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Chetham's Health And Safety Policy

Part 1

General Statement of Health and Safety

The School has regard to the Health and Safety at Work Act (1974) and the regulations made under that act.

All members of staff are responsible for taking reasonable care of their own safety, that of colleagues, students, visitors, temporary staff, volunteers and contractors. All members of staff are responsible for cooperating with the Joint Principals, the Facilities and Site Manager, and other members of the Extended Leadership Team in order to enable the Governors to comply with health and safety duties. Finally, all members of staff are responsible for reporting any risks or defects to the Health and Safety Officer or a member of the Health and Safety Committee. All employees are informed of where copies of this statement can be obtained on the School's intranet or in hard copy. All employees will be advised as and when it is reviewed, added to or modified.

The Governing Body of Chetham's School of Music, as the employer, fully recognises its collective responsibility for providing a safe and healthy School for all of its employees, students, parents and visitors. The Governors attach the highest priority to ensuring that all the operations within the School environment, both educational, support, and public are delivered in a manner that is safe and healthy for all. The Governors are committed to promoting the welfare of all in the School community so that effective learning can take place.

Day to day responsibility for the operation of health and safety at the School is vested with the Joint Principals and the Facilities and Site Manager who is the School's Health and Safety Officer.

The School's statement of general policy is:

- to provide adequate control of the health and safety risks arising from our work activities;
- to consult with our employees, students and anyone else affected on matters affecting their health and safety;
- to provide and maintain safe plant and equipment;
- to provide information, instruction and supervision to employees;
- to ensure all employees are competent to do their tasks, and to give them adequate training in health and safety matters including how to assess risk;
- to prevent accidents and cases of work-related ill health;
- to maintain safe and healthy working conditions at and away from the School site;
- to review and revise this policy as necessary at regular intervals in line with updates from the HSE and / or as a result of internal reviews of health and safety practice;

- to ensure that adequate resources are available for the management of health and safety issues.

As Governors, we have specified that that the School should adopt the following framework for managing health and safety:

- A report on health and safety is tabled at each Governing Body meeting.
- The fabric of the School, its plant, equipment and systems of work are surveyed and inspected regularly by qualified professionals and their reports are considered by the Health and Safety Committee for the purposes of monitoring and reporting the effectiveness of the policy.
- The School's adherence to health and safety in catering and cleaning of the food preparation and eating areas is subject to external inspection by the Environmental Health Officer. In addition, the Catering Manager arranges for an independent hygiene and safety audit of food storage, meal preparation and food serving areas once a year, together with regular external deep cleaning and pest control services.
- The School has a Fire Risk (Prevention) Policy which includes the elimination or reduction of risks from dangerous substances.
- The School has a fire risk assessment, carried out by the Facilities and Site Manager (or a professional contractor) acting as the Competent Person, which is updated every 3 years, more frequently if significant changes are made to the interior of buildings, or new buildings are bought or added.
- The School has a professional risk assessment for Legionella carried out every 2 years, and a quarterly water sampling and testing regime in place.
- The School has a comprehensive procedure in place for the training and induction of new staff in health and safety related issues.

The Health and Safety Policy follows the core principles of the Independent School Standards:

- **Pupil Welfare and Safety:**
 - Health and Safety Policy: Ensures a safe and healthy environment for all students and staff.
 - First Aid Policy: Defines procedures for administering first aid and managing medical emergencies.
 - **School Operations:**
 - Accessibility Plan: Addresses how the school will make its facilities and education accessible to students with disabilities.
 - **Leadership and Management:**
 - School Improvement Plan: Sets out the school's vision and goals for ongoing development.
 - **Boarding Schools:**
 - National Minimum Standards: Ensures compliance with regulations specific to boarding schools.
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Part 2

Organisation for Health & Safety

The Governing Body has delegated day to day responsibility for organising health and safety and welfare to the Joint Principals, and Facilities and Site Manager. That delegation gives the Joint Principals, and Facilities and Site Manager the responsibility for ensuring compliance with the School's Health and Safety Policy. This policy document consists of three parts, the General Statement by the Chair of the Governing Body, the description of the organisation for health and safety and, lastly, specific arrangements for health and safety.

All employees are responsible for ensuring the health and safety of themselves, colleagues, students and others (especially: visitors who are unfamiliar with the School; those who are disabled; and those who have special educational needs).

Whole School policies and risk assessments (either separate documents or, where noted, within other named documents) supplement these departmentally based risk assessments. The documents are mostly held in electronic format in the Policies folder or Risk Assessment folder on the staff intranet and cover the following matters:

Specific areas that are covered by this policy are:

Safety and Security

- Building security including alarms, CCTV, locking external doors and windows.
- Preventing unsupervised access by students to potentially dangerous areas, such as the science laboratories and other identified areas. (Detailed in the Access to Risky Areas Policy)
- Controlling lone working after hours and working from home. (Detailed in the *Lone Working Policy*)
- Ensuring that all visitors sign in at Reception, wear visitors' badges and are escorted or supervised appropriately in accordance with the School's Visitor Policy.
- Ensuring that concert attendees are kept safe.
- Terrorist and Bomb threats – The School is committed to working with anti-terrorism organisations within the local Authority

Vehicles

- School vehicle arrangements.
- Visitors' vehicle arrangements.

Accidents

- Maintaining accident books and reporting notifiable injuries, diseases and dangerous occurrences (RIDDOR 2013) to the Health and Safety Executive (HSE), keeping statistics of accidents, near misses and dangerous occurrences and preparing summary reports for the Health and Safety Committee.
- Escorting students to hospital (and informing their parents/guardians).
- Checking that all first aid boxes and eye washes are kept replenished.

Fire Prevention

- Keeping fire routes and exits clear.
- Electrical Safety Testing. All the buildings at the School have current electrical installation certificates.
- Regular portable appliance testing.
- Testing all fire and stay put alarms weekly (and recording all tests).

- Arranging annual servicing of fire alarms, smoke and heat detectors, emergency lighting, fire extinguishers etc.
- Arranging regular checks of the dry risers in all buildings.
- Ensuring that lightning protection is in place for the buildings (not College House).
- Inspecting emergency lighting weekly and testing six monthly.
- Regularly maintaining and servicing and annually testing all gas appliances (heating and water boilers, kitchen equipment and tumble dryers etc.) by Gas Safe Registered engineers.
- Landlord's Gas Safety Certificates and Electrical Safety Certificates are held for all domestic accommodation in the School.
- Ensuring that flammable rubbish and combustible materials are stored away from buildings.
- Practising termly fire drills, in working hours and in boarding hours, combined with a programme of inducting new staff and students with emergency escape procedures to ensure that all people who may be in the School buildings can be safely evacuated in the event of a fire.
- Switching off all kitchen equipment at the end of service.
- Checking that all scientific equipment is switched off at the end of the School day.
- Regularly reminding employees to switch off all computers, projectors, printers, electronic whiteboards and other equipment every evening and during holidays and weekends, when not in use.
- Securing flammable materials used in teaching or maintenance in purpose-made, flame-proof, locked containers.
- The Fire Safety Act 2021, effective from 16/05/2022 and the Fire Safety (England) Regulations 2022, effective from 23/01/2023 both inform the School's fire prevention procedures.

Water

- All domestic water systems, storage tanks and calorifiers are sterilised annually in compliance with the L8 Regulations.
- A sampling regime, using external contractors, is in place to maintain water quality.
- Water coolers are serviced, new filters installed, and equipment sterilised regularly.

Drainage

- Ensuring that drains, gutters etc. are kept unblocked. Checking that all drain runs are clear (using external contractors).

Lifts and Hoists

- Servicing and maintaining lifts, chairlifts and scissor lifts in accordance with the Lifting Operations and Lifting Equipment Regulations 1998 (LOLER) (by external contractors).
- Servicing and maintaining the lifts, hoists, projector screen motors and Genie MEWP in the Stoller Hall six monthly in accordance with LOLER (by external contractors).
- Inspecting and testing School lifts, chairlifts and scissor lifts by a competent person from the School's Insurer's engineering department every six months in accordance with LOLER with the findings recorded.
- Inspecting and testing Stoller Hall lifts, hoists, projector screen motors and Genie MEWP by a competent person from the School's Insurer's engineering department every six months in accordance with LOLER with the findings recorded.

Risk Assessments

- Ensuring that up-to-date risk assessments are maintained for:
 - Fire

- Legionella
 - Asbestos (including the Asbestos Register)
 - All rooms, corridors and exits
 - Catering and cleaning functions (including Hazard Analysis Critical Control Points (HACCP) system of food hazard awareness and Control of Substances Hazardous to Health (COSHH) procedures)
 - Grounds maintenance (including use of pesticides and COSHH)
 - Maintenance functions (including working at heights, electricity, manual handling, and building work, use of power tools, COSHH and flammable materials)
 - Vehicles
 - Lifts
 - Security
 - Off-site visits and trips including residential visits and school-led adventure activities
 - Pandemic (including Covid 19) precautions
 - Home and remote working
- Ensuring that up-to-date departmental risk assessments are maintained for activities including the following areas:
 - Science (including COSHH and flammable materials)
 - Health and Fitness activities
 - Drama
 - Art (including COSHH and flammable materials)
 - Music
 - Boarding houses
 - Medical Centre
 - Concert Halls (Stoller Hall and Carole Nash Hall and surrounding areas)
 - Ensuring that up-to-date risk assessments are maintained for:
 - Any activities that take place that are not covered by the above lists, including out of term-time activities that take place in the School premises

Training

Health and Safety training and School / Departmental training takes place on appointment with regular updates. Responsibility for organising (and maintaining records of training) is as follows:

- Identifying specific staff training needs – all Heads of Departments
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| • Minibus | Deputy Estates Manager |
| • Science-related | Head of Science |
| • Estates staff | Deputy Estates / Facilities & Site Mgr |
| • Domestic Services staff | Housekeeping Manager |
| • Catering staff | Catering Manager |
| • Emergency fire procedures - students | Pastoral staff |
| • Emergency fire procedures - staff | HR Manager and Heads of Department |
| • Staff fire training updates (online) | HR Manager |
| • General H&S staff induction | HR Manager |
| • First aid training | Lead Nurse |
| • Educational visits training | Educational Visits Coordinator |
| • Data Protection (online) | DPO |

External Advisors, Consultants and other matters concerning health and safety

- Structural Surveyors are used to give advice on the external fabric of the School.

- Engineers monitor and service the School's plant, equipment, including boilers, lifts and hoists on a regular basis. Lifts are serviced quarterly and inspected on a six-monthly basis.
- All gym and fitness equipment in the Health and Fitness Department and machinery used in the maintenance department are serviced annually.
- The School's adherence to health and safety in catering and cleaning is subject to external inspection by the Environmental Health Officer. Sodexo's Catering Manager arranges for, in relation to the main School kitchen and the College House kitchen:
 - An external professional to take swabs of all knives, chopping boards and other kitchen equipment three or four times a year, and report on those findings.
 - An independent hygiene and safety audit of food storage, meal preparation and food serving areas three times a year.
 - The professional deep cleaning of all equipment, high level cleaning of all cooking, food preparation and storage surfaces, areas etc. twice a year.
 - Appropriate pest control measures are in place.

The Stoller Hall kitchen is the responsibility of the Stoller Hall General Manager who arranges for all necessary inspections to take place.

- The School has a fire risk assessment which is reviewed Annually, more frequently if significant changes are made to the interior of buildings, or new buildings are bought or added, or on changes in legislation.
- The intruder alarms and CCTV are serviced twice a year.
- The School has a professional risk assessment for Legionella which is reviewed annually, with the School's Estates Department carrying out monthly temperature tests of the sentinel taps and hot water calorifiers including quarterly sterilisation of all the showers, hoses and shower heads. All tests and inspections are recorded by the Estates Team.
- The School maintains an Asbestos Register with Annual reviews and the Facilities and Site Manager is responsible for ensuring that it is kept up to date and for any sampling or removal before major works takes place. Heads of Departments are responsible for making sure that contractors are fully briefed on areas of asbestos before starting work.
- The School's Radiation Protection Supervisor (RPS), the Head of Science, works with the School's Radiation Protection Advisor (Dr Mark Bescoby of Radman Associates) to ensure compliance with Ionising Radiation Regulations 2019 (IRR17) and is responsible for local rules to ensure compliance with these regulations. The RPS is also responsible for ensuring compliance with the Radioactive Substances Act 1993 and exemption certificates granted under them.
- The School has current electrical test certificates for all its buildings. It uses NICEIC qualified Electrical Engineers to inspect and maintain its electrical installations (all of which are RCB protected and meet the requirements of BS7671 IEE wiring regulations).
- All work on gas boilers and appliances is carried out by registered Gas Safe Engineers.
- All domestic boilers are serviced annually and all domestic properties have current Landlord's Gas Safety and Electrical Safety Certificates.
- All lightning protection and earthing conforms to BS 6651-1999 or to BS EN 62305. It is tested annually by a specialist contractor.
- A qualified Planning Supervisor is used in order to ensure compliance with the Construction (Design and Management) (CDM) Regulations 2015 whenever major work is undertaken.
- The Facilities and Site Manager is responsible for keeping accurate records of when the cyclical PPM's are due and prompting contractors for attendance

School Health and Safety Officer

The Facilities and Site Manager is the School's Health and Safety Officer, and is responsible for advising the School on any measures that may be needed in order to

carry out work without risks to health and safety. The Health and Safety Officer also co-ordinates the advice given by specialist safety advisors, and produces action plans. The Health and Safety Officer has overall responsibility to the Joint Principals for monitoring health and safety within the School and for reporting any breaches to the Health and Safety Committee. The Health and Safety Officer is responsible for ensuring compliance with CDM Regulations, and for safe conditions of work for all at the School.

School Health and Safety Committee

The School Health and Safety Committee meets once a term. The Facilities and Site Manager is the current Chair. The other members of the Committee are:

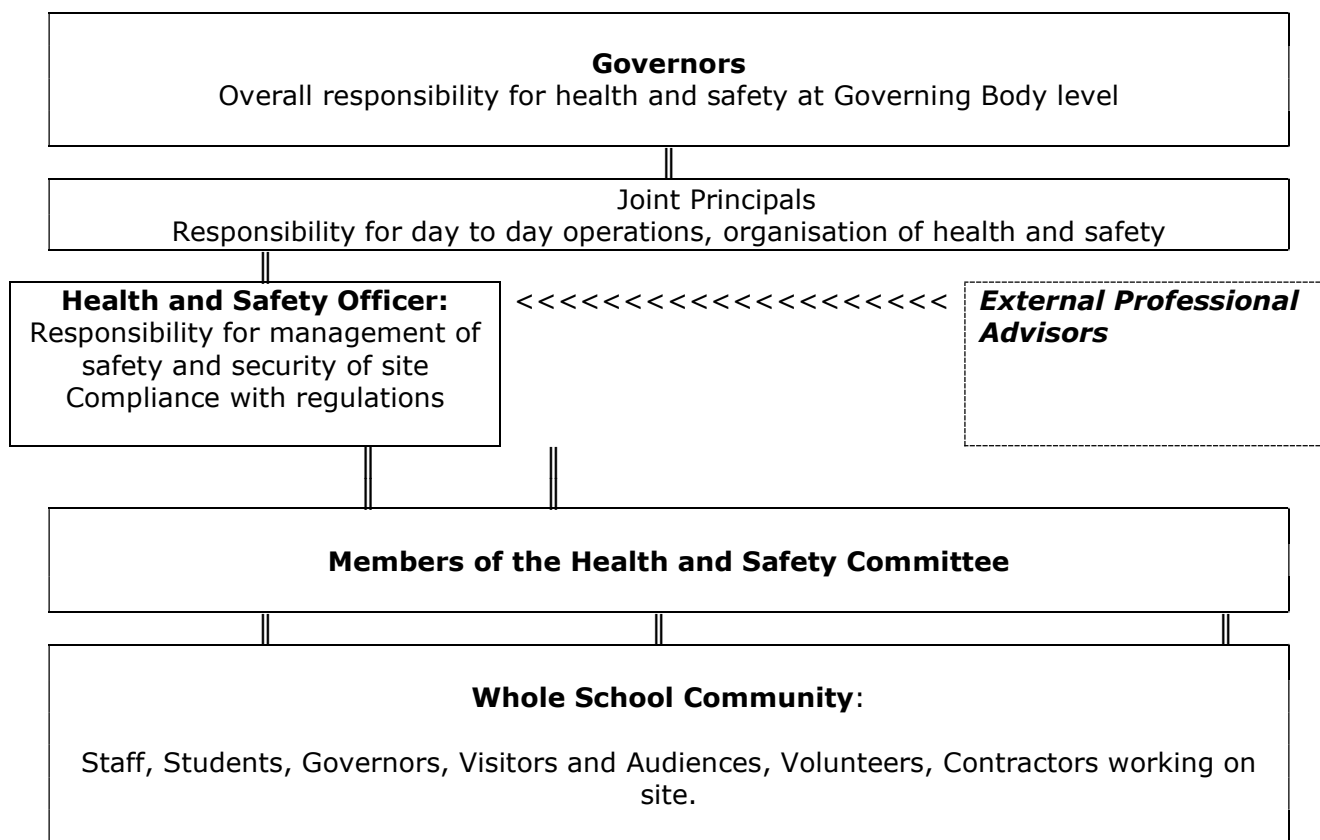
- Member of the Governing Body (JD)
- Joint Principal (NS)
- Joint Principal (TR)
- Deputy Estates Manager
- Assistant Principal
- Compliance and Educational Visits Officer
- Heads of Boarding Houses
- Housekeeping Manager
- HR Manager
- Head of Science
- Lead Nurse
- Catering Manager
- Representative of the Academic staff
- Music Department Manager
- Creative Commercial Director
- Stoller Hall Venues Manager

The role of the Committee is to:

- Review at least annually the Health and Safety Policy.
- Discuss matters concerning health and safety, including changes in national and inspection regulations.
- Monitor the effectiveness of health and safety within the School.
- Review accidents, near misses and dangerous occurrences and discuss preventative measures.
- Review and update risk assessments.
- Discuss training requirements.
- Monitor the implementation of professional advice.
- Assist in the development of safety rules and safe systems of work.
- Monitor communication and publicity relating to health and safety in the workplace.
- Encourage suggestions and reporting of defects by all members of staff, students, Governors, visitors, volunteers and contractors.

Annex To Part 2

Diagram Showing The Organisation For Health And Safety



Part 3

Specific Arrangements For Health And Safety

The following areas/activities present identified and significant risks in the School. Each area has its own methods for reducing or eliminating Health and Safety risk, and staff who are delegated to oversee the assessment and minimisation of risk in each area:

Health and Fitness: the Head of Health and Fitness keeps up to date risk assessments for all Fit to Perform activities. They keep records of training and qualifications in subject specific training.

Science labs: For all practical work, full risk assessments are completed by the members of the Science Department. In the case of practical work involving student-produced risk assessments for assessment purposes, all teachers ensure that the RAs are appropriate before allowing the practical work to occur. Health and safety matters regarding the use and storage of equipment are discussed as a standing item in all Science Department meetings. COSHH assessments and CLEAPSS 'Hazard cards' are kept on the use and safe storage of all chemicals and are routinely used by staff. CLEAPSS bulletins are shared with all members of the Department to ensure all staff are up to date with latest subject specific issues. The Science Department keeps records of all subject-specific training by teachers and technicians. Use of radioactive sources is restricted to those staff who have attended RPS training.

Drama: the Head of Drama keeps up to date risk assessments for the safe construction, movement, building and dismantling of scenery, props and staging. Records of relevant staff training are kept by the Drama Department.

Catering: the Catering Manager keeps up to date risk assessments for all activities, safe use and storage of equipment and flammables, COSHH procedures of chemicals and other products. Records of staff training are kept by the Catering Department.

Housekeeping: the Housekeeping Manager keeps up to date risk assessments for all activities, safe use and storage of equipment and flammables, COSHH procedures of chemicals and other products. Records of relevant staff training are kept by the Housekeeping Department.

Estates: the Facilities and Site Manager and Deputy Estates Manager keeps up to date risk assessments for all activities, safe use and storage of equipment and flammables, COSHH procedures of chemicals and other products. Records of relevant staff training are kept by the Estates Department.

Concert Halls (Stoller Hall and Carole Nash Hall): the Venues Manager (Stoller Hall) keeps up to date risk assessments for all activities, safe use and storage of equipment. Records of relevant staff training are kept by the Stoller Hall Department.

Educational Visits: The Educational Visits coordinator assesses and keeps records of educational visit risk assessments and associated paperwork and trains staff to understand their role in ensuring all visits are conducted safely and with the minimum of risk.

Data Protection: The Data Protection Officer assesses and responds to any data breaches; coordinates responses to any perceived reduction in data safety; ensures staff and students are trained and updated in online safety and data protection.

Health and Safety Law notices are placed at strategic points around the site, with details of the relevant Health and Safety Committee members for the area.

Monitoring and Reviewing

This policy will be reviewed annually, or more frequently following a serious incident or a change of significant staff.

Resources:

Health and Safety At Work Legislation

<https://www.hse.gov.uk/legislation/hswa.htm>

Sensible Health and Safety Management of Schools

<https://www.hse.gov.uk/services/education/sensible-leadership/sensible.htm>