all training, policies, and procedures.
- **Report any hazards or defects immediately**, whether within the school demise or in the common parts, to the Headteacher or Health and Safety Lead.
- Comply with the building's sign-in/out procedures operated by Greensville Trust's security team.
- Supervise pupils at all times, particularly in communal areas.

6. Roles and Responsibilities (Greensville Trust)

As detailed in the Service Contract dated 1st January 2026, Greensville Trust (the Landlord) is responsible for:

6.1 Legionella Risk Management

- Conducting and maintaining a Legionella risk assessment.
- Implementing a control regime, including monitoring and inspections.
- Keeping accurate records (Service Contract 4.1).

6.2 Cleaning Services

- Providing regular cleaning of communal toilets and common parts.
- Ensuring cleaning standards are maintained, with a focus on hygiene and infection control (Service Contract 4.2).

6.3 24-Hour Site and Security Team

- Providing physical patrols, alarm response, and key holding.
- Operating the main building sign-in/out system for all visitors (Service Contract 4.3 and 4.7).
- Reporting incidents to Rawdah Montessori as appropriate.

6.4 Maintenance and Safety Certificates

- Maintaining fire safety systems (alarms, extinguishers in common parts).
- Maintaining electrical safety (fixed wiring testing).
- Maintaining building insurance (Service Contract 4.4).

6.5 Disability Access Maintenance

- Maintaining access ramps, handrails, and automated doors.
- Conducting daily visual checks of access routes.
- Responding urgently to reported defects affecting access.
- Commissioning an annual accessibility audit (Service Contract 4.5).

6.6 Communal Toilet Maintenance and Supply

- Maintaining plumbing and fixtures.
- Ensuring uninterrupted supply of consumables (toilet paper, soap).
- Managing sanitary disposal and ventilation (Service Contract 4.6).

6.7 Sign-In and Sign-Out System

- Operating a secure visitor management system at the main entrance.
- Retaining records for a minimum of 12 months and providing access to Rawdah Montessori upon request, especially during emergencies (Service Contract 4.7).

7. Communication and Cooperation

Effective communication between Rawdah Montessori and Greenville Trust is essential for maintaining a safe environment.

- **Reporting Defects:** Rawdah staff will report any defects in the common parts or building fabric (e.g., faulty light, leaking tap, broken door, obstruction on ramp) immediately to the Headteacher or Health and Safety Lead, who will notify Greenville Trust in writing (email) as per Clause 6.3 of the Service Contract.
- **Emergency Contact:** In an emergency (fire, flood, security threat), staff will follow the school's Emergency Evacuation Procedure. The Landlord's 24-hour security team will be contacted as per the emergency protocols.
- **Access for Maintenance:** Greenville Trust will provide reasonable notice (except in emergencies) before accessing the building for maintenance. Rawdah Montessori will provide access to its demise if required, in accordance with the Lease.
- **Quarterly Review Meetings:** The Headteacher (or Health and Safety Lead) and a representative from Greenville Trust (e.g., Estate Manager) will meet termly to review safety issues, maintenance logs, and any outstanding actions.

8. Key Health and Safety Arrangements (Rawdah Montessori)

The following arrangements are in place for areas under Rawdah Montessori's direct control. Full details can be found in the relevant policy documents.

Area	Arrangement / Cross-Reference
Fire Safety (within demise)	Fire Safety Policy, Emergency Evacuation Procedure, termly fire drills, daily exit checks.
First Aid and Medical Conditions	First Aid and Medical Policy, Individual Health Care Plans (IHCPs), accident reporting.
Manual Handling	Manual Handling Policy, TILE assessments, Personal Handling Plans (PHPs).
Risk Assessment	Risk Assessment Policy, activity-specific risk assessments, off-site visits assessments.
COSHH (Hazardous Substances)	COSHH assessments for cleaning products used within the school, secure storage.

Area	Arrangement / Cross-Reference
Portable Appliance Testing (PAT)	Annual PAT testing of all school-owned electrical appliances.
Safeguarding	Safeguarding Policy, visitor supervision, DBS checks for staff and volunteers.
Off-Site Visits	Educational Visits Policy, risk assessments, parental consent.

9. Access to Landlord's Records and Certificates

Pursuant to the Service Contract, Rawdah Montessori is entitled to request and review the following records held by Greenville Trust:

- Legionella monitoring logs and risk assessment.
- Fire alarm maintenance and test records (for common parts).
- Electrical fixed wire testing certificates.
- Asbestos register (for the building).
- Accessibility audit reports.
- Sign-in/out records (for safeguarding or investigation purposes).

Requests for these records should be made in writing to the Landlord's designated contact.

10. Accident Reporting and Investigation

- **All accidents** involving pupils, staff, or visitors (whether in the school demise or common parts) must be reported to the Headteacher or Health and Safety Lead immediately.
- An accident form will be completed.
- If the accident occurs in the common parts or involves a defect in the building fabric, the Landlord (Greensville Trust) will be notified immediately.
- The Health and Safety Lead will determine if the incident is reportable to the HSE under RIDDOR. Both parties will cooperate in any investigation.

11. Monitoring and Review

The effectiveness of this policy and the shared arrangements with Greensville Trust will be monitored through:

- Termly health and safety inspections of the school demise and common parts.
- Review of the defect reporting log and the Landlord's response times.
- Termly review meetings with Greensville Trust.
- Annual review of the Service Contract to ensure it continues to meet the school's needs.

This policy will be reviewed **annually** by the Headteacher and Health and Safety Lead, or sooner following a significant incident or change in legislation. The review will be approved by the Governing Body.

Review of Policy Dates

REVIEW DATE	REVIEWED BY	SIGNED OFF (Name & Role)
Feb 2026	Governing Body	Chair: Sohaib Tanvir
Next Review Due:		
Feb 2027	Governing Body	Chair:
	Headteacher	Headteacher: