

## **SCHOOL HEALTH AND SAFETY POLICY**

### **PART 1: GENERAL STATEMENT OF HEALTH AND SAFETY BY THE CHAIR OF THE SCHOOL GOVERNING BODY**

The Governing Body of Chetham's School of Music, as 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 and support, 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 Head and Bursar in conjunction with the Estates Manager who is the School's Health and Safety Officer.

Our 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;
- to prevent accidents and cases of work-related ill health;
- to maintain safe and healthy working conditions;
- to review and revise this policy as necessary at regular intervals;
- 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.
- 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 EHO. 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 Estates Manager 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 Health and Safety Committee should review this risk assessment every time it is amended and submit a report to the Governing Body.

- 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.

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 Head, the Bursar and other members of the SMT 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. They will be advised as and when it is reviewed, added to or modified. Details of the organisation and arrangements for carrying out the policy are to be found in Parts 2 and 3 of this document.

Signed  (Chair of Governing Body)

Dated 31<sup>st</sup> January 2017

## PART 2: ORGANISATION FOR HEALTH & SAFETY

The Governing Body has delegated day to day responsibility for organising health and safety and welfare to us, its Head and Bursar. That role gives us the responsibility for ensuring compliance with the School's Health and Safety Policy. The policy document consists of three parts, the General Statement by the Chair of the Governing Body, this 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, or who have special educational needs).

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 swimming pool, the science laboratories etc.
- Controlling lone working after hours.
- 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.

### Vehicles

- School vehicle arrangements.

### Accidents

- Maintaining accident books and reporting notifiable accidents 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).
- 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 alarms weekly (and recording all tests).
- Arranging annual servicing of fire alarms, smoke and heat detectors, emergency lights, fire extinguishers etc.
- Ensuring that lightning protection is in place for the buildings (not College House).
- Inspecting emergency lighting weekly and testing six monthly.
- Arranging an annual service of alarms, emergency lights, and fire extinguishers.
- 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 School domestic accommodation.
- 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 the School 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.

#### Water, Drainage etc

- 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

- Servicing and maintaining lifts, chairlifts and scissor lifts quarterly in accordance with the Lifting Operations and Lifting Equipment Regulations 1998 (LOLER) (by external contractors).
- Inspecting and testing 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.

#### Risk Assessments

- Ensuring that up to date risk assessments are maintained for:
  - Fire
  - Legionella
  - 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)
  - Asbestos Register
  - Vehicles
  - Lifts
  - Security
  - All visits and trips
- Ensuring that up to date risk assessments are maintained activities in the following areas:
  - Science (including COSHH and flammable materials)
  - Swimming
  - PE and recreation activities
  - Drama
  - Art (including COSHH and flammable materials)

- Music
  - Boarding houses
  - Medical Centre
  - Concert Hall
- 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

Responsibility for organising (and maintaining records of training) is as follows:

- Minibus training – the Estates Manager
- Science-related health and safety training – the Head of Science
- Health and safety training for the Domestic Services staff – the Domestic Services Manager
- Health and safety training for the Catering staff – the Catering Manager
- Briefing new students on emergency fire procedures – pastoral staff
- Briefing new staff on emergency fire procedures - Estates Manager/HR Officer
- Inducting new staff in health and safety – HR Officer
- Identifying specific health and safety training needs of staff – all Heads of Departments
- First aid training - Lead Nurse
- Fire training updates for all staff and those with Chetham’s (Visitor) Clearance – the Estates Manager

### External Advisors 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 PE 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 (EHO). In addition, the Catering Manager arranges for:
  - 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 to be in place.
- The School has a fire risk assessment 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 intruder alarms and CCTV are serviced twice a year.
- The School has a professional risk assessment for legionella carried out every two years, 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 Manager.
- The School maintains an Asbestos Register and the Estates Manager is responsible for ensuring that it is kept up to date and for any sampling or removal before major works takes place. Relevant 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), [Head of Science] is responsible for liaison with the Radiation Protection Advisor of Manchester City Council for ensuring compliance with the Ionising Radiation Regulations 1985 and Local Rules made to comply 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 1994 whenever major work is undertaken.

#### School Health and Safety Officer

The Estates 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 maintenance work without risks to health and safety. He also co-ordinates the advice given by specialist safety advisors, and produces action plans. He has overall responsibility for monitoring health and safety within the School and for reporting any breaches to the Health and Safety Committee. He 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 under the chairmanship of the Health and Safety Officer (Estates Manager). The other members of the Committee are:

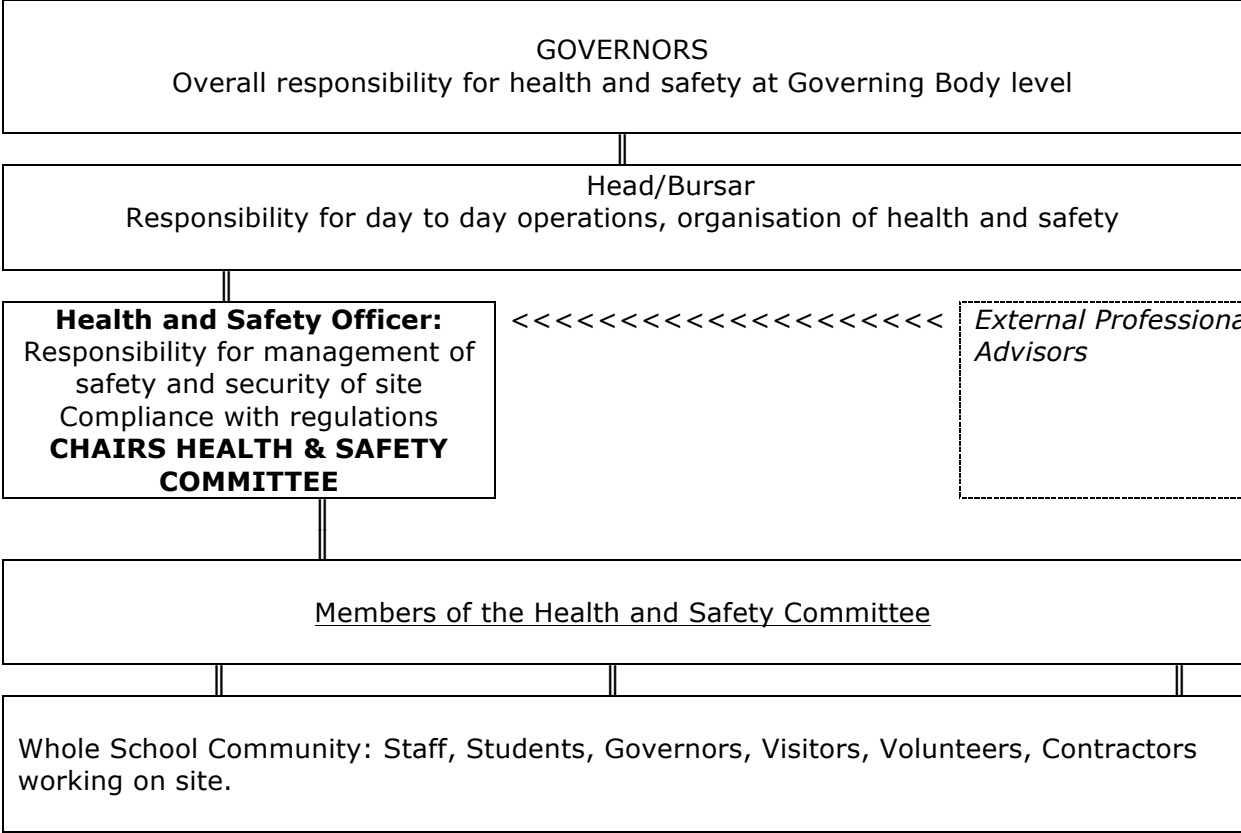
- Chair of Governing Body
- Head
- Bursar
- Director of Music
- Deputy Head (Pastoral)
- Heads of Boarding Houses
- Domestic Services Manager
- Representative of Domestic Services Department
- Deputy Estates Manager
- HR Officer
- Head of Science
- Head of PE
- Lead Nurse
- Catering Manager
- Representative of the Academic staff
- Events and Operations Manager
- Music Department 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.

**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.

- PE Department: the Head of PE keeps up to date risk assessments for all P.E. and recreation activities. Records of training and qualifications in life-guarding and other subject specific training are kept.
- Science labs: the Head of Science keeps up to date risk assessments for all experiments, and the use and storage of equipment. COSHH assessments and CLEAPSS Hazcards are kept on the use and safe storage of all chemicals. The Science Department keeps records of all subject-specific training by teachers and technicians.
- Drama area: 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 staff training are kept.
- The Catering Department: 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.
- The Domestic Services Department: the Domestic Services 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.
- The Estates Department: the 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 staff training are kept.
- The Concert Halls: the Concert Hall Manager keeps up to date risk assessments for all activities, safe use and storage of equipment. Records of staff training are kept.

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:

- Accessibility Plan
- Counter Bullying Policy (see Promoting Good Behaviour Manual)
- Asbestos Management Plan (held by the Estates Department)
- Building at Work (within the Maintenance Work Policy)
- Catering and Food Hygiene Policy (held by Sodexo)
- Code of Safe Conduct for Staff (within the Child Protection (Safeguarding) Policy)
- Control of access, security and use of CCTV (within the Security Policy)
- Chemical (COSHH) Risk Assessment
- Display Screen Equipment (sub folder in the Risk Assessment folder)
- Educational Visits Policy (dossiers of risk assessments and outcomes of any visit reports are maintained by the Music, Pastoral and Academic Departments)
- Electrical Safety (within the Maintenance Work Policy)
- Emergency Management Plan
- E-Safety Policy
- First Aid Policy
- Fire Risk (Prevention) Policy
- Fire Risk Assessments
- Gas Safety (within the Maintenance Work Policy)
- Induction of new staff (within the Staff Induction, Training and Development Policy)
- Legionella (held by the Estates Department)
- Lettings and hirings (within the risk assessments for the Baronial Hall, Millgate Building events, Concerts and Events NSB)
- Manual Handling Policy (and guidance for staff in the Risk Assessment folder)

- Minibus (within Driving Policy)
- Noise at work Policy
- Occupational Health (within Attendance Management Policy)
- Portable Appliance Testing (PAT) Policy
- RIDDOR Policy (Accident Reporting)
- Student Supervision Policy
- Risk Assessments – a Guide (guidance for staff)
- Slips and Trips Risk Assessment
- Swimming pool usage (within the Swimming Pool Risk Assessment)
- Contractors' safety (within the Maintenance Work Policy)
- Work Experience Policy and Procedure
- Working at Heights (within Risk Assessment folder)
- Workplace safety and lone working (within the Security Policy)
- Vehicles and on-site movements (within Access Roads and Car Park Risk Assessment).

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.

H&S Committee

Reviewed: September 2016

Approved at the School Committee meeting 31 January 2017

Reviewed March 2017

Next Review September 2017