

CASTLE SCHOOL OF ENGLISH

Health and Safety Policy

Policy owner: School Management

Applies to: All students, staff, teachers, visitors, contractors, group leaders, homestay providers and other persons involved with Castle School of English

1. Policy Statement

Castle School of English is committed to providing a safe, healthy and well-managed environment for everyone who studies, works or visits the school.

The school recognises that effective health and safety management is an essential part of providing a high-quality educational and welfare environment.

Castle School of English will take reasonably practicable steps to:

- protect the health, safety and welfare of students, staff and visitors;
- identify and control foreseeable risks;
- maintain safe premises, equipment and facilities;
- provide appropriate information, instruction and training;
- ensure appropriate first-aid and emergency arrangements are in place;
- respond appropriately to accidents, incidents and emergencies;
- consider the particular needs of students under 18;
- ensure health and safety is considered when planning activities and excursions;
- monitor health and safety arrangements and take action where improvements are required; and
- comply with relevant UK legislation and guidance.

The school recognises that health and safety is the responsibility of everyone within the school community.

2. Scope

This policy applies to:

- students;
- teachers;
- administrative and management staff;
- temporary, freelance and contracted staff;
- students under 18;
- group leaders;
- parents and guardians;
- visitors;
- contractors;
- agents and representatives; and
- other persons using or visiting school premises.

The policy applies to:

- school premises;
- classrooms;
- offices;
- communal areas;
- toilets and other facilities;
- school-organised activities;
- excursions and trips;
- external venues used by the school; and
- accommodation arranged by the school, where relevant to the school's responsibilities.

3. Legal and Regulatory Framework

Castle School of English will comply with applicable UK health and safety legislation and relevant guidance.

This includes, where applicable:

- Health and Safety at Work etc. Act 1974;
- Management of Health and Safety at Work Regulations 1999;
- Workplace (Health, Safety and Welfare) Regulations 1992;
- Regulatory Reform (Fire Safety) Order 2005;
- Health and Safety (First-Aid) Regulations 1981;
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR);
- Control of Substances Hazardous to Health Regulations 2002 (COSHH);
- Electricity at Work Regulations 1989; and
- other relevant legislation, regulations and guidance applicable to the school's activities and premises.

The school will review its procedures when relevant legislation or official guidance changes.

4. Responsibilities

4.1 School Management

School Management has overall responsibility for ensuring that appropriate health and safety arrangements are established and maintained.

Management will:

- provide appropriate resources for health and safety;
- ensure suitable risk assessments are carried out;
- ensure significant risks are appropriately controlled;
- ensure staff receive relevant information and training;
- maintain appropriate emergency procedures;
- ensure suitable first-aid arrangements are available;
- monitor accidents and incidents;
- investigate significant health and safety concerns;
- ensure appropriate action is taken following incidents;
- review the effectiveness of health and safety arrangements; and
- ensure this policy is reviewed regularly.

4.2 Staff

All staff are responsible for taking reasonable care of their own health and safety and that of others who may be affected by their actions.

Staff must:

- follow school health and safety procedures;
- report hazards, accidents and incidents promptly;
- use equipment appropriately;
- follow relevant risk assessments;
- maintain appropriate classroom and workplace standards;
- follow emergency procedures;
- report concerns relating to students;
- follow safeguarding procedures where relevant; and
- cooperate with health and safety training and instructions.

Staff should not undertake tasks for which they are not appropriately trained or authorised.

4.3 Teachers

Teachers have additional responsibility for maintaining a safe classroom environment.

Teachers should:

- check that the classroom is suitable and safe before lessons;
- maintain appropriate supervision;
- identify and report hazards;
- ensure students use classroom equipment appropriately;
- manage student behaviour where it creates a health and safety risk;
- follow relevant risk assessments;
- report accidents and incidents; and
- follow emergency and evacuation procedures.

4.4 Students

Students are expected to:

- take reasonable care of their own safety and that of others;
- follow staff instructions;
- comply with school health and safety rules;
- use equipment and facilities responsibly;
- report accidents, injuries and hazards to staff;
- behave responsibly during activities and excursions; and
- avoid behaviour that could put themselves or others at risk.

4.5 Visitors and Contractors

Visitors and contractors must comply with the school's health and safety requirements while on school premises.

Contractors undertaking work at the school must follow appropriate safety procedures and provide relevant information where required.

5. Risk Assessment

Castle School of English uses risk assessment as a key part of its health and safety management.

Risk assessments will be carried out for significant foreseeable risks associated with:

- school premises;

- teaching and classroom activities;
- equipment;
- activities and excursions;
- students under 18;
- visitors and contractors;
- fire and emergency situations;
- first aid;
- accommodation arrangements where relevant;
- work activities undertaken by staff; and
- other identified hazards.

Risk assessments should identify:

1. the hazard;
2. who may be harmed;
3. the level of risk;
4. existing control measures;
5. additional measures required;
6. who is responsible for implementing those measures; and
7. when the assessment should be reviewed.

Risk assessments will be reviewed:

- periodically;
- when circumstances change;
- following a significant accident or incident;
- when new activities or equipment are introduced; and
- when information indicates that existing controls may no longer be adequate.

6. Premises and Facilities

Castle School of English will take reasonable steps to ensure that its premises are maintained in a safe and suitable condition.

The school will monitor:

- classrooms;
- corridors and stairways;
- entrances and exits;
- toilets;
- communal areas;
- lighting;
- heating and ventilation;

- furniture;
- electrical equipment;
- fixtures and fittings;
- external areas where applicable; and
- other facilities used by students and staff.

Hazards identified during routine checks should be reported promptly and appropriate action taken.

Where a hazard cannot be immediately resolved, reasonable measures will be taken to prevent or reduce the risk until corrective action can be completed.

7. Cleanliness and Hygiene

Castle School of English aims to maintain clean and hygienic premises.

The school will make appropriate arrangements for:

- cleaning;
- waste disposal;
- toilet and hand-washing facilities;
- safe storage of cleaning products;
- responding to spills;
- infection-control measures where appropriate; and
- maintaining hygienic teaching and communal environments.

Cleaning products and other potentially hazardous substances should be stored appropriately and handled in accordance with relevant safety requirements.

8. Fire Safety

Castle School of English maintains appropriate fire safety arrangements in accordance with relevant fire safety requirements.

These arrangements include, as appropriate:

- fire risk assessment;
- suitable fire detection and alarm arrangements;
- clearly identified escape routes;
- emergency exits;
- fire safety equipment;

- evacuation procedures;
- appropriate signage;
- staff awareness and training;
- procedures for assisting individuals who may require additional support; and
- regular review of fire safety arrangements.

Everyone on the premises must follow evacuation instructions.

Fire exits and escape routes must not be blocked or obstructed.

Fire safety arrangements are covered in greater detail in the school's Fire Safety and Emergency Evacuation procedures.

9. First Aid and Medical Emergencies

Castle School of English maintains trained first-aiders and appropriate first-aid arrangements.

First-aid procedures are set out in the school's First Aid Policy.

Staff must:

- know how to summon first-aid assistance;
- report accidents and injuries;
- contact emergency services where necessary; and
- follow emergency procedures.

In a serious or life-threatening emergency, staff must not delay contacting emergency services while waiting for a first-aider.

Accidents and first-aid incidents will be recorded and reviewed where appropriate.

10. Accidents, Incidents and Near Misses

All accidents, injuries and significant incidents should be reported promptly to an appropriate member of staff.

Where appropriate, the school will also encourage the reporting of hazards and near misses.

Incident records should include sufficient information to allow the school to:

- understand what happened;

- identify contributing factors;
- determine whether further action is necessary; and
- identify recurring risks or trends.

Significant incidents will be reviewed by School Management.

Where appropriate, the school will revise risk assessments or procedures following an incident.

The school will comply with applicable RIDDOR requirements where an incident is reportable.

11. Students Under 18

Castle School of English recognises that students under 18 may require additional consideration in relation to health and safety.

The school will consider factors including:

- age and maturity;
- supervision requirements;
- unfamiliarity with the local environment;
- travel arrangements;
- activities and excursions;
- accommodation;
- emergency contacts;
- medical or welfare needs; and
- safeguarding considerations.

Health and safety arrangements for students under 18 will operate alongside the school's Safeguarding Policy.

Staff must report concerns relating to the safety or welfare of a student under 18 in accordance with the school's safeguarding procedures.

12. Activities and Excursions

Health and safety considerations will form part of the planning of school-organised activities, excursions and trips.

Before an activity takes place, the school will consider, where relevant:

- the nature of the activity;

- location;
- transport;
- supervision;
- student age and maturity;
- foreseeable hazards;
- weather conditions;
- accessibility requirements;
- first-aid provision;
- emergency contacts;
- group management;
- medical conditions and allergies where known; and
- arrangements for students under 18.

Appropriate risk assessments will be completed for activities where required.

Staff and group leaders responsible for activities must understand their responsibilities and follow relevant procedures.

13. Transport

Where transport is arranged or organised by the school, appropriate safety considerations will be taken into account.

The school will consider:

- the suitability of the transport provider;
- passenger numbers;
- supervision;
- pick-up and drop-off arrangements;
- emergency procedures;
- seatbelt requirements;
- accessibility requirements; and
- the age and needs of students.

Students are expected to follow reasonable safety instructions while travelling.

14. Electrical and Other Equipment

Electrical and other equipment provided by the school must be suitable for its intended use and maintained appropriately.

Staff and students must:

- use equipment according to instructions;
- report damaged or faulty equipment;
- not use equipment they believe to be unsafe;
- avoid creating trip hazards with cables; and
- not carry out unauthorised repairs.

Where appropriate, equipment will be subject to inspection, maintenance or testing in accordance with relevant requirements and the school's risk assessment.

15. Hazardous Substances

Where hazardous substances are used or stored, the school will take appropriate steps to assess and control the associated risks.

This may include cleaning products, maintenance materials and other substances used on the premises.

Where COSHH requirements apply, the school will ensure that appropriate assessments and control measures are in place.

Hazardous substances must be:

- appropriately labelled;
- stored safely;
- used according to instructions;
- kept away from students where appropriate; and
- disposed of safely.

Students must not have access to hazardous substances unless their use forms part of an appropriately controlled educational activity.

16. Manual Handling

Where staff are required to lift, carry, move or handle objects as part of their work, the school will consider the risks associated with manual handling.

Staff should use safe handling techniques and appropriate equipment where available.

Staff should not attempt to move objects that are too heavy, unstable or otherwise unsafe to handle without appropriate assistance.

17. Slips, Trips and Falls

The school will take reasonable steps to prevent slips, trips and falls.

Staff should report:

- wet or slippery floors;
- damaged flooring;
- loose cables;
- obstructed walkways;
- damaged stairs or handrails;
- poor lighting; and
- other hazards.

Spills should be dealt with promptly or the area appropriately restricted until it can be made safe.

Emergency exits and access routes must remain clear.

18. Display Screen Equipment

Staff who regularly use computers or other display screen equipment as part of their work should be provided with appropriate information and guidance on safe working practices.

Where applicable, the school will consider:

- workstation layout;
- seating;
- screen position;
- lighting;
- posture;
- breaks; and
- individual needs.

Staff should report any concerns relating to their workstation or working environment.

19. Lone Working

Where staff are required to work alone, the school will consider the associated risks and implement reasonable precautions where necessary.

Depending on the circumstances, this may include:

- appropriate communication arrangements;
- access to emergency contact information;
- restricting access to certain areas;
- ensuring staff know how to summon assistance; and
- additional procedures where risks are identified.

Staff should report concerns about lone working to School Management.

20. Personal Protective Equipment

Where a risk assessment identifies that personal protective equipment is necessary, appropriate equipment will be provided and staff will be instructed in its correct use.

Students participating in activities requiring protective equipment will be provided with appropriate instructions and supervision.

21. Accessibility and Individual Needs

Castle School of English aims to ensure that health and safety arrangements take account of individual needs.

Where appropriate, the school will consider:

- physical disabilities;
- mobility requirements;
- visual or hearing impairments;
- medical conditions;
- allergies;
- communication needs;
- age and maturity; and
- other relevant individual circumstances.

Reasonable adjustments will be considered where appropriate.

Emergency and evacuation procedures will take account of individuals who may require additional assistance.

This policy should be read alongside the school's Inclusion and Diversity Policy.

22. Personal Health Information

The school may need relevant health information to manage foreseeable health and safety risks.

Where health information is provided, it will be handled confidentially and in accordance with applicable data protection requirements.

Information will only be shared with staff who have a legitimate need to know, including where sharing is necessary to protect an individual's health or safety.

23. Emergency Procedures

Castle School of English maintains emergency procedures covering foreseeable emergencies.

These may include:

- fire;
- serious injury or medical emergency;
- evacuation;
- loss of essential services;
- serious building or infrastructure problems;
- severe weather;
- security incidents; and
- other significant emergencies.

Staff must familiarise themselves with the emergency procedures relevant to their role.

Emergency procedures will be reviewed periodically and following significant incidents or changes to the school's premises or activities.

24. Contractors and External Providers

Where contractors or external providers work on behalf of Castle School of English, the school will take reasonable steps to ensure that they are competent and operate safely.

Contractors may be required to provide appropriate information about:

- the work being undertaken;
- identified risks;
- control measures;
- relevant qualifications or competence; and
- emergency arrangements.

Where contractor activities may affect students or staff, appropriate arrangements will be made to minimise risk.

25. Training and Information

Castle School of English will provide staff with appropriate health and safety information and training relevant to their responsibilities.

This may include:

- health and safety induction;
- fire safety and evacuation;
- first aid;
- safeguarding;
- risk assessment;
- safe use of equipment;
- emergency procedures; and
- activity-specific training.

Staff are expected to attend required training and follow instructions provided.

Training records will be maintained where appropriate.

26. Monitoring and Inspection

The school will monitor health and safety arrangements through appropriate checks, inspections and reviews.

This may include:

- premises checks;
- fire safety checks;
- first-aid equipment checks;
- equipment checks;
- accident and incident monitoring;
- risk assessment reviews;
- staff feedback;
- student feedback; and
- review of identified hazards.

Where a problem is identified, appropriate corrective action will be taken and followed up.

27. Reporting Concerns

Anyone who identifies a health and safety concern should report it promptly to a member of staff or School Management.

Concerns may relate to:

- unsafe premises;
- equipment;
- activities;
- behaviour;
- fire safety;
- hygiene;
- first aid;
- accommodation;
- transport; or
- any other matter that could reasonably affect health or safety.

No individual should be discouraged from reporting a genuine health and safety concern.

28. Review and Continuous Improvement

Castle School of English recognises that effective health and safety management requires ongoing review.

This policy and related procedures will be reviewed:

- at least annually;

- following significant accidents or incidents;
- following changes to premises or activities;
- following changes to relevant legislation or guidance; and
- where monitoring identifies that improvements are required.

The school will use accident records, risk assessments, feedback and other relevant information to identify opportunities for improvement.

29. Related Policies and Procedures

This policy should be read alongside:

- First Aid Policy;
 - Fire Safety and Emergency Evacuation procedures;
 - Risk Assessment procedures;
 - Safeguarding Policy;
 - Student Welfare Policy;
 - Inclusion and Diversity Policy;
 - Trips and Excursions procedures;
 - Accommodation/Homestay procedures;
 - Accident Reporting procedures;
 - Emergency Procedures; and
 - Data Protection and Privacy Policy.
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