

## A9: HEALTH AND SAFETY (including International Study Centre)

### Health and Safety Statement of Policy

Update September 2025

#### Document Quality Control

Version:	Author:	Date:	Reviewed by:	Date:
September 2024	Mike Pearson	09.09.2024	Richard Baum	20.02.2024

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Document Version:	Reason for Review:	Reviewer	Date:	Checked and approved by:	Date approved:
Nov 2022	Water hygiene added to Legionella	M Pearson	02.11.2022	M Hartland	9.11.2022
Nov 2023	Annual review Head of Boarding added to committee	M Pearson	16.11.2023	M Hartland	2.12.2023
Feb 2024	Executive Director Advisory Committee signature, B19 Crisis Management/overnight stay added	M Pearson	09.02.2024	B Farrell	20.02.2024
Sept 2024	Director of Operations Richard Baum signature, annual update	M Pearson	09.09.2024	R Baum	16.09.2024

#### Statement of Intent

This policy is designed:

- to provide adequate control of the health and safety risks arising from our work activities.
- to consult with our employees on matters affecting their health and safety.
- to provide and maintain safe plant and equipment.
- to ensure safe handling and use of substances.
- to provide information, instruction and supervision for employees.
- to ensure all employees are competent to do their tasks, and to give them adequate training.
- to prevent accidents and cases of work-related ill health.
- to maintain safe and healthy working conditions.
- to review and revise policies and procedures as necessary at regular intervals.

#### Organisational Responsibilities: Who is responsible for what?

##### The Directors

The Directors have overall responsibility for the governance of Health and Safety. The Directors of Chase Grammar School Ltd recognise and accept their responsibility as employer for providing, so far as is reasonably practical, safe and healthy workplaces, work practices and working environments for all employees, students and visitors. They will take all necessary steps to meet this responsibility.

##### The Principal

The Principal has responsibility for the oversight of Health and Safety at Chase Grammar School, including oversight of policies and procedures for safe working conditions, staff conduct and trips. Individual staff members are also responsible for their own health and safety at work, and it is part of the Principal's

## A9: HEALTH AND SAFETY (including International Study Centre)

oversight to ensure that there is a positive culture of good communication and clear lines of delegation, management and responsibility.

### The Health and Safety Officer

The Health and Safety Officer has day-to-day responsibility for matters of Health and Safety, though many of these will be delegated to other members of staff, as indicated below:

- the regular testing of fire alarms and emergency lighting (delegated to Head of Maintenance)
- safe handling and use of substances in their areas: (delegated to Domestic Services Manager, Head of Maintenance, Catering Manager(s), Head of Science Faculty)
- identifying all substances which need a COSHH assessment;
- undertaking COSHH assessments;(delegated to to Domestic Services Manager, Head of Maintenance, Catering Manager(s), Head of Science Faculty)
- ensuring that all actions identified in the assessments are implemented;
- ensuring that all relevant employees are informed about the COSHH assessments;
- checking that new substances can be used safely before they are purchased; (delegated to Domestic Services Manager, Head of Maintenance, Catering Manager(s), Head of Science Faculty)
- reviewing assessments annually;
- reporting injuries, diseases and dangerous occurrences to the enforcing authority;
- investigating accidents;
- investigating work-related causes of sickness absences; (delegated to Vice Principal for teaching staff)
- acting on investigation findings to prevent a recurrence; (delegated to relevant staff)
- use of electronic screens.

The Health & Safety Officer is responsible for the monitoring of the accident book. Where applicable any adverse trends are to be brought to the attention of respective members of Management.

All other staff have a responsibility to take reasonable care of their own health and safety and that of others who may be affected by what they do at work. There is also a responsibility to raise any concerns regarding Health and Safety with the appropriate person immediately.

### **Health and Safety Representatives**

The following posts include Health and Safety responsibilities, and the post-holders, or relevant representative, sits on the Health and Safety Committee.

### The Health and Safety Officer

The Health and Safety Officer is responsible to the Directors and Principal for the safe working conditions and practices of administrative, secretarial, domestic, kitchen and maintenance staff and practices of maintenance staff, of matters relating to school transport, and contractors carrying out work on the school premises. They are also responsible for the fire equipment and regulations and are responsible to the Principal for organizing regular fire and evacuation practice.

## A9: HEALTH AND SAFETY (including International Study Centre)

The Health and Safety Officer is also responsible for arrangements for the day-to-day safety of visitors and contractors on the school premises. They are also responsible for arrangements to ensure that accidents and incidents are logged in the accident book. Finally, they ensure that all necessary risk assessments and health and safety checks are in place before any trip departs from school. The Health and Safety Officer Chairs the Health and Safety Committee.

Principal & Vice Principal both sit on the committee.

### Head of Boarding

Houseparent's have responsibility for Health and Safety issues in their boarding houses, and the Head of Boarding oversees these responsibilities.

Head of Faculty (Science) is responsible to the Health & Safety Officer for all matters of Health and Safety relating to the Science Faculty.

The Science Technician is responsible to them for the safety of electrical equipment used in the science laboratories and for equipment used by teachers in the course of their teaching. MJD is Radiation Protection Officer, and will attend all Health and Safety Committee meetings.

Head of Faculty (Performance Arts) is responsible to the Health & Safety Officer for all matters of health and safety relating to the teaching of Art/Photography, Dance, PE, Games, Swimming, Gymnastics, Drama and Music.

The Catering Manager(s) are responsible to the Health and Safety Officer for all matters of Health and Safety relating to the main kitchen, dining hall and other areas under their control.

The Head of Maintenance is responsible to the Health & Safety Officer for implementing safe working policy for maintenance and transport staff. They are also responsible for overall site safety.

The Transport Manager is responsible to the Health & Safety Officer for maintenance and safety of school transport, including transport staff. They are also responsible for all necessary maintenance on the school vehicles.

Other Heads of Faculty is responsible to the to the Health & Safety Officer for all Health and Safety issues in their areas of responsibility.

These post holders are responsible for:

- undertaking risk assessments in the areas for which they are responsible;
- recording the findings of those risk assessments;
- reporting to their managers as detailed above and obtaining approval from their managers for action required to remove/control risks;

## A9: HEALTH AND SAFETY (including International Study Centre)

- ensuring the action required is implemented;
- checking that the implemented actions have removed/reduced the risks;
- reviewing the risk assessments as necessary;
- Safe plant and equipment in their areas;
- identifying all equipment/plant needing maintenance;
- ensuring effective maintenance procedures are drawn up;
- ensuring that all identified maintenance is implemented;
- ensuring that staff report any problems found with plant/equipment;
- ensuring that plant equipment meets health and safety standards before it is purchased;
- supervision and training in their areas;
- supervision of young workers/trainees in their areas;
- providing induction training for new employees;
- providing job specific training;
- keeping training records;
- identifying, arranging and monitoring training required;

Under Sections 7 and 8, Health and Safety at Work Act 1974, it is the responsibility of everyone in Chase Grammar School to ensure that the highest possible standards of safety are set and fully maintained throughout the institution.

All employees have to:

- cooperate with supervisors and managers on health and safety matters;
- not interfere with anything provided to safeguard their health and safety;
- take reasonable care of their own health and safety;
- report all health and safety concerns to an appropriate person as detailed in Health and Safety policy.

### **Arrangements to establish, monitor and review measures needed to meet satisfactory health and safety requirements**

The Health and Safety Committee meets once per term, and otherwise as necessary.

### **General Guidelines: Workplace safety for teachers, students and visitors**

This policy has been prepared for you the employee.

All staff receive a copy of the 'Statement of Intent' and 'Organizational Responsibilities' from the H&S Policy in the Introductory Staff handbook.

Staff with specific responsibilities receive pages 1 - 4 of the H&S policy in addition to the Staff handbook.

All staff are expected to read this policy as part of the School Induction process.

Additional documents including risk assessments are kept on the StaffShare drive.

This document identifies the Policy, Organisation and Arrangements of Chase Grammar School for ensuring your continued health and safety at work.

## A9: HEALTH AND SAFETY (including International Study Centre)

This policy is not intended to be a comprehensive Health and Safety instruction manual, rather it should be used as a prompt to ask pertinent questions.

The School has a legal duty to provide safe systems of work and adequate information, instruction and training on all aspects of workplace safety.

If you are in doubt about anything ask your supervisor/manager for more information.

### SCHOOL RESPONSIBILITIES

The School will ensure, so far as is reasonably practicable, the health, safety and welfare at work of all employees. It will manage its business in such a way, and so far as reasonably practicable, that the safety and welfare of persons not employed by the school are not exposed to risks.

This policy document explains in broad terms, what must be done by everyone within the School to achieve these objectives. The aim is to provide a sound bases for the cooperation between management and employees and is intended to encourage continuous improvement of our Health, Safety and Environmental performance.

Please see our **B19 Crisis Management Policy** (available on staff share) which has written procedures setting out the contingency arrangements in case of a major incident, including what happens in the case of an overnight emergency where the premises need to be evacuated.

### OBJECTIVES AND COMMITMENT

Our objectives toward fulfilling this policy are to:

- concentrate on the elimination of risks to persons, as a first priority, then on risk reduction, prevention of injury and loss due to damage;
- identify the health and safety hazards and manage those hazards so that the risks are effectively controlled, in accordance with this policy;
- work to safety standards, which satisfy our statutory requirements and reflect good industry working practices;
- review and develop these standards continuously and when changes in legislation, industry practice or technology occur, revise them accordingly.
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We are committed to consult with employees on health, safety and welfare issues by:

Ensuring that our employees are trained to understand and carry out their job responsibilities.

## A9: HEALTH AND SAFETY (including International Study Centre)

This will involve, but will not be limited to, selection, training, re-training, supporting and continuous assessment of employee performance. Continually monitoring this policy by auditing and reviewing its effectiveness in the workplace.

### LEGAL OBLIGATIONS

The School recognises the legal obligations placed on it by the Health & Safety at Work Act 1974 and other statutory legislation, as may be applicable to our undertaking.

Our Health and Safety documentation and records are kept in the Health and Safety Officers Office, and will be made freely available to contractors, visitors, members of the public and any other person(s) who may be affected by our operations.

A copy of the Employee Health and Safety Handbook is available on Google Drive.

Employees will be made aware of this facility and are obliged to familiarize themselves with the contents of this Handbook as it contains essential information for their health, safety and welfare. Should any employee have any questions on health and safety related matter, they must raise it with their immediate supervisor.

**Authorised by Richard Baum, Director of Operations Achieve Education and Advisory Board Member**

Signature:  Date: 16.09.2024