



# CHAFYN GROVE SCHOOL

## **Health and Safety Policy**

**Date of Policy:**

**1<sup>st</sup> September 2023**

**Reference: 02/HSP-S/20**



# CHAFYN GROVE SCHOOL

## HEALTH AND SAFETY POLICY

### Review and Revision Updates

Date	Issue	Section	Amendment Details	Approved
01.09.2023	V1.0			
08.11.2023	V1.1	Various as being proofread	Various as being proofread	MD/NF



# CHAFYN GROVE SCHOOL

## HEALTH AND SAFETY POLICY

### Chair of Governors and Headmaster Policy Statement

#### General 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 employees and pupils of Chafyn Grove School. All reasonable and practicable steps will be taken to fulfil this responsibility, paying particular attention to meeting the requirements of the Health and Safety at Work Act 1974, and all relevant statutory provisions.

Management at all levels are required to display a positive attitude toward health and safety by the Governors, 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 cooperation between all concerned.

The Headmaster, assisted by the Health and Safety Officer, 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: ~~30~~ November 2023

Signed:  (Headmaster)

Date: ~~30~~ November 2023



### Health and Safety Policy

#### Organisation-Roles and 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 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 Officer.

#### 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 Management 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 between 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.



# CHAFYN GROVE SCHOOL

## HEALTH AND SAFETY POLICY

### **Health and Safety Officer**

The Health and Safety Officer (Estate Manager) is responsible for the promulgation of health and safety directives, and co-ordinating the school's policies. The Health and Safety Officer 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 Estate Manager chairs the Health and Safety Committee.

### **Estate Manager**

The Estate Manager is responsible for coordinating all contract, maintenance and grounds works carried out on School premises. He 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 Assessments and COSHH Assessments and reviewing 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 Officer.
- 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.



# CHAFYN GROVE SCHOOL

## HEALTH AND SAFETY POLICY

### 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.

### 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 the health and safety practices and procedures which they have been made aware.

## 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 to manage 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.





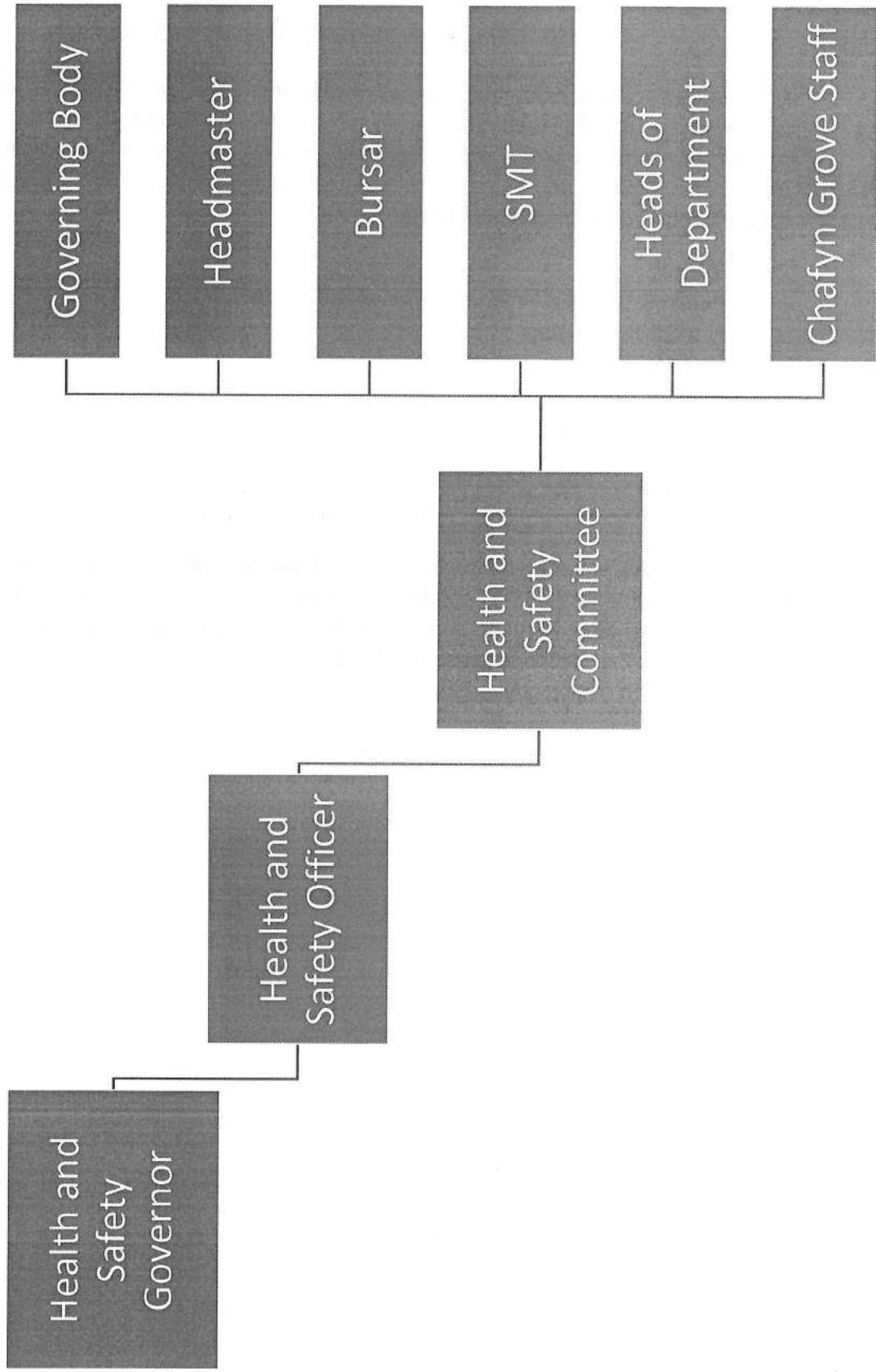
### Health and Safety Committee

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 Committee is made up of 9 members:

1. Bursar
2. Health & Safety Officer/Estate Manager (Chair)
3. Fire Officer/Warden
4. Medical Matron
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, online and posted in the staffroom. Employees are welcomed and encouraged to bring forward a concern through any member of the committee to these meetings.

# Health and Safety Organogram for Chafyn Grove School







# CHAFYN GROVE SCHOOL

## HEALTH AND SAFETY POLICY

### Health and Safety Policy Arrangements

#### Employees

For the purposes of the Company's Health and Safety, all direct employees and associated partners and 3<sup>rd</sup> party suppliers will be deemed as 'employees' throughout the text of this Health and Safety Policy, unless stated separately.

#### Arrangements and Procedures

The following arrangements and procedures shall be put in place to ensure the health and safety of all employees, and others, whilst at work and as affected by working activities.

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# CHAFYN GROVE SCHOOL

## HEALTH AND SAFETY POLICY

### Accident / Incident Reporting and Investigation

#### Policy Statement

Accidents cause injury, ill health, property damage, loss of time and money. Accidents are preventable and Chafyn Grove School health and safety arrangements are reviewed regularly and updated to reduce the risks of accidents. Investigating and understanding the causes of accidents is an important means of improving our arrangements. Therefore, it is essential that all accidents and near miss incidents are reported to Chafyn Grove School and thoroughly investigated so that we can learn from them. Investigation is not for allocating blame, and a no blame culture is necessary to implement this policy effectively.

For Chafyn Grove School purposes the following definitions are used, involving all Chafyn Grove School employees:

- a) An accident is an unplanned event resulting in injury, ill health, loss or damage.
- b) An incident or dangerous occurrence (near-miss) is an unplanned event that nearly caused injury or ill health and may have caused loss or damage.

#### Arrangements

Chafyn Grove School is responsible for implementing this policy. All employees should maintain awareness of accidents/incidents occurring in their area and should involve themselves in the investigation of any accidents/incidents which are serious, or which require to be reported to the Health and Safety Executive.

Chafyn Grove School is responsible for:

- (a) Formulating policy to ensure compliance with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013
- (b) Mandatory reporting of notifiable injuries, diseases and dangerous occurrences to the Health and Safety Executive
- (c) Keeping a record of accident/incident statistics
- (d) Investigating every significant accident/incident so that the cause can be identified allowing corrective actions to be implemented.

All employees are responsible for:

- (a) Recording all accidents/incidents involving employees, visitors, clients or members of the public in the Accident/Incident Report Book.
- (b) Serious accidents/incidents must be reported immediately by telephone to Chafyn Grove School, followed up in writing within 10 days.
- (c) For other accidents/incidents Chafyn Grove School must be informed within 24 hours by telephone with a full written report within 15 days.
- (d) Co-operating fully with Chafyn Grove School and the Enforcing Authority during any subsequent investigation.



# CHAFYN GROVE SCHOOL

## HEALTH AND SAFETY POLICY

### Contractors / Site Visitors

#### Policy Statement

Chafyn Grove School recognises it has a duty to provide a safe environment for any contractors/visitors to the company premises or site where the company hold responsibility.

#### Arrangements

Contractors/visitors to any location may not be aware of the risks associated within the site, therefore all visitors must:

- Sign in on arrival
- Be given any relevant safety information
- Be accompanied by the person they are visiting, who in turn is responsible for the contractor's/visitor's safety
- On leaving the location they must sign out

Chafyn Grove School will ensure that Safe Systems of Work exists for the management of Contractors. Where contractors are to carry out work on Chafyn Grove School property, they will be asked to provide evidence of health and safety competence in advance. Before undertaking any work involving hazardous operations or the use of hazardous substances, an agreed method of work will be drawn up. Copies of Risk Assessments, Method Statements, or similar documentation must be submitted and approved by the person responsible as confirmation that risks to health and safety are being properly managed.

It is the responsibility of the contractor/sub-contractor to ensure that their employees adhere to all relevant legislation and Chafyn Grove School rules in regard to health and safety whilst on Chafyn Grove School premises or site that the Chafyn Grove School hold responsibility.

It is also the responsibility of the Contractors/Sub-contractors to ensure that the health, safety and welfare of Chafyn Grove School employees, visitors and others is not put at risk from their work activities and practices, and that safe systems of work are adhered to at all times.

All contractors will report to the prearranged designated person prior to commencing work. They must familiarise themselves with any Health and Safety rules that may apply to the part of Chafyn Grove School in which they will be working.

The activities of contractors whilst they are on site will be monitored to ensure that their methods or work are safe, and do not put the safety of Chafyn Grove School employees at risk.



# CHAFYN GROVE SCHOOL

## HEALTH AND SAFETY POLICY

### **Control of Substances Hazardous to Health**

#### **Policy Statement**

Chafyn Grove School recognises the risks of involved in using certain chemicals and that misuse can lead to severe injury. This Policy sets out procedures to minimise the health risks of using chemicals and to ensure compliance with Control of Substances Hazardous to Health Regulations 2002.

#### **Arrangements**

Chafyn Grove School will ensure that control measures are in place to minimise the risk of injury and/or illness due to chemicals. This will include safe storage, handling and use.

Chafyn Grove School will investigate the possibility of substituting chemicals that pose a threat for less harmful ones.

Chafyn Grove School will also ensure that employees have received suitable training and information on any chemicals that they use and that any chemicals are used correctly.



# CHAFYN GROVE SCHOOL

## HEALTH AND SAFETY POLICY

### Display Screen Equipment

#### Policy Statement

Chafyn Grove School recognises the risks of using Display Screen Equipment (DSE) and that misuse can lead to chronic injury. This Policy sets out procedures to minimise the health risks of using DSE and to ensure compliance with the Display Screen Equipment Regulations 1992. Chafyn Grove School will ensure that all equipment provided for DSE Workstations complies with legislative requirements.

#### Arrangements

Chafyn Grove School must ensure that DSE Users are identified and that a DSE Assessment is completed for each User and their DSE workstation. Records of DSE assessments must be retained for at least 3 years, and the assessment repeated if there has been any significant change to the workstation or the work that is carried out.

A **User** is defined as someone who uses DSE for a significant part of the working day or has to use DSE in circumstances where they are under pressure and mistakes are critical.

A DSE Workstation includes the IT equipment, the desk, chair and other furniture and equipment essential and ancillary to the work at the DSE and the immediate working environment.

DSE Users are entitled to a free eye test.

Chafyn Grove School will provide a contribution towards the cost of corrective glasses for DSE Users where these are **needed solely due to the use of DSE**, and this contribution is equal to the cost of a basic pair of such glasses.

All employees using DSE must read "Guidance on Safe Working with Display Screen Equipment" and complete their workstation risk assessment before, or as soon as practicable after, starting work with DSE.



# CHAFYN GROVE SCHOOL

## HEALTH AND SAFETY POLICY

### Electricity

#### Policy statement

Electrical accidents are often serious and almost always avoidable. Chafyn Grove School will comply with relevant legislation on electricity, train employees in the risks of electricity and safe working procedures and ensure that contractors comply with both national standards and local safety rules.

#### Arrangements

##### Definitions

**"Electrical equipment"** includes anything used, intended to be used or installed for use, to generate, provide, transmit, transform, rectify, convert, conduct, distribute, control, store, measure or use electrical energy.

**"Danger"** means risk of injury, whether electrical or by some other means such as blast from an explosion caused by the electrical ignition of flammable substances.

**"Electrical system"** means all the electrical equipment which is connected to a common source of electrical energy.

**"Live"** means at a voltage by being connected to a source of electrical energy

**"Charged"** means an item has retained or acquired an electrical charge although it may be disconnected from the electrical system

**"Dead"** means neither live nor charged.

##### Principles

Anyone, employee or contractor, who works on an electrical system for Chafyn Grove School must be competent to carry out that work safely. Such competence includes special training as necessary, for example for High Voltage work. Employees will not interfere with or attempt to repair or adjust any electrical equipment unless they are competent and authorised to do so. All electrical work will be carried out on dead systems with adequate precautions taken to ensure that the system cannot become live, except when the following conditions have all been fulfilled:

- a) it is unreasonable for the work to be done dead, **and**
- b) the risks of working on or near live conductors have been identified, assessed and the methods for controlling those risks have been identified, **and**
- c) it is reasonable to work live, **and**
- d) suitable precautions can be taken to prevent injury.

Where the degree of danger has been assessed as significant, written safe systems of work will be followed. Live working will normally require a permit-to-work system unless the danger is minimal, for example where voltages not exceeding 50 volts AC may be involved, and in such circumstances adequate safety precautions must still be taken.



# CHAFYN GROVE SCHOOL

## HEALTH AND SAFETY POLICY

### **Maintenance**

All fixed installations, electrical equipment, and portable equipment used by Chafyn Grove School will be identified, logged and regularly inspected, tested and maintained in accordance with legal guidance. Hard wiring will be examined and certified on a 5-yearly basis, whilst PAT testing carried out every 2 years, due to low risk environment of the school environment.

Employees who wish to use their own electrical equipment at work must arrange for it to be PAT tested by a competent person before it is used. Contractors bringing their own electrical equipment on site must be able to evidence that it is safe and has been PAT tested.





# CHAFYN GROVE SCHOOL

## HEALTH AND SAFETY POLICY

### Emergency Procedures

#### Policy Statement

Chafyn Grove School recognises the legal requirement to have in place effective emergency procedures to minimise the risk of injury to staff and other people towards whom it has responsibilities in a wide range of emergency situations. The safeguarding of life is always the priority in our arrangements. All staff are encouraged to familiarise themselves with the emergency procedures.

#### Arrangements

Chafyn Grove School must ensure that an evacuation plan for their site, buildings or parts of a building under their control is prepared, tested and reviewed at least annually. This plan largely coincides with the Fire Evacuation plan however all staff must be aware of the variants to this plan occasioned by circumstances such as:

- Major power failures.
- Critical incidents involving individuals or small groups.
- Security breaches.
- Major incidents involving the neighbouring businesses.

Due to the nature of the company's business and the fact that staff may be remote or lone workers it is highly recommended that Chafyn Grove School will:

- Provide medical equipment, or make known the whereabouts of such equipment, to sustain life over and above that normally recommended (i.e. AED, if one is not located in the managed/serviced building).
- Train staff members in the use of all first aid equipment.
- Inform Building Services provider that all areas have been cleared in-line with the office Emergency Plan; those working in client premises must be aware of and abide by their Emergency Plan.
- Train staff members as Fire Wardens to assist in the reactive management in a Fire Evacuation event.
- Practise the emergency plan at least every twelve months.
- Hold a debrief / review after any major incident to look at any lessons that may be learnt from it.

#### Communications

Any request for emergency help or advice should always be as concise and clear as possible answering the questions of "where, what, when, who."



# CHAFYN GROVE SCHOOL

## HEALTH AND SAFETY POLICY

### Fire

#### Policy Statement

Chafyn Grove School acknowledges the extreme risks to life and property caused by fire, and the legal requirements to control fire risks. Fire safety is of paramount importance to Chafyn Grove School therefore compliance with this policy is essential. Additionally, all employees are urged to remain vigilant and to take personal action to reduce fire risks and never to assume that it is someone else's responsibility.

#### Arrangements

Chafyn Grove School will ensure that adequate resources are provided for compliance with its legal obligations in relation to fire safety. The proactive activities necessary to this compliance involve the provision, maintenance and monitoring of:

- Fire risk assessments
- Fire Logbook
- Means of escape
- Fire safety signage
- Physical fire protection of premises
- Fire alarms and detection systems
- Firefighting appliances
- Fire evacuation drills
- Training information and instruction

Chafyn Grove School must appoint sufficient Fire Wardens for its offices to facilitate prompt evacuation of people from building(s) in the event of a fire alarm.

An annual fire drill must be carried out and appropriately recorded in-line with the building managed services.

Fire Action notices will be displayed in all buildings showing emergency phone numbers, detailing the procedures to be followed and assembly areas for that location. Appropriate fire safety signage will be installed in all buildings.

Induction training for all employees and other people (contractors/visitors) who come on site must be provided locally and will include actions to be taken in case of fire, and further training will be given to people whose activities or roles increase the likelihood that they may encounter fire situations. All employees with any responsibility for other people must consider the fire safety implications of any procedures they innovate and take appropriate measures to reduce the risk of fire.

All fires and fire related incidents must be reported to the management of Chafyn Grove School.



# CHAFYN GROVE SCHOOL

## HEALTH AND SAFETY POLICY

### First Aid

#### Policy Statement

Chafyn Grove School recognises its duties to provide adequate first aid facilities for its employees and will also ensure that these arrangements take into consideration other people for whom Chafyn Grove School has legal or moral responsibilities.

#### Arrangements

##### Qualified First Aid staff

Chafyn Grove School are responsible for ensuring that sufficient suitable people are nominated and resourced to be First Aiders or Appointed Persons. The number required depends on the level of risk; number of employees based at a site; foreseeable absences; work patterns, etc.

##### Summoning First Aid Assistance & First Aid Notices

Chafyn Grove School must ensure that all employees know where first aid assistance can be obtained and how to locate the nearest First Aider. First Aid Notices must be displayed showing the names and contact telephone numbers, and ideally small photographs, of the First Aiders and the location of first aid boxes. These notices must be kept up to date. Employees working outside normal working hours must be informed how to summon the emergency services, if required.

##### First Aid Boxes/Kits

Chafyn Grove School will supply adequately stocked first aid boxes/kits, these must be checked and maintained on a monthly basis. In addition, those working as remote workers will be provided with suitable first aid equipment.

##### First Aid Treatment & Recording Treatment

First aid treatment must only be provided by employees who are fully qualified First Aiders, holding a current first aid certificate. Any treatment provided must be strictly in accordance with the training given. First Aiders must keep a record, in the accident book, of all treatments in respect of injury or ill health. Additionally, if treatment has been given as a result of an accident at work, the accident reporting procedure must also be followed.

##### Responsibilities of First Aiders

- Monthly check of first aid equipment.
- Keeping records of all first aid treatment given.
- Ensuring First Aid Notices are kept up to date.
- Ensuring that their First Aid Certificates do not expire.



# CHAFYN GROVE SCHOOL

## HEALTH AND SAFETY POLICY

### Induction Health and Safety Training

#### Policy Statement

Chafyn Grove School recognises the importance of ensuring that all new employees receive essential information for their health and safety at work as soon as possible after the commencement of their employment and an ongoing programme.

#### Arrangements

Chafyn Grove School is responsible for ensuring that all new employees receive instruction and information on health and safety on their first day of work and that they complete a health and safety induction questionnaire.

All Chafyn Grove School employees will be issued with their own copy, electronically, of the employees' Health & Safety Manual.



# CHAFYN GROVE SCHOOL

## HEALTH AND SAFETY POLICY

### Lone/Remote Working and Out of Hours Working

#### Policy Statement

Chafyn Grove School recognises that there are a range of circumstances when employees may be working alone or remotely thereby increasing their risk of injury. The purpose of this policy arrangement is to identify higher risk situations and measures that can be taken to minimise that additional risk.

There will still remain some circumstances where it is unacceptable for staff to be working alone, and these will be detailed.

#### Arrangements

We need to identify foreseeable lone/remote and out of hours working situations, assess the additional risks, and specify practical measures which will reduce those additional risks to an acceptable level. Examples of the hazards are given below, together with generic suggestions for risk reduction.

Situation	Hazard	Suggested Risk Reduction Measures
Office, late work	Intruders Accidents	Improve security access, emergency contact Pre-arranged phone check time Activate the company 'Lone Working App'
Injury whilst in remote/client locations	Accidents	Inform Chafyn Grove School duty manager of whereabouts & expected time of return & activate the company 'Lone Working App'

In all cases where emergency communications form part of the risk reduction measures, it is essential to check that arrangements are effective and train employees in their use.

These hazards and control measures must be entered in Risk Assessment records and reviewed annually or where there is any significant change in the activity or the level of hazard.



# CHAFYN GROVE SCHOOL

## HEALTH AND SAFETY POLICY

### Manual Handling

#### Policy Statement

Manual handling is the term used to describe the transporting or supporting of a load by hand or bodily force. This includes lifting, carrying, pushing, pulling or putting down a load.

Accidents involving manual handling activities are a major cause of over three-day injuries at work and can result in considerable pain and suffering for the individuals concerned. The Manual Handling Operations Regulations 1992 (Amended 2002) seek to prevent injury from the manual handling of loads.

Chafyn Grove School will endeavour to ensure that hazardous manual handling activities are avoided as far as reasonably practicable. Where potentially hazardous manual handling activities cannot be avoided, Chafyn Grove School will ensure that suitable and sufficient risk assessments are undertaken, and adequate control measures are subsequently introduced in order to reduce the risks as far as reasonably practicable.

Chafyn Grove School will ensure that employees are provided with such information, instruction and training as may be necessary for them to appreciate the risks presented by manual handling activities foreseeable in their occupation and to ensure that they know how to apply any control measures that have been introduced.

#### Arrangements

Chafyn Grove School should seek to eliminate hazardous manual handling activities. We should consider whether the hazardous manual handling activity is actually necessary or whether the desired result could be achieved in an entirely different way by, for example:

- Carrying out the process in situ
- Bringing the process to the load rather than the other way around
- Automating or mechanising the process (e.g. the use of forklift trucks, hand operated pallet trucks, trolleys or winches)

Where hazardous manual handling activities cannot be eliminated a manual handling assessment must be undertaken and adequate control measures introduced in order to reduce the risks.

These manual handling assessments should be recorded on the Manual Handling Risk Assessment Form, which incorporates a checklist of risk factors to look for. Manual Handling assessments should be reviewed annually, or sooner if there has been a significant change in the activity to which they relate.

Chafyn Grove School must ensure that employees are provided with sufficient information, instruction and training about the manual handling tasks that they are required to undertake. For general office employees, who carry out limited manual handling tasks, the information contained in the employees' Health & Safety Manual will be sufficient for this purpose. Other employees who regularly carry out more hazardous manual handling activities may also require training in good manual handling techniques.





# CHAFYN GROVE SCHOOL

## HEALTH AND SAFETY POLICY

### Noise & Vibration

#### Policy Statement

Chafyn Grove School recognises that the nature of work within the work areas may produce excessive noise and/or vibration levels which can be harmful to health. If noise and/or vibration levels are significant, a noise and/or vibration survey will be undertaken, and suitable control measures introduced in line with the Control of Noise at Work Regulations 2005 and/or Control of Vibration at Work Regulations 2005.

#### Arrangements

Chafyn Grove School will ensure that control measures are in place to minimise the risk of injury and/or illness to all employees due to the effects of noise and/or vibration.

Chafyn Grove School will ensure that all new machinery will operate within safe working levels of noise and/or vibration emission, or alternatively, noise enclosures and/or vibration damping will be installed; the exposure of employees to noise and/or vibration will be minimised wherever possible.

Chafyn Grove School provides ear defenders for the use of all employees in noisy areas, and this protective equipment must be worn when any person visits any operation area. It will also issue guidance on how to reduce the effects of vibration should it occur.





# CHAFYN GROVE SCHOOL

## HEALTH AND SAFETY POLICY

### Personal Protection Equipment (PPE), Hygiene and Welfare

#### Policy Statement

Chafyn Grove School recognises the requirement to provide certain items of Personal Protection Equipment to employees. This Policy sets out procedures to ensure compliance with the Personal Protective Equipment at Work (Amendment) Regulations 2022.

#### Arrangements

Chafyn Grove School will ensure that all PPE is suitable for the wearer and the task for which it is intended.

- Hearing protection – will be supplied if the environment warrants it and the noise level is over 80dbA. It is mandatory to be worn if the noise level is over 85dbA.
- Face mask – contractors and maintenance staff, if type of work cannot be controlled via suitable dust suppression
- High visibility vest – contractors and maintenance staff if off-site at client locations
- Footwear – “steel toe caped” shoes or boots, non-slip for all staff if off-site at client locations and their rules dictate; exception would be office visits, etc

In addition, Chafyn Grove School will ensure that all PPE is regularly maintained and stored in a suitable place.

Chafyn Grove School will also ensure that employees have received suitable training and information on any chemicals that they use and that any chemicals are used correctly, where appropriate.

Personal hygiene is extremely important to prevent risk to yourself as you may be dealing with infectious diseases or other high-risk materials. Regularly wash hands, especially after handling excreta. Wear protective clothing as appropriate.

Chafyn Grove School acknowledges the requirement to provide welfare for its employees, and does so completely in the base location and if working off-site at client locations, the following must be provided:

**Sanitary Conveniences:** Suitable and sufficient sanitary conveniences shall be provided or made available at readily accessible places. So far as is reasonably practicable, rooms containing sanitary conveniences shall be adequately ventilated and lit.

**Washing Facilities:** Suitable and sufficient washing facilities, shall so far as is reasonably practicable be provided or made available at readily accessible places.

Washing facilities shall include:

- a supply of clean hot and cold, or warm water (which shall be running water so far as is reasonably practical); and
- soap or other suitable means of cleaning; and
- air dryers, single use-hand towels for drying.



# CHAFYN GROVE SCHOOL

## HEALTH AND SAFETY POLICY

**Drinking Water:** An adequate supply of wholesome drinking water shall be provided or made available at readily accessible and suitable places.

Every supply of drinking water shall be conspicuously marked by an appropriate sign where necessary for reasons of health and safety.

**Facilities for Rest:** Where reasonably practicable suitable and sufficient rest rooms or rest areas shall be provided or made available at readily accessible and suitable places.

Welfare facilities provided by the client are to be respected and not damaged in any way. Any maintenance, hygiene issues prior use must be reported to the owner of the facility to enable them to manage their own facilities.

Personal Protective Clothing (PPE), including clothing, is individually issued and must be looked after by the receiving person and replaced as necessary. It must be used in the circumstances in which they have been trained. It could be a disciplinary matter to not wear required PPE.

From time to time, nationally and internationally there are releases of Epidemics/Pandemics, as advised by the WHO. Recent example is COVID-19. When this does occur, all employees will be advised, trained and supplied with the appropriate PPE to suit the stated condition and/or concern, as advised by the government, scientific and/or medical practitioners.



# CHAFYN GROVE SCHOOL

## HEALTH AND SAFETY POLICY

### Reporting Health and Safety Concerns and Follow-up

#### Policy Statement

Chafyn Grove School encourages the involvement of all employees and contractors/visitors in improving its safety performance and welcomes an open dialogue on health and safety concerns. Hazards or suspected hazards should be reported promptly to the office so that they can be remedied quickly.

Any reports of health and safety concerns should be as clear and concise as possible to assist Chafyn Grove School in investigating and rectifying problems. Genuine concerns, even if they turn out to be ill-founded, will be treated with equal process and no-one will be penalised in any way for raising such issues.

#### Arrangements

Chafyn Grove School will deal with premises defects and items of fixed plant and machinery, either themselves or by calling in contractors to carry out the work. The speed of such actions will depend on the degree of hazard posed by the defect and the time and costs of putting it right. Sometimes matters can be made safe immediately but more complex repairs may necessitate temporary measures to ensure safety to be put in place before the work can be planned and done.

In all cases Chafyn Grove School will do all that is reasonably practicable to minimise risks to health and safety, but the choice of the solution to achieve adequate health and safety may not always satisfy all other interests. For example, if part of a building has to be closed until funds can be found to carry out repairs, it may achieve safety requirements but may cause inconvenience to former users.



# CHAFYN GROVE SCHOOL

## HEALTH AND SAFETY POLICY

### Risk Assessment

#### Policy Statement

Chafyn Grove School acknowledges that risk assessment forms the basis of practicable methods of reducing accidents and other losses and it is committed to promoting the thorough use of this methodology in health and safety matters. Chafyn Grove School recognises that suitable and sufficient risk assessments are required by legislation and that these must be regularly reviewed and updated. Employees will be trained to undertake competent risk assessments appropriate to their level and type of work.

#### Arrangements

Risk Assessment is not the reserve of experts and for the vast majority of activities it can be competently carried out by the people undertaking those activities provided they have been given some training on how this has to be done. Specialised and higher risk activities may require input and advice from safety specialists in a particular field.

All activities incurring a risk of injury or ill-health above the level of risk prevalent in daily living require to be risk assessed. Where that assessment identifies that such a risk is significant the risk assessment must be recorded, and the outcomes brought to the attention of all people who may be affected by that activity. The risk assessment may take account of existing control measures, and where these are not sufficient to reduce the overall risk to an acceptable level, other control measures must be specified.

In all cases a hierarchy of risk reduction measures should be adopted starting with avoiding the risky activity altogether, changing the activity to reduce risk, isolating the risk process, reducing the length or quality of exposure to the risk, reducing the number of people exposed to risk, or as a last resort using personal protective equipment.

A risk assessment form is available together with further written guidance.

All risk assessments must be retained for 10 years and be available for inspection by Health and Safety Executive Inspectors, Insurance Surveyors and others who may have reasonable grounds for seeing these.



# CHAFYN GROVE SCHOOL

## HEALTH AND SAFETY POLICY

### Slips Trips and Falls

#### Policy Statement

Chafyn Grove School recognises that the most frequent cause of accidents in the workplace is slipping, tripping and falling, and that some of these accidents result in serious injury. Chafyn Grove School is committed to trying to reduce the number of these accidents and the consequent suffering and other losses that follow them. All staff are encouraged to help in this effort by considering their own actions, reporting any non-injury slips, trips and falls, and reporting any hazards that they notice which might cause such accidents to the management of Chafyn Grove School.

#### Arrangements

All employees will receive information, via training and team briefings on the causes of slipping, tripping and falling accidents and the means of preventing them.

Premises defects, which appear to cause a hazard, will be reported to the management of Chafyn Grove School.

Human behaviour is an underlying cause of many slipping, tripping and falling accidents, therefore all employees are asked to bear in mind that such accidents can happen to them and to take care in the selection of appropriate footwear, wet and slippery conditions and in the use of stairs and steps.

Employees will be instructed on the need to exercise care when walking over rough tracks and ground that they are unfamiliar with of in client premises.

Chafyn Grove School will collate information received on slipping, tripping and falling accidents, as well as analysing whether there is any pattern in these events so that remedial actions can be taken. Since every injury accident is usually predictable from the near misses or non-injury similar events that have occurred, it is most important that these incidents are reported even if no injury has resulted.



# CHAFYN GROVE SCHOOL

## HEALTH AND SAFETY POLICY

### Working at Height

#### Policy Statement

Chafyn Grove School recognises that it has a duty of care to staff who may be exposed to the risk of injury through working at height, under the Work at Height Regulations 2005

#### Arrangements

Chafyn Grove School will ensure that control measures are in place to minimise the risk of injury due to working at height.

1. **AVOID**
2. **PREVENT**
3. **MITIGATE**

Chafyn Grove School will ensure that all access equipment, ladders, step ladders and other accessories are safe and fit for purpose.

Chafyn Grove School will also ensure that employees have received suitable training and information on the equipment and that it is used correctly.

No Chafyn Grove School employees are permitted to gain access to Working at Height areas unless suitably trained, e.g. Rooftop Safety and Access. Remember some areas may require Permits to Work to be completed before access can be gained – this is covered in the training.



# CHAFYN GROVE SCHOOL

## HEALTH AND SAFETY POLICY

### Workplace Equipment

#### Policy Statement

Chafyn Grove School recognises the risks of using Workplace Equipment and that misuse can lead to severe injury. This Policy sets out procedures to minimise the health risks of using Workplace Equipment and to ensure compliance with the Provision and Use of Work Equipment Regulations 1998. Chafyn Grove School will ensure that all equipment provided complies with legislative requirements.

#### Definitions

Workplace equipment is taken to include such items as hand-tools, power tools, plant, pallet truck, etc.

#### Arrangements

Chafyn Grove School will ensure that all workplace equipment is fit for purpose in respect that it is the correct type and maintained in a safe condition. Maintenance logs will be kept and monitored regularly. All defects must be reported Chafyn Grove School and the equipment labelled as defective.

Chafyn Grove School will also ensure that employees have received suitable training and information on the equipment and that it is used correctly.





# CHAFYN GROVE SCHOOL

## HEALTH AND SAFETY POLICY

### Use of Company Vehicles

#### Policy Statement

Chafyn Grove School vehicles shall only be driven by authorised drivers who hold a valid driving licence (where relevant) and who have been trained to drive the particular vehicle. Authorised drivers of the vehicles are responsible for the serviceability of the vehicle and should immediately bring to Management's attention any defect.

All road traffic accidents and dangerous occurrences must be reported immediately to the Practice management.

All Chafyn Grove School vehicles are to be maintained and MOT'd within the manufactures and VOSA timeframes.