



Health and Safety Policy

Reference: D05
Version number: 1.3
Last updated: May 2023
Date of next review: September 2023 or if legislation/statutory requirements change

Summary of changes and reviews

Version	Date	Summary of amendments	By
1.0	8 Apr 21	Version control numbering implemented.	SB
1.1	28 Apr 22	Content reviewed. Only 1 very minor amendment (removal of staff issues from H&S committee meeting agenda).	SB
1.2	Sept 2022	Reviewed and Updated with staff changes	NR
1.3	15 May 23	Paragraph on RIDDOR added	SB



Contents

General Statement of Intent	4
Organisational chart for health and safety responsibilities:	5
Headmaster's accountability	5
School Business Manager's responsibilities	5
Employee's responsibilities	5
Visitor's responsibilities.....	6
Health and Safety Arrangements	6
Accident Records and Notification	6
Asbestos.....	7
Auditing of Health and Safety Arrangements.....	7
Contractors	7
Information.....	8
Substances	8
Stripping Paint	8
Asbestos.....	8
Display Screen Equipment Regulations 1992	8
Electricity at Work Regulations 1989	9
Emergency Procedure	9
Fire Prevention	9
First Aid.....	10
Gas (Installation and Use) Regulations 1998.....	10
Information, instruction and training.....	10
Lone working	10
Manual Handling Operations Regulations 1992 (MHOR).....	11
Employee responsibilities.....	11
Legionella prevention	11
New and Expectant Mothers at Work.....	12
Oversight	12
Premises	12
Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013	13
Risk Assessments.....	13
Security.....	13
Slips/Trips & Falls.....	14
Staff Well-being/Stress management	14
Statutory Notices.....	15
Substances Hazardous to Health (COSHH) Regulations 2002 (Amended 2014)	15



Violence to Staff 15
Summary..... 15
Appendix 1: Health and Safety Committee Meeting..... 16
 Attendance 16
 Standing agenda items 16



HEALTH AND SAFETY POLICY

General Statement of Intent

This Health and Safety Statement, in accordance with the Health and Safety at Work etc Act 1974, outlines the policy of Hatherop Castle School in relation to the management of health and safety at work.

The management of health and safety will be integral to and equal with any other business function. This value is shared throughout the school. This enables the school to meet its objective of managing and conducting its work activities in such a way as to ensure, so far as is reasonably practicable, the safety, health and welfare at work of its employees and others who may be affected by its business activities.

This will be achieved by the provision of:

- Safe plant, equipment and systems of work.
- Arrangements for the use, handling, storage and transport of articles and substances.
- Any required Information, instruction, training and supervision
- A safe place of work, including safe access and egress.
- A safe work environment with adequate welfare facilities.

The detailed arrangements for achieving these objectives are set out in the body of this policy. All employees will be made aware of this statement and have access to the full Health and Safety Policy.

Hatherop Castle School is committed to upholding and continuously improving the standards outlined in this statement, and to meeting or exceeding legislative requirements and associated codes of practice. Sufficient authority and resources, both financial and otherwise, will be made available to enable employees to carry out their responsibilities in a reasonable and efficient manner.

The Health and Safety Policy will be reviewed in the light of experience and on a regular basis. That is, at least every year, or more frequently should there be a significant incident or any major changes to legislation, operations or personnel.

The Headmaster has overall responsibility for health, safety and welfare across the school. Day to day management of health, safety and welfare is the responsibility of the School Business Manager.

Employees share a responsibility to co-operate with management, and in accordance with section 7 of the Health and Safety at Work etc. Act 1974 are to:

- Take reasonable care of themselves and others who may be affected by their acts or omissions at work.
- Co-operate with their employer to enable him to comply with the law.



Organisational chart for health and safety responsibilities:



Headmaster's accountability

The Headmaster is accountable for Health and Safety and as such is deemed to be the responsible person. However, he delegates the day to day responsibility for all Health and Safety matters to the School Business Manager.

School Business Manager's responsibilities

The School Business Manager has specific responsibilities to:

- Monitor and take reasonable practicable steps to instigate, maintain and develop working practices, procedures and conditions which ensure the Health, Safety & Welfare of all staff, visitors, contractors and any other person using the premises.
- Monitor the provisions for first aid and welfare and the effectiveness of the safety management communication structure in conjunction with the EC.
- Take all necessary and appropriate action to ensure that the requirements of all relevant legislation, codes of practice and guidelines are met in full and at all times.
- Encourage all staff and others to promote Health and Safety and to suggest and implement practice and procedures which reduce risks and discipline those who consistently fail to consider their own Health, Safety and Welfare or that of others.
- Ensure the periodic reviews and audits of the school Health and Safety policy and procedures.
- Act on reports received from staff.
- Lead by example.
- Assign clear safety functions as required.
- Arrange for staff and others under their management to receive appropriate information and training regarding Health, Safety and Welfare.

Employee's responsibilities

All employees have specific responsibilities to:

- Take reasonable care for their own Health and Safety and that of any other persons who may be affected by their acts or omissions at work.
- Practice, maintain and develop working practices, procedures and conditions which ensure the health, safety and welfare of other staff, visitors and any other person in their charge.
- Ensure that toxic, hazardous and highly flammable substances are correctly used, stored and labelled.
- Ensure safe procedures are followed by all, including contractors and visitors.



- Ensure the correct equipment/tool is used for the job and protective equipment/safety devices are used by staff.
- Co-operate with the School Business Manager in matters concerning Health and Safety.
- Not interfere with or misuse anything provided for their health, safety and welfare.
- Not make unauthorised or improper use of plant, machinery or equipment.
- Report all accidents and near misses using the established accident reporting procedure.
- Take an active interest in promoting Health and Safety and suggest ways of reducing risks.
- Report hazards or defects in the premises, plant, equipment or facilities to the Operations Manager.

Visitor's responsibilities

All visitors, contractors and members of the public, have specific responsibilities to:

- Take reasonable care for the own Health and Safety of themselves and others.
- Co-operate with the Health and Safety arrangements put in place by the School Business Manager to protect them while using the premises.
- Observe the Health and Safety rules of the school and in particular the instructions of staff given in an emergency.

Health and Safety Arrangements

Accident Records and Notification

There is an Accident book in the staff room for all minor injuries to staff, pupils, visitors and contractors. Accident forms are completed by the member of staff supervising and the House Mother produces a log of these records. This log is reviewed during the Health and Safety Committee Meeting that is held each term, and trends are assessed and remedial measures put in place. The School Business Manager is responsible for reporting all notifiable accidents to the Health and Safety Executive (HSE).

These forms must be kept for 4 years for staff, visitors and contractors. In the event of an accident involving a child, forms must be kept until the child has reached the age of 21.

The School Business Manager will report any accidents causing death or major injury, certain industry related diseases and dangerous occurrences as soon as possible, and will confirm such telephone calls in writing within 15 days using Report Form 2508. Incident Contact Centre on 0845 300 9923 (opening hours Monday to Friday 8.30 am to 5 pm).

Accidents to members of the public which arise out of or in connection with work which result in them being taken to hospital for treatment must be reported in the same way. In addition, the School Business Manager will inform the HSE within 15 days, using form F2508 only, of injury resulting in absence from work of more than 7 days excluding the day of the injury.

An investigation will be carried out as soon as possible after any accident occurs so that problem areas or procedures are identified and remedial action taken if necessary.

Definitions of Major Injury accidents:

- Fracture of the skull, spine or pelvis.
- Fracture of any bone in the arm, wrist (but not a bone in the hand) or in the leg or ankle (but not in a bone in the foot).
- Amputation of a hand, foot or finger, thumb or toe, or where any part of the joint or bone is completely severed.
- The loss of sight of an eye, a penetrating injury to an eye, or chemical or hot metal burns to an eye.



- An injury (including burns) requiring immediate medical treatment or an injury resulting in loss of consciousness, resulting in either case from an electrical shock from any electrical circuit or equipment, whether or not due to direct contact.
- Loss of consciousness resulting from lack of oxygen.
- Acute illness requiring medical attention, or loss of consciousness, resulting in either case from the absorption of any substance by inhalation, ingestion or through the skin.
- Acute illness requiring treatment where there is a reason to believe that this resulted from exposure to a pathogen or infected material.
- Any other injury which results in the person injured being admitted immediately into hospital for more than 24 hours.

Asbestos

Refer to D12-Asbestos Policy and Asbestos Management Survey.

Auditing of Health and Safety Arrangements

The school's arrangements to monitor, establish and review Health & Safety standards in accordance with this policy include, but are not limited to, the following activities and measures:

- All staff are responsible for reporting Health & Safety concerns and emailing maintenance requests to the Site Manager (estates@hatheropcastle.co.uk).
- Accident Records (including slips and trips) are reviewed termly by the House Mother and presented to the Health and Safety Committee, along with any evident trends. Measures to resolve and an action date will be recorded in the minutes of the Health and Safety Committee meeting, with completion (or otherwise) reviewed in subsequent meetings.
- The Health & Safety Policy is reviewed annually by the School Business Manager and approved by the Headmaster..

Contractors

Everyone working on the premises including staff and visitors, must always be made aware of the Health and Safety standards they have to achieve. Where contractors are employed, the Health Safety at Work Act 1974 places similar duties on both the employer and the contractor to protect the Health and Safety of employees and other people who may be affected by the work.

When a formal contract is used it can play a useful role in defining the rights and responsibilities of each party and is vital when agreeing contracts that adequate time and money is allowed for properly addressing Health and Safety.

Contractors will be informed of:

- The school's Health and Safety policy arrangements and any local rules so that they can comply as necessary.
- Items identified as necessary for Health and Safety.
- All relevant hazards known to the school (such as the extent of areas where asbestos, flammable liquids, chemicals are present) and, where necessary for clarification, technical documentation and diagrams should be provided to the contractor.
- Arrangements for matters such as site demarcation, site access, and use of permanently installed plant, the control of equipment and the control of exposure to hazardous substances will always be clarified.

Any contract will require the contractor to produce relevant information about any sub-contractors to be used and the methods to be employed to control the Health and Safety performance of these subcontractors.



The School Business Manager, Site Manager or Wishford Schools Estates Director will issue a permit to work to major contractors where necessary which advises:

- Work to be done.
- Location of work.
- Hazards present before commencement of work.
- Precautions to be taken.
- Personal protective equipment required.
- Permit number Issue and acceptance box.
- Hot Work permit if required.

Contractors issued with a permit to work have to read and sign the document and sign off at the end of a job.

The Wishford Schools Estates Director and/or Site Manager will liaise with the contractors and monitor those working methods, which have been designed to control risks that could affect employees and visitors.

The Site Manager and contractors are expected to keep each other informed about all known hazards which might affect each other and relevant changes to plans or systems of work in a continual way. There will be regular site meetings between the contractor and the Site Manager/Wishford Schools Estates Director to ensure that good communications are maintained.

The contractor will be expected to regularly monitor his/her/their own Health and Safety performance.

Information

The contractor should ensure that his employees and any sub-contractors are informed of the rules for safe working, the local hazards and necessary precautions. All involved should be clear about the delineation of the contractor's area of work and any restricted areas. There should be no confusion over the procedures for contractor's employees during an emergency e.g. when the fire alarm sounds.

Substances

The contractor should provide relevant information on any hazardous substance to be used on site which might present a risk to the Health and Safety of staff and visitors. Matters to be considered include storage, restrictions on the use of buildings and open access areas, restrictions in working hours by the contractor etc. The contractor must ensure all COSHH information is provided.

Stripping Paint

All paintwork that is to be stripped should be treated as containing lead unless it is proven to be or is known to be lead-free.

Asbestos

The Site Manager holds records of all recorded asbestos on site. This should be checked prior to any work commencing. If necessary, a Removal and Disposal Survey may be required before work can commence. Refer to D12-Asbestos Policy for further detail.

Display Screen Equipment Regulations 1992

These Regulations only apply to employers whose workers regularly use DSE as a significant part of their normal work (daily, for continuous periods of an hour or more). These workers are known as DSE users.

For DSE users, the school will:

- Analyse workstations to assess and reduce risks.



- Make sure controls are in place.
- Provide information and training.
- Provide eye and eyesight tests on request by a registered Ophthalmic Optician.
- Review the assessment when the user or DSE changes.
- Assessment of User's Workstations.

A display screen assessment will be carried out for users each year. The assessment will not only cover the workstation itself (DSE plus furniture), but the environment (lighting, space, noise, humidity etc) and the interface between the computer and user. Assessments are to be carried out by the individual users, under the control of the School Business Manager. Where any assessment indicates the need for remedial action this will be taken.

Electricity at Work Regulations 1989

Hatherop Castle School recognises the Electricity at Work Regulations, as listed on the HSE website (<https://www.hse.gov.uk/pubns/priced/hsr25.pdf>) and undertakes to comply with them in all respects.

Additional Internal Requirements:

- Contractors employed to carry out additions, alterations and tests to the distribution system, must be registered with one of several providers given Government approval to offer Competent Person Schemes to oversee electrical work within the electrical industry
- In addition to normal employee vigilance, there is an adequate maintenance scheme for all school-owned portable electrical items, to ensure that they are safe and suitable for use. Where staff or pupils bring their own electrical items into school, these are also tested. The inspection and, where appropriate, tests are carried out by a trained person. Inspection includes a visual examination for defects and a check on the suitability of any fuse fitted. Tests are for earth continuity and insulation resistance.
- Portable electrical items are clearly and uniquely identified i.e. by marking or labelling with an identifying number. The date of the last inspection/test is kept in a register or indicated on the appliance label.
- Staff and pupils are instructed never to use defective equipment or allow it to be used. Such equipment will be removed from general circulation for repair, which must be carried out before the equipment is allowed back into use.
- All portable electric tools used (including those belonging to and used by contractors) will, wherever practicable, be operated at 110 volts.
- Residual Current Devices will be provided and fitted progressively and are to be tested in accordance with the manufacturer's instructions.

Emergency Procedure

In the event of an emergency, dial 999 and be ready to give the following information:

- School address (note that the emergency call centre may assume a different address, due to the configuration of the telephone system).
- Your name.
- A brief description of the situation.
- Inform the emergency services of the best entrance to the area of the school.
- Notify the School Business Manager of the situation and the action taken.

Fire Prevention

Refer to the Fire Risk Assessment and D03 Fire Prevention Policy.



First Aid

Refer to D04 First Aid Policy.

Gas (Installation and Use) Regulations 1998

There is no mains gas supply to the site, but there is a gas system in the Science Lab, connected to gas bottles, which has an isolator switch that is to be closed when the gas is not in use. This meets the requirements for safe storage. The Site Manager will arrange for a Gas Safety Inspection each year by registered Gas Safe engineers and retain records of such checks.

Information, instruction and training

The provision of health and safety information, instruction and training (followed by appropriate supervision) is essential to any safe system of work. The school will provide staff with the following information, instruction and training:

All staff, whether permanent or temporary, will receive a briefing from the School Business Manager as part of their induction. This will be repeated annually during health and safety refresher training, which usually takes place during the Michaelmas Term INSET training. The contents of this training is as follows:

- **Fire procedure briefing.** This including location of fire exits, assembly point and explanation of employee's responsibilities in the event of a fire.
- **Health and safety briefing.** This includes identification of known hazards, the group health and safety procedures, manual handling, working at height, risk assessment procedures and explanation of the employee's responsibilities.
- **First aid briefing.** This includes procedures to be taken in the event of an issue, and to whom they should be reported.

Lone working

When working alone, staff must:

- Not undertake work for which they are not trained/qualified.
- Take reasonable care of their own health and safety, for example, use kick stools when working at height.
- Not do anything to put themselves in danger.
- Know and follow relevant safe working procedures and guidelines including operating machinery and using hazardous substances.
- Never cut corners or rush work.
- Stop for regular breaks and, if possible, change activity.
- Inform the School Business Manager of any relevant medical conditions.
- Inform the School Business Manager of any hazards or accidents encountered. All accidents should be reported on the accident report form in the staff room.

Hatherop Castle School will:

- Provide opportunities for meetings and support.
- Assess the risks to all lone workers and communicate the findings.
- Provide appropriate training or resources such as protective equipment or clothing to minimise the risks.
- Consider alternative work methods where possible to reduce exposure to the hazard.

Where possible outside of normal working hours, staff should arrange to be in school with others. Staff should inform the Site Manager, Business Manager or resident staff member when they are on the premises



and when they are leaving. It is also advisable that staff inform someone from home that they are working in school outside school hours.

Manual Handling Operations Regulations 1992 (MHOR)

Manual Handling operations can be defined as the transporting or supporting of a load (a discrete moveable object) by hand or bodily force, including pushing and pulling.

The regulations require Hatherop Castle School, as the employer, to manage the risks to their employees and as such it will:

- So far as is reasonably practicable, avoid the need for his employees to undertake any manual handling operations at work which involve a risk of their being injured; or
- Where it is not reasonably practicable to avoid the need for his employees to undertake any manual handling operations at work which involve a risk of their being injured:
 - Make a suitable and sufficient assessment of all such manual handling operations to be undertaken by them, having regard to the factors which are specified in column 1 of Schedule 1 to these Regulations and considering the questions which are specified in the corresponding entry in column 2 of that Schedule;
 - take appropriate steps to reduce the risk of injury to those employees arising out of their undertaking any such manual handling operations to the lowest level reasonably practicable; and
 - take appropriate steps to provide any of those employees who are undertaking any such manual handling operations with general indications and, where it is reasonably practicable to do so, precise information on:
 - the weight of each load, and
 - the heaviest side of any load whose centre of gravity is not positioned centrally.

Employee responsibilities

Each employee while at work shall make full and proper use of any system of work provided for his use by his employer in compliance with regulation 4(1)(b)(ii) of these Regulations. Under section 7 of the HASAWA 1974 you must:

- Take reasonable care for their own health and safety and that of others who may be affected by their activities;
- Co-operate with you to enable you to comply with your health and safety duties.

In addition, the Management Regulations require employees generally to make use of appropriate equipment provided for them, in accordance with their training and the instructions you have given them. Such equipment will include machinery and other aids provided for the safe handling of loads.

Regulation 5 of the Manual Handling Operations Regulations supplements these general duties in the case of manual handling. It requires employees to follow appropriate systems of work established by you to promote safety during the handling of loads. Manual Handling Regulations can be found at <https://www.hse.gov.uk/pubns/indg143.pdf>.

Legionella prevention

Hatherop Castle School is aware of and has assessed the risks associated with water systems and potential legionella proliferation and the following general precautionary measures must be taken to minimise the risk of exposure to legionella:

- External specialist contractors perform the following:



- **Monthly.** Checks of the hot and cold-water systems and report any issues. This includes temperature checking of outlets, calorifiers and point of use heaters.
- **Biannually.** Descaling of shower heads.
- **Annually.** Clean out the header tanks and service the thermostatic mixer valves.
- Taps and water fountains are cleaned and disinfected daily as part of routine housekeeping activities.

New and Expectant Mothers at Work

Management of Health and Safety at Work Regulations 1999 (MHSW) and Workplace (Health, Safety and Welfare) Regulations 1992 (the Workplace Regulations) and Equality Act 2010 require the school to take particular account of risks to new and expectant mothers when assessing the risks in the work activities.

A "new or expectant mother" is an employee who is pregnant, who has given birth within the previous six months, or who is breast-feeding. When a staff member becomes an expectant mother, they are requested to inform the School Business Manager as early as possible in order that their safety, and that of their unborn child, can be protected. This will be kept entirely confidential if the staff member has yet to announce their pregnancy.

Risks include those to the unborn child or child of a woman, who is still breast-feeding, not just risks to the mother herself. A risk assessment will be completed for all staff to whom this applies. If a significant risk to the Health and Safety of a new or expectant mother is identified, the following actions will be considered in the order given:

- Removal of the hazard.
- Prevention of exposure to the risk.
- Control of exposure to the risk.

In the unlikely event of a significant risk still remaining then the following steps to remove the employee from the risk will be taken:

- **Step 1.** Temporarily adjust her working conditions and / or hours of work; if it is not unreasonable to do so and if this would avoid the risk,
- **Step 2.** Offer her suitable alternative work if any is available; or, if that is not feasible,
- **Step 3.** Suspend her from work (with paid leave) for as long as necessary to protect her safety or health or that of her child.

Before offering alternative employment or paid leave, or if there is doubt, professional advice will be sought on what the risks are and whether they arise from work. The risks will be kept under review as they may change; for example, as pregnancy progresses.

Oversight

Health and Safety Committee Meetings will be held each term, the minutes of which will be accessible to all staff on the school's SharePoint homepage. The committee composition and meeting agenda is at Appendix 1.

Premises

The Workplace Health, Safety and Welfare Regulations 1992 came into force on 1 January 1993, and concern basic workplace conditions. The school recognises that the regulations apply to all existing places of work from 1 January 1996. These Regulations should be observed and include the following requirements:

- **Ventilation.** Workplaces to be sufficiently well ventilated with air which is, as far as possible, free of impurity.



- **Temperature.** During working hours, the temperature should be "reasonable" (normally to be at least 16 degrees Celsius).
- **Lighting.** To be suitable and sufficient to enable people to work without risks to Health and Safety.
- **Cleanliness.** Floors and indoor traffic routes to be cleaned at least once per week.
- **Room Dimensions and Space.** A minimum workspace of 11 cubic metres per person is specified, but this does not apply to rooms used for interviews/meetings.
- **Workstations and Seating.** To be suitable, safe and comfortable. (The requirements for users of display screens are covered separately).
- **Conditions of Floors and Traffic Routes.** These to be kept in a safe condition and have nonslip qualities. There is a requirement to keep floors and traffic routes free of obstructions which may present a hazard or impede access.
- **Windows, doors, gates and walls.** To be of a safety material or protected against breakage. To be appropriately marked or incorporate features to make it appropriate.
- **Maintenance of the Workplace and of Equipment, Devices and Systems.** There is a statutory requirement to maintain these in an efficient state, in efficient working order and in good repair.
- **Sanitary Provisions.** Suitable and sufficient sanitary conveniences shall be provided at readily accessible places.
- **Facilities.** The regulations require that facilities for rest and eating meals should be provided.

A high standard of housekeeping must be maintained throughout the school premises. **THIS IS EVERY STAFF MEMBERS' RESPONSIBILITY**; staff must not walk past rubbish on the floor and leave it until housekeeping staff are in school to clean up. Not only does this present a health and safety risk, but it also reflects poorly on the school to current and prospective parents.

Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013

A number of injuries to staff, pupils or visitors are reportable to the HSE, as follows:

- Death.
- Specific serious injuries listed on the HSE website (<https://www.hse.gov.uk/riddor/specified-injuries.htm>).
- Over-seven day incapacitation of a staff member or pupil as a result of an injury (not including illness).
- Specific occupational diseases (<https://www.hse.gov.uk/riddor/occupational-diseases.htm>).
- Dangerous occurrences (<https://www.hse.gov.uk/riddor/dangerous-occurrences.htm>).
- Gas incidents.

All accidents of note will be notified to the School Business Manager, and he will make a judgement and submit the RIDDOR report where appropriate.

Risk Assessments

Refer to D06-Risk Assessment Policy

Security

The school recognises the need for proper security arrangements for the protection of staff, visitors, contractors and property both during and outside working hours. The following general security measures are in place:

- External doors remain locked during the day with an access control system, the codes known only to staff. Pupils know the code to the Archway door, but the outer door is secured at night. The front door is open during pick-up and drop-off, but staff members are present.
- Visitors are required to sign in at the office on arrival. Their visitor ID badge will either have red "escorted" or green "unescorted" lanyard, depending on the level of checks that have been



completed on them. Should an “escorted” visitor be found to be unescorted, they are to be escorted to the school office. Any visitors who refuse to comply with this direction will be asked to leave the site, and the police will be called if required.

- Teachers and housekeeping staff will ensure internal doors and external windows are closed each evening.
- The Headmaster and Boarding House Parents live on site, and check the security of the premises each evening.
- The boarding house is alarmed in the evening, which will alert duty staff to any ingress or egress from the boarding accommodation.
- Out of bounds areas are signposted, kept locked with fencing around them to prevent unauthorised access.

All security issues or concerns are to be raised with the School Business Manager.

Slips/Trips & Falls

The school recognises the main cause of accidents is slips, trips and falls and will ensure, so far as is reasonably practicable, that slip and trip risks are controlled to ensure staff, visitors and contractors do not slip, trip or fall. It is the responsibility of all employees to ensure that their working area is kept clear of trip hazards. The Site Manager and housekeeping staff will ensure regular inspection of communal areas ensuring that floors are suitable, kept in good condition and free from obstructions allowing everyone to move around safely.

All hazards, obstructions, spillages, defects or maintenance requirements must be reported to the Site Manager or housekeeping staff as appropriate.

Staff Well-being/Stress management

It is recognised that stress can be a significant component of sickness and absence rates within a workplace and it can arise from home or work-related circumstances or a combination of the two. The school will endeavour to promote a culture of co-operation, trust and mutual respect and ensure good management practices are in place and staff have access to competent advice.

The Headmaster will consider the HSE management standards when looking at workplace management/ These are:

- Demands, including workload, work patterns and the work environment
- Control, regarding how much say the individual has in the way they do their work
- Support, including encouragement and resources provided by the organisation
- Relationships, and the promotion of positive working together with dealing with unacceptable behaviour
- Role, so that people understand their place and purpose within the organisation.
- Change, and the way in which communication is undertaken.

Where issues of stress are identified:

- Raise awareness of support mechanisms available
- Put an action plan in place to address any issues identified
- For return to work instances, monitor any phased return and allow the individual to provide feedback
- Records relating to any identified stress issues will be retained by the Executive Chairman and treated as confidential.

Employees should report any issues of concern to their Line Manager in the first instance and should co-operate with any remedial issues that are put into place.



A free and confidential service is available to all staff to help deal with personal issues such as bereavement, divorce, and issues at work.

Telephone number: 0117 934 0105
Policy number: 100583344CCI
Insured name: Wishford Schools Limited

Statutory Notices

"Health and Safety Information for Employees" posters are displayed in the staff room. A current certificate of Employers' liability insurance is displayed in the School Business Manager's office.

Substances Hazardous to Health (COSHH) Regulations 2002 (Amended 2014)

Hatherop Castle has a low risk rating, but does hold the following substances:

- **Chemicals in the science lab.** These are locked away and pupils only have controlled access to them, wearing appropriate PPE. Data sheets for all chemicals are held by the Head of Science.
- **Cleaning materials.** These are locked away cleaning cupboards. COSHH risk assessments and data sheets are held by the Head of Housekeeping, who is responsible for ensuring that all staff that might use a substance have signed the risk assessment.

Chemicals will be disposed of in accordance with the data sheets when no longer required, or if they are beyond their use date.

If a staff member wishes to bring any substance into school marked "Keep out of reach of children", they must:

- Inform the School Business Manager, so that a COSHH risk assessment can be completed.
- Ensure that it is not accessible to children, such as storing it in a cupboard that is always locked when children are around.

Violence to Staff

Hatherop Castle School recognises that all staff have a right to expect a safe place in which to work and that prompt and appropriate action will be taken on their behalf if they are subjected to abuse, threats or violence by colleagues, visitors or contractors.

Staff must report any incident of aggression or violence directed to themselves to their Line Manager immediately. All reported incidents must be recorded and reasonable and appropriate taken to support the member of staff.

Summary

Whilst the Headmaster is accountable for health and safety and the School Business Manager has responsibility for ensuring that the school is a safe place for staff, pupils and visitors, ALL STAFF ARE RESPONSIBLE FOR HEALTH AND SAFETY IN THE SCHOOL.



Appendix 1: Health and Safety Committee Meeting

Attendance

- Headmaster
- School Business Manager
- Deputy Head Pastoral
- Head of Pre-Prep
- Head of Boarding
- Head of Science
- Director of Sport
- Head of Nursery
- Site Manager
- House Mother (Matron)
- Chef Manager
- Wishford Schools Head of Compliance

Standing agenda items

1. Apologies.
2. Matters arising from previous minutes.
3. Review of H&S since the last meeting.
4. COVID risk assessment (a temporary agenda item during the COVID19 pandemic).
5. Facilities and cyclic documentation review.
6. Patterns and trend analysis and records.
7. Fire.
8. Training since last meeting.
9. Risk assessment for off-site visits and residential visits.
10. Site risk assessments.
11. Managing asbestos.
12. COSHH registers.
13. SENDA (Accessibility plan).
14. H&S on external roads.
15. Maintenance schedule.
16. Outdoor space maintenance of equipment.
17. Further points from the Wishford Schools Director of Compliance.
18. Any other business.
19. Date of next meeting.

