

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 people 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.

The school will take reasonable steps to:

- protect the health, safety and welfare of students, staff and visitors;
- identify and reduce health and safety risks;
- keep the school premises and equipment safe;
- provide suitable first-aid and emergency arrangements;
- respond appropriately to accidents and emergencies;
- consider the needs of students under 18;
- consider health and safety when planning activities and excursions; and
- follow relevant UK health and safety laws and guidance.

Health and safety is the responsibility of everyone in the school community.

2. Responsibilities

School Management is responsible for:

- making sure suitable health and safety arrangements are in place;
- carrying out and reviewing risk assessments;
- providing appropriate information and training;
- maintaining emergency and first-aid arrangements;
- monitoring accidents and incidents; and
- reviewing this policy regularly.

All Staff must:

- follow health and safety procedures;
- take reasonable care of themselves and others;
- report hazards, accidents and concerns;

- use equipment safely;
- follow risk assessments and emergency procedures; and
- attend required health and safety training.

Staff should not carry out tasks for which they are not trained or authorised.

Teachers are responsible for maintaining a safe classroom, supervising students appropriately and reporting hazards, accidents and incidents.

Students must:

- follow staff instructions;
- follow school health and safety rules;
- use equipment and facilities responsibly;
- report accidents, injuries and hazards; and
- behave in a way that does not put themselves or others at risk.

Visitors and contractors must follow the school's health and safety requirements.

3. Risk Assessment

The school uses risk assessments to identify and control health and safety risks.

Risk assessments may cover:

- school premises and classrooms;
- equipment;
- activities and excursions;
- fire and emergencies;
- first aid;
- students under 18;
- accommodation where relevant; and
- other identified risks.

Risk assessments will be reviewed regularly and when there is a significant change, new activity or serious accident or incident.

4. Premises, Cleanliness and Equipment

The school will take reasonable steps to keep its premises safe, clean and suitable for learning and work.

This includes checking, where appropriate:

- classrooms and communal areas;
- corridors, stairs and exits;

- toilets and washing facilities;
- lighting, heating and ventilation;
- furniture and electrical equipment; and
- other areas used by students and staff.

Hazards should be reported immediately.

Equipment must be used correctly. Damaged or unsafe equipment must not be used and should be reported to staff.

Cleaning products and other hazardous substances must be stored and used safely.

5. Fire Safety and Emergencies

The school has fire safety and emergency procedures in place.

These include:

- fire alarms and detection systems;
- clear emergency exits and escape routes;
- fire safety equipment;
- evacuation procedures; and
- appropriate information and training for staff.

Everyone must follow staff instructions during an emergency.

Fire exits and escape routes must always be kept clear.

In a serious or life-threatening emergency, staff must contact **999** when necessary and must not delay emergency help.

6. First Aid and Accidents

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

Staff should know how to contact a first-aider and must report accidents and injuries.

The school's First Aid Policy explains the first-aid procedure in more detail.

Accidents, injuries and significant incidents will be recorded and reviewed where appropriate. The school will follow relevant reporting requirements, including RIDDOR where applicable.

7. Students Under 18

The school recognises that students under 18 may need additional health and safety support.

The school will consider:

- age and maturity;
- supervision;
- travel and activities;
- accommodation;
- emergency contacts;
- medical or welfare needs; and
- safeguarding concerns.

Health and safety arrangements for students under 18 will work together with the school's Safeguarding Policy.

8. Activities, Excursions and Transport

Health and safety will be considered when planning school activities, excursions and trips.

Where appropriate, the school will consider:

- the activity and location;
- transport;
- supervision;
- student age and needs;
- possible risks;
- weather conditions;
- accessibility;
- first-aid arrangements;
- emergency contacts; and
- known medical conditions or allergies.

Appropriate risk assessments will be completed where required.

Students must follow reasonable safety instructions during activities and travel.

9. Accessibility and Individual Needs

The school will consider individual health and safety needs where appropriate.

This may include:

- disabilities or mobility needs;
- visual or hearing needs;
- medical conditions;
- allergies;
- communication needs; and
- age and maturity.

Reasonable adjustments will be considered where possible.

Emergency and evacuation procedures will also consider people who may need additional assistance.

10. Reporting Health and Safety Concerns

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

Concerns may include:

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

All genuine concerns will be taken seriously and appropriate action will be taken.

11. Training and Monitoring

Castle School of English will provide staff with appropriate health and safety information and training.

This may include:

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

The school will monitor health and safety through checks, inspections, accident records, risk assessments and feedback.

12. Review

Castle School of English will review its health and safety arrangements regularly.

This policy will be reviewed at least annually and after significant accidents, changes to the school or activities, or changes to relevant UK legislation or guidance.

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