



HEALTH & SAFETY POLICY			
Ref.:	H&S001	Rev - 16	Date: September 2025

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HEALTH & SAFETY POLICY

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SCOPE

1. This policy applies to all staff including those in the EYFS. All aspects of this policy are subject to the School's Data Protection Policy (in the Staff Handbook), Privacy Notices and Data Retention and Destruction Policy. Staff should always comply with the stipulations of the current version of KCSIE when interpreting this policy.

HEALTH & SAFETY POLICY STATEMENT

2. The Governors and Headmaster are fully aware of their responsibilities under the Health and Safety at Work Act 1974 and other Health and Safety legislation relevant to the School's operation. In order to meet these responsibilities, they regard Health and Safety of paramount importance and give it the highest priority.

3. The objective of the Health and Safety Policy is to minimise risks to Health and Safety of the pupils, staff and others affected by the School's activities, by identifying and controlling hazards. Governors will ensure that the workplace is safe for pupils, staff and visitors, that the School is a safe environment for learning and working, and that the School satisfactorily meets all Health and Safety standards.

4. The Headmaster, assisted by the Bursar, acting as the Health and Safety Officer, will provide a positive lead in organising Health and Safety activities, using the best available knowledge and methods and whatever resources are necessary to achieve the required standards.

5. Accident prevention is essential for the smooth and efficient running of the School requiring full co-operation between all concerned.

6. Staff are under a legal obligation to co-operate fully in Health and Safety matters by ensuring that all areas are safe for themselves and others. They are also required to act in a safe way themselves, use protective equipment provided, follow the Health and Safety Rules, Regulations and Requirements and report any hazardous conditions to their Head of Department, the Bursar or Headmaster.

RESPONSIBILITIES

7. The Headmaster will:

- a. Ensure that there is an effective policy for Health and Safety within the School and will be directly responsible for the establishment and effectiveness of that programme.
- b. Periodically appraise the effectiveness of the Policy and ensure that any necessary changes are made.



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- c. Ensure that adequate staff, funds and material are provided to meet the requirements of the Health and Safety at Work Act 1974 and subsequent Health and Safety legislation.
 - d. Ensure that responsibilities are properly assigned and accepted at all levels.
 - e. Take direct interest in the Health and Safety Programme and support all persons carrying it out.
 - f. Ensure that all areas of the School are inspected, from a Health and Safety point of view, once per term.
 - g. Review any Health and Safety Officer's reports and take action where appropriate.
 - h. Ensure that all Teaching Staff have adequate training for the tasks that they are required to perform, including the compilation of Risk Assessments.
 - i. Ensure that all Staff have read and understood the Health and Safety Policy either in its entirety or the sections relevant to them.
8. The Deputy Headmasters will:
- a. Fully familiarise themselves with the Health and Safety Policy and the Statutory Instruments and Regulations as issued from time to time.
 - b. Ensure that responsibilities are properly assigned and accepted at all times.
 - c. Assist the Headmaster in ensuring that all areas of the School are inspected, from a Health and Safety point of view, once per term.
 - d. Assist the Headmaster in ensuring that all Teaching Staff have adequate training for the tasks that they are required to perform.
 - e. Assist the Headmaster in ensuring that all Staff have read and understand the Health and Safety Policy, either in its entirety or the sections relevant to them.
9. The Bursar will:
- a. Be responsible for the day to day implementation of the School's Health and Safety arrangements.
 - b. Fully familiarise himself with the Health and Safety Policy and the Statutory Instruments and Regulations as issued from time to time.

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- c. Monitor the effectiveness of the implementation of the Health and Safety Policy.
 - d. Draw up safe methods and procedures, written where appropriate, for operations under his control.
 - e. Ensure that personnel working under his control have adequate training, have read and understood the Health and Safety Policy and have received induction training where appropriate.
 - f. Inspect all new plant, buildings and equipment for potential hazards as necessary.
 - g. Ensure that all plant and equipment, both mechanical and electrical, is maintained and/or tested regularly and that adequate records are kept.
 - h. Ensure, in conjunction with the Headmaster, that any hazardous or dangerous conditions or situations reported are remedied as soon as possible.
 - i. Ensure that any piece of plant or equipment found to be defective is immobilised until such time as a repair can be affected.
 - j. Be responsible for the control of contractors within the grounds and will ensure that they are familiar with the Health and Safety Policy, and have the relevant insurances etc in place.
 - k. Ensure, in conjunction with the Headmaster, that all areas of the School are inspected, from a Health and Safety point of view, once per term.
 - l. Supervise the School Health and Safety Programme.
 - m. Report to the Headmaster concerning Health and Safety matters, making recommendations as necessary.
 - n. Ensure, in conjunction with the Headmaster, that there is sufficient material and publicity for the Health and Safety Programme.
 - o. Assist in investigating all accidents and dangerous occurrences and recommend corrective action as necessary.
 - p. Undertake assessments under the Control of Substances Hazardous to Health (COSHH) Regulations 2002, the Management of Health and Safety at Work Regulations 1999 and other regulations as appropriate, calling in experts in specific fields as necessary.
10. The Head of Pre-Prep, Head of Lower Prep, Head of Middle Prep, Head of Upper Prep and Heads of Department will:

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- a. Fully familiarise themselves with the Health and Safety Policy and the Statutory Instruments and Regulations as issued from time to time.
- b. Draw up Safe Methods and Procedures, written where appropriate, for operations within their department.
- c. Ensure that all classroom/work areas are safe before they are used by any person.
- d. Ensure that all equipment is safe before it is used by any person.
- e. Ensure that Protective Equipment, where appropriate, is used at all times.
- f. Ensure that any hazardous or dangerous conditions or situations are reported to the Bursar or Headmaster without delay.
- g. Endeavour to ensure the Health, Safety and Welfare for all persons within their control at all times.

11. The Teaching Staff will:

- a. Fully familiarise themselves with the Health and Safety Policy and the Statutory Instruments and Regulations as issued from time to time.
- b. Ensure that all Safe Methods and Procedures, where appropriate, are followed at all times.
- c. Ensure that all classroom/work areas are safe before they are used by any person.
- d. Ensure that all equipment is safe before it is used by any person.
- e. Ensure that Protective Equipment, where appropriate, is used at all times.
- f. Ensure that any hazardous or dangerous conditions or situations are reported to the Bursar or Headmaster without delay.
- g. Endeavour to ensure the Health, Safety and Welfare for all persons within their control at all times.

12. All other staff will:

- a. Make themselves familiar with the Health and Safety Policy, especially the sections relevant to themselves.

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- b. Observe Health and Safety Rules at all times.
 - c. Conform to all advice given by the Bursar and instructions of others with a responsibility for Health and Safety.
 - d. Report all accidents, damage, hazardous or dangerous conditions or situations to their Head of Department, Bursar or Headmaster without delay.
 - e. Wear appropriate Protective Clothing, Safety Equipment and use appropriate Safety Devices as appropriate.
 - f. Ensure that working areas are kept clean and safe.
 - g. Inspect all equipment and plant before use to establish that it is safe to use.
 - h. Familiarise themselves with First Aid and Fire Procedures.
 - i. Look after all Health and Safety equipment properly and report any defects immediately.
13. All other persons on School property will:
- a. Observe the Health and Safety Rules and the instructions given by persons enforcing the Health and Safety Policy.
 - b. Not work on the premises until the relevant rules are read, understood and accepted.
 - c. Not work on the premises until covered by insurance against risk.

SAFE SYSTEMS

14. Heads of Department have devised 'Safe Systems', where appropriate, for their departments. The aim of these systems is to minimise the risk of accident or injury to both pupils and staff when working in their particular department. The systems will have taken into account the following principles as far as reasonably practicable:
- a. The layout of the work and the use of the working areas will allow safe access to and egress from the areas involved.
 - b. Analysis of the tasks involved, including safety analysis and the provision of clear instructions.
 - c. Where appropriate, details of the correct sequence of operations involved.



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- d. Identification of safe procedures, both routine and emergency.
- e. Written procedures for the operation of potentially hazardous machinery or for the use of potentially hazardous materials.

TRAINING

15. All employees will be informed about, and trained in, all appropriate Health and Safety matters including exposure to any identified risks. Such information and training will be given in the event of there being a change in circumstances affecting Health and Safety, and otherwise will be adapted and repeated periodically where appropriate. Training, whenever possible, will be conducted during working hours.

- a. All staff receive Induction Training in line with the School's Induction Programme.
- b. All staff will receive appropriate training in the need for, and completion of, all Risk Assessments necessary to ensure a safe and secure working environment at Bishopsgate School. A Risk Assessment Policy is in place.
- c. All Teaching Staff have received teaching training. Additional training and guidance as to specific requirements will be given either by reference to this Health and Safety Policy Document or by other means as deemed appropriate.
- d. Ancillary, Ground and Maintenance Staff etc will be given additional training, as necessary, appropriate to the tasks that they are to fulfil. In all cases the training will be adequate such that, following training, staff will be competent to carry out the tasks for which they have been engaged, including the assessment of risks.

VIOLENCE AT WORK

16. There are no circumstances in which violent behaviour towards any member of staff is acceptable, and no member of staff will be expected to accept exposure to violent behaviour as part of their job. A Violence at Work Policy is in place to ensure that the School is committed to making the workplace safe for both staff and pupils.

PLAYGROUND SAFETY

17. The School Staff have a Duty Rota to ensure that adequate supervision of the playground is available at all times. Staff ensure that pupils have a satisfactory amount of freedom in the Playground, commensurate with enjoying a healthy and safe environment. In all cases the School ensures that members of staff, supervising the playground activities, are competent to undertake the task.



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- a. If Duty Staff identify an area of the School Grounds that has become unsafe, they designate it 'Out Of Bounds', report it and ensure that it is not used until it is declared safe, following remedial work.
- b. The Pre-Prep has a separate rota that is arranged to reflect the ages of the children and therefore has greater supervision. The Pre-Prep play in an area which is more enclosed to ensure that staff are able to supervise adequately.

SPORT - GENERAL

18. Sport in the School is coordinated and organised by the Director of Sport who has devised a full policy for sport activities. Staff are generally trained for supervising and refereeing the various sports for which they have responsibility and the School ensures that staff are competent to supervise the sport that they are controlling.

- a. Pupils who do not bring a note to school stating a reason why they should not participate, will be expected to take part in sport. The only exception to this will be in a situation where injury or illness has occurred during the day when pupils will be excused from sport.
- b. For all sports, the School requires that the relevant protective equipment be worn. Earrings must be removed and sleepers taped over.

SPORT - INJURIES

19. In the event of injury occurring during sport activities, other than minor scrapes and bumps, the School Nurse will be involved. If the pupil involved is mobile then he or she will be accompanied to the sick bay. If the injury is more serious then the School Nurse will be contacted and will attend the injured person where the injury has taken place. The School Nurse can be contacted by two way radio or mobile telephone as necessary. In the event of further action being needed the School Nurse will contact a parent about contacting the child's General Practitioner or an Ambulance as appropriate.

SWIMMING POOL

20. The Swimming Pool has been constructed in such a way to ensure maximum safety at all times. When the pool is in use by the School, it is always under the strict supervision of staff who have the relevant training. The Swimming Pool is operated under a Normal Operating Procedure and Emergency Action Plan, which detail the School's procedures.

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THE WINSON HALL AND VICKERS HALL

21. The Winsong Hall and Vickers Hall are used by the School for Assembly, Drama and Sport and other activities. School pupils are not permitted into the Hall without prior knowledge of a member of staff.

- a. All equipment in the Hall is checked annually by an outside contractor to ensure that it is safe to use. Additionally, equipment is checked by staff prior to use. Whenever there is doubt about equipment, it is not used until such time as it has been repaired or replaced.
- b. There is a strict rule concerning the wearing of non-marking shoes in the Winsong Hall. It is also most important that the shoes are clean and it is the responsibility of the pupils and their parents to ensure that both these requirements are complied with.
- c. In the event of injury, first aid will be administered by the member of staff present provided that the member of staff is qualified to do this. If necessary the School Nurse will be contacted to assist as appropriate.
- d. When the Winsong Hall or Vickers Hall are used by others it is always by prior arrangement and their responsibility. Similarly, all Health and Safety aspects are their responsibility.

FIRE

22. The School is regularly inspected to ensure that it complies with all relevant requirements. A Fire Risk Assessment is completed regularly to ensure that the Regulatory Reform (Fire Safety) Order 2005 is complied with.

- a. Fire Procedures are posted in all classrooms with specific instructions as to the route to be followed in the event of fire.
- b. Details of assembly points are included in Fire Procedure instructions.
- c. At the beginning of each term all pupils are instructed in the action to be taken in the event of fire.
- d. The Department for Education has a Memorandum of Understanding with the fire authorities. The Fire and Rescue Service (FRS) will be involved in Building Regulations approval where these apply to new buildings or alterations. THE FRS will take a risk based approach to additional school premises. For premises posing medium to very low risk (Bishopsgate would fall into this category) a minimum of three schools a year will be inspected by the FRS in each Fire Authority.



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- e. Fire practices are carried out each term for pupils and these practices are recorded in the Fire Log.

SMOKING POLICY

23. All staff, parents, pupils and visitors are made aware that the School is a non smoking site. Smoking constitutes a fire hazard and can be unpleasant and dangerous for the smoker and colleagues. Smoking on the premises is against the code of conduct and therefore an offender will be subject to disciplinary procedures.

OFF SITE ACTIVITIES - FIELD TRIPS, VISITS

24. The School always considers the ratio of adults to pupils very carefully. Ratios are used which, in the School's opinion, are satisfactory and ensure adequate supervision for pupils, commensurate with the activities that are being undertaken. For trips of this nature the Educational Visits Policy applies, its main provisions are summarised below:

- a. Careful planning of the trip with a visit prior to the trip made by the organiser if necessary.
- b. Adequate evaluation of all Health and Safety factors involved, particularly for any hazardous pursuits that are to be undertaken and any safety or additional insurance requirements. This will include a Risk Assessment of any hazards that are likely to be encountered.
- c. Adequate notice given to parents of all facets of the trip and written permission obtained for a pupil to go on the trip.
- d. The expertise of staff accompanying the trip.
- e. Accident and Emergency procedures.
- f. Contact person who knows the itinerary and is able to alert the Authorities in the event of failure to make a pre-arranged contact.
- g. Where activity centres are used by the School, The Activity Centres (Young Persons' Safety) Act 1995 and The Adventure Activities Licensing Regulations 1996 will be taken into account.

MINIBUSES

25. The School minibuses are operated in accordance with the School Vehicles Policy.

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26. The School Minibuses are fitted with seat belts and are regularly serviced in accordance with manufacturers' recommendations.

27. Petrol, oil, water and belts are all checked each week and this is recorded in a log book kept by the Bursar.

28. Each School minibus is equipped with a First Aid Kit; a Fire Extinguisher; and De-Icer in the Winter.

29. Before commencing a journey, the following procedure will be adopted:

- a. The member of staff driving will satisfy him/herself that the minibus is in good order and ready for the road.
- b. The member of staff driving will ensure that aisles are free of luggage and any luggage carried inside is secured correctly.
- c. The member of staff driving will ensure that seat belts are worn by all passengers. By law belts must be used by all passengers if they are fitted, and for passengers under the age of 14 years, responsibility rests with the driver to ensure compliance.

30. In the event of a breakdown a member of Staff will stay with the minibus at all times. A mobile telephone will be taken in the minibus and used to summon assistance.

FIRST AID AND MEDICINE CONTROL

31. First Aid and Medicines are under the direct control of the School Nurse. Also see the First Aid and Medical Policy and the Mental Health Policy.

32. First Aid Boxes are always kept topped up from the School Nurse's supply kept in the Surgery.

33. The following items are also controlled by the School Nurse:

- a. The Accident Book - filled in for any injury, however minor, requiring treatment.
- b. Pupil's Medicines - kept in a locked cabinet or refrigerator and administered as directed.
- c. Dispensary Log - detailing what has been given to whom, for the record.
- d. A stock of proprietary tablets and medicines for general use, kept in a locked cabinet.

34. The School will report any work related deaths; major injuries; work related diseases; and dangerous accidents to the local HSE Office as required by the Reporting of Injuries, Diseases and

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Dangerous Occurrences Regulations (RIDDOR) regulations. Such an accident will also be recorded in the Accident Book.

35. The School requires parents to fill in a Medical Form for pupils and an Emergency Consent Form is also in place.

CATERING

36. The School has contracted out its catering activities to Holroyd Howe. Holroyd Howe is responsible for Risk Assessments and any Environmental Health Considerations.

CLEANING

37. Cleaning in the School is carried out by a contractor and the School's cleaner. Cleaning of all School areas is carried out daily during term time. During holiday periods, areas are cleaned more thoroughly as required.

38. The contractor and the School cleaner are instructed in the correct usage and handling of all cleaning products. Cupboards containing cleaning materials are locked when not in use.

CONTROL OF VEHICLES ON SCHOOL PREMISES

39. Control of vehicles is of paramount importance within the School's site.

- a. Drivers are required to control the speed of vehicles in the grounds, keeping speed to a minimum.
- b. Drivers are required to observe the one way system in the grounds.
- c. Care is to always be exercised as there may be children crossing roadways.
- d. Parking is only to be carried out in the designated areas.

SECURITY OF SITE

40. The School has taken all reasonable steps to prevent unauthorised entry into its premises. The grounds may be entered via the various gates but the outer doors to buildings are locked except for the door to the Office.

41. Visitors are required to report to reception on arrival and are issued with a badge to establish their identity to staff. Visitors are required to read and sign to acknowledge understanding of the school's abbreviated Fire Procedures and Child Protection procedures.



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42. Staff are required to be vigilant at all times and to challenge any person who is unknown to them to establish whether or not they should be on the School premises.

43. There are live-in staff on site who conduct a lock-up rota and are responsible for the security of the buildings.

44. Security of certain buildings out of School hours is assisted by the installation of Intruder Alarms.

MACHINERY AND PLANT

45. Maintenance on all the School Equipment is carried out on a regular basis to ensure that the School complies with its obligations under section 2(2)(a) of the Health and safety at Work Act 1974. The inspections and checks are carried out as follows:

- a. Inspection of guards and mechanical equipment by ground staff, maintenance staff and teaching staff before use.
- b. Annual service of heating equipment.
- c. Annual service of fire extinguishers.
- d. Servicing of the fire alarm system.
- e. Servicing of catering equipment.
- f. Five yearly checking of fixed electrical wiring.

ENVIRONMENTAL CONTROL

46. Conditions in classrooms and general areas are monitored regularly to ensure that temperature, ventilation and lighting are adequate for the purpose to which the areas are put. The School endeavours to ensure that all areas are in line with the most up to date requirements in the Educational Sector.

47. Conditions in the art room and science laboratory are monitored closely to ensure that they do not become contaminated when using substances that may be controlled under the Control of Substances Hazardous to Health Regulations 1999.

48. The kitchen is fitted with an extract ventilation system to ensure that conditions in this area remain satisfactory for personnel.

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NOISE

49. The School regards noise as a very important issue and takes the following action in order to minimise its effect:

- a. Installations and equipment are looked at carefully to establish whether reductions in noise levels can be made by isolation, damping, absorption and insulation. Where it is not possible or practical to control by these methods hearing protectors will be used.
- b. Where applicable, noise meters will be used to monitor the noise situation and should action be required in order to comply with the requirements of the Control of Noise at Work Regulations 2005, steps will be taken to implement this.
- c. Noise assessments will be carried out by the Bursar with assistance from other personnel as appropriate. If it is found that there is a particularly severe problem, noise specialists will be called in to do an in-depth survey and propose remedies to counteract the problem.

VIBRATION

50. The School is aware of its responsibilities under the Control of Vibration at Work Regulations 2005 and takes the following action to minimise the effect of vibration on employees:

- a. Equipment is selected carefully to ensure that the vibration level is as low as possible.
- b. Vibration levels will be established by reference to manufacturers published data or by comparison with similar machinery.
- c. Exposure time by employees will be established which should enable an assessment to be made to establish whether or not vibration exposure is satisfactory.
- d. If a suitable assessment by the above means does not indicate that the levels are well below the Exposure Action Value or a problem is clearly evident, then Vibration Specialists will be called in to carry out an appropriate survey and introduce an appropriate Management Plan which will include the consideration of Health Surveillance.

WASTE DISPOSAL

51. The disposal of general waste, food waste and recycling is carried out in the usual manner by a contractor.

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52. Where there is a requirement to dispose of chemicals, due account of the provisions of The Environmental Protection Act 1990 and The Control of Pollution Regulations 1991, will be taken and specialist contractors will be employed.

REPORTING PROCEDURES - ACCIDENTS AND NEAR MISSES

53. The procedures in use are in line with RIDDOR 1995 as follows:

a. Immediate notification to the Health and Safety Executive by the quickest method (telephone) if one of the following occurs:

(1) Fatal Injury to staff, pupils or any other people in an accident on the premises.

(2) Major Injury to staff, pupils or any other people in an accident on the premises, where the major injury is as listed in the Regulations.

(3) Dangerous Occurrences as listed in the Regulations.

b. Reporting will be conducted under the following directions:

(1) A written report will be sent to the Health and Safety Executive within ten days of any notifiable incident covered above.

(2) A written report will be sent to the Health and Safety Executive within ten days for any other injury which results in staff being absent from, or unable to do their normal work for more than three days.

(3) A written report will be sent to the Health and Safety Executive within ten days in the case of ill health listed in the Regulations.

c. The following reporting forms will be used:

(1) F2508 - for injuries and dangerous occurrences.

(2) F2508A - for diseases.

d. A record will be kept of any injury, occurrence or disease requiring report, under the following headings: Time; Date; Place; People Involved; Description Of Event.

HAZARDOUS SUBSTANCES

54. Where substances are used that may be controlled under specific regulations e.g. Control of Substances Hazardous to Health (COSHH) the procedures are as follows:

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- a. List Substances being used to establish whether they come under COSHH Regulations.
- b. Carry out COSHH Assessment having regard to the following points:
 - (1) Prevention or Control - ideally prevention by substitution of a non-controlled substance, but if not possible control.
 - (2) Control Measures to be adopted.
 - (3) Maintenance of the Control Measures.
 - (4) Monitor the situation to establish that the measures are effective.
 - (5) Undertake Health Surveillance where relevant.
- c. Carry out instruction and training to ensure the following are understood:
 - (1) Use of the substances, their handling, storage and disposal.
 - (2) Emergency Procedures.
 - (3) Methods of control.
 - (4) Use of Protective Equipment.
- d. Record all information on the relevant assessment form.

ASBESTOS

55. A Policy for asbestos is in place in the School.
56. In line with the requirements of the Control of Asbestos Regulations 2012, the School is required to carry out a survey of the premises to establish whether any asbestos is present and if so what action if any is located, steps need to be taken either to remove or control the asbestos. A Management Survey has been carried out for the premises and various amounts of asbestos have been removed.
57. A Refurbishment/Demolition Survey is carried out in areas where work is to be carried out to establish the full position and asbestos is removed by a registered contractor before work commences on any building.

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58. The Bursar is the School's asbestos manager and in order to manage the situation in an appropriate way, the Bursar carries out the following:

- a. Keep and maintain an up to date log of the location, condition, maintenance and removal of all asbestos containing materials on the premises.
- b. Repair, seal or remove asbestos containing materials if there is a risk of exposure owing to their condition or location.
- c. Maintain asbestos containing materials in a good state of repair.
- d. Inform anyone who is likely to disturb asbestos containing materials about the location and condition of the material.
- e. Have arrangements and procedures in place, so that work which may disturb asbestos containing materials complies with The Control of Asbestos Regulations 2012.
- f. Review the plan at regular intervals.

PERSONAL PROTECTIVE EQUIPMENT (PPE)

59. There are certain activities where hazards cannot be eliminated by other means and PPE is the only method of controlling the risk. Under the Personal Protective Equipment at Work Regulations 1992 the following procedures will be applied by the School:

- a. Provide suitable, compatible PPE.
- b. Assess and maintain present PPE. Replace PPE where it is lost or damaged.
- c. Provide accommodation for PPE.
- d. Ensure PPE is used properly through instruction and training of staff.

60. Under the Personal Protective Equipment at Work Regulations 1992 staff will:

- a. Use the PPE correctly.
- b. Always wear PPE.
- c. Report any loss or defect to PPE.

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DISPLAY SCREEN EQUIPMENT

61. The School, in line with The Display Screen Equipment Regulations 1992, carries out the following procedures where equipment is used that comes under the regulations:

- a. Assess the operator of the Display Screen Equipment to establish if the operator is classified as a 'user' under the regulations.
- b. If there is a 'user', carry out an analysis of the work station to assess risks to Health and Safety and implement any requirements resulting from the analysis. The work station includes Display Screen Equipment, ancillaries, chairs, desks and immediate surrounding environment.
- c. Plan or adjust activities of the 'user' to ensure that work is interrupted by breaks or changes of activity. The recommendations are that there should be a maximum usage of 50 minutes in every hour.
- d. Provide eye and eyesight tests for the 'user' or any person about to become a user.
- e. Provide appropriate eye and eyesight corrective appliances as necessary.
- f. Train the user or any person about to become a 'user' on the Health and Safety aspects concerned with the use of the work station.

RISK ASSESSMENTS

62. Risk Assessments will be carried out on all hazardous work activities in line with the requirements of The Management of Health and Safety at Work Regulations 1998.

63. The Assessment will establish the following:

- a. The hazards associated with a particular activity.
- b. The potential frequency and severity of an accident.
- c. The control measures being employed to minimise the risk of an accident occurring.
- d. Any further action to be taken to adequately control the hazard.

64. The assessments will be carried out by the Bursar with assistance from others as required. A Risk Assessment Policy is in place.

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MANUAL HANDLING

65. A school environment is generally low risk in terms of manual handling but all staff, to a greater or lesser extent, will carry out manual handling operations. Departments that encounter increased manual handling risk are generally support staff including the maintenance department, catering department, network services and administration. However, all academic departments are likely to encounter manual handling and some academic departments will experience more hazardous manual handling, such as the PE department and the drama department. The School is aware of its obligations under 'The Manual Handling Operations Regulations 1992' and where there is a possibility of injury being caused the following action will be taken in line with the Regulations.

- a. Manual handling activities involving risk, so far as reasonably practicable, will be eliminated or moved by a mechanised process.
- b. Where activities involving risk cannot be avoided they will be subject to an assessment.
- c. The risk of injury will be reduced as far as reasonably possible by seeking assistance from other personnel or using sack barrows or other similar equipment.

66. All personnel are required to exercise discretion when lifting any object. The initial responsibility for assessing any manual handling implications rests with the person lifting the object.

67. Pupils will not in general encounter manual handling hazards but where this does occur, it would be normal for staff to put in place bespoke measures to ensure pupils are not exposed to unnecessary risks.

68. The most likely injuries that poor manual handling may lead to include:

- a. Back, including slipped disc, injury – these injuries may be cumulative.
- b. Upper or lower limb injury.
- c. Muscle and ligament strains and tears.
- d. Hernia.
- e. External injuries including cuts, bruises, abrasions and crush injuries to fingers, hands, forearms, ankles and feet.

WORKING AT HEIGHT

69. The School is aware of the requirement to control working at height in order to comply with the requirements of The Work at Height Regulations 2005. The regulations apply to all Work at



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Height where there is a risk of a fall that may cause injury and there is no minimum height at which they become effective. They apply to all access equipment which covers ladders and stepladders as well as more advanced equipment such as scaffolding and mobile access equipment.

70. All staff should be aware of the regulations as they apply to any access required to height in the School, including high shelves, and suitable access equipment must be used.

71. In order to ensure that the School complies with these regulations, the following will be taken into account:

- a. Any Work at Height will be avoided if reasonable to do so.
- b. Any Work at Height will be properly planned and organised.
- c. Those involved in Working at Height will be properly trained and competent.
- d. A Risk Assessment will be carried out to establish the correct access equipment.
- e. Where Work at Height cannot be avoided, appropriate equipment or other measures to prevent falls will be used.
- f. Equipment for Working at Height will be properly inspected and maintained.
- g. Where the risk of a fall cannot be eliminated, work equipment or other measures to minimise the distance and consequences of a fall will be used.
- h. Risks due to work on or near fragile surfaces will be properly controlled.

72. Before any Work at Height is carried out, the following 15 Point Assessment must be completed to establish whether the task can be completed or not:

- a. Is it possible to avoid work at height to carry out this task?
- b. Is the task appropriate for our own operatives?
- c. Is a Risk Assessment in place for the access equipment to be used?
- d. Is the access equipment listed in a register and is it in good order?
- e. Is the access equipment suitable for the task to be undertaken?
- f. Can the access equipment be suitably secured while the work is carried out?
- g. Is there a Risk Assessment in place for the task to be carried out?

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- h. Are the operatives suitably trained for the activity and the equipment?
- i. Is fall arrest equipment required for this operation?
- j. Are guard rails or other forms of fall prevention required?
- k. Is Personal Protective Equipment required for this operation?
- l. Has the work at height been properly planned?
- m. Is there a plan for an emergency?
- n. Are the weather conditions suitable?
- o. Taking all the above into account, can the activity go ahead?

CONTROL OF CONTRACTORS

73. The School is aware of its obligations under The Health and Safety at Work Act 1974 in so far as it applies to contractors on the School Premises. A Contractor Policy is in place.

74. In order to meet these obligations the School exercises control over contractors in the following way:

- a. When identifying suitable bidders the following items will be taken into account:
 - (1) Adequacy of Health and Safety Policy.
 - (2) Control Structure.
 - (3) Safe Systems of Work in Operation.
 - (4) Training Standards.
- b. When hazards are identified in the specification the Contractor will be required to demonstrate that these hazards have been adequately taken into account. Apart from normal site hazards the following will also be considered:
 - (1) Special Hazards, e.g. asbestos.
 - (2) Safe Access to/egress from the site.
 - (3) Confined Space Entry.



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(4) Chemical Storage.

(5) Occupational Health Risks including noise.

c. The appointment of contractors will be based upon the best bid, taking into account all factors.

d. A full list of school safety rules for the site will be made available for contractors acceptance of the contract.

e. In order to conduct control of the contractor on site the following measures will be adopted:

(1) Nomination of person to co-ordinate all Health and Safety aspects.

(2) Pre-commencement meeting to establish contractor liaison contact.

(3) Arrangement of regular progress meetings.

(4) Regular inspection of contractor's operations.

(5) Participation in site safety committee - where applicable.

(6) Provision by contractor of Written Method Statements in advance.

(7) Notification by contractor of all accidents.

(8) All machinery on site to have documentary evidence of Statutory Inspections and Driver/Operator Training where applicable.

75. Contractors will be required to undertake their work in line with The Construction (Design and Management) Regulations 2007.

CONSTRUCTION (DESIGN AND MANAGEMENT) REGULATIONS 2007 (CDM)

76. The School is aware of its obligations under the CDM Regulations and where small projects are such that they come under these regulations the School, as client, will carry out the following:

a. Select and appoint a Principal Designer who will be responsible for planning, managing, monitoring and coordinating Health and Safety in the pre-construction phase of a project. The Principal Designer will also liaise with the Principal Contractor to help in the planning, management and monitoring of the Health and Safety in the construction phase.

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b. Select and appoint a CDM Coordinator and a Principal Contractor who will be responsible for planning, managing, monitoring and coordinating Health and Safety in the construction phase of a project.

c. Ensure that the CDM Coordinator and Principal Contractor are competent and check their allocation of resources to Health and Safety.

d. Ensure that an adequate Health and Safety Plan is in place before work commences.

e. Pass on information about the land and/or premises to be developed.

f. Ensure that the Health and Safety File, prepared on completion of the project by the CDM Coordinator, is kept available for those subsequently carrying out construction work in line with Regulation 4 of the Construction (Design and Management) Regulations 2007.

g. The School may elect an agent to act on its behalf when projects involving these regulations apply.

77. The CDM Regulations 2015 are triggered, for smaller projects, when two or more contractors are appointed. The Principal Designer and Principal Contractor roles can be fulfilled by the School as client. If this is the case, the School is responsible for undertaking both these roles.

78. On projects where the CDM Regulations do not apply (where there is only one contractor appointed) or where the School fulfils the Principal Contractor role and appoints contractors under the CDM Regulations, the School will exercise control over contractors as outlined in the section entitled Control of Contractors.

79. The triggers for larger projects are either that the project lasts longer than 30 working days and has more than 20 workers working simultaneously at any point or the project exceeds 500 person days. These larger projects need to be notified to the HSE before commencement.

GOVERNOR MAIN BOARD

80. The Governor Main Board meets termly and also as necessary to ensure that Health and Safety matters are properly reviewed. Such occasions for meetings may occur when:

- a. Specific incidents give rise to the concern of the School, the staff, parents or pupils.
- b. A request is received from a member of the Board.
- c. An instruction is issued by the Headmaster asking for a review of the School's policies.

81. The Board's regular meetings, in regards to Health and Safety, are for the following purposes:

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- a. To promote Health and Safety throughout the School.
- b. To receive reports from the Bursar on the effectiveness of the implementation of the Health and Safety Policy.
- c. To consider and introduce additional Safety Rules that may be required from time to time.
- d. To ensure that current Health and Safety legislation is being complied with.
- e. To consider the causes of any accidents that have occurred and to establish methods and procedures to prevent any recurrence.
- f. To carry out any Health and Safety or security inspection of the School that may be required.
- g. To consider what material, publicity or training should be used in order to help promote Health and Safety and security throughout the School.
- h. To investigate any special hazards and to recommend action to be taken.
- i. To consider any communication received from the Health and Safety Executive and recommend action to be taken as appropriate.

CONSULTATION WITH EMPLOYEES

82. The School is aware of its obligations under The Health and Safety (Consultation with Employees) Regulations 1996 and consults its employees on the following areas as covered by the regulations:

- a. Any changes which substantially affect their Health and Safety at work - changes in procedures, equipment or ways of working etc.
- b. Arrangements for using 'competent people' to assist in complying with Health and Safety legislation.
- c. Information on the likely risks and dangers arising from the work activities and measures to reduce or eliminate these risks.
- d. The planning of Health and Safety training.
- e. The Health and Safety consequences of introducing new technology.

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83. The School adopts various methods for carrying out this consultation as the situation demands. Many situations can be satisfied by direct consultation but the School may consult by way of the Governors Main Board if deemed appropriate.

EMERGENCY PLAN

84. The School has anticipated the possibility of a Critical Incident occurring and has devised an Emergency Plan. The Plan covers the constitution of an Incident Management Team, allocates responsibilities to members of staff as appropriate and also considers a series of possible Critical Incidents and the action by way of responses that the School would take.

85. Contained within the Emergency Plan, the School has devised a Recovery Plan. The Plan covers the actions to be taken in order for the School to return to normal operations and the action to be taken to ensure that activities can continue on a temporary basis while remedial work is carried out.

OCCUPATIONAL HEALTH

86. Occupational Health issues in the Education Sector are generally more evident in higher and further education where these apply to Pupils and Students. In summary, these issues arise from the following areas:

- a. Laboratory Hazards.
- b. Workshop Hazards.
- c. Fieldwork and Site Work.
- d. Clinical Activities.
- e. Allergies associated with substances or animals.

87. Pupil involvement at the School with the above activities is extremely low and the substances used by pupils are generally benign. Workshop activities are confined to Design and Technology where exposure to noise and vibration is minimal.

88. Activities carried out by staff, particularly during Grounds and Maintenance Activities, are more likely to have aspects of Occupational Health.

89. Noise and vibration issues have been considered and action taken where necessary and use of substances is carefully controlled and monitored.

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STRESS

90. The School is aware of the potential for Stress with its employees. Bishopsgate School will always seek to maintain a well-managed work environment, in which all reasonably practicable steps will be made to keep work related stress to a minimum. Where stress factors are identified, the school aims to work with employees to ensure that appropriate steps are taken to reduce and manage stress. A full Wellbeing at Work Policy is in place and this covers recognising stress symptoms, the causes of stress and a strategy for dealing with stress.

SLIPS AND TRIPS

91. The School is aware that slips and trips are the most common of workplace hazards and make up over a third of all major injuries. The School is also aware that slips happen in wet conditions and that slips and trips often occur through poor housekeeping. In order to address these issues, the School adopts the following procedures:

- a. Spills are managed carefully and are signed if immediate remedial action is not possible.
- b. Appropriate cleaning regimes are in place.
- c. Effective matting systems are employed with appropriate mats in place.
- d. Footwear is specified and/or selected correctly for employees and pupils.
- e. School premises have been designed or modified to ensure trip hazards are controlled.
- f. Flooring is specified appropriately and renewed when necessary.
- g. Housekeeping is maintained to a high level.
- h. Supervision of staff and pupils is in place as required.
- i. Risk Assessment is undertaken where extraordinary situations exist.

MONITORING THE HEALTH & SAFETY POLICY

92. The Health and Safety Policy will be monitored on an ongoing basis by the Bursar. Checks will be made twice per year with an inspection being made of all areas of the School. There will be a full review every twelve months to establish whether any major changes or additions need to be made to ensure that the document is fully up to date and correctly reflects the activities.



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Peter Thacker
Headmaster

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Christiian Marriott
Chair of Governors