

Classification:

**Public**

# Health and Safety



**Bishop  
Perowne**  
Church of England College  
**Endeavour Forever**

Title: Health and Safety

Document Type: Policy and Procedure

Document Reference: HAS – 01

Version: 1.4

Status: Approved

Approval: Full Governing Board

Endorsed: January 2022

Reviewed and Approved: January 2023

Next Review Date: January 2024

## Document Management

### A. Identification

Attribute	Description
Document Type	Policy and Procedure
Document Name:	Health and Safety
Document Code:	HAS-01
Document Category:	Health and Safety
Review Cycle:	Annual
File Name	HAS-01 Health and Safety Policy v1.4.docx
Classification	Public (everyone can see the information)
Statutory	Yes

### B. Document contributors

Name	Position	Author	Reviewer	Approver
Tina Moran	Facilities Operations Manager		✓	
Anita Iddon	Chair of Governors			✓
Jane Price	Headteacher			✓

### C. Approval

This document is a controlled document authorized for release once all signatures have been obtained or has been approved for release at either a Full Governing Board meeting or relevant sub-committee meeting. Approval of this document constitutes approval of the content as described herein.

Name	Position	Date	Signature
Anita Iddon	Chair of Governors		
Jane Price	Headteacher		

### D. Document revision

Date	Revision	Modification	Modified by
27/03/2017	1.0	Version published, document management control updated	Kate Woods
18/01/2021	1.1	Review and updated	Ryan Ramsden
30/11/2021	1.2	Review and updated	Ryan Ramsden
17/01/2022	1.3	Reviewed and updated	Ryan Ramsden
25/01/2023	1.4	Reviewed and updated	Tina Moran

## Table of contents

<b>1</b>	<b>OVERVIEW.....</b>	<b>6</b>
1.1	Purpose .....	6
1.2	Scope.....	6
1.3	Related documents .....	6
1.4	Reviews .....	6
1.5	Equality Impact Assessment .....	6
<b>2</b>	<b>RESPONSIBILITY FOR THE POLICY AND PROCEDURE.....</b>	<b>7</b>
2.1	Role of the Governing Board .....	7
2.2	Role of the Headteacher.....	7
<b>3</b>	<b>POLICY AND PROCEDURES .....</b>	<b>8</b>
3.1	<b>Introduction: Governor’s Statement .....</b>	<b>8</b>
3.1.1	Complying with health and safety legislation .....	8
3.1.2	Working Together on Health and Safety Matters .....	8
3.2	<b>Health and Safety Responsibilities .....</b>	<b>8</b>
3.2.1	The Headteacher .....	9
3.2.2	The Facilities Operations Manager.....	9
3.2.3	Heads of Department/Curriculum Leaders .....	10
3.2.4	Other teaching staff, teaching assistants and technicians .....	10
3.2.5	The Site Team .....	11
3.2.6	First Aiders.....	11
3.2.7	Safety representatives (appointed by trade unions and professional associations) .....	11
3.2.8	Catering Manger .....	12
3.2.9	The Educational Visits Coordinator .....	12
3.2.10	Finance Officer.....	12
3.3	<b>Health and Safety Arrangements .....</b>	<b>12</b>
3.3.1	Access and exit .....	12
3.3.2	Accident and near-miss recording and reporting.....	12
3.3.3	Blood-borne diseases .....	13
3.3.4	Building repairs and contractors .....	13
3.3.5	Cleaning and waste disposal.....	13
3.3.6	Communications.....	13

3.3.7	Consultation (staff / trade union safety representatives).....	13
3.3.8	Contractors .....	14
3.3.9	Design and technology .....	14
3.3.10	Display screen equipment (VDU's) .....	14
3.3.11	Educational journeys and visits .....	14
3.3.12	Emergency plans.....	14
3.3.13	Fire alarms .....	14
3.3.14	Fire appliances (extinguishers, fire blankets and hose reels).....	15
3.3.15	Fire evacuation and fire drills .....	15
3.3.16	Fire prevention .....	15
3.3.17	Fire risk assessment.....	15
3.3.18	First aid .....	15
3.3.19	Flammable substances .....	15
3.3.20	Good housekeeping.....	15
3.3.21	Hazardous chemicals .....	15
3.3.22	Information and publications .....	16
3.3.23	Lettings .....	16
3.3.24	Medicines, administration of.....	16
3.3.25	Monitoring of Health and Safety .....	16
3.3.26	Near misses .....	16
3.3.27	Playground safety and supervision.....	16
3.3.28	Physical education .....	16
3.3.29	Portable electrical appliance (PAT) testing .....	16
3.3.30	Public performances.....	17
3.3.31	Records .....	17
3.3.32	Risk assessments .....	17
3.3.33	Safety inspections.....	17
3.3.34	Science.....	17
3.3.35	Security .....	17
3.3.36	Slips, trips and falls, prevention of .....	17
3.3.37	Smoking .....	17
3.3.38	Stage lighting .....	17
3.3.39	Stress and staff well-being .....	18
3.3.40	Training – induction.....	18
3.3.41	Training – specific .....	18

3.3.42	Violent incident reporting .....	18
3.3.43	Working alone on site.....	18
3.3.44	Working at height.....	18
<b>4</b>	<b>DISSEMINATION.....</b>	<b>19</b>
4.1	Promoting Awareness .....	19
4.2	Training .....	19
4.3	Monitoring the Effectiveness of the Policy.....	19
<b>5</b>	<b>GLOSSARY.....</b>	<b>20</b>

## 1 OVERVIEW

---

### 1.1 Purpose

Refer to Section 3 Policies and Procedures

### 1.2 Scope

Refer to Section 3 Policies and Procedures

### 1.3 Related documents

Refer to Section 3 Policies and Procedures

### 1.4 Reviews

Refer to Section 3 Policies and Procedures

Review frequency: Governing body or proprietor or local authority free to determine.

Approval: Employer free to determine how to implement

### 1.5 Equality Impact Assessment

Under the Equality Act 2010 the College is obliged not to discriminate against people on the basis of age, disability, gender, gender identity, pregnancy or maternity, race, religion or belief and sexual orientation.

This policy has been equality impact assessed and the Governing body believes that it is in line with the Equality Act 2010 as it is fair, it does not prioritise or disadvantage any pupil or any other connected party and it helps to promote equality at the College.

## 2 RESPONSIBILITY FOR THE POLICY AND PROCEDURE

---

### 2.1 Role of the Governing Board

The Governing Board has:

- delegated powers and responsibilities to the Headteacher to ensure all college personnel and visitors to the college are aware of this policy.
- responsibility for ensuring this policy and all policies are maintained and updated regularly.
- responsibility for ensuring all policies are made available to parents.
- nominated a link governor to visit the college regularly, to liaise with the Head teacher and the coordinator and to report back to the Governing Board.
- responsibility for the effective implementation, monitoring and evaluation of this policy.

### 2.2 Role of the Headteacher

The Headteacher will:

- ensure all College personnel, students and parents are aware of this policy.
- work closely with the link governor and coordinator.
- provide guidance, support and training to all staff.
- monitor the effectiveness of this policy.

## 3 POLICY AND PROCEDURES

---

### 3.1 Introduction: Governor's Statement

#### 3.1.1 Complying with Health and Safety legislation

The Governors of Bishop Perowne C of E College recognise their responsibility under the Health and Safety at Work etc. Act (1974), so far as is reasonably practicable, to:

- Provide safe systems of work, plant, and equipment.
- Provide for the safe use, handling, storage and transport of articles and substances.
- Provide such information, instruction, training, and supervision as is necessary for staff and students to undertake their work safely.
- Provide a safe place of work with safe means of access and egress for all persons using the premises.
- Provide a safe and healthy working environment with adequate welfare arrangements.
- Provide for the health and safety of persons not employed by the College, but who may be affected by its activities.
- Encourage all staff to take reasonable care for their own health and safety and to co-operate with the management of the College in the carrying out of their statutory duty.
- Require all staff to report through the appropriate channels, any problem, defect or hazard likely to lead to a lack of safe or healthy conditions for themselves or others.

#### 3.1.2 Working together on Health and Safety matters

The Governors will ensure support for all staff in responding to the letter and spirit of the Health and Safety at Work Act – requiring employers and employees to undertake a process of risk assessment throughout all aspects of their work.

The Governors recognise their responsibilities to ensure that any significant risks arising from work activities, equipment or premises are assessed, as required under:

- The Management of Health and Safety at Work Regulations 1999 amended 2006
- The Control of Substances Hazardous to Health (COSHH) Regulations 2002.
- The Manual Handling Operations Regulations 1992.
- The Provision and Use of Work Equipment Regulations 1998.
- The Display Screen Equipment Regulations 2002.

This policy is available on the College website and will be circulated to new staff as a part of their induction.

### 3.2 Health and Safety Responsibilities

The Governing body is responsible for:

- All aspects of the health and safety of employees, students and other persons at the College (under sections 2 and 3 of the Health and Safety at Work etc. Act 1974).



- Ensuring that the College's Health and Safety Policy is implemented, monitored and regularly reviewed and revised as necessary.
- Monitoring the Health and Safety need for building maintenance in the College and implementing repairs as necessary.
- Monitoring structural defects that could adversely affect the Health and Safety of staff, students and other persons.
- Ensuring the safe condition, storage and maintenance of equipment, vehicles and plant at the College, and ensuring that such equipment can be used safely in the normal running of the College.
- Ensuring that the premises, the means of access and exit, and any plant or substance on the premises are safe and without risks to health.
- Appointing competent principal contractors where building or plant maintenance work is done.
- Appointing a competent person as Planning Supervisor in those works which fall within the scope of the Construction (Design and Management) Regulations 2007.
- Ensuring that sufficient funds are set aside for meeting their responsibilities for Health and Safety, in particular the maintenance and upgrading of premises and equipment.
- Ensuring that safety rules concerning the use of premises and equipment are displayed at appropriate locations in the College and are enforced.
- The adoption of safe working practices by staff and students, and by contractors on site.

### 3.2.1 The Headteacher

The Headteacher is responsible for:

- The overall implementation of the College's Health and Safety Policy.
- Advising the Governing Body of the need to review the College's Health and Safety Policy.
- Carrying out Health and Safety inspections every term with the Facilities Operations Manager.
- Ensuring that all problems or defects affecting the health and safety of staff, students or other persons in the College are dealt with.
- Emergency procedures, including evacuation in case of fire or bomb threats.
- Ensuring that adequate provision is made for the administration of first aid.
- Facilitating the meeting of a college safety committee, if it is requested by staff or approved trade union safety representatives, and for attending such meetings.
- Consultation with approved trade union safety representatives on matters affecting the health, safety, or welfare of any members of staff and for facilitating the carrying out of their duties, including safety inspections and attendance at training courses.

### 3.2.2 The Facilities Operations Manager

The Facilities Operations Manager is responsible for:

- The day-to-day implementation of the College's Health and Safety Policy;
- Ensuring that members of staff receive appropriate Health and Safety training, including instruction in the use of any equipment or materials that they are expected to use.
- Ensuring that risk assessments are carried out in accordance with the Management of Health and Safety at Work Regulations 2006 in all areas of significant risk, as well as those required under the Control of Substances Hazardous to Health (COSHH) Regulations 2002, the Manual Handling

Operations Regulations 1992 as amended, the Provision and Use of Work Equipment Regulations 1998 and the Display Screen Equipment Regulations 2002.

- Commissioning Health and Safety audits of the College facilities once every two years.
- Notifying either the Health and Safety Executive (HSE) or the Local Authority Health and Safety Adviser as appropriate of any serious accidents to students, staff or other persons and any "near miss" situations, in accordance with the Reporting of Incidents, Diseases and Dangerous Occurrences Regulations.
- Ensuring that all legislative updates or new requirements are brought to the attention of any relevant persons promptly.
- Ensuring that the first aid supplies and first aid kits are replenished as required; and
- Monitoring the total number of qualified first aiders to always ensure adequate levels of first aid cover.

### 3.2.3 Heads of Department/Curriculum Leaders

Heads of Department/Curriculum Leaders are responsible for:

- All matters of Health and Safety in their respective subject areas.
- Bringing to the notice of the Facilities Operations Manager any problems or defects affecting the health, safety or welfare of staff, students, or other persons in their area.
- Having a working knowledge of regulations, guidance materials and codes of practice in their subject areas.
- Producing a departmental safety policy where there is deemed a risk and revising it as necessary.
- Ensuring that staff have received adequate training on Health and Safety aspects of their specialist areas (particularly where use of potentially hazardous equipment or substances is undertaken).
- Ensuring that necessary personal protective equipment (e.g. eye protection or protective clothing) is available and kept well maintained.
- Ensuring that any risks specific to their area of work are adequately assessed (e.g. risk assessments for the use of tools or equipment and COSHH assessments for the use of hazardous substances).
- Ensuring that relevant safety signs and notices are displayed (e.g. signs requiring use of eye protection, restricting the use of machines to teaching staff, the positions of gas, water or electrical isolators etc.).

### 3.2.4 Other teaching staff, teaching assistants and technicians

Other teaching staff, teaching assistants and technicians are responsible for:

- Ensuring that they are familiar with and comply with the College and, where applicable, the departmental Health and Safety Policy.
- Reporting any defects or problems affecting the health and safety of staff, students or any other person, via their Department or Curriculum leader, to the Facilities Operations Manager.
- Co-operating with the College to enable them to comply with the requirements of the Health and Safety at Work etc. Act 1974.

### 3.2.5 The Site Team

Members of the Site Team, working under the supervision of the Facilities Operations Manager, are responsible for:

- Ensuring that they are familiar with and comply with the College's Health and Safety Policy.
- Bringing the College's Health and Safety Policy and risk assessments to the attention of any contract or other staff working under their direction, in so far as it affects the work of such persons (e.g. in the use and storage of equipment and materials).
- Ensuring that all equipment and potentially hazardous materials received have adequate Health and Safety information.
- Ensuring that safe procedures are followed when undertaking work of a potentially hazardous nature. This will include working at heights on steps, ladders or scaffolding, using electrically powered machines, using chemicals and carrying out repair or maintenance work.
- Ensuring that due warning is given of any site operations that could be a hazard to other users of the premises (e.g. by the use of signs to warn of potential hazards, etc.).
- Informing the Facilities Operations Manager (or, in the Facilities Operations Manager's absence, the Headteacher's P.A.) of the arrival (or expected arrival) of contractors for maintenance work.
- Informing contractors of any hazards that could affect their Health and Safety while working in the College.
- Ensuring the safe use and maintenance of all plant and equipment and the safe use and storage of all materials used for such maintenance.
- Ensuring that all College minibuses are roadworthy and that transport maintenance, including servicing and MOT tests, are carried out.

### 3.2.6 First Aiders

The College's First Aiders are responsible for:

- Recording accidents and incidents requiring first aid treatment.
- Maintaining the first aid boxes.
- Alerting the Facilities Operations Manager when first aid supplies in the medical room need to be replenished.
- Checking when they require refresher training and informing the Operations Manager so that this can be arranged.

### 3.2.7 Safety representatives (appointed by trade unions and professional associations)

Safety representatives have the right to:

- Carry out termly inspections of the premises and submit a written report to the Headteacher;
- Receive any reports of inspections or accident investigations made by the HSE or other regulatory bodies.
- Represent their membership to the Headteacher (as representative of the employer) on matters affecting the health, safety or welfare of staff.
- Represent the staff / union membership on College safety committees.
- Receive such training as may be necessary for them to perform their duties.

### 3.2.8 Catering Manager

The Catering Manager is responsible for:

- Being familiar with and complying with the College's Health and Safety Policy.
- Ensuring that all kitchen staff receive the training, instruction and information they need to undertake their duties safely and without risk to themselves or others.
- Ensuring that they are familiar with the requirements of the Food Safety Act 1990 (and the regulations published under it) and that they and staff working under them comply with these requirements.
- Bringing to the attention of the Facilities Operations Manager any problems or defects affecting the health and safety of any person in the area for which they have responsibility.

### 3.2.9 The Educational Visits Coordinator

The Educational Visits Coordinator is responsible for Assistant Headteacher:

- Ensuring that College policy, procedure and practice with regard to educational visits is adhered to by all staff.
- Ensuring the provision of support and training for staff who wish to lead educational visits;
- Consulting B&S Educational Systems and Training Limited (the College's outsourced school visits advisers) regarding any issues about trips and giving them appropriate notice of any residential or hazardous trips; and
- Monitoring all visits.

### 3.2.10 Finance Officer

The Finance Officer is responsible for:

- Maintaining a system for the booking of College minibuses;
- Maintaining a record of transport use for each journey; and
- Arranging driving tests for staff as required so that all minibus drivers are suitably qualified

## 3.3 Health and Safety Arrangements

The College's Health and Safety arrangements are set out in alphabetical order below.

### 3.3.1 Access and exit

The Site Team ensures that College procedures for access to and exit from the College buildings and grounds can be followed. For example, in the event of snow or ice, the first priority will be to clear paths leading to the main entrances for both pupils and staff, before car parks, playgrounds or roadways. The Site Team is responsible for leaf clearance. Access and exit issues are monitored as required at the Site Team's weekly daily meetings with the Facilities Operations Manager.

### 3.3.2 Accident and near-miss recording and reporting

The College has adopted and complies with the advice given in the relevant WCC 2017 Guidance (summarised in the Compendium to the Bishop Perowne Health and Safety Policy, Section 1).

### 3.3.3 Blood-borne diseases

The College has adopted and complies with the advice given in the relevant WCC 2017 Guidance (summarised in the Compendium to the Bishop Perowne Health and Safety Policy, Section 2).

### 3.3.4 Building repairs and contractors

The College has adopted and complies with the advice given in the relevant WCC 2017 Guidance (summarised in the Compendium to the Bishop Perowne Health and Safety Policy, Section 3).

The College recognises the need for appropriate separation of workmen and students, provision for adequate day to day communication between the College and its contractors and the provision of adequate facilities for workmen. All workers on the site must inspect the College's asbestos register to ensure that existing asbestos will not be damaged or disturbed. This register is kept in the Facilities Operations Managers office opposite reception on the ground floor of the Perowne Building.

### 3.3.5 Cleaning and waste disposal

The Facilities Operations Manager has overall responsibility for the cleanliness of the College and for ensuring that levels of cleanliness meets basic health and safety standards. In addition:

- The Facilities Operations Manager, Site Team and contract cleaners are responsible for ensuring the premises are kept clean and that bins are regularly emptied.
- The contract cleaners are responsible for ensuring that wet floor signs are clearly visible when floor cleaning is undertaken (and removed when the floor has dried).
- General liquid spills are to be reported to the Facilities Operations Manager and the Facilities Operations Manager and Site Team are responsible for clearing the spills to minimise the risks of slips, trips and falls. (Liquid spills and escapes of gas and vapours in the science classrooms are subject to the special procedures described in the Science Department's health and safety policy and are not to be dealt with by the Site Team)
- The Facilities Operations Manager and the Site Team is responsible for disposing of glass and other sharp objects in a safe manner.

The College has adopted and complies with the relevant WCC 2017 guidance on COSHH risk assessments (summarised in the Compendium to the Bishop Perowne Health and Safety Policy, Section 4). Instructions for the use of common cleaning materials are to be followed at all times.

### 3.3.6 Communications

All members of staff are responsible for informing the Head of Computer Science of any problems or defects with telephones, broadband and wireless internet communications. will give appropriate instructions to the staff and contractors responsible for IT provision.

### 3.3.7 Consultation (staff / trade union safety representatives)

The College has adopted and complies with the advice given in the relevant WCC 2017 guidance (summarised in the Compendium to the Bishop Perowne Health and Safety Policy, Section 5).

### 3.3.8 Contractors

The Facilities Operations Manager is responsible for:

- The overall managing of work performed by contractors.
- The selection of contractors using best value principles and checking appropriate qualifications and insurance as required.
- Co-ordinating the exchange of information with contractors and agreeing safe working arrangements as required.
- Acting as the point of contact for contractors to report Health and Safety related concerns.
- Ensuring the adequate segregation of contractors and students.
- Ensuring adequate day to day communication between the College and contractors.

All contractors must sign in and out at the College reception and wear a visitor ID badge at all times.

### 3.3.9 Design and Technology

Design and Technology comprises creative studies, engineering, food preparation and nutrition (including catering), graphics, resistant materials, and textiles.

The DT department follows the Health and Safety framework laid out in the British Standards Institute's Health and safety for design and technology in educational and similar establishments – Code of practice (2014).

#### 3.3.10 Display screen equipment (VDU's)

The College has adopted and complies with the advice given in the relevant WCC 2017 guidance (summarised in the Compendium to the Bishop Perowne Health and Safety Policy, Section 6).

#### 3.3.11 Educational journeys and visits

The College has adopted and complies with the advice given in the relevant WCC 2017 guidance (summarised in the Compendium to the Bishop Perowne Health and Safety Policy, Section 7).

#### 3.3.12 Emergency plans

The Headteacher is responsible for calling the emergency services and coordinating the evacuation together with the Facilities Operations Manager. In the Headteacher's absence, the Deputy Head and the Facilities Operations Manager will be responsible. Details of fire evacuation procedures are contained in the Staff Manual. The Facilities Operations Manager is responsible for undertaking and reviewing the fire risk assessment and the College's emergency plans for fires, explosions, bomb threats, floods and intruders.

#### 3.3.13 Fire alarms

The College has adopted and complies with the advice given in the relevant WCC 2017 guidance (summarised in the Compendium to the Bishop Perowne Health and Safety Policy, Section 8). The regular testing of fire alarms and record keeping for tests are the responsibility of the Site Team, working under the supervision of the Operations Manager. Where emergency lighting has been installed it is regularly tested.

### **3.3.14 Fire appliances (extinguishers, fire blankets and hose reels)**

The College has adopted and complies with the advice given in the relevant WCC 2017 guidance (summarised in the Compendium to the Bishop Perowne Health and Safety Policy, Section 8). Arrangements for regular visual inspections and annual examinations are implemented by the Site Team, working under the supervision of the Facilities Operations Manager.

### **3.3.15 Fire evacuation and fire drills**

The College has adopted and complies with the advice given in the relevant WCC 2017 guidance (summarised in the Compendium to the Bishop Perowne Health and Safety Policy, Section 8). Drills are usually held at least once a term. The Operations Manager is responsible for arrangements for emergency evacuation drills and for checking and updating the Fire Evacuation Notices. The Site Team, working under the supervision of the Operations Manager, is responsible for the inspection and maintenance of fire exits and escape routes.

### **3.3.16 Fire prevention**

The College has adopted and complies with the advice given in the relevant WCC 2017 guidance (summarised in the Compendium to the Bishop Perowne Health and Safety Policy, Section 8). Good housekeeping is encouraged through the support and advice of the Facilities Operations Manager and the Site Team.

### **3.3.17 Fire risk assessment**

The College has adopted and complies with the advice given in the relevant WCC 2017 guidance (summarised in the Compendium to the Bishop Perowne Health and Safety Policy, Section 8). This is a legal requirement that requires the services of a trained specialist. The most recent assessment took place in October 2018. The Fire Risk Assessment will need to be reviewed when there are significant alterations to the College buildings.

### **3.3.18 First aid**

The College has adopted and complies with the advice given in the relevant WCC 2017 guidance (summarised in the Compendium to the Bishop Perowne Health and Safety Policy, Section 9). Note that gloves should be worn whenever blood or other body fluids are involved (see the Compendium to the Bishop Perowne Health and Safety Policy, Section 2).

### **3.3.19 Flammable substances**

The College has adopted and complies with the advice given in the relevant WCC 2017 guidance (summarised in the Compendium to the Bishop Perowne Health and Safety Policy, Section 10).

### **3.3.20 Good housekeeping**

The build-up of clutter is a major cause of accidents and is relatively simple to prevent. Organised working and regular clear-outs are encouraged to prevent its spread. See also: Slips, trips and falls, prevention of.

### **3.3.21 Hazardous chemicals**

The College has adopted and complies with the relevant WCC 2017 guidance on COSHH risk assessments (summarised in the Compendium to the Bishop Perowne Health and Safety Policy, Section 4).

### **3.3.22 Information and publications**

The Heads PA and Deputy Head will help staff needing access to the Handbook of Safety Information. The Educational Visits Coordinator – Assistant Headteacher to ensure safety information re-Off-site Visits, Field Studies and Outdoor Education Guidelines. Facilities Operations Manager will ensure Other safety publications (e.g. the DfE Safety Series) safety information is circulated to the people who need to see it.

### **3.3.23 Lettings**

The Facilities Operations Manager is responsible for Health and Safety arrangements with lettings customers of the College, assisted by the Finance Officer who handles bookings and have day to day contact with third party users of the College's facilities.

A written lettings agreement is entered into between the hirer and the College. The Finance Officer will discuss the following with hirers:

- Standard operating procedures.
- Fire and emergency arrangements outside normal College hours.
- The responsibility of the hirers to see to their own first aid provision.
- The responsibility of the hirers for their own insurance cover (although the College holds its own public liability policy for which a small recharge is made).

### **3.3.24 Medicines, administration of**

Reference should be made to the College's separate Policy for supporting students with medical conditions.

### **3.3.25 Monitoring of Health and Safety**

This is carried out via analysis of safety performance and accident records and trends. Periodic health and safety audits of the College are also carried out by external specialists. All monitoring is led by the Facilities Operations Manager and is presented to the Governing body.

### **3.3.26 Near misses**

The College has adopted and complies with the advice given in the relevant WCC 2017 Guidance (summarised in the Compendium to the Bishop Perowne Health and Safety Policy, Section 1). Systematic consideration of near misses that occur is carried out by the ELM Committee.

### **3.3.27 Playground safety and supervision**

The College has adopted and complies with the advice given in the relevant WCC 2017 Guidance (summarised in the Compendium to the Bishop Perowne Health and Safety Policy, Section 11).

### **3.3.28 Physical Education**

See PE departmental policy. The PE Equipment is inspected regularly by an independent firm of safety checkers.

### **3.3.29 Portable electrical appliance (PAT) testing**

A cycle for testing electrical equipment is maintained by the Facilities Operations Manager. Members of staff are encouraged to perform visual inspections. Defective equipment should be reported to the Facilities Operations Manager immediately. All defective equipment should be removed until repaired or replaced. A



regular testing and inspection cycle is carried out by a competent person for all equipment used by students and staff. The PAT records are kept electronically in the Facilities Operations Manager's files. See the Compendium to the Bishop Perowne Health and Safety Policy, Section 12.

### **3.3.30 Public Performances**

See Performing Arts Health and Safety Policy.

### **3.3.31 Records**

These are maintained by the Facilities Operations Manager, including records of accidents (which are reported through Cority subscription through WCC, boiler inspections/repairs, fire alarm tests, fire drills, fire appliances, machinery inspections, portable electrical appliances, pressure vessels etc., except where already dealt with under other headings.

### **3.3.32 Risk Assessments**

The College has adopted and complies with the advice given in the relevant WCC 2017 guidance (summarised in the Compendium to the Bishop Perowne Health and Safety Policy, Section 13). Curriculum related risk assessments are stored in the relevant departments.

### **3.3.33 Safety Inspections**

A College health and safety inspection is carried out by the Headteacher and Facilities Operations Manager (or Headteacher's P.A. in the Headteacher's absence) and the Operations Manager at least once a term. This forms the basis of instructions given to the Site Team to make good any deficiencies. The College commissions Health and Safety audits of the College site on a regular basis.

### **3.3.34 Science**

See Science Health and Safety Policy.

### **3.3.35 Security**

The College has arrangements for visitor passes to be obtained from the reception desk. External fire exits can be opened from the inside only.

### **3.3.36 Slips, trips and falls, prevention of**

The HSE leaflet Preventing Slip and Trip Incidents in the Education Sector considers the serious nature of slip and trip accidents (approximately a third of all serious accidents in schools to both students and staff) and gives many practical suggestions for reducing risks. Removal of clutter, prompt clearing up of spills and the wearing of appropriate shoes (by both students and staff) can have at least as much effect as the provision of specialist surfaces. The College recognises and complies with this advice.

All events to be reported to Site and Facilities Operations Manager.

### **3.3.37 Smoking**

The entire College site is a 'no smoking site'. Smoking is prohibited on the College campus.

### **3.3.38 Stage lighting**

The College has adopted and complies with the advice given in the relevant WCC 2017 Guidance (summarised in the Compendium to the Bishop Perowne Health and Safety Policy, Section 14).

### **3.3.39 Stress and staff well-being**

Teaching staff experiencing problems should refer their concerns to the Headteacher. Support Staff experiencing problems should refer their concerns to the Headteacher's P.A.

### **3.3.40 Training – induction**

Arrangements for Health and Safety training of new staff are part of the induction package led by the Senior Leadership Team.

### **3.3.41 Training – specific**

Arrangements are made for providing staff with specific training needs, e.g. legionella and manual handling for caretakers.

### **3.3.42 Violent incident reporting**

This takes place by means of the College's accident reporting procedure. The College has adopted and complies with the advice on accident reporting given in the relevant WCC 2017 Guidance (summarised in the Compendium to the Bishop Perowne Health and Safety Policy, Section 1).

### **3.3.43 Working alone on site**

Various personnel need to work alone (e.g. site team members and contract cleaners) or choose to work at College when others have gone home. The College has adopted and complies with the advice given in the relevant WCC 2017 Guidance (summarised in the Compendium to the Bishop Perowne Health and Safety Policy, Section 15).

### **3.3.44 Working at height**

The College has adopted and complies with the advice given in the relevant WCC 2017 Guidance (summarised in the Compendium to the Bishop Perowne Health and Safety Policy, Section 16).

## 4 DISSEMINATION

---

### 4.1 Promoting Awareness

We will raise awareness of this policy via:

- The College website [www.bishopperowne.co.uk](http://www.bishopperowne.co.uk)
- Meetings with College personnel and volunteers
- Reports such as the annual report to parents and Headteacher reports to the Governing Board

### 4.2 Training

All school personnel:

- Receive training on induction which specifically covers:
  - All aspects of this policy
- Receive periodic training so that they are kept up to date with new information;
- Receive equal opportunities training on induction in order to improve their understanding of the Equality Act 2010 and its implications.

### 4.3 Monitoring the Effectiveness of the Policy

This policy will be reviewed annually or when the need arises.

## 5 GLOSSARY

---

Glossary of terms used within this policy and procedure document. For the full Glossary of terms used at Bishop Perowne CE College, please refer to the document “REF-02 Glossary of Terms”.

K

Any enquiries regarding this publication should be sent to us at

Bishop Perowne C. of E. College,  
Merriman's Hill Road,  
Worcester,  
Worcestershire,  
WR3 8LE

T: 01905 746800

F :01905 746846

E: [info@bishopperowne.co.uk](mailto:info@bishopperowne.co.uk)

This document is also available from  
our website at  
[www.bishopperowne.co.uk](http://www.bishopperowne.co.uk)