



Chigwell School

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Staff champion	KM
Last Reviewed by Governors	May 2025
Next Review by Governors	May 2027
Committee	Risk, Wellbeing and Compliance

Health & Safety Policy

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1. Introduction

1.1 Chigwell School recognises and accepts its responsibilities as an employer for so far as is reasonably practicable, the health and safety of its staff whilst at work, and for any the health and safety of any other person who may be affected by its activities.

1.2 Chigwell School is committed to giving the health and safety the highest priority in all of its activities. This commitment to health and safety is reflected in the Schools Safety Management system (SMS), which contains various other supporting policies, procedures and guidance. This system is modelled on good practice as described in the Health & Safety executives reviewed guidance document, 'Managing for Health and Safety' (HSG65).

1.3 The four key elements of the SMS are as follows and the relationship between these elements is set out in Appendix 1 of this policy document:

- Plan, Do, Check and Act.

1.4 An effective SMS ensures as reasonably practicable legal compliance and contributes towards reducing accidents, injuries and ill health and unnecessary losses.

1.5 Successful Health & Safety management benefits the School in:

- Controlling risks
- Reacting to changing demands; and
- Sustaining positive Health & Safety attitudes to behaviours

1.6 Chigwell School staff may comply with the requirements of this document.

2. Statement of Intent

2.1 The Board of Governors, Head and the Bursar of Chigwell School consider that one of their primary responsibilities is the provision and implementation of a high standard of health & safety throughout the school and its business activities.

2.2 It is recognised and accepted that the School shall provide a safe working environment for all employees and has a duty of care to all pupils, visitors, contractors and the general public who may be directly or indirectly affected by the Schools activities.

2.3 All reasonably practicable steps will be taken to fulfil these obligations in accordance with the Health and Safety at Work etc. Act 1974 with particular attention to the Management of the Health and Safety at Work Regulations 1999 including any other statutory legislation or regulations in force.

2.4 Arrangements will be maintained with employees, pupils and trade unions for joint consultation on, and the participation in, the achievement and maintenance of high standard of health and safety awareness.

2.5 The Board of Governors, Head and Bursar of Chigwell School shall carry out their duties in accordance with the Health & Safety at Work etc. Act 1974 ensuring that:

- The school maintains a suitable and sufficient Health and Safety Policy along with supporting detailed procedures and guidelines;
- Competent personnel in health & safety are employed to assist the school in fulfilling its obligations;
- Procedures for use in case of fire, accidental injury or other emergencies are in place;
- Sufficient information, instruction, training and supervision are provided to enable all staff and pupils to carry out their work in a safe manner;
- Regular Inspections, Audits are carried out to ensure that the policy and its associated procedures and guidelines are maintained in accordance with current legislation and regulations;
- Procedures exist to identify hazards and risks and the means of controlling such risks;
- The Health and Safety Policy and its associated procedures and guidelines including revisions, amendments and training are brought to the attention of all school employees;
- All those individuals who may be affected by the school business either directly, are given due consideration with regards health & safety;
- Procedures to ensure relevant safety issues are embedded within the course syllabi at all levels.

2.6 A signed copy of the above statement of intent will be published annually as a separate document to this policy for ease of reference and displayed within the school accordingly.

3. Responsibilities

3.1 The School recognises that responsibility for the organisation of health and safety issues rest with the Board of Governors, the Head and Bursar, its senior management team and managers. The Health & Safety Organisational chart attached as appendix 2 of this policy document.

3.2 A key principle for the management of health and safety at the School is that health and safety duties and the necessary authority plus resources to discharge them are delegated down the line management structure as appropriate.

3.3 This will enable staff to carry out these responsibilities effectively, the School's health & safety management structure includes arrangements for support and guidance, which are provided by the Health, Safety and Risk Compliance Manager or Senior Management as appropriate.

The Governing Body

3.3.1 The Governing Body of Chigwell School accepts responsibility to ensure the Health and Safety of all the staff, pupils, visitors and contractors who enter any of the School premises.

3.3.2 The Board in its role will ensure, so far as is reasonably practicable, the health and safety at work of employees and others (e.g. contractors, pupils, visitors, etc.) in accordance with Section 2, 3 and 4 of the Health & Safety at Work etc. Act and all other relevant health and safety legislation.

3.3.3 In order to discharge this responsibility, the Board of Governors will:

- Ensure that the Schools Health & Safety Policy and associated procedures guidance, etc. are kept up to date and that positive arrangements are in place to ensure that all staff and learners are aware of and comply with its contents;
- Appoint a Governor to act as a representative for the board with a responsibility for Health & Safety, part of the governors' responsibilities will ensure attendance at the School Health & Safety Executive Committee and to feedback to the board as appropriate;
- Ensure that the policy contains rigorous and comprehensive systems for inspection, rectifying, monitoring and auditing health and safety management within the School;
- Receive that the policy contains rigorous and comprehensive systems for inspection, rectifying, monitoring and auditing health and safety management within the School.

The Head

3.3.4 The Head, with support from the Bursar, has overall responsibility for the Health and Safety Policy, organisation and arrangements throughout the School.

3.3.5 Additionally, the Head will:

- Report on at least termly on safety matters to the Governing body;
- Provide liaison with inspectors: HSE, ISI and any other enforcing body on request;
- Ensure adequate and sufficient arrangements within the school to cover all Health & Safety legal requirements;
- Bring to the attention of all school staff the Schools Health & Safety Policy, which is to be revised and republished as necessary;
- Monitor effectively the implementation of the arrangements;
- Ensure that relevant staff are aware of current legislation, that the practices established by the school conform to the legislation and that all staff comply with safe working practices;
- Ensure so far as is reasonably practicable that there is adequate first aid provision to cover staff, learners, contractors and visitors, and that an adequate number of staff are trained in first aid and other emergency procedures;
- Ensure that the Senior Management team make the necessary arrangements for the implementation of Health & Safety Procedures and Guidance within their respective areas/departments;
- It is recognised that the Head may discharge some duties within the Senior Management team and this will be noted accordingly.

The Bursar

3.3.6 Will assist the Head in the appointing of competent persons in respect of health and safety in accordance with the Health and Safety at Work etc. Act 1974. For example, the Health, Safety and Risk Compliance Manager.

3.3.7 Where deemed appropriate and in his absence the Bursar may delegate operational areas of responsibility in matters of Health & Safety to the Director of Operations.

3.3.8 The Bursar shall also line manage the competent person and in addition shall:

- Attend the School Executive Health & Safety Committee;
- Provide sufficient budget for matter of health and safety;
- Ensure the school Health & Safety policy is implemented;
- Develop and establish emergency procedures within the school;

- Ensure that all school main plant and equipment not of a departmental nature is maintained in accordance with current health and safety legislation;
- In conjunction with the Head ensure Health & Safety responsibilities are properly reflected in individual job descriptions for all employees;
- Provide support and advice to managers taking disciplinary action as a result of breaches to health and safety policies, procedures and guidance;
- Ensure those members of staff who are absent from work as a result of an accident are notified to the Health, Safety & Risk Compliance Manager;
- To obtain professional legal advice where necessary, and consult as appropriate;
- Ensure as guided by a competent person that training requirements are supported, ensuring competency at all levels, including senior managers, with a level of responsibility for health and safety.

The Director of Operations

3.3.9 Will assist the Bursar in matters of Health & Safety where appropriate and will ensure that school adheres to school policy and current legislation in matters of Health & Safety.

3.3.10 The Director of Operations shall also line manage a number of key staff/competent persons and shall:

- Be pro-active in promoting Health, Safety and Fire procedures within the school;
- When commissioning work or projects ensure all the necessary compliance checks and safe systems of work are being fulfilled by the relevant contractor;
- Ensure relevant staff are adhering safe systems of work and following good practices in regard to health & safety and fire;
- Attend the School Health & Safety Executive Committee and report matters of health & safety as appropriate;
- To have regular meetings with the Health, Safety & Risk Compliance Manager to discuss potential breaches of health and safety compliance and provide necessary support as appropriate in resolving such issues.

The Health, Safety and Risk Compliance Manager

3.3.11 Is responsible for the general advisory and information services throughout the school on matters of health & safety and risk compliance.

3.3.12 Additionally, the Health, Safety and Risk Compliance Manager will:

- Make at least a termly report on health & safety matters to the Executive Health & Safety Committee;
- Manage safety audits and inspections across the school;
- Investigate and advise on hazards and precautions where competent to do so;
- Monitor fire evacuation practices within the school;
- Have a general oversight of health & safety matters including first aid procedures;
- Monitor the general safety programme and advise the relevant senior management and or heads of department in reviewing departmental safety procedures;
- Make recommendations to the Head and or Bursar and or Director of Operations on matters requiring immediate attention, resulting from safety reports/Inspections etc;
- Make recommendations to the Head/Bursar on matters of safety policy and procedures in compliance with the new and modified legislation;

- Publicise safety information as appropriate;
- Liaise with outside bodies concerned with health & safety;
- Liaise effectively with the union health & safety representative and external networks;
- Chair the Executive Health & Safety Committee;
- Report on health & safety matters with respect to the school buildings and estate;
- In conjunction, with the Medical Centre/Senior Nurse ensure the necessary records are maintained relating to accidents/near misses associated with the work of the school;
- In conjunction, with the Senior Nurse ensure that injuries, diseases and dangerous occurrences as classified under RIDDOR, are reported to the enforcing authority;
- Ensure Continued Professional Development is ongoing to enable school to be able to keep up to date with relevant legislation;
- To oversee and monitor school health & safety related training, liaising with Department heads accordingly.

3.3.13 The Health, Safety & Risk Compliance Manager has the Head's authority to make and implement decisions throughout the school at any level if there is:

- Immediate danger;
- Dangerous Practice;
- Breach of law.

Senior Management Team

3.3.14 The Senior Management and Head of Departments are responsible of the discharge of the requirements of the school's health & safety policy and for the organisation and arrangements within their departments.

3.3.15 Additionally, Senior Management and Heads of Departments will:

- Prepare reports when requested on matters of health & safety;
- Ensure regular safety tours of the school/departments are undertaken and to ensure hazards identified from those tours are addressed;
- Notify the Health, Safety and Risk Compliance Manager of any proposed or impending changes affecting health & safety, in room allocation or usage and any issue that may require immediate attention or guidance;
- Budget for Safety equipment according following the school's budget process/purchasing guidance;
- Ensure that safety procedures are developed and adhered to for operations/tasks/activities carried out within the school ensuring that all employees, pupils, contractors and visitors under their responsibility are aware of and conform to the procedures;
- Ensure Risk Assessment and safe systems of work are relevant in line with the School risk assessment policy and shared accordingly.

Heads of School/Heads of Departments

3.3.16 Ensure that general risk assessments, including manual handling, noise, COSHH, and DSE amongst others are undertaken, documented and reviewed on a regular basis and that appropriate control measures have been implemented.

3.3.17 Report all issues to Maintenance/H&S with portable electrical equipment within their areas or known to them that may be faulty, damaged or has not been PAT tested.

3.3.18 Carry out initial investigation, fact finding of accidents, near misses and dangerous occurrences and contact the Health, Safety and Risk Compliance Manager as soon as reasonably possible.

3.3.19 Ensure that all accidents/near misses are recorded on appropriate form and notify the relevant departments H&S, Medical Centre etc.

3.3.20 Ensure equipment is maintained in a safe condition and that substances hazardous to healthcare stored in accordance with manufacturer's recommendations and if not are disposed if in an appropriate manner.

3.3.21 Ensure (relevant departments) that personal protective equipment is provided, stored, and maintained accordingly.

3.3.22 Ensure that procedures are formulated, relevant and adhered to ensuring all equipment, plant, substances etc used are suitable for the task and are kept in good safe working order.

3.3.23 Provide/recommend adequate training, information, instruction and supervision to ensure that work is conducted safely and that sufficient staff are appropriately trained to undertake teaching duties and that relate to or affect health and safety.

3.3.24 Maintain safe access and egress from the workplace at all times.

3.3.25 Ensure health & safety is a standing item on all the school/departmental meeting agendas.

Teachers/Heads of Departments

3.3.26 Have similar Health & Safety responsibilities as the head of schools but will:

3.3.27 Ensure that each pupil as reasonably practicable with their levels of understanding explain the implications of health & safety and their responsibilities i.e. how to stay safe and what to do in the event of an emergency at the outset of the academic year and beginning of every term;

3.3.28 Ensure that all new employees under their management/supervision receive a localised H&S Induction as part of their first day of employment.

All Staff

3.3.29 Each member of staff is responsible for his or her personal safety and that of other persons in the School by the proper implementation of school rules and procedures.

3.3.30 Staff are reminded of the general duty imposed by section 7 & 8 of the Health and Safety at Work etc. Act 1974 in that it shall be the duty of every employee whilst at work:

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

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

3.3.33 Not to interfere or misuse any item of protective clothing or equipment, which have been provided in the interest of health or safety;

3.3.34 Report any hazardous defects in plant, equipment, tools or work practices and bring these to the attention of their line manager highlighting any shortcomings in existing health and safety arrangements;

3.3.35 Not to undertake any task that is requested of them that they do not feel competent to do so without receiving adequate training, information and supervision or without the authorisation to do so;

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

3.3.37 Should a member of staff wish to report a health or safety issue they should firstly report it to their line manager. If the matter is of immediate danger to life then it must be escalated immediately by contacting the Main School Reception or Bursary who in turn will notify the relevant person e.g. Building Manager, Health & Safety Manager or Director of Operations.

3.3.38 In the event of being absent from work as a result of accident at work- or work-related accident off site or work-related ill health then staff must report this to their Line Manager who in turn must notify the H&S Manager within 24 hours of the accident. Accidents/ill health that result in an absence may be reportable to the HSE (Health & Safety Executive) under RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations).

Employee Safety Representatives

3.3.40 Pupils are responsible for their own personal safety however, the school recognises that age, inexperience and competency are a factor and will manage pupils appropriately in accordance with school policies, safety procedures and good practice.

3.3.41 Additionally, each pupil will be expected to:

- Observe standards of dress and behaviour appropriate to the working situation/environment ensuring where necessary that all protective equipment is worn as instructed;
- Be advised and observe all safety warnings and follow all rules and procedures. If in doubt pupils must not carry out an activity until confirmation is sought;
- Not wilfully misuse, neglect or damage anything provided for health & safety reasons.

Pupils

3.3.42 Pupils are responsible for their own personal safety however, the school recognises that age, inexperience and competency are a factor and will manage pupils appropriately in accordance with school policies, safety procedures and good practice.

Additionally, each pupil will be expected to:

- Observe standards of dress and behaviour appropriate to the working situation/environment ensuring where necessary that all protective equipment is worn as instructed;

- Be advised and observe all safety warnings and follow all rules and procedures. If in doubt pupils must not carry out an activity until confirmation is sought;
- Not wilfully misuse, neglect or damage anything provided for health & safety reasons.

Staff liaising with contractors

3.3.43 Staff liaising with contractors carrying out work on any of the School premises must inform the Bursar/Director of Operations before engaging the contractor/s. The Bursar/Director of Operation will ensure contractors are suitable and have relevant skills including a knowledge of health and safety procedures, guidance, etc. and be able to demonstrate this accordingly. The Health & Safety Manager should be consulted if there is an element of doubt around suitability.

3.3.44 Before any works are commenced contractors must be advised of school safety procedures and requirements and made aware of hazards on site such as asbestos etc. If in doubt advice can be sought by contacting the Health & Safety Manager.

3.3.45 All contractors must sign in at reception where they will receive current Health, Safety and safeguarding information, and a visitor pass for easy identification. Contractors who do not follow these procedures will be asked to leave site. The contractor should be made aware that any claims arising out of this will not be considered, as the contractor will be in breach of school health and safety procedures which follow legal standards. In the event of contractors, working outside of normal office hours then specialised arrangements will have to be made with approval of the Bursar and Head of Security.

4. Arrangements for Health & Safety

Risk Assessment

4.1 The Heads of Schools or Departments are responsible for their areas/department's compliance with school and statutory requirements and will ensure that competent members of staff are appointed in the undertaking and recording of risk assessments. Risk assessments must include all areas covered by the Risk Assessment Guidelines and where specifically required by regulation e.g. COSHH, noise, lone working, DSE, Manual handling, slips and trips and falls, educational visits and traffic management including on site vehicle movements etc.

4.2 Each area will keep copies of their risk assessments locally and where required send copies of all risk assessments to the Health, Safety and Risk Compliance Manager who will populate a central Risk Assessment Register which can be sourced on the School portal Gateway.

4.3 Suitable training will be sourced for those who require additional training, by the Health, Safety and Risk Compliance Manager on request by a school/department/person or if recognised by H&S as a requirement.

4.4 All managers will need to familiarise themselves with the School Risk Assessment Guidelines and adhere to the processes detailed therein, it will be recognised that on occasion a dynamic risk assessment (process of continually observing and analysing risks and hazards

in a changing, or high risk environment) may be required and managers must be aware of this or seek further guidance in these cases.

4.5 The findings of all risk assessments are to be disseminated to all staff, pupils (where appropriate) and any members of the public or contractors affected by the work activity. The manager responsible for the implementation of the control measures will monitor their effectiveness.

4.6 Risk assessment and its implementation will be monitored as part of the audit/inspection process and checks will be made to ensure that the implemented actions have removed/reduced the risks.

4.7 Risk assessments will be reviewed annually or when work activity changes or following an accident, whichever is soonest.

Consultation with employees

4.8 Employers have a duty to consult with their employees, or their representatives on Health & Safety matters and will do so where relevant in accordance with the Safety Representatives and Safety Committees Regulations 1977 or and The Health and Safety (Consultation with Employees) Regulations 1996

4.9 Employees may make representations to the Executive committee on matters of school-wide importance.

4.10 The Health and Safety Executive Committee is to monitor the operational implementation of the Schools Health and Safety Policy and to bring to the attention any matters of note and any relevant issues of concern to school staff including accident trends etc.

4.11 The Health & Safety Executive Committee agendas and minutes of meeting are posted on the School portal Gateway.

Safe plant & equipment

4.12 Each school/department will administer and budget for the service and maintenance contracts for equipment under their remit as appropriate ensuring annual service and inspection as required by the Provision and Use of Work Equipment Regulations 1998 (PUWER) and other relevant legislation.

4.13 Following annual service and inspection the Heads of Schools/Departments and/or teachers will liaise with the Bursar/Finance Manager/Health & Safety Manager to ensure any corrective action is taken.

4.14 Managers will ensure that all routine checks and maintenance are carried out and recorded by Technicians/nominated staff and others within their area.

4.15 All new, second hand and donated equipment must meet current health and safety statutory standards, and checks should be made with the Health & Safety Manager/Finance Manager for advice before acquisition. All equipment must meet the standards in accordance with PUWER and other relevant legislations such as Lifting Operations and Lifting Equipment Regulations 1998 (LOLER).

4.16 In accordance with legislation such as the Control of Asbestos Regulations, Gas Safety, Electrical Regulations and Legionella the School will carry out regular service and inspection including PAT Testing, sampling, water testing to ensure a safe working environment and legal

compliance, the school recognises its legal duty and ensures adequate funding will be provided accordingly.

Safe Handling and use of hazardous substances

4.17 All hazardous substances are to be assessed in accordance with the School CoSHH Policy, Procedures, and in the case of Science using CLEAPSS also.

4.18 Suitably trained CoSHH assessors as appropriate will be designated by departments, these assessors, along with colleagues, will carry out assessments.

4.19 The findings of all CoSHH assessments will be disseminated on to all relevant staff, pupils (as appropriate) and any members of the public or contractors affected by the work activities. The manager of the area is responsible for the implementation of control measures and will monitor their effectiveness.

4.20 All assessments will be reviewed annually or in circumstances of use changes, whichever is soonest.

4.21 Storage of substances hazardous to health must be stored in accordance with manufacturer's instructions/data sheet. These areas should be signposted as appropriate as restricted access.

Management of Asbestos

4.22 The School has an appointed asbestos coordinator (Health & Safety Manager) who takes responsibility for ensuring the School Asbestos Management plan and Asbestos Register is maintained an up to date and appropriate training is arranged for nominated personnel.

4.23 The Director of Operations and Building Manager MUST review this before approval of any demolition, construction or decoration works that may disturb ACM's (asbestos containing materials).

4.24 All staff and contractors must comply with the Asbestos Management plan.

4.25 Further guidance can be found in the Asbestos Management plan as referred to in appendix 3.

Manual Handling

4.26 The School recognises that it has a legal duty, as far as reasonably practicable to avoid manual handling activities, which carry a risk of injury. Further guidance can be sought by referring to the School Manual Handling Procedures on Gateway.

On site vehicle movements

4.27 The School will ensure via the Head of transport in consultation with Health & Safety manager and Bursar or delegated authority that Risk Assessment on the management of traffic are up to date and adhered to accordingly.

4.28 All recommendations/requests for additional signage, road markings etc. are to be discussed with the Bursar/Director of Operations for approval.

Information, Instruction and Supervision

4.29 The Health and Safety Law poster is displayed throughout the School and information links and training presentations can be found on Gateway under Health & Safety.

4.30 Health and safety advice is available from the Health & Safety Manager. Supervision of young workers, trainees and learners must be undertaken by the appropriate competent staff and monitored by the relevant manager.

4.31 The manager of the area is responsible for ensuring everyone working in locations under their control is given the relevant health & safety information on the first day of employment and thereafter.

Competency for tasks and training

4.32 The Bursar, in consultation with the Health, Safety and Risk Manager, will ensure that relevant members of staff (not forgetting senior roles) who have been deemed as competent in regard to management of health and safety have received the relevant training and qualification in order to demonstrate such competency. Senior management will ensure that staff have the correct skills, knowledge and training to be able to fulfil their roles on appointment or they can liaise with Bursar to ensure adequate training is supplied in order to ensure competency.

4.33 Where trainees are appointed, managers must identify and ensure that appropriate training plans are in place and work with Senior Management to ensure completion as necessary.

4.34 General Health & Safety Induction training for all new employees will be organised for the start of the academic year or where appropriate, further advice can be discussed by contacting the Human Resources Manager.

4.35 An area specific Health & Safety induction will be arranged by the Head of School/Department on the employees first day.

4.36 Induction for pupils (as appropriate) will be carried out by teachers.

4.37 All contractors engaged by the School will receive a health and safety induction arranged by the responsible person prior to the commencement of their contract.

4.38 Specific job related training e.g. use of machinery, must be arranged by the manager of the area using colleagues or a specific training provider as necessary. Records such as those required by PUWER must be kept. Advice can be sought by contacting the Health, Safety & Risk Compliance Manager.

4.39 The Health & Safety Manager can arrange/facilitate health and safety training in a range of subjects on request and where appropriate.

Health & Safety Finance

4.40 Each school/department is responsible for financing reasonable departmental health and safety requirements from within their departmental consumable budgets.

4.41 Larger scale expenditure or whole school requirements will be financed centrally so far as is reasonably practicable. It is the decision of the Bursar/Director of Operations as to what represents a large-scale health and safety requirement. The finance for health and safety

training requirements should be budgeted for accordingly and exceptions should be discussed with the Director of Operations.

Accidents, First Aid and work-related ill Health

4.42 The School will provide adequate first aid equipment and facilities for employees, pupils, visitors and members of the public others if they become ill or are injured whilst at work or on school premises.

4.43 The School will always ensure the provision of appropriately qualified first aiders people are at work. The Medical Centre will manage this provision in conjunction with the Health and Safety and Risk Compliance Manager.

4.44 All accidents and cases of work-related ill health are to be recorded with the medical centre.

4.45 The Senior Nurse in conjunction with the Health, Safety & Risk Compliance Manager is responsible for ensuring reportable accidents, diseases and dangerous occurrences in accordance with RIDDOR and the Accident Prevention and Management Plan (as referred to in appendix 3) are reported to the enforcing authority.

4.46 For additional Information concerning First Aid/accident management please refer to the First Aid and Administration of Medication policy, which can be found on the School website or staff portal.

Health Surveillance

4.47 Health surveillance is required for employees where identified through the Risk Assessment process. Where deemed necessary the manager of the area will liaise with the Health & Safety Manager and/or Human Resources Manager who will then subsequently liaise with the Bursar.

4.48 Records of health surveillance must be kept for 40 years.

Monitoring

4.49 The School will check its working conditions and ensure safe working practices are being followed. The Health and Safety Manager will carry out periodic inspections with more in-depth audits carried out every 3 years or as appropriate.

4.50 Managers are expected to arrange periodic inspections of their workplace.

4.51 The Health and Safety Manager is responsible for ensuring accidents are investigated where appropriate and in accordance with the School Accident Prevention and Management Plan.

4.52 Where cases of work-related health issues have led to sickness and absences then the Health and Safety Manager must be notified for information purposes and further investigation if required.

4.53 The Health & Safety Manager will work with appropriate managers to act on investigation findings to prevent a re-occurrence.

Emergency procedures – Fire and Evacuation

4.54 The Health, Safety and Risk Compliance Manager will be responsible for ensuring fire risk assessments are undertaken, implemented and reviewed.

4.55 The Health, Safety and Risk Manager in conjunction with the Buildings Manager will ensure the Maintenance Team carry out the appropriate fire alarm system and equipment checks in accordance with the Fire Prevention & Safety Procedures. The Director of Operations will ensure adequate staff coverage is available to meet the demands required.

4.56 Fire drills will take place termly it will not be necessary to evacuate every building on one drill; a decision will be taken on which building to evacuate on relevance and to ensure that pupils/staff are part of the process; a decision may be taken to carry out a drill on multiple buildings at the same time.

4.57 In the event of an actual fire/major incident, the School will ensure emergency services are contacted via 999.

4.58 Boarding Parents are responsible for ensuring fire drills are carried out termly within their Boarding House, with a minimum of one drill-taking place between 11pm – 6am. It is the expectation that the drill will be undertaken at the start of each new term as reasonably practicable.

4.59 The Health & Safety Manager in consultation with Boarding Parents will regularly audit/inspect the management systems to ensure parents duties are being met in respect to fire evacuation and fire awareness for pupils/staff within their remit.

4.60 An emergency contact list of all Senior Management as detailed in the Emergency/Business Continuity plan as referred to in appendix 3 is available by contacting one of the following:

- Head's PA
- Bursar's PA

4.61 In the event of an emergency outside of work hours the contact should be made with the Head or nominated deputy or caretaker/security.

Lockdown Procedures

4.62 The School recognises the requirement in accordance with Martyn's Law to carry out a lockdown risk assessment and ensure subsequent findings are implemented accordingly, including staff training.

4.63 Lockdown drills will take place as a minimum bi-annually and feedback will be noted and where appropriate used to improve systems accordingly.

4.64 Lockdown procedures can be sourced online via accessing the staff intranet.

Health and Safety Policy, Procedures and Guidance

4.65 The School will publish and maintain policies and procedures. These detail the School's approved safe systems of work and facilitate the creation of healthy and safe working environments throughout the organisation. These supporting policies, procedures and guidance represent an integral part of Chigwell School's Health and Safety Policy and Safety Management System. A list of these documents can be found in appendix 3 at the end of this document.

Audit

4.66 The School is committed to developing and establishing effective audit systems for health and safety management. The Health, Safety and Risk Compliance Manager is responsible for developing and managing the School's Health and Safety audit system.

Prevent

4.67 Prevent is a government led strategy that aims to stop people being drawn into terrorism. The School recognises the importance of this and the impact to the Health & Safety of all staff, pupils and other users of the School.

The School has therefore taken measures to raise awareness within its staff and pupil body by providing adequate training and information, and to ensure that sufficient reporting systems are in place.

Further information relating to 'Prevent' can be sourced from the Safeguarding Policy or by contacting the Designated Safeguarding Lead.

5. Boarding

5.1 Boarding Parents are responsible for ensuring the Health, Safety and Welfare of Boarders within their jurisdiction and the School will ensure adequate training and resource is made available to ensure the welfare of all Boarders and staff working within these areas.

5.2 The School will provide suitable and sufficient accommodation ensuring it meets its legal duty in accordance with the relevant legislation.

5.3 In accordance with School Electrical Policy (see electrical policy for further guidance) a schedule of Portable Appliance Testing (PAT) will take place at the start of the new academic year where boarder's equipment and electrical equipment within the Boarding house will be subject to testing.

5.4 The Boarding parents must make themselves familiar with the First Aid & Administration at work Policy at the beginning of each academic year.

5.5 Boarding parents must also make themselves conversant with the School Fire Policy at the start of each academic year with particular reference to Fire Drills, Fire Prevention within their areas of responsibility.

5.6 The school has critical incident policy covering the process of what to do in an event of a Critical Incident and guidance on when to evoke the business continuity plan. A localised plan on what to do in the event an overnight emergency where boarding premises need to be evacuated is to be agreed upon before the start of the academic year between the Head, Bursar and Head of Boarding. Appropriate funds will be provided in the event of an emergency.

5.7 Each member of staff is responsible for his or her own personal safety and that of other persons in the School by the proper observation of school rules and procedures.

6. Educational visits/activities

6.1 In order to protect the wellbeing of staff and pupils the School has a detailed Educational Visits & Trips Policy and guidance document which covers Risk assessments, first aid, staff ratio's, evaluation etc. The Document can be found on the School portal (Gateway).

6.2 Trip Leaders will familiarize themselves with the Critical incident response procedures to understand their responsibilities in the event of a serious incident.

7. Contractors

7.1 Contractors and consultants working for the School will be provided by the commissioning member of staff with relevant information detailing known hazards and risks arising out of the organisation's activities that they may be exposed to as they carry out their tasks.

7.2 Contractors and consultants working for the School will be expected to comply with any reasonable health and safety requirement imposed on them by the School.

7.3 Contractors are required to provide copies of risk assessments, method statements etc. prior to commencement of their work as appropriate it is the responsibility of the School person commissioning these works e.g. Director of Operations, IT Manager or Buildings Manager to ensure contractors provide this information and documents must be passed on to the School's Health and Safety, Risk and Compliance Manager. Failure to do so may result in works being ceased until requirements have been met.

7.4 Contractors are subject to the requirements of this policy and may be asked to provide adequate suitable and sufficient permit to work documents outlining controls before being allowed permission to carry out such tasks such as hot works or working at height.

7.5 All contractors are subject to checks as outlined in the management of contractors and site rules document (see appendix 3) including selecting and managing contractors, general safety, background checks and DBS as part of any due diligence process.

8. Health & Safety Assistance

8.1 Competent persons have been trained to assist the School in meeting its Health and Safety obligations. These people have sufficient knowledge, training and experience and continued professional development to ensure that statutory provisions are met. These include, but are not limited to:

- The Health, Safety and Risk Compliance Manager;
- Senior Nurse/Nurse; and
- Nominated persons within Senior Management.

9. Health

Infection Control

9.1 The School will ensure that all duty first aiders/cleaning staff will be trained in good practice relating to hygiene and infection control. Therefore, it is expected that where practical the following guidance is acted upon:

- Hands to be washed before administering first aid/cleaning of spillages;
- Hand gels are provided around the site and readily accessible;
- Staff with any wounds or cuts in their own hands are to be covered i.e. plasters etc;
- Single use of disposable gloves must be worn when the treatment involves blood and or other bodily fluids, face masks are recommended;
- Any splashes of bodily fluid to the eyes or ingested from another person should be reported to the Medical Centre and or the Health & Safety Manager for further advice. Parts of body splashed should be washed as soon as possible;
- All soiled dressings and materials must be placed in hazardous waste bags and head of housekeeping contacted for advice on disposal;
- Where there is expelled body fluids, spill kits and crystals should be used to clean up. All contaminated material should be placed in hazardous waste bags and the head of housekeeping notified.

10. Pandemics

10.1 In the event that a widespread endemic disease e.g. Covid 19 (“pandemic”) or similar uncontained, highly infectious illness impacted in the normal operations of the School, our priority would be to maintain the health of our pupils and staff whilst abiding legislation to maintain the education of our pupils. Whilst being mindful of the need to act responsibly in order to minimise the spread of infection and to care for the health of pupils, staff and their families.

10.2 In the event of any future outbreaks, it is likely that our exact response would be determined by the nature of the pandemic and the instructions given by the relevant government agency.

11. Occupational Health services and managing work related stress

11.1 An occupational health service will be provided which includes sickness, absence and management support, specialist medical examinations, information, and advice on lifestyle and health matters where appropriate.

11.2 Arrangements are in place to provide a comfortable work environment regarding general conditions, such a lighting, ventilation, noise, temperature and cleanliness.

11.3 As an employer the School looks to ensure the health and safety of all its employees this includes minimising the risk of stress related illness or injury to employees. The School has a Stress Management Policy, which can be referred to by any staff member and is available online as detailed in appendix 3.

12. Workplace Safety for teachers, pupils and visitors

12.1 School Security: The School recognises the need to provide a visible deterrence and employs Security staff as part of ensuring staff, pupil and visitor safety, in addition CCTV is in situ in order to monitor staff, pupil and visitor safety and any potential violence to staff, pupils in accordance with the School CCTV policy.

12.2 The School will ensure, so far as reasonably practicable, the health and safety of all visitors to locations or activities controlled by the organisation.

12.3 The School will also ensure, as far as is reasonably practicable, that equipment installed in public areas is safe and without risk to pupils or members of the public.

13. Misuse of this Policy

13.1 Any misuse or breach of this policy may lead to action taken under Chigwell School's Disciplinary Policy.

14. Policy Review

14.1 It is the responsibility of the Bursar with support from the Health, Safety & Risk Compliance Manager to monitor and review this policy, and to present any necessary changes, to the Senior Management Team (SMT) and the Board of Governors.

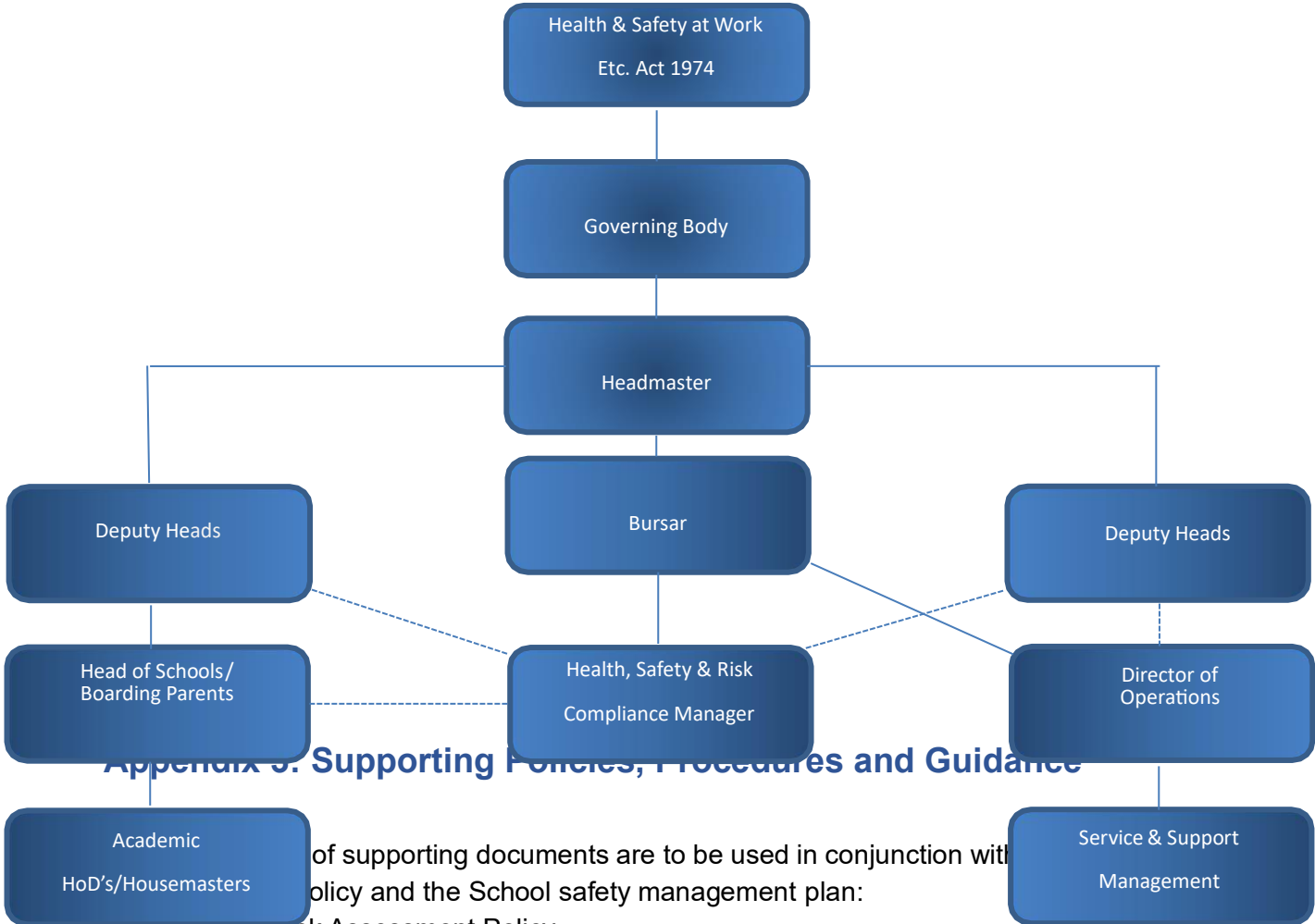
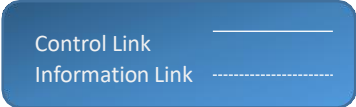
14.2 This policy will be reviewed annually or in the event of any significant operational changes within the business, following a serious incident or due to a significant change in legislation.

**For and on behalf of the Governors
D.A.P. King**

Appendix 1: The Plan, Do, Check, Act Diagram



Appendix 2: Health & Safety Organisational Chart



Appendix 9: Supporting Policies, Procedures and Guidance

A set of supporting documents are to be used in conjunction with the Safety Policy and the School safety management plan:

- Risk Assessment Policy
- Educational Visits & Trips Policy
- Fire Prevention Policy and Fire Prevention and Fire Safety Procedures
- First Aid & Administration of Medication Policy
- Accident Prevention & Management Plan
- Critical Incident/Business Continuity Plan
- Lockdown Procedures
- Asbestos Management Plan
- Management of Contractors Plan & Site rules
- Manual Handling Policy & Procedures
- CoSHH Policy & Procedures
- Electrical Policy & Procedures
- New & Expectant Mothers Risk Assessment & Guidance
- Working at Height Policy & Procedure
- Lone Working Procedure & Guidance
- Minibus Policy & Procedures

- CCTV Policy & Procedures
- Display Screen Equipment Policy & Guidance

All the above including general Risk Assessments and Emergency Escape Plans can be located by visiting:

<https://chigwellschool.sharepoint.com/sites/cs-health,safety&compliance>

Staff may also wish to make use of the Employee Assistance Programme.