



Health and Safety Statement

As Governors of Bishop's Stortford College, we fully recognise our collective responsibility for providing, so far as is reasonably practicable, a safe and healthy College for all our employees, pupils, contractors, visitors (including parents) and others who could be affected by our activities. In our role as employer, we attach high priority to ensuring that all the operations within the school environment, both educational and support, are delivered in an appropriate manner. The Governors are committed to promoting the welfare of all in our community so that effective learning can take place.

We fulfil our responsibility as Governors of Bishop's Stortford College by appointing the Chair of Estates with responsibility for overseeing health and safety as part of their general responsibilities for the upkeep and maintenance of the fabric of the estate and buildings.

Day-to-day responsibility for the operation of health and safety at the College is vested with the Head of the College. However, as Governors, we have specified that the College should adopt the following framework for managing health and safety:

- The Governing Council will receive minutes from the Health and Safety Committee where all relevant paperwork, which includes statistics and details on accidents to pupils, staff and visitors, staff training and fire drills are reviewed on a termly basis. All new or revised policies and procedures are reviewed by the Governing Council each Summer. The Health and Safety Committee will refer any issue needing Governing Council attention through the minutes of that Committee.
- The external fabric of the College, its plant, equipment and systems of work are surveyed and inspected by competent professionals as per regulatory or statutory requirements and as detailed in the Planned Preventative Maintenance (PPM). The Chair of Estates will review the PPM process as needed but at least on an annual basis and the processes will be subject to periodic audit.

These reports are considered by the Estates Committee and its recommendations (together with other defects) are included and prioritised in the Estates Management Plan.

The College's adherence to health and safety in catering and cleaning of the food preparation and eating areas is subject to outsourced catering management and independent EHO inspection. The Facilities Contracts Manager will arrange for further independent hygiene and safety audits of food storage, meal preparation and food serving areas, together with regular external deep cleaning and pest control services.

The school has fire risk assessments, carried out by a competent person which are reviewed every year for progress on completion of items in the action plan, and updated every three years, more frequently if

significant changes are made to the interior of buildings or new buildings are bought or added. The Health and Safety Committee should review this risk assessment every time it is amended and report any issues to the Estates Committee.

Specialist and competent external health and safety consultants will be utilised where needed to complete risk assessments and to provide advice on mitigating actions required with recommended timescales. The progress of implementation should be monitored by the Estates Manager and reported into the Health and Safety Committee and into the Estates Committee by exception.

The College has a competent person to undertake a risk assessment for legionella, which details the testing regime to be included in the PPM.

The College has a policy in place for the training and induction of new staff in health and safety related issues which should include basic 'manual handling' and 'working at height training'. Health and safety training that is related to an individual member of staff's functions, such as Science Technician, will be provided in addition to the 'standard' induction training. First aid training and minibus driver training are provided to any member of the teaching staff who is involved with trips and visits and to selected members of the non-teaching staff.

All members of staff are responsible for taking reasonable care of their own safety, that of pupils, visitors, temporary staff, volunteers and contractors. They are responsible for co-operating with the Head, the Bursar and other members of Senior Management Teams in order to enable the Governors to comply with health and safety duties. Finally, all members of staff are responsible for reporting any significant risks or issues to the Bursar.

All employees are briefed on where copies of this statement can be obtained on the College's SharePoint. They will be advised as and when it is reviewed, added to, or modified. Details of the organisation and arrangements for carrying out the policy are to be found in the subsequent parts of this document.

Signed:



Guy Baker
Chair of Governors, for and on behalf of the Board

Date: 1st September 2023

Health and Safety Policy

1. Introduction

- 1.1 Bishop's Stortford College is committed to the wellbeing and safety of all its employees, pupils and visitors. This will be achieved by embedding a positive learning culture of risk assessment and encouraging the reporting of incidents and near misses.
- 1.2 This policy outlines the organisation, planning and implantation of Health and Safety measures. Staff must also read the **College Risk Assessment Policy** to understand how risks are managed.
- 1.3 This policy should be read in conjunction with other related and subject specific policies.

2. Health and Safety Legislation

- 2.1 The Health and Safety (H&S) approach governing this policy is contained in, but not limited to, the Health and Safety at Work Act 1974; Management of Health at Work Regulations 1999 and Workplace (Health, Safety and Welfare) Regulations 1992. Under these legislative requirements, employers are required to carry out a "suitable and sufficient" assessment of all significant hazards in the workplace in order to identify the risk to employees and other people who may be affected by, or have connection with, any work activity.

3. Responsibilities

- 3.1 **Governors.** The Governing Council has overall collective responsibility for health and safety within the College. They have a responsibility to ensure that health and safety issues are considered and addressed, and that the policy is implemented throughout the College. They will also make adequate resources available so far as is reasonably practicable, to enable legal obligations in respect of health and safety to be met. This will include ensuring the provision of sufficient training opportunities to staff to ensure they are able to work in a safe manner. Where appropriate, advice from a Competent Person will be sought to advise the school and tasks will be delegated to suitable employees in order to assist the Board in carrying out its duties. The Board will hold the Head and the College Executive to account in respect of the requirements set out in this policy.
- 3.2 **School Heads'.** Each school Head is responsible for the H&S of their staff, pupils and visitors to their school. They will promote an open learning culture towards H&S and ensure the policy is followed on a day to day basis. Each Head will:
 - ensure that heads of department fulfil their H&S responsibilities and that there is sufficient resource deployed to meet health and safety requirements.
 - encourage accident reporting and feedback from staff and pupils on H&S matters.
 - ensure all school trips and visits have effective risk assessments.
 - encourage staff to report any concerns about H&S immediately; and
 - attend or send a Deputy to each H&S Committee meeting and report back to staff.
- 3.3 **The Bursar.** The Bursar is responsible for the cross-college H&S implementation and ensuring all College Professional Staff follow the policy. The Bursar will:

- produce the College policies on H&S and Risk Assessments.
- ensure that an effective H&S system, including the H&S Committee and learning from incident and information are in place and resourced.
- ensure that competent persons and authorities are employed to conduct risk assessments and technical support as needed.
- ensure with the support of the Estates Manager and Operations and Commercial Manager that the built estate is safe and compliant.
- attend the H&S Committee meeting.
- provide the Governing Council with H&S regular updates, through the Estates Committee.

3.4 **Estates Manager.** The Estates Manager will:

- act as the lead competent person for Health and Safety (as defined by the HSE), chair and manage the work of the Health and Safety Committee.
- line manage and support the Health and Safety Advisor.
- ensure that the built estate is safe and, in particular, that competent persons are utilised to assess specific risks, conduct inspections and planned preventative maintenance.
- ensure that there is adequate risk and policy awareness of Health and Safety matters across the College.
- ensure that estates departments and contractors are operating safely in line with safe working practice.
- adjust and improve working practices based on changes to regulations and compliance and incident.
- provide updates and reports for the College Executive and committees as required.

3.5 **Operations and Commercial Manager.** The Operations and Commercial Manager will:

- provide accident reporting into the Health and Safety Committee that allows for effective response and learning.
- maintain the Crisis Management Plan
- with the support of the Facilities Contracts Manager, deliver facilities that are safe for occupation and use by pupils, staff and visitors with particular note to the safe operating of the swimming pool.
- ensure College Transport services are safe and compliant.
- ensure that all commercial activities on and off site, are adequately risk assessed and conducted safely and in accordance with College and policies.

3.6 **Health and Safety Advisor.** The Health and Safety Advisor will:

- provide advice and support to the College management and staff on all aspects of H&S.
- review policies and procedures for compliance and implementation.
- conduct investigations into accidents, incidents or near-misses.
- discuss with managers lessons learnt from issues reported and advise on any remedial actions to be put in place to avoid a re-occurrence.
- propose changes to working practices/policies to comply with legislation.
- provide occupational health and safety advice in line with current legislation.
- support staff in the conduct of risk assessments as required.
- keep abreast of changes to regulatory requirements and good practice and support needed changes.

- compile accident statistics including those reportable under RIDDOR and report trends to the Health and Safety Committee.
- work with managers on the recognition of Health and Safety training requirements.
- support the Estates Manager in the delivery of fire safety.

3.7 Heads of Department. Heads of Departments are to ensure, so far as is reasonably practicable, the health and safety of those affected by activities under their control, they will:

- ensure the H&S Policy and relevant legislation are promoted in their areas.
- maintain up to date risk assessments for areas under their control.
- ensure activities in their departments are safe and compliant.
- ensure that departmental staff are appropriately trained.
- effectively manage risks pertinent to their departments and activities.
- ensure all accidents, incidents, or near-misses (in their area) are reported.
- share lessons learned from accidents, incidents, or near-misses with their staff.

3.8 All employees' responsibilities. All employees are:

- to co-operate by reading and following H&S policies, risk assessments and associated safety instructions.
- not to endanger themselves or others and take efforts to stop or remove risks where it is safe to do so.
- immediately report situations or practices which could cause injuries or ill-health to their Head of Department or the H&S Advisor.
- proactively assess risks in their areas and remove hazards.
- report all accidents, incidents, dangerous occurrences and near misses in accordance with the College Accident Reporting Policy.

4. Health and Safety Committee

4.1 The Committee, chaired by the Estates Manager, is responsible for:

- ensuring that the College policy and health and safety systems are effectively implemented so that pupils, staff and visitors are safe during College activities both on and off site.
- ensuring that College staff and pupil concerns over H&S are voiced and remedied appropriately remedied.
- ensuring that all serious incidents and accidents are investigated, reported and remedial actions taken to prevent reoccurrence.
- reporting to the College Executive and staff any H&S updates, issues and concerns.

4.2 The H&S Committee will formally meet termly with the option of conducting other urgent business by email or through a specially convened committee meeting. The meetings will normally be at the end of the school day. The members include:

College Head	
Bursar	
Head Prep School	
Head of Pre-Prep	Director of Sport
Estates Manager (Chair)	Head of Boarding (SS)

Health and Safety Advisor	Head of Science (SS)
Head of DT (SS)	Operations and Commercial Manager
Head of Boarding (Prep)	Senior Nurse
Head of Science (SS)	Educational Visits Coordinators (2)

5. **Specific College Risk Assessments**

- 5.1 The College Risk Assessment Policy details approach, specific assessments to be maintained and responsibilities.

6. **Contractors**

- 6.1 All contractors working on College premises are subject to the Contractors on Site Policy.

7. **Consultation and Training**

- 7.1 The College will involve employees at all levels in the continual improvement in occupational H&S management and performance, through information, instruction and training.
- 7.2 Department managers must ensure that new staff are inducted on all H&S matters connected with their work areas before they start work.
- 7.3 Specific H&S training can be supplied by the H&S Advisor in the first instance.