Health & Safety Policy

Policy title:	Health and Safety
Function:	For information and guidance about health and safety procedures at The Blue Coat School. This document forms part of the portfolio of policies designed to inform staff.
Status:	Approved
Statutory guidance:	Health and Safety at Work Act 1974 and regulations made under the Act
Audience:	Staff, Leaders, Trustees
Ownership:	Board of Trustees / Headteacher /Director of Resources/Assistant Director of Resources/Internal Health and Safety Committee
Last reviewed:	April 2025
Reviewed by:	Trustee Finance and Resources Committee
Next review:	Every two years – April 2027

Contents

Aims and objectives 3

Statement of Intent 3

Aims and objectives 4

Roles and responsibilities 5

Procedures and practices 8

General principles

Consultation and communication

Risk assessments

Training and information

Monitoring, review and evaluation 12

Annex

Annex A: Health and safety arrangements 13

Annex B: Model Risk Assessment (template) 15

Aims and objectives

At The Blue Coat School Liverpool, every student belongs, is valued, and is empowered to thrive. Guided by Non Sibi Sed Omnibus — not for oneself but for all — we honour our story with honesty while forging a modern, inclusive future.

We celebrate individuality and champion diversity, inspiring students to flourish in their own way with confidence, curiosity, resilience, and kindness.

Our vision is to ignite ambition and nurture integrity and compassion, preparing young people to shape a fairer, brighter world — in Liverpool and beyond.

Statement of intent

The Blue Coat School is fully committed to meeting its responsibilities under the Health and Safety at Work Act 1974, Management of Health and Safety at Work Regulations 1999 and associated protective legislation for providing a safe and healthy workplace and working environment for all its employees, students, visitors and others who may be affected by its activities.

Trustees
The Board of Trustees accepts that it has a duty to take such measures within its power to ensure that the school premises are safe and not hazardous to the health of staff, students and visitors. The Headteacher and Board of Trustees will take all reasonable steps to ensure that the Health and Safety policy is implemented and that the policy and guidance documents are followed and monitored throughout the school.

It is the responsibility of every employee:

- To take reasonable care of the health and safety of themselves and others who may be affected by their acts or omissions at work.
- To report hazardous situations to their line manager, estates team or Health and Safety Officer.
- Familiarise themselves with the content of the school's health and safety policy and follow health and safety procedures put in place by the school.

It is the responsibility of all students:

- To follow the school code of conduct in order to ensure their own and others' health and safety whilst in school.

General

In accordance with the general statement of intent, all steps that are reasonable and practicable will be taken to ensure the health, safety and welfare at work of all employees, a duty which includes, in particular, the provision and maintenance of:

- A healthy working environment
- A safe means of access and egress
- Adequate welfare facilities

- Plant equipment and systems of work that are safe and without risk to health
- Safe arrangement for the handling, storage and transport of articles and substances
- Such information, instruction, training and supervision as are necessary to ensure the health and safety of all its employees

	Signed	Date
Chair of Board of Trustees - Seán Fitzsimmons		25th April 2025
Headteacher - Kevin Sexton		25th April 2025

Roles and responsibilities

1 The Board of Trustees will:

- take measures to ensure that statutory duties are met at all times;
- review and publish the Statement of intent on an annual basis;
- challenge senior leaders to ensure that health and safety is considered in all aspects of the school's work and that reasonable steps are taken to ensure that school activities do not expose staff and students and others to risks to their health and safety;
- ensure adequate resources are identified in the annual school budget to implement this policy;
- monitor and evaluate the effectiveness of this policy.

2 The Headteacher will:

- have overall responsibility for all matters, including those regarding health, safety and welfare;
- create a culture and ethos in which individual and collective responsibility for health and safety is recognised and accepted;
- create an organisational structure which reflects the school's values in relation to health and safety, and enables the systems, structures and processes to work effectively in line with legal requirements at all times;
- manage and organise the school environment efficiently and effectively to ensure that it meets the needs of health and safety regulations;
- ensure the development and implementation of effective emergency procedures and other major incidents;
- provide opportunity to consult on matters relating to health and safety with employees, students and parents on matters affecting their health and safety.

3 The Finance & Estates Manager will:

- provide a strategic lead for aspects of the school's Health & Safety policies and processes;
- report to trustees and, where appropriate, the Health and Safety Executive.
- provide direct line management to the school Health and Safety Co-ordinator;
- ensure induction procedures for new staff and/or volunteers provide clear instructions, information and where appropriate, adequate training to ensure new employees and volunteers understand their responsibilities in relation to health and safety and to enable the safe performance of their work activities;

4 The Health and safety co-ordinator will:

- act as the school's 'competent person' on all health and safety issues, as required under statutory regulations;
- prevent accidents and cases of work-related ill health by working with others to identify and manage health and safety risks in the workplace;
- engage and consult with employees on day-to-day health and safety conditions;
- ensure statutory records are maintained;
- monitor the maintenance of safe and healthy working conditions;
- ensure the maintenance and testing of plant and machinery;
- work with others to ensure the identification, management and safe storage of hazardous substances;

- ensure statutory inspections are undertaken, maintain a register of inspection reports and report findings to senior leaders;
- undertake regular health and safety audits;
- work with relevant teams to ensure regular workplace inspections and systems checks are undertaken and findings reviewed;
- prompt and co-ordinate regular emergency drills;
- ensure all accidents and 'near misses' are properly recorded and reported;
- take immediate and appropriate steps to investigate and rectify any risks to health and safety arising from school activity;
- ensure the display of statutory notices;
- maintain suitable numbers of first aiders and ensure training and qualifications are in accordance with requirements;
- keep abreast of changes to relevant legislation and bring to senior leaders' attention any significant matters.

5

Radiation Protection Supervisor (Schools) - Bernard Doherty

The Radiation Protection Supervisor (RPS) has the day-to-day responsibility for the security, safe storage, use and monitoring of radioactive sources in the school, and for ensuring that staff understand the Standard Operating Procedures and model risk assessments.

The RPS:

- is directly involved with work using ionising radiations, including practical teaching;
- is able to exercise the authority to ensure that all work with radioactive sources follows the school's Standard Operating Procedures and specific risk assessments;
- is aware of the hazards, risk assessments and control measures for each radioactive source kept by the school or college;
- makes sure that all teachers and technicians (especially new ones) who need to handle or use sources have had the training they need; and
- knows what to do in an emergency

6 School trips and visits co-ordinator will:

- liaise with relevant trip leaders to ensure all matters relating to school trips and visits are efficiently administered in accordance with the Educational Trips and Visits Policy;
- maintain a record of employees authorised to use their own or school vehicle for school business;
- ensure the health and safety co-ordinator is aware of any injury that occurred during a visit in accordance with the school's procedure for recording and reporting accidents.

7 The internal health and safety committee will:

- promote an exchange of views between leadership and staff on issues of mutual interest relating to health, safety and well-being at work;
- promote co-operation between staff, middle and senior leadership and students in instigating, developing and carrying out measures to ensure health and safety at in school;
- advising on the appropriateness and adequacy of the health, safety and well-being organisation, arrangements and safe systems of work;
- review performance in relation to health, safety and well-being at work and assist in the formulation of relevant school policies.

8 Senior leaders, middle leaders and supervisors will:

- ensure that department risk assessments are reviewed with teams on a regular basis and revised accordingly;
- ensure that safety measures are consistently implemented within the department;
- monitor the work and practices of the department and designated environment to ensure that safe conditions are maintained and where risks are identified liaise with others to ensure that they are rectified, so far as is reasonably practicable;
- ensure that all departmental equipment, substances and machinery are suitable for the tasks and are kept in good working condition, arranging for regular maintenance where appropriate.
- ensure employees have access to suitable information, instruction, training and supervision to enable the safe performance of their work;
- liaise with senior leaders where employees need certificates of competence to undertake tasks to ensure certificate validity and arrange refresher training where necessary.
- bring to the attention of the health and safety co-ordinator any health and safety issue that requires their attention.

9 The Fire warden will:

- assist in the event of an emergency evacuation in accordance with school procedures and checklist;
- ensure that designated areas are evacuated and report to the appropriate person at the assembly point.

10 First aiders and appointed persons will:

- work under the direction of the health and safety co-ordinator and in accordance with certified training;
- comply with recording and reporting requirements;
- act as any prudent parent would do when treating students;
- ensure they have access to information about significant medical conditions of members of the school community that may have an impact on first aid treatment;
- ensure first aid boxes are accessible and appropriately maintained;
- liaise with health and safety co-ordinator to ensure training and qualifications are up to date.

11 All employees are required to:

- familiarise themselves with the content of this policy;
- take reasonable care of their own health and safety and that of others who may be affected by what they do at work;
- act as any prudent parent would do when in charge of students;
- co-operate with the school on health and safety matters;
- follow any health and safety procedures put in place by the school;
- ensure any visitors they invite to the school are properly signed in and out, identifiable and appropriately supervised at all times;
- do their work in accordance with training and instructions;
- ensure permission is granted and recorded before using their own or school vehicle for school related business;
- report hazardous defects in plant or machinery or other health and safety concerns to a senior member of staff without delay.

Procedures and practices

General principles

12 This policy underpins other school policies, procedures and documents including, but not limited to:

- Educational trips and visits
- Safeguarding of students
- Major incident
- Fire safety and evacuation
- Major incidents
- Staff welfare (including stress assessment)
- Staff professional conduct
- Staff induction and probation
- Volunteer recruitment
- Disability access

13 The school may, from time to time, procure external advisors and services to support effective health and safety provision and compliance with relevant legislation. The arrangements for these services are set out in Annex A. This may include, but not limited to:

- Statutory inspections;
- Security asbestos management
- fire safety
- construction, design and maintenance;
- occupational health.

14 Records will be maintained in accordance with data protection requirements. All reported injuries to employees, students and others for a minimum of 3 years or, if applying to a person under the age of 18, until their 21st birthday.

15 Reports will be made to the Health and Safety Executive where an injury or incident that has resulted in:

- death;
- a specified injury (defined by HSE);
- an employee being away from work or unable to perform their normal work duties for more than 7 consecutive days;
- an accident connected to work activity which causes injury to students, members of the public or other people not at work and they are taken from the scene of an accident to hospital for treatment to that injury (not including examination and diagnostic tests);
- a specified dangerous occurrence where something happens that does not result in an injury, but could have done (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013).

16 Employees will be held to account where there is failure to comply with this policy, whether observed in routine activity or through established health and safety monitoring systems. This may be done through:

- senior leaders;
- the normal line management process;
- performance reviews;
- professional conduct policy for more serious breaches.

Consultation and communication

17 It is recognised that good communication systems are essential to ensure that everyone knows about the health and safety arrangements within the school and any risks associated with their work and what they need to do to protect themselves and others from harm.

18 Information regarding health and safety will be communicated through a variety of means including, but not limited to:

- staff meetings, team meetings and briefings;
- newsletters;
- staff representatives;
- union representatives;
- parent letters;
- student councils;
- noticeboards;
- shared resource drive.

19 Employees will be consulted on matters that may affect their health and safety and will be afforded the opportunity to make contributions towards achieving safe working conditions.

20 In the first instance, all employees can raise health and safety concerns directly with their line manager;

21 All employees have the right to raise health and safety concerns with a trade union appointed health and safety representative or a member of the internal health and safety committee who will take the matter up on their behalf.

22 Consultation will normally be achieved through the internal health and safety committee or, where appropriate, staff consultation group.

23 Consultation on individual departmental matters and risk assessments will be achieved through department meetings.

Risk assessments

24 Risk assessments will be used to support the management of health and safety of staff, students and others affected by the school's activities (see annex B).

25 Risk assessments will identify:

- hazards that might cause harm to individuals;
- who might be harmed;
- the risk or chance that somebody could be harmed;
- sensible measures to control the risk*;

- whether or not reasonable steps are being taken to prevent that harm or what else can done.

*For some risks, regulations will require particular control measures.

26 A sensible approach to assessing risks will be taken across all areas of school. A risk assessment is not about creating significant additional paperwork. In a small number of cases and where a dynamic approach to assessing risks is necessary, there will not be a need for a written assessment.

27 Middle leaders will be supported by the health and safety co-ordinator to develop and maintain risk assessments relevant to the work of their team.

28 Specific risk assessments will also be carried out in respect of:

- site security;
- asbestos;
- all potentially hazardous forms of ionising and non-ionising radiation in compliance with regulations;
- hazardous substances;
- where daily personal noise exposure is equal to or exceeds lower exposure action levels as defined in the relevant Regulations;
- notification from new and expectant mothers;
- management of occupational/individual stress;
- a need for employees to wear personal protective equipment;
- employees being expected to work alone in isolated areas of school for extended periods of time;
- a requirement for an assessment of display screen equipment;
- employees being required to work from height or undertake manual handling.

29 Where risks are identified, affected employees will be informed of the preventative and risk reduction measures adopted.

30 Completed risk assessments are available on the shared resource drive.

Training and information

31 All new employees will undertake a mandatory health and safety briefing as part of the school's induction procedure. This will include:

- emergency arrangements;
- fire drills;
- codes of safe practice and guidance;
- school policies;
- safeguarding of students.

32 All employees will be given relevant information, instruction and training as is necessary to enable safe performance of their work activities.

33 Employees who feel they have a need for health and safety training of any kind should notify their line manager.

34 Records of employee training will be maintained to ensure that training is up to date and appropriate for the duties undertaken.

35 Employees must not put themselves at risk by operating equipment without first being given training and/or permission.

36 Statutory health and safety law notices will be displayed in the staffroom together with:
- employer liability insurance certificate
- names of first aiders, fire wardens and safety representatives
- location of first aid boxes

37 Copies of health and safety policies and procedures and internal committee agendas and action notes can be obtained from the shared resource drive.

38 Students will receive information and training where it is considered appropriate.

Monitoring, review and evaluation

39 The Board of Trustees will monitor the effectiveness of this policy through scheduled agenda items at Trustee meetings and Lead Trustee reports.

40 The headteacher will ensure that procedures and practices of this policy are monitored, reviewed and rigorously evaluated.

41 The health and safety co-ordinator will monitor performance on a day-to-day basis through internal monitoring and routine systems checks and bring to the attention of senior leaders any concerns.

42 The internal health and safety committee will monitor performance through scheduled agenda items at committee meetings.

Annex A: Health and safety arrangements

Health and safety co-ordinator	A Melia
Lead Trustee for Health and Safety	A O'Brien
Employee Health and Safety committee representatives	
Chair	A Melia
Leadership representative(s)	K Sexton
Operational leadership representative	A Melia
Teacher representative(s)	M Haslem (Union representative) S Frost (NEU support)
Support representative	S Heath
Technician representative(s)	Katie McLinden
First aiders	
J Baker, E Carney, C Horton, J Jenkins, L Malley, A Melia, P Phelan, I Bosworth, S Emery, M Haslem, S Heidari, P Hughes, G Jones, D Lawell, K McLinden, J O'Brien, L Stewart-Williams, M Stokes	
Fire Marshalls	
Site Team, A Melia, O Bannister, P Phelan, S Heidari, S Shaw, J Mitchell	
Contacts for …	
Staff welfare and occupational health	L Hayburn/S Heath
Educational trips and visits co-ordinator	S Heath
Health and safety incident reporting	Reception
Statutory inspections and records	A Melia/R Smythe
Routine system checks	R Smythe
Portable appliance testing	M Settle
Equipment and machinery maintenance	R Smythe
Day and time of weekly fire alarm test	Friday AM before school
Co-ordinating fire evacuation arrangements	Headteacher

Food safety		S Shaw	
Accidents and Incidents		All staff	
Risk Assessments		A Melia	
Monitoring: building checks termly, fire equipment, extinguishers, doors, emergency light weekly, water flushing monthly, fire alarm weekly, asbestos - 6 monthly		A Melia, R Smythe, Site team	
Contractor Competency: DBS checks, training, experience, risk assessing		A Melia/R Smythe	
Security and security risk assessing		A Melia/R Smythe	
External contracts			
CCTV and access control	Elite Digital	6th monthly testing maintenance	
Electricity	Cotrells	5 Year testing/maintenance	
Gas/Heating Systems	Leymac	Annual testing and maintenance	
Fire	ASG and Celtic security	6 monthly testing and maintenance	
Asbestos	ANC Asbestos North West Consultants	Asbestos survey	
HVAC	Everkool	Mechanical ventilation and Air Con	
Legionella	IWS	Monthly testing	
Machinery	DCE	Annual maintenance, DT/Science/Workshop	
Property consultant and CDM adviser		Cunliffes	
Fire safety		ASG	Celtic Fire
Water testing		IWS	
Where can I find …			
Accident log books and reports		Reception	
School policies		Website	
Internal health and safety committee reports		Shared resource drive	
Statutory inspection reports			
Fire evacuation procedures			
Lockdown procedures			
Major incident procedures			
Risk assessments			

Annex B: Model Risk Assessment

Assessment focus:					
Date of assessment:			**Assessment lead (eg HOD, STL, KSL):**		
Date of next review:			**Assessment support (eg H&SCo):**		
Hazard	**Severity of impact 1=Low 2=Medium 3=High**	**Likelihood of Impact 1=Low 2=Medium 3=High**	**Risk Score (SXI)**	**Control measures**	**Responsibility**

Score 9 High risk Score 3-6 Medium risk Score 1-3 low risk (Risk score = SxL)		Likelihood of impact (L)		
		Low (1)	Medium(2)	High (3)
Severity of impact (S)	Low (1)	1	2	3
	Medium (2)	2	4	6
	High (3)	3	6	9