



**THE BISHOP'S STORTFORD HIGH SCHOOL**  
**HEALTH AND SAFETY POLICY**

<b>Date of last review:</b>	September 2019	<b>Review period:</b>	2 years
<b>Date of next review:</b>	Autumn 2021	<b>Owner:</b>	Student Welfare
		<b>Approval:</b>	



*TBSHS: A truly all-round education*



## Part 1 Statement of Intent

The Governing Body of The Bishop's Stortford High School will strive to achieve the highest standards of health, safety and welfare consistent with their responsibilities under the Health and Safety at Work etc. Act 1974 and other statutory and common law duties.

This statement sets out how these duties will be conducted and includes a description of the school's organisation and arrangements for dealing with different areas of risk. Details of how these areas of risk will be addressed are given in the arrangements section.

This policy will be brought to the attention of all members of staff an electronic copy is available at all times on the Handbook & Policies on the staff Share Point.

This policy statement and the accompanying organisation and arrangements will be reviewed on an annual basis.

This policy statement supplements: Hertfordshire County Council's (HCC) Health and Safety Policy. Please refer to the additional policies listed below.

- Allegations of Abuse against Staff
- Annual Departmental Risk Assessments
- Asbestos Management
- Behaviour Policy
- Child Protection Policy
- Code of Conduct
- Complaints Procedure
- DfE Advice on Health and Safety for Schools
- Disaster Recovery & Critical Incident
- Safeguarding: Physical Security and Visitor Control
- Harassment & Bullying Policy
- Health & Attendance Policy and Procedure
- Health Care Plan
- Health & Well Being Policy
- Nutritional Standards
- Induction Health & Safety
- Internet Acceptable Use & Data Security
- Lettings Policy
- Managing Contractor Health & Safety (HCC)
- Minibus Bus driving & breakdown policy
- Personal Emergency Evacuation Plan (as required)
- Public Performances Risk Assessment (HCC)
- Request for school to administer medication (HCC)
- Recruitment Policy
- Supporting pupils with medical conditions at school
- Trips & Visits Policy
- Whistle Blowing Policy
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Signature



Alan Fordham **Chair of Governors**

Signature



Dale Reeve, **Headteacher**

Date 1 September 19 -

## **Part 2 Organisation (roles and responsibilities)**

The Governing Body are responsible for ensuring health and safety management systems are in place and effective.

The Bishop's Stortford High School follows the County Council Health and Safety policies, procedures and standards as laid down in the Education Health & Safety Manual.

A Health & Safety Governor has been appointed to receive relevant information, monitor the implementation of policies and procedures and to feedback health and safety issues and identified actions to the Governing Body.

The Governing body will receive regular reports from the Headteacher or other nominated member of staff in order to enable them to provide and prioritise resources for health and safety issues.

The Bishop's Stortford High School retains the services of Hertfordshire County Council Health & Safety Manager to assist the Governing body and designated staff with specialist advice on health and safety matters and guidance to ensure compliance with the Health & Safety at Work Act 1974.

## **Part 3 Arrangements**

*The task of overseeing health and safety on the site has been delegated by the head to the Finance Director Rachel Engel with the assistance of Pat Mulholland Finance Manager (Health & Safety Officer). Within departments this task is further delegated to the Relevant Head of Departments*

### **Responsibilities of other staff holding posts of special responsibility**

The Health and Safety Officer, Heads of Department and Premises Manager will:

- Apply the school's health and safety policy to their own department or area of work.
- Ensure staff under their control are aware of and follow relevant published health and safety guidance (from sources such as CLEAPSS, AfPE etc.)
- Ensure health and safety risk assessments are undertaken for the activities for which they are responsible and that identified control measures are implemented.
- Ensure that appropriate safe working procedures are brought to the attention of all staff under their control.
- Take appropriate action on health, safety and welfare issues referred to them, informing the Headteacher, Director of Finance & Resources or the Health & Safety Officer of any problems they are unable to resolve within the resources available to them.
- Carry out regular inspections of their areas of responsibility and report / record these inspections.

## **Appendix 1: Provision of First Aid & Emergency Procedures**

First Aid boxes are kept in the School Office, Staff work room, Technology workshops and gym and pavilion offices, Science Prep Room and Caretakers Office. Each box contains only First Aid requisites and a list of contents. Please also see later section on First Aid.

### **1. Emergency procedures**

#### **1.1 Illness or accident**

If anyone should become ill or suffer injury as a result of an accident the procedures below should be followed.

a) First aid should be rendered but only as far as knowledge and skill admits. The patient should be given all possible reassurance and if absolutely necessary removed from danger.

b) The First Aid room is the school office; Mrs. P Mulholland, Ms S Bromley, C Jonas & Mr J Fellowes-Pyrnne (Staff First Aid Officers) are trained in first aid. If circumstances necessitate it one of these staff members should be summoned immediately to tend to the patient. An up-to-date list of trained staff are next to the Defibrillator outside the staff room, and amongst other staff the PE have emergency first aid training..

c) Transport to hospital. If an ambulance is required the emergency 999 service should be used. It may be appropriate to transport a student to a casualty department without using the ambulance service but this must be done by the student's carer or parent. The School Office will contact them in this event. If a student's carer or parent is not available and medical treatment is required a first aider will accompany the pupil to hospital after consent has been obtained. In non-urgent cases of illness or injury the school office will attempt to contact the student's parents to enable them to take such action as is necessary.

Students unable to remain in lessons on health grounds should report to the school office and once seen by the office staff should remain in the foyer until a parent or carer collects the pupil.

d) Accident forms. An accident form must be completed for anything other than trivial wounds and for all accidents which require hospital treatment. An accident form should be completed as soon as possible after any such incident and where possible detailed statements should be obtained from witnesses. Accident forms should be obtained from the school office. When completed they should be passed to the Office who will enter them in the accident record file. Where accidents are very serious or reoccur the Health & Safety Manager should be advised and these accident(s) and they will be investigated and reported to the Head as necessary. When an accident form is completed for accidents to employees an entry must be made in the accident book. The Health & Safety Officer will notify the appropriate relevant bodies Health & Safety Executive and County as necessary. The accident record will be reviewed by the Safety Officer on a regular basis.

## 2 Fire and Emergency Procedures

1. Fire exits must be maintained free from obstructions
2. Fire exits must be kept unlocked during the working day (This includes evening lettings).
3. It must be ascertained that portable fire extinguishers are available and that staff are able to operate them correctly.
4. The Senior Caretaker will ensure that all fire extinguishers are maintained including an annual inspection. Should any extinguisher be damaged or discharged the Senior Caretaker should be notified forthwith.
5. The procedure for leaving the building in an emergency is outlined in the staff handbook. Routes from each room are displayed on the wall of that room.

### *NB Review of emergency procedures*

From time to time it may be necessary for the Health & Safety Officer or First Aid Officer acting on behalf of the Head to review the provision of first aid in the school and the emergency regulations; where necessary he/they will make recommendations to the Head for improving the procedure laid down.

### **Conclusion**

It is the responsibility of everyone to make these arrangements work. This will ensure, as far as is reasonably practicable, that working conditions are safe and the working life of everyone is accident free. Any member of staff noticing a safety defect should report it to the Premises Manager by leaving a note in his office. If the matter is urgent it should be reported to the Premises Manager in person.

Any member of staff noticing a failure to comply with this statement of organisation and arrangements or other advice/guidance issued by the Head or Safety Officer in pursuance of the safety policy should then immediately report the circumstances to the Head. The Head should then initiate appropriate remedial action. If no action is taken the Head should be consulted again and if still no action is taken the member of staff should report the circumstances to the safety representative at the school.

Hazardous situations should also be reported immediately and the same procedure followed. Suggestions by any member of staff to improve standards of health and safety are welcomed by the Head.

The above procedures will be reviewed annually, before the start of the academic year.