



CHAFYN
GROVE SCHOOL

HEALTH AND
SAFETY POLICY

NOVEMBER 2019



CHAFYN GROVE SCHOOL

HEALTH AND SAFETY POLICY

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PART 1 – STATEMENT OF INTENT

1.1 Chair Of Governors and Headmaster Policy Statement

The Governors and Headmaster of Chafyn Grove School are fully aware of their responsibilities under the Health and Safety at Work Act 1974 and other Health and Safety legislation relevant to the School's operation. In order to meet these responsibilities, they consider that one of their primary objectives is the achievement and maintenance of a high standard of health and safety within the school.

They also recognise and accept their responsibility to provide a healthy and safe working environment for all the employees and pupils of Chafyn Grove School. They will take all reasonable and practicable steps to fulfil this responsibility and will pay particular attention to meeting the requirements of the Health and Safety at Work Act 1974 and all relevant statutory provisions.

They require management at all levels to display a positive attitude toward health and safety and they require teachers and employees at all levels to pursue their objectives in respect to health and safety. The Governors will encourage the participation of school representatives in promoting health and safety. Accident prevention is essential for the smooth and efficient running of the School requiring full co-operation between all concerned.

The Headmaster, assisted by the Health and Safety Coordinator, will provide a positive lead in organising Health and Safety activities, using the best available knowledge and methods and whatever resources are necessary to achieve the required standards.

Staff are under a legal obligation to co-operate fully in Health and Safety matters by ensuring that all areas are safe for themselves and others. They are also required to act in a safe way themselves, use protective equipment provided, follow the Health and Safety Rules, Regulations and Requirements and report any hazardous conditions to their Head of Department, the Bursar or the Headmaster.

The Governors through the Headmaster will ensure that a suitable organisation is set up to ensure that the health and safety requirements are met.

The aim of the Health and Safety Policy is to minimise risks to Health and Safety of the Staff and others affected by the School's activities, by identifying and then controlling hazards.

The Governors, through the Headmaster, will review this policy statement annually, and update, modify or amend it as necessary to ensure the health, safety and welfare of staff and pupils.

Signed: _____ (For the Governors) Date: _____

Signed: _____ (Headmaster) Date: _____

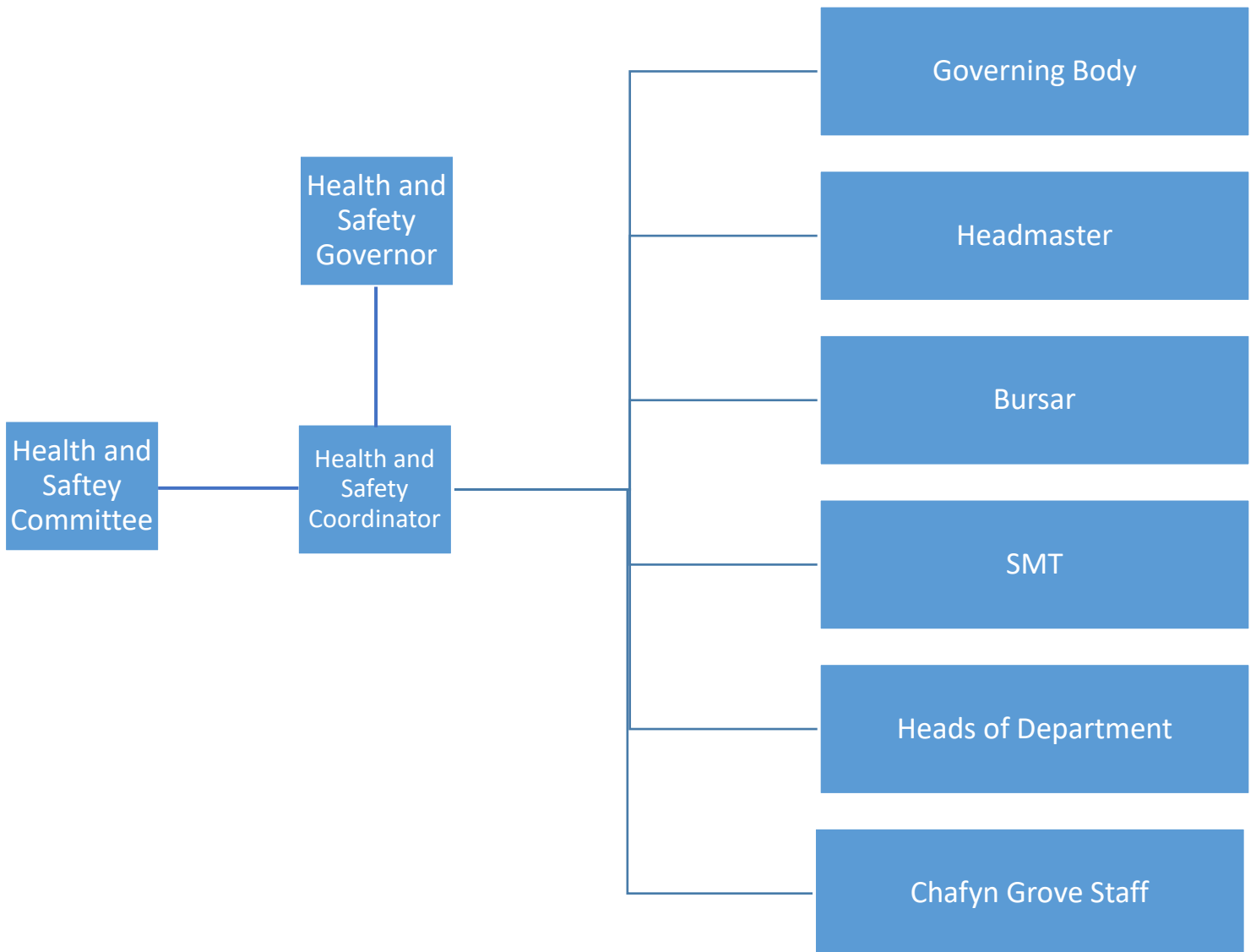


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PART 2 – ORGANISATION AND RESPONSIBILITIES

2.1 Health and Safety Organisational Chart





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2.2 Responsibilities

During an employee's induction period they will be informed of their level of health and safety responsibility commensurate with their job title/role within the School. Certain employees may have additional health & safety roles which place other responsibilities on them. Employees will be made aware of these additional requirements before being allocated these additional health & safety roles.

Health and Safety is everybody's responsibility, not just the responsibility of those with a defined health and safety role.

Governing Body

The Governing Body has overall and final responsibility for health and safety at the school and sets out direction for effective Health and Safety Management.

A member of the Governing Body has particular oversight for Health & Safety matters.

Headmaster

The Headmaster has delegated responsibility for communicating the School's Health & Safety policy and procedures and for its proper implementation. He shall be responsible for the formulation and implementation of School Health & Safety policies and intervene as necessary to ensure the promotion of effective Health & Safety policies and procedures. The Headmaster may delegate day to day management of Health & Safety to the Bursar or Health and Safety Coordinator.

Bursar

The Bursar will ensure that all practical measures are taken to enhance safety through effective identification, control and provision of adequate resources. Similarly the Bursar will ensure that systems are in place to enable its complete implementation, including all reporting and record keeping requirements.

The Bursar will also ensure that all school employees are fully aware of individual responsibilities under this policy and that such responsibilities are discharged accordingly.

Senior Management Team

The Senior Team comprises the Headmaster, Bursar, Deputy Head (Academic), Deputy Head (Pastoral), Senior Master and Head of Pre-Prep. The Senior Management Team shall assist the Headmaster and the Bursar in their responsibilities for implementing the School Health & Safety Policy. They are to ensure the adequate provision of resources to those with specific Health & Safety responsibilities and, in their individual roles, they will ensure that the Headmaster and Bursar are well informed of: current Health & Safety priorities, progress and implementation of improvements, conflict within Health & Safety and academic and other demands, uniformity of approach to Health and Safety throughout the School. The Senior Team meets termly to review the relevant Health and Safety information.



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Health and Safety Coordinator

The Health and Safety Coordinator (Assistant Bursar) is responsible for promulgation of health and safety directives and co-ordinating the school's policies. The Health and Safety Coordinator will control the day to day management of Health & Safety within the School, the implementation of the School's Health & Safety Policies and shall appoint members of the School's Health & Safety Committee as appropriate.

Fire Officer

The Fire Officer is a trained fire warden. He is responsible for: co-ordinating with all relevant staff the detail of the Fire and Building Manual and local arrangements; arranging fire drills; and co-ordinating evacuations.

Health and Safety Committee

The Health and Safety Committee meets termly and is responsible for formally monitoring and reviewing the school's Health and Safety policy at least annually. It provides a forum to review aspects of the policy, promotes Health and Safety awareness, identifies, implements, reviews and responds to areas of specific concern. The Assistant Bursar chairs the Health and Safety Committee.

Assistant Bursar

Assistant Bursar is responsible for coordinating all contract, maintenance and grounds works carried out on School premises. The Assistant Bursar is responsible for ensuring that the fabric and building systems within the School meet the appropriate Health and Safety standards. This will include making adequate arrangements to ensure high standards of Health and Safety in carrying out the work of his department, including contractors.

Heads of Departments

Heads of Departments, together with staff in charge of games/activities have day-to-day responsibility as defined by the Head for:

- Exercising general responsibility for the implementation of the School's Health and Safety policy, and the Fire Safety Policy and Procedures
- Establishing and maintaining safe working procedures
- Conducting Risk Assessment and COSHH Assessments, and review these at least annually
- Ensuring that equipment necessary for the work of the department is maintained in compliance with current regulations, and that appropriate hazard notices are displayed
- Resolving, where possible, health and safety problems or reporting them to the Health and Safety Coordinator
- Carrying out regular safety inspections and audits
- Providing sufficient information, instruction, training and supervision to enable other members of staff, pupils and members of the public to contribute positively to their own safety and health at work and to be in a safe environment

Appendix A shows the specific areas of health and safety responsibility of each Head of Department.



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Staff

All staff are responsible for the safety of pupils. The safety of pupils whilst under the supervision of staff, and those engaged in games and extracurricular activities, is the immediate responsibility of the member of staff or teacher in charge of the games and activities.

All Employees

It is the duty of every employee at work to:

- Take responsible precautions in safeguarding the health and safety of themselves and others.
- Observe all health and safety rules and procedures as laid down by the School and use all safety equipment provided.
- Alert management to any potential hazard they have noticed and report all accidents, near misses and dangerous occurrences that have led to or may lead to injury, loss or damage.

Appendix B shows the specific Health and Safety documents staff must have read and must observe.

Pupils

Pupils are responsible for:

- Looking after their own health, safety and welfare and that of others who may be affected by what they have or have not done.
- Following health and safety practices and procedures of which they have been made aware.



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PART 3 – ADMINISTRATIVE ARRANGEMENTS AND PROCEDURES

3.1 Health and Safety Objectives

The School's health and safety objectives are:

- To establish and maintain a safe and healthy environment throughout the school
- To establish and maintain safe working procedures among staff and pupils
- To ensure the provision of sufficient information, instruction and supervision to enable all staff and pupils to reduce exposure to hazards and contribute positively to their own safety and health at work and to ensure that they have access to relevant training and instruction as and when provided
- To make arrangements to ensure safety and managing risks to health in connection with control (the use, handling, storage and transport) of articles and substances hazardous to health (COSHH)
- To ensure that all plant and equipment is maintained properly and adequate training is provided
- To maintain a safe and healthy place of work and safe access and egress from it
- To formulate effective procedures for fire and other emergencies and for the evacuation of school premises
- To lay down procedures to be followed in case of accident
- To provide and maintain adequate welfare facilities, and ensure the wellbeing of staff

3.2 Health and Safety Committee

The Health and Safety Committee meets termly and is responsible for monitoring and reviewing the school's Health and Safety policy at least annually. It provides a forum to review aspects of the policy, promotes Health and Safety awareness, identifies, implements, reviews and responds to areas of specific concern. The Health & Safety Officer/Assistant Bursar chairs the Health and Safety Committee. The Health & Safety Committee is made up of 9 members:

1. Bursar
2. Health & Safety Officer/Assistant Bursar (Chair)
3. Fire Officer
4. School Nurse
5. Housemaster
6. Head of Science
7. Head of Art
8. Catering Manager
9. Health & Safety Governor may attend as an observer

The minutes are recorded and available for all staff to read. Information about these meetings is made available to employees via email and posted in the staffroom. Employees are welcomed and encouraged to bring forward a concern through any member of the committee to these meetings.



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3.3 Promulgation

The Health and Safety Coordinator (Assistant Bursar) is responsible for:

- Advising on the practical implementation of the Health and Safety Policy, and for updating this Policy annually
- Bringing Health and Safety directives to the attention of staff, and ensuring that relevant instructions/guidance is issued
- Department Heads, together with members of the Health and Safety Committee, are responsible for the promulgation of information within their department/area of activity

3.4 Consultation with Staff

Staff are consulted with directly in compliance with the Health and Safety (Consultation with Employees Regulations 1996 (as amended)). This is achieved through meetings, newsletters, surveys and noticeboards.

3.5 Fire

Chafyn Grove School has detailed fire safety procedures in place in accordance with the Regulatory Reform (Fire Safety) Order 2005 to reduce the risk from any potential fire or explosion.

The Senior Management Team is responsible for the fire organisation and procedures for the school. The Health and Safety Committee monitor and review these procedures and make recommendations to the Senior Management Team. The Health & Safety Officer, Assistant Bursar and School Fire Officer co-ordinate this on behalf of the Health and Safety Committee.

Appendix C contains a separate document, Chafyn Grove School Fire Safety Policy and Procedures.

3.6 Emergency Procedures

Major Emergencies

Please refer to the Crisis Management Plan, a copy of which is held with the Headmaster, Bursar and Assistant Bursar

Utilities Emergencies

Please call the Assistant Bursar in the first instance and if unattainable the Maintenance Department.

In the event of emergencies outside normal working hours, please follow the Emergency Maintenance Call Out Procedure. Detail is available in the staffroom. In all instances call the Assistant Bursar first.



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Intruders

Suspicious or threatening behaviour by intruders in the school grounds should be reported to the Police. If it is believed that there is an immediate threat to persons or property, the matter should be reported directly to the Police and the Houseparents or Assistant Bursar informed.

Emergency Services: 999 Houseparents: 07759323789 Assistant Bursar: 07793 207 804

3.7 Medical and First Aid

Chafyn Grove School will ensure, so far as is reasonably practicable, that first aid arrangements are managed in compliance with the Health and Safety (First-Aid) Regulations 1991. Further information is contained in the First Aid Policy.

3.8 Reporting Of Accidents and Near Misses

All accidents and near misses must be recorded in the appropriate Accident/ Near Miss Book with the Health and Safety Coordinator/Assistant Bursar.

All entries into the Accident/ Near Miss Book and Pupil Minor Accident Record are reviewed. In the event of an accident the employee/ staff i/c is interviewed, and the accident will be investigated. In considering all reports, patterns are looked for, and improvements will be made where identified. All incidents are reported to the Health and Safety Committee termly.

The Health and Safety Coordinator is responsible for recording and reporting of incidents in accordance with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013.

Appendix D, Summary of Reporting Requirements of RIDDOR, summarises the requirements of employers under these regulations.

3.9 Risk Assessment/Method Statements/Specific Safety Policies

Risk Assessments must be carried out by Staff in Charge to assess the risks to all persons who could be affected by activities within their area in accordance with Regulation 3 of the Management of Health and Safety at Work Regulations 1999.

Assistance is available from the Health and Safety Coordinator/Assistant Bursar in the completion of Risk Assessments.

Standard Chafyn Grove Risk Assessment forms are available, offering guidance.

Where deemed necessary by the School's Health and Safety Committee, separate Health and Safety Policies will be produced for identified high-risk activities.

Method statements are prepared by Staff in Charge where required to ensure risk is adequately managed.

Further information is contained in the Risk Assessment Policy (See Appendix E).



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3.10 Personal Safety and Welfare

3.10.1 Personal Protective Equipment (PPE)

PPE is provided in accordance with The Personal Protective Equipment at Work Regulations 1992. It is provided and maintained free of charge to all employees where it is deemed necessary as a result of a risk assessment being undertaken by the Staff in Charge or the Health and Safety Coordinator. Appropriate instruction will be given on its use and storage by the Staff in Charge. The Staff in Charge is responsible for periodic checking of the equipment and for ensuring the equipment is worn by the employee when required. PPE that is provided for use by pupils in lessons, e.g., in Science, D&T, Art, will be periodically checked by the staff in charge.

3.10.2 Manual Handling

The School recognises that manual handling can cause injury at work and every effort is made to prevent this. The School undertakes precautions and training to comply with the Manual Handling Operations Regulations 1992 (as amended). Manual Handling training is provided to all staff as part of the Induction Programme. See Manual Handling Operations Policy. Additional training and refresher training is available to those who carry out manual handling as a regular part of their job. This is carried out by staff trained as Manual Handling Trainers and can be arranged through the Health and Safety Coordinator/Assistant Bursar. It is the responsibility of the Staff in Charge to identify any additional training required as part of the risk assessment process. The frequency of refresher training is to be agreed by the Staff in Charge with the Health and Safety Office/Assistant Bursar.

3.10.3 Work Equipment

Work Equipment is provided and maintained in accordance with the Provision and Use of Work Equipment Regulations 1998.

All employees are required to carry out user checks prior to use of electrical equipment, these are to include checking for:

- Damage to leads including fraying, cuts or heavy scuffing, e.g. from floor box covers
- Damage to the plug, e.g. to the cover or bent pins
- Tape applied to the lead to join leads together
- Coloured wires visible where the lead joins the plug (the cable is not being gripped where it enters the plug)
- Damage to the outer cover of the equipment itself, including loose parts or screws
- Signs of overheating, such as burn marks or staining on the plug, lead or piece of equipment
- Equipment that has been used or stored in unsuitable conditions, such as wet or dusty environments or where water spills are possible; and cables trapped under furniture or in floor boxes



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Any issues identified during user checks or whilst using equipment must be reported to the Staff in Charge immediately, and the equipment put out of use.

Staff in Charge are required to ensure:

- A suitable and sufficient risk assessment has been carried out prior to the use of such equipment. It is their responsibility to arrange for maintenance of equipment in accordance with manufacturer's instructions, and keep records
- Any equipment within their department is used appropriately in accordance with the manufacturer's instructions and training should be provided if required by the user
- The equipment is suitable for the job
- The users report any issues

Staff must not tamper with work equipment. Only competent persons should carry out any repairs or alterations to the equipment with the agreement of the Staff in Charge.

Employees must not provide their own equipment.

A register of all portable appliances is kept with the Assistant Bursar, together with a programme for testing. All portable appliances owned by the School will be tested prior to first use, after repair, and at regular intervals taking into consideration HSE guidance. As part of this process there will be a formal visual inspection.

Staff in Charge are required to ensure any new electrical equipment purchased is Portable Appliance Tested by the Estates Department before it is used.

Pupil equipment is visually inspected by the Portable Appliance Tester termly.

Pupils will be instructed and appropriately supervised when using work equipment in lessons, e.g., in Science, D&T and Art. There will be Risk Assessments in place.

3.10.4 Woodworking Machinery

The provision and use of all woodworking machinery will be in accordance with the Provision and use of Work Equipment Regulations 1998.

It is the responsibility of the relevant Staff in Charge to manage, control, service and maintain the woodworking machinery in their department. Equipment must only be used by suitably trained staff. Appropriate guarding will be fitted, and emergency stop buttons will be provided adjacent to all machines.

Adequate ventilation will be provided to all woodworking machines. Dust extraction equipment, where required, will be provided and maintained, and information will be given on the dust produced from various different materials. Risk Assessments and COSHH assessments will be carried out by the Staff in Charge.



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3.10.5 Lifting Apparatus

In accordance with the Lifting Operations and Lifting Equipment Regulations 1998 (LOLER) Chafyn Grove School will ensure that lifting equipment provided for use at work is:

- Strong and stable enough for the particular use and marked to indicate safe working loads
- Positioned and installed to minimise any risks
- Used safely, i.e., the work is planned, organised and performed by competent people
- Subject to ongoing thorough examination and, where appropriate, inspection by competent people

The Estates Department arranges for a specialist company to carry out examinations in accordance with the statutory requirements, and keeps records of these examinations.

Staff in Charge must inform Estates if they purchase any lifting equipment, so that it can be added to the equipment register.

3.10.6 Noise

Chafyn Grove School will comply with the Control of Noise at Work Regulations 2005. Chafyn Grove School aims to prevent the risk of hearing damage from unwanted sound by controlling exposure to noise.

Staff in Charge are responsible for carrying out the required risk assessments within their department, and introducing controls to ensure noise exposure is reduced as much as is reasonably practicable, and that exposure does not exceed statutory exposure limits.

The monitoring of noise exposure can be arranged through the Assistant Bursar.

3.10.7 Vibration

Chafyn Grove School will comply with The Control of Vibration at Work Regulations 2005, and prevent or control exposure to vibration.

Staff in Charge are responsible for carrying out the required risk assessments within their department, and introducing controls to ensure vibration exposure is reduced as much as is reasonably practicable, and that exposure does not exceed statutory exposure limits.



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3.10.8 Work at Height

The Work at Height Regulations 2005 apply to all work at height where there is a risk of a fall liable to cause personal injury.

Chafyn Grove School recognises that where possible work at height should be avoided. If the work cannot be avoided Chafyn Grove School requires that risk assessments are carried out for all operations involving work at height, prior to their commencement. It is the responsibility of the Staff in Charge to ensure this takes place.

If work at height is non-routine then a specific risk assessment must be carried out.

Staff In Charge are responsible for ensuring employees within their department use only the equipment they are trained to use, and that they wear the correct clothing and footwear.

The Assistant Bursar holds a register of all ladders on site, and is responsible for arranging a visual inspection every 12 months. It is the responsibility of Staff in Charge to ensure any ladders that are purchased for/ used within their department are included on this register.

Ladders must be checked prior to each use. Any defects must be immediately reported to the Staff in Charge/ Assistant Bursar and the ladder put out of use.

3.10.9 Display Screen Equipment

Chafyn Grove School undertakes to comply with the Health and Safety (Display Screen Equipment) Regulations 1992. It will for all users and operators as defined by the regulations:

- Analyse workstations to assess and reduce risks
- Ensure that workstations meet specified minimum requirements
- Plan work activities so that they include breaks or changes of activities
- Provide eye and eyesight tests on request, and special glasses if required
- Provide information and training

Further Information is contained in the Display Screen Equipment Policy, see Appendix F.

3.10.10 Recruitment and Safeguarding

Chafyn Grove School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

The recruitment process is governed by the School's principles of non-discrimination and is designed to achieve the best match between, on the one hand, the individual's knowledge and skills, experience and character and, on the other hand, the requirements of the vacant post, recognising the need for flexibility to respond to changing conditions.

Further information can be obtained from the HR Bursar.



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3.10.11 New Joiner Induction

Chafyn Grove School recognises the need for a comprehensive induction for new members of staff.

The formal induction procedure for all new employees covers, among other things:

- Health and Safety Policy
- Employer and employee responsibilities
- Fire Procedures
- Emergency procedures
- First aid procedures and facilities
- Accident Reporting
- The Provision and Use of Work Equipment
- The Provision and Use of Personal Protective Equipment
- Risk Assessments and COSHH Assessments
- Welfare Facilities
- Manual Handling
- Working with Display Screen Equipment

A new joiner risk assessment is organised by the Health and Safety Office/Assistant Bursar when appropriate.

Further information is contained in the Staff Handbook.

3.10.12 Lone Working

Chafyn Grove School acknowledges that there will be occasions when staff work alone, and aims to reduce these risks to as low as is reasonably practicable. Examples of lone workers may include cleaning, maintenance, grounds personnel and teachers working during holiday periods.

The Staff in Charge is responsible for carrying out a lone working risk assessment which will include: identifying hazards of the work; identifying who may be harmed and how; assessing the risks involved; and putting measures in place to avoid or control the risks.

Further Information is contained in the Lone Working Policy, see Appendix G.

3.10.13 New and Expectant Mothers

Chafyn Grove School recognises that it has a legal duty under the Management of Health and Safety at Work Regulations 1999 to protect the health of new and expectant mothers.

The Health and Safety Office/Assistant Bursar will carry out a risk assessment with the new and expectant mother of their work environment to reduce any risks that may be present. Further information is available from the Health and Safety Office/Assistant Bursar.



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3.10.14 Disabled Workers

Any disabilities affecting staff or pupils must be considered by their Staff in Charge and changes made to the relevant risk assessments to reflect the individual circumstances. This includes temporary conditions and disabilities.

Chafyn Grove School will:

- Assess and manage the work risks to everyone
- Include disabled workers in any health and safety information and training
- Consult with disabled workers in determining whether their disability affects workplace health and safety and, if so, to what extent. This is so both parties can work together to find the best outcome, for instance 'reasonable adjustments' that overcome risk
- Involve others, such as specialists or the disabled worker's representative, if needed to understand the effects on workplace health and safety of a disability or long-term health condition
- Ask for the disabled worker's consent before approaching specialists or their GP (doctor) who can advise on options for workplace adjustment
- Be sensitive and timely about making risk assessments if these are needed
- Make other, short-term arrangements to support disabled workers when delay cannot be helped (for instance, if waiting for an access to work grant)
- Create a working environment that allows disabled workers to feel comfortable when talking about their disability or long-term health condition.

Generic risk assessment templates for disabled workers are available from the Health and Safety Office/Assistant Bursar.

3.10.15 Young Persons

A young person is anyone under 18 years of age.

Chafyn Grove School will conduct risk assessments that takes into account certain features which apply to young people before employment commences, and notify their parents/ carers of any risks and controls. This is the responsibility of the Head of Department.

The risk assessment will take these specific factors into account:

- The fitting-out and layout of the workplace and the particular site where they will work
- The nature of any physical, biological and chemical agents they will be exposed to, for how long and to what extent
- What types of work equipment will be used and how this will be handled
- How the work and processes involved are organised
- Level of health and safety training given to young people
- Risks from the particular agents, processes and work



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Chafyn Grove School will not employ young persons to do work which:

- Is beyond their physical or psychological capacity
- Exposes them to substances chronically harmful to human health, e.g., toxic or carcinogenic substances, or effects likely to be passed on genetically or likely to harm the unborn child
- Exposes them to radiation
- Involves a risk of accidents which they are unlikely to recognise because of e.g., their lack of experience, training or attention to safety
- Involves a risk to their health from extreme heat, noise or vibration

Generic risk assessment templates for young persons are available Health and Safety Office/Assistant Bursar.

3.10.16 Work-related Stress

Chafyn Grove School recognizes its common law duty to ensure that the health of staff is not placed at risk through excessive and sustained levels of stress arising from the way work is allocated and arranged, the way people deal and interact with each other and the day to day demands placed on staff.

Chafyn Grove School aims to maintain a well-managed work environment, in which all reasonably practicable steps will be made to keep work related stress to a minimum.

Where stress related problems do occur, occupational stress will be treated in the same way as ill-health due to physical hazards in the workplace. Its root causes should be identified assessed and then either eliminated or, if that is not possible, properly and effectively controlled.

A counselling service is provided to staff where there is a need.

3.10.17 School Security

Chafyn Grove School is aware of its responsibility to ensure that it is a safe and secure environment for staff, pupils and visitors and has taken reasonable steps to prevent unauthorised entry to its premises. During the school day all visitors must sign in at the Front Office and will be issued with a lanyard. All visitors without a lanyard will be challenged by staff.

All buildings are locked at night when not in use, as set out in the Security Policy. A CCTV system monitors the three-vehicular entry and exit point to site.

Further information is contained in the Security Review.

3.10.18 Violence to Staff

The Code of Conduct gives clear guidance on the standards of behaviour all school staff are expected receive and also to observe.



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3.10.19 Slips and Trips

Chafyn Grove School is committed to ensuring that floors, surfaces and traffic routes are suitable for the purpose for which they are used, are properly constructed and maintained for safe usage. This is achieved by good design, regular inspections, maintenance, and good housekeeping.

3.11 Hazardous substances

3.11.1 Control of Substances Hazardous to Health

COSHH risk assessments to provide information, instruction and control measures are to be undertaken by the Staff in Charge, and these are reviewed annually. Wherever possible control systems must be implemented which prevent exposure to substances. Where this is not possible, systems are to be put in place to minimise exposure.

Safety Data Sheets must be provided by all suppliers at the time of purchasing substances hazardous to health.

Within the COSHH assessment the emergency procedures must be included. All staff handling substances must be fully trained and be aware of precisely where the COSHH assessments are kept and all emergency procedures connected with the substances.

For additional information see the Chafyn Grove School COSHH Guidance

The Science Department control hazards associated with chemicals via the CLEAPPS hazard system.

3.11.2 Storage

Storage of individual substances is to be included within the COSHH assessments and further considered with other materials to be stored in the same area. In particular all inflammable materials should be stored externally or within fireproof cabinets.

3.11.3 Disposal

Disposal of controlled waste will be carried out by a licensed waste management contractor. A list/register of chemicals to be disposed of will be kept with the materials and part two of the licence waste management contract as part of the transfer note.

3.11.4 Asbestos Register

All asbestos and asbestos-based products known in the school buildings are included in the asbestos register held with the Health and Safety Coordinator/Assistant Bursar. If any material is discovered which is thought to be an asbestos based product, the Health and Safety Coordinator/Assistant Bursar must be advised immediately and no work undertaken in the area until the substance has been inspected/tested. Where asbestos is found it is the School's policy to remove the material or if not practical, to seal or encapsulate to prevent fibre release.



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3.12 Training

All staff will receive a Health and Safety Induction, see section 3.10.11.

Staff in Charge are responsible for identifying training needs and arranging training for their staff. Training will be given either by qualified school staff or by external training agencies as is necessary for members of staff to carry out their duties safely.

A training register is maintained by the HR Bursar.

3.13 School trips

Chafyn Grove School has adopted the national guidance provided by the DFE Advice on Health and Safety in Schools and the Outdoor Education Advisers' Panel.

A risk assessment must be undertaken before any trip takes place, and approval sought from the Educational Visits Co-ordinator (EVC).

Guidance for all those involved in taking school trips is contained within the Educational Visits Policy, and the associated risk assessment templates.

3.14 Vehicles/on-site vehicle movements

All vehicles will be appropriately maintained, serviced, taxed and insured by Chafyn Grove School according to legal requirements.

The Vehicle Policy sets out the requirements for driving a school minibus/ MPV, and for driving private vehicles on school business.

3.15 Defect reporting procedures

Whenever an employee becomes aware of a potential Health and Safety risk that they are unable to resolve themselves, they should report the matter to the Health and Safety Coordinator/Assistant Bursar who will organise the necessary remedial action.

3.16 Maintenance

3.16.1 Fire

Fire Extinguishers

A monthly inspection is carried out by Chafyn Grove School staff to ensure they have not been discharged or lost pressure (where fitted with a pressure indicator) or suffered obvious damage.

An extended service is carried out annually by a specialist contractor.

Inspections/testing carried out by Chafyn Grove School Staff and specialist contractors are recorded in the Fire Folder.



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Fire Blankets

A monthly visual inspection is carried out by Chafyn Grove School staff. A basic service is carried out annually by a specialist contractor.

Inspections/testing carried out by Chafyn Grove School Staff and specialist contractors are recorded in the Fire Folder.

Fire Alarms

Weekly examination of the system to ensure that no damage has occurred, and testing of the alarm using a different manual call point every week. Where systems are zoned these should be tested in strict rotation. Carried out by Chafyn Grove School staff.

A specialist contractor inspects and tests the system, including checking battery backups, quarterly.

Inspections/testing carried out by Chafyn Grove School Staff and specialist contractors are recorded in the Fire Folder.

Fire Detectors

Monthly visual inspection of all detectors to ensure that no damage or dust/dirt has accumulated, to be carried out by Chafyn Grove School maintenance staff.

Quarterly inspection to be carried out by specialist contractor who will test for correct operation and sensitivity.

Inspections/testing carried out by Chafyn Grove School Staff and specialist contractors are recorded in the Fire Folder.

Emergency Lighting

Monthly test on all self-contained luminaries by simulating a failure of the normal lighting supply, to be carried out by Chafyn Grove School maintenance staff.

Six monthly test of self-contained central battery systems by simulating the failure of the normal lighting supply for a continuous period of at least one hour, to be carried out by Chafyn Grove School maintenance staff.

Inspections/testing carried out by Chafyn Grove School Staff are recorded in the Fire Folder.

Automatic Door Releases

Weekly, checked in conjunction with the fire alarm test, to be carried out by Chafyn Grove School maintenance staff.

Final Exit Doors

Monthly visual inspection of all fire doors to ensure that there is no damage and they correctly seal close is carried out by Chafyn Grove School maintenance staff.

Inspections/testing carried out by Chafyn Grove School Staff are recorded in the Fire Folder.



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3.16.2 Legionella

Chafyn Grove School has a Written Scheme for the control of Legionella bacteria, and this is in accordance with the Approved Code of Practice HSE L8 (2013). Control measures will be implemented as have been shown necessary by risk assessments carried out on all installations. A schedule of the installations and maintenance required is held with the Assistant Bursar. Records of prescribed checks and building specific information relating to Legionella bacteria control, will be held in the Estates Department in the building specific Control of Legionella Log Book. The Written Scheme and centralised record of compliance checks will be kept in the Estates Department. Specialist contractors will be used as appropriate.

3.16.3 Electricity (also see 3.10.3)

Chafyn Grove School aims to comply with the Electricity at Work Regulations 1989. There is a system in place for the continuous testing of electrical installations. A schedule of installations, and dates of testing are kept by the Assistant Bursar. All new installations will comply with the current IEE wiring regulations.

3.16.4 Gas Appliances

All gas appliances (boilers, kitchen equipment, etc.) are regularly maintained and serviced by Gas Safe Registered engineers. Records of all tests are kept with the Assistant Bursar.

Landlord's Gas Safety Certificates are held with the Assistant Bursar for all school residential accommodation.

3.16.5 Local Exhaust Ventilation Equipment

All LEV equipment is maintained in an efficient state, good working order, and in good repair by the Estates Department. It is examined and tested at least once every 14 months.

Users are required to visually check this equipment before use, and any replacement parts required e.g., filters/ damage to/ failure of ventilation equipment must be reported immediately to the Assistant Bursar.

3.16.6 Windows and Glazing Safety

Bryanston aims to comply with BS6202 1981 (now European Standard EN12600) in order to ensure that windows or glazed panels in walls, partitions and doors should, where necessary for reasons of health and safety, be made of safety material or be protected against breakage.



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3.17 Selecting and Managing Contractors

Chafyn Grove recognises its legal responsibility as an occupier of premises to all who have access to the premises, including contractors and consultants undertaking any works.

The Assistant Bursar oversees and controls all contractor procurement and management. The document “General Requirements for Contractors” is issued to contractors, which must be adhered to at all times.

Chafyn Grove School follows the Department of Education’s advice making sure contractors engaging in regulated activity have an enhanced DBS certificate (including barred list information). For all other contractors who are not engaging in regulated activity, but whose work provides them with an opportunity for regular contact with children, an enhanced DBS check (not including barred list information) is completed.

APPENDIX

Appendix A – Specific areas of health and safety responsibility

Appendix B – Specific Health and Safety documents staff must have read and must observe

Appendix C – Chafyn Grove School Fire Safety Policy and Procedures

Appendix D – Summary of Reporting Requirements of RIDDOR

Appendix E – Risk Assessment Policy

Appendix F – Display Screen Equipment Policy

Appendix G – Safe Procedures – Lone Working