CHARTERHOUSE

HEALTH AND SAFETY POLICY

Author: DPH| **Lead**: PJG| **Last reviewed**: AUG 2026 | **Next Review**: JUN 2027

INTRODUCTION

On joining Charterhouse (the School), every governor and every member of staff is provided with induction training on health and fire safety, including how to access further information. The School's Health and Safety policy is split into six parts for ease of reference but is published as one document. Part One, the statement of general policy is signed by the Chair of Governors each year and published on the public facing School website.

In addition to this overarching Health and Safety Policy the school publishes other important Health and Fire Safety policies and procedures to support the safe running of the school. A list of these is provided in **appendix three.** All staff are encouraged to view the key policies via the intranet (Charternet) policy page at the start of the academic year; to make themselves aware of any updates, significant changes will also be highlighted during INSET Training. Supporting policies and procedures are also published online which should be reviewed periodically and referred to as and when required.

At Charterhouse the primary source of general Health, Safety and Fire advice will be provided by the full-time Institution of Occupational Safety and Health certified and competent Health and Safety Manager who holds an MSc in Safety, Health and Environmental Management. They are also designated as the School Fire Officer. They are a Member of the Institute of Fire Safety Managers, and a Graduate Member of the Institution of Fire Engineers.

They have been deemed competent by the school to provide such advice to the Governors, Senior Managers, Line Managers, Supervisors and employees. The H&S Manager will also be responsible for the approval and co-ordination of the provision of external competent H&S advice in specialist areas including fire, when required.

PART ONE – STATEMENT OF GENERAL POLICY

The term Charterhouse includes Charterhouse School Charterhouse Enterprises Ltd, Charterhouse International Ltd and Charterhouse School Design and Build Ltd.

1. The Governors acknowledge that Charterhouse has a duty of care to ensure that all reasonable precautions are taken to provide and maintain working conditions which are safe and healthy for all the school's employees, volunteers, pupils, contractors and visitors.

2. The Charterhouse Health and Safety Policy is reviewed and published annually and covers in detail how this duty is met and how Charterhouse complies with all the relevant Health and Safety statutory requirements and codes of practice.

3. As the most senior executive, the Head and CEO is responsible for the implementation of this policy within the school. Matters that cannot be resolved at this level must be referred to the Governing Body. The Senior Leadership Team is responsible for coordinating day-to-day activities and ensuring that this policy is implemented, whilst Heads of Departments are responsible for health and safety within their areas of responsibility.

4. Charterhouse through all levels of management, is committed to ensure, so far as is reasonably practicable, that it meets its health and safety objectives, which are:

    - To provide conditions and systems of work for all employees which prevent danger to health. This requires that risk assessments be carried out as appropriate to enable hazards and risks to be identified and to enable the necessary standards of safety to be adopted and enforced.

    - To ensure that all plant and equipment is maintained properly and that none will be used

knowingly when it presents any risk to the safety of the staff or the public.

- To provide a safe environment for all authorised visitors to school premises.
- To provide comprehensive information, instruction, training and supervision, to ensure the health and safety at work of all employees and pupils.
- To ensure that the health, safety and welfare of all employees, pupils, and members of the public are under continuous review by management at all levels.
- To ensure safe arrangements are made for the storage, handling and transport of hazardous articles and substances.
- To ensure the school has and maintains up to date fire procedures and documents and ensure that all employees and pupils are familiar with them.

5. The success of this policy and meeting these objectives is largely dependent upon the total co-operation of every person who works for the school, and indeed employees have a legal duty to:

- Take reasonable precautions in safeguarding the health and safety of themselves and others.
- Observe all health and safety rules and procedures as laid down by the school and use all health and safety equipment provided.
- Alert management to any potential hazard that they have noticed and report all accidents, incidents or near misses that have led, or may lead to, injury, illness, or damage.

Communication and Staff Consultation

6. We will hold staff meetings not less than once per term. Health and safety issues can be discussed at these meetings and any points raised will be duly minuted, actions taken accordingly or reported to the School's Health and Safety Management Committee if required.

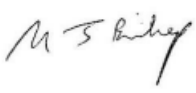
7. The School Health and Safety Management Committee, which is made up of members from appropriate departments within the school, is the forum for the discussion of any significant Health and safety issues and meets termly. In addition, Health and Safety matters are reviewed at appropriate Governors' meetings to provide the necessary policy direction.

Monitoring and Review

8. The Governors will access and follow competent expertise and have appointed a Health and Safety Manager to provide guidance on all matters related to Health and safety and to ensure that the school remains legally compliant. The Health and Safety Manager has the ability to call upon additional specialist technical advisors when required and to provide an independent audit of the activities of the school.

9. This policy will be monitored to ensure it is effective and will be regularly reviewed and revised, as necessary.

Signed: Date: 19 June 2026



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Chair of Governors

PART TWO – ARRANGEMENTS

The purpose of this section is to provide specific details on the high-level management of health and safety at Charterhouse School in line with the policy and organisation set out in Part One of the Health and Safety Policy.

10. Success in maintaining a safe environment at Charterhouse depends on four factors:

- Assessment of the activities planned well in advance of the start time using risk assessment.
- Setting up safe operating systems that address any significant risks highlighted in the planning and / or risk assessment. For certain areas of risk, such as Maintenance or Science, then written Safe Systems of Work are required.
- Undertaking activities in accordance with relevant UK health and safety legislation and, if necessary, local systems with appropriate supervision.
- Review of activities to ensure that, if necessary, lessons are learned to improve the safety of specific activities.

11. These arrangements should be completed by the individual responsible for that specific activity following guidance from the H&S Manager or appropriate competent body e.g., the Consortium of Local Education Authorities for the Provision of Science Services (CLEAPSS).

12. The school also has access to health and safety consultants who it can ask to visit the school to review procedures. They can also be invited to attend the school health and safety committee meetings. More details of audit arrangements can be found in Part Six of this policy.

RISK ASSESSMENTS AND SAFE SYSTEMS OF WORK

13. The most important elements of health and safety are RISK ASSESSMENT and SAFE SYSTEMS OF WORK, as they influence how an activity is undertaken. Examples of risk assessments can be found on the health and safety intranet page. Anyone using an example risk assessment should ensure that their final version is appropriately amended such that it relates precisely to the activity being assessed. If starting a risk assessment from scratch, a member of staff should look at these areas for a format which will cover:

- Its purpose
- General guidance
- Legislation (where relevant)
- Practical information
- Description of use of model forms
- Other advice, bibliography, etc. as necessary

Further guidance on writing risk assessments is contained in the Risk Assessment Policy. Training in creating risk assessments is also available from the H&S Manager on request. **Appendix Two** contains an example of a low-risk Classroom/Office Self-Assessment Checklist.

SAFE UNDERTAKING OF ACTIVITIES

14. Having completed the risk assessment and if required, a safe system of work, it is critical that those responsible deal with identified risks and undertake activities in accordance with the proper procedures. For this reason, it is essential that risk assessments are available to any member of staff undertaking an activity for which a risk assessment has been published. Remembering that not all staff have access to the intranet, if this is the case within your department, it is essential that hard copies of such assessments are always available for staff to refer to.

    Note: it is important to check that you have downloaded the latest copy from the intranet, as risk assessments should be treated as live documents and they are subject to change, see further information on when a risk assessment should be reviewed and updated in the Risk Assessment Policy.

15. Vital to safe operation is proper supervision, the level of which will vary depending on national requirements, the type of activity, the age of those taking part, and the risks involved. However, Heads of Department/Line Managers should not assume that activities are being undertaken in the proper manner and therefore must check on activities on a regular basis, no matter how low level the risks may appear.

REVIEW

16. Review is a required aspect of the Management of Health and Safety Regulations and is important in improving performance. At Charterhouse it is the responsibility of all Heads of Department/Line Managers to review activities and their associated risk assessments. A review should take place if there is a change to processes or conditions, otherwise it is recommended that policies and risk assessments are reviewed annually. Any issues that cannot be rectified by the Head of Department should be brought to the attention of the Health and Safety Manager in the first instance.

ANNUAL REPORT

17. An annual report on health and safety at Charterhouse will be provided by the Health and Safety Management Committee to the Board of Governors with necessary statistics with a credible assessment of the previous year's performance.

PART THREE – ORGANISATION

BOARD OF GOVERNORS

18. The Chair of the School's Governing Body and the Governors are responsible for setting Health and Safety policy and ensuring it is implemented. Therefore, the Board plans to carry out its duties by:

    - Receiving an annual Health and Safety Report for discussion at its Audit and Risk Committee.
    - Receiving reports from the Charterhouse Health and Safety Committee as and when matters arise that require prompt consideration (e.g. lessons learned reports from any incidents)
    - Reviewing and approving the School Health and Safety Statement annually.
    - Reviewing any external Health and Safety reports and directing any actions required.

19. The Chair will produce a Health & Safety Statement and review it annually. In addition, one governor will act as the governor responsible for monitoring and reporting on health and safety issues (including fire safety) and report back to the Board as necessary.

THE HEAD and CEO, CHIEF OPERATING OFFICER (COO) AND SENIOR LEADERSHIP TEAM (SLT)

20. The Head and CEO has overall responsibility for the implementation of H&S Policy across the School. The COO has overall responsibility for the implementation of health and safety policy for all members of Support Staff, as well as visitors to the school.

21. The SLT, which meets regularly, are responsible for ensuring the implementation of health and safety policies, direction of staff and the coordination of day-to-day activities and making recommendations, via the Health and Safety Management Committee, to the Governing Body as necessary. The SLT will provide direction to the school staff as necessary.

HEALTH AND SAFETY MANAGEMENT COMMITTEE

22. The School has established a Health and Safety Management Committee, chaired by COO. The Committee provides strategic advice and guidance to senior leaders in the organisation. The Committee is responsible for monitoring Health and Safety performance.

23. Copies of the minutes of this Committee's meetings are available to governors on request via the Clerk of Governors and routinely shared with the nominated Health and Safety Governor. The Chair of the Health and Safety Management Committee will raise significant Health and Safety issues as necessary and report on performance outside of the annual report at Governing Body Meetings if required.

HEALTH AND SAFETY COMMITTEES AND FORUMS

24. Consultation with staff in relation to matters of Health and Safety is achieved by a variety of means including Committees, Forums or as part of other meetings.

CHARTERHOUSE FAMILY OF SCHOOLS

25. Amesbury, Edgeborough & Windlesham House schools manage their own Health and Safety procedures and policies and matters are reported to Governors via the local school governance meeting and the Prep Schools Committee.The nominated H&S Governor will also attend at least one Health and Safety Committee meeting at each of the prep schools to promote sharing of best practice and discussion of any common issues.

QSC AND ESTATES

26. QSC and the Estates Department hold regular H&S Forums where H&S-related issues are discussed. The H&S Manager attends these meetings on request to offer help and guidance. Issues that are not within the remit of these committees, for example if they involve the input and / or agreement of other Departments or individuals, are addressed by the H&S Manager or passed to the H&S Management Committee. The Estate Department employ their own external specialist construction industry H&S adviser.

ACADEMIC AND SUPPORT DEPARTMENTS

27. Health and Safety should be a standing agenda item for Academic and Support Departmental Meetings, particularly those which conduct higher risk activities such as Art and Design Engineering and Grounds. All Heads of Department are responsible for managing H&S-related issues within their departments. Any significant H&S-related issues raised are to be passed on to their representative on the Health and Safety Management Committee for review. All Departmental Heads may request the help and advice of the H&S Manager as and when required.

PUPILS

28. Pupils are encouraged to bring health and safety issues to the attention of the Health and Safety Manager through the School Council.

STAFF

29. Members of staff should raise health and safety-related matters with their Head of Dept/Line Manager in the first instance. If the matter is not satisfactorily resolved, they should pass it on to be passed on to their SLT representative on the Health and Safety Management Committee for review. The Health and Safety Manager may also be contacted for further advice if required.

HEALTH & SAFETY TRAINING AND EXTERNAL ADVISORS

30. The Health and Safety Manager liaises closely with the School Training Manager to ensure that staff undertake the appropriate level of health and safety training relating to their job role. The Health and Safety Manager and Heads of Department can call on external specialist training providers who are appropriately qualified. They assist with health and safety training in areas in which they are proficient such as working at height and workshop safety.

PART FOUR – RESPONSIBILITES

31. This section sets out the general responsibilities and specific duties of the school governors and school staff with respect to health and safety and provides an overview of the principal-related legislation.

LEGISLATION

32. The school takes into account, and as far as reasonably practicable adheres to the following legislation and Statutory guidance.

- Health and Safety at Work etc Act 1974 (as amended)
- The Safety Representatives and Safety Committee Regulations 1977.
- Reporting of Injuries, Diseases and Dangerous Occurrences Regs 2013
- Health and Safety (First-Aid) Regulations 1981.
- The Ionising Radiations Regulations 1999.
- The Control of Asbestos at Work Regulations 2012.
- Pressure Systems Safety Regulations 2000.
- The Electricity at Work Regulations 1989.
- The Noise at Work Regulations 2008.
- The Management of Health and Safety at Work Regulations 1999.
- The Workplace (Health, Safety and Welfare) Regulations 1992.
- The Personal Protective Equipment at Work Regulations 1992 (as amended).
- The Provision and Use of Work Equipment Regulations 1998.
- The Manual Handling Operations Regulations 1992.
- The Health and Safety (Display Screen Equipment) Regulations 1992. (as amended 2013)
- The Control of Substances Hazardous to Health Regulations (as amended) 2002 (COSHH).
- The Regulatory Reform (Fire Safety) Order (2005).
- Work at Height Regulations 2005.
- Food Safety Act 1990.
- Control of Vibration at Work Regulations 2005.

Note: This is not an exhaustive list

GENERAL GUIDANCE

33. The Health and Safety at Work etc. Act 1974 (HASWA) places a duty on all employers, in this case the school, to safeguard so far as is reasonably practicable, the health, safety and welfare of their employees and of others who may be affected by work activities, such as pupils and visitors. They must ensure that all premises, processes and procedures, equipment and substances are safe and without risk to health.

34. Therefore, the Governing Body has ultimate responsibility for health and safety. However, it is the responsibility of the Senior Leadership Team (SLT) to implement the agreed policies. In addition, all employees must comply with Health and Safety Policies and work in a safe manner.

ENFORCEMENT

35. The enforcement agency for health and safety in schools is the HSE. The HSE publishes education relevant advice on https://www.hse.gov.uk/education/how.htm

36. The primary enforcement authority for fire safety legislation such as the Regulatory Reform (Fire Safety) Order 2005 in England and Wales is the Local Fire and Rescue Authority

37. The Building Safety Regulator is the enforcing authority for higher risk buildings in England.

RESPONSIBILITIES OF THE GOVERNING BODY

38. The Governing Body is wholly responsible for the health, safety and welfare of all staff, pupils, visitors, and for the buildings and equipment. The Head and CEO, Senior Leadership Team, and all other members of staff have an obligation to co-operate with the Governing Body to ensure health and safety requirements are met.

39. To fulfil their responsibility, the Board of Governors will:

- Monitor work activities (including consideration of inspection reports)
- Prioritise actions where resources are required.
- Ensure actions are taken.
- Include health and safety on governing body meeting agendas.
- Assess the annual report on health and safety performance.
- Report on the School's security arrangements.
- Review the School's safety policy.

40. In undertaking these responsibilities, **Governors must be aware of**:

- Administrative matters relating to accident investigation and recording, provision of health and safety training, and health and safety inspection
- The provision of specialist professional advice and information on health and safety matters.
- Structural repairs and maintenance including decorations.
- The management specific problems or harmful substances, e.g. asbestos.
- Equipment purchases and personal protective equipment e.g. gymnasium and machinery.
- Non-structural repairs, such as groundwork e.g. playing fields and gardens.

41. In fulfilling these responsibilities, the **Governors must ensure that there is a written Health and Safety policy including:**

- A declaration of commitment (Part One- Statement)
- An acknowledgement of responsibilities towards pupils and visitors (Part One-Statement).
- The organisation for implementing the policy (Part Three -Organisation).
- Suitable arrangements for implementing the policy (Part Two and Four Arrangements and Responsibilities).
- Facilities for monitoring / measuring safety performance (Part Six- Monitoring).
- A revision procedure (Part Six - Audit & Review).

42. To fulfil these responsibilities, the Governors must be kept up to date regarding:

- Audit and audit reports by outside agencies.
- Enforcement and improvement notices from statutory bodies.
- The appointed consultants and advisers.
- Specialist contractors, e.g., for electrical testing, fire safety systems.
- Significant issues raised by staff through the Health and Safety Management Committee
- New legislation which may affect the school.
- Self-inspection (internal audit) activity.

43. The school is also responsible for appointing competent external contractors to vet its work to satisfy itself that correct health and safety procedures are being followed. However, the School also has duties as employers.

44. The Governors do not have to carry out audits themselves, but they should be in a position to report activity to parents and other interested bodies either by written statements in an annual report or at appropriate meetings.

GOVERNING BODY DECISIONS:

45. The Governors are responsible for the school's finances and must therefore be involved in budgetary decisions affecting health and safety matters. However, the daily management of the school is delegated (with various types and levels of expenditure) to the Head and CEO and the Chief Operating Officer (COO).

46. All decisions with regard to health and safety must have an element of risk assessment (e.g., following the HSE's "hierarchy of control measures" to minimise risk before implementing safety control measures and considerations of reasonably practicability, balancing of cost and time against benefit).

47. Therefore, the Governors will require that appropriate risk assessments have been carried out in line with the risk management policy. Importantly, the School must have an emergency/ critical incident plan that outlines how staff and pupils respond to crises like fires, severe weather, medical emergencies, or security threats. Assigning clear roles, details of communication channels, and sets out the steps to protect everyone on site.

SUMMARY

48. The Governors will set the appropriate framework and policy for health and safety; however, they expect individual members of staff to implement the policy and meet its objectives. An example of this might be department heads identifying hazards and undertaking appropriate risk assessments.

49. In addition, the Governors will ensure that the SLT is set performance standards for security, health and fire safety, and that they are achieving them.

GOVERNORS' ALLOCATION OF GENERAL HEALTH AND SAFETY FUNCTIONS

50. **Level 1 – Senior Leadership.**:

- Co-ordinating the day-to-day activities for running the whole school in accordance with the Health and Safety policy.
- Liaison with the Governors, advisers and enforcement agencies on policy issues and any problems implementing the Health and Safety policy.
- Ensuring regular inspections are carried out.
- Submitting inspection reports to the Board of Governors, and others where applicable.
- Ensuring health and safety action is taken and any identified shortfall addressed.
- Passing on information received on health and safety matters to appropriate people.
- Carrying out investigations.
- Discussing health and safety issues at SLT meetings and attending the school Health and Safety Management Committee, as appropriate.

51. **Level 2 – Academic and Support Heads of Department.** The main functions of staff in leadership positions are:

- Day-to-day management of activities within their area of responsibility, ensuring that these activities are in accordance with the health and safety policy.
- Drawing up and regularly reviewing departmental procedures.
- Carrying out regular inspections and making reports to the CEO and Head or COOAS through the H&S Manager.
- Hazard analysis and risk assessment, which must be undertaken at least annually or sooner if required.
- Arranging for appropriate staff instruction, training, information and supervision.
- Ensuring that the stated controls outlined in risk assessments and methods of working are maintained.
- Passing on health and safety information to those within their area of responsibility.
- Acting on reports from above or below in the hierarchy.

52. **Level 3 - Beaks, Technicians, and Support Staff**. Alternative titles may be used at each of the prep schools but their health and safety responsibilities are:

- Day-to-day management of health and safety within their areas and the carrying out their duties in a safe and secure manner.
- Taking all reasonable precautions with regard to protecting the health and safety of themselves and others.
- Implementing the control measures set out in risk assessments and methods of working.
- Checking classrooms/work areas are safe.
- Checking the safety of equipment before and during use.
- Ensuring safe procedures are used and maintained.
- Assisting in hazard analysis and risk assessment.
- Ensuring that personal protective equipment is used.
- Defect and hazard reporting.
- Specialist tasks e.g., first aid, swimming pool safety, etc.
- Participating in inspections and the Support Staff Health and Safety Committee, if appropriate.
- Bringing problems to the attention of the relevant head of department or line manager.

53. **Level 4 - Health and Safety Manager (Charterhouse)** The functions of our Health and Safety Manager are:

- Advising on Health and Safety policy
- Assisting in the implementation of the Health and Safety policy.
- Assisting in the completion of risk assessments.
- Advising on training requirements and carrying out training, where appropriate.
- Establishing timetables and methodology for safety auditing.
- Carrying out safety audits.
- Helping in the investigation of serious incidents where appropriate.
- Advising on inspection and monitoring procedures.
- Arranging for the provision of specialist advice
- Providing updates on legislative changes

PART FIVE – KEY JOB FUNCTIONS AND SPECIFIC RESPONSIBILITIES

54. This section sets out in more detail the specific Health and Safety functions of Charterhouse's key health and safety staff, who are:

- The member of the Governing Body responsible for H&S
- The Head and CEO
- The Chief Operating Officer (COO)
- The Deputy Chief Operating Officer (COO)
- The Health and Fire Safety Manager
- The Health and Safety Administrator
- The Health and Fire Safety Technician
- The Lead Nurse
- The School First Aiders.
- The Site Asbestos Register Holder
- The Site Legionella Register Holder
- The Radiological Protection Supervisor
- H&S Consultants (Where Appointed)

MEMBER OF THE GOVERNING BODY RESPONSIBLE FOR H&S

55. The member of the Governing Body responsible for H&S is responsible for:

- Ensuring there is a suitable and sufficient Statement of H&S Policy.
- Ensuring that the arrangements for the management and implementation of the Policy is effective.
- Reporting significant issues and summarising H&S performance to the Governing Body

THE HEAD AND CEO

56. The Head and CEO is in overall control of the day-to-day management of the school and therefore leading the Senior Leadership Team in ensuring that the governors' Health and Safety Policy is implemented. Specifically, he is responsible for:

- Ensuring that all School activities are carried out in a safe and responsible manner.
- Ensuring that any contractors, tenants, visitors and employees are advised regarding the adequacy of facilities, equipment and evacuation procedures provided for their safety whilst on the premises.
- Communicating the School's rules and guidelines on health and safety to staff.

- Ensuring that responsibilities are properly assigned and accepted at all levels.
- Ensuring that all staff are trained to the appropriate levels of competence.
- Ensuring that the Designated Safeguarding Lead is acting appropriately.

THE CHIEF OPERATING OFFICER (COO)

57. The COO is responsible for:

- Chairing the Termly H&S Management Committee Meetings.
- Monitoring the School Health & Safety Policy, reviewing the contents on an annual basis, and making appropriate recommendations to the Governors.
- Monitoring the practical implementation of the Health and Safety policy and making appropriate recommendations to the SLT, School's Health & Safety Management Committee and Governors.

- Reviewing the results of all audits, safety reports and risk assessments (Including fire risk assessments) to ensure that:
    - They are suitable and sufficient.
    - Agreed recommendations have been appropriately actioned.
    - Any funding issues are highlighted to the Governors.

DEPUTY CHIEF OPERATING OFFICER (DCOO)

58. The DCOO is responsible for:

- Ensuring through the Operations Department that first aid kits are regularly checked and replenished as necessary.
- Ensuring through the Security Department that they respond to all fire alarm activations and on arrival take the appropriate actions.
- Ensuring through the Catering Contractor that food allergen policies, procedures and risk assessments are in place, followed and regularly reviewed.

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HEALTH AND SAFETY MANAGER

59. The Charterhouse Health and Safety Manager is responsible for:

General Health and Safety

- Assisting in the implementation of the Health and Safety policy as necessary.
- Establishing a timetable for safety auditing.
- Ensuring that safety auditing is undertaken in line with the established timetable
- Co-ordinating health and safety activities within the school.
- Establishing a process for the completion and regular review of risk assessments.
- Ensuring investigations are carried out where necessary.
- Reporting accidents/occurrences that fall under the Reporting of Diseases and Dangerous Occurrence Regulations (RIDDOR) 2013 to the Health & Safety Executive
- Investigating issues raised by employees regarding health, safety and welfare matters.
- Developing a programme for health and safety training in conjunction with the Training Manager.
- In conjunction with Heads of Department ensuring that equipment and plant is inspected and examined at the legally required intervals.

- In conjunction with Heads of Department ensuring the safety of all contractors on the premises, including checking they have had the appropriate health & safety training and have undertaken their own risk assessments for the activities they have been contracted to undertake.

Fire Safety Ensuring Charterhouse compliance with the Regulatory Reform (Fire Safety) Order 2005. Specifically:

- Writing and regularly reviewing the Charterhouse Fire Safety Arrangements.
- Conduct Fire Risk Assessments (FRA's) in low to medium risk buildings and engage the services of suitably qualified external contractors for higher risk buildings.
- Organising the regular external testing, maintenance, servicing and, where necessary, the upgrade or replacement of the fire alarm systems in school buildings.
- Liaising with the local (Surrey) Fire and Rescue Authority
- Initiating actions for recommendations following any fire incidents and / or near misses, fire safety audits, and risk assessments.
- Ensuring that appropriate Fire Safety systems are included in all refurbishment and new-build projects.

HEALTH AND SAFETY ADMINISTRATOR

60. The Charterhouse Health and Safety Administrator is responsible for:

- Electronic data management and reviewing of accident, incident and near miss reports escalating anything of significance to the Health and Safety Manager
- Producing and reviewing health and safety policies, procedures, and guidance, in conjunction with the Health and Safety Manager to ensure the school is keeping up with current legislation and best practice.
- Ensuring appropriate risk assessments are in place for all day, and overnight UK-based school trips and providing health and safety approval for relevant OSVs, prior to final authorisation by the Deputy Head Co-curricular.
- Administration of annual driving licence checks and issuing permits where required.
- Maintaining the register of school minibus drivers.
- Maintaining the register of suitably qualified First Aiders and Fire Wardens within the School.
- Maintaining the register of Display Screen Equipment assessments.
- Maintaining the register of Risk Assessments.
- Acting as Secretary to the School's Health and Safety Management Committee
- Assisting in the preparation of an annual health and safety report for the Governing Body.

HEALTH AND FIRE SAFETY TECHNICIAN

61. The Charterhouse Health and Fire Safety Technician is responsible for:

General Health and Safety

- Coordinate and conduct with relevant Department Heads internal safety audits of various aspects of the school's activities. To ensure health and fire safety regulatory compliance, to check policies and procedures are being properly implemented and prioritise action to be taken to resolve any issues identified.

Fire Safety

- Managing the school's fire evacuation drill training programme for all school buildings.
- Assist with Fire Alarm weekly testing in relevant buildings.
- Delivery of annual updates for Fire wardens where required.
- Electronic data management and reviewing of reports of fire evacuations and drills and escalating anything of significance to the Health and Safety Manager.
- Ensuring appropriate Personal Emergency Evacuation Plans are developed, reviewed, and updated and cancelled when no longer required.
- Manage the periodic inspection, testing, servicing and maintenance of the following passive and active fire safety equipment
    - First Aid Fire Fighting Equipment including fire extinguishers and fire blankets.
    - Fire Hydrants
    - Emergency Evacuation Chairs (inspection only)
- Maintain the appropriate records for the above

LEAD NURSE

62. The Lead Nurse is responsible for:

- Providing guidance and assistance to School staff in relation to pupils with medical conditions (e.g., allergies, dietary requirements, asthma, epilepsy)
- Providing guidance on the School's First Aid Policy, First Aid Equipment and Training requirements
- Advising School First Aiders on any changes to First Aid Protocols
- Managing the control systems for the safe keeping and issuing prescription medication to pupils
- Providing assistance to First Aiders who are dealing with casualties following an accident. (NOTE: This may not always be achievable if, for example, there is only one nurse in the Hunt Health Centre (HHC) who must stay with in-patients, or during School Holidays when the HHC is closed)

FIRST AIDERS

63. The School First Aiders are responsible for:

- Attending any health-related incident to which a first aider is summoned
- Providing immediate first aid treatment to a casualty.
- Providing continuing care to the casualty until they recover sufficiently to be independent of medical care or the nurse or emergency services arrive, or the parent/guardian collects the individual.
- Keeping their first aid knowledge up to date through information provided by the school and regular refresher training.

SITE ASBESTOS REGISTER HOLDER

64. The School Asbestos Register Holder, currently the Director of Estates, is responsible for:

- Maintaining the Asbestos Register
- Providing information on the location and condition of materials to anyone who is likely to work on them or may disturb them.
- Reviewing and monitoring the asbestos plan.
- Ensuring that maintenance staff or contractors undertaking any work on the premises do not damage any parts of the structure of the building without taking appropriate precautions

unless they know for certain that it does not contain asbestos material.
- Reporting any incidents as required.
- Keeping the asbestos management system up to date.
- Ensuring asbestos condition assessments are completed

SITE LEGIONELLA REGISTER HOLDER

65. The School Site Legionella Register Holder, currently the Director of Estates, is responsible for:

- Maintaining the Legionella risk assessments.
- Reviewing and monitoring the legionella plan.
- Reporting any incidents as required.
- Keeping the legionella management system up to date.

RADIOLOGICAL PROTECTION SUPERVISOR

66. The School Radiological Protection Supervisor, currently the Head of Physics, is responsible for:

- Ensuring that all radioactive sources are stored in accordance with CLEAPSS guidance.
- Regularly checking all storage and sources.
- Maintaining appropriate records.
- Reporting any incidents as required.
- Maintaining good communication and relationship with the (external) Radiological Protection Adviser.

HEALTH & SAFETY CONSULTANT (Where Appointed)

67. The Health & Safety Consultant is responsible for:

- Ensuring that the school is kept up to date on national health and safety legislation changes.
- Advising on the development of the school's health and safety policy.
- Assisting in the review and completion of risk assessments.
- Assisting in the development of policy review and audit timetables.
- Assisting in the development of appropriate health and safety training programs.
- Assisting in delivering health and safety training.
- Advising on the implementation of fire and safety audit and risk assessment recommendations.
- Assisting in the production of health and safety reports to the Governors.

PART SIX – MONITORING AND REVIEW

68. This Section sets out the arrangements for Monitoring and Review at Charterhouse.

BACKGROUND

69. The school recognises that success in health and safety management can only be achieved if there is an effective system to review safety management performance. Self-auditing is an essential part of the review process and should ensure that the school continues to manage effectively its health and safety responsibilities. There are 3 main systems involved: Monitoring, Audit and Review.

MONITORING

70. Continual monitoring is critical to effectively delivering a safe environment. It is the direct responsibility of all heads of departments/line managers to regularly monitor activities within their area of responsibility.

71. In addition, the Health and Safety Manager will assist in the monitoring process during visits to departments. Monitoring by the Health and Safety Manager will be undertaken on an ad hoc basis and will generally be informal. Where hazards are observed, or processes and / or activities are considered to be unsatisfactory, the situation will be discussed with the staff and management of the Department involved and changes agreed to reduce any risks.

72. These changes must be implemented as soon as reasonably practicable. This may involve the temporary curtailment of the activity until such changes are made. Where necessary, the agreed recommendations will be confirmed in writing by the H&S Manager. However, if a serious condition is observed which is likely to cause serious injury or ill health to any person or persons, whether caused by process, equipment, substance, action or negligence, then the activity must cease immediately until a formal review is undertaken and any remedial risk-reduction action is taken.

AUDITS (Internal and External)

73. The school will carry out periodic internal audits of its health and safety arrangements. These will be conducted by the Health and Fire Safety Technician and will focus on higher-risk departments and activities. Departments involved in high-risk activities include, but are not limited to, Estates, Grounds, Art and Design Engineering and Science. In addition, the Health and Safety Manager can call on sector specific external consultants to audit areas such as the QSC swimming Pool and Plant Room. An example Internal Audit Checklist is provided in **Appendix One.**

74. Periodically the School will also engage the services of an External Consultant to audit the Schools Overall Management of Health and Safety. The audit by the external consultant will involve interviewing staff and managers, making observations in the workplace and assessing all relevant documents such as:

- The Health & Safety Policy
- Records of statutory inspections such as lifting equipment and portable appliances
- Procedures for method statements/permits to work.
- Maintenance procedures
- Risk assessments
- Insurance documents
- Training records
- Accident / incident / near miss reports

75. An audit is not intended as a fault-finding exercise, but as a means of assessing:

- How effectively the School Health and Safety Policy has been implemented
- What Lessons have been learnt and can be shared

- Areas of best practice that can be shared across departments and the group
- Improving Health and Safety Performance

REVIEW

76. The Review will aim to cover all the critical elements of Health & Safety at the School though clearly different areas will be dealt with in depth each year.

77. The most important part of the review process is for the school management to learn from the experience of the previous 12 months and to seek to improve overall performance by revisiting those areas shown to have shortcomings.

FURTHER INFORMATION

Further information is available from the Department for Education on the following link https://www.gov.uk/government/publications/health-and-safety-advice-for-schools/responsibilities-and-duties-for-schools or contact the H&S Manager: Telephone: 01483 291664 e-mail: davidhackett@charterhouse.org.uk

APPENDICES

Appendix One – Example Internal Audit/Inspection Checklist
Appendix Two - Example Classroom/Office Self-Assessment Checklist
Appendix Three - List of Current Health and Fire Safety Policies

Authorisation and Review Record	
Initial Author	B G Mennie, H&S Manager (Aug 2017 to Dec 2023)
Current Author and Owner	D P Hackett, H&S Manager (appointed April 2024)
Review Period	Annual
Next Review	**Reviewed By:**
Mar 25	D P Hackett
Jun 26	D P Hackett
Jun 27	

Appendix One - Example Internal Audit/Inspection Checklist

Location: ***Manager:*** ***Date:***				
Previous Health and Safety Audits and Inspections	***yes***	***no***	***n/a***	***Comments***
Has the department had a previous **internal** health and safety audit? If so, what date was it completed.				
Were any actions recommended and if so, have they been completed?				
Has the department had any **external** health and safety audits or inspections since the last internal audit? If so, what date was it completed.				
Who completed the external health and safety audit or inspection				
Were any actions recommended and if so, have they been completed?				
Access and Egress	***yes***	***no***	***n/a***	***Comments***
Are vehicle and pedestrian routes separated and kept clear?				
Are doors to restricted areas (e.g. plant room) secured?				
Asbestos				
Are any areas containing asbestos identified and marked?				
Are materials containing asbestos in good condition/sealed?				
Do staff know how to gain access to the asbestos register and/or who to contact to find out information on asbestos within their building?				
Chemicals				
Does the department have an up-to-date COSHH Register?				
Are COSHH assessments available for substances used/stored, either online or hard copy for staff to view?				
Are all containers clearly labelled with contents, hazards warnings, etc?				
Are emergency and clean up procedures readily available?				

Are substances used/stored in minimum quantities and in secure labeled cabinets?				
Cleanliness				
Are work surfaces, walls and floors kept tidy and clean?				
Electrical Safety				
Is electrical equipment, tools, etc checked and maintained (in-date); and sockets not overloaded?				
Emergency Precautions				
Are emergency instructions displayed throughout the workplace?				

Are flammable materials stored in appropriate cabinets/facilities?				
Are escape routes/exits clearly marked, illuminated and kept clear at all times?				
Are fire fighting appliances of the correct type and in the correct place?				
First Aid				
Is there a first aid box and is it fully equipped and accessible to staff?				
Are first aider(s)/appointed persons lists displayed and up to date?				
Lighting				
Is the lighting suitable for the task, especially for intricate or safety critical work?				
Are stairs and corridors etc properly lit?				
Do any light bulbs need replacing?				
Is there adequate natural light (are windows clean)?				
Lifting, Manual Handling and Storage				
Is mechanical equipment available and used whenever possible?				

Are personnel trained in manual handling and heavy items stored at a convenient height to suit the user?				
Storage Areas	***yes***	***no***	***n/a***	***Comments***
Is racking/shelving in good repair, inspected and the load capacity clearly labelled where appropriate?				
Is the weight of loads known and/or clearly marked?				
Machinery and Work Equipment				
Has defective equipment been taken out of service awaiting repair?				

Are all guards on machinery in place and well maintained?				
Do personnel have the appropriate competences and/or trained to use machines/work equipment?				
Noise				
Are noise levels acceptable or are adequate controls implemented to mitigate to an acceptable level?				
Are noise hazard zones and entrances marked with the appropriate signage?				
Space				
Is there enough space for personnel to undertake their tasks safely and comfortably?				
Personal Protective Equipment				
Is appropriate PPE provided effective, comfortable, well-fitting and used?				
Are PPE checks recorded and defective equipment promptly replaced?				
Is PPE stored in a clean and safe place?				
Slips, Trips and Falls				

Are floors and stairs in good condition and kept dry and clear of obstructions?				
Are trailing leads and cables secured or covered?				
Are guardrails, handrails, edge protection etc in place and in good repair?				
Temperature (working indoors)				
Is the temperature comfortable?				
Can breaks be taken away from hot/cold areas?				
Toilets and Washing Facilities				
Are toilets clean and in good repair?				
Are washing facilities (hot water, soap and towels) serviceable?				

Are sanitary disposal facilities provided where appropriate?				
Ventilation				
Are ventilation systems to remove fumes, steam etc working and used properly?				
Is there an adequate supply of fresh air?				
Other Issues				
Is relevant documentation appropriately disseminated? (Risk assessments, posters etc.)				

Appendix Two Example Classroom/Office Self-Assessment Checklist

Summary: The checklist is based on guidance from the Health and Safety Executive and is designed to be simple and quick to complete, **not all questions will be relevant to your classroom/office environment, and these can be simply ticked as Not Applicable (NA).**				
Please answer the following questions using the best information & knowledge that you have at this current time.✓ the appropriate columns. **Note:** Where you have indicated further action is needed in response to the generic questions asked or the additional issues you have identified please record them in the further action needed table.		**Yes**	**Further Action needed**	**N/A**
Movement around the classroom (slips and trips)	Is the internal flooring in good condition?	✓		
	Are there any changes in floor level or type of flooring that need to be highlighted?			
	Are gangways between desks kept clear?			
	Are trailing electrical leads/cables prevented wherever possible?			
	Is lighting bright enough to allow safe access and exit?			
	Are procedures in place to deal with spillages, e.g., water, blood from cuts?			
	For stand-alone classrooms: • Are access steps or ramps properly maintained? • Are access stairs or ramps provided with handrails?			
Work at height (falls)	Do you have a step stool or stepladder available for use where necessary?			
	Are you trained in its use?			
	Is a window-opener provided for opening high-level windows?			

Furniture and fixtures	Are permanent fixtures in good condition and securely fastened, e.g., cupboards, display boards, shelving?			
	Is furniture in good repair and suitable for the size of the user, whether adult or pupil/student?			
	Is portable equipment stable, e.g., a TV set on a suitable trolley?			
	Where window restrictors are fitted to upper-floor windows, are they in good working order?			
	Are hot surfaces of radiators etc protected where necessary to prevent the risk of burns to vulnerable young people?			
Manual handling	Have trolleys been provided for moving heavy objects, e.g., computers?			
	Have you completed Manual Handling Training?			
Computers and similar equipment	If you use computers as part of your job, has a workstation assessment been completed?			
	Have pupils/students been advised about good practice when using computers?			
Electrical equipment and services	Are fixed electrical switches and plug sockets in good repair?			
	Are all plugs and cables in good repair?			
	Has portable electrical equipment, e.g., laminators, been visually checked and, where necessary, tested at suitable intervals to ensure that it's safe to use? (There may be a sticker to show it has been tested.)			
	Has any damaged electrical equipment been taken out of service or replaced?			

Asbestos	Are you aware of the Schools Asbestos Management Plan?			
	Are you aware of what to do in the event that you come across a material that you think may contain asbestos?			
	Have you been provided with guidance on why you should not interfere with the fabric of the building, such as securing pieces of work to walls/ceilings?			
Fire	If there are fire exit doors in the classroom, are they: • Unobstructed. • kept unlocked; and • easy to open from the inside?			
	Is fire-fighting equipment in place in the classroom or close by?			
	Are fire evacuation procedures clearly displayed in the classroom or close by?			
	Are you aware of the evacuation drill, including arrangements for any vulnerable adults or pupils/students?			
Workplace (ventilation and heating)	Does the room have natural ventilation?			
	Does the room have mechanical ventilation?			
	Can a reasonable room temperature be maintained during use of the classroom?			
	Are measures in place, for example blinds, to protect from glare and heat from the sun?			
Note This is not an exhaustive list where you identify any other hazards associated with the daily use of the classroom which are not fully assessed by this checklist, Whole School Risk Assessment, other generic policies or guidance you will need to conduct a specific assessment to address any gaps. **You will need to consider how these additional issues are to be managed and who should be informed of this.** The outcomes				

of this assessment should be recorded in the space provided below. You will need to consider how these additional issues are to be managed and who should be informed, further guidance is available from the Health and Safety Manager.

Additional Issues: Insert details if required		**Yes**	**Further Action needed**	**N/A**

Further Action Needed Insert details if required

Hazard noted:	**Action taken and when:**

Appendix Three - List of Current Health and Fire Safety Policies

KEY HEALTH AND FIRE SAFETY POLICIES AND PROCEDURES				
Policy Name	**Period of Review**	**Last Review**	**Next Review**	**Reviewed By**
CHARTERHOUSE HEALTH AND SAFETY STATEMENT -SIGNED	Annual	June 2026	June 2027	Board of Governors
HEALTH AND SAFETY POLICY	Annual	June 2026	June 2027	Board of Governors
SCHOOL EMERGENCY PLAN	Annual	Sep 2026	Sep 2027	Health and Safety Management Committee
FIRE POLICY	Annual	Sep 2026	Sep 2027	Health and Safety Management Committee
FIRST AID POLICY	Annual	Sep 2026	Sep 2027	Health and Safety Management Committee
OCCUPATIONAL HEALTH POLICY	Annual	Sep 2026	Sep 2027	Health and Safety Management Committee
DRIVING AND VEHICLE POLICY	Annual	Sep 2026	Sep 2027	Health and Safety Management Committee
SUPPORTING HEALTH AND FIRE SAFETY POLICIES AND PROCEDURES				
ASBESTOS POLICY	Biennial	Jun 2026	Jun 2028	COO
CAMPUS ROAD SAFETY POLICY	Biennial	May 2026	May 2028	COO
CONTROL OF CONTRACTORS POLICY	Biennial	Jun 2026	Jun 2028	COO
COSHH POLICY	Biennial	Jun 2026	Jun 2028	COO
DANGEROUS SUBSTANCES AND EXPLOSIVE ATMOSPHERES REGULATIONS (DSEAR) PROCEDURES	Biennial	Jun 2026	Jun 2028	COO
DISPLAY SCREEN EQUIPMENT (DSE) POLICY	Triennial	May 2026	May 2029	COO
DRONE POLICY	Triennial	Jun 2026	Jun 2029	COO
ELECTRICITY AT WORK POLICY	Biennial	Jul 2026	Jul 2028	COO
ELECTROMANGNETIC FIELDS (EMF) POLICY	Triennial	May 2026	May 2029	COO
EMPLOYMENT OF YOUNG PERSONS (Health and Safety)	Triennial	May 2026	May 2029	COO
GUIDANCE FOR FOOD BROUGHT ONTO SITE	Biennial	Jun 2026	Jun 2028	COO
GENERAL WORKPLACE HEALTH, SAFETY AND WELFARE POLICY	Biennial	Jun 2026	Jun 2028	COO
LIGHTNING PROTOCOL	Triennial	Mar 2026	Mar 2029	COO
LONE WORKING POLICY	Biennial	Jun 2026	Jun 2028	COO

MAINS GAS AND BOTTLED GASES POLICY	Biennial	Jun 2026	Jun 2028	COO
MANUAL HANDLING POLICY	Biennial	Jun 2026	Jun 2028	COO
NEW AND EXPECTANT MOTHERS POLICY	Triennial	Jun 2026	Jun 2029	COO
NOISE POLICY	Annual	Sep 2026	Sep 2027	COO
PERSONAL PROTECTIVE EQUIPMENT (Including RPE) POLICY	Annual	Sep 2026	Sep 2027	COO
PROVISON OF COMPETENT HEALTH AND SAFETY ADVICE POLICY	Triennial	Sep 2026	Sep 2029	COO
PROVISON OF INFORMATION AND TRAINING	Biennial	Jun 2026	Jun 2028	COO
ACCIDENTS, INCIDENTS AND NEAR MISSES (INCLUDING SPORTS INJURIES AND RIDDOR)	Annual	Aug 2027	Aug 2028	COO
RISK ASSESSMENT POLICY	Annual	Sep 2026	Sep 2027	COO
MOBILE PHONES POLICY	Triennial	Mar 2026	Mar 2029	COO
SLIPS AND TRIPS POLICY	Annual	Mar 2026	Mar 2027	COO
SMOKING POLICY	Triennial	Jun 2026	Jun 2029	COO
SUN PROTECTION POLICY	Triennial	Jun 2026	Jun 2029	COO
VIBRATION POLICY	Annual	Sep 2026	Sep 2027	COO
WATER QUALITY (Including Legionella) POLICY	Annual	Mar 2026	Mar 2027	COO
WORKING AT HEIGHT (including safe use of ladders)	Annual	Jun 2026	Jun 2027	COO