

Health and Safety Policy

Reviewed by: Bursar, June 2026
Approved by: HSRM Committee June 2026
Governors June 2026

Next review by: May 2027



Godolphin and Latymer School Foundation

Health and Safety Statement

The Godolphin and Latymer School Foundation is committed to ensuring, so far as is reasonably practicable, the health and safety of all staff, pupils and visitors to the Godolphin and Latymer School. In doing so, the Foundation will comply with the Health and Safety at Work Act 1974 (the “Act”), and regulations made under the Act, and will have regard to DfE non-statutory advice Health and Safety: Responsibilities and duties for Schools (2022).

The Godolphin and Latymer School Foundation is committed to:

- providing a safe and healthy working and learning environment;
- preventing accidents and work-related ill health;
- providing appropriate information, instruction, training and supervision;
- ensuring that work equipment and systems of work are safe;
- ensuring safe access to and from the premises and that emergency evacuation plans are in place and understood;
- ensuring that there are adequate welfare and first aid facilities;
- identifying possible hazards, assessing risks and putting in place measures to control them;
- consulting with employees and their representatives on health and safety matters;
- keeping the School’s Health and Safety Policy, and all related policies and procedures, under review and monitoring their effectiveness; and
- ensuring that adequate resources are available to fulfil health and safety responsibilities and support best practice, as far as reasonably practicable.

The Foundation, as proprietor, will ensure that appropriate arrangements are in place to implement this policy effectively, and to monitor compliance with it, including through regular review by senior leaders and Governors.

The School will put in place Health and Safety policies and procedures and expects all staff and pupils to comply with these and contribute, individually and collectively, to a safe working and learning environment.

This Health and Safety Statement and the School’s Health and Safety Policy were approved by the Governor members of the Health, Safety and Risk Management Committee on 2 June 2026 and by the School’s Full Governing Body on 25 June 2026.

Health and Safety Policy

1 Introduction

- 1.1 The Godolphin and Latymer School is committed to ensuring, so far as is reasonably practicable, the health and safety of all staff, pupils and visitors to the School. This policy requires the full cooperation of all staff in promoting a safe and healthy environment in which to work and learn. It forms part of the School's overall approach to safeguarding and promoting the welfare of pupils.
- 1.2 The Godolphin and Latymer School Foundation (the School's Governing Body) bears ultimate responsibility for health and safety at the School. The Governors have delegated operational responsibility to the Head who has further delegated responsibility for implementation and management of safety matters to the Bursar. The Bursar delegates further in accordance with the arrangements detailed in this Health and Safety Policy.
- 1.3 The School's Health and Safety Committee (see below) will review this policy annually or more frequently if required. The policy will be reviewed and ratified by the Governors' Health, Safety and Risk Management Committee and the full board of Governors on an annual basis.

2 Management and Supervision

- 2.1 All those with responsibility for the management or supervision of staff (including Heads of Department and Line Managers) will promote positive attitudes towards health and safety and will, within their department or area of responsibility:
- ensure that all new staff receive an induction in health and safety matters appropriate to their duties including accident reporting, emergency procedures, risk assessment, fire precautions, the Health and Safety at Work Rules and the location of the Medical Centre and first aid kits;
 - ensure that all staff are familiar with the School's Health and Safety Policy, Health and Safety at Work Rules and other policies and procedures relevant to their role;
 - co-operate with and participate in the investigation of all accidents and conduct assessments and inspections as necessary;
 - ensure the maintenance of good housekeeping standards;
 - review the suitability and safe operation of work equipment;
 - check work methods and practices to ensure safe systems of work;
 - ensure that risk assessments are carried out within their departments as required in accordance with the Risk Assessment Policy (see also below), and that these are regularly reviewed and updated as necessary.
- 2.2 The Head of Premises is responsible for:
- compliance with health and safety regulations regarding the condition of buildings and equipment; boiler houses and plant rooms; and mechanical, electrical, water and other services;
 - arranging, and keeping records of, maintenance checks of buildings, services and equipment, premises risk assessments, statutory and non-statutory inspections, and other health and safety checks and assessments;

- ensuring compliance with fire safety regulations, including regular review and ongoing implementation of the fire risk assessment;
 - compliance with the Display Screen Equipment Regulations and assessment of users' workstations;
 - management of the Premises Team and contractors (see below); and
 - ensuring that the Health and Safety Law poster is displayed in the following areas: the Staff Room, the Brooke Building, the Peripatetic Music Staff Room, the Reprographics department, the Design Technology department, the Premises Assistants' Office, Security, the Catering Manager's Office, the Sports Hall and the kitchen.
- 2.3 It is the responsibility of the Head of Legal and Compliance to advise on and monitor the implementation of health and safety procedures and to organise regular health and safety inspections.

3 All Staff

- 3.1 All staff have individual obligations to act responsibly and observe health and safety rules wherever applicable to them or to matters within their control, and to take reasonable care for their own health and safety and that of others who may be affected by their acts or omissions. Staff must:
- observe this policy and the Health and Safety at Work Rules set out in the Employment Handbook;
 - adhere to any safe working procedures notified to them, including using protective clothing and equipment as provided;
 - report, and cooperate in the investigation of, accidents or near misses on site, and ensure that hazards or concerns are reported promptly in accordance with School procedures;
 - ensure the safety and welfare of pupils in accordance with the School's Safeguarding (Child Protection) Policy and other related policies and procedures, including maintaining appropriate supervision at all times.
- 3.2 Any member of staff who would like further guidance on the contents of this Policy, who wishes to raise a concern or wishes to suggest an alternative course of action, may do so by contacting the Chair(s) of the Health and Safety Committee (see the end of this Policy for details), or through their line manager where appropriate.
- 3.3 All School policies and procedures referred to in this document are available to staff in the Policies folder in Google Drive.
- 3.4 The School may apply disciplinary sanctions to any member of staff who is in breach of the School's Health and Safety Policy or associated procedures. This includes the Health and Safety at Work Rules and any specific safe systems of work, instructions, policies, training and procedures of which they have been notified, and may be treated as a disciplinary matter in accordance with the School's Disciplinary Policy.

4 Health and Safety Committee

- 4.1 The Head liaises with the Bursar to appoint the Health and Safety Committee, which will generally include the Heads of the higher risk departments and other staff as appropriate to ensure suitable representation across the School. The Head has delegated

responsibility for the chairmanship of the Health and Safety Committee to the Head of Legal and Compliance and Assistant Head (Educational Developments and Co-curricular).

- 4.2 Members of the Health and Safety Committee have no executive authority beyond that attached to their normal duties, but are responsible for contributing to the effective development, implementation and review of health and safety arrangements within the School.
- 4.3 The Health and Safety Committee will:
- review this policy on an annual basis;
 - monitor the effectiveness of procedures, systems of work, training and communication, including reviewing relevant records and reports;
 - consider aspects of the school's operations which could have health and safety implications for staff, pupils and/or visitors;
 - consider recommendations arising from health and safety audits, inspections and assessments, and monitor the implementation of any resulting actions; and
 - make recommendations to the Head and/or Bursar as required, including escalating any significant risks or concerns.
- 4.4 Members of the committee are listed at the end of this policy. The committee will meet at least once every term. The meetings are minuted and available to all staff (in the Health and Safety shared drive). Health and safety matters arising from these meetings are summarised within the Compliance Report presented to the Governors' Health, Safety and Risk Management Committee, providing assurance to Governors on the effectiveness of the School's health and safety arrangements.

5 Security

- 5.1 The School's Security Policy sets out the measures that will be adopted to ensure, so far as is reasonably practicable, that staff, pupils, visitors and contractors are protected from security risks, including those relating to safeguarding and site access.
- 5.2 Procedures and arrangements for the security of the premises and occupants are also detailed in the School's Safeguarding (Child Protection) Policy and other related safeguarding or health and safety policies, and all staff must be familiar with and adhere to these procedures at all times.

6 Maintenance of Buildings

- 6.1 All staff are responsible for good housekeeping in their places of work and being alert to any defects or health and safety concerns. Members of staff should use the link located in the Staff Portal to report matters requiring attention and should report any urgent risks immediately to the Head of Premises or Bursar.
- 6.2 The Head of Premises is responsible for the checking and maintenance of plant and equipment under their control and for ensuring that appropriate records of maintenance and inspections are kept.
- 6.3 The Head of Premises will ensure that any fixed wiring or electrical equipment that has the potential to cause injury is maintained in a safe condition, including through regular inspection and testing as required. The School's Electrical Safety (inc. PAT) Policy contains further details of how safety checks on electrical equipment are carried out.

- 6.4 The School acknowledges the health hazards arising from exposure to asbestos and will ensure that, as far as reasonably practicable, staff, pupils, visitors and contractors are protected from risk to their health due to exposure to any asbestos containing materials. Further advice and instruction for those involved in work with asbestos-containing materials is set out in the School's Asbestos Management Policy.

7 First Aid

- 7.1 This section should be read in conjunction with the School's First Aid Policy.
- 7.2 First Aid kits are located in appropriate areas of the School and are clearly labelled with a white cross on a green background. The School Nurse is responsible for checking and replenishing kits at the beginning of each term. It is the responsibility of all staff to acquaint themselves with their location. Appendix 1 lists the location of all First Aid kits.
- 7.3 The School has two qualified School Nurses who together provide full time cover, based in the Medical Centre. The School Nurses will provide on the spot treatment for minor injuries and advise on the immediate supervision of serious accidents, including determining when further medical assistance or emergency services are required.
- 7.4 Members of staff are encouraged to qualify as First Aiders and from time to time training courses will be provided. A list of staff qualified in First Aid is held at Reception and published in the Staff Handbook and is updated every term or following a training session. Any member of staff wishing to become qualified in First Aid should notify the Assistant Head responsible for Staff Development. First Aiders will need to revalidate their certificate of competence as required.

8 Reporting of Accidents

- 8.1 Every accident which occurs in School must be reported as soon as reasonably practicable. There is an online form for accident reporting available via the intranet.
- 8.2 If a pupil suffers an accident, the accident report should be made by the person supervising the lesson/activity at the time of the accident, even if they were not aware of it at the time. The pupil, or the Medical Centre if the pupil is incapacitated, should pass on the details to the member of staff in charge who will make the report. If the accident took place outside lesson time, the report should be made by the member of staff first on the scene.
- 8.3 Some accidents and incidents will need to be reported under the Reporting of Injuries, Diseases, and Dangerous Occurrences Regulations 2013 (RIDDOR). The Bursar, or in their absence, the Head of Legal and Compliance, is responsible for reporting accidents under these regulations (see the First Aid Policy for more details).
- 8.4 If a member of staff is taken to hospital or is likely to need time off work as a result of the injury or, in the case of a pupil, if the pupil has been taken to hospital from school, the Head (or Deputy Head in their absence) and Bursar should be informed immediately. The Bursar may require a supplementary accident report to be completed so that the accident can be investigated further and any necessary action taken to prevent recurrence.
- 8.5 A record of all accidents reported is maintained by the Bursar and is reviewed on an anonymous basis by the School Health and Safety Committee on a termly basis. The Governors' Health, Safety and Risk Management Committee also receives termly reports and, at the start of each academic year, receives a full report covering all accidents from

the previous academic year, in order to identify patterns, trends and any areas requiring further action.

9 Visitors to the School/Hire of the Premises

- 9.1 Staff inviting visitors, including children, onto the school premises are responsible for their supervision and safety whilst on site and for ensuring that appropriate safeguarding and security procedures are followed at all times. Staff must adhere to the School's Visitor Procedures and Security Policy (see separate documents).
- 9.2 The Bursar will make any hirers of School facilities aware of key health and safety and security procedures relating to the area being hired and will ensure, so far as is reasonably practicable, that hirers have appropriate arrangements in place for the supervision and safety of those using the premises.

10 Contractors

- 10.1 The Head of Premises is responsible for the appointment and management of contractors carrying out construction or maintenance work on the school site. The School will follow the procedures set out in the Contractor Rules and Permit to Work Policy to ensure, so far as is reasonably practicable, that contractors are competent, appropriately qualified, and have suitable health and safety arrangements in place.
- 10.2 Contractors are required to provide the School with a copy of their own Health and Safety Policy and a valid certificate of employee and public liability insurance of adequate value prior to commencing work. These will be requested on an annual basis for regular contractors.
- 10.3 Contractors who may be working unsupervised during term time, or when pupils could be on site, may be required to undergo checks with the Disclosure and Barring Service as appropriate in line with the School's safeguarding procedures. Visitor badges must be worn at all times in accordance with the School's Security Policy and Visitor Procedures and contractors must be appropriately supervised where required.
- 10.4 The School will issue all contractors with a copy of its Instructions for Contractors Working on Site. Contractors are required to sign to confirm their agreement to follow these instructions while working at the School and to comply with all relevant health and safety and safeguarding requirements.

11 Risk Assessments

- 11.1 Those with a management or supervisory role, including Heads of Department, Line Managers and Group Leaders on school visits, must ensure that risk assessments are carried out for any activities or situations where there is a likelihood of harm being caused to individuals, as required in accordance with the School's Risk Assessment Policy, and that such assessments are recorded, regularly reviewed and updated as necessary.
- 11.2 Departments responsible for higher risk teaching environments, including specialist areas containing hazardous substances, tools, machinery, sharps or specialist equipment, must ensure that suitable control measures are implemented to manage access, prevent unauthorised or unsupervised use, and safeguard staff, pupils and visitors in accordance with departmental risk assessments.

- 11.3 Risk assessments should include, where appropriate and with reference to the relevant School policies, the risks associated with: slips, trips and falls; fire; electrical appliances; control of hazardous substances (COSHH) (see also below), working at height and manual handling.
- 11.4 When carrying out risk assessments, particular consideration must be given to individuals who may be at increased risk, to ensure that appropriate control measures and adjustments are in place to safeguard their health and safety, including women of child-bearing age, those who are pregnant or may be pregnant, and any other individuals requiring additional support or reasonable adjustments.

12 Control of Substances Hazardous to Health

- 12.1 Hazardous substances include: those classified as very toxic, toxic, harmful, irritant and corrosive; biological agents; substantial quantities of any dust; substances for which the Health and Safety Executive has approved a Workplace Exposure Limit; radioactive substances; and any other comparable substance which because of its chemical or toxicological properties and the way it is used or is present creates a risk to health.
- 12.2 Heads of Department (including support departments) are responsible for the management of hazardous substances within their areas of responsibility. They should ensure that a register of hazardous substances is maintained, regularly updated when changes occur and filed in the COSHH folder in Google Drive and that risk assessments with suitable control measures are in place and regularly reviewed, with suitable control measures implemented and monitored. The School's COSHH Policy contains more information.

13 Display Screen Equipment (DSE)

- 13.1 New staff joining the School will be asked to complete the HSE self-assessment checklist to assess their workstation. The completed checklist is sent to the Head of Premises who will review it and may visit the user's workstation to carry out further assessment and make recommendations, ensuring that any necessary adjustments are implemented where reasonably practicable. There is a DSE form available to all staff on the Staff Portal so staff may review their workstation at any point during their employment. Any unusual recommendations or requests may be referred to the Bursar.
- 13.2 If there are significant changes to a workstation, or to an individual's use of DSE, the individual should carry out a further self-assessment as set out above. It is expected that users carry out a regular review of their workstation self-assessment and send the completed checklist to the Head of Premises, particularly where issues or concerns are identified.

14 Visits and Activities out of School

- 14.1 Members of staff may be expected, as part of their normal duties, to accompany pupils on visits out of School, and to take responsibility for their supervision on such visits, ensuring that appropriate safeguarding and health and safety measures are in place at all times. Risk Assessments must be completed for every visit and submitted to the Educational Visits Co-ordinator who will review all risk assessments and supporting documentation, including third-party provider documentation (such as LOTC Quality Badge or equivalent) and sign off the trip in advance. The procedures set out in the Educational Visits Policy must be adhered to.

- 14.2 If a visit involves caving, climbing, trekking, skiing or water sports, the member of staff responsible for organising the visit must ensure that the provider of these activities holds a licence as required by the Adventure Activities Licensing Regulations 2004.
- 14.3 If a visit involves an accident or hospitalisation, this should be reported to the Head, Deputy Head (Pastoral), the Bursar and School Nurse as soon as possible. All accidents should be recorded on the Schools accident report form.

15 Emergency Procedures

- 15.1 The School has an Emergency Evacuation Procedure which contains details of responsibilities and procedures for all staff, pupils, visitors and contractors in the event of activation of the fire alarm (see the Emergency Procedures document).
- 15.2 The School has a Stay Safe Procedure to be used in the event of an uncontained threat within or close to the School. It involves the clearing of all public areas of pupils, staff and visitors and securing as many people as possible behind locked doors (see the Emergency Procedures document).
- 15.3 The School has a Bomb and Suspect Package procedure which contains details of the procedures staff members should follow if they receive a threat that a bomb has been placed on the premises or if they discover a suspect package. If it is necessary to evacuate a building, or the entire school site, then staff, pupils, visitors and contractors should follow the School's Emergency Evacuation Procedure unless directed otherwise (see the Emergency Procedures document).
- 15.4 The School has a First Aid Policy which contains details of emergency first aid procedures including when to call an ambulance.
- 15.5 The School has emergency procedures for school visits, carried by Visit Leaders on all trips (see the Emergency Procedures document).
- 15.6 The School has a Critical Incident Management Policy and a plan, held by the Senior Leadership Team, for dealing with any unforeseen event that disrupts or threatens the school's strategic objectives, reputation, viability and/or safety of its staff and pupils and which cannot be resolved through local incident management procedures.

16 Fire Precautions

- 16.1 The School's Fire Safety Policy should be read in conjunction with this section.
- 16.2 Arrangements for fire drills, fire tests and fire evacuation procedures are posted throughout the site. All site users must comply with the arrangements to minimise the risk of danger and injury to individuals. They should:
- report any fire hazard to the Head of Premises immediately;
 - familiarise themselves with the emergency evacuation procedure, fire alarm call points, emergency exits and assembly point in case of fire;
 - be aware of the different types of fire extinguishers, including their location and purpose (using the wrong type can be dangerous), and report any damaged or discharged fire extinguishers to the Head of Premises immediately;
 - keep all gangways, corridors, staircases and exits clear and emergency doors unlocked while the building is in use;

- keep work areas free of waste as far as possible and in particular, those areas which are not easily accessible, e.g. under desks;
- keep all combustible materials a safe distance from heating appliances and stored within fireproof cupboards or containers. Do not place anything on heaters;
- not smoke anywhere on the School site, including outside;
- not wedge or prop open fire doors or remove/reposition fire appliances without the authority of the Head of Premises or otherwise interfere with fire safety equipment.

17 Fire Alarms and Drills

- 17.1 It is the duty of all staff, pupils and visitors to raise the alarm immediately if they notice a fire or smoke.
- 17.2 The alarm is operated by triggering a fire alarm call point and the person activating the alarm should make themselves known to the Head of Premises or the Bursar immediately.
- 17.3 In the event of the fire alarm activating, the staff and pupil register is automatically printed and taken to the designated assembly point. The visitor register is live on the Security iPad and will be brought to the designated assembly point.
- 17.4 All staff must comply with the Emergency Evacuation Procedure detailing individual responsibilities and all staff and pupils must participate fully in practice evacuation drills that will be held at least three times per year (one of these may take place during school holidays).
- 17.5 Nobody should re-enter the building in the event of an evacuation without the permission of the Head, Bursar or Deputy Head's. When there is a member of the Police or Fire Brigade present, no-one should re-enter the School without seeking permission from the Police or Fire Officer in charge.

18 Occupational Health

- 18.1 It is the School's policy to protect its employees as far as reasonably practicable from any health risk which may arise from work or the working environment by:
- Providing two School Counsellors who are available to all staff;
 - Providing two School Nurses who are available to all staff;
 - Establishing and maintaining appropriate standards for health and hygiene;
 - Identifying possible health hazards within the working environment; and
 - Providing an efficient first aid service.
- 18.2 This paragraph should be read in conjunction with the School's Occupational Stress Policy. The School recognises that workplace stress is an issue that can have an adverse impact on those affected and acknowledges the importance of identifying and reducing workplace stress factors. The School will seek to maintain a well-managed work environment, in which all reasonably practicable steps will be taken to keep work related stress to a minimum. All staff should be alert to possible symptoms of stress either in themselves or in colleagues and should take appropriate action to address the issue as set out in the Occupational Stress Policy. Where stress factors are identified, the School aims to work with employees to ensure that appropriate steps are taken to reduce and manage stress, including, where appropriate, making reasonable adjustments.

19 Disabled Staff, Pupils and Visitors

- 19.1 The needs of disabled staff, pupils and visitors must be appropriately considered, particularly in ensuring that they are able to leave the School buildings easily and quickly during an emergency, including through the implementation of appropriate personal emergency evacuation plans (PEEPs) where required. Members of staff returning to school after an accident should discuss with the Assistant Head responsible for staff welfare (teaching staff) or the HR Manager (non-teaching staff) whether any adjustments are required.
- 19.2 Members of staff must also take care to ensure the health and safety of disabled persons, including those who are temporarily disabled, for whom they are responsible. There is a 'Procedure for Pupils who require the use of Crutches or Wheelchairs in School' contained in the Staff Handbook and this must be followed for all pupils who present at school on crutches or are unable to walk unaided. There is also a specific procedure for evacuation from the Bishop Centre by visitors who may be unable to leave the building unaided (see the Emergency Evacuation Procedure for more details), and staff must be familiar with and follow these procedures.
- 19.3 If necessary, members of staff may need to make additional local or specialised arrangements for a pupil in their form or visitor for whom they are responsible. A copy of any such arrangement should be made available to the Deputy Head (Pastoral) if a pupil is involved, the Bursar and Head of Premises for agreement as soon as any local arrangements have been put in place and should be kept under review.

20 Information and Training

- 20.1 On joining the School, all staff will be provided with a copy of this policy and informed of any specific health and safety information relevant to their role, including through induction training and a record of such training will be maintained.
- 20.2 Training will be provided to existing staff on specific health and safety issues, such as COSHH or risk assessment procedures, as required. Staff are encouraged to contact the Chairs of the Health and Safety Committee if they would like to receive specific additional training or to raise this with their line manager.

21 Monitoring and Review

- 21.1 The School will monitor the effectiveness of its health and safety arrangements on an ongoing basis. This will include:
- regular health and safety inspections and audits;
 - review of accident, incident and near miss data to identify trends and areas for improvement;
 - monitoring of compliance with risk assessments and safe working procedures; and
 - reporting of significant findings to the Health and Safety Committee, Senior Leadership Team and Governors as appropriate.
- 21.2 The School is committed to continuous improvement in health and safety and will take appropriate action where issues or areas for development are identified.

22 **Members of the Health and Safety Committee 2026 - 2027**

Mr David Robbins	Bursar (<i>Chair</i>)
Miss Amina Choudhury	Head of Legal and Compliance (<i>Secretary</i>)
Ms Sarah Adams	Director of Drama
Mr Jeremy Angus	General Manager, Lodestone House
Miss Lucy Cooper	Head of Art
Miss Ellen Elfick	Director of Sport
Mrs Monica Martins	Head of Technology
Mr Donal Grant-Stevenson	Head of Premises
Mr Jack Hall	Director of IT and Digital Strategy
Mrs Helena Spooner	School Organisation Coordinator
Mrs Sandra Cousins / Miss Aisling Murphy	School Nurses
Miss Eleanor Thrower	Head of Biology
Mr Justin Mc Grath	Head of Physics
Mr John Linnett	Head of Chemistry