

The Chorister School



Health and Safety Policy Including Risk Assessment Policy

February 2016



The Chorister School and its staff share a commitment to safeguarding and promoting the welfare of children and young people.

The Chorister School Aims

“Academic excellence with Christian values”

The Chorister School has been established at Durham Cathedral for over 600 years. Set in the magnificence of The College, it provides the security and intimacy of a school small enough for every child and family to be known and cared about. The school is proud to be part of Durham Cathedral’s future as well as rooted in its past. It is served by a committed, skilled and qualified professional staff and strives to be a centre of excellence across the curriculum with a particular speciality in music.

The aims of the school are:

- To provide a first class education, with a broad, participative and balanced curriculum
- To enable all our children to achieve their true potential, so that they reach the highest possible standards in everything they undertake.
- To promote a strong Christian ethos, drawing inspiration from its close relationship with the Cathedral and taking a sensitive approach to the pastoral care of pupils.
- To encourage citizenship and responsibility, so that children learn self discipline and respect for themselves, each other, and for the world in which they live.
- To provide an environment for personal growth in which children discover their talents and abilities and learn generosity of spirit.
- To relate and contribute to and be part of the local community and region.

HEALTH AND SAFETY POLICY

Summary and Checklist

All staff should:

1. Be familiar with the School's policy and responsibilities regarding Health & Safety and know where to find further information (see sections 1,2,3,22 and 28).
2. Be aware of safety responsibilities as an employee (see section 3).
3. Remember their role in ensuring the safety of others (see section 3).
4. Report all accidents, incidents and hazards (see section 6).
5. Be aware of First-aid and Fire Policy/Procedures (see sections 7 and 8).
6. Remember that accidents can happen with simple tasks, such as using ladders or lifting heavy items, or when using vehicles (see sections 11, 12, 13 and 14).
7. Observe special safety procedures relating to specialised tasks (see section 9, 10 and 15).
8. Where appropriate read and apply the COSHH Regulations (see section 9).
9. Wear Personal Protective Equipment (PPE) when required to do so (see section 11).
10. Take particular care when working alone or outside normal school Hours (see section 17).
11. In compliance with current legislation, the school buildings and grounds are 'no smoking' areas.

1 Notice to all employees

This policy has been produced, and will apply:

- In accordance with the requirements of the Health and Safety at Work etc. Act 1974 Section 2 (3) and other relevant statutory requirements; and
- In line with the School's intention to ensure, so far as is reasonably practicable, the health, safety and welfare of all staff, pupils and visitors, while in School or engaged on school activities.
- The School's Health and Safety Policy takes the form of this general policy document, and a series of more detailed documents relating to specific rules and procedures, copies of which are available at various locations in School.

2 Policy Objectives

- To provide and maintain safe and healthy conditions in School, and encourage a Health and Safety culture for all our employees, pupils, and visitors.
- To provide and maintain safe systems of work and a safe working environment.
- To ensure that all employees, and contractors working in School, are properly informed of their responsibilities for health and safety matters, discharge them effectively, and are encouraged to participate in the prevention of accidents.
- To ensure that appropriate management structures, information and training are provided to enable employees to discharge their duties safely and competently.
- To educate pupils in good health and safety practices.
- To monitor and, where necessary, improve the management of Health and Safety in School.

3 Responsibilities

The responsibility for Health and Safety at The Chorister School extends through the whole School, with specific responsibilities apportioned as below:

- Governors should ensure that an appropriate Health and Safety Policy is in place in the School and that arrangements are made for its effective implementation;
- The Headmistress has ultimate responsibility for the implementation and management of this Policy and will be supported by the Bursar in this respect;
- The Bursar is responsible for the effective implementation of the Policy and for the management of Health and Safety matters. Day-to-day monitoring and evaluation is delegated to the Bursar.
- The Bursar is the 'responsible' person for Fire Safety and Water Regulations.
- The Headmistress is responsible for liaising between the Bursar and staff to enable effective implementation of this policy.

- Heads of Departments have direct responsibility for ensuring that this Policy is implemented within their Department.
- Some teaching staff have additional responsibilities regarding health and safety aspects of particular activities (e.g. sports, DT, ICT, science and educational visits).
- Support staff have various designated responsibilities, including ensuring that:
 - all plant and equipment under their control is properly maintained and safe to use and all safety devices are fitted properly, adjusted and maintained;
 - a high standard of housekeeping is maintained;
 - any contractor working in the School observes good Health and Safety practice;
 - if a task has to be left incomplete, the location is left in a safe and tidy condition and does not create any hazard;
 - employees do not carry out tasks for which they are not trained or competent; and
 - Personal Protective Equipment is provided and used.
- All teaching and support staff have a statutory duty as employees:
 - to take reasonable care for the health and safety of themselves and other persons who may be affected by their acts or omissions;
 - to co-operate with the School as employer, so far as necessary, to enable the School to meet statutory requirements;
 - not to interfere intentionally or recklessly with, or misuse, anything provided in the interest of health and safety or welfare; and
 - ensure that all accidents, fires and incidents are promptly reported and, where appropriate, investigated and action taken to prevent re-occurrence.

4 Health and Safety Committee/Advisors

The Health and Safety Committee consists of the Bursar, and a member of staff from Pre Prep, Day School, Boarding Housemistress, Housemother, the Campus Manager and the Elior Unit Manager. It meets each term to discuss and review Health and Safety matters under the Chairmanship of Canon David Kennedy (Acting Dean and Custos to the school) and reports to governors. The School also subscribes to the quarterly publication, Health and Safety Adviser to ensure that updates are received on Health and Safety legislation.

The School Fabric Committee works in conjunction with the Health and Safety Committee to review issues regarding the school premises and to undertake any remedial works. The Fabric Committee meets twice per term and consists of the Head of Property, the Works

Yard Manager, the Headmistress and the Bursar. Minutes of the Fabric Committee meetings are sent to the Health and Safety Committee and the Finance and General Purposes Committee.

In addition the school is represented by the Bursar at the Cathedral Health and Safety Committee.

The school contract with Elior plc for catering, cleaning and laundry services. Elior have their own Health and Safety policy which includes appropriate risk assessments, due diligence, HACCP compliance and COSHH compliance, with documentation being held on site.

5 Safety inspections

- The School (through the Bursar) arranges safety inspections of equipment, engineering plant and electrical installations to be carried out by qualified personnel. Recommendations are made to the Bursar regarding any action required.
- Portable electrical appliances in the School are inspected on an annual basis by DP Consultancy Ltd. Each Head of Department must ensure that all such equipment is made available for inspection, and that any equipment without a current test label is brought to the attention of the Bursar.
- The Bursar is responsible for ensuring the regular testing of fire alarms. The fire equipment is tested and serviced by Expert Fire Solutions Ltd.
- In addition to these periodic inspections, it is the duty of all staff at all times to watch out for any hazard or potential hazard and report it.

6 Reporting accidents and incidents

- If an accident or incident does happen in the School, or outside the School during an activity or event organised by the School, it is the duty of every employee to report such accidents, both to ensure that the person(s) involved receive appropriate treatment and/or advice, and so that steps can be taken to prevent any repetition of the incident.
- The School provides Accident Books for reporting purposes situated in Nursery, Pre Prep, Prep School and the Boarding House.

7 First-Aid Policy

- The School identifies the need for trained first-aiders in sufficient numbers and at suitable locations to enable first-aid to be administered without delay. These staff receive special instruction and are awarded certificates, which have to be renewed via refresher courses at regular intervals

8 Fire Policy/Procedures

- It is very important that all staff familiarise themselves with fire procedures, including:
 - escape routes and means of escape
 - calling the emergency services

- the location of fire fighting equipment and
- any particular local special considerations (e.g. in laboratories and workshops)
- Details of fire procedures are printed on notices close to the door in each room.

9 COSHH

- The control of Substances Hazardous to Health Regulations 1999 (COSHH) encourage the use of less hazardous substances and materials, and set down methods for safe use which must be observed with such materials.
- COSHH Regulations affect a wide range of activities, as they include use of materials such as laboratory chemicals, adhesives, cleaning agents, solvents, pesticides and biological agents.
- The Regulations require the clear labelling of containers for such substances, giving information about their safe use; users must read these and the assessment relating to each substance before using it.

10 Special considerations in Science and Technology areas

- Special regulations and requirements apply in laboratory and workshop areas: the STC Manual and appropriate Head of Department should be consulted about these.
- There are further regulations regarding specialist activities such as use of machine tools and welding: staff working in these areas must work within these regulations.

11 Personal Protective Equipment (PPE)

For carrying out certain tasks, staff and pupils may require PPE to protect head, eyes, hearing, hands or feet. Staff and pupils who have received instruction to wear PPE must do so as directed.

12 Users of School Vehicles

Drivers must ensure that they are aware of all the regulations and their own responsibilities regarding the safe use of vehicles, including use of seat belts, safe distribution and securing of loads.

13 Ladders and steps

Ladders and steps are used by many staff for a range of purposes: accidents involving ladders are very common, but the risk of accident can be reduced by following some simple rules as outlined in HSE guidance document 'Safe use of ladders and stepladders'. A copy of this document is held in the Health and Safety file.

14 Manual Handling

Most staff will at some time lift heavy or bulky items and should be aware that this is a common cause of injury. The Manual Handling Operations Regulations 1992 require that

manual handling tasks which include a risk of injury should be avoided so far as is reasonably practicable. Where avoidance is not practicable, an assessment must be carried out.

15 Use of Display Screen Equipment (DSE)

Most staff and pupils will use DSE (or VDUs) and should be aware of the Display Screen Equipment Regulations. Though these apply only to employees who work at DSE for extended periods, the Regulations should be regarded as good practice for all users of DSE.

16 Gas and Electricity

No current member of the School staff is qualified to work on mains gas or electrical installations: the Bursar will arrange for any necessary work to be carried out by qualified contractors.

17 Working alone/outside School

- Staff working in School outside normal hours, and particularly while working alone, should consider additional measures to ensure their own safety. Further information can be found in the School policy document, 'Security, Access Control, Workplace Safety and Lone Working Policy'.
- It is also important to remember that this Health and Safety Policy applies to staff and pupils engaged on School activities.

18 No Smoking

In compliance with current legislation the school buildings, grounds and vehicles are 'no smoking' areas. This applies to anyone entering school premises.

19 Other safety issues affecting staff and pupils

Staff with particular responsibilities need to be aware of additional regulations regarding:

- Sports safety
- Pupils on Work Experience
- Educational Visits

20 Risk assessments

For work and activities not covered by existing procedures or codes of practice, an assessment must be carried out to determine risks to health, and to identify measures to be taken to ensure the safety of all people involved. Risk Assessments are an essential part of all teaching. Please see Appendix 1 for the detailed Risk Assessment Policy for The Chorister School.

21 Stress

Stress is recognised as a Health and Safety issue; any member of staff requiring advice in this respect should contact a senior member of staff whom they feel most appropriate under their particular circumstances.

22 Consultation

Employers are required to consult employees regarding Health and Safety matters, whether or not they are represented by a trade union. In The Chorister School this consultation is via members of the Health and Safety committee.

23 Violence towards Staff

The Governing Body and the Headmistress share a duty of care in relation to protecting the physical and emotional well being of all the staff employed at this school. It is their belief that violence, threatening behaviour and abuse against school staff is unacceptable and should not be tolerated. In the event of an incident, all appropriate action will be taken in support of the staff.

24 Slips and Trips

The HSE publication 'Preventing Slips and Trips at Work' is used as a guide to best practice throughout the school. A review of accidents is undertaken at Health and Safety Committee meetings and areas of concern are investigated.

25 Selecting and Controlling Contractors

Wherever possible, works requiring involvement of non-school personnel (including Cathedral staff and external contractors) will be scheduled for completion during School holidays.

When it is necessary for works to be completed during term time, suitable levels of supervision will be maintained.

All contractors working in the School will be expected to observe good Health and Safety practice. They will ensure that incomplete tasks are left in a safe and tidy condition and do not create a hazard.

26 Asbestos Management

Asbestos management across the School and Cathedral site is controlled by the Works Yard Manager and the subject of asbestos management is included at the Health and Safety Committee and Fabric Committee meetings. In line with Cathedral arrangements ASKAMS Compliance Services Ltd were commissioned to carry out a survey at the school site in August 2014. All building works are required to follow the School asbestos protocol before being commenced and the Asbestos Management Plan is reviewed on a regular basis.

27 Maintenance and test of plant and equipment

The Bursar will arrange for maintenance and, when necessary, examination and test of plant and equipment including gas appliances, water system, laundry equipment and kitchen equipment. The information relating to this maintenance will be held with the Health and Safety records.

28 Further Information

Staff requiring further information or clarification should refer to:

- Health and Safety documentation held on file
- The Headmistress
- Their Head of Department
- A member of the Health and Safety Committee
- The Bursar
- Elixor Unit Manager

REVIEW

This policy will be updated regularly and reviewed annually.

Next review date: February 2017.

The Chorister School



Risk Assessment Policy



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Risk Assessment Policy

1.1 Scope

This guidance is applicable to all those with responsibility for developing / implementing risk management strategy and undertaking risk assessments for activities which are under their control. This includes the requirements of the Independent Schools Standards Regulations (ISSRs) 2014, National Minimum Standards for Boarding and Early Years Foundations Stage.

1.2 Objectives

1.2.1 To ensure that major risks are identified and managed as part of an overarching policy with a view to promoting children's welfare.

1.2.2 To meet the ISSR requirement for a written risk assessment policy to be in place and to meet the requirement for leadership in and management of schools.

1.2.3 To ensure that suitable and sufficient risk assessments are undertaken for activities where there is likely to be significant risk including school trips

1.2.4 That identified control measures are implemented to control risk so far as reasonably practicable.

1.2.5 That those affected by school activities have received suitable information on what to do.

1.2.6 That the risk management strategy and risk assessments are recorded and reviewed when appropriate.

1.2.7 To identify those in the school responsible for conducting risk assessment and monitoring its implementation.

1.3 Guidance

1.3.1 The Headmistress and Governors will be responsible for the overarching risk management policy of the school. The overall strategy will be formally reviewed on an annual basis. Schools should note that the responsibilities of governors and/or senior managers may be delegated.

1.3.2 The following key risk areas are included:

(a) pupil supervision (including safeguarding and welfare requirements). This will include implementation of the School designated safeguarding lead ("DSL") but will also cover a range of responsibilities outside safeguarding

(b) school educational trips

- (c) management of visitors on school premises
- (d) fire and emergencies
- (e) traffic and pedestrian interaction on site
- (f) management of hazardous substances
- (g) use of hazardous equipment e.g. in DT, Art etc
- (h) the suitability of staff to undertake designated roles and checks to ensure that they are suitable including staff not employed by the school who work with pupils on another site
- (i) risk areas which are not directly related to health and safety, including but not limited to:
 - (i) financial
 - (ii) recruitment procedures including governing body oversight
 - (iii) reputational
 - (iv) terrorism, including the prevention of fundamentalism and extremism
 - (v) pupil self-harming
 - (vi) security of the premises

1.3.3 Part 3, para 16 of the ISSRs identify that a dedicated risk assessment policy is required of schools. This policy must be in place to control major risks and identify sufficiently detailed procedures for risk assessment. The detail required (non-exhaustive) includes:

- (a) when to complete risk assessments
- (b) who is responsible for drafting and checking
- (c) records to be kept
- (d) training requirements for staff

1.3.4 The risk management strategy will include the assignment of roles to competent persons (either internal or external) and associated training will be provided.

1.3.5 The Bursar will be responsible for the implementation of the risk assessment policy.

1.3.6 This guidance is applicable to general risk assessment. Where specialist skills are required, eg asbestos, fire, water quality and hazardous substances, there is separate policy guidance in place. Teaching area risk assessment checklists are also in place for guidance.

1.3.7 All staff will receive guidance on risk assessment as part of their induction. This will be refreshed on an annual basis. Risk assessment training will be provided on specific areas where identified by the Bursar / Head of Department.

1.3.8 A template risk assessment form is included at Appendix 1 to this guidance. The school adopts the CLEAPSS Advisory Service model risk assessments for lessons in Science and Design & Technology.

1.3.9 Risk assessments will take into account:

- (a) hazard - something with the potential to cause harm
- (b) risk - an evaluation of the likelihood of the hazard causing harm
- (c) risk rating - assessment of the severity of the outcome of an event
- (d) control measures - physical measures and procedures put in place to mitigate the risk

1.3.10 The risk assessment process will consist of the following 6 steps:

- (a) what could go wrong
- (b) who might be harmed
- (c) how likely is it to go wrong
- (d) how serious would it be if it did
- (e) what are you going to do to stop it
- (f) how are you going to check that your plans are working

1.3.11 The Bursar will be responsible for the maintenance of risk assessment records. Where the policy is reviewed, schools should identify how the review is recorded and considered e.g. by the Health and Safety Committee / Governing Body.

1.3.12 Risk assessments will be reviewed:

- (a) when there are changes to the activity
- (b) after a near miss or accident

- (c) when there are changes to the type of people involved in the activity
- (d) when there are changes in good practice
- (e) when there are legislative changes
- (f) annually if for no other reason

1.3.13 A list of areas (non-exhaustive) which will require risk assessment is included at Appendix 2.

REVIEW

This policy will be updated regularly and reviewed annually.

Next review date: February 2017.

Appendix 1 Risk Assessment Form (from May 2016)



THE CHORISTER SCHOOL
DURHAM

Risk Assessment Form

| Significant Hazard | Risk Level (a) Low to High 1 - 3 | Likelihood (b) Low to High 1 - 3 | Risk Assessment a x b | Action taken to control hazard |
|---------------------------|---|---|--|---------------------------------------|
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You should review your risk assessment if you think it might no longer be valid, e.g. following an accident in the workplace, or if there are any significant changes to the hazards in your workplace, such as new equipment or work activities.

Appendix 2: Areas requiring risk assessment (non-exhaustive)

Educational

- science experiments
- design & technology
- sport and PE activity
- art
- music
- drama & dance
- general classroom
- school trips

Support

- catering and cleaning
- caretaking and security
- maintenance
- grounds / traffic management
- office
- site visitors
- fire & emergencies

Pupil Safeguarding and Welfare