




# THE BISHOP'S STORTFORD HIGH SCHOOL

## HEALTH AND SAFETY POLICY

<b>Date of last review:</b>	February 2022	<b>Review period:</b>	2 years
<b>Date of next review:</b>	Autumn 2023	<b>Owner:</b>	Finance
		<b>Approval:</b>	



*TBSHS: A truly all-round education*



# HEALTH AND SAFETY POLICY

## The Bishop's Stortford High School

### 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, and/or issued to, all members of staff and a reference copy is available in the School Handbook on the TBSHS intranet.

This policy statement and the accompanying organisation and arrangements will be reviewed on every two (2) years.

This policy statement supplements:

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

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

Signature



Signature



Alan Fordham **Chair of Governors**

Dale Reeve, **Headteacher**

Date

## **PART 2. ORGANISATION**

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

At a school level duties and responsibilities have been assigned to staff and governors as detailed below.

### **Responsibilities of the Governing Body**

The Governing Body are responsible for ensuring health and safety management systems are in place and effective. They fulfil a strategic role in health and safety and are not expected to be involved in day to day management of the school.

As a minimum these management systems should adhere to the LA's health and safety policy, procedures and standards as detailed on the H&S pages of the [Hertfordshire Grid](#) and follow the HSE's '[Managing for health and safety](#)' (HSG65) ([hse.gov.uk](http://hse.gov.uk)), namely:

- **Plan**-set the strategic direction for effective H&S management.
- **Do**-ensure management systems deal with risks sensibly, responsibly and proportionately.
- **Check**-monitoring and reporting processes are in place to ensure the school is compliant.
- **Act**-undertake a formal review of health and safety performance.

A Health & Safety Governor, Andy Sneddon, 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 Director of Finance in order to enable them to provide and prioritise resources for health and safety issues.

Where required the Governing body will seek specialist advice on health and safety which the establishment may not feel competent to deal with.

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.

HCC's Health and Safety Team, Tel: 01992 556478 [healthandsafety@hertfordshire.gov.uk](mailto:healthandsafety@hertfordshire.gov.uk)

### **Responsibilities of the Headteacher**

Overall responsibility for the day to day management of health and safety in accordance with the Governing Body's health and safety policy and procedures] rests with the Headteacher.

The Headteacher has responsibility for:

- Co-operating with the LA and Governing Body to enable health and safety policy and procedures to be implemented and complied with.
- Communicating the policy and other appropriate health and safety information to all relevant people including contractors.
- Ensuring effective arrangements are in place to pro-actively manage health and safety by conducting and reviewing inspections and risk assessments and implementing required actions.

- Reporting to the Governing body on health and safety performance and any safety concerns/ issues which may need to be addressed by the allocation of funds.
- Ensuring that the premises, plant and equipment are maintained in a safe and serviceable condition.
- Reporting to the Governing Body any significant risks which cannot be rectified within the establishment's budget.
- Ensuring all staff are competent to carry out their roles and are provided with adequate information, instruction and training.
- Ensuring consultation arrangements are in place for staff and their trade union representatives (where appointed) and recognising the right of trade unions in the workplace to require a health and safety committee to be set up.
- Monitoring purchasing and contracting procedures to ensure health and safety is included in specifications & contract conditions.

Whilst overall responsibility for health and safety cannot be delegated the Headteacher may choose to delegate certain tasks to other members of staff.

The task of overseeing health and safety on the site has been delegated by the Headteacher to the Director of Finance and Resources with the assistance of the Finance Manager acting as the Health and Safety Officer. Within departments this task is further delegated to the relevant Head Department.

### **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.
- Ensure the provision of sufficient information, instruction, training and supervision to enable staff and pupils to avoid hazards and contribute positively to their own health and safety.
- Ensure that all accidents (including near misses) occurring within their area of responsibility are promptly reported and investigated.

### **Responsibilities of employees**

Under the Health and Safety at Work Act etc. 1974 all employees have general health and safety responsibilities. All employees are obliged to take care of their own health and safety whilst at work along with that of others who may be affected by their actions.

All employees have responsibility to:

- Take reasonable care for the health and safety of themselves and others in undertaking their work.
- Comply with the school's health and safety policy and procedures at all times.

- Report all accidents and incidents in line with the reporting procedure.
- Co-operate with school management on all matters relating to health and safety.
- Not to intentionally interfere with or misuse any equipment or fittings provided in the interests of health safety and welfare.
- Report all defects in condition of premises or equipment and any health and safety concerns immediately to their line manager.
- Ensure that they only use equipment or machinery that they are competent / have been trained to use.
- Make use of all necessary control measures and personal protective equipment provided for safety or health reasons.

### **PART 3. LOCAL ARRANGEMENTS**

Further detailed information and guidance on the Governor's in line with the LA's expectations are provided via [Health and safety - Hertfordshire Grid for Learning \(thegrid.org.uk\)](http://thegrid.org.uk) and the list of policies and procedures listed in the Statement of Intent above, all of which can be accessed via the School Handbook available to all staff on the TBSHS intranet.

## 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. 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.

The following staff are currently trained in the HSE Emergency First Aid at Work and a First Aid Rota is in place for normal day to day support.

- |  |  |
|--|--|
| <input type="checkbox"/> Adrian Jacobson | <input type="checkbox"/> Pat Mulholland          |
| <input type="checkbox"/> Claire Jonas    | <input type="checkbox"/> Richard Barnes          |
| <input type="checkbox"/> Daniel Woolford | <input type="checkbox"/> Darren Neesam           |
| <input type="checkbox"/> Lauren Bishop   | <input type="checkbox"/> Helena Preticious White |
| <input type="checkbox"/> Lisa McMahan    | <input type="checkbox"/> Sarah Bromley           |

- 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.