



## **Health and Safety Policy**

(Health and Safety at Work etc. Act 1974)

This policy is in line with the strategy of the school. Our purpose at Langley is to enable every young person to flourish and positively contribute with confidence. This is achieved by ensuring that the school is a **community of opportunity and excellence.** We celebrate achievement and encourage all pupils to take ownership, contribute, expect high standards and make good things happen for themselves and everyone around them. Policies give the framework and procedural guidance to allow this to happen.

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**Date:** Michaelmas 2023

**Review date:** Michaelmas 2024

## **PART 1: HEALTH AND SAFETY POLICY - STATEMENT OF INTENT**

We, the Governors of Langley School (1960) Limited, which, for the avoidance of doubt, includes Langley Senior School and Langley Preparatory School at Taverham Hall, fully recognise our collective responsibility for providing, so far as is reasonably practicable, a safe and healthy school for all employees, pupils, contractors, visitors (including parents) and others who could be affected by the schools' activities. In our role as employer, we attach high priority to ensuring that all the operations within the school environment, both educational and support, are delivered in an appropriate manner. We recognise our responsibility for ensuring that all relevant health and safety legislation is complied with and are committed to positively promoting the welfare of all within the school community, so that effective learning can take place.

We fulfil our responsibility as governors of Langley School by appointing, The Chair of our Resources Committee along with our Estates Governor, with responsibility for overseeing health and safety, as part of their responsibilities for the upkeep and maintenance of the fabric of the estates and buildings.

Day-to-day responsibility for the operation of health and safety at the school is vested with the Headmaster. However, as governors, we have specified that the school should adopt the following framework for managing health and safety.

Health and safety reports covering statistics with regard to accidents to pupils, staff and visitors, staff training, fire safety, and all new or revised policies and relevant procedures are tabled at each term's resources committee meeting.

The minutes of the Resources Committee's discussion with regard to health and safety are tabled at termly Full Board Committee meetings together with any other health and safety issues that the Committee Chair/Estates Governor wishes to bring to the Boards attention.

The external fabric of the school, its plant, equipment and systems of work are surveyed and inspected regularly by competent professionals.

The school's adherence to health and safety in catering and cleaning of the food preparation areas is subject to external inspection by the Environmental Health Officer (EHO).

The school has fire risk assessments, carried out by a competent person, which are reviewed every year for progress on completion of items within the action plan, and updated every three years, more frequently if significant changes are made to the interior of buildings or new buildings are bought or added. Progress is regularly reviewed at weekly compliance meetings and reviewed by the Resources Committee annually.

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The Director of Compliance and Operations and Director of Estates, alongside independent consultants as appropriate, review the overall arrangements for health and safety and the material condition of the school and report on actions required with recommended timescales. The progress of implementation is monitored by the Resources Committee.

The school has a competent person undertake a risk assessment for legionella, every two years and a water sampling and testing regime in place.

The school has comprehensive procedures in place for the training and induction of new staff in health and safety related issues such as basic 'manual handling' and 'working at height' training. Health and safety training that is related to an individual member of staff's functions, such as science technician, will be provided in addition to the 'standard' induction training.

All members of staff are responsible for taking reasonable care of their own safety, that of pupils, visitors, and temporary staff, volunteers and contractors. They are responsible for co-operating with the Headmaster, the Director of Compliance and Operations and members of the Senior Management Teams (LLT/SMT) in order to enable the governors to comply with health and safety duties. Finally, all members of staff are responsible for reporting any significant risks or issues to the Director of Compliance and Operations.

All employees are briefed on where copies of this statement can be obtained on the school's IT network. A copy will also be displayed upon the Health, Safety and Welfare Notice Board within the School Staff Rooms. Employees will be advised as and when it is reviewed, added to or modified. Details of the organisation and arrangements for carrying out the policy are to be found in parts two and three of this document.

Signed:



Chair of Governors, for and on behalf of the Board

David Stanbridge

Date: 1 December 2023

**Policy author:** Rachel Smith, Director of Compliance and Operations

**Date:** Michaelmas 2023

**Review date:** Michaelmas 2024

## 1.2 INTRODUCTION

The basis for health and safety matters lies in the Health and Safety at Work Act 1974 (HASAWA), which is the primary legislation covering occupational health and safety in Great Britain. The Health and Safety Executive (HSE), local authorities (and other enforcing authorities, such as the Fire Authorities) are responsible for enforcing the Act and other subordinate legislation. The Management of Health and Safety at Work Regulations 1999 supports the Act.

Langley School recognises its responsibility to ensure, so far as is reasonably practicable, the health, safety and welfare of all staff, pupils, contractors and visitors under the HASAWA and in addition to the 1974 act they understand their duties under the Occupiers Liability Acts of 1957 and 1984 and the Regulatory Reform (Fire Safety) Order 2005.

Langley School will take all reasonable steps to ensure that the school premises are safe and without risks to the health and safety of employees, pupils and visitors, ensuring full consideration of the Department of Education's Statutory Guidance (DfE), Independent School Inspectorate (ISI) Standard Regulations and where applicable the National Minimum Standards for Boarding Schools and the Early Years Foundation Stage (EYFS) etc., to ensure guidance is relevant to sector standards.

Langley School embraces the core Health and Safety Management approach of Plan, Do, Check, Act to enable a balance between systems and behavioural aspects of safety management. It treats health and safety management as an integral part of good management generally, rather than as a stand-alone system.

The School places great importance on the working environment that it provides and similarly it is the responsibility of employees, pupils and visitors to respect the environment and treat it accordingly.

## 1.3 POLICY AIM

The aim of this policy is to set out how Langley School fulfils its legal and moral responsibilities to ensure, so far as is reasonably practicable, the Health, Safety and welfare of employees, pupils and visitors who may be affected by activities of the School. The policy forms an integral part of the school's culture, values and performance standards. The key elements of the policy:

- Set out the organisational roles and responsibilities within risk management processes.
- The arrangements and mechanisms to control risk.
- Specific control measures that need to be implemented.

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**Date:** Michaelmas 2023

**Review date:** Michaelmas 2024

## **PART 2: ORGANISATION AND RESPONSIBILITIES**

### **2.1 BOARD OF GOVERNORS ("THE BOARD")**

The Board and the Headmaster has overall collective responsibility for health and safety within the School. It has a responsibility to ensure that health and safety issues are considered and addressed, and that the policy is implemented throughout the school. They will also make adequate resources available so far as is reasonably practicable, to enable legal obligations in respect of health and safety to be met. This will include ensuring the provision of sufficient training opportunities to staff to ensure they are able to work in a safe manner. Where appropriate, advice from a Competent Person will be sought to advise the school and tasks will be delegated to suitable employees in order to assist the Board in carrying out its duties. The Board will hold the Headmaster to account in respect of the requirements set out in this policy.

### **2.2 HEADMASTER**

The Headmaster will have day to day responsibility for controlling health and safety within the school. This will include ensuring there is sufficient resource deployed to meet health and safety requirements. The Headmaster will have overall responsibility for ensuring that health and safety training is deployed as required. They will ensure that accidents are suitably and appropriately investigated and recorded. They will assist the Board in directing the overall management and development of the Policy, defining the aims of the Policy and communicating the responsibilities associated with the management of health and safety within the School. The Headmaster will also report to the Board on health and safety performance and will assist the Board in implementing changes in the Policy which the Board have approved.

### **2.3 DIRECTOR OF COMPLIANCE AND OPERATIONS**

The Director of Compliance and Operations will have day to day management responsibility for ensuring that, so far as is reasonably practicable, arrangements are in place for:

- Health and Safety
- Fire safety
- Electrical safety
- Gas safety
- Water quality
- Asbestos
- Emergencies
- Staff induction
- Inspection, audit and continual review of practices and procedures

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Duties will also include:

- Co-ordinating advice from specialist advisors and producing associated action plans.
- Monitoring health and safety within the school and raising concerns with the Headmaster and Resources Committee.
- Liaising with Support and Academic Departments in matters of Health and Safety.
- Providing information to the Full Board termly and more regularly as required.
- Assist consultation on Health and Safety matters throughout the school community promoting a positive organisational culture.

## **2.4 HEADS OF DEPARTMENT (ACADEMIC)**

Supported by the Director of Compliance and Operations, The Heads of Department (Academic) will ensure, so far as is reasonably practicable, the health and safety of those affected by activities under their control. They are responsible for maintaining up to date risk assessments for areas under their control. Specific risk assessment requirements are:

- Science (including harmful substances and flammable materials) - Head of Science
- Sports activities - Head of Sport
- Drama - Head of Drama
- Art (including harmful substances and flammable materials) - Head of Art
- Music - Director of Music/Head of Music
- Design & Technology - Head of Design & Technology
- Outdoor lessons - Senior Deputy Head
- Trips and visits - EVC
- Catering - Head Chef/Head Cook
- Food Technology - Head of Food Technology
- Ammunition and firearms - Combined Cadet Force Commanding Officer

They will also be responsible for identifying, organising (and maintaining records) of training that is relevant to their area of control.

## **2.5 DIRECTOR OF ESTATES**

The Director of Estates will assist the Director of Compliance and Operations with the implementation of the following:

- Building and site security.

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- Prevention of unsupervised access by pupils to potentially dangerous areas (in co-operation with others as appropriate).
- Registration and control of visitors.
- Site traffic movements.
- Maintenance of School vehicles.
- Testing arrangements, maintenance and records, including fire, electrical, gas, equipment, water quality, asbestos.
- Good standards of housekeeping, including drains, gutters etc.
- Control of hazardous substances for grounds maintenance activities.
- Appropriate pest control measures.
- Compliance with the Construction (Design and Management) Regulations.

## **2.6 COMPETENT ADVICE/USE OF EXTERNAL HEALTH AND SAFETY ADVISORS**

The Director of Compliance and Operations and Director of Estates will arrange as appropriate for external consultants to advise on matters of health and safety within the school. Such provision may include:

- Structural surveyors retained to give advice on the fabric of the school.
- Engineers to monitor and service the school's plant, equipment, including boilers, lifts and hoists.
- Servicing of sports equipment and design of machinery used in both design and technology and in the estates department.
- Fire safety consultants with regards to fire safety and risk assessment.
- In addition to in-house fire log checks, alarm systems maintenance together with all smoke detectors and emergency lighting testing (six monthly) and fire extinguisher maintenance and review (annually) by a qualified contractor.
- External specialist Health and Safety Training Providers.

### Catering/Food safety - Food Standards Agency

The School's adherence to health and safety within catering is subject to external inspection by the Environmental Health Department. The Head Chef/Head Cook will ensure all staff training meets recognised food safety standards and that all food safety regulatory requirements are adhered to, and best practice is followed.

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Construction (Design and Management) Regulations 2015

A competent Principal Designer, Principal Contractor/Contractor is appointed in order to ensure compliance with the Construction (Design and Management) (CDM) Regulations 2015 whenever applicable construction work is undertaken.

**2.7 HEALTH AND SAFETY COMMITTEE/RESOURCES COMMITTEE**

Involvement within the committee forum is open to all staff participation with a designated e mail address [HScommittee@langleschool.co.uk](mailto:HScommittee@langleschool.co.uk) to allow direct, open communication for comments, topic suggestions and feedback to the forum. The Committee will consist of, where possible:

- Headmaster/Governor (open invitation)
- Director of Compliance and Operations
- Committee Secretary
- Health and Safety Officer/Compliance Assistant
- Director of Estates/Head of Facilities/Head of Grounds
- Deputy Headteacher
- Union Representative, as applicable
- Head of Boarding or Deputy
- Department Head or Representative
- A member of the teaching/teaching support staff
- A member of administration/operational staff

The role of the Committee, alongside the Resources Committee is to:

- Discuss matters concerning health and safety, including any changes to regulations.
- Monitor the effectiveness of health and safety within the school.
- Review accidents and near misses and discuss preventative measures.
- Discuss training requirements.
- Review the safety policy guidance.
- Assist in the development of safety rules and safe systems of work.
- Monitor communication and publicity relating to health and safety in the work place.
- Encourage suggestions and reporting of defects by all members of staff.

Focused topic literature will be posted on the staff room 'Health, Safety and Welfare' notice boards.

**2.8 THE SCHOOL NURSES** alongside the **DIRECTOR OF COMPLIANCE AND OPERATIONS** will be responsible for:

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- Maintaining an accident records and reporting notifiable accidents to the Health & Safety Executive (HSE).
- Arranging escort for pupils requiring hospital attention (and informing their parents).
- Checking that all first aid boxes and eye wash stations are replenished.
- Assessing first aid training needs and ensuring training/refreshers are completed.

## **2.9 LINE MANAGERS (SUPPORT STAFF)**

Supported by the Chief Operating Officer (COO), Director of Compliance and Operations and Director of Estates, Line Managers will ensure, so far as is reasonably practicable, the health and safety of those affected by activities under their control. They are responsible for maintaining up to date risk assessments for areas under their control.

Liaison with the Director of Compliance and Operations/Director of Estates with regards to maintenance of mechanical/electrical equipment.

## **2.10 ALL EMPLOYEES**

The co-operation of all staff is essential to the success of the Policy and the School requests that staff should notify their Head of Department Health and Safety or The Director of Compliance and Operations of any hazards to health and safety which they notice and of any suggestion they wish to make regarding health and safety.

Staff are required to:

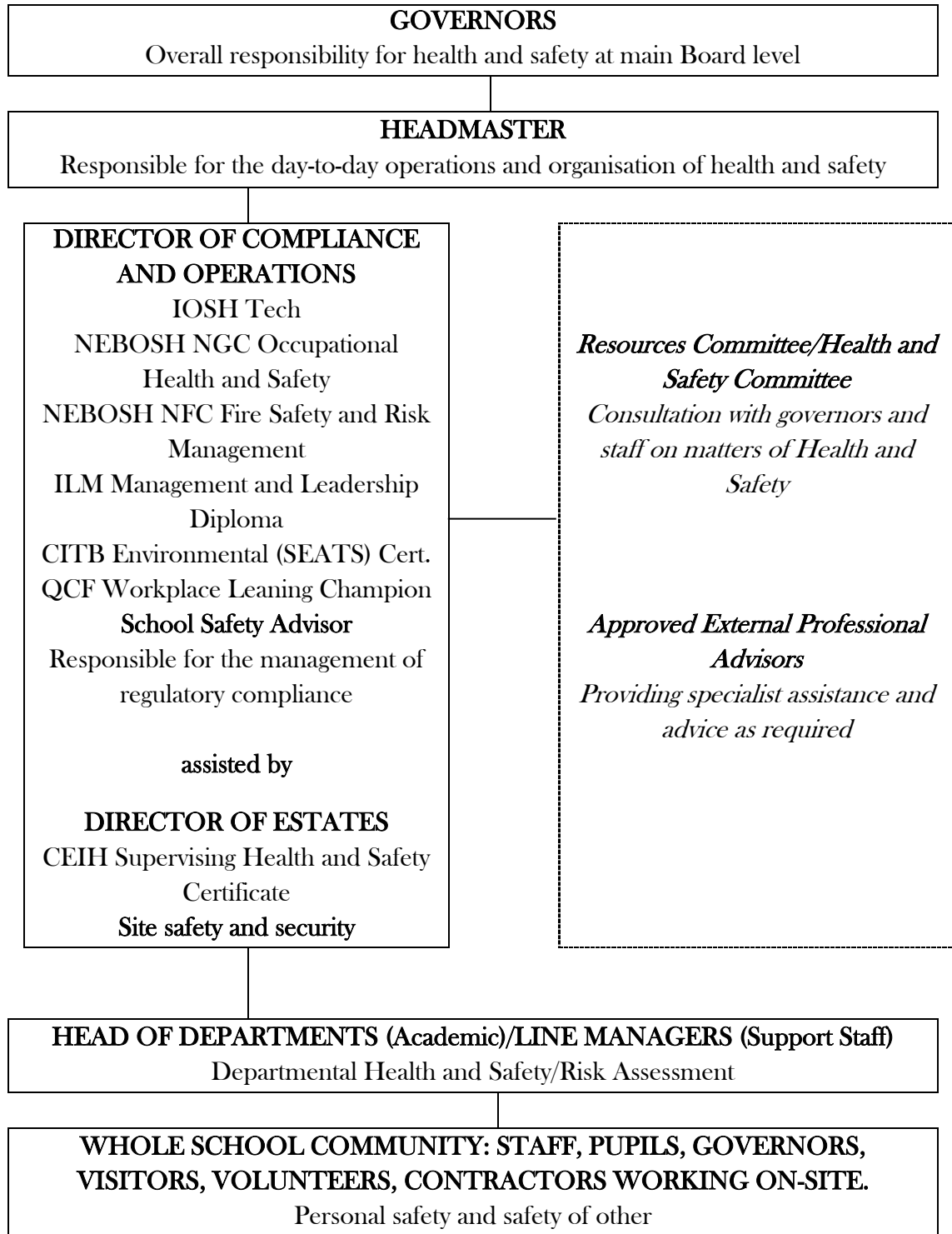
- Follow the Policy and promote a proactive attitude towards health and safety.
- Take reasonable care for the health and safety of themselves and others who may be affected.
- Follow requirements imposed on the school or any other person under health and safety law and co-operate fully to enable the duties upon them to be performed.
- Carry out all reasonable instructions given by managers/senior staff.
- Report accidents, incidents and near misses.
- Engage with and complete health and safety training as assigned in reasonable time.
- Make proper use of anything provided in the interests of their health and safety such as protective equipment. Reckless or intentional interference with such equipment will potentially be regarded as a dismissible offence.

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2.11 ORGANOGRAM OF HEALTH AND SAFETY RESPONSIBILITIES



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## **PART 3: ARRANGEMENTS**

### **3.1 WELFARE/WORKPLACE SAFETY**

Langley School will, as far as reasonably practicable, provide a fit for purpose working environment in line with The Workplace (Health, Safety and Welfare) Regulations 1992 and adhere to maximum working hours requirements in line with the Working Time Regulations 1998 to ensure the continued wellbeing of employees and pupils, providing:

- Suitable and sufficient welfare facilities, including toilet facilities.
- Washing facilities.
- Facilities for rest and to eat meals.
- Provision of drinking water.
- Statutory breaks, as a minimum.

Each area of the School premises classified as a workplace will:

- Have adequate ventilation.
- Provide a suitable working temperature in line with the school's **Comfortable Temperature Guidance**.
- Be adequately illuminated.
- Be kept in a clean condition.
- Have adequate access and workspace for the activity.
- Have suitable furniture and work stations.
- Be regularly inspected and assessed.
- Safe access and egress will be maintained in each workplace, including for the disabled in line with the schools **Accessibility Plan**.
- Provisions will be made to prevent slips, trips and falls and falling objects.
- Any storage racking will be inspected regularly and be fit for purpose.
- Accidental falls from height will be guarded against with attention paid to working at height and work on roofs, balconies and gantries.

Signs will be displayed where appropriate to warn of risk, these being:

- Prohibition signs, e.g. No access.
- Warning signs, e.g. danger electricity.
- Mandatory signs, e.g. eye protection must be worn.
- Emergency or first aid.

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The school noticeboard will also display:

- Health & safety policy statement.
- HSE Health & Safety Law poster.
- Emergency procedures.
- Details of first aiders and fire marshals.

### 3.2 EMPLOYEE CONSULTATION

Where employees are not represented under the Safety Representatives and Safety Committees Regulations 1977, the Health and Safety (Consultation with Employees) Regulations 1996 will apply.

Langley School recognises the importance of employee consultation and involvement and promotes a positive collaborate approach in all matters of Health and Safety.

The legislation identifies the following matters that employers must consult with employees or their representatives about:

- The introduction of any measure which may substantially affect their health and safety at work, e.g. the introduction of new equipment or new systems of work, new working patterns or arrangements.
- Arrangements for getting competent people to help them comply with health and safety laws (a competent person is someone who has the necessary knowledge, skills and experience to help an employer meet the requirements of health and safety law).
- The information you must give your employees on the risks and dangers arising from their work, measures to reduce or remove these risks and what employees should do if they are exposed to a risk.
- The planning and organisation of health and safety training.
- The health and safety consequences of introducing new technology.

Langley School encourages consultation and discussion with employees on health and safety matters affecting their work. Those directly involved are best placed to help identify the hazards and risks associated with their areas of work and instil measures to help control them.

Consultation also helps to ensure that any control measures introduced are practicable and supported, thereby assisting their implementation.

The Schools Health and Safety Committee forum encourages open dialogue and representation from all sectors of the school. Langley School also operates termly communication with the

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Resources Committee (at Governor level), see Part: Responsibilities 2.7 Health and Safety Committee.

Each department must also establish a mechanism of consultation and communication on health and safety matters, with health and safety being considered as an integral part of department staff and team meetings.

### **3.3 PUBLIC SAFETY**

It is the aim of the school to ensure so far as is reasonably practicable, the health and safety of members of the public who may be affected by our work activities. Public safety will be considered, as appropriate, in line with our risk assessment procedures and where risks have been identified appropriate control measures will be implemented.

### **3.4 SLIPS, TRIPS AND FALLS**

Langley School recognises that slips, trips and falls are a known common cause of injuries at work often caused by poor housekeeping and contaminated floor surfaces. All health and safety awareness training will highlight potential hazards and control measures such as:

- Prevention of contamination and procedures for ensuring safe warning and clean-up of spills.
- Suitable footwear as appropriate to work activities.
- Good housekeeping advice to include procedures for trailing lead and cables.

During weather conditions that may cause slippery surface both outside (snow, ice) and inside (wet conditions) we will endeavour, as far as reasonably practicable, to ensure that main footpaths are cleared/gritted as appropriate and matting/warning signage is in place to prevent surface water causing a slip hazard upon entry to the school buildings.

When designing/re-designing footfall areas, pathways and flooring design will be considered to avoid uneven and split-level surfaces where possible and consideration will be given to lighting and flooring/surface type.

The Estates grounds and maintenance departments will make regular scheduled zone walks to inspect surfaces and ensure a proactive maintenance programme of repair and continual improvement, as is reasonably practicable.

### **3.5 SITE SECURITY**

To ensure the protection of our staff and pupils, security procedures are in place in line with the Schools **Safeguarding Policy** and **Security Policy** to include:

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- Contractor approval and monitoring procedures.
- Visitor registration system at all reception points.
- Signage in place to direct visitors to reception points.
- Staff identification Lanyards issued to all staff.
- Visitor Identification Lanyards issued to all visitors/contractors.
- On-site supervision of all visitors to site.
- CCTV monitoring of key areas, to allow appropriate monitoring of personnel on site, in line with the school's **CCTV policy** and **Data Protection Procedures**.
- A register of all reported sightings and actions taken with regards to identified trespassers.
- Appropriate signage around the site boundary identifying authorised access only and guidance signage directing visitors to reception points.
- Regular review of site security by SMT/Safeguarding Lead/Head of Boarding/Director of Estates.

### 3.6 CRITICAL INCIDENT

Langley School has developed a **Critical Incident Plan** to provide consistent and effective guidelines to be followed should a major emergency/incident occur both on, or off site. This includes the assignment of a Critical Incident Management Team (IMT) and allowance of appropriate critical incident practice drills to evaluate and review processes and procedures to ensure we are equipped for a possible threat to the safety of the Langley School community.

### 3.7 RISK ASSESSMENT

Under the Management of Health and Safety at Work Regulations 1999 and to meet the requirements for leadership in and management of schools, Langley School has written and adopted a **Risk Assessment Policy**. In line with this policy, the school will undertake a general examination of all its activities to identify hazards (anything with the potential to cause harm to persons or property) and measure and evaluate risks (the likelihood of harm and the resulting consequences) to members of staff, pupils and others (contractors, suppliers, visitors, members of the public) who may be affected by the activities of the school:

- To ensure that major risks are identified and managed as part of the overarching policy with a view to promoting children's welfare and ensuring the health and safety of all those affected by the activities of the school.
- To ensure that suitable and sufficient risk assessments are undertaken for activities where there is likely to be significant risk including school trips and external visits and activities arranged by the School (see 3.15 Educational Trips and Visits)

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- That identified control measures are implemented to control risk so far as reasonably practicable.
- That those affected by school activities have received suitable information on what to do.
- That the risk management strategy and risk assessments are recorded and reviewed when appropriate.
- To identify those in the school responsible for conducting risk assessment and monitoring its implementation.

### **3.8 INFORMATION, INSTRUCTION AND TRAINING**

Health and safety information will be provided to staff in the following manner:

- Health and Safety Law Poster will be displayed in school staff room.
- Health and Safety guidance section within the Staff Handbook.
- Health and Safety designated area within the school's Digital network.
- Health, Safety and Welfare notice board with regular updates, focused topics, copy of the Health and Safety Policy situated in the staff rooms.
- Relevant updates within all staff inset.
- Individual and departmental meetings/toolbox talks.

Organisational Training Needs Analysis (TNA) will be conducted on a regular basis to ensure that health & safety training requirements at all levels within the school are identified and reviewed.

All new employees will be provided with a safety induction arranged by their Line Manager or the Director of Compliance and Operations upon start of employment and as appropriate upon change of workplace or the role of the individual, this will include;

- Fire precautions and safety procedures.
- First aid and accident reporting arrangements.
- Welfare facilities overview.
- Further Health and safety information/training as relevant to their role.
- Information on where to find the school's policy and procedures.

Specialist job related training will be conducted/organised as follows:

- Minibus - Director of Finance
- Science related - Head of Science
- Design and Technology related - Head of DT
- Catering - Head Chef/Head Cook

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- Housekeeping - Heads of Housekeeping
- Grounds - Head of Grounds
- Maintenance - Head of Facilities
- First Aid - School Nurses
- Fire Safety Awareness/Fire Marshal Training - Director of Compliance and Operations
- Any individual requirements for subject/activity specifics - Head of Department/Line Managers

Refresher training will be given as appropriate to changes within the workplace and the role of the individual.

Departmental Training records will be kept by the Head of Department/organiser and forwarded to HR, as applicable. Where training is delivered via the Tes training platform, records will be databased within the Tes management systems.

### **3.9 PERSONAL PROTECTIVE EQUIPMENT (PPE)**

Langley School recognises that even where engineering controls and safe systems of work have been applied, some hazards might remain. These include injuries to:

- The lungs, e.g., from breathing in contaminated air
- The head and feet, e.g., from falling materials
- The eyes, e.g., from flying particles or splashes of corrosive liquids
- The skin, e.g., from contact with corrosive materials
- The body, e.g., from extremes of heat or cold

In line with the Personal Protective Equipment Regulations 2002 and HSE guidance, PPE will be used only as a last resort after implementing other controls. If PPE is still required after implementing other controls, Langley School will ensure:

- PPE is properly assessed before use to make sure it is fit for purpose.
- PPE is provided to employees free of charge.
- Employees are trained to use it properly and know how to detect and report any faults.
- Only products which are CE marked in accordance with the Personal Protective Equipment Regulations 2002 are provided.
- Equipment is chosen that suits the user - i.e., consideration given to the size, fit and weight of the PPE.
- Monitoring and review of use and storage of PPE

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Employee duties:

- Always wear PPE when advised to, no exception allowed for non use due to the job ‘only taking a few minutes’.
- PPE must be properly looked after and stored when not in use, e.g. in a dry, clean cupboard. If it is reusable it must be cleaned and kept in good condition.
- Employees must make proper use of PPE, as instructed, and report its loss or destruction or any fault in it.

### 3.10 FIRST AID

Risk assessment has been undertaken to determine the type of equipment and arrangements necessary to enable First Aid to be administered to a casualty and written arrangements are documented within the school’s **First Aid Policy**.

When determining the equipment, facilities and personnel arrangements required, the following will be considered in line with the Health and Safety (First Aid) Regulations 1981, the Childcare Act 2006 and Early Years Foundation Stage (Welfare Requirements) Regulations 2012, as applicable.

- The number of staff and pupils present at any one time.
- The distribution of staff.
- The number of first aiders and the selection of such persons in terms of reliability, communication skills, aptitude to learn, ability to cope with stressful situations and the ability to leave the work they are doing at the time.
- Numbers and locations of first aid boxes.
- The size, nature (split sites / levels) and location of the school premises.
- Whether there are travelling, remote or lone working staff.
- Arrangements for off-site activities.
- Arrangements for out of hours school activities, such as parents’ evenings.
- Arrangements where letting /hiring to third parties takes place.
- Parts of the school premises with different levels of risk.
- The types of activity undertaken.
- The proximity of professional medical and emergency services.
- Any unusual or specific hazards (e.g. substances, tools, machinery); and accident statistics which can highlight the common types of injuries, locations, times etc. and help in the tailoring of first aid provision.

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The school nurses are responsible for ensuring the statutory requirements for the provision of First Aiders is met, that appropriate training has been provided, the correct procedures are followed and that the First Aid Policy is reviewed annually and upon change of circumstances.

### **3.11 INFECTION CONTROL**

Langley School will endeavour to ensure the school prevents the spread of infection by maintaining a clean environment and practising good standards of personal hygiene.

Instruction, information and training will be provided to all those involved with:

- General cleaning duties.
- Cleaning of blood and body fluid spillages.
- Clinical waste.
- Laundry duties.
- Catering/kitchen duties.

### **3.12 ADMINISTRATION OF MEDICINES**

The school will administer medicines in an appropriate manner in line with procedures set out within the schools **Administration of Medicines Policy**, which will be reviewed annually by the School Nurses.

### **3.13 SUN PROTECTION**

In line with the Cancer Research UK SunSmart campaign, Langley School will adopt the following Guidance to ensure that employees and pupils are protected from the harmful effects of the sun and will encourage good health in line with the national healthy school's programme.

- Stay in the shade 11-3.
- Make sure you never burn.
- Always cover up - e.g. wear a t-shirt, hat, wrap around UVA/UVB protective glasses.
- Remember children burn more easily.
- Use factor 15+ sunscreen.

### **3.14 ACCIDENT REPORTING**

Langley School understands its obligation to comply with the requirements of the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) and will follow guidance, as follows, to ensure:

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- All accidents are recorded and reported in line with statutory requirements and insurance conditions.
- All accidents and near misses are appropriately investigated, and statistics gathered, reviewed and action taken where appropriate to counteract a repeat or similar incident.
- The School Nurses in conjunction with the schools compliance team will assess the nature of the accident and the reporting requirements. Reference will be made to the HSE Information Sheet EDIS 1 (rev3) ([www.hse.gov.uk/pubns/edis1.pdf](http://www.hse.gov.uk/pubns/edis1.pdf)) as appropriate.
- If required under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations a form F2508 will be completed and sent to the HSE Reports on-line via the HSE website or via telephone as applicable.
- The School Nurses in conjunction with the Director of Compliance and Operations are responsible for overseeing reporting of all accidents that happen to pupils, staff, visitors and contractors at the school, or on school-led activities outside school.
- Accident, Incident and Near Misses are reported via Evolve AccidentBook. All staff have received guidance and information in regard to how to report occurrences and are encouraged to report all accidents, incidents and near misses that may be detrimental to their or another's health or wellbeing.
- Accident reports statistics will be considered at every meeting of the School Health and Safety Committee forum/Resources Committee.
- All accidents and near misses will be investigated, and findings logged in the corresponding accident/incident/near miss report. Investigation will normally be undertaken by Compliance Team and may include the taking of witness statements, photographs and the production of a written report.
- Immediate actions and follow up of Head Injuries, must be in line with the Schools Head Injuries and Concussion Policy/Headcase Guidance.
- For serious incidents the Director of Compliance and Operations in conjunction with the Senior Leadership Team will consider obtaining legal advice at the outset of an investigation.
- The Director of Compliance and Operations/Director of Estates will contact the school insurers where any incident is felt likely to result in a claim.
- The School Nurses or designated Pastoral Staff Member will escort pupils to hospital and ensure that Pastoral Staff are informed. They will ensure that the parents of the pupil are informed as soon as possible.

### **3.15 EDUCATIONAL TRIPS AND VISITS**

Langley School will ensure that all educational visits are well planned and significant risks are identified and managed, that there are contingency plans in place for foreseeable changes in circumstances during a visit and that those in charge of visits have the necessary competence to

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manage situations appropriately in line with the schools **Educational Visits and Educational Visits for EYFS Children Policy**.

Langley School recognises learning outside of the classroom is an essential part of the curriculum and assign responsibility to the Education Visits Co-ordinator ("EVC") to ensure procedures are in place for all trips and visits include the following (non-exhaustive list):

- Day trips to historic sites, museums, galleries, natural features, farms, drama productions.
- Field trips, e.g. geography, history, art history.
- Adventure activities, e.g. canoeing, climbing, trekking, horse riding, and sailing.
- Choir concert tours.
- Sports teams and ski trips.
- Duke of Edinburgh Award programme.
- Combined Cadet Force ("CCF") activities, including weekend exercises, military camps.

Primary responsibility for the safe conduct of the visit rests with the Group Lead ("GL"). They will have sole responsibility for amending the itinerary in the event of unforeseen delay or sudden deterioration in weather conditions. They may delegate responsibilities to accompanying staff, as appropriate.

The school calendar will list the trips and visits that are due to take place over the coming academic year, together with planned home and away sports fixtures. Parents will be notified in advance of selection of a child for a sports team and will be given prior notice of fixtures.

Parents of pupils opting for trips will attend the school for a full briefing. Individual written consent will be obtained where pupils are taken on a trip or visit that:

- Extends beyond the normal school day.
- Involves an overnight stay.
- Involves collection from a different venue.
- Involves an overseas visit.
- Carries an extra cost to a parent.

The completed and signed consent form will include details of how to contact a parent in the event of an emergency. The form must be returned to the school at least three days before the start of the trip.

Parents are expected to support the school in ensuring that pupils follow instructions given by those in charge of the trip. Those in charge of the trip may send home early any pupil who declines to follow reasonable instructions.

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Every planned trip or visit will have a nominated GL who is responsible for organising and running the trip/visit. A deputy GL will also be nominated.

The EVC will hold a briefing session for all those nominated as a GL.

The GL will hold a valid first aid certificate or ensure that one of the accompanying teachers does.

Where a school minibus is used, the driver must have completed a driver's declaration form and have received authorisation from the Transport Coordinator.

**Personal Liability** - The GL acts "in loco parentis". This means that they "have a duty under common law to take care of pupils in the same way that a prudent parent would do". The school as employer of the GL will support them in the unlikely event of an accident occurring, provided they have exercised reasonable care and followed school guidelines.

**Insurance** - The school fulfils its duty to have the appropriate Employers Liability Insurance and Public Liability Insurance in place. It also has a group travel policy in place.

The EVC and/or GL will check with the Finance Director/Director of Compliance and Operations when planning trips relating to hazardous/adventurous activities for the applicability of insurance and arrange for an extension where required.

The GL will ensure that they have a copy of the school travel insurance with them on the trip. Travel involving staff using their own cars is discouraged. Where this is permitted, however, cover is provided through the schools "occasional business use" motor policy.

GL's will undertake risk assessment for each trip/visit they are planning, this will cover:

- Identifying potential hazards of the location being visited.
- Listing the groups of people that are at risk from significant hazards.
- Listing control measures that are in place.
- Allowance for hazards which may not yet be fully understood due to lack of information and monitoring hazards during the visit.

The GL will ask for copies of risk assessments at the planning stage from professionally operated licensed activity centres and tour operators. These will form part of the overall school risk assessment.

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Generic risk assessments and risk assessments from previous visits may be used as a starting point for a revised assessment but they will not be adapted without checking relevance and suitability for individual visit/activity/trip.

### 3.16 PUPIL SUPERVISION

In order to ensure that pupils are appropriately supervised during school activities, Langley School have fully considered:

- Supervision on arrival and departure from the school.
- The supervision of boarders and Early Years Foundation Stage ("EYFS") pupils.

Procedures are in place to provide information and guidance as follows:

- Normal school hours and arrangements are published to parents upon admission of pupil.
- Pupils are not allowed on site without supervision.
- Where pupils are on site outside of normal hours, at least one member of the teaching staff will be present.
- Teaching staff will supervise pupils during breaks and lunchtimes.
- Separate arrangements will be made for supervision during play / concert rehearsals or similar events.
- Members of the PE department will supervise pupils for home and away matches.

#### 3.16.1 Boarding

As defined in the **Boarding Handbook**, procedures include:

- Time expected for return for prep.
- Escort arrangements for leaving the boarding house after prep.

#### 3.16.2 Registration

- A register is taken of pupils at the start of the morning and afternoon sessions.
- Parents are responsible for notifying the school if their child is absent for any reason.
- The school will contact the parent if a child fails to arrive at school without an explanation.
- For Boarders, a signing in/out system is in place for leaving the school and a register of attendance at the boarding house.

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- Additionally, for EYFS, a child will only be released at the end of his/her session into the care of a parent or other individual whose name has been notified to the school in writing in advance.

### 3.16.3 Medical Support

- A qualified nurse is on duty in the Medical Centre/Surgery to administer first aid and deal with accidents and emergencies, including illness.
- A number of staff are trained first aiders and are available to give emergency first aid treatment.

### 3.16.4 Designated Supervised Areas

Pupils will not have unsupervised access in recognised designated areas which will include:

- Swimming pools.
- Gym use/Gymnastics /athletic & climbing activities.
- Science laboratories.
- Design and technology rooms.
- Theatre.
- Ceramic stores.
- CCF store.
- Flammable material stores.
- Grounds, maintenance, catering and caretaking areas.

Designated areas will be kept securely locked when not in use.

### 3.16.5 Travelling to and from school

- Parents are responsible for ensuring that their children travel safely to and from school.
- Pupils are not supervised by a member of staff when travelling on school buses but are expected to behave responsibly. Complaints of unsatisfactory behaviour will be investigated.
- A member of staff will be on duty when school buses arrive and depart.

### 3.16.6 Educational Visits

Arrangements are detailed in the Schools **Educational Visits and Educational Visits for EYFS Children Policy**. All staff will be given details of this policy on induction and when any significant changes occur.

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### 3.17 BULLYING/VIOLENCE AT WORK

All staff, pupils and visitor to Langley School should feel protected against bullying and violence. Langley School operates an **Anti Bullying Policy** in line with The Education (Independent School Standards) (England) Regulations 2010 and the Department for Children, “Safe to Learn: Embedding anti-bullying work in schools”, the school’s **Behaviour and Discipline Policy**. Staff conduct and violence towards staff to include staff disciplinary and grievance procedures are detailed within the **Staff Handbook**. No form of bullying or violence within the Langley School community will be accepted and will be fully investigated and resolved in an appropriate manner.

### 3.18 PROVISION FOR DISABILITIES AND SPECIAL EDUCATIONAL NEEDS (“SEN”)

Langley School recognises that some disabled staff, visitors and those with SEN may require specialist consideration and arrangements and will, in alignment with the Schools **Equal Opportunities Policy** and **Accessibility Plan and Policy**, endeavour to:

- Provide a balance between the health and safety considerations of employees and individual pupils’ rights to dignity, autonomy and privacy.
- Ensure health and safety considerations for disabled staff, pupils, visitors and those with SEN allows them maximum opportunities within Schools activities and environment.

Particular health and safety risks will be considered in respects of the following (non-exhaustive list):

- Manual handling of pupils with physical disabilities.
- Staff and pupils unable to recognise everyday hazards, communicate distress, or move around independently.
- Using mechanical aids and equipment.
- Administering medical treatment and minimising risk of infection.
- Management of difficult behaviour and the use of restraint.
- Lone working where an employee works on a one-to-one basis with a SEN pupil.
- Transport issues such as assisting learning disabled or physically disabled pupils in and out of transport.
- Requirements of specific legislation such as exposure to hazardous substances, use of display screen equipment etc.
- Making sure that access to the premises is appropriate to identified needs with a continual progression to ensuring the site is ‘accessible to all’.

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Risk assessment will examine what reasonable steps can be taken to minimise health and safety risk without avoiding disability discrimination.

Collaboration with SENCO and external sources i.e. Norfolk County Council, occupational therapists and educational psychologist will be sought as appropriate.

Risk assessment will be kept under review and the practicable control measures regularly monitored for effectiveness.

### **3.19 PROVISION FOR NEW AND EXPECTANT MOTHERS**

Langley School have the following procedures in place to ensure that suitable arrangements are in place to protect the health, safety and welfare of new and expectant mothers.

A risk assessment will be carried out with the specific employee and take into account any medical advice that has been provided by their midwife/doctor.

Once the Risk Assessment has been completed a copy will be retained by HR and treated as confidential.

The individual assessed will be informed of any significant risks to them/their child. Any required actions or recommendations will be discussed with their Line Manager/School Nurses/Director of Compliance and Operations, as appropriate.

The Risk Assessment will be reviewed on a regular basis as the employee's condition changes. Any changes to the Risk Assessment will be fully documented and communicated both to the employee and Line Manager.

The individual assessed should:

- Inform their doctor of the nature of their work.
- Follow any arrangements implemented for their protection at work.
- Not act in a manner that could adversely affect their own health and safety, or that of their child.
- Keep their Line Manager/Director of Compliance and Operations/School Nurses informed of any concerns or difficulties they may have, as appropriate.

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The individual will be given a copy of the HSE leaflet "A guide for new and expectant mothers who work" ([www.hse.gov.uk/pubns/indg373.pdf](http://www.hse.gov.uk/pubns/indg373.pdf))

### 3.20 SAFETY OF YOUNG WORKERS/WORK PLACEMENTS

Langley School recognises that young workers and young people completing work experience are seen to be individuals at particular risk because of their lack of experience, maturity or general lack of knowledge or awareness regarding workplace risks to their health and safety. In line with the Health and Safety (Young Person) Regulations 1997, Langley School sets out minimum requirements for safeguarding the health and safety of young persons and children at work in regard to young people employed by the organisation and pupils undertaking work experience placements. Further information can be found within the schools **Young Worker Policy**.

### 3.21 LONE WORKING

Langley School recognises that, on occasion, normal working practices may lead to staff working partially supervised or alone, which could place them at increased risk if they should become ill or sustain an injury. The following guidelines are in place and should be followed by all staff should they be in a position of working alone. Department Heads/Managers are responsible for ensuring these guidelines are communicated and adhered to by all staff, as appropriate to their times of work/duties.

- All lone working times should be registered with your line manager.
- Remote supervision must be arranged by the line Manager prior to lone working, to ensure regular contact is made and an appointed contact has been designated to receive notification of safe departure from site.
- Any known medical conditions that may make it unsuitable for you to work alone must be notified to your line Manager/HR upon start of employment and details updates as applicable.
- Hazardous/high risk activities are prohibited to be undertaken whilst working alone i.e. working at height, confined space access.
- Ensure mobile phone or radio contact where possible and know the position of your nearest land line.
- Where possible, ensure a 'home' contact is aware of your whereabouts and your expected time of return.

Langley operates a strictly NO LONE WORKING policy for contractors working on their sites.

### 3.22 FIRE SAFETY

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Langley School recognises its responsibility to comply with duties defined under the **Regulatory Reform (Fire Safety) Order 2005** to ensure that risks from fire are identified and that arrangements are in place to control those risks. As detailed in the **Fire Safety Policy** the school has procedures in place for:

- Carrying out fire risk assessment.
- Preventing fires.
- Fire emergency evacuation plan (FEPP).
- Personal emergency evacuation plan (PEEP), as appropriate.
- Maintaining and checking all fire detection, alarm and fire fighting systems.
- Training and instruction of staff, pupils and visitors.
- Adequate signage and notices throughout the school site.

### **3.23 TRANSPORT SAFETY**

#### 3.23.1 School Minibuses

In line with the school **Minibus Policy and Procedures** and RoSPA Minibus Code and Practices, Langley School Development Company will ensure, as far as reasonably practicable, that all Langley owned vehicles used to transport pupils and staff are in satisfactory condition for use and that those using the vehicles are competent to do so. They will maintain a list of those eligible to drive the school minibuses and complete the necessary checks in line with the **Minibus Policy and Procedures** relating to employed drivers and those whom drive on a voluntary basis.

#### 3.23.2 External Transport Providers

The Transport Manager will co-ordinate the approval of outside bus/coach services for specified trips/excursions. All contractors will be expected to provide evidence of regulatory registration, insurances etc., as applicable and expectations of the trip/excursion will be pre-planned in conjunction with the trip/excursion Group Lead (GL).

#### 3.23.3 Use of Private Vehicles (staff)

Use of private vehicles for work use will be subject to adherence of company procedures, as outlined in the **Staff Handbook** to include assurance that the employee's private motor insurance covers use for employment purposes.

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Transportation of pupils within staff private vehicles is discouraged, where permitted this will be subject to adherence of procedures as outlined within the **Staff Handbook** and School's **Safeguarding Policy** and in line with the schools insurance policies.

### 3.24 SWIMMING POOL SAFETY

Langley School recognised its responsibility for the safe use, maintenance and safe hire of its swimming pool facilities at Taverham Hall and will ensure, so far as is reasonably practicable, that the swimming pool is maintained, used appropriately and that all activities are supervised/managed in accordance with HSE179 - Health and Safety in Swimming Pools and ASA guidance.

The Head of Estates an Operations, Director of Compliance and Operations, Compliance Assistant (Prep), COO and Head of PE will:

- Establish the rules of use.
- Identify and record training requirements (including first aid and lifeguard).
- Establish the conditions of pool hire.
- Record and review normal operating procedures (NOP) and Emergency Action Procedures (EAP).

Teachers in charge of swimming activities will:

- Manage the risk assessment process.
- Provide relevant communications to pool users.
- Ensure appropriate supervision of children.
- Complete head counts prior to and after each session.
- Enforce normal and emergency procedures.

Adults other than teachers will:

- Support and work beside the teacher.
- Supervise changing.

The Pool Maintenance Operatives, overseen by the Director of Estates and Director of Compliance and Operations, will:

- Prevent unauthorised access and usage of the pool.
- Ensure the provision of life saving equipment and communication.
- Ensure the provision of appropriate signage and pool markings.

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- Put in place arrangements for the cleaning and maintenance of the pool.
- Ensure the up-keep of plant & equipment.
- Put in place a water treatment and testing regime.
- Maintain all necessary records.

Lifeguard(s) must be present when the pool is in school use and have appropriate skills (lifeguarding, rescue and first aid) including:

- RLSS National Rescue Award for Teachers and Coaches Course.
- and/or National Pool Lifeguard Qualification.
- First aid provision should consist of an individual who holds a current first aid at work certificate, an emergency first aid certificate so that they can administer Expired Air Resuscitation (EAR) and External Cardiac Compressing (ECC).

All pool activities will be in line with the schools **Swimming Pool Procedures (SPP)** and **Emergency Action Plan (EAP)** which covers arrangements for dealing with:

- Over-crowding.
- Disorderly behaviour.
- Physical confrontation.
- Lack of water clarity.
- Structural failure.
- Emission of toxic gasses.
- Serious injury.
- Discovery of a casualty in the pool.

A copy of the EAP is available on the swimming pool notice board and within the schools intranet network.

Teacher to Pupil ratios will be adhered to, as follows, in line with Amateur Swimming Association (ASA) guidance:

- Non-swimmers and beginners 12:1
- Children under the age of seven 12:1
- Improving swimmers 20:1
- Mixed ability groups 20:1
- Competent swimmers 20:1

Pupils with disabilities will be individually assessed prior to activity.

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### **3.25 PROVISION AND SAFE USE OF WORK EQUIPMENT**

Regulation requirements will be adhered to in line with the Provision and Use of Work Equipment Regulations 1998 (PUWER) and Lifting and Operations and Lifting Equipment Regulations 1998 (LOLER).

All work equipment is subject to routine maintenance, including electrical testing, taking into account various factors, including:

- Statutory testing.
- Type of Equipment.
- Amount of use.
- Consequences of failure.

All employees have a duty to visually check all equipment before use. Should a defect become apparent the equipment should be sanctioned 'out of use' and reported to their line manager or the estates office as appropriate.

Heads of Department/Line Managers have a duty to ensure equipment inventories and maintenance plans are included within relevant departmental planning and policies and procedures i.e. DT, Science, Catering and Food Technology, PE, Estates, with required regulatory external maintenance being collaborated with Director of Estates/Director of Compliance and Operations and entered and reviewed within the schools scheduled activities database.

Safe use and defect reporting procedures will be part of health and safety awareness training.

### **3.26 MAINTENANCE AND GROUNDS SAFETY**

#### **3.26.1 Water Hygiene Safety (Legionella)**

Langley School ensures that water systems are managed and controlled in accordance with the COSHH Regulations and the L8 2013 Approved Code of Practice (ACOP) and HS (G) 274 guidance through a water hygiene management programme of testing and monitoring which includes suitable and sufficient risk assessment for legionella, which is reviewed every two years. Langley school will do all that is necessary to fulfil the requirements of the ACOP by identifying and assessing sources of risk, implementing and managing precautions and keeping appropriate records.

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It is recognised that legionella may colonise within storage tanks, calorifiers, pipework, taps, showers and other appliances.

Langley school will aim to operate water services at temperatures which do not permit the growth of legionella, avoid water stagnation and ensure water systems are clean in order to minimise the opportunity for bacterial contaminations.

To prevent the proliferation of legionella, we will aim to operate hot water storage calorifiers at 60°C, hot water distribution at least 50°C attainable at the taps with 60 seconds of running and cold water storage and distributions at 20°C or less, 120 seconds running. We recognise that water temperatures in excess of 50°C give rise to danger of scalding and will install thermostatically controlled mixing valves (TMV's) where necessary, to allow the hot water systems to run safely at higher temperatures to control legionella.

The following Water Hygiene Management regime is in place:

- Water temperatures at calorifiers checked monthly.
- Water temperatures at taps (60 seconds running) will be checked weekly.
- Conditions in tanks or the presence of organic materials, vermin etc., will be checked 6 monthly.
- Condition in calorifiers for organic materials and scale build up will be tested annually where serviceable.
- The condition of accessible pipework and installation will be tested annually, where serviceable.
- Infrequently used taps/showers will be run for 5 minutes weekly.
- Taps and shower heads will be on a 3 monthly regime of cleaning/descaling.
- Thermostatic Mixing Valves (TMV's) will be tested every 3 months.
- Sentinel health and safety water temperature checks every month.
- Periodical external (laboratory testing) will take place on a monthly basis (swimming pool) and as required by risk assessment (all other areas).

Systems will be cleaned and disinfected if:

- Routine inspection/risk assessment dictates it is necessary.
- If the system or part of it has been substantially altered.
- Following an outbreak or suspected outbreak of legionella.

A plan of the system identifying storage and header tanks, calorifiers and relevant items of plant, records of risk assessment, recommendations and progress of recommendations, testing, actions etc.

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will be kept within the **Water Hygiene Management System** records. Fault finding procedures are also in force.

### 3.26.2 Biomass

Langley school recognises the benefits of renewable energy and incorporates biomass boilers within its heating systems. When using wood chips, there is a potential risk of spontaneous ignition causing a fire if microbial activity occurs and carbon monoxide poisoning can be caused by poor ventilation or improper use of biomass pellet storage. In line with the Dangerous Substances and Explosive Atmospheres Regulations (DSEAR) as applicable, we ensure:

- Use of good quality pellets with a low dust content and good mechanical durability.
- Fuel storage areas and boiler houses are swept out and cleaned down at least weekly and all combustible waste is removed.
- Dust build up is kept to a minimum and ignition sources are prohibited near storage areas.
- All equipment is inspected, serviced and maintained, annually, as per manufacturer's recommendations.
- All work is undertaken by an approved and qualified engineer e.g. HETAS or Micro Generation Scheme (MCS) approved installers.
- Only trained personnel are authorised to access biomass storage areas.
- Appropriate signage is in use to warn people of the danger and access restriction.

### 3.26.3 Use and storage of Oil

Langley school ensures its oil heating systems are supplied, installed and maintained to Oil Storage (England) Regulations 2001, ensuring:

- Storage tanks are installed and maintained by regulated suppliers.
- Boilers are serviced by OFTEC certified operatives.
- Environmental protection and fire separation requirements are followed.

### 3.26.4 Gas Safety

The Gas Safety (Installation and Use) Regulations 1998 cover works on gas fittings, both natural and Liquefied Petroleum Gas (LPG). Langley School recognises their responsibility to risk assess the use and storage of compressed gas and ensure that safe procedures are in place in line with the Dangerous Substances and Explosive Atmospheres Regulations 2002 (DSEAR), The British Compressed Gas Association (Code of Practice 44 - The storage of Gas Cylinders 2016) and HSE guidance.

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Any works with regards to gas fittings will be undertaken by a Gas Safe Registered Operative and will ensure:

- A competent engineer is used to install, maintain and repair gas appliances.
- Gas pipework, appliances and flues are regularly maintained.
- All rooms with gas appliances have adequate ventilation.
- A record is kept of all inspection and servicing carried out.

LPG will be supplied only by UKLPG trade associated suppliers and installers.

### 3.26.5 Asbestos

Langley School recognises its responsibilities as a 'Duty Holder' as specified in the Control of Asbestos at Work Regulations 2012 (CAW). It is school policy that no employee or other person for whom the school is responsible should, so far as is reasonably practicable, be exposed to asbestos (except in the case of an approved asbestos surveyor or licensed removal contractor).

An **Asbestos Management Plan** has been formulated to include an asbestos register, commissioned by an external competent person.

The plan specifies:

- Who is responsible for managing the asbestos.
- Responsibility for the asbestos register.
- The schedule for monitoring the condition of the materials.
- The associated channels of communication.

Where any work is likely to involve contact with asbestos containing materials, the Director of Estates/Director of Compliance and Operations will appoint an HSE licensed contractor to undertake assessment and necessary removals.

Where any refurbishment work is required in a building that contains asbestos, the School will commission a refurbishment/demolition survey which will give a more detailed understanding of the asbestos present in the building, as appropriate to works.

Contractors will be made aware of the details of the asbestos register prior to commencement of works on site, as part of the school's **Contractor Policy**.

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Where any school employee may be likely to undertake activities where asbestos could be disturbed, they will be provided with awareness training to ensure their understanding of the Asbestos Management Plan and related dangers of asbestos exposure to include steps to take if they believe they have been accidentally exposed.

All known areas of asbestos will be clearly labelled with an asbestos warning sticker, to avoid accidental disturbance.

### 3.26.6 Radon

The school's radiation protection supervisor (RPS) is responsible for liaison with the radiation protection advisor of Norfolk County Council for ensuring compliance with the Ionising Radiations Regulations 2017 and local rules made to comply with these regulations. The RPS is also responsible for ensuring compliance with the Radioactive Substances Act 1993 and exemption certificates granted under them.

### 3.26.7 Electrical Safety

Langley School recognises its responsibility to ensure that the school complies with the requirements of the Electricity at Work Regulations 1989, and in particular to ensure that action is taken upon discovering defects, that systems are in place for the inspection and repair of electrical installations and that equipment and inspection test certificates are held as required.

The Director of Estates acts as responsible person for ensuring systems comply within the scope of the Electricity at Work Regulations and will keep records of all electrical installations and equipment, electrical checks and the electrical testing equipment operated by the School.

The School requires that electrical repairs are only to be undertaken by competent people appointed on the authority of the responsible person. Competent persons will be qualified electricians or in the case of visual inspections, all staff who have received guidance to undertake visual inspections of portable equipment.

All electrical control panels and switch rooms will be kept secure and display electrical hazard signs. Where simple maintenance tasks, such as lamp changing, are to be carried out by school maintenance staff, those employees will receive adequate training in line with the task.

The fixed wiring at the School will be examined in line with the IEE Regulations by a competent person.

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All portable electrical appliances issued for use by the School will be annually inspected and where required, PAT tested, as advised in IND (G) 236. PAT testing will be undertaken by a competent certificated external provider or an individual from the Facilities/Compliance Team who has obtained the relevant City and Guilds or equivalent qualification. A current test date will be registered to each portable appliance.

Records of any fixed system and portable appliance work will be kept by the Estates Department. This will include repairs, servicing, maintenance or withdrawal from use.

Users of electrical equipment should visually check for defects before use.

Privately owned electrical appliances will not be permitted to be used on school premises unless confirmed as electrically safe and registered by the Head of Boarding/Estates Office. Parents are requested to co-operate with the school in the inspection and testing of electrical equipment which pupils bring to the school to include boarding registration of portable appliances.

The use of electrical fan heaters is prohibited on site, any additional heating requirement should be notified to the Estates Department. Should portable heaters be required, this will only be via distribution of a registered oil filled, electrical radiator with advice of safe use of from the Estates Department.

### 3.26.8 Hot Works

Langley School will manage risks associated with hot works and ensure that:

- All work is planned and is not commenced until a permit is in place.
- All work is carried out in a safe manner.
- The area where the work has taken place is safe for reuse.

An appointed person from the Estates Department will act as the responsible person for ensuring that no hot work is undertaken without prior agreement/permit in place.

Before work starts the area will be cleared of combustible material which is not part of the work process. Any combustible material that cannot be removed should be protected by non-combustible material.

Suitable fire extinguishers will be provided, and a watch kept for fire break out whilst work is in progress

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When welding, cutting, grinding or similar activities are taking place the work area will be suitably screened with non-combustible material. Care will be taken where sparks/hot particles are generated.

Gas cylinders must be secured in a vertical position and fitted with a regulator and flashback arrestor.

If bitumen boilers or similar equipment are used on a roof a non-combustible, heat insulating base must be used, a competent operative must be in attendance and suitable fire fighting and emergency spillage equipment provided.

Where hot materials are taken to roof level extreme care must be taken during the transporting of them.

The responsible person will liaise with contractors regarding the details of any hot works and permission to proceed.

Hot work permits must not be signed off until the final fire watch procedure has been completed.

#### 3.26.9 Pressurised Systems

Langley School will take all necessary steps to comply with the Pressure Systems Regulations 2000 which apply to all pressure systems on site containing steam at any pressure, or gas, liquid, or a mixture of both at a pressure greater than .5 bar (7psi).

The Director of Estates will oversee annual inspection is carried out by a competent person and adequate and suitable instruction and training is provided to employees whom operate pressure systems.

#### 3.26.10 Lightning Protection

All lightning protection and earthing conform to BS 6651-1999 or to BS EN 62305 and is tested annually by a specialist contractor.

#### 3.26.11 Play Equipment

A visual inspection/maintenance programme is in place to ensure the safety of Play equipment installed on site. All fixed equipment is subject to annual external inspection by RoSPA followed by report review and maintenance programme as appropriate.

#### 3.26.12 Permit to Work

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Langley School recognises that certain high-risk activities require further supervision to ensure the safety of personnel and property. Work permits will be issued for the following task.

- Hot works, to include welding, brazing, compressed gas and work on piped gas.
- Working from height, to include work from ladders, scaffolding and MEWP's, roof and gantry work.
- Permit to dig, applicable to excavation work.

Permits to work are applicable to works carried out by Langley employees and external contractors as applicable and do not remove the requirement to conduct a risk assessment.

Contractor permit requirements are identified via the Contractor Management Policy. Where high risk works are carried out by Langley staff permits **MUST** be obtained **PRIOR** to commencement of works and signed off on a daily basis, upon completion or pause in works.

### 3.26.13 Tree Safety Management

Langley School appreciates the value of the wooded areas within their setting and their responsibility to ensure safety management for all those who access their sites and have in place a **Tree Management Policy** which advises procedures in line with the Health and Safety Executive (HSE), National Tree Safety Group (NTSG) and The Forestry Commissions Guidance, to ensure, as is reasonably practicable that the wooded areas of the schools can be accessed safely. Further information can be found within the policy.

## **3.27 OCCUPATIONAL HEALTH**

Langley school places great importance on the well-being of its staff. To ensure that statutory requirements are met, health risks are identified and controlled as soon as possible to ensure, so far as is reasonably practicable, the continued well-being of employees.

Heads of Department (including support departments) will be responsible for assisting with the identification of requirements within their areas of control.

The school will undertake health surveillance on employees where it is specified by law. Health surveillance will also be undertaken on employees where:

- There is a known risk to the health of employees;
- The health risk can be identified at an early stage and the identification of the condition will allow successful treatment.

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Areas where consideration of health surveillance is required will include exposure to:

- Noise or vibration.
- Solvents, dusts, fumes, biological agents and other substances hazardous to health.
- Asbestos, lead or work with compressed air.
- Ionising radiation.

Health surveillance may take the form of:

Periodic health questionnaires (where pre-employment questions are asked, employers can only ask them to help:

- Establish whether any reasonable adjustments need to be made for applicants during the selection process.
- Decide whether an applicant can carry out a function essential to the job.
- Monitor diversity among job applicants.
- Take positive action to assist disabled people.

Pre-employment and return to work (after long-term illness / injury) medical examinations; and / or prescribed health surveillance required under specific legislation, which may include:

- Skin inspections.
- Audiometry.
- Lung function tests.

All reasonably practicable corrective action to ensure the health and safety of employees identified as suffering from work-related illness will be taken.

The School Nurses/Director of Compliance and Operations/Director of Estates will be responsible for maintaining records of any health surveillance, which should be kept for at least 40 years (this is a legal requirement. under the Control of Substances Hazardous to Health Regulations). Information kept should include:

- Surname
- Forename
- Gender
- Date of birth
- Permanent address including post code

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- National insurance number
- The date the check was carried out and by whom
- The outcome of the test / check
- Factual details of any decision taken by the occupational health professional in relation to the individual's work

The results of any health surveillance will remain confidential. Any medical records associated with health surveillance will be subject to the provisions of the Data Protection Act and General Data Protection Regulations.

### 3.27.1 Manual Handling

Langley school will minimise, so far as is reasonably practicable, the need for manual handling and ensure that only individuals who have received training in manual handling undertake such activities.

Heads of Department (including support departments) will be responsible for the management of manual handling activities within their areas of control with assistance from the Director of Compliance and Operations.

Manual handling is defined as "any transporting or supporting of a load, including the lifting, putting down, pushing, pulling, carrying or moving thereof by hand or bodily force". In a school environment this may include:

- Moving furniture around classrooms.
- Moving equipment stored at height.
- Moving items when taking delivery of goods.
- Pushing and pulling trolleys and PE equipment.
- Setting up temporary stages.
- Moving gas cylinders, chemicals etc.
- General movement of workplace equipment.

Heads of Department will:

- Consider whether the object needs to be moved at all.
- Where it does need to be moved can this be by automation.
- Where manual handling is necessary ensure that a risk assessment is undertaken, and any required control measures are implemented.
- Ensure that those undertaking such tasks have received appropriate training.

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When assessing the risk, the following should be taken into consideration:

- the **T**ask
- the **I**ndividual
- the **L**oad
- the **E**nvironment

Good lifting techniques should be applied, which include:

- Planning the lift
- Keeping the load close to the waist
- Adopting a stable position
- Getting a good hold
- Not flexing the back any further when lifting
- Avoiding twisting the back or leaning sideways
- Keeping their head up
- Moving smoothly
- Putting the load down then adjusting as necessary

### 3.27.2 Display Screen Equipment

Langley School will ensure, so far as is reasonably practicable, that the health and safety of users is not adversely affected by the use of Display Screen Equipment ("DSE"). Members of staff who regularly use DSE will have their work station assessed. Following assessment remedial action identified will be implemented.

Where the assessment indicates a need for ancillary equipment this will be provided by the School. Equipment includes, but is not limited to:

- Specialist seating
- Footrests
- Anti-glare screens
- Wrist support
- Window blinds
- Specialist desk

Where eye tests are requested by DSE users, these will be provided free of charge via an NHS Optometrist. Where a user provides evidence from an optician showing that they require spectacles for DSE work, then the cost of spectacles suitable for that purpose will be reimbursed by the School

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as defined in the **Eye Test Procedures/Eye Test Assessment Form**. Individuals may put this sum towards a pair of spectacles which may also be suitable for other purposes as long as these spectacles are made available for use at work. Eye Test Procedures and Eye Test Assessment Form can be found on the all staff IT network under Health and Safety > DSE. HSE guidance INDG36 will be given to users as part of their DSE assessment.

IT technicians will be responsible for ensuring appropriate cable management where DSE is in use. Although schools are not required to undertake DSE assessments for pupils, it is recognised that they will use such equipment during the school day, leisure time and private study.

Pupils will be given guidance on the need for breaks, posture etc. in line with that given to staff. Designated workstations for pupils will be of a similar standard to those provided for staff.

### 3.27.3 Noise

It is the School Policy to undertake an assessment of noise levels within its Premises where staff are considered to be at risk of hearing damage in line with the Noise at Work Regulations 2005. Any noise survey that is undertaken will:

- Identify which areas are affected
- Who is affected
- The frequency of the noise
- The engineering controls that could be implemented to reduce the noise levels;
- Establish ear protection zones (EPZ)

Areas which will be considered for noise surveys will include:

- Physical education
- Design & Technology workshops
- Computer rooms
- Construction activities
- Music rooms
- Maintenance work
- Refurbishment activities
- Special events (e.g. school discos, karaoke, firework displays)

Where reasonably practicable, engineering controls to eliminate, or reduce the effect of noise will be implemented by the Director of Estates/Head of Facilities.

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Where noise levels cannot be reduced below the 2nd action level, EPZ's will be defined and marked by the Director of Estates/Head of Facilities in conjunction with Head of Department.

All personnel entering an EPZ will be required to wear suitable ear protection.

Details of assessments will be held by the Director of Estates/Director of Compliance and Operations and supplied to employees and their representatives as appropriate.

As part of our procurement process, the school will request information on noise emissions from suppliers of plant and machinery.

If staff are suspected of suffering from hearing impairment due to work activities, then the Director of Estates/Director of Compliance and Operations will arrange for an occupational health evaluation.

#### 3.27.4 Vibration

It is the School Policy to undertake an assessment of vibration levels within its premises where staff are considered to be at risk of ill health from exposure to vibration levels at or above the exposure values as defined in the Control of Vibration at Work Regulations 2005.

Any vibration survey that is undertaken will identify:

- Which areas are affected.
- Who is affected.
- The frequency of the vibration.
- The controls that could be implemented to reduce the vibration levels.

Areas which will be considered for vibration surveys will include:

- Grounds Maintenance.
- Design & Technology workshops.
- Construction activities
- General maintenance work.
- Refurbishment activities.

Where reasonably practicable, engineering controls to eliminate, or reduce the effect of vibration will be implemented by the Director of Estates/Head of Facilities.

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Details of assessments will be held by the Director of Estates/Director of Compliance and Operations. Details will also be supplied to employees and their representatives as appropriate.

As part of our procurement process, the school will request information on vibration levels from suppliers of plant and machinery.

If staff are suspected of suffering from the effects of vibration due to work activities, then the Director of Estates/Director of Compliance and Operations will arrange for an occupational health evaluation.

### 3.27.5 Stress at Work

Langley School recognises its responsibility to manage stress in the workplace defined as "the adverse reaction people have to excessive pressure or other types of demand placed on them" and to ensure that there are appropriate support mechanisms in place to assist individuals where stress related issues have been identified, in line with HSE management standards guidance.

The Headmaster and Heads of Department will consider the HSE management standards when looking at workplace management, this also forms the basis of the Schools Stress at Work (Staff Wellbeing) Policy, these are:

- *Demands*, including workload, work patterns and the work environment.
- *Control*, regarding how much say the individual has in the way they do their work.
- *Support*, including encouragement and resources provided by the organisation.
- *Relationships* and the promotion of positive working together with dealing with unacceptable behaviour.
- *Role*, ensuring people understand their place and purpose within the school.
- *Change* and the way in which communication is undertaken.

In practicable terms, the Headmaster and Heads of Department will:

- Give constructive feedback to people.
- Consult with staff during periods of change.
- Ensure staff have trained to enable them to do their job.
- Monitor workloads and working hours.

Where issues of stress are identified, the school will:

- Raise awareness of support mechanisms available.

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- Put an action plan in place to address any issues identified.
- For return-to-work instances, monitor any phased return and allow the individual to provide feedback.
- Records relating to any identified stress issues will be retained by HR and treated as confidential.

Employees should report any issues of concern to their Line Manager in the first instance.

All working hours and conditions will comply with the Working Time Regulations 1998.

### **3.28 CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH (COSHH)**

Langley School will ensure that foreseeable work activities using/generating hazardous substances are identified and suitable and sufficient risk assessments are in place where significant risks have been identified in line with the Control of Substances Hazardous to Health Regulations 2002.

Heads of Department (including support departments) will be responsible for the management of hazardous substances within their areas of responsibility.

Hazardous substances include:

- Those classified as very toxic, toxic, harmful, irritant and corrosive.
- Biological agents connected with working with micro-organisms.
- Substantial quantities of any dust.
- Substances with a maximum workplace exposure limit assigned by the Health & Safety Executive.
- Radioactive substances.
- Any other comparable substance, e.g. pesticides.

Typical areas which will need to be considered are:

- Chemical usage in science laboratories and in cleaning, maintenance and grounds maintenance.
- Biological agents, such as bacteria and micro-organisms.
- Adhesives, paints, cleaning agents etc. used in Art, D&T, drama, maintenance, cleaning and catering activities.
- Fumes from soldering and welding in D&T, workshops & maintenance.
- Wood dust from D&T, workshop and maintenance.
- Pesticides in grounds maintenance, pest control.
- Exposure to radioactive substances.

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Heads of Department with assistance from the Compliance Team, will ensure that:

- Where hazardous substances are used or stored on the school premises, a risk assessment will be undertaken, and any required control measures will be implemented.
- Quantities of substances stored will be kept to a minimum and an inventory of substances is maintained.
- Material safety data sheets (MSDS) for each hazardous substance in use will be available at the point of use and the instructions for transportation, storage, handling and disposal will be followed.
- Those using hazardous substances are competent to do so and in particular where there are designated standards, e.g. use of pesticides.
- Appropriate personal protective equipment will be available.
- Hazard signs will be displayed at locations where substances are stored.
- That pupils using hazardous substances are supervised at all times.
- Any health surveillance requirements are identified, and appropriate surveillance implemented.
- Appropriate information, instruction and training, together with the keeping of records takes place.
- Where any contractors are used, that suitable and sufficient risk assessments incorporate the use/ generation of hazardous substances has been undertaken.

Maintenance, examination and testing of control measures will be the responsibility of the Director of Estates and Director of Compliance and Operations. Such arrangements will cover:

- Fume cupboards
- Other local exhaust ventilation
- Respiratory protective equipment
- Other personal protective equipment, e.g. gloves, aprons, eye protection

Records will be kept by the Director of Compliance and Operations/Director of Estates/Head of Department and will include:

- Records of the thorough examination and testing of local exhaust ventilation equipment (undertaken at least every 14 months) for a period of 5 years.
- Records of inspection of respiratory protective equipment for a period of 5 years.
- Records of health surveillance and monitoring for 40 years in relation to individuals.

The Head of Science is the School Radiation Protection Supervisor (RPS). They will:

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- Have attended an appropriate course in radiological protection.
- Prepare risk assessments on each activity that involves the use of ionising radiation.
- Prepare rules for working with radioactive substances.
- Notify the Health & Safety Executive that the School is a "user".
- Ensure that practicable work is limited to:
  - Sealed sources
  - Specified Open source for half life demonstration
  - Geological specimens
  - Ensure that apparatus capable of generating x-rays operating at 5 kilowatts or more) other than cathode ray oscilloscopes, television receiving sets or visual display units) are not used
  - Ensure that experiments on radiological sources are only undertaken by year 12 and 13 pupils under supervision
  - Ensure that younger pupils are limited to watching teacher demonstrations
  - Ensure that a strict regime is implemented for the storage and accounting of radioactive substances (including a locked steel box, with warning sign)
  - Ensure that a user log is kept for removal and return of substances
  - Ensure that any staff have received appropriate training
  - Ensure that emergency procedures include arrangements for dealing with radioactive materials.

### 3.29 CONTRACTOR SAFETY MANAGEMENT

Langley School engages the services of external providers (contractors) to provide necessary services as required and recognises they have a duty of care to ensure that activities carried out do not have an adverse effect on their own and others health and safety.

In line with the school's **Contractor Policy**, overseen by the Director of Estates, Langley School will check the health & safety competence of all contractors before appointment. This will include (as applicable):

- How the contractor manages health and safety, e.g. policy, conducting risk assessments, access to competent advice.
- Who has overall responsibility for health and safety.
- What training staff have had.
- Has the contractor ever been prosecuted, served notices or investigated by an enforcing authority.
- Provision of example risk assessments for the type of work they will be undertaking.

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- Details of any reportable accidents in the last 3 years.
- References for the type of work from previous clients.

The Contractors representative ("contractor lead") will report to the person instructing the work ("school lead") and provide details of:

- General description and scope of work.
- Timescale for the work.
- Areas affected.
- Work methods, safe systems of work / risk assessment as applicable.
- Any foreseeable hazardous operations.
- Any hazardous materials or dangerous work practices.

The School Lead will advise the Contractor Lead on:

- Premises emergency procedures including evacuation / assembly points.
- Facilities available to the contractor.
- Relevant operational rules and procedures times of working.
- Access arrangements.
- School activities which may affect the contractors work.

The contractor will be required to:

- Adhere to sign in/out procedures.
- Ensure that work areas are safe.
- Ensure that work areas are tidy.
- Dispose of rubbish and redundant materials safely.

Any hazardous works and use of machinery must comply with legislative requirements, must be highlighted to the School Lead and work permits issued as appropriate.

No contractor will be permitted to work on Langley School sites without authorisation of registered approval of the schools **Contractor Approval Procedures**.

Safeguarding procedures must be followed at all times.

### **3.30 CONSTRUCTION (DESIGN AND MANAGEMENT) REGULATIONS 2015**

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Langley School recognises its responsibility to comply with the Construction (Design and Management) Regulations 2015 when works includes any construction, alteration, conversion, fitting out, commissioning, renovation, repair, redecoration, cleaning (pressure washing, sand blasting, using a corrosive / toxic substance), decommissioning, demolition and dismantling, as appropriate.

To ensure construction projects deliver structures which are:

- Safely built.
- Safe to use.
- Safe to maintain.

The School / Board of Governors will be the Client under CDM and on all construction projects will, so far as is reasonably practicable:

- Appoint competent persons to the project team.
- Allow adequate time for the design, planning and construction work to be undertaken.
- Provide key information to the project team, including that regarding the site and existing structures.
- Put in place arrangements for communication, co-operation and general management of the project.
- Check that contractors have adequate welfare facilities in place before work starts on site.
- Liaise with designers so that workplaces are correctly designed.

In addition, where projects are notifiable (work lasts longer than 30 construction days with more than 20 workers working at the same time or involves more than 500 person days of work) to the Health & Safety Executive, or have more than one contractor the School will:

- Appoint a Principal Designer to plan, manage and co-ordinate the pre-construction phase.
- Appoint a Principal Contractor to plan, manage and co-ordinate construction work.
- Ensure that work does not start on-site until a suitable construction phase health & safety plan has been developed by the Principal Contractor.
- Keep up to date and make available to anyone who needs it, a health & safety file.

All appointed Contractors will be expected to comply with the Schools **Contractor Policy** and Approved **Contractor Procedures**.

### 3.31 WORKING AT HEIGHT

In line with the requirements of the Work at Height Regulations 2005, Langley School will ensure, as

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is reasonably practicable, that:

- All work at height is properly planned and organised.
- Those involved in work at height are competent.
- The risks from work at height are assessed and appropriate work equipment is selected and used.
- The risks from fragile surfaces are properly controlled.
- Equipment for work at height is properly inspected and maintained (6 monthly).

The Director of Estates/Director of Compliance and Operations will apply the following hierarchy for managing and selecting equipment for work at height, namely:

- Avoid work at height where possible.
- Use work equipment or other measures to prevent falls where it cannot avoid work at height.
- Where it cannot eliminate the risk of a fall, use work equipment or other measures to minimise the distance and consequences of a fall should one occur.

The school requires that work at height, including organisation, planning, supervision and supply and maintenance of equipment is only to be undertaken by competent people.

When equipment is selected for work at height it will be:

- The most suitable equipment for the task.
- Give collective protection measures priority over personal protection measures.
- Take account of working conditions and the risks to the safety of all those at the place where the work equipment is to be used.

Inspection of equipment used for work at height will be undertaken by a competent person within the Estates Department, as appropriate.

Ladders will be used in accordance with HSE document INDG 402 Safe Use of ladders and stepladders and will be registered, tagged and undergo a 6 monthly recorded check and visual check at every use.

### **3.32 VEHICLE MOVEMENT AROUND SITE**

Langley School will ensure, so far as is reasonably practicable, that the site is organised so that pedestrians and vehicles can circulate in a safe manner, that vehicles and traffic routes are separated wherever possible and traffic routes are suitably signed and controlled.

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Design and layout will include provision for reversing, risk control and specific issues and plans will be reviewed regularly by the Director of Estates in conjunction with the Director of Compliance and Operations, Resources Committee and the Transport Coordinator.

Signage will be put in place to designate speed limits, access areas, prohibited areas and parking facilities.

Speed humps will be used to aid speed regulation as appropriate i.e. prior to designated crossings.

The Finance Director/Transport Co-Ordinator will be responsible for liaison with the police, highways authority, insurers/security advisers etc with regard to school travel plans, as appropriate.

Parking arrangements are specified for:

- Staff
- Senior pupils
- Visitors
- Parents
- Major events
- Contractors
- Disabled drivers

Deliveries will only be permitted during the hours specified and vehicles are only allowed to park in designated areas. Deliveries should be arranged in advance wherever possible with the Estates Department/Catering Department as applicable.

Where Langley School transports pupils to and from the school, it will be at agreed times by prior arrangement with the Director of Finance/Transport Co-Ordinator.

All use of the school minibuses must be arranged with the Director of Finance/Transport Coordinator/School Office. This will include the departure and return times of the vehicles so that suitable arrangements can be made with regard to the overlapping with any other vehicle movements.

Pedestrian routes have been identified and separated wherever possible from vehicles by physical measures such as bollards. Lighting is provided as appropriate.

### **3.33 RESIDENTIAL LETTING/HIRE OF FACILITIES**

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Langley School ensures appropriate liaison is in place between the school and the hirer to ensure safety is maintained in line with the school's policies and procedures and that emergency and security issues have been adequately considered.

All residential lettings/hire facilities must be arranged through the COO/Events and Lettings Officer.

The COO/Events and Lettings Officer will establish what the needs of the hirer are and any specific licensing/ regulatory requirements, which may include:

- Public Entertainment Licence.
- Theatre Licence.

The hirer will be briefed on the School's policies, specific areas of clarification are:

- The prevention of unauthorised access, including out of normal hours use.
- The maintenance of escape route/emergency access.
- Specific restrictions on use /rules of the school.

The hirer will be briefed on the emergency procedures, including:

- Knowledge of the evacuation procedure.
- Location of escape routes.
- Access to first aid provision.
- Location of alarm call points.
- Telephone locations/access and emergency contact numbers.

Details of insurance arrangements and risk assessments for any activities taking place must be provided from the hirer prior to hire taking place.

### **3.34 SMOKING (INCLUDING E-CIGARETTES)**

Langley School recognises that smoking presents a health risk to those who practise it, to others through the effects of "passive smoking" and to property through the risk of fire.

To promote a healthy and pleasant working environment and to avoid risk of fire through cigarette ignition, smoking is only permitted in designated areas.

Smoking is **STRICTLY** prohibited in any indoor space and in school vehicles.

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### 3.35 HOT DRINKS

Langley School recognises that carrying hot drinks around the school site has potential to spill and cause scald injuries, particularly in areas of high footfall. The transportation of hot drinks across site is discouraged and where unavoidable a strict policy of sealed thermostatic cups only, is in place.

### 3.36 AUDIT

Auditing of the school's Health and Safety Management Systems will take place annually and will assess:

Organisation, including:

- The acceptance of health and safety responsibilities, as outlined in the policy, and the adequacy of arrangements to secure the competence of all employees.
- The adequacy of the arrangements to secure the involvement and engagement of all employees in health and safety culture and matters.
- The adequacy of arrangements to secure the communication of policy and relevant information.

Planning and policy implementation including:

- Overall control and direction of health and safety management.
- Standard setting, its adequacy and relevance. The allocation of resources to implement standards.
- The extent of compliance with standards and their effectiveness in risk control.
- The long-term improvement of accident and incident performance.
- Review of systems and the ability of the school to learn from experiences and improve performance.

### 3.37 REVIEW

The health and safety policy, procedures and risk assessment will be reviewed and updated through monitoring periodically and when/if:

- There is a change to working procedures
- There is a change to the environment.
- As required upon accident investigation, routine monitoring and inspection.
- Where necessary following a health and safety audit.

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### 3.38 REFERENCE DOCUMENTS/GUIDANCE

#### 3.38.1 Relating Documents (Langley School)

The following relating documents can be found on the school's intranet system or a copy may be requested by e mailing the Director of Compliance and Operations at [rsmith@langleschool.co.uk](mailto:rsmith@langleschool.co.uk)

- Risk Assessment Policy
- Critical Incident Plan
- Administration of Medicines Policy
- Educational Visits Policy
- Educational Visits for EYFS Children
- Fire Safety Policy
- Minibus Policy
- Contractor Policy
- Swimming Pool Normal Operating Procedures (NOP) and Emergency Action Plan (EAP)
- Anti-Bullying Policy/Behaviour and Discipline Policy
- Young Worker Policy
- Data Retention Policy
- Safeguarding Policy
- Boarding Handbook
- Staff Handbook
- Tree Safety Management Policy
- Comfortable Temperature Guidance
- Eye Test Procedures/Eye Test Assessment Form
- Visitors Policy
- Security Policy
- Stress at Work (Staff Wellbeing) Policy
- Head Injuries and Concussion Policy

#### 3.38.2 Useful Links

- Health and Safety Executive (HSE)  
[www.hse.gov.uk](http://www.hse.gov.uk)
- Norfolk Fire and Rescue Services  
[www.norfolk.gov.uk/safety/norfolk-fire-and-rescue-service/safety-in-your-business](http://www.norfolk.gov.uk/safety/norfolk-fire-and-rescue-service/safety-in-your-business)
- Department for Education (DfE)  
[www.gov.uk/government/organisations/department-for-education](http://www.gov.uk/government/organisations/department-for-education)

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**Date:** Michaelmas 2023

**Review date:** Michaelmas 2024

- Independent Schools Inspectorate (ISI)  
[www.isi.net](http://www.isi.net)
- The Royal Society for the Prevention of Accidents  
[www.rospa.com](http://www.rospa.com)
- Food Standards Agency  
[www.food.gov.uk](http://www.food.gov.uk)
- Environmental Agency  
[www.gov.uk/government/organisations/environment-agency](http://www.gov.uk/government/organisations/environment-agency)

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