STAHS Policies

HEALTH AND SAFETY

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1. Statement of Intent

1.1 The Council for the St Albans Education Group recognise that under the Health and Safety at Work etc. Act 1974 they have a legal duty to ensure, so far as is reasonably practicable, the health, safety and welfare of all their employees and that they have certain duties towards pupils, the public and people who use the premises of the School from time to time, as well as others who may be affected by the School's activities, these duties being implicit in the above Act.

1.2 The Council for the St Albans Education Group accept these duties and it will continue to be their policy to promote standards of health, safety and welfare that comply fully with the terms and requirements of the above Act, Regulations made under that Act and Approved Codes of Practice. It is considered by The Council for the St Albans Education Group that health and safety is a responsibility at least equal in importance to that of any other function of the School.

1.3 The Council for the St Albans Education Group will take all such steps as are reasonably practicable to meet their health and safety objectives, which are:

1.3.1 The creation of an organisational structure and a positive health and safety culture which supports risk control at all levels within the School, particularly at senior management level.

1.3.2 That the School will systematically identify and control risk as an effective approach to preventing injury, ill-health and loss.

1.3.3 To maintain safe and healthy working places and systems of work and to protect all employees, pupils and others including the public insofar as they come into contact with foreseeable work hazards.

1.3.4 To provide and maintain a safe and healthy teaching environment for all employees and pupils with adequate facilities and arrangements for their welfare.

1.3.5 To provide all employees and pupils with the information, instruction, training and supervision that they require to work safely and efficiently. Relevant information will be disseminated to staff as appropriate.

1.3.6 To develop an understanding of risk control and safety awareness amongst all employees and pupils and, as a result of this, create individual responsibility for health and safety at all levels and be responsive to internal and external change.

1.3.7 To provide a safe environment for all authorised visitors to the School's premises bearing in mind that these visitors may not necessarily be attuned to certain aspects of the School's environments.

1.3.8 To control effectively the activity of all outside contractors when on School premises. It is the intention of The Council for the St Albans Education Group that, apart from routine supervision and control of contractors, this aim will be achieved in part by demanding copies of contractors' Safety Policies at the tender stage, where appropriate.

1.3.9 To encourage full and effective two-way consultation on health and safety matters by utilising the management structure of the School and the committees already existing.

1.3.10 To use health and safety to preserve and develop human and physical resources and hence contribute to the School's performance.

1.3.11 To ensure that this Health and Safety Policy is used as a practical working document and that its contents are publicised fully.

1.3.12 To constantly scrutinise and review performance and the details of this Policy so that the School learns from experience and keeps in line with changes in current legislation.

1.4 The Council for the St Albans Education Group are committed to providing adequate resources to ensure that its health and safety objectives and this Policy are met.

1.5 The School is conscious of the external environment that may be affected by its activities and will pay full regard to the implications of the Environmental Protection Act 1990 and, in particular, the duty of care as regards waste.

1.6 The Council for the St Albans Education Group re aware of, and will meet, the requirements under the Regulatory Reform (Fire Safety) Order 2005. Fire risk assessments will be produced for each building and will be reviewed on an annual basis.

1.7 The Council for the St Albans Education Group recognise health and safety legislation and guidance and intend to follow the good practice recommendations made.

1.8 The School will provide and maintain written risk assessments of the risks to the health and safety of its employees whilst they are at work and others who may be affected, as required by the Management of Health and Safety at Work Regulations 1999.

1.9 The Council for the St Albans Education Group recognise the good practice contained in 'Health and Safety on Educational Visits', prepared by the DfE and intend to follow the recommendations it makes.

1.10 The Council for the St Albans Education Group consider that this Health and Safety Policy is an integral element of the overall School's business plan and other resource policies.

1.11 The Council for the St Albans Education Group have appointed Mike Vale Consulting Ltd as one of its Competent Persons to provide the necessary legal, technical and practical health and safety assistance and information and also to provide an independent monitoring service of the activities of the School.

1.12 This policy will be brought to the attention of all employees and periodically reviewed and revised as necessary. Employees will be advised as and when this policy is reviewed, added to or modified.

2. Organisation and Responsibilities

2.1. The Council

The Council for the St Albans Education Group:

2.1.1. Accept full responsibility for health and safety within the School.

2.1.2. Formally and publicly accept their collective role in providing health and safety leadership within the organisation.

2.1.3. Require that each Governor accepts their individual role in providing health and safety leadership within the organisation.

2.1.4. Will ensure that all their decisions reflect their health and safety intentions as articulated in their Statement of Intent.

2.1.5. Recognise their role in engaging the active participation of employees in improving health and safety.

2.1.6. Consider that one of their primary objectives is to provide the best possible safe and healthy working conditions for employees and to ensure that their work does not adversely affect the health and safety of other people.

2.1.7. Recognise their corporate responsibility as employers to ensure, so far as is reasonably practicable, that this same safe and healthy environment is also provided for pupils and all other people who visit the School.

2.1.8. Are committed to ensure that the School operates in accordance with current legislation. They are not, however, content to merely conform to minimum acceptable standards but are determined to ensure the best possible standards are met.

2.1.9. Will ensure and require that they are kept informed of, and alert to, relevant health and safety risk management issues.

2.1.10. Will constantly monitor the effectiveness of the implementation of this Policy and will review health and safety performance on a regular basis, at least annually. Where found necessary, the Health and Safety Policy will be revised.

2.1.11. Will ensure that any changes in this Policy will be brought to the attention of all employees.

2.1.12. Will ensure that management systems provide for effective monitoring and reporting of the School's health and safety performance.

2.2. The Head

On a 'day-to-day' operational basis, the Head is directly responsible to The Council for the St Albans Education Group for the safe functioning of all School activities. The Head will:

2.2.1. Be responsible for the implementation of the Health and Safety Policy and ensuring, with the assistance of The Chief Operating Officer, that the Policy is regularly reviewed and updated.

2.2.2. Ensure that the objectives outlined within the School Health and Safety Policy document

are fully understood, observed and implemented by persons under their control.

2.2.3. Be responsible for ensuring that suitable risk assessments are completed covering all processes and activities carried out with adequate records maintained available for inspection.

2.2.4. Ensure that adequate communication and consultation channels are maintained so that information concerning health and safety matters, including the results of risk assessments which may affect employees, is adequately communicated to them.

2.2.5. Ensure that, so far as it is within their control, that adequate funds, materials, equipment and human resources are provided to ensure health and safety requirements are being met.

2.2.6. Ensure that all persons under their control are adequately trained to carry out any task required of them in a healthy and safe manner.

2.2.7. Constantly monitor the effectiveness of this Health and Safety Policy as regards both academic and non-academic work.

2.2.8. Consult with the Executive Team and appointed School's Health and Safety Advisors.

2.2.9. Recommend changes to the School's Health and Safety Policy in the light of experience.

2.2.10. Ensure the co-operation of all staff at all levels as regards working to this Health and Safety Policy.

2.2.11. Be responsible for ensuring that all Heads of Department, Subject Co-ordinators, Teachers, employees, etc. as appropriate, fully understand their health and safety responsibilities and are given both the time and the encouragement to pursue them.

2.2.12. Take steps to ensure that changes in curriculum are considered for their health and safety implications.

2.2.13. Ensure they implement the School requirements with respect to Fire Matters.

2.2.14. During a pandemic or outbreak, ensure effective arrangements are in place to proactively manage health and safety in compliance with all relevant Department for Education and Government guidance. To communicate regularly and effectively with staff, parents and pupils about the School's response to coronavirus and any other communicable disease, as may be relevant.

2.2.15. Ensure that the School teaches Health Education to all pupils, including basic first aid such as dealing with common injuries, and, additionally at the Senior School, further first aid, such as how to administer CPR and the purpose of defibrillators.

2.2.16. Ensure that emergency procedures are properly managed, formulated and disseminated to all staff.

2.3. **The Chief Operating Officer**

The Chief Operating Officer has responsibility for:

2.3.1. Monitoring the effectiveness of the School's Health and Safety Policy and reporting back to The Council for the St Albans Education Group, as appropriate.

2.3.2. Monitoring overall health and safety within the School.

2.3.3. Recommending changes to this Health and Safety Policy document in the light of experience.

2.3.4. Ensuring that all employees working for The Chief Operating Officer are fully aware of their responsibilities within their own spheres of control.

2.3.5. Ensuring that adequate insurances are maintained including Employer's Liability, Public Liability and that the appropriate statutory examinations are completed on the School's behalf.

2.3.6. Chair the School's Health and Safety Committee (as appointed by the Head of St Albans High School for Girls).

2.3.7. Being the main 'Competent Person' for St Albans High School for Girls as required by the Management of Health and Safety at Work Regulations 1999.

2.3.8. Monitoring the effectiveness of the School's Health and Safety Policy and reporting back to The Council for the St Albans Education Group, as appropriate.

2.3.9. Being the liaison point with the School's Health and Safety Advisors in conjunction with the Directors of Estates and Operations

2.3.10. The safe operation of estates and support staff (in a line management function).

2.3.11. Where necessary, ensure the School can provide protective equipment and clothing, along with any necessary guidance and instruction for safe use.

2.3.12. Ensuring that all estates and maintenance contracts involving outside bodies which monitor certain aspects of the School's functions are fully used and kept up to date. This includes boiler maintenance, fire alarms, emergency lighting, etc.

2.3.13. The 'fabric' of School buildings to ensure that they are maintained in a sound and healthy condition.

2.3.14. Ensuring that fixed electrical installations on the School's premises are subject to at least 5-yearly inspection and test to demonstrate their 'maintenance' under the Electricity at Work Regulations 1989. Copies of these inspections and tests will be kept readily available by The Chief Operating Officer for inspection.

2.3.15. Ensuring that Legionella risk assessments of all School hot and cold-water systems are completed and that the necessary management schemes are introduced.

2.3.16. Ensuring that the School has had Asbestos Management plan, including the processes and timing for the cyclical reinspection of asbestos occurrences to monitor condition and corrective actions in the event of a fibre release

2.3.17. Ensuring the safety and security of the School and its grounds.

2.3.18. Ensuring that the School has an appropriate cleaning and hygiene regime in place (enhanced as necessary for the duration of the COVID-19 (or any other communicable disease) pandemic or outbreak).

2.3.19. Testing arrangements, maintenance and records including those relating to gas, equipment and water quality.

2.3.20. Ensuring that all new staff, as part of their induction process, receive the appropriate health and safety training, refreshed at appropriate intervals.

2.3.21. Ensuring that the School acts in accordance with the First Aid Policy at all times, and that ample provision is made for both trained personnel and first-aid equipment on site. A first aid needs assessment will be carried out where necessary in order to inform the First Aid Policy.

2.3.22. The regulation and control of visitors.

2.3.23. Site traffic, pedestrian safety and the maintenance of School vehicles.

2.3.24. The prevention of unsupervised access by pupils to potentially dangerous areas (in cooperation with others as appropriate).

2.3.25. Establishing a system for the reporting back of all accidents, incidents, near-misses and damage to School and School property and the arrangements for their investigation and further report (where notifiable) to the Health and Safety Executive. The results of these investigations, as well as being dealt with by the relevant line management functions, will then be discussed by the School's Health and Safety Committee.

2.3.26. The selection of outside maintenance contractors and the monitoring of their activities on School premises and in this context liaise fully with the School's architects.

2.3.27. Ensuring that the School's Health and Safety Policy document is kept up to date.

2.3.28. The co-ordination of health and safety monitoring activities across the whole School.

2.3.29. The safe operation of all external hire arrangements for School premises and facilities.

2.3.30. The planning and safe operation of all School-organised events on or off School premises and the adherence to event safety plans and/or event risk assessments as relevant.

2.4. **Line Managers**

For the purposes of the School's Health and Safety Policy, the term Line Managers includes Heads of Departments, Subject Co-ordinators and other area or department leads. These Line Managers are responsible to their immediate Line Manager or the Head for:

2.4.1. Ensuring that their Department is run according to the standards laid out in the School's Health and Safety Policy and other appropriate standards which may be set by individual

Departments or applicable industry guidance.

2.4.2. Ensuring that all staff working underneath them understand the practical aspects of this Policy and the various legal requirements that apply within their areas of responsibility.

2.4.3. The preparation and maintenance of risk assessments related to their department, line reports, workplace or area of responsibility.

2.4.4. Ensuring that their staff are aware of the degree of priority that these matters carry and that, where appropriate, they should be provided with both time and encouragement to pursue such matters.

2.4.5. Notifying The Chief Operating Officer of any matters within this field which they feel is beyond their competence to deal with,

2.4.6. Reporting to The Chief Operating Officer via the Every system any accidents, incidents, near-misses or damage for appropriate investigation.

2.4.7. Where appropriate, ensuring the adequate supervision of pupils, both inside the School, during normal teaching activities, and also on external trips.

2.4.8. Notifying directly to The Chief Operating Officer any new substances that need to be purchased by their Department in order that the required COSHH Assessments can be implemented.

2.4.9. Ensuring that staff for whom they are responsible, co-operate fully with any fire practices and other emergencies as specified in the individual School procedures.

2.4.10. Identifying, organising (and maintaining records of) training that is relevant to their area of control.

2.5. **External Health and Safety Advisors**

2.5.1. The Chief Operating Officer will arrange as appropriate for external consultants to advise on matters of health and safety within the School.

2.5.2. The School has a suitable and sufficient fire risk assessment which is reviewed annually for items in the action plan and updated every year, or when significant changes are made to the interior of buildings, or new buildings are bought or added.

2.5.3. In addition to the weekly fire alarm test, the alarm system, together with all smoke detectors, emergency lighting and extinguishers are tested annually by a qualified contractor.

2.5.4. The School has current electrical test certificates for all its buildings. It uses NICEIC qualified electrical engineers to inspect and maintain its electrical installations.

2.5.5. All work on gas boilers and appliances is carried out by registered Gas Safe engineers.

2.5.6. All lightning protection and earthing conforms to BS 6651-1999 or to BS EN 62305. It is tested annually by a specialist contractor.

2.5.7. A competent Principal Designer, Principal Contractor or Contractor is appointed in order to ensure compliance with the Construction (Design and Management) (CDM) Regulations 2015 whenever construction work is undertaken.

2.6. **The School's Health and Safety Committee**

The Committee will meet once a term and will be chaired by The Chief Operating Officer. A written update of each meeting will be provided to The Council by The Chief Operating Officer.

The role of the Committee is to:

2.6.1. Discuss matters concerning health and safety, including any changes to regulations.

2.6.2. Monitor the effectiveness of health and safety within the School.

2.6.3. Review accidents and near misses and discuss preventative measures.

2.6.4. Review and update risk assessments.

2.6.5. Discuss training requirements.

2.6.6. Monitor the implementation of professional advice.

2.6.7. Review the safety policy guidance and updating it.

2.6.8. Assist in the development of safety rules and safe systems of work.

2.6.9. Monitor communication and publicity relating to health and safety in the workplace.

2.6.10. Encourage suggestions and reporting of defects by all members of staff.

2.7. The Senior Nurse

The Senior Nurse will be responsible for:

2.7.1. Maintaining appropriate medical and accident records.

2.7.2. Keeping statistics and preparing summary reports for the School's Health and Safety Committee.

2.7.3. Checking that all first aid boxes and kits are kept fully stocked with in date items and that the School's defibrillators are operational.

2.8. **The Educational Visits Coordinators**

The Educational Visits Coordinators will be responsible for:

2.8.1. Reviewing and approving proposed School excursions and offsite activities in accordance with the relevant trip rules and requirements.

2.8.2. Maintaining an up-to-date record of planned School trips and offsite activities via the Evolve system.

2.8.3. Ensuring that risk assessments, venue / provider insurance and safety information is collated against each record on the Evolve system and is reviewed and approved by the appropriate member of staff.

2.8.4. Providing all trip leaders, trip staff, trip volunteers and pupils with appropriate instruction, training, and supervision to safely run and attend trips and offsite activities, maintaining records of this training through the Every system.

2.9. Employees

The term 'Employees' includes all employees who work for the School. Each and every employee is responsible for ensuring that:

2.9.1. They take reasonable care as regards themselves and other persons who may be affected by their acts or omissions and are reminded of their duties under the Health and Safety at Work etc Act 1974, Sections 7 and 8 and the Management of Health and Safety at Work Regulations 1999, Regulation 14. These are:

HSW Act, Section 7

It shall be the duty of every employee while at work:

To take reasonable care for the health and safety of himself and of other persons who may be affected by his acts or omissions at work; and

As regards any duty or requirement imposed on his employer or any other person by, or under any of the relevant statutory provisions, to co-operate with him so far as is necessary to enable that duty or requirement to be performed or complied with.

HSW Act, Section 8

No person shall intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety or welfare in pursuance of any of the relevant statutory provisions.

Management of Health and Safety at Work Regulations 1999, Regulation 14

Every employee shall use any machinery, equipment, dangerous substance, transport equipment, means of production or safety device provided to him by his employer in accordance both with any training in the use of the equipment concerned, which has been received by him and the instructions respecting that use which have been provided to him by the said employer in compliance with the requirements and prohibitions imposed upon that employer by or under the relevant statutory provisions.

Every employee shall inform his employer or any other employee of that employer with

specific responsibility for the health and safety of his fellow employees -

Of any work situation which a person with the first-mentioned employees training and instruction would reasonably consider represented a serious and immediate danger to health and safety; and

Of any matter which a person with the first-mentioned employees training and instruction would reasonably consider represented a shortcoming in the employer's protection arrangements for health and safety, insofar as that situation or matter either affects the health and safety of that first mentioned employee or arises out of or in connection with his own activities at work, and has not previously been reported to his employer or to any other employee of that employer in accordance with this paragraph.

2.9.2. They wear and use all Personal Protective Equipment and safety devices that are provided by the School and the School's Management for their protection and co-operate fully with their Managers when the latter are pursuing their responsibilities under the above Act.

2.9.3. They observe all safety rules and regulations, both statutory, and School, and conform to any systems of work that are developed, including all measures outlined within the COVID-19 risk assessments.

2.9.4. They report all accidents, incidents and damage to their immediate supervisor.

2.9.5. They complete all health and safety training appropriate to role and/or as requested by the School in a timely manner.

2.10. Pupils

Pupils will:

2.10.1. Exercise personal responsibility for the health and safety of themselves and others.

2.10.2. Dress in a manner that is consistent with safety and hygiene standards.

2.10.3. Respond to instructions given by staff in an emergency.

2.10.4. Observe the health and safety rules of the School.

2.10.5. Not misuse, neglect or interfere with items supplied for their, and other pupils' health and safety.

Policy and related documents	
Document title	Availability
P12: Health and Safety Policy	Website, Portals
Asbestos	STAHS Internal Document
Contractor Works	STAHS Internal Document
COSHH	STAHS Internal Document
Critical Incident Plan	STAHS Internal Document
Display Screen Equipment	STAHS Internal Document
Fire Safety	STAHS Internal Document
First Aid	STAHS Internal Document
Food, Allergens and Catering	STAHS Internal Document
Health and Safety at Work	STAHS Internal Document
Infection Control	STAHS Internal Document
Invacuation, Lockdown and Evacuation	STAHS Internal Document
Lone Working	STAHS Internal Document
Personal Emergency Evacuation Plan (PEEP) Template	STAHS Internal Document
RIDDOR	STAHS Internal Document
Risk Assessment	STAHS Internal Document
Transport	STAHS Internal Document

Version History			
Version	Date	Author	Rationale
V7.0	August 2026	Director of Operations & Estates	Annual review

Policies and related documents as indicated are available on request from info@stahs.org.uk
St Albans High School for Girls, 1-3 Townsend Avenue, St Albans AL1 3SJ. Tel: 01727 853 800

This Policy can be made available in large print or other accessible format if required.