Langley Grammar School

Health & Safety Policy

September 2026

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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.

1. Policy Statement

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 towards others who may be affected by the school's activities, including pupils, visitors and hirers.
- 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 display 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 the responsible person to assess fire risks and put in place appropriate precautions to protect everyone lawfully on the premises
- The Work at Height Regulations 2005, which require employers to protect their staff from falls from height
- The Health and Safety (First-Aid) Regulations 1981, requiring employers to provide adequate and appropriate first aid equipment, facilities and personnel.

The school follows Health and safety: responsibilities and duties for schools 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 Trust's governing board

Langley Grammar School Academy Trust, as the employer, has overall responsibility for health and safety. The Trust's governing board oversees the school's health and safety arrangements and delegates day-to-day management to the Headteacher. This delegation does not remove the Trust's responsibilities as employer.

The Trust 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 Trust, 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 Trust's 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 Business Manager

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

The Business Manager:

- Advises the SLT and Health and Safety Committee on safety strategy and policy, seeking competent specialist health and safety advice where required;
- 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 Team

The site team provides premises cover in accordance with the school's staffing arrangements. Site team members 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 Premises Manager, Health & Safety Co-ordinator (if appointed), and a cross section of members from both teaching and support staff, to include representatives from Science, PE, Art and Design & Technology.

The committee provides a forum for consulting staff and their representatives on health and safety matters. It will review significant incidents, emerging risks and progress against agreed actions. Matters requiring a decision or additional resources will be referred to the Headteacher and, where appropriate, the Trust Board.

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 and 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 employee's 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.

The school will assess significant risks arising from its activities and premises and record the findings and control measures. Department and activity leads are responsible for preparing and reviewing risk assessments within their areas, with support and oversight from the Business Manager. Risk assessments will be reviewed when circumstances change, following a relevant incident, or when an existing assessment may no longer be valid. Particular arrangements apply to fire safety, educational visits and higher-risk activities in Science, Design and Technology, Food Technology, PE and Art. Staff involved in an activity or practical subject will be consulted on the risks and control measures where appropriate.

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 36 CCTV cameras on/in the 2021 building, and 34 CCTV cameras on/in the 2020 building. Those focused on the school entrances 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 lanyard identifies the visitor's access and supervision arrangements, which are determined in accordance with the school's safeguarding and visitor procedures. School staff are instructed to challenge any visitor on site without a lanyard, or an unescorted visitor wearing a red 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, e.g. 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 evacuation instructions are identified by signs and notices. A competent person will undertake the fire risk assessment, which will be reviewed regularly and when significant changes occur. The Business Manager will maintain a record of its actions and monitor their completion. Fire doors, alarms, emergency lighting and other fire precautions will be inspected, tested and maintained in accordance with the fire risk assessment and applicable requirements.

A full-school evacuation drill will be carried out and recorded at least once each academic year, normally during the Autumn term, and more often if indicated by the fire risk assessment. The fire alarm is a loud continuous bell and will be tested weekly. Evacuation arrangements, including arrangements for anyone requiring assistance, are set out in the school's evacuation procedure.

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. First Aid

The school will assess its first aid needs and provide appropriate equipment, facilities and trained personnel, including suitable cover during the school day and for activities outside normal hours. Staff will be informed how to obtain first aid and where to find first aiders and equipment. First aid treatment and incidents will be recorded in accordance with the First Aid Policy. The arrangements for students with individual medical needs are set out in the policy on supporting students with medical conditions.

9. 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.

9.1 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.

9.2 Legionella

- The school will maintain a legionella risk assessment prepared or reviewed by a competent person. The Business Manager will ensure that a responsible person is identified, that the required control

measures, inspections and testing are carried out, and that records are maintained in the 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.

9.3 Asbestos

- The school will maintain records of asbestos surveys and any known or presumed asbestos-containing materials. Relevant information will be made available to staff and contractors before work that could disturb building materials. Any suspected asbestos-containing material will be left undisturbed and reported to the Business Manager.

10. 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.

10.1 Electrical equipment

- All staff are responsible for ensuring that they use and handle electrical equipment sensibly and safely.
- 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.
- Only competent staff members authorised to do so by the Business Manager should check plugs.
- Portable appliance testing is carried out annually by specialist contractors appointed by the School.
- All isolator switches are clearly marked to identify their machine.
- Electrical apparatus and connections will not be touched by wet hands and will only be used in dry conditions.
- Maintenance, repair, installation and disconnection work associated with permanently installed or portable electrical equipment is only carried out by a competent person authorised by the Business Manager.

10.2 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.

10.3 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 be 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).

11. Lone working

Lone working may include:

- late working
- home or site visits
- weekend working
- site team 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, will 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

12. 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

13. Manual handling

The school will avoid hazardous manual handling where reasonably practicable and assess tasks that cannot be avoided. Suitable controls, equipment or assistance will be provided. Staff must follow the agreed arrangements and seek assistance if a task cannot be carried out safely. The school will provide training in manual handling for staff as appropriate.

14. Off-site visits

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

15. 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.

16. 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.

17. 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.

18. Smoking

Smoking is not permitted anywhere on the school premises.

19. Infection prevention and control

We follow national guidance published by the UK Health Security Agency (UKHSA) 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.

19.1 Exclusion periods for infectious diseases

The school will follow recommended exclusion periods outlined by the UK Health Security Agency (UKHSA).

In the event of an epidemic/pandemic, we will follow advice from the UK Health Security Agency (UKHSA) about the appropriate course of action.

20. 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.

21. 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.

22. Accident reporting

22.1 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.
- Accident, first aid and RIDDOR records will be maintained in the school's designated recording systems, with access restricted as appropriate. Records will be retained in accordance with the school's records retention schedule and applicable legal requirements.

22.2 Reporting to the Health and Safety Executive

The Business Manager will determine whether an incident is reportable under RIDDOR, using HSE guidance on incidents in schools where relevant, and will submit any required report within the applicable statutory timescale. Incidents requiring prompt notification will be reported without delay; over-seven-day incapacitation of a worker must be reported within 15 days of the incident.

22.3 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.

23. 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.

24. 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.

25. 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

Reviewed by	**School Business Manager & Headteacher Resources Committee**	**Date**	**September 2026**
Approved by	**Governing Board**	**Date**	**October 2026**
Next Review	**School Business Manager & Headteacher**	**Date**	**September 2027**