



# LANGTREE SCHOOL TRUSTEES’ HEALTH and SAFETY POLICY

LANGTREE SCHOOL ACADEMY TRUST COMPANY  
AN EXEMPT CHARITY LIMITED BY GUARANTEE  
COMPANY NUMBER 7980335

In this policy as in all documents of The Langtree School Academy Trust Company (“TLSATC”) any reference to Langtree School, School, Trustees of Langtree School or Trustees of Langtree School Academy Trust Company is a reference to The Board of Directors of The Langtree School Academy Trust Company and any reference to the Head Teacher of Langtree School is a reference to the Chief Executive Officer of TLSATC.

| STATUS:                   |  |                            |   |
|---------------------------|--|----------------------------|---|
| RECOMMENDED               |  | STATUTORY                  | ✓ |
| REVIEW FREQUENCY          |  | ANNUAL                     |   |
| DATE OF POLICY            |  |                            |   |
| DATE OF LAST REVIEW       |  | June 2026                  |   |
| REVIEW DUE                |  | June 2027                  |   |
| EXECUTIVE LEAD            |  | School Business Manager    |   |
| COMMITTEE                 |  | Finance & General Purposes |   |
| Signed: Chair of Trustees |  |                            |   |

## HEALTH AND SAFETY POLICY STATEMENT

### ORGANISATION

The Board of Trustees/Board of Directors

Health and Safety Trustee

Head Teacher

The Head Teacher's PA

Deputy Head Teacher

Curriculum Coordinators/Subject Leaders

Business Manager

The Site Caretaker

Staff

Students

Visitors

Contractors

### ARRANGEMENTS

Monitoring

References to other related policies

## Health And Safety Policy Statement

The Langtree School Academy recognises that people are a key resource within the organisation and therefore fully accepts its responsibilities as an employer with regard to the health, safety and well-being of its employees, students within its care and where appropriate, visitors to its premises, and others who could be affected by its actions. The Policy applies to all its premises and all activities engaged in both on and off site.

The school will provide and maintain, so far as is reasonably practicable, working and learning environments and systems of work which are safe, without risks to health, and as a minimum satisfy the Health and Safety at Work etc Act 1974 and associated legislation.

Whilst appreciating that ultimate responsibility rests with The Langtree School Academy Trust Company, all Trustees, Managers and Staff have to work together in the creation and promotion of a positive health and safety culture. In recognising that staff have an important and beneficial contributory role to play in the management of health and safety arrangements, their participation in the consultation process will form an integral part in the planning and development of the safety management system. To assist in this process, effective arrangements for the communication of appropriate information will be formulated.

It is recognised that the control of health and safety is a management function with each level accountable to the one above and responsible for the one below (see specific responsibilities outlined below).

Risks will be assessed and minimised by forward planning using competent staff trained and resourced to an appropriate extent whilst working to attainable standards.

The school recognises that the effective management of health and safety plays an important role in its overall performance as an educational establishment by the reduction in injuries and ill health, protecting the environment and by the avoidance of unnecessary losses and liabilities.

Health and safety performance will be subject to regular and routine monitoring, the results of which will be reviewed on an annual basis in order to maintain and improve where necessary the required standards.

The Organisation section of this document defines the duties and responsibilities of both management and staff who will implement this Policy in the manner detailed in the Arrangements.

The Board of Trustees requires each member of staff, as well as all students and visitors to the school, to exercise their individual responsibility under health and safety legislation to ensure their acts or omissions do not affect themselves or others, and to co-operate fully with the school and its management.

Without affecting the generality of the above statement, the school will pay particular attention to the implementation of the requirements of the Health and Safety at Work Act 1974 and associated legislation in so far as:

1. The provision and maintenance of plant and systems of work that are safe, and without risks to health.
2. The production of arrangements in connection with the handling, storage and use of any article or substance to ensure safety and an absence of risk to health.
3. The provision of suitable and sufficient information training and supervision necessary for health and safety purposes.
4. The provision and maintenance of workplaces that are safe, and without risk to health.
5. The provision and maintenance of working environments and adequate arrangements for welfare at work.

This policy will be subject to review on an annual basis so as to ensure it continues to lead the development of standards of health and safety that reflect the needs and aspirations of all stakeholders of Langtree School.

Signed \_\_\_\_\_ Date \_\_\_\_\_  
Chairperson of the Board of Trustees

Signed \_\_\_\_\_ Date \_\_\_\_\_  
Head Teacher of Langtree School

**SOPs and RA Table - [This table](#)** contains a full list of SOPs and Risk Assessments. To be made available to all staff.

## Organisation

The following section details how the school is organised for the management of health and safety by the establishment of responsibilities and relationships that are designed to promote a positive health and safety culture. It will thus ensure that all within the organisation are committed to the continued development of the safety management system and thereby the health, safety and well-being of all staff, students and visitors.

This will be achieved by setting expectations and the allocation of responsibilities, accountabilities and duties with regard to the management of health and safety to individuals or groups.

### The Board of Trustees

The Board of Trustees has a responsibility as an employer to ensure that:

- The school produces a Health and Safety Policy that is appropriate to the activities of the school, and that this policy is reviewed annually;
- An effective organisation is created for the management of health and safety, including the appointment of a Trustee with special responsibility for monitoring Health and Safety;
- The Senior Leadership Team of the school implements the Health and Safety policy;
- The school devises appropriate arrangements for addressing health and safety;
- The school promotes the correct attitude towards health and safety in both staff and students;
- The school establishes appropriate financing arrangements to cover the cost of implementing the Health and Safety Policy;
- The Board of Trustees will monitor and evaluate the school's health and safety performance directly and through reports received from the Health and Safety Trustee, the Head Teacher, the Business Manager and External Advisers who will advise and make recommendations.

### Health and Safety Trustee

The Health and Safety Trustee will monitor health and safety within the school and advise the Board of Trustees on such matters relating to school health and safety as the Body may remit to them. In particular they are to:

- Oversee the annual review of the school's Health and Safety Policy and associated documentation;
- Complete six school site visits per annum to monitor health and safety compliance and report to Finance and General Purposes Committee
- Receive and review any other audit or inspection reports commissioned by the school or by any other agency such as the HSE.

### Head Teacher

The Head Teacher has overall strategic responsibility to the Board of Trustees for ensuring the planning and implementation of the school's Health and Safety Policy and associated management system. He or she will ensure that a suitable organisation is created to establish arrangements for satisfying the Health and Safety Policy and thereby the aims and objectives of the Board of Trustees

In particular they are to:

- In conjunction with managers and advisers, devise and produce the Health and Safety Policy for Langtree School;
- In conjunction with the Health and Safety Trustee, identify the means by which the policy will be planned, measured, audited and reviewed;
- Establish strategies to implement the policy and integrate these into the school's activities;
- Ensure that all relevant managers are capable and competent in their given roles and provided with suitable and sufficient information and instruction;
- Ensure that all relevant managers understand and accept their responsibilities for Health and Safety;
- Regularly liaise with the School Business Manager and advisers on matters of health and safety;
- Establish in conjunction with management, the School Business Manager organisational management arrangements, risk control measures, workplace standards, together with associated performance standards, and thereby assist managers and staff to carry out their duties and satisfy their responsibilities;
- Coordinate the school's fire and emergency response procedures;
- Ensure that all staff and students are familiar with, and practice the school's emergency evacuation procedures;

- Ensure the provision of the necessary physical and human resources;
- Ensure the effective flow of information relevant to health and safety;
- Ensure there is provision for the necessary means of supervision and control of staff;
- Ensure that all Subject Leaders/Curriculum Coordinators are capable and competent in their given roles and provided with suitable and sufficient information and instruction;
- Ensure that all relevant managers are capable and competent in their given roles and provided with suitable and sufficient information and instruction;
- Ensure that all relevant managers understand and accept their responsibilities for Health and Safety;
- Routinely and regularly undertake safety tours of the premises and activities under their respective control.
- Provide timely feedback on the performance of the plans, standards, procedures, personnel and systems appropriate to the premises and activities.

### **The Head Teacher's PA**

The Head Teacher's PA has specific designated responsibilities for Health and Safety in the following areas, and will:

- Ensure that the Single Central Record (SCR) is maintained and accurate;
- Monitor the application of safeguarding procedures for all staff and visitors;
- Ensure that all accident, physical and verbal abuse documentation is completed;
- Ensure that all staff appointments are compliant with safer recruitment practices;
- Undertake any refresher or additional training in respect of these duties as and when required to do so.
- Ensure the effective flow of information relevant to health and safety.

### **Deputy Head Teacher**

The Deputy Head Teacher is responsible for the implementation of the policy and all associated arrangements in the absence of the Head Teacher. They will:

- Ensure that suitable and sufficient arrangements are made for the health and wellbeing of staff and students, including the provision of first aid.

### **Curriculum Coordinators/Subject Leaders**

The Curriculum Coordinators/Subject Leaders are responsible to the Head Teacher for the implementation of the school's Health and Safety Policy in their areas of control. The Curriculum Coordinators/Subject Leaders will ensure that within their area of responsibility:

- All teaching and support staff are capable and competent in their given roles and provided with suitable and sufficient information, instruction and supervision;
- Suitable and sufficient training programmes are introduced and maintained for both staff and students to ensure appropriate levels of competency are achieved and maintained;
- All teaching and support staff understand and accept their responsibilities for Health and Safety;
- All students understand and accept their responsibilities for Health and Safety and are subject to proper supervision;
- All hazards presented by their activities are identified and the risks created are fully assessed and controlled in accordance with the school's procedures; where appropriate the relevant information should feature in the lesson plans/ schemes of work;
- No new activity (curriculum or non-curriculum), operating system, plant or equipment will be introduced until all risks have been identified and adequate risk-control measures put in place;
- All work/curriculum equipment is maintained in an efficient state, in efficient working order and in good repair with regards to Health and Safety, with suitable and sufficient maintenance records being produced and retained;
- Any workplace or activity outside the school's premises is properly assessed for Health and Safety;
- The school's accident and incident reporting procedures are followed.

### **Business Manager**

The Business Manager, acting as the H&S Coordinator, is responsible to the Head Teacher for the implementation of the school's Health and Safety Policy in their areas of control. The Business Manager will ensure that:

- All relevant staff for which they are responsible are capable and competent in their given roles and provided with suitable and sufficient information and instruction;
- All relevant staff for which they are responsible understand and accept their responsibilities for Health and Safety;
- All relevant arrangements regarding the management of health and safety for which they have control, are planned and implemented;
- All hazards presented by their activities are identified and the risks created are fully assessed and controlled in accordance with the school's procedures;

- No new activity, operating system, plant or equipment will be introduced until all risks have been identified and adequate risk-control measures put in place;
- All work/curriculum equipment is maintained in an efficient state, in efficient working order and in good repair with regards to Health and Safety, with suitable and sufficient maintenance records being produced and retained;
- Any workplace or activity outside the school's premises is properly assessed for Health and Safety;
- Suitable and sufficient arrangements are established with regard to any contracts entered into to ensure that effective arrangements for cooperation between the parties and coordination of the work;
- Routine and regular safety tours of the premises are undertaken;
- Timely feedback is provided on the performance of the plans, standards, procedures, and systems appropriate to the premises and activities in their respective control;
- There is investigation of all accidents and incidents within their area of control, and records are monitored in accordance with the school's procedures;
- They conduct generic risk assessments for all areas of the school not addressed by specific activity or area risk assessments;
- They assist in the regular Health and Safety Audit and Inspection with the Consultant Adviser of the school and in reporting findings to the Board of Trustees, the Head Teacher and to the Finance and General Purposes Committee as appropriate;
- They conduct routine safety inspections to assess progress on the results of the annual Health and Safety Audit and Inspection (report to be forwarded to appropriate Finance and General Purposes Committee meeting);
- They receive all RIDDOR reportable accident information, and takes appropriate action (including liaison with the HSE);
- They monitor and record Health & Safety issues, including collation and recording of accident statistics;
- Ensures Health & Safety reviews and inspections are carried out in a timely and responsible manner;
- They assist in the maintenance and updating of all relevant Health & Safety documentation and policies;
- They liaise with the Site Administrator to ensure contractors comply with (internal and external) Health & Safety requirements;
- They liaise with external and internal posts that have a Health & Safety responsibility;
- They establish suitable and sufficient arrangements for the management, supervision and control of the school's buildings and cleaning staff;
- All statutory inspections and registers are completed, for example, electrical, gas, lifting equipment (including passenger lifts), boilers, compressors, fire and asbestos;
- Suitable and sufficient arrangements are established with regard to any contracts entered into, to ensure that effective arrangements for cooperation between the parties and coordination of the work;
- The Fire Risk Assessment is produced and maintained and all fire safety measures are subject to appropriate testing and maintenance;
- They liaise with the Deputy Head Teacher and the Assistant Head Teacher for Staff Learning and Continuous Professional Development to ensure that Health and Safety induction training for all staff as well as any relevant additional training is planned within the annual programme for staff training;
- Taking responsibility for Legionellosis and Asbestos (where appropriate) control and risk assessments across the school site.

### **The Site Caretaker**

The Site Caretaker will be responsible for ensuring that the school's Health and Safety Policy and associated arrangements are implemented across the department.

This will be achieved by:

- All hazards presented by premises activities to be identified and the risks created fully assessed and controlled in accordance with the school's Risk Assessment procedures;
- All hazards presented by their activities are identified and the risks created are fully assessed and controlled in accordance with the school's Risk Assessment procedures;
- Monitoring the building related contractors with regard to Health and Safety;
- Taking responsibility for arranging PAT testing across the school's provision;

### **Staff**

All staff are required to ensure they: -

- Are familiar with the school Health and Safety Policy and associated arrangements;
- Carry out their duties in accordance with the Health and Safety Policy;

- Cooperate with management on matters of Health and Safety;
- Do not misuse anything provided for their safety;
- Use plant, equipment and substances correctly and use the appropriate safety equipment;
- Inform their appropriate Line Manager of any defective equipment, safety hazard or damage in their area;
- Report all accidents and incidents, whether serious or not, to their Line Manager;
- Take reasonable precautions to ensure their own safety and the safety of all persons within their charge;
- Ensure that before assigning any task or activity to persons within their charge that all significant hazards have been identified and appropriate measures taken to eliminate or control them;
- Ensure adherence to any specific personal protective equipment (PPE) where a risk assessment has identified a requirement.

### **Students**

students are required to:

- Take all reasonable care for the Health and Safety of themselves and all other persons who may be affected by their acts or omissions;
- Co-operate with school staff in order that any statutory or other health and safety matter, etc. may be fully carried out;
- Comply with all Safety Instructions issued by teaching and other staff with responsibilities for safety;
- Behave in an orderly manner at all times;
- Not misuse any item provided by the school in the interests of Health and Safety.

### **Visitors**

Visitors are required to:

- Take all reasonable care for the Health and Safety of themselves and all other persons who may be affected by their acts or omissions;
- Co-operate with school staff in order that any statutory regulation orders, etc. may be fully carried out;
- Comply with all safety related instructions issued by the academy.
- Report accidents, incidents, defects and dangers to the school office;
- Behave in an orderly manner at all times;
- Not misuse any item provided by the school in the interests of Health and Safety.

### **Contractors**

All contractors on site are required to:

- Sign in at reception and take note of the Health and Safety information and requirements provided for them when signing in.
- On signing in, to take note of the statement that they have read, understood and agreed to abide by, the Health and Safety requirements while on site
- In the event that visiting contractors do not hold DBS clearance recognised by the school, to travel around the site in the presence of a member of staff as chaperone for safeguarding purposes whenever there are students working on site

## **Arrangements**

Planning is an essential part of the implementation of the school's Health and Safety Policy and thereby achieving its overall aim and objectives with regard to the health, safety and wellbeing of staff, students and others who may be affected by the operation of the school.

The purpose of the plan is to ensure that:

- Suitable and sufficient management arrangements, risk control measures, and workplace precautions are designed, developed and installed;
- The safety management system is and remains effective by operating, maintaining and improving the system to accommodate and reflect changing needs, priorities and the risks presented by the activities of the school.

To ensure that the generic organisational hazards affecting the school are properly managed, risk assessments have been carried out and policies, procedures and guidelines produced for implementation by the appropriate managers. The list

Risk Assessments and Standard Operating Procedures (SOPs) for routine operations involving risk currently in place are [listed here](#).

These procedures will be subject to routine and regular review at the regular Health and Safety meetings during the school year to ensure they remain valid and effective in addressing their specific risk areas. Additional procedures identified as being required either by the risk assessment process or by the monitoring system will be produced and incorporated in the safety management system on a prioritised basis.

**Planned and statutory maintenance** (including Fire management systems) is carried out annually. The schedule of work is maintained by the Premises Officer and is reviewed by the Business Manager.

**Administering Medicines** - see the [Supporting Students with Medical Conditions policy](#).

**Asbestos** - before drilling any holes or making any other indent into any wall, floor or ceiling, the Asbestos register must be consulted. It is held by the Finance Assistant in the Business Center.

**First Aid** is carried out by our qualified First Aiders. Staff work to the specific First Aid SOP available to them. See the Policy [here](#).

**Lettings** - the school uses an external agency to support its lettings. All hirers are expected to adhere to the most up to date version of Keeping Children Safe in Education to uphold high standards of Safeguarding. See the full [policy](#).

**Occupational Health and Wellbeing** - the school uses Pam Ohio for its OH reviews. OH and Wellbeing is reviewed by the Pastoral and Community Committee.

**Pregnant or Nursing Employees** - a tailored risk assessment will be carried out for each individual to ensure that personal needs are met.

**Reporting of Accidents and Acts of Violence** - Positive behaviour in the school is supported by the implementation of the [Behaviour Policy](#). This document sets out the actions to be taken should student behaviour become violent or abusive. Front office staff are protected by a secure door between them and all visitors. Should a visitor to the school become aggressive they must contact a member of the Leadership team immediately.

Certain other issues relevant to the management of health and safety such as the procedures for selection and recruitment, staff training etc can be found in other cross school policies and procedures. Where appropriate, operational information on these and other associated areas is included in the series of Health and Safety Guidance Documentation. These can be accessed from the staff intranet, under the heading of 'Health and Safety'.

## Monitoring

To ensure the effectiveness of the Health and Safety Policy in providing and maintaining environments and systems of work which are safe and without risk to health and where appropriate to the Environment, the following procedures for monitoring have been established.

- The Finance and General Purposes Committee (FGPC) will meet termly and a standing item on this agenda will be Health and Safety. This committee will provide a forum for joint consultation on health and safety matters. Issues will be reported to the full Board of Trustees (ATB) in the minutes of the Finance and General Purposes committee.
- The FGPC, as part of the standing item, will consider reports and information from the enforcement agencies; any concerning accident statistics and trends; the circumstances of any serious individual accidents and causes of reportable diseases; and examine Safety Audit reports and inspections.
- Annually school premises and its activities will be audited to confirm that the overall organisation and its systems are effective with regard to the planning and implementation of its Safety Management System.
- Annually school premises and its activities will be inspected to confirm that Managers and Staff are satisfying their operational responsibilities and duties.
- All departmental managers are required to routinely and regularly carry out safety tours and inspect the areas within their control and where appropriate carry out operational risk assessments on the hazards identified. This review process will be monitored through the line management meeting structure.

- All staff are required to routinely and regularly inspect the areas in which they are working and report any health and safety concerns to their line manager.
- Records of incidents, accidents and near misses are routinely assessed to assist in the risk assessment process and in the setting of priorities, where appropriate the Business Manager, the Head Teacher or the Health and Safety Trustee will carry out suitable and sufficient investigations to determine the cause/s and any remedial measures necessary.
- The School Business Manager will analyse the accident/incident data and prepare statistical information to assist the annual review.
- The Health and Safety Policy will be reviewed annually by Trustees to ensure it continues to satisfy the aims and objectives of the school.

## **Other Related Policies**

- Trustees' First Aid policy

[\(Link to Policy Folder\)](#)