



Bishop Fox's

A Business and Enterprise Academy School
High Standards & High Expectations

HEALTH AND SAFETY

No: 6.01

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HEALTH AND SAFETY POLICY

THE LAW

Health and safety in schools is governed by legislation and associated regulations, which are enforced by the Health and Safety Executive (HSE).

As an **Academy School**, statutory health and safety responsibilities fall on the Academy Trust (as the employer) and on the headteacher and other school staff (as employees).

As the management body, **the governing body** must ensure that school staff and premises comply with the LA's health and safety policy and practices (e.g., reporting accidents, first aid provision). The governing body, as employer, has a duty (as required by the Management of Health and Safety at Work Regulations, 1999) to:

- Implement a health and safety policy and advise employees of it;
- Have a critical incident/emergency contingency plan;
- Ensure, **so far as is reasonably practicable**, the health, safety and welfare of teachers and other education staff; the health and safety of students in school and on off-site visits; and the health and safety of visitors to schools, and volunteers involved in any school activity;
- Assess the risk of all activities, both in school and off-site; introduce measures to manage those risks, and tell employees about those measures;
- Ensure that staff are competent and trained in their health and safety responsibilities; and are actively involved in health and safety;
- Take reasonable steps to make sure that the buildings, equipment and materials are safe and do not put the health of users and visitors at risk.

In practice, the governing body may delegate specific health and safety tasks to others at the school. **However, the governing body retains the ultimate responsibility no matter who carries out the tasks.**

THE ROLE OF EMPLOYEES IN ANY SCHOOL

Employees must take reasonable care of their own health and safety, and that of anyone else who may be affected by what they do at work. They must also co-operate with others who have duties for Health and Safety by carrying out instructions and reporting unsafe practices. The headteacher, who has delegated responsibility for the day-to-day management of the school, has a particular role in seeing that the Governing Body's Health and Safety policies and procedures are carried out.

HEALTH AND SAFETY POLICY

1. **THE GOVERNORS OF BISHOP FOX'S SCHOOL** will
 - 1.1 Provide as far as reasonably practicable a safe and healthy environment for all persons who work at, attend or visit the school.
 - 1.2 Ensure, as far as reasonably practicable, the health and safety of students, staff and volunteers on off-site visits and activities.
 - 1.3 Seek improvement to working conditions according to priorities within existing resources.
 - 1.4 Recognise their responsibilities when they make available premises or equipment for hire, and will ensure that risks to the safety or health of hirers and other persons are adequately controlled as far as possible.
 - 1.5 Ensure that Risk Assessments are carried out within the school using an identified method for recording (e.g., EEC Safety Suite) and to review as appropriate.
 - 1.6 Encourage informal meetings and ensure time is made available in staff meetings where health and safety issues can be raised.
 - 1.7 Ensure that staff can access training to ensure their competence for their tasks.
 - 1.8 Accept the duties that they may hold as a client where they arrange for work through contractors or volunteers.
 - 1.9 Report all incidents/accidents, using the Accident Reporting Module in EEC Safety Suite and ensure appropriate follow up action has been carried out.
 - 1.10 Review on an annual basis, all accidents and incidents reported to identify trends.
 - 1.11 Consult with the school council and inform students of their responsibilities for Health and Safety.
 - 1.12 Recognise the role of safety representatives appointed by recognised trade unions and co-operate with them so that they may undertake their health and safety related functions, including reasonable paid time off for consultation inspection and investigations.

The Governors and Headteacher will draw this policy to the attention of all staff, and review annually.

Signed: Chair of Governors:

Dated:

Signed: Headteacher:

Dated:

2. ORGANISATION IN SUPPORT OF HEALTH AND SAFETY

- 2.1 Schools can be organised in a variety of ways, ie on a Headteacher/ Governing Body/Senior Management Team/Departmental basis. The key members are responsible for seeing that their Area of responsibility/ Department staff follow the school's policy, and in particular in respect of:
- 2.1.1 Identification and control of risks associated with any hazardous or dangerous substances.
 - 2.1.2 Selection of equipment suitable for its purpose, and ensuring that it is properly used.
 - 2.1.3 Identifying and securing the training needs of members of their Area/Department
 - 2.1.4 Provision of suitable personal protective equipment when required and ensuring that it is properly used.
- 2.2 The Headteacher and Governors recognise the importance of all staff being competent and possessing the necessary current skills, knowledge and qualifications for the use of specialist equipment or facilities.
- 2.3 The Governors will monitor safety performance within the school and provide an annual summary of their findings.
- 2.4 With regard to premises issues this will include a check of the school buildings. Also ensuring that appropriate training needs of person responsible for premises is delivered.
- 2.5 Governors to agree delegation for approval of off-site visits and activities and review on an annual basis.
- 2.6 The Governors have appointed a Premises Committee to have a watching brief for health and safety issues, and bring to their notice such issues that require their attention.

3. Guidance for Schools

The following guidance, produced by the Local Authority, is available for schools to use for their own standards:

- [Guidance for Schools Volume 4](#)
- [Outdoor Education and External Visits Website](#)

- 3.1 The Governors adopt the standards of the following publications, which are endorsed by the Children and Young People's Directorate as standards for its schools:

Safe Practice in Physical Education, published by AFPE - 2004 Edition

- Building Bulletin 100: Design for Fire Safety in Schools: DCSF 2007 link:
http://media.education.gov.uk/assets/files/pdf/b/buildingbulletin100_onlineversion.pdf
- Health and Safety of Pupils on Educational Visits: published by Department for Education 2011, link:
<http://www.education.gov.uk/schools/adminandfinance/healthandsafety/f00191759/departmental-advice-on-health-and-safety-for-schools>
- Guidance on First Aid for Schools: published by Department for Education, 2011; Link:
<http://www.education.gov.uk/schools/pupilsupport/pastoralcare/health/firstaid>
- Supporting Pupils with Medical Needs: published by Department for Education, 2014; link:
<https://www.gov.uk/government/publications/supporting-pupils-at-school-with-medical-conditions--3>

The delegated areas of responsibility are as follows:

TABLE A

DELEGATED AREAS OF RESPONSIBILITY WITHIN THE SCHOOL

Name of School: Bishop Fox's

Headteacher: Mr Paul Scutt

Delegated Senior Manager: Mrs Karan Robertson

Premises Manager: Mr Paul Phillips

Area	Location of Policy/Guidance	Name of person responsible
ACCIDENTS/INCIDENTS (NEAR MISSES):		
Incidents/Injuries	Accident Reporting (EEC Safety Suite)	Business Manager
EMERGENCY PROCEDURES:		
Critical/Major Incidents	Critical Incidents in Schools	Business Manager
Emergency Procedures	School Closures	
Updating your Contingency Plan	Dealing with Major Incidents Major Incidents Out of Hours	
EXTERNAL VISITS:		
External Visit Co-ordinator	Outdoor Education and External Visits Website EEC Safety Suite>External Visits Management Policy for Offsite Visits and Activities – in school	Business Manager
MEDICAL:		
Hygiene Control	Guidance for Schools: Volume 4	Business Manager
Infection Control	Health Protection Agency Guidance	Business Manager
Medicines in school	Guidance for Schools: Volume 4	Business Manager
Needlestick Injuries	H & S Policy Manual - HS007	Business Manager
New and Expectant Mothers	H & S Policy Manual - HS017	Business Manager
Pupils with medical needs	http://www.six.somerset.gov.uk/sixv3/content_view.asp?did=2629	SENCO

Area	Location of Policy/Guidance	Name of person responsible
RISK ASSESSMENTS:		
Computer Use	DSE Assessment Form , Managers Guide, User Guide and also training course and descriptions	Personnel Manager
COSHH	H & S Policy Manual Hazardous substances COSHH Assessment Form (F08)	Site Manager and Business Manager
Employee or Volunteer Driver	Driver Risk Assessment F14a	Site Manager
First Aid	H & S Policy Manual	Business Manager
SITES AND BUILDINGS:		
SCC Overarching Guidance document	Corporate Property Standards and Guidance http://www.six.somerset.gov.uk/sixv3/content_view.asp?did=24714 including construction work/contractors on school site	
Asbestos	Asbestos Register - in School	Site Manager
Electrical Safety • Portable Appliance Testing	Guidance for Schools: Volume 4	Site Manager and Business Manager
Equipment Maintenance • Lifting Equipment • PE Equipment • CDT Equipment • LEV	Contact Property Services - Contracts available for purchase by schools.	Site Manager
Fire Safety • Arson Prevention	H & S Policy Manual Contact Dawn Barrowman, ext 5548, e-mail: dbarrowman@somerset.gov.uk	Site Manager and Business Manager
Gas Appliances • Boilers • Kitchen	Contact Property Services: Contracts available for purchase. School responsibility unless Special.	Site Manager
Minibus Safety	Guidance for Schools: Volume 4	Business Manager
Pressure systems – eg, steam ovens/stills	School responsibility - contact Insurance	Site Manager
Safety Glazing	http://www.six.somerset.gov.uk/sixv3/content_view.asp?did=13346	Site Manager

ESTABLISHMENT

Documents relating to this Policy are listed below along with the locations in which they can be found:

Document	Location (Eg, office, web address)
Health and Safety file	Business Manager's office

Document Prepared by (Signature)

(Print Name) K ROBERTSON

Title: BUSINESS MANAGER
(eg, Headteacher/Governor)

Date: 2nd FEBRUARY 2015

TABLE B

The monitoring/review arrangements in place are summarised below:

External Monitoring	Review date
Safety Audit Inspection Report (CHSU) Accident/Incident Report Safety Representation Reports (Recognised Trade Union/Professional Association) Property Services Report – Capital Support Fire Risk Assessment Legionella Risk Assessment	August 2013
Internal Monitoring Governors Annual Report H & S Committee Inspection Annual Safety Self review Self Audits	