



LONDON  
MATHS & SCIENCE  
COLLEGE

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# Health & Safety Policy

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**London Maths & Science College**  
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# HEALTH AND SAFETY POLICY

**Legal entity:** London Maths & Science College (LMSC) – Limited Company  
(Companies House No. 16822143)

**Registered office / campus:** 167 Commercial Road, London, E1 2DA

**General contact:** info@lmsc.org.uk

**Document Owner:** Principal / Head of Centre

**Operational Lead:** Bursar / Director of Finance & Operations (Health & Safety Co-ordinator)

**Named Fire Marshal:** Eman Ahamed

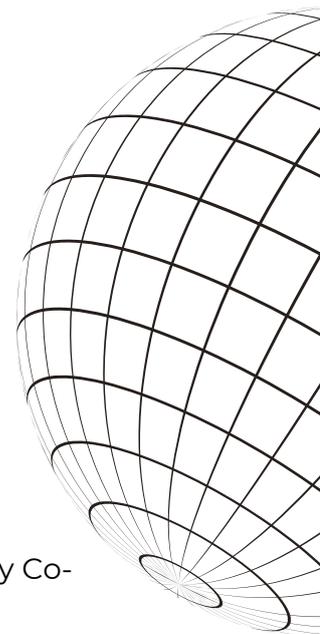
**Named First Aider(s):** Eman Ahamed

**Approved by:** Proprietor / Governing Body

**Effective date:** 18 February 2026

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**Version:** 1.1



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# 1. Policy Statement

London Maths & Science College (LMSC) is committed to providing and maintaining a safe and healthy environment for learners, staff, contractors, visitors and all others who may be affected by LMSC activities.

LMSC will, so far as is reasonably practicable:

- provide safe premises, safe equipment and safe systems of work;
- assess risks and implement proportionate controls;
- provide information, instruction, training and supervision;
- consult with staff on health and safety matters where appropriate;
- maintain emergency planning and incident response arrangements; and
- monitor performance and continuously improve.

Health and safety is a collective responsibility. Everyone is required to cooperate with LMSC arrangements, follow instructions, and report hazards, near misses and incidents promptly.

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## 2. Scope

This policy applies to:

- all staff (including agency staff), contractors and volunteers;
- all learners (including those under 18);
- all visitors to the premises; and
- all LMSC activities, including teaching, examinations, trips/visits, events, premises operations, and online/hybrid delivery where it affects safe working arrangements.

**LMSC does not operate science laboratories on site** and does not deliver laboratory-based practical science activities requiring laboratory-specific controls. Where practical demonstrations or limited practical activities occur (if introduced in future), these will be risk assessed and managed under this policy and associated procedures.

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## 3. Legal and Regulatory Framework

LMSC's health and safety arrangements are informed by (non-exhaustive):

- Health and Safety at Work etc. Act 1974
  - Management of Health and Safety at Work Regulations 1999
  - RIDDOR 2013
  - Regulatory Reform (Fire Safety) Order 2005
  - COSHH 2002 (*as applicable, e.g., cleaning substances*)
  - Health and Safety (First-Aid) Regulations 1981
  - PUWER 1998
  - Manual Handling Operations Regulations 1992
  - Work at Height Regulations 2005
  - Electricity at Work Regulations 1989
  - Control of Asbestos Regulations 2012 (*as applicable to the building*)
  - Display Screen Equipment Regulations 1992
- 

## 4. Objectives

LMSC will:

1. Maintain a clear governance structure for health and safety.
  2. Identify hazards and implement effective risk controls.
  3. Ensure staff and learners understand and follow safe practices.
  4. Maintain emergency preparedness (fire, first aid, evacuation, lockdown where required by risk).
  5. Investigate incidents, learn lessons and prevent recurrence.
  6. Assure compliance through inspections, audits and documented review.
- 

## 5. Roles and Responsibilities

### 5.1 Proprietor / Governing Body

- Provides strategic oversight and ensures resourcing for compliance.
- Receives periodic reports on risks, incidents, and action plans.

### 5.2 Principal / Head of Centre

Overall accountability for health and safety.

- Ensures implementation and escalation of serious incidents and statutory reporting where required.

### **5.3 Bursar / Director of Finance & Operations (Health & Safety Co-ordinator)**

- Day-to-day coordination of health and safety management systems, risk assessments, premises compliance and contractor controls.
- Maintains the incident log and coordinates investigations and corrective actions.

### **5.4 Facilities & Estates Manager**

- Conducts premises checks and ensures safe environment standards.
- Maintains records of statutory inspections and servicing and ensures defects are addressed promptly.

### **5.5 Heads of Faculty / Curriculum Leaders**

- Implement safe working practices in teaching rooms and specialist areas (e.g., IT suites), including safe room layouts, accessibility, and safe use of equipment.
- Ensure appropriate risk assessments exist for any higher-risk activity (e.g., off-site visits, specialist equipment).

### **5.6 Teachers and Support Staff**

- Take reasonable care of themselves and others.
- Follow risk assessments and safe systems of work.
- Report hazards, near misses and incidents immediately.
- Supervise learners appropriately.

### **5.7 Learners**

- Follow safety instructions and site rules.
- Report hazards and incidents to staff immediately.
- Do not interfere with safety equipment.

### **5.8 Contractors**

- Comply with site rules and provide RAMS where required.
- Report incidents and hazards immediately.

### **5.9 Named Fire Marshal and First Aid Lead**

### **Fire Marshal: Eman Ahamed**

Responsibilities include:

- ensuring evacuation procedures are understood and followed;
- coordinating roll-call arrangements (where applicable);
- liaising with emergency services on arrival; and
- ensuring fire drills are completed and recorded (delegation permitted, accountability retained).

### **First Aider(s): Eman Ahamed**

Responsibilities include:

- providing first aid response within competence limits;
- ensuring first aid kits are stocked and accessible;
- ensuring first aid records are completed and stored securely; and
- advising SLT on first aid needs for events and trips.

**Business continuity note:** LMSC will ensure **suitable coverage** for first aid and fire safety duties when the named postholder is absent (e.g., by appointing additional trained staff or temporary cover). This coverage is recorded operationally and communicated to staff via notices/briefings.

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## **6. Consultation and Communication**

LMSC will:

- provide staff induction on site safety and emergency procedures;
  - display key safety information (fire action notices, evacuation routes, first aid arrangements);
  - brief learners on site rules and emergency arrangements at induction and as needed;
  - communicate health and safety updates following incidents or risk changes.
- 

## **7. Risk Assessment and Safe Systems of Work**

- LMSC maintains a risk assessment register for significant hazards and activities.

- Risk assessments are reviewed at least annually and when changes occur (premises, processes, incidents).
  - Individual risk assessments are completed where required for learners or staff (e.g., disability access, medical needs, pregnancy, lone working).
  - Educational visits require risk assessment and approval prior to the activity.
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## **8. Fire Safety and Emergency Arrangements**

### **8.1 Fire safety management**

LMSC will ensure:

- a fire risk assessment is maintained and reviewed;
- fire alarm systems, emergency lighting and firefighting equipment are tested/serviced;
- escape routes are kept clear and signed;
- fire drills are conducted regularly and recorded;
- staff and learners know evacuation procedures.

### **8.2 Evacuation procedures**

- Evacuate immediately when the alarm sounds.
- Staff supervise learners and move to the assembly point.
- Do not re-enter until authorised.

### **8.3 Other emergencies**

LMSC maintains arrangements for foreseeable emergencies including medical emergencies, gas/electrical hazards and other serious incidents, with escalation routes through SLT and emergency services.

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## **9. First Aid and Medical Needs**

- First aid arrangements are appropriate to the premises and activities.
- First aid kits are available and identified.
- First aid incidents are recorded and stored securely.

Where learners have medical needs requiring support, LMSC records and shares information on a need-to-know basis and implements reasonable adjustments where required.

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## **10. Accident, Incident and Near Miss Reporting (including RIDDOR)**

- All hazards, near misses, accidents and incidents must be reported immediately.
  - Incidents are investigated proportionately, actions assigned and tracked.
  - RIDDOR reporting is completed where required and records retained.
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## **11. Premises Safety and Statutory Compliance**

LMSC maintains a statutory compliance schedule, including (as applicable):

- fire systems testing and servicing,
- emergency lighting checks,
- electrical safety (fixed wiring and PAT as required),
- gas safety (if applicable),
- water hygiene/legionella controls,
- asbestos management (if applicable),
- security and access control checks.

Defects are recorded and prioritised. Unsafe areas/equipment are taken out of use until safe.

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## **12. Safe Use of Equipment (PUWER)**

- Equipment must be suitable, maintained and used only by trained/authorised persons.
  - Defective equipment is removed from service and reported.
  - Room layouts must support safe movement and accessibility.
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## **13. COSHH and Hazardous Substances (as applicable)**

Where hazardous substances are used (primarily cleaning materials), LMSC will:

- maintain COSHH assessments and safety data sheets where required;
  - ensure safe storage, labelling and handling;
  - provide PPE where required and ensure training/supervision.
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## **14. Manual Handling**

LMSC reduces manual handling risks through planning, guidance and use of assistance/equipment where necessary. Staff must not attempt unsafe lifting.

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## **15. Display Screen Equipment (DSE)**

LMSC provides guidance on ergonomic working and supports staff DSE assessments and reasonable adjustments where required.

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## **16. Work-Related Stress and Wellbeing**

LMSC recognises wellbeing as part of safe working. Staff should raise concerns early with line managers; LMSC will support reasonable workload planning and signposting.

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## **17. Violence, Aggression and Unacceptable Behaviour**

LMSC does not tolerate violence, threats or abusive behaviour. Incidents are recorded, investigated and responded to proportionately in line with behaviour/safeguarding procedures.

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## 18. Safeguarding Interface

Where a health and safety matter indicates a safeguarding concern (e.g., supervision failures, self-harm risk, violence, welfare concerns), staff must follow safeguarding reporting routes immediately.

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## 19. Examinations and Events Safety

LMSC ensures safe arrangements for:

- exam room layouts and accessible seating;
  - emergency evacuation during examinations (invigilator guidance);
  - safe crowd management for results days and events;
  - safe storage and controlled movement of confidential exam materials (aligned to awarding organisation regulations).
- 

## 20. Training and Competence

Staff training includes:

- health and safety induction (emergency procedures, reporting routes);
- role-specific training where required (fire safety responsibilities, first aid, manual handling, DSE, evacuation equipment if applicable).

Training completion is recorded and monitored.

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## 21. Monitoring, Audit and Review

LMSC monitors performance through:

- regular site inspections and compliance checks;
- analysis of incident/near-miss trends;
- review of statutory checks completion;
- termly leadership review of risks and actions.

The Proprietor / Governing Body receives periodic assurance reporting.

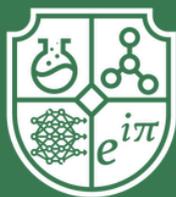
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## 22. Associated Documents and Records

- Fire Risk Assessment and Fire Procedures
  - First Aid Arrangements and First Aid Records
  - Accident/Incident Reporting Procedure and Incident Log
  - Premises Compliance Schedule
  - Risk Assessment Register (including trips/visits)
  - COSHH Assessments (as applicable)
  - Lone Working Procedure
  - Contractor Management Procedure / RAMS process
  - Safeguarding and Child Protection Policy
  - Behaviour Policy
  - Exams Policy (Cambridge and JCQ interface)
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## Approval and Review Record

Version	Approved by	Approval date	Effective date	Review date	Summary of changes
1.0	Proprietor / Governing Body	18 Feb 2026	18 Feb 2026	18 Feb 2027	Initial issue
1.1	Proprietor / Governing Body	18 Feb 2026	18 Feb 2026	18 Feb 2027	Confirmed no labs; named Fire Marshal/First Aider; clarified absence coverage expectations



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