



# **The Bishop of Hereford's Bluecoat School**

## **HEALTH, SAFETY AND ENVIRONMENT POLICY**

**SLT Lead: Joe Christopher**

**Reviewed by SLT: September 2023**

**Governor Committee Approval: 26<sup>th</sup> October 2023**

**Review Date: October 2024**

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### **General Statement of Intent**

The Bishop of Hereford's Bluecoat School (BHBS) believes that excellence in the management of Health and Safety is an essential element within its overall business plan – a good health and safety record goes hand in hand with high achievement in academic and quality standards.

People are the most important asset to BHBS, whether they are staff members, students or visitors therefore we are totally committed to ensuring their health, safety and welfare at all times.

From an economic point of view, BHBS believes that prevention is not only better, but cheaper than cure. There is no necessary conflict between humanitarian, educational and commercial considerations. Achievement and safety are not in competition. On the contrary, safety is good academic business.

From a legal perspective, BHBS is committed to ensuring that it complies with all relevant health and safety legislation. Where it is reasonably practical to do so, BHBS will strive to go beyond the requirements of legislation.

BHBS is committed to on-going monitoring and review processes, so that continual improvement in the management of health and safety can be achieved.

Our general intentions are:

- ✓ To provide adequate control of the Health and Safety risks arising from our School activities;
- ✓ To consult with our employees on matters affecting their Health and Safety;
- ✓ To provide safe plant and equipment;
- ✓ To ensure safe handling and use of substances;

- ✓ To provide information, instruction and supervision for employees, students and visitors;
- ✓ To ensure all employees are Health and Safety compliant in their roles;
- ✓ To provide staff with adequate training;
- ✓ To prevent accidents and cases of work related ill health;
- ✓ To maintain safe and healthy working conditions, and
- ✓ To review and revise this policy at regular intervals.

### **Organisation**

Overall and final responsibility for Health and Safety is that of:

**Governing Body – the attached organisational diagram (Appendix A) shows how Health and Safety responsibilities flow through BHBS.**

Day-to-day responsibility for ensuring this policy is put into practice is delegated to:

**Joanne Christopher, School Business Manager .**

To ensure that health and safety standards are maintained and improved, the following people have responsibility in the following areas:

**Nicholas O'Sullivan - Health and Safety Consultant via contract with Fire and Risk Management Services.**

**Joanne Christopher – School Business Manager and link with Fire and Risk Management Services.**

The process of application of Health & Safety at BHBS:

This is achieved by the creation of arrangements in the key Health and Safety areas e.g. Manual Handling, Lone Working, DSE and Accident Reporting.

### **Responsibility of Employees**

All BHBS employees are required to:

- ✓ Co-operate with the Headteacher and Governing Body on health and safety matters;
- ✓ Not interfere with anything provided to safeguard their health and safety;
- ✓ Take reasonable care of the health and safety of themselves and others; and
- ✓ Report all health and safety concerns to a responsible person (as detailed in this policy statement).

Non-compliance with health and safety rules and procedures can result in disciplinary action, which may include immediate dismissal if appropriate.

### **Risk Assessment**

In accordance with the "Management of Health and Safety at Work Regulations 1999" BHBS will carry out risk assessments of all activities that present a risk to employees or others. These risk assessments will be carried out in line with Health and Safety Executive guidance and the procedure for doing so is as follows:

1. Identify the significant hazards involved in our work activity, or off-site visits, including residential trips and adventure activities;
2. Decide who might be harmed and how;
3. Evaluate the level of risk and decide if existing precautions are sufficient, or if more needs to be done;
4. Record the significant findings of the assessment;
5. Review the assessment when things change, or there is reason to believe that it is no longer valid.

Risk assessments will be undertaken by the appropriate Middle Leader. Where appropriate a Central Risk Register is maintained in the School Business Manager's Office, others are maintained within the individual area. Electronic access is provided on the staff shared area.

### **Consultation with Employees**

BHBS will consult with its employees in accordance with the Safety Representative and Safety Committees Regulations 1977 and the Health and Safety (Consultation with Employees) Regulations 1996.

Consultation with employees over Health and Safety matters will be disseminated by emails, bulletins and through meetings.

Direct consultation over specific issues.

### **Safe Handling and Use of Hazardous Substances** (See Appendix E)

BHBS will assess and control health risks from exposure to hazardous substances in accordance with the Control of Substances Hazardous to Health Regulations (COSHH) 2002 and the Control of Asbestos at Work Regulations 2002.

Responsibility for identifying all substances that need a COSHH assessment is that of:

**The Site Team** - School Premises

**Curriculum Team Lead Science** - for Science based hazardous substances

**Curriculum Team Lead Art** - for Art based hazardous substances



**Curriculum Team Lead Technology** - for D&T based hazardous substances

COSHH Risk Assessments will be verified/carried out by:

**The Site Team /Health & Safety Advisor/ Science/Art/D&T Risk Assessments via CLEAPSS website access**

Approval for the required action to remove or control risks will be given by:

**The Headteacher or School Business Manager (taking advice from Curriculum Team Leaders and relevant Managers and Health and Safety Consultant)**

The Asbestos Management Plan and the Asbestos Register will be managed by:

**The School Business Manager and the Site Team**

The Legionella Risk Assessment and testing regime/records will be managed by:

**The School Business Manager and the Site Team**

### **Safe Equipment, Plant and Fittings**

BHBS will ensure that all equipment, plant and fittings are suitable and without risks to health and safety, in accordance with legislation such as the Provision and Use of Work Equipment Regulations 1988 and the Electricity at Work Regulations 1989.

Responsibility for;

- identifying all equipment and plant needing maintenance
- ensuring that effective maintenance procedures are drawn up
- ensuring that all identified maintenance is implemented

**is that of the School Business Manager and relevant Team Leaders for their equipment**

Any problems with equipment, plant and fittings should be reported to:

**The relevant Teams Leader/ School Business Manager/ Site Team for site issues – safety advice from Nicholas O’Sullivan**

Responsibility for checking that new plant and equipment meets health and safety standards before it is purchased is that of:

**The relevant Teams Leaders for teaching equipment, Site Team for Premises equipment – safety advice from Nicholas O’Sullivan**

### **Training and Competency**

Induction training for all new employees is the responsibility of:

**Deputy Headteacher, Mr P Gibbins**

Job specific training will be provided by:

**On site by the relevant Team Leaders or at specific venues depending upon**



## **need/specialism**

Training records and Planner will be kept at/by:

**Headteacher – Mr M Henton & Headteachers PA**

## **Accidents, First Aid and Work Related Ill-Health**

Occupational Health is provided for pre-medical screening before a new employee commences their contract, and for employees who may require additional assistance within their roles. This service is provided by:

### **Wye Valley NHS Trust**

Health Surveillance will be authorised by:

**Headteacher - Mr Martin Henton**

First Aid Needs Assessment and supporting Medical needs:

**A First Aid Needs Risk Assessment detailing risk and provision of equipment and suitable trained staff has been undertaken.**

The First Aider(s) and/or appointed person(s) are:

**We have a nominated qualified First Aider on site. This member of staff is the primary contact for first aid emergencies. Other first aiders are listed in Appendix B.**

All Accidents/Incidents and work related ill-health are recorded in the Accident/Incident Record file (procedure listed in Appendix C), which is kept by:

### **Nominated First Aider**

An electronic copy is provided monthly and sent to the Headteacher/School Business Manager.

Responsibility for reporting accidents, diseases and dangerous occurrences under the RIDDOR regulations to the enforcing authorities is that of:

**School Business Manager/ H & S Consultant – BHBS will notify Fire and Risk Management Services, by scanning in a copy of the completed Accident Report, and emailing to [accidents@fandrms.co.uk](mailto:accidents@fandrms.co.uk) within 72 hours of the occurrence.**

## **Site Safety – Monitoring and Security**

To check our working conditions, and ensure our safe working practices are being followed, we will:

**Office and administration areas** – conduct regular audits + inspection, cross referencing with relevant Risk Assessments - these will be regularly reviewed and action taken where necessary.

**Classrooms and teaching areas** – conduct regular audits + inspection, cross referencing with

relevant Risk Assessments - these will be regularly reviewed and action taken where necessary.

**Outdoor areas including sports fields, car parking areas, pathways, vehicle movement etc. –** conduct regular inspections, cross referencing with relevant Risk Assessments - with the results recorded for actions taken for audit purposes.

**Management of Contractors** – The School Business Manager / Site Team will ensure that every contractor working upon the BHBS site will have read the site safety booklet. Each contractor will be given BHBS Site Safety Information Sheet which details Fire Evacuation procedures, Assembly Points, First Aid provision etc.

Responsibility for investigating accidents is that of:

**Headteacher/ Health & Safety Consultant**

Responsibility for investigating work-related causes of sickness absence is that of:

**Headteacher/ Relevant Line Manager**

Responsibility for acting on investigation findings to prevent a reoccurrence is that of:

**Headteacher/ Health & Safety Consultant**

#### **Off-site Safety**

BHBS has an Educational Visits Policy. All relevant trips, visits and adventure activities will be booked through the EVOLVE system. All visits will be risk assessed and recorded on Evolve.

**Educational Visits Co-Ordinator (EVC) – Deputy Headteacher**

**Trip Leader – Responsible for visits and conducting risk assessments for the visit.**

**Risk Assessments retained for audit purposes and for future purposes.**

BHBS operates one minibus.

**Records of driving licences and entitlement will be kept with the administrator responsible for this task. All BHBS drivers have a duty to inform the School Business Manager of any change which affects their ability and entitlement to drive BHBS vehicles.**

#### **Emergency Procedures – Fire and Evacuation**

the procedure for emergency evacuations is listed in Appendix D

Responsibility for ensuring the fire risk assessment is undertaken and completed is that of:

**Fire and Risk Management Services**

All staff undertake fire risk training, provided by Fire and Risk Management Services which is valid for three years.

Escape routes are checked by the Site Team every month. Visual daily checks are undertaken.

Fire Extinguishers are maintained by the Site Team and School Business Manager and checked every month and annually maintained by Hereford Fire Protection.

The fire alarm is tested weekly (every Friday) by the Site Team from different call points.

Emergency evacuations are undertaken on a test basis twice per term.

Responsibility for checking that the Emergency Lighting operates effectively is Sentinel Security Systems. Monthly checks are undertaken by the Site Team.

Complete discharge every 12 months to prevent battery failure is required.


Emergency Health & Safety situations – procedures and contacts:

**The School Business Manager will maintain contacts and procedures, in a secure format, easily removable from the BHBS site.**

**Approved by the Finance and Premises Committee of the Governors at their October 2023 meeting**

Signed..........GRAHAM TAYLOR  
Mr G Taylor  
Chair of Resources Committee

Date .....26<sup>th</sup> October 2023.....

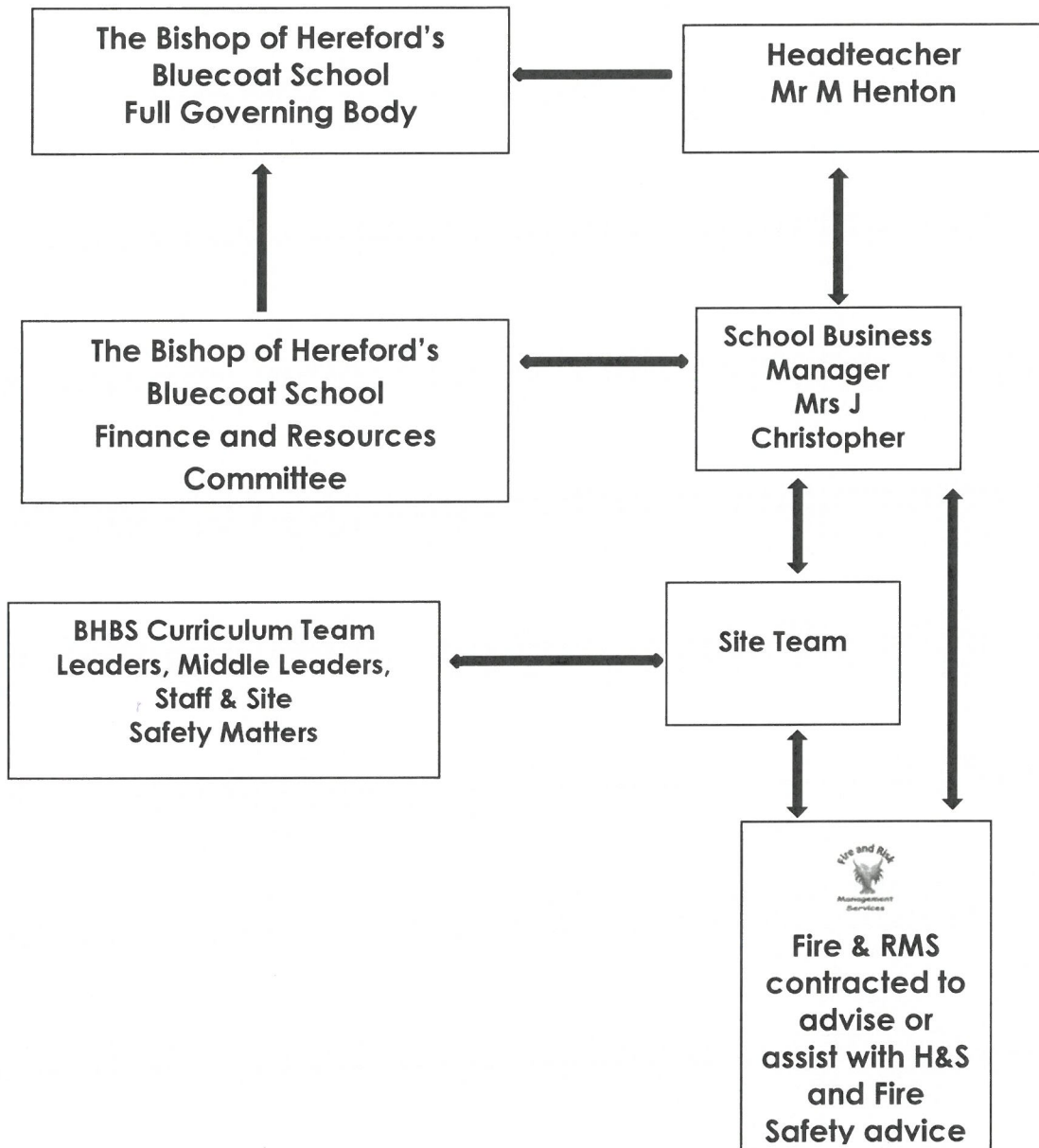
Signed..........  
Mr M Henton  
Headteacher

Date .....28.10.23.....



## APPENDIX A

### Health and Safety Responsibilities for BHBS



**APPENDIX B**  
**The Bishop of Hereford's Bluecoat School**  
**Trained First Aid Staff**

<b>Name</b>	<b>Expiry Date</b>
Sue Valentine	22.10.23
Harriet Bright	22.10.23
Sam Peglar	24.11.23
Laura Plant	24.11.23
Gary Preece	26.05.24
Alison Shaw	01.07.24
Rhiannon Thomas	01.07.24
Alan Banks	01.07.24
David Haylock	02.07.24
Lee Fletcher	15.10.24
James Handley	10.11.24
Tom Richards	26.11.24
Sue Thomas	10.12.24
Jonathan Nicholas	10.12.24
Nick Vaughan	15.02.25
Beth Wilkins	22.06.25
Owen Collingbourne	22.06.25
Helen Culshaw	20.10.25
Shaun Sheffield	15.12.25
Jess Ogden	02.02.26
Lisa Williams	02.02.26
Rachel McLaren	22.03.26

Carol Jenkins	22.03.26
Helen Palmer	11.07.26
Keith Wood	11.07.26



## **APPENDIX C**

### **First Aid Procedure**

#### **Accidents/Illnesses to Students**

Students should report to Student Services who will assess any medical needs. The students may then be referred to the medical room for further assessment. Where a student is referred to the medical room communication to all staff will be sent by Student Services advising of student absence from lesson/form registration.

An accident report form will be completed by the Learning Support Assistant responsible for medical needs.

#### **During Exceptional Circumstances – procedure to remain for the academic year 2022-23**

With effect from 1<sup>st</sup> September 2020 and due to the restrictions of COVID, students do not present themselves at student services for assessment. They are to report to the first aid room for assessment with all belongings.

Any non-covid illnesses will be assessed as normal and parents/carers will be contacted if required. These students are to remain in the medical room until they are collected or return to class. If collected parents/carers are to park in the designated medical bay provided.

For any COVID related symptoms the students will be assessed and isolated within the designated room. Parents/carers will be contacted and advised to take the student home and book a COVID test. When parents collect their children they are not to enter the school, but park within the medical space provided and contact the medical room. The student will be escorted to their parent/carer car.

#### **Accidents/Illnesses to Staff**

Complete the 'School Accident/Incident Report form' available in the main school office. Both the students and staff accident forms should be completed and passed to the School Business Manager, who will sign the form and send it to the Schools' Health and Safety Officer within three days of the accident occurring.

It is essential that any member of staff who sustains an injury whilst at work should both report and record it. Industrial injury benefit may be involved and unless there is a complete record of the injury, benefit may be denied.

It is hoped that all staff will report to the Headteacher, School Business Manager, or their line manager, any problem which they feel presents a Health or Safety hazard to students and staff. It is best to do this in writing.

Ladders/pop-up stools should be used wherever access to higher space is needed. Sets of ladders/school steps are available at various locations but please ensure you are trained by a competent person before using. Both Site Managers are trained to this standard.

Where a staff member suspects they have COVID they must follow the whole school risk assessment which clearly sets out the rules and instructions for staff.

## Accident and Incident Reporting

### Minor Injury PSO2

This is constituted as a sprain, strain, bruise, cut, graze, scratch, and nosebleed **NOT** arising from defective equipment, lack of supervision or assault.

### Major Injury PSO1

- A fatality;
- A major injury or condition i.e. a fracture or loss of consciousness;
- An injury or condition to an employee, which resulted in their absence from work, or prevented them doing their normal work for more than 7 days;
- An injury to a Student or member of the public where they had to be taken from the scene of the accident to a hospital for treatment.

Typical list of major injuries are:-

- Fracture;
- Amputation;
- Dislocation of shoulder, hip knee, or spine;
- Loss of sight (temporary or permanent);
- Chemical or hot metal burn to the eye;
- Any penetrating injury to the eye;
- Electric shock or electrical burn causing unconsciousness requiring resuscitation or admittance to hospital for more than 24 hours;
- Loss of consciousness caused by asphyxia or exposure to a harmful substance or biological agent;
- Either of the following conditions resulting from the absorption of any substance by inhalation, ingestion or through the skin;
- Acute illness requiring medical treatment;
- Loss of consciousness;
- Acute illness requiring medical treatment where there is reason to believe that this resulted from exposure to a biological agent, e.g. toxins or infected material;
- Any other injury leading to hypothermia, heat induced illness or unconsciousness, requires resuscitation or requires admittance to hospital for more than 24 hours

When a student has an accident or is involved in a medical incident which results in administering first aid the following procedure must be undertaken;

### During school hours

- Administer first aid to the student (only to be administered by a qualified first aider)
- Complete a PS01 form where the injury is of a serious nature. These forms need to be completed and signed on the day of the injury and handed to the Medical Officer for action. Where an accident/incident is of a serious nature, parents/carers are to be contacted and made aware of the situation.
- For minor injuries, please complete the form PS02. Examples of PS02 injuries are as follows;
  - minor cuts
  - Grazes/Scratches
  - Nosebleeds omitting physical abuse
  - Minor sprain/strains

- Bruises

Once a PS02 sheet is completed in full please hand to the medical officer for safe keeping.

- Each curriculum team which houses physical activity will maintain a PS02 register and a stock of PS01 forms. Again first aid can only be administered by a qualified first aider. Where major accidents or incidents occur referral to the school medical officer will be required. Included within this reference are the following departments;

PE  
Design Technology  
Food Technology  
Science

Other curriculum teams will send the student directly to Student Services for assessment or exceptional times direct to the medical room.

### **Administration of PS01 and PS02 forms**

- All PS01 forms to be handed into the medical officer who will check the form and ensure it is correctly completed. All PS01 forms are to be signed off by the Headteacher or the School Business Manager.
- Where there has been a verbal/physical assault please ensure the Head of House/ Pastoral Mentor is aware and that appropriate action has been taken. This will need recording on the PS01 sheet.
- Once signed and authorised the medical officer will send all PS01 to the Health and Safety Officer.

**Please note – all forms must be completed and authorised within 3 days of the incident/accident occurring.**



## APPENDIX D

### Emergency Evacuation Procedures

<b>Fire Officer</b>	Mrs J Christopher (School Business Manager)/ Site Team. Mr S Sheffield (Facilities Manager) to undertake if absent
<b>Deputy Fire Officer</b>	Mr P Gibbins (Deputy Headteacher). Mrs E Bunston (Deputy Headteacher) to undertake if absent
<b>Assembly Point</b>	Tennis courts or far side of sports field (depending on location of fire)

#### General Points

- Fire alarm testing will be undertaken every Friday at 12.00. If the alarm sounds for more than one minute please assume that this is a fire evacuation.
- In the event of fire and/or the alarm sounding, LIFTS AND STAIR RISERS ARE NOT TO BE USED.
- All students or staff unable to use the stairs will descend to ground floors via EVAC CHAIRS.
- Students and staff are not to collect personal belongings prior to evacuation.
- Do not place yourself or any other person at risk.

**On discovering a fire - Sound the alarm by lifting the plastic protective cover, pushing in the black button (in the centre) and releasing. This will make the panel displace and the alarm will sound. The fire alarm now triggers a custodian alarm response. All electronic external doors will open and all internal electronic doors will close on activation.**

#### On hearing the fire alarm and in normal circumstances

- Evacuate the building in an orderly and quiet manner via the nearest fire exit and proceed to the assembly point.
- Staff are to ensure their immediate area is clear of staff and students.
- Make sure all doors are closed when exiting the classrooms if safe to do so.
- All fire wardens should ensure that all rooms within their zone have been evacuated. This includes toilets and offices.
- Fire wardens/staff are to inform Fire Officer of any EVAC CHAIR requirements in their zone.
- Students are to line up in their form groups, at the designated fire point. Form tutors to collect registers from Heads of House, ensuring all students are present. Advise the Head of House if any students are missing. Designated member of the office staff to produce registers.
- Heads of House to advise the Deputy Fire Officer of any missing students
- All other teachers report to the Head of House.

- Associate staff to report to the assembly point for registration. Heads PA to advise the deputy Fire Officer of any absent staff. Deputy Fire Officer to advise the Fire Officer of any absentee students and staff.
- Any contractors/visitors present on site to report to the assembly point for registration.
- The Deputy Fire Officer will dismiss the students when they can access the building safely.

### **Specific Duties of Personnel are detailed below;**

#### **Fire Officer**

- Locate position of call point/detector as per alarm panel in reception.
- Notify site team of location to confirm existence of fire or false alarm. On confirmation of fire, phone fire brigade on 9 - 999
- Assist in ensuring the whole school is evacuated
- Task Site Team to search for absentees within school grounds, if necessary
- Notify the Deputy Fire Officer of outcome
- Remain at front of building to provide instructions for the fire brigade

#### **Deputy Fire Officer**

- Ensure the students are maintained in an orderly and quiet manner whilst lining up
- Ensure Heads of House can account for all teaching staff and students
- Ensure all associate staff are accounted for by the Heads PA
- Ensure all visitors and contractors are accounted for by the receptionist
- Report any missing persons to Fire Officer
- Issue instructions as deemed necessary to the whole school to ensure that nobody is in danger
- In case of fire in Music Block or Design Area the school should assemble on the playing field
- Staff/students will only be dismissed from the assembly point once the 'all clear' is provided
- Where inclement weather is evident but a fire is in progress a suitable location will be identified for students after registration

## **Heads of House**

- Ensure forms line up in a quiet and orderly manner
- Issue registers to form teachers
- Account for all house staff
- Report any absentees to Deputy Fire Officer

## **Form Tutors**

- Collect register from Head of House
- Call register and inform Head of House of any absentees
- Ensure students remain quiet and orderly

## **Office Staff**

- If known, give location of fire and appropriate gate access
- Collect and take the following to assembly area via the safest route
  - Form Registers
  - Staff out book
  - Inventory Ipad for visitors/contractors to school
- Issue registers to relevant Heads of House
- Issue remaining books and boards to Headteachers PA

## **Site team 1**

- Report to Fire Officer
- Confirm location of fire
- Confirm fire or false alarm
- Gather as much detail (as safely possible) regarding exact location and nature of fire (electrical, chemical, paper etc) Any further combustible risks in area, safe routes in, quickest route in
- Assess whether you are able to tackle fire (small fires only)
- Send situation report to Fire Officer
- Report back to Fire Officer

## **Site Team 2**



- Report to Fire Officer
- The entrance and exit gates should open on activation of the fire bell. Please check to ensure emergency vehicles have access to the building
- Unlock rear gates on tennis courts ready for further evacuation
- Ensure all interior doors are closed
- Close exterior windows from the outside where possible
- Report back to Fire Officer for further tasking

## **General Points for Staff**

### **Leaving school during the school day**

Staff leaving school building during the school day must sign themselves out at reception before leaving and record their return

This will assist in checking that all staff are accounted for in an emergency.

### **School Activities taking place outside the school day**

In the case of fire if bell is not sounding, press the fire alarm to activate to the nearest point. The custodian will contact the Fire Officer or site team to alert them as to the fire alarm.

Do not attempt to extinguish a fire IF YOU COULD BE AT RISK. Ensure that all students/adults evacuate the building, sports hall etc. - close all fire doors behind the group. Assemble group on the tennis court as for normal fire procedures - the group should remain there under supervision until the emergency services have declared the building(s) safe.

For other emergencies, accidents etc. Emergency services POLICE/AMBULANCE can be obtained by dialling: 9 - 999 from an extension phone.

If first aid treatment is required, do only what you are competent to do - if in doubt wait for assistance to arrive - any adult(s) should remain to give assistance if necessary. Depending upon the emergency (other than fire), it is advisable to vacate the surrounding area of the building. It is better to avoid any panic amongst students by removing them to a different part of the school, supervised by an adult, if possible. The teacher-in-charge must use his/her own judgement depending on the emergency. The group may or may not need to remain on school premises - again if in doubt, keep them under supervision.

### **Fire Drill for evening activities**

The fire bell is a continuous ringing of the school bell. When this bell is sounded the building must be evacuated and the group(s) assembled on the front car park. External electronic fire doors will open automatically. Any internal electronic fire doors will close automatically. (Separate instructions will be issued to outside hirers).

On discovering a fire

- Press the fire alarm at the nearest position to the fire. Hirers should familiarise themselves with the position of the nearest point and the availability of fire extinguishers prior to their use of a particular area of the school.
- Once the fire alarm has been activated the Fire Officer and Site Team will be notified by the Custodian.
- IF IN DOUBT do not attempt to put out the fire.

**DO NOT PUT YOURSELF AT RISK**

## **APPENDIX E**

### **Other Safety Arrangements**

#### **1. Display Screen Arrangements:**

Prolonged use of (VDUs) can lead to eye strain. Check the CHDC leaflet "Display Screen Equipment - Information for Users". Staff who use VDU's on a regular basis for more than 1 hour consecutively should consult regulations and specific advice.

#### **2. Flammable Substances:**

Significant quantities should be stored in locked fireproof cupboards or lockers.

#### **3. Hazardous Chemicals:**

Refer to COSHH data sheets for risk assessments noting arrangements for protective clothing. Items must be stored in locked cupboards.

#### **4. Good Housekeeping:**

Clutter is a major cause of accidents, but relatively easy to prevent. All fire routes must be kept clear of any obstruction, at all times.

#### **5. Near Misses:**

These should be recorded on school records as they may help to reduce the number of actual accidents, for example the fire risk assessment.

#### **6. Portable Electrical Appliance Testing:**

Visual termly inspection by all staff and annual testing is undertaken by a suitably qualified person. One site manager is now trained in this field so if any members of staff bring in electrical items, please report to the Site Team so that these items can be checked.

#### **7. Security:**

All visitors must report to Reception where they will be issued with a security pass.

#### **8. Risk Assessments:**

Significant risks in all areas will be assessed by working groups and reported to the Safety Officer on the relevant form. Any new risks or a changed risk must be assessed and reported in the same way.

#### **9. Stage Lighting:**

Annual servicing is undertaken of this equipment.

#### **10. Work Experience:**

There should be arrangements for inspection of potential workplace providers and the health and safety of students during placement, provided by Herefordshire Council.