

Langley Grammar School



Health & Safety Policy September 2023

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1. Policy Statement

Langley Grammar School must offer a safe, secure and healthy environment for its staff, students and any visitors to its site including governors, parents and contractors.

This policy has been prepared in accordance with the Health and Safety at Work etc. Act 1974. The aim of the policy is to ensure that all practicable steps are taken to secure the health, safety and welfare of all persons using the school.

The aims of this policy are to:

- 1.1 establish and maintain in so far as is reasonably practicable:
 - an environment which is safe and without risk to health;
 - safe working procedures among staff, students and visitors;
 - health and safety arrangements for the handling, storage and transport of articles and substances;
 - safe means of access to and exit from the school;
- 1.2 ensure, so far as is reasonably practicable, the provision of information, instruction training, and supervision to enable all staff and students to avoid hazards and contribute positively to their own health and safety;
- 1.3 teach safety where appropriate as part of the curriculum;
- 1.4 formulate and lay down effective procedures for use in the case of an accident;
- 1.5 provide and maintain, so far as is reasonably practicable, adequate welfare facilities for staff and students;
- 1.6 provide an effective system of reporting and recording accidents, dangerous occurrences and potential hazards to health and safety;
- 1.7 review health and safety reports, significant accidents and dangerous occurrences;
- 1.8 discuss unresolved issues of health and safety.

2. Legislation

This policy is based on advice from the Department for Education on [health and safety in schools](#) and the following legislation:

- [The Health and Safety at Work etc. Act 1974](#), which sets out the general duties employers have towards employees and duties relating to lettings
- [The Management of Health and Safety at Work Regulations 1992](#), which require employers to make an assessment of the risks to the health and safety of their employees
- [The Management of Health and Safety at Work Regulations 1999](#), which require employers to carry out risk assessments, make arrangements to implement necessary measures, and arrange for appropriate information and training
- [The Control of Substances Hazardous to Health Regulations 2002](#), which require employers to control substances that are hazardous to health
- [The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations \(RIDDOR\) 2013](#), which state that some accidents must be reported to the Health and Safety Executive and set out the timeframe for this and how long records of such accidents must be kept
- [The Health and Safety \(Display Screen Equipment\) Regulations 1992](#), which require employers to carry out digital screen equipment assessments and states users' entitlement to an eyesight test

- [The Gas Safety \(Installation and Use\) Regulations 1998](#), which require work on gas fittings to be carried out by someone on the Gas Safe Register
- [The Regulatory Reform \(Fire Safety\) Order 2005](#), which requires employers to take general fire precautions to ensure the safety of their staff
- [The Work at Height Regulations 2005](#), which requires employers to protect their staff from falls from height

The school follows [national guidance published by Public Health England](#) when responding to infection control issues.

This policy complies with the academy trust's funding agreement and articles of association.

3. Roles and responsibilities

3.1 The governing board

The governing board has ultimate responsibility for health and safety matters in the school, but will delegate day-to-day responsibility to the Headteacher.

The governing board has a duty to take reasonable steps to ensure that staff and students are not exposed to risks to their health and safety. This applies to activities on or off the school premises.

The Governing Board, as the employer, also has a duty to:

- assess the risks to staff and others affected by school activities in order to identify and introduce the health and safety measures necessary to manage those risks;
- inform employees about risks and the measures in place to manage them;
- ensure that adequate health and safety training is provided

The governing board will delegate responsibility for monitoring health and safety to a named governor

3.2 Headteacher

The Headteacher is responsible for health and safety day-to-day. This involves ensuring that:

- the health and safety policy is properly implemented;
- there is enough staff to safely supervise students;
- the school building and premises are safe and regularly inspected;
- adequate training for school staff;
- health and safety matters are reported to the governing board;
- appropriate evacuation procedures are in place and regular fire drills are held
- in their absence, health and safety responsibilities are delegated to another member of staff;
- all risk assessments are completed and regularly reviewed.

In the Headteacher's absence, the Deputy Headteachers assume the above day-to-day health and safety responsibilities.

3.3 School Business Manager

The School Business Manager is responsible for the day-to-day management of Health and Safety and is chair of the Health and Safety Committee.

The School Business Manager:

- Advises the SLT and Health and Safety Committee on safety strategy and policy;
- Ensures all relevant health and safety legislation and good practice are observed;

- Ensures all health and safety and maintenance checks and reviews are undertaken and appropriately documented;
- Effectively monitors the condition of the premises, following up defects and ensuring remedial work is undertaken;
- Reviews and ensures all appropriate risk assessments are completed and regularly reviewed;
- Communicates to staff on health and safety matters;
- Ensures appropriate training is undertaken by relevant staff.

3.4 The Site Controllers

The School employs three site controllers who work early and late shifts so there is always one on duty. The site controllers are responsible for:

- Providing initial response to any site health and safety issues that arise;
- Carrying out regular health and safety assessments of the activities and premises for which they are responsible, and reporting to the Business Manager any defects that require attention;
- Carrying out daily health and safety inspections of the premises in the morning before school starts and at the end of the school day;
- Advising the Business Manager on requirements for health and safety equipment and on additions or necessary improvement to plant, tools, equipment or machinery.

3.5 Health and safety committee

A health and safety committee will meet once a term. The Business Manager will chair the committee and all union appointed safety representatives will be members together with the Business Manager, the Student Support Manager, the Senior Site Controller, Health & Safety Co-ordinator, and a cross section of members from both teaching and support staff, to include representatives from Science, PE, Art and Design & Technology.

Health & Safety Committee members are:

- i. not liable in law and have no additional duties other than those of all employees, as laid down in Section 7 and 8 of the Health and Safety at Work etc. Act 1974;
- ii. do not carry additional legal liability for either their activities or omissions as a safety representative;
- iii. the functions of the health safety committee are as follows;
 - (a) to discuss potential hazards and dangerous occurrences at the workplace (whether or not they are drawn to their attention by employees) and to examine the cause of accidents at the workplace;
 - (b) to discuss complaints by any employee relating to that employees' health, safety or welfare at work;
 - (c) to discuss general matters affecting the health, safety or welfare of the employees at the workplace;

3.6 Staff

School staff have a duty to take care of students in the same way that a prudent parent would do so. Staff will therefore:

- take reasonable care of their own health and safety and that of others who may be affected by what they do at work;
- co-operate with the school on health and safety matters;
- work in accordance with training and instructions;

- inform the appropriate person of any work situation representing a serious and immediate danger so that remedial action can be taken;
- model safe and hygienic practice for students;
- understand emergency evacuation procedures and feel confident in implementing them.

3.7 Students and parents

Students and parents are responsible for following the school's health and safety advice, on-site and off-site, and for reporting any health and safety incidents to a member of staff.

3.8 Contractors

Contractors will agree health and safety practices with the Business Manager before starting work. Before work begins the contractor will provide evidence that they have completed an adequate risk assessment of all their planned work.

4. Risk assessments

A risk assessment is a tool for conducting a formal examination of the harm or hazard to people (or an organisation) that could result from a particular activity or situation. Risk assessments will take into account:

- **Hazard** - something with the potential to cause harm
- **Risk** - an evaluation of the likelihood of the hazard causing harm
- **Risk rating** – an assessment of the severity of the outcome of an event
- **Control measures** - physical measures and procedures put in place to mitigate the risk.

There are numerous activities carried out at the school each of which requires a separate risk assessment, e.g. fire safety, educational visits and trips. Risk assessments are also produced for specific subject areas where the activities taking place pose specific higher risks. These include Science, Design and Technology, Food Technology, PE and Art.

5. Site security

Site Control staff and Sports Centre Duty Managers are responsible for the security of the school site during and out of school hours. They are responsible for visual inspections of the site, and for the intruder and fire alarm systems. Site Control staff and the Business Manager are key holders and will respond to an emergency.

The school has 25 CCTV cameras. Those focused on the school entrances and are monitored by the Site Team.

All visitors must sign in at Reception, and if they are entering the main school they are issued with a coloured lanyard; the colour of the lanyard determines whether they are permitted to be unescorted around the site, i.e. they have a DBS check with the appropriate clearances. School staff are instructed to challenge any visitor on site without a lanyard.

6. Vehicles on site

Staff and visitor parking is available at the front of the school and vehicles should only park in marked bays or designated overflow areas. Extreme care must be taken when driving on the school site.

There will be occasions when vehicles need to access parts of the school site during school hours, eg repairs and maintenance, deliveries, etc. These vehicle movements will be kept to a minimum and drivers made aware of the possibility of student and staff movements. Where considered necessary, vehicles will be escorted to and from their destination.

7. Fire

Emergency exits, assembly points and assembly point instructions are clearly identified by safety signs and notices. Fire risk assessment of the premises will be reviewed regularly.

Emergency evacuations are practised each academic year and always once during the Autumn term. The fire alarm is a loud continuous bell. Fire alarm testing will take place once a week.

New staff will be trained in fire safety and all staff and students will be made aware of any new fire risks.

In the event of a fire:

- The alarm will be raised immediately by whoever discovers the fire and emergency services contacted. Evacuation procedures will also begin immediately.
- Fire extinguishers may be used by staff only, and only then if staff are trained in how to operate them and are confident they can use them without putting themselves or others at risk
- Staff and students will congregate at the assembly points. These are detailed in the *Action in the Event of an Alarm Bell* notices, which are displayed around the school.
- Registration of students, staff and visitors will be carried out in accordance with the *Langley Grammar School Evacuation and Registration Procedure* - roles and responsibilities when alarm bell sounds

The school will have special arrangements in place for the evacuation of people with mobility needs and fire risk assessments will also pay particular attention to those with disabilities.

8. COSHH

Schools are required to control hazardous substances, which can take many forms, including:

- chemicals
- products containing chemicals
- fumes
- dusts
- vapours
- mists
- gases and asphyxiating gases
- germs that cause diseases, such as leptospirosis or legionnaires disease

Control of substances hazardous to health (COSHH) risk assessments are completed by the relevant departmental managers and circulated to all employees who work with hazardous substances. Staff will also be provided with protective equipment, where necessary.

8.1 Gas safety

Installation, maintenance and repair of gas appliances and fittings will be carried out by a competent Gas Safe registered engineer.

Gas pipework, appliances and flues are regularly maintained by external contractors appointed by the school. All rooms with gas appliances are checked to ensure that they have adequate ventilation.

8.2 Legionella

Water risk assessments are carried out by the Site Team and an external contractor (for testing) appointed by the school. The Business Manager is responsible for ensuring that the identified operational controls are conducted and recorded in the school's water log book. This risk assessment will be reviewed annually and when significant changes have occurred to the water system and/or building footprint.

The risks from legionella are mitigated by controls and checks carried out in line with the recommendations made by the external provider.

8.3 Asbestos

Premises Staff are briefed on the hazards of asbestos, the location of any asbestos in the school and the action to take if they suspect they have disturbed it.

Arrangements are in place to ensure that contractors are made aware of any asbestos on the premises and that it is not disturbed by their work and the action to take if they suspect they have disturbed it.

A record is kept of the location of asbestos that has been found on the school site.

9. Equipment

All equipment and machinery is maintained in accordance with the manufacturer's instructions. In addition, maintenance schedules outline when extra checks should take place. When new equipment is purchased, it is checked to ensure that it meets appropriate educational standards.

All equipment is stored in the appropriate storage containers and areas. All containers are labelled with the correct hazard sign and contents.

9.1 Electrical equipment

All staff are responsible for ensuring that they use and handle electrical equipment sensibly and safely, and must note the following guidelines:

- Any student or volunteer who handles electrical appliances does so under the supervision of the member of staff who so directs them.
- Any potential hazards will be reported to the Business Manager immediately.
- Permanently installed electrical equipment is connected through a dedicated isolator switch and adequately earthed. All isolator switches are clearly marked to identify their machine.
- Only competent staff members authorised to do so by the Business Manager should check plugs.
- Portable appliance testing will be carried out annually by specialist contractors appointed by the School.
- Electrical apparatus and connections should not be touched by wet hands and must only be used in dry conditions.
- Maintenance, repair, installation and disconnection work associated with permanently installed or portable electrical equipment must only be carried out by a competent person authorised by the Business Manager.

9.2 PE equipment

Students are taught how to carry out and set up PE equipment safely and efficiently. Before use, staff check that equipment is set up safely. Any concerns about the condition of the gym or Sports Hall floor or other apparatus will be reported to the Business Manager.

9.3 Display screen equipment

All staff who use computers daily as a significant part of their normal work have a display screen equipment (DSE) assessment carried out. 'Significant' is taken to mean continuous/near continuous spells of an hour or more at a time. All staff identified are entitled to an eyesight test for DSE use upon request, and at regular intervals thereafter, by a qualified optician (and corrective glasses provided if required specifically for DSE use).

10. Lone working

Lone working may include:

- late working
- home or site visits
- weekend working
- site controller duties
- site cleaning duties
- working in a single occupancy office

Potentially dangerous activities, such as those where there is a risk of falling from height, must not be undertaken when working alone. If there are any doubts about the task to be performed then the task should be postponed until other staff members are available.

Staff who have concerns regarding their fitness for lone working should discuss this with the Business Manager who will conduct a risk assessment

11. Working at height

We will ensure that work is properly planned, supervised and carried out by competent people with the skills, knowledge and experience to do the work and authorised by the Business Manager.

In addition:

- site control staff retain ladders for working at height
- students are prohibited from using ladders
- staff will wear appropriate footwear and clothing when using ladders
- contractors are expected to provide their own ladders for working at height
- before using a ladder, staff are expected to conduct a visual inspection to ensure its safety
- access to high levels, such as roofs, is only permitted by competent persons authorised by the Business Manager

12. Manual handling

Individuals should determine whether they are fit to lift or move equipment and furniture. If an individual feels that to lift an item could result in injury or exacerbate an existing condition, they should ask for assistance. The school will provide training in manual handling for staff as appropriate.

13. Off-site visits

Offsite visits are conducted in line with the Educational Visits policy and procedures and Expeditions procedures.

13.1 School mini buses

Only staff who have undertaken the relevant training and have provided relevant driving licence and health information are permitted to drive the school mini buses.

14. Lettings

This policy applies to lettings. Those who hire any aspect of the school site or any facilities will be made aware of the content of the school's health and safety policy, and will have responsibility for complying with it.

15. Violence at work

We believe that staff should not be in any danger at work, and will not tolerate violent or threatening behaviour towards our staff. All staff will report any incidents of aggression or violence (or near misses) directed to themselves to their line manager/Headteacher immediately. This applies to aggressive or violent conduct by students, visitors or other staff.

16. Smoking

Smoking is not permitted anywhere on the school premises.

17. Infection prevention and control

We follow national guidance published by Public Health England (PHE) when responding to infection control issues. We encourage staff and students to follow good hygiene practice, this includes.

- use of personal protective equipment where appropriate;
- ensuring the school environment is cleaned frequently and thoroughly, with deep cleans of relevant areas scheduled throughout the year;
- spillages of blood and bodily fluids are cleaned promptly using appropriate products;
- clinical waste is segregated from domestic waste and disposed of by a registered waste contractor.

17.1 Exclusion periods for infectious diseases

The school will follow recommended exclusion periods outlined by Public Health England. In the event of an epidemic/pandemic, we will follow advice from Public Health England about the appropriate course of action.

18. New and expectant mothers

Risk assessments will be carried out whenever any employee or student notifies the school that they are pregnant. Appropriate measures will be put in place to control risks identified.

19. Occupational stress

We are committed to promoting high levels of health and wellbeing for staff and recognise the importance of identifying and reducing workplace stressors through risk assessment. Systems are in place within the school for responding to individual concerns and monitoring staff workloads. See the Management of Workplace Stress Policy.

20. Accident reporting

20.1 Accident record book

- An accident form will be completed as soon as possible after the accident occurs by the member of staff or first aider who deals with it.
- As much detail as possible will be supplied when reporting an accident.
- Information about injuries reportable to the HSE will also be kept in the student and staff data management system.
- Records held in the first aid and accident book will be retained by the school for a minimum of 3 years, in accordance with regulation 25 of the Social Security (Claims and Payments) Regulations 1979, and then securely disposed of.

20.2 Reporting to the Health and Safety Executive

The Health & Safety Co-ordinator will keep a record of any accident which results in a reportable injury, disease, or dangerous occurrence as defined in the RIDDOR 2013 legislation (regulations 4, 5, 6 and 7). The Business Manager will report these to the Health and Safety Executive as soon as is reasonably practicable and in any event within 10 days of the incident.

20.3 Notifying parents

Student Support staff will inform parents of any serious injury, including head injuries, sustained by a student, and any first aid treatment given, on the same day, or as soon as reasonably practicable.

21. Training

Staff are provided with health and safety training as part of their induction process. Line managers of staff who work in high risk areas are responsible for ensuring that their staff are appropriately trained.

22. Monitoring

This policy will be reviewed by the Business Manager every 2 years. At every review, the policy will be approved by the Governors Resources Committee.

23. Links with other policies

This health and safety policy is linked to the

- Educational Visits Policy
- Expedition procedures for Duke of Edinburgh's Award
- Management of Workplace Stress Policy
- First aid policy
- Policy on supporting students with medical conditions
- Control of Medication procedures
- Accessibility plan
- Langley Grammar School Evacuation and Registration Procedure - roles and responsibilities when alarm bell sounds
- Action in the event of an alarm bell notice

Policy approval

This policy has been reviewed and approved in line with the LGS Policy Framework approved by the Governing Board in July 2023.

Reviewed by	School Business Manager	August 2023
Approved by	Resources Committee	September 2023
Ratified by	Governing Board	February 2024
Next Review	School Business Manager	September 2025