HEALTH AND SAFETY POLICY

THIS POLICY IS REVIEWED ON AN ANNUAL BASIS

Policy reviewed by: Robert Bannon - Headmaster

Policy approved by: Robert Berry – Director of Operations
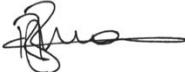
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Please note: 'School' refers to Chatsworth Schools; 'parents' refers to parents, guardians and carers.

This is a whole school policy, which also applies to the Early Years Foundation Stage.

Contents

1.0 Statement of Intent

Chatsworth Schools (CS) recognises and accepts the responsibility of delivering in accordance with the best practice in health and safety and, the Chatsworth Schools Group Director of Operations has the responsibility of ensuring, as far as reasonably practicable, the health, safety and welfare at work of all employees, under the *Health and Safety at Work Act* (1974). Chatsworth Schools aims to promote, actively, health and safety in the school. It is also recognised that incidents, accidents and occupational ill health result from a variety of circumstances and are not necessarily the fault of an individual.

This commitment is extended to all people who may be affected by the education team's activities, including students, team users, contractors and members of the public. The achievement of high standards of health and safety will be at the forefront of the team's policy, strategy, planning and activity.

The Operations team both at Chatsworth Schools and in each School will put in place the appropriate organisational arrangements to ensure the delivery of our obligations in meeting all legislative requirements as a minimum standard. Resources, either financial or otherwise, will be made available to achieve this requirement. We have paid due regard to the DfE guidance *'Health and Safety Advice on Legal Duties and Powers for Local Authorities, Head teachers, Staff and Governing Bodies'* 2013. An annual report of our performance in health and safety will be published.

All staff at Chatsworth Schools are accountable for the management of health and safety within their area of responsibility and this will be reflected in the annual performance management scheme. In particular, risk assessments must be completed, and action plans developed for individual teams within the team, which will be monitored by management teams.

In summary this policy aims to support Chatsworth Schools and the School Leadership to-

- Provide and maintain a physically safe and healthy environment to work and learn within
- Establish and maintain safety working procedures amongst staff, pupils and all visitors to the school site
- Have a robust procedure in place in case of an emergency event
- Ensure that premises, equipment and their use are maintained safely and are regularly inspected

It is recognised that high standards of health and safety can only be achieved with the active participation of all employees. Everyone is encouraged to co-operate in developing and delivering safe systems of work.

This Policy will be reviewed in the light of organisational changes, changes in working practices, but at least annually. Failure to comply with this health and safety policy and any guidance notes may result in disciplinary action being taken.

1.1 CV19

It is recognised that due to the ongoing Global Pandemic, the way in which all schools are required to operate to ensure they are 'Covid Secure', will be very different from the norm.

All Chatsworth Schools are required to appraise themselves and adhere to Government Guidance and legislation in this regard. All activities must be reviewed and may only occur once procedures have been reviewed and the Head of each school has satisfied him/herself it is safe to do so.

It is recognised that Government guidance is ever changing, and in some cases school may be subject to local regulations, as well as national ones. Schools are required to reference the following specific documents in respect of creating Covid Secure environments.

Policy, Tool	Title	Document Number	Rev	School/Nursery Action required
Tool	Opening Up Schools Post Lockdown	HSE-T-013	V6	To be used to reopen school post lockdown
Tool	Symptoms Testing, Staff Availability and Face Masks FAQ	HSE-T-014	V5	Frequently asked questions on Covid related issues such as symptoms, testing, staff availability and face masks
Policy	Phased return to school policy	HSE-T-015	V1	Policy relating to a phased return to school following lockdown.
Tool	Chatsworth School Risk Assessment for reopening schools	HSE-T-016	V1	Risk assessment template suitable for each stage of reopening schools for schools to adapt relevant to their school environment.
Tool	Corona Virus in the Work place protection of key workers risk assessment	HSE-T-017	V1	Risk assessment for use in educational settings in order to protect key workers in the workplace.
Tool	Chatsworth school Corona Virus Risk Assessment	HSE-T-018	V1	Four stage response for dealing with medical incidents and outbreaks
Tool	Chatsworth Schools Unoccupied Buildings Risk Assessment	HSE-T-019	V1	Unoccupied buildings as a result of government guidance and expectations relating to Covid 19

2.0 Roles and Responsibilities for Health and Safety

The below outlines the responsibilities of all staff in relation to health and safety. There are also details of specific roles that are undertaken in order to manage health and safety within the Chatsworth Schools Team.

2.1 Chatsworth Schools Group Director of Operations

The Chatsworth Schools Group Director of Operations is the person ultimately responsible for health and safety management. In order to ensure that the health and safety policy is implemented, the Group Director of Operations will:

- Incorporate health and safety considerations into the department's team plans, including targets for improving health and safety performance;
- Set a positive example to staff by actions;
- Promote good health and safety practice in schools and to ensure that Heads of Schools meet their responsibilities;
- Hold individuals at all levels within the team accountable for their health and safety performance;
- Ensure that adequate arrangements are made to consult with employees;
- Ensure that all staff receives adequate training, instruction and supervision to enable them to effectively carry out their responsibilities;
- Ensure that suitable resources are provided to implement health and safety measures within their department;
- Seek guidance from relevant competent staff or external consultants to ensure compliance with health and safety standards;
- Ensure that any contractors are adequately vetted, selected and monitored as regards their health and safety performance;
- Ensure all Heads are suitably trained;
- Advise and encourage the Heads of all schools/nurseries to meet the objectives of this policy statement- responsibility for health and safety has been delegated to them;
- Provide health and safety guidance to Heads of all schools emphasising the need for staff to be adequately trained in their health and safety responsibilities;
- Ensure that Heads and other managers are informed of the relevant changes in the legislation;
- Audit annually the effectiveness of health and safety arrangements in all schools.

2.2 The Chatsworth Schools Contact for Health and Safety

The appointment of a Chatsworth Schools Office Contact for Health and Safety does not change the responsibilities, both individually and collectively, of the Director of Operations or other members of Chatsworth Schools Management Team. The responsibilities of the Chatsworth Schools Office Contact for Health & Safety are to:

- Communicate health safety and welfare information, as directed by the Group Director of Operations to Chatsworth Schools;

- Support the Chatsworth Schools Group and schools in the management of Health, Safety and Environment (HSE) issues and related compliance;

- Provide monthly Health & Safety reports for the board;

- Support the School, if identified, to undertake monthly/termly HSE inspections and HSE reviews and priorities actions.

2.3   Heads and Team Leaders

Heads and team leaders are responsible for the implementation of the health and safety policy and action plans into operational practice in their own areas of responsibility. They consult appropriately with all employees on Health and Safety matters. They will:

- Ensure that there are adequate arrangements in place to implement the Chatsworth Schools policy;

- Ensure that all members of staff are held accountable for their health and safety performance in their school;

- Ensure their management team takes full account of health safety and welfare issues when planning developing or introducing new working methods, systems, equipment or premises;

- Set a positive example to their staff through their actions;

- Appoint a sufficient number of risk assessors and ensure that they are trained to carry out risk assessments;

- Ensure that risk assessments are undertaken within their area, records are kept and an action plan/policy is produced in order to monitor and review the progress of the measures necessary to eliminate or control the risk. A list of relevant action plans/policies which each school may require is provided in section 3.0;

- Ensure that the necessary local action plans/policies, highlighting local arrangements are implemented and regularly reviewed to ensure ongoing suitability;

- Ensure that all staff receive adequate information, instruction and training to enable them to undertake their responsibilities i.e. briefing on the related local actions plans/policies;

- Ensure that health and safety issues are adequately addressed in specifications prepared or contracts let and that operational aspects of contracts are adequately monitored;

- Ensure that there is an effective system for communication within their area of responsibility for health and safety issues;

- Seek advice from competent advisers on health and safety matters, if necessary, and act appropriately on the advice received. Appoint a School HSE Representative to support the head in the management of HSE related issues, action and compliance requirements.

Heads are responsible for the overall management of schools, including health and safety responsibilities towards staff, students and visitors and control of the school premises. Heads of Schools and Chatsworth Schools must work together to establish their health and safety objectives using legal requirements as a minimum standard. Each school has a legal obligation to provide:

- A safe environment for students, staff, and visitors;

- Safe plant, equipment and systems;

- Safe arrangements for the transport, storage and use of articles and substances;

- Safe and healthy conditions that take account of:
    - o Local statutory requirements;
    - o Approved Codes of Practice;
    - o Chatsworth Schools Guidance;
- Adequate information, instruction, training and supervision;
- All necessary safety and protective equipment.

The responsibility for ensuring that health and safety procedures within the school are adequate rests with the Head. Heads need to ensure that all necessary policies and local management plan/policies are devised, implemented, monitored and reviewed to ensure their effectiveness and that they remain appropriate. In particular, they should:

- Ensure that the school has a current health and safety policy and associated local management plans/policies;
- Ensure that the school complies with the Chatsworth Schools health and safety policies, both in school and on all school activities;
- Have in place procedures to identify hazards and evaluate risk control measures (see Risk Assessment Policy and Procedure);
- Ensure monthly and termly inspections are carried out by an appointed person to identify hazards and that hazards identified are removed or controlled;
- Complete termly HSE inspection to ensure compliance with related policies and management plans;
- Create management arrangements for health and safety and periodically monitor their effectiveness and hold a termly HSE Committee meeting;
- Ensure that an annual health and safety audit is carried out by a qualified person;
- Have health and safety on the agenda at SMT or SLT meetings;
- Ensure the School Health and Safety Representative carries out the appropriate responsibilities;
- Ensure necessary appointments such as first aiders, fire wardens are made and maintained.

2.4   Line Managers / Supervisors

Line managers and supervisors are responsible for ensuring the successful operation of the health and safety management system on a day to day basis. They are responsible for:

- Ensuring that they are aware of the health and safety legislation relevant to the work activities for which they have responsibility;
- Setting a positive example to their staff by their actions;
- Ensuring that the contents of the Chatsworth School's health and safety policy and local management plans/policies as well as guidance notes are communicated to their staff and that these are followed. See section 3 below for list of relevant management plans/policies;
- Ensure HSE inspections of the workplace at least once every month and undertake termly HSE inspections to ensure compliance;
- Taking action on health and safety issues reported to them;

- Ensuring that risk assessments are carried out and that any actions arising to improve and implement control measures are taken;

- Providing support and assistance to risk assessors as required and ensuring that records of relevant risk assessments are kept and easily accessible by all staff;

- Ensuring that the staff they are responsible for are held accountable for their health and safety performance via routine performance management;

- Ensuring their staff receive sufficient information, instruction, training and supervision to undertake their work safely;

- Ensuring that induction training for all staff, including temporary staff, is carried out on their first day to ensure that they are aware of the emergency procedures and risks within the workplace;

- Ensuring that all incidents, including verbal abuse and accidents are reported and investigated;

- Ensuring that all equipment supplied for use at work is suitable for its intended use and is maintained in good working order;

- Seeking advice from the education health and safety team if necessary;

- All Heads and managers with responsibilities outlined in the school health and safety policy must ensure that effective arrangements are made to ensure that these functions are provided for in their absence.

2.5   Employee Responsibilities

Health and safety is the responsibility of all employees; the support and involvement of all staff is needed if high standards of health and safety are to be achieved. Every employee should:

- Report hazards or potential hazards to line management;

- Act responsibly so as not to put themselves or others at risk;

- Work in accordance with any safety training provided and follow established safe working practices;

- Co-operate with management to enable them to carry out any health and safety responsibilities;

- Assist in any risk assessment or safety inspection process;

- Not interfere with or misuse anything provided in the interests of health and safety;

- Disclose details of any medical condition or medication that makes them unfit for or specifically at risk from any particular work activity;

- Immediately report any situation which represents a serious and imminent danger to health and safety to the manager in control of the process / area.

2.6   Facilities and Compliance Manager

For staff who have responsibility for the control of a building, in addition to their other health and safety responsibilities, they must:

- Ensure risk assessments are carried out and subsequent control and actions are taken in respect of those areas of the building they are responsible for;

- Co-ordinate inspections of those areas of the building they are responsible for to ensure that the building and equipment are safe and properly maintained and that access and egress is safe with no obstructions;
- Ensure that any statutory checks of equipment / plant in those areas of the building they are responsible for are undertaken as necessary;
- Maintain an up-to-date statutory documents file containing records of statutory tests and inspections;
- Ensure that those areas of the building they are responsible for are suitable for access by all as required by people with disability;
- Ensure suitable security measures are in place and operating;
- Ensure there are emergency procedures in place and that they are practised as necessary;
- Ensure a fire risk assessment is carried out as and when necessary and that local fire policy is in place and implemented;
- Co-ordinate the first aid arrangements within the building.

2.6 School HSE Representative

For staff who have been appointed by the head as the school Health and safety officer, in addition to their other health and safety responsibilities, they must:

- Support the Head in the on-site management of Health and Safety within the school including the development of local management plans/policy and implementation;
- Organise and facilitate the terms Health and Safety meeting. Take meeting minutes/action log and ensure they are communicated to the relevant individuals;
- Support the workplace inspection process as and when requested;
- Review audits and inspections and communicate actions as and when. Provide an update on progress of actions within the terms HSE meetings and as requested by the Head;
- Procedure reports/progress updates as and when required by the Head.
- Review and communicate trends relating to Accidents and Incidents and ensure all incidents are appropriately investigated and action closed in a timely manner.

3. Health, Safety and Environment Management System (Documentation)

All schools are expected to develop their own, specific risk assessment and associated local management plans/policy documents depending on the risks identified. However, a number of policies and tools have been established to include specific Chatsworth school requirements, guidance and useful tools. Please see Policies & Tool – HSE Document List for further information and details.

4. Planning and Managing of HSE within the School

4.1 Risk Assessments

Heads of schools are responsible for the development of school specific risk assessment/s and for appointing enough risk assessors to assess the potential health and safety risks arising from school activities and school operational activities under their control. Please see the Chatsworth Schools Risk Assessment Procedure and Policy for further details on requirements.

In summary risk assessment or assessments will be undertaken for the following:

- **General Operations** including general operational items and areas including classrooms, offices, access and egress, inside and outside space, traffic management, general activities such as arts and crafts etc;

- **Estate/Facilities Risk Assessments** including but not limited to Fire Risk Assessment, Asbestos Risk Assessment and management plans, construction and refurbishment activities etc;

- **School Activities Risk Assessments** included but not limited to pupil supervision (including safeguarding and welfare requirements), Day Trips, Residential trips, supervised physical/sport activities.

Assessors will:

- Carry out risk assessments of all activities undertaken within their area;
- In conjunction with the Head and/or Facilities Manager develop a prioritised local action plan or school specific policy to control identified hazards and risks.

Heads will:

- Assist appointed assessors in undertaking assessments on activities within their control or carry out assessments;
- Develop and Implement action plans developed as a consequence of the assessment;
- Maintain a schedule of risk assessments;
- Inform staff of any significant findings and or controls that may affect them;
- Ensure that staff are trained in any procedures or work practices introduced as a result of the risk assessment process;
- Review risk assessments annually or if there is a change in the process.

Anyone likely to be affected by a risk assessment may consult the relevant risk assessment documentation and/or associated local management action plan or policy at any time on application to the appropriate manager.

4.2   Risk Controls including Local Management Action Plan and/or Policies

As a result of identified hazards and risks, controls will be referenced within the risk assessment document. Where significant and in depth details are required the Head, or person appointed by the head will establishment a control plan or policy i.e. Local Estates HSE Management plan, Fire Safety policy or Water Hygiene Management Plan. A Head or manager must ensure that all employees are aware of the relevant contents of the local management plans or policy and review and revise it as necessary. Such documents will be referenced with the HSE Calendar – Doc, Inspection and Test (HSE-T-005).

4.3   Training

All Chatsworth Schools staff will be provided with appropriate training to enable them to carry out their responsibilities and work in a safe and efficient manner.

Specific job-related health and safety training will be identified by Heads / managers during

performance management interviews or development of Risk assessment and associated control plans. Where practicable employees should be provided with training before being required to carry out new or unfamiliar task or operations and / or when required to use new equipment, plant or machinery.

The Bursar/HR Officer will ensure that details of health and safety training are kept on personnel files.

Heads/ Bursar must ensure that all new members of staff are provided with essential health and safety induction information on their first day at work which should then be updated annually.

Role specific training information will be referenced within the local management action plans or policies.

4.4   Emergency Procedures

For each location, each Head must have suitable procedures in place to deal with any identifiable emergency, following the guidance in the guidance notes provided by Chatsworth Schools. See Fire Policy & Lockdown Policy etc.

Specifically, in relation to fire or other emergency where evacuation of the building is considered the best response, the Head/ Facilities and Compliance Manager must:

- Ensure a fire risk assessment is carried out by competent assessor, implement any identified measures;
- Establish a local Fire safety policy, excavation action plan and excavation route maps;
- Implement the fire safety policy and the included controls including:
  o Establish and practise at least a termly evacuation plan;
  o Ensure that any means of escape is clearly marked and kept free from obstruction;
  o Provide suitable training and written details of evacuation and emergency procedures to all members of staff;
  o Ensure that appropriate fire alarm, firefighting, and fire detection equipment is installed in all workplaces and regularly inspected, tested and maintained by a competent person;
- Provide suitable training and written details of the emergency procedures to all members of staff.

5.0   HSE Monitoring, Inspections and Audits

5.1   HSE Inspections

Formal HSE inspections will be carried out monthly or termly by the Head or appointed persons. Monthly HSE Inspection template should be tailored to suit the school.

As a result of the inspection areas checked will be marked and actions taken and/or identified should be logged. Action needs should be raised with the Head and prioritized. Inspection logs

and actions arising should be reviewed as necessary as part of the School HSE committee or SLT meeting.

Termly, the Head should complete this inspection or separate inspection to review/ensure HSE compliance.

Inspections should also be completed in high risk areas such as where chemicals or radioactive materials are stored, for use in Chemistry or Physics lessons, for example, their storage must also be checked monthly. Where an inspection is required to control a risk/check compliance this inspection should be referenced in the relevant risk assessment and/or local management plan/policy. Inspections should be completed by the relevant head of department and documented.

5.2   HSE and Estates related, Inspection and Tests

The Site Manager is responsible for arranging and controlling monitoring the records of the maintenance, testing and other activities referred to in this policy, and making them available for inspection, the Health and Safety Committee and review at audit. To assist there is an HSE – Review, inspection and test calendar template is available. This document should be tailored by schools to ensure site specific.

Chatsworth Schools policies and requirements related to specific risks i.e. Electrical installations are provided below within Section 7.

5.3   Health and Safety Audits

Every school should have an audit carried out every other year, which should be carried out by a competent person. Chatsworth School Operations Director of Operations will appoint a competent person to carry out an audit. This audit and associated action raised should be reviewed with the auditor by the head on completion and where necessary action required prioritised. Actions and outcome should be reviewed at the HSE Committee and raised with the Director of Operations as necessary.

6.0   Review of HSE Compliance and Information

6.1   School HSE Committees

Each Chatsworth School shall have a School HSE Committee. The Committee shall meet regularly throughout the year to discuss health and safety issues, approve school risk assessments and recommend courses of action. The committee will be chaired by the School Health & Safety Officer.

Local health and safety issues should be resolved within the relevant school, where possible in consultation with the Chatsworth Schools Health & Safety Manager. Matters with service implications and those that cannot be resolved locally should be referred to the Chatsworth Schools Director of Operations or HSE Manager.

7.0   HSE related reporting requirements

7.1   Reporting Health and Safety Issues

The responsibility for resolving operational health and safety issues lies with the normal line

management chain, with its established lines of communication and accountability.

Any employee who believes that a health and safety hazard exists with their particular work or workplace, should inform their immediate manager / supervisor who is responsible for resolving the issue, where possible. In the event that the matter cannot be resolved at this level, it should be referred to senior management. Issues still remaining unresolved should be referred to the Chatsworth Schools HSE Manager. The advice from Chatsworth Schools is available at any stage in this procedure.

7.2   Incident / Accident Reporting and Investigation

All incidents including verbal abuse, threatening behaviour, physical violence and fire and all accidents must be reported, see Incident and Accident Reporting Policy for further details.

An investigation must be carried out into any incident. Any accidents to staff, pupils and visitors, including those which are reportable under RIDDOR, must also be recorded in the appropriate place. See incident and accident reporting policy.

If an accident is reportable under RIDDOR; the RIDDOR Guidance for Schools must be followed. This guidance can be found here: https://www.hse.gov.uk/pubns/edis1.pdf

COVID-19 – When is it reportable under RIDDOR?

RIDDOR (The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013) requires the 'responsible person', essentially the employer, or for the self-employed or others, the person in control of the workplace, to report a variety of work-related events. To ensure compliance with RIDDOR, whilst also avoiding an unnecessary report, the responsible person must first understand the potential triggers for the reporting obligation to arise. Then they must examine the facts of each case carefully to determine whether each limb of the relevant threshold for reporting has been met.

The government has added Covid-19 to the list of notifiable causative agents under the Health Protection (Notification) Regulations 2010. In addition, under the Control of Substances Hazardous to Health Regulations 2022, coronavirus has been identified as a biological agent as part of the HSE's supplementary list of defined agents. Consequently, in relation to Covid-19, there are three potentially relevant obligations:

Member of the public and non-work-related cases

There is no requirement under RIDDOR to report incidents of disease or deaths of members of the public, patients, care home residents or service users from COVID-19.

The reporting requirements relating to cases of, or deaths from, COVID-19 under RIDDOR apply only to occupational exposure, that is, as a result of a person's work.

What to report

You should only make a report under RIDDOR when one of the following circumstances applies:

- An accident or incident at work has, or could have, led to the release or escape of coronavirus (SARS-Cov-2). This must be reported as a dangerous occurrence.

- A person at work (a worker) has been diagnosed as having COVID-19 attributed to an occupation exposure to coronavirus. This must be reported as a case of disease.
- A worker dies as a result of occupational exposure to coronavirus. This must be reported as a work-related death due to exposure to a biological agent.
- Dangerous occurrences.
- Dangerous occurrences are certain unintended, specified events, which may not result in a reportable injury, but which do have the potential to cause significant harm.

For an incident to be reportable as a dangerous occurrence, the incident must have resulted (or could have resulted) in the release or escape of coronavirus, that is, led to a possible or actual exposure to coronavirus.

The assessment does not require any complex analysis, measurement or test, but rather for a reasonable judgement to be made as to whether the circumstances gave rise to a real risk or had the potential to cause significant harm.

Cases of disease: exposure to a biological agent

When deciding if a report is required, the responsible person (usually the employer) must make a judgement, based on the information available, as to whether or not a confirmed diagnosis of COVID-19 is likely to have been caused by an occupational exposure, that is, whether or not there is reasonable evidence that a work-related exposure is the likely cause of the disease.

The report should specify a disease due to exposure to a biological agent and use the "case of disease" report form.

Work-related deaths due to exposure to a biological agent

For an incident to be reportable as a death due to occupational exposure to coronavirus there must be reasonable evidence that a work-related exposure caused the worker's death.

The responsible person should notify the enforcing authority by the quickest practicable means, without delay, and send a report within 10 days. The report should specify death due to exposure to biological agent using the "case of disease" report form.

RIDDOR reporting of COVID-19 –

https://www.hse.gov.uk/coronavirus/riddor/index.htm

https://www.hse.gov.uk/riddor/

7.3   HSE Monthly reporting

Heads are required to provide a monthly compliance report to the board via the Senior Leadership Team. Any issues/concerns relating to HSE should be reported via this document.

8.0 Arrangements/Policies for Managing Specific Health and Safety items

This part of the Policy describes the arrangements that are in place to manage health and safety within Chatsworth Schools. It sets out the minimum standards to be achieved on any specific issue. In some cases, these standards are supported by checklists and forms, which are available from the

Chatsworth Schools office.

8.1   First Aid

Heads, for all locations will undertake an assessment to determine an adequate and appropriate level of first aid provision.

Based on the assessment, Heads will ensure that:

- Develop a local First Aid Policy document detailing arrangements and associated controls and management actions. See First Aid and Medical welfare Policy.
- There are an adequate number of trained first aiders and that there are clear arrangements in place to contact them in the event of first aid being needed;
- Adequate equipment and facilities (e.g. first aid boxes) are available and readily available at all times;
- Clear arrangements are in place to contact the emergency medical teams;
- All staff are informed of the arrangements.

8.2   Slips, Trips and Fall

Trips and slips tend to be the most frequent source of accidents in many schools, and staff, pupils and visitors should be made aware of these dangers.

- There should be no running in corridors or on stairways;
- Signs must be displayed prominently if floors are wet and the area closed off, if necessary;
- Signs should be prominent where the ground is uneven;
- Stairs and steps should have the leading edge in a different colour;
- All corridors and stairways must have sufficient lighting.

School specific risks and associated controls will be included within the relevant risk assessment and checked via the HSE inspection.

8.2   New or Expectant Mothers

- Heads should ensure that a risk assessment is carried out on any new or expectant mother, as soon as they are aware of the situation, in order to identify any work activity, which may adversely affect their health and safety or that of the baby. The manager and risk assessor should review this assessment every six weeks (because pregnancy is a progressive state), to ensure that unacceptable risks have not arisen;
- Where unacceptable risks to a new or expectant mother are identified, the Head of School, in conjunction with Human Resources, find alternative duties for that individual. This action should be recorded in the relevant risk assessment. In cases where safe, alternative work cannot be found the pregnant member of staff should be given leave on full pay, in line with Human Resources Policies.

8.3   Manual Handling Operations

- Heads / managers responsible for work areas where manual handling occurs will avoid the

need for manual handling wherever practicable by changes in work processes or by the introduction of mechanisation;

- Heads / managers are responsible for ensuring risk assessments are carried out by a competent risk assessor and will implement any significant findings from the assessment. They will inform all relevant staff of the assessment and its findings, ensuring staff undertake any training identified;

- The risk assessment will be reviewed annually or when there is a change in the work process or equipment.

8.4   Electricity at Work (Permanent and Portable Equipment)

- Head/Manager/Facilities and Compliance Manager will ensure that

  o   all permanent electrical installations, systems and appliances are safe for use and free from mechanical and electrical defects when in use. Electrical Inspection tests must be completed annually (20% of the installations) or every 5 years (100% of the installations). Ideally Electrical inspections and test should be completed annually to avoid overload;

  o   Any works to the permanent electrical installation system is completed by a competent person;

  o   On completion of any work to permanent electrical installation an Electrical Inspection Test certification should be obtained and retained;

  o   Electric circuit boards should be within cupboard/designated room where practical and marked/signs. Location should also be marked on site plans/emergency route plans;

  o   Maintain an inventory of portable electrical equipment used and update when necessary;

  o   Ensure checks of the portable electrical equipment are carried out), in accordance with local requirements or as per manufacturer's or supplier's instructions by a competent person, and that a record of this test is kept;

  o   Undertake or arrange on an annual rotation a full visual inspection of all portable electrical equipment and full Portable appliance testing (PAT testing). Inspection/testing should be logged/recorded on schedule;

  o   Undertake during the monthly HSE inspection vision inspection of a sample of Portable Electrical Equipment.

- All Staff shall ensure that:

  o   Portable electric equipment not owned by the school should be visually inspected prior to use and where necessary included within PEE schedule for future inspections. If deemed necessary the SHE Rep/Facilities and Compliance manager will ensure that risk assessments consider the location, fitness for purpose, and maintenance of electrical equipment;

  o   Staff and students are not permitted to bring or use any personal portable electrical equipment on School site, unless permission is granted from Facilities and Compliance Manager and visual inspection of the of the equipment was carried out by an authorised person;

  o   Prior to each use a visual inspection of permanent and portable electrical equipment is completed. Repairs/additions to electrical equipment or installation should only be undertaken by trained and competent persons. Any member of staff identifying broken, damaged or faulty electrical equipment should ensure that the equipment is not used and report the matter to their line manager/facilities manager;

  o   All electric equipment (if safe to do so) should be turned off when in use and at the end of

each day.

8.5 Provision & Use of Work Equipment

Head and Facilities and Compliance managers will

- Ensure that all equipment supplied for use at work is suitable for its intended purpose and maintained in good working order, with records of maintenance being kept;
- Ensure relevant work equipment will be regularly inspected, and inspection recorded;
- Provide staff with adequate information, instruction, training and supervision when permitting them to work with equipment. Heads / managers will document safe operating procedures if applicable;

All Staff are responsible for:

- Working in accordance with safety procedures;
- Not tampering with any safety equipment provided;
- Staff and students are not permitted to bring or use any personal portable electrical equipment on School site, unless permission is granted from the Head and inspection of the of the equipment was carried out by an authorised person;
- Reporting any faulty equipment to their manager and clearly identifying the equipment as being out of service.

8.6 Play Equipment

Head will:

- Ensure that all equipment supplied for use within the playground (static and mobile play equipment) is suitable for its intended purpose and maintained in good working order, with records of maintenance being kept;
- Relevant equipment will be regularly inspected, and inspection recorded;
- Ensure that static installed playground equipment should be inspected by any competent person on an annual basis and the inspection recorded and log and any actions raised taken as appropriate.

All staff will:

- o Prior to use of play equipment complete a visual inspection. Where there are concerns raised equipment should be put out of use and raised with Head and/or facilities and compliance manager.

8.7 Personal Protective Equipment

All employees are required to wear footwear and clothing that is appropriate to the nature of their work.

Where the need for Personal Protective Equipment (PPE) has been identified as required by risk assessment, the Head responsible for the work area will ensure that:

- The PPE selected is appropriate to protect the wearer from the hazards;
- The PPE is compatible with other items of PPE and is comfortable to use;

- The PPE is used;
- The PPE is maintained and cleaned to ensure effective use;
- Appropriate storage is provided for equipment when not in use;
- Sufficient stock of PPE is provided to protect staff and any visitors to the area;
- Staff are trained in the use of PPE;
- The cost of providing PPE will be borne by the department;
- All employees should ensure that where provided, all such protective clothing and equipment is worn, used and stored correctly and that damage or loss is reported.

8.8   Workplaces

All staff are responsible for ensuring that:

- Workplaces are kept tidy and free from hazards;
- Access and egress routes, particularly fire escape routes, are kept clear and free from any obstructions.

Heads/the Facilities and Compliance Manager are responsible for ensuring that workplaces are maintained in an efficient state, in good working order and in good repair. To achieve this, they will:

- Provide sufficient ventilation to all workplaces;
- Ensure that all workplaces have a reasonable temperature during working hours;
- Provide suitable lighting;
- Ensure the workplace is clean;
- Maintain floors and traffic routes;
- Ensure that, where necessary for reasons of safety, glazing is protected against breakage and has, where necessary, visible signs to prevent accidents;
- Provide suitable and sufficient toilet facilities, washing facilities and drinking water;
- Provide suitable rest facilities and facilities for changing clothing if required for work.

8.9   Violence at Work

Violence at work is described as any incident in which an employee is abused, threatened or assaulted by a member of the public, staff or contractor while they are at work. Such incidents should be reported through the Chatsworth Schools incident/accident reporting procedure. Each incident must be investigated by the Head or manager to prevent a re-occurrence of a similar incident.

Every Head / Manager should assess every activity that may result in violence and ensure measures are taken to reduce the likelihood of a violent act occurring. Where it is identified that there is a potential for violence arising from the activity the measures taken could include additional security training for staff. Staff and their representatives must be consulted on any measures introduced.

8.10   Lone Working

Chatsworth Schools follows the Chatsworth Schools Lone Working Policy, please reference for additional information

The term "lone working" applies to staff where working practices mean that they are solitary and/or when there is no close or direct supervision.

Heads / the Facilities and Compliance Manager of lone workers will:

- Ensure that risk assessments are carried out to identify any special risk to lone workers and implement any actions arising out of the assessment;
- Ensure that there are suitable systems in place to supervise lone workers;
- Ensure that lone workers have adequate access to first aid provision.

8.11   External / Off-Site Visits

Any organised visit or trip involving young people or students that occurs away from a school or another establishment is termed an external visit. These visits must be authorised by the Head, who must ensure that:

- A risk assessment is carried out for the visit, identifying all measures necessary to control the risks identified and this is documented and filed;
- Chatsworth Schools guidance is followed in arranging the visit;
- Details of any possible emergency are detailed and the actions necessary in the emergency outlined;
- Sufficient supervision by competent people is available;

See also section in First Aid Policy for a more detailed description.

8.12   Site Traffic / Vehicles

The Head will ensure that:

- Where appropriate, arrangements are made at each site to segregate vehicles and people that there are safe working practices for loading and unloading vehicles;
- The school may provide all staff and where appropriate regular visitors a suitable decal to be displayed in the car so that the vehicle may be identified.

     All Staff will:

- when bringing vehicles onto Chatsworth Schools school premises must comply with site speed restrictions and signage. Vehicles must only be parked in designated parking spaces;
- Pedestrians should only use pathways or designated pedestrian routes and keep clear of traffic routes.

8.13   Lifts

All passenger and goods lifts will be installed, maintained, inspected and used in a safe manner and in accordance with manufacturing and maintenance instructions.

Heads are responsible for ensuring the inspection and, where necessary, repair of passenger and

goods lifts. They will establish local arrangements for the release of trapped passengers. The release of passengers will only be attempted by trained, competent persons

8.14 Asbestos

Heads must

- carry out a risk assessment of each location to identify appropriate actions to control the risk. All known asbestos-containing materials shall be clearly marked and details of location, type (if known) and condition recorded in a site asbestos register, which shall be kept onsite and made available to anybody who needs to know where asbestos is located;
- ensure an asbestos management plan is developed to control and manage asbestos-containing materials on site. The plan must include an emergency procedure to be followed in the event of a suspected release of asbestos containing materials or where asbestos containing materials are damaged;
- Ensure that prior to any relevant works the Asbestos risk assessment and associated management plan will be shared with the contractor/s involved;
- Ensure that any work on or with asbestos-containing materials shall be carried out in accordance with the appropriate legislation and with good working practice. Any material suspected of being asbestos must be treated as asbestos until proven otherwise.

8.15 Water Hygiene

Heads must:

- Ensure that water quality checks are carried out at regular intervals to ensure that the water is safe and free from dangerous bacteria or chemicals
- Ensure the completion of a site wide Legionella Risk Assessment, recommendations of which will be used to formulate an action plan and an on-going monitoring schedule i.e. Water Hygiene management Plan
- Control measures/actions included in the management plan shall include:
    - o Monthly monitoring of hot and cold outlets and temperatures;
    - o Quarterly cleaning of shower heads;
    - o Six monthly temperature testing of cold-water storage tanks and tank inspections;
    - o Regular maintenance and cleaning of outlets and TMVs;
    - o Annual legionella testing of all outlets.
- Arrange for any actions arising out of the quality checks to be taken, to ensure the safety of staff and visitors

8.16 Safety of Pressure Systems

- The School recognises that the regulations will apply to all pressure systems on site containing steam at any pressure, or gas, or liquid, or a mixture of both at a pressure greater than .5bar (7psi);
- The School will use information available from their competent person who carries out current thorough examinations and tests of pressure systems, to establish the safe operating limits of its pressure systems.

8.17 Boiler Safety

If different from above, the Head will:

- ensure that all boiler (gas/biomass) are safe for use and free from mechanical and electrical defect when in use;
- Ensure Inspection and tests must be completed annually and/or as per the installation instructions/service agreement;
- ensuring boiler rooms/cupboards and associated valves are free from obstruction and accessible in the event of an emergency;
- Boiler rooms/cupboard should be clearly marked and marked on the relevant site plan/emergency route plan for information.

8.18 Stress

Heads should:

- Be aware of the symptoms of stress;
- Identify working practices likely to cause stress in their risk assessments;
- Implement measures to reduce stress.

See related HR Policies for additional information on the manager of employee welfare including stress.

8.19 Contractors

Only contractors who have been assessed for competency may undertake work. The Facilities and Compliance Manager is responsible for ensuring that:

- Contractors selected and employed to carry out work for the department are competent to undertake the work safely;
- The contractor's health and safety system is assessed;
- The contractor's insurance is in place and up to date;
- The contractors conduct their operations in accordance with the CS's health and safety policy and also any relevant local procedures;
- The contractor is not put at risk by the school's own activities;
- The contractor is informed of any known risks and the precautions to be taken;
- Where applicable the contractor is informed of relevant emergency procedures;
- Effective methods of managing contractors and monitoring on-site performance are put in place.

Contractors will be expected to:

- Carry out their work in a manner which does not put their staff, education department or members of the public at risk;
- Display warning signs and notices as appropriate;
- Carry out risk assessments for the work to be undertaken and provide the school with method statements, training records, etc., as appropriate.

8.20 Visitors

All visitors should be asked to report initially to an appropriate reception point. The visitor should sign in and wear a security pass at all times on Chatsworth Schools premises.

The member of staff who greets, or escorts the visitor:

- Is responsible for informing them of any hazards that are likely to affect them
- Must ensure that the visitor is informed of the action to take in the event of fire or another emergency

See Chatsworth School Visitors policy for additional information.

8.21 Site Security

- The School places great importance on the safety and security of our students, staff and visitors. Whilst an open site is challenging to secure, we have strict procedures and protocols in place which are intended to prevent unauthorised access (keypad code systems), yet allow free and uninterrupted use to those authorised as members and part of our School Community;
- Our own in-house support and teaching staff are responsible for security duties as part of their duties;
- Our procedures are to be kept under constant review and amended as necessary and appropriate

See Chatsworth School Security policy and the local Lockdown Policy for additional information.

8.22 Smoking

- The whole School is a non-smoking site.

8.23 Supervision

For supervision of pupils to ensure their Health and Safety so far as is practicable, see separate Supervision Policy.

8.24 Food Hygiene

Heads must:

- Ensure that suitable and sufficient food hygiene management system and controls (incorporating Hazard Analysis Critical Control Points) are in place to ensure hazards and risks related to food hygiene are managed;
- Ensure that, where catering is outsourced they have the appropriate process and management controls in place;
- Ensure regular inspections are completed to ensure management controls are being implemented and of food preparation areas;
- Ensure that relevant staff have received a minimum of Level 2 Food Hygiene.

All Staff must –

- When working with food ensure they comply with the requirements of the relevant food

hygiene management system.

8.25   Control of Substances Hazardous to Health (COSHH)

Schools are required to control hazardous substances, which can take many forms, including:
- o   Chemicals;
- o   Products containing chemicals;
- o   Fumes;
- o   Dusts;
- o   Vapours;
- o   Mists;
- o   Gases and asphyxiating gases;
- o   Germs that cause diseases, such as leptospirosis or legionnaires disease.

Head are required to
- Ensure Control of substances hazardous to health (COSHH) risk assessments are completed for hazardous material and briefed to relevant employees;
- Provide staff will also be provided with protective equipment, where necessary.

All staff should:
- Use and store hazardous products in accordance with instructions on the product label;
- All hazardous products are kept in their original containers, with clear labelling and product information.

8.26 – Utilities

Head are required to
- Ensure all utilities meters and inlet/outlet valves locations are recorded on site/building plans;
- Maintaining a schedule of utilities meters including photo, location, MPAN number, meter number, supplier/broker and meter reading;
- Ensure where accessible utilities meter are read on a monthly basis (as close to the 1st of the month as possible) and recorded;
- Review utilities usage regularly and investigate any discrepancies.

8.27 – Waste Management and Recycling

All staff should
- Ensure where possible ensure waste is minimised;
- Ensure where practical be waste is sorted and segregated on site and then removed to maximise off site recycling;
- Ensure that all hazardous waste (including WEEE, Lighting Tubes, Batteries, COSHH waste etc) is stored in a designated area/location.

Head are required to:
- Ensure where possible ensure waste is minimised and plans are put in place to support this;

- Ensure where practical be waste is sorted, segregated on site and then removed to maximise off site recycling;
- Ensure that all hazardous waste (including WEEE, Lighting Tubes, Batteries, COSHH waste etc) is stored in a designated area/location and that is the dealt with in accordance with the Hazardous waste duty of care requirement;
- Ensure all waste is removed by a licence contract and maintain records of relevant licences and contract;
- When waste is removed obtain a copy of the waste transfer note or Hazardous waste consignment note.

8.28 – Working at Height

The purpose of The Work at Height Regulations 2005 is to prevent death and injury caused by a fall from height. If you are an employer or you control work at height (e.g. Facilities Managers or Building Owners who may contract others to work at height) the Regulations apply to you.

Employers and those in control of any work at height activity must make sure work is properly planned, supervised and carried out by competent people. This includes using the right type of equipment for working at height. Low-risk, relatively straightforward tasks will require less effort when it comes to planning.

Employers and those in control must first assess the risks.

Employees have general legal duties to take reasonable care of themselves and others who may be affected by their actions, and to co-operate with their employer to enable their health and safety duties and requirements to be complied with.

Before working at height you must follow these simple steps:
- Avoid work at height where it is reasonably practicable to do so;
- Where work at height cannot be easily avoided, prevent falls using either an existing place of work that is already safe or the right type of equipment;
- Minimise the distance and consequences of a fall, by using the right type of equipment where the risk cannot be eliminated;

You should:
- Do as much work as possible from the ground;
- Ensure workers can get safely to and from where they work at height;
- Ensure equipment is suitable, stable and strong enough for the job, maintained and checked regularly;
- Not overload or overreach when working at height;
- Take precautions when working on or near fragile surfaces;
- Provide protection from falling objects;
- Consider emergency evacuation and rescue procedures;

Staff are only permitted to use school ladders, which have been audited and checked by the

authorised individual. Every time you use a ladder you should do a pre-use check beforehand to make sure that it is safe for use. A pre-use check should be carried out by:

- The user;
- Before using the ladder for a work task;
- After something has changed, ie a ladder dropped or moved from a dirty area to a clean area (check state or condition of feet);

The benefit of conducting pre-use checks is that they provide the opportunity to pick up any immediate/serious defects before they cause an accident.

- Things to look for – Leaning ladders:
- The stiles of the ladder need to be in good condition (Do not use the ladder if the stiles are bent or split as the ladder could collapse);
- Check the feet (Do not use the ladder if the feet are missing, worn or damaged as the ladder could slip);
- Check the rungs (Do not use the ladder if the rungs are bent, missing or loose as the ladder could become unstable);

Things to look for – Stepladders:

- Checking the locking bars (Do not use the stepladder if locking bars are bent or the fixings are worn or damaged as the ladder could collapse);
- Check the feet (Do not use the stepladder if feet are missing, worn or damaged as the ladder could slip);
- Check the stepladder platform (Do not use the stepladder if the platform is split or buckled, the stepladder could become unstable or collapse);
- Check the steps/treads (Do not use the stepladder if the steps/treads are contaminated as they could be slippery);
- Check the steps for strength and stability (Do not use the stepladder if the fixings are loose as they could collapse);
- Check the stiles (Do not use the stepladder if stiles are bent or damaged as the ladder could buckle or collapse);

9.0   Interpretation

In this policy, the term "senior manager" means a School Head and their designated deputies.

This policy applies to all employees in all Schools (save for Schools with their own procedure which shall prevail) and other work environments within Chatsworth Schools .

This policy applies within all companies, which are wholly owned subsidiaries of Chatsworth Schools.

The registered office of all companies is Crimea Office, The Great Tew Estate, Great Tew, Chipping Norton, Oxfordshire, OX7 4AH. Any enquiries regarding the application of this policy should be addressed to the Director of Operations at the above address.

This policy does not form part of any employee's contract of employment and may be amended at any time.

POLICY AMENDMENT PAGE

Date	Key Amendments	Version Number	Signed off by
11/01/2018	Policy Approved – Fit for use by schools.	v1.1	RNB
01/12/2019	Policy restructure and additional guidance added. Section 4 Added to describe process of HSE management Sections added included Water Hygiène, Food Hygiene, COSHH, Waste and Recycling and Utilities	V2	RNB
31/08/2020	Amended to reference CV19 Procedures and documentation.	V3	RNB
19/11/2020	RIDDOR Guidance for Schools reference added. COVID-19 – when is it reportable under RIDDOR guidance added. Working at Height section added.	V3.1	RNB