



Health & Safety Policy for Pupils

CHARTERHOUSE



MANAGEMENT ARRANGEMENTS FOR THE HEALTH &
SAFETY OF PUPILS

CHARTERHOUSE



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STATEMENT

It is the School's policy to provide and maintain safe and healthy living and working conditions for all its pupils and employees. This includes the provision of appropriately safe and healthy equipment and systems of work, and such information, training and supervision as is required. The School also accepts its responsibility for the Health & Safety of visitors to Charterhouse.

The School is committed to achieving excellence in all that it does and this includes the minimising of risk to people and property. The active participation of all pupils and staff in the achievement of the highest standards of safety is encouraged. The role of the Health & Safety Management Committee is to facilitate this and to monitor the School's performance in this regard.

1. PUPIL SAFETY

The following policies, documents and manuals contribute to the School's policy on the Health & Safety of Pupils: Child Protection Policy; School Rules; Departmental Risk Assessments; Boarding House and Hostel Risk Assessments; QSC Risk Assessment; Extra Curricular Risk Assessments; Security Policy; Out-of-School Visits Policy; The Boarding Handbook; The Masters' Book and The Boarding House and Hostels Health and Safety Manual.

Information on DBS checks is kept on file in the Human Resources Department.



2. ACCIDENT AND INCIDENT PROCEDURES

Any incident or accident in which a pupil is injured (whether on or off site) must be reported on the official incident reporting forms. Supplies of these forms are held in each department and House and in Brooke Hall. A form must be completed as soon as possible (note: anyone can report an accident, not just the injured party). The incident must be reviewed by the housemaster, beak or matron responsible for the activity being undertaken by the pupil when the accident happened and where appropriate, action taken to prevent the incident recurring. The completed form must then be sent to the School's Health & Safety Manager.

Depending on the level of injury, the pupil will be dealt with by a First Aid qualified beak, the staff at the Health Centre or their House matron. Any visit by a pupil to the Accident and Emergency Department of a Hospital will require the School Health & Safety Manager to report the accident to the Health and Safety Executive under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR).

Major accidents must be reported promptly, by telephone, to the Health and Safety Executive; (those in sections a or c, within 24 hours). These are:

- a. death, fracture of the skull, spine or pelvis;
- b. fracture of any bone in the arm or leg, other than in the wrist or hand, or ankle or foot;
- c. amputation of a hand or foot;
- d. serious eye injury (including chemical injuries);
- e. electric shock requiring medical treatment or resulting in loss of consciousness;
- f. any other injury that results in hospital admission as an in-patient for more than 24 hours (other than for observation).
- g. any other injury to a member of the public or a pupil that requires hospital treatment.
- h. an incident resulting in unconsciousness



3. ACCESS TO BOARDING HOUSES AND HOSTELS

Access to boarding Houses and Hostels is restricted by security code locks or swipe card entry. Contractors working at the School during the holidays will be given a temporary access code which will be removed before the start of the new Quarter. Further information is available in the School's Security Policy.

4. TRAFFIC MANAGEMENT

The School has five vehicle access points and no single reception point for all visitors. Traffic calming in the form of sleeping policemen and a 15mph speed limit serve to keep speeds down. There is no segregation of traffic and pedestrians. All staff and visitors are advised that pedestrians have priority on site. The company providing waste disposal services to the School undertakes a site risk assessment to restrict reversing manoeuvres and to determine where a banks-man is required.

5. DRUGS AND ALCOHOL POLICY

The School does not tolerate drugs and/or alcohol use by pupils. Please refer to the School's Drugs Policy and the School's Alcohol Policy.

6. SMOKING

Smoking by pupils is prohibited on School premises. Please refer to the School's Smoking Policy.

7. FIRE AND EMERGENCY PROCEDURES

The Fire Officer has the responsibility for developing a fire policy, ensuring staff and pupils attend fire training, ensuring the adequate provision of fire extinguishers, fire alarms etc. Each Housemaster and Head of Department is responsible for day to day operation of the fire precautions.

Annual fire training is mandatory for all staff. Each House will undertake fire evacuation practices (one during boarding hours) at the start of each Quarter and evacuation of academic buildings during the School day in accordance with the prescribed schedule.

The Fire Officer must be informed of any extinguishers which have been fully or partially discharged so that replacements can be provided.

Parents are advised that heat-producing equipment is not permitted in bedroom/study rooms and ad hoc checks are made by the House staff and the Health & Safety Manager to maintain compliance.



All staff have a duty to report to the Fire Officer any instances where proper procedures are not being implemented, for example fire doors wedged open, escape routes blocked by furniture, accumulations of waste, hazardous or flammable materials adjacent to escape routes or faulty electrical or gas appliances.

8. FIRST AID

The Health and Safety (First Aid) Regulations 1981, place a duty on the School to provide adequate and appropriate First Aid provision for the activities undertaken by everyone on site, including the pupils. A list of qualified first aiders is prepared by the School Health & Safety Manager and the First Aid Policy sets out the guidelines for determining which adults will undertake which training.

9. SITE SECURITY

The staffing levels in the Security Department have been increased. There is a Security Officer on duty at all times of the day and night. At various times more than one security officer may be on duty during the day and the night. The staffing is increased whenever the level of risk is assessed to have increased. This is in response to intelligence provided by Surrey Police or other sources. In recent years CCTV cameras have been installed at all entrances to the site. Site security has also been enhanced by the introduction of automatic or manual bollards at the main entrances to the site which, if required, enable the site to be closed off.

10. RISK ASSESSMENTS

The School is required to undertake risk assessments to ensure the safety of pupils and staff. The Fire Safety (Regulatory Reform) Order 2007 also requires that a full assessment of fire prevention measures is carried out on a regular basis.

These assessments are undertaken by each department in accordance with the Risk Assessment Policy and in conjunction with the School Health & Safety Manager and the Fire Officer.

11. TRAINING

Appropriate Health & Safety training (including Risk Assessments) is provided to staff, both when first recruited and when exposed to new or increased risks, whether due to changing responsibilities or the introduction of new equipment. Fire training for new pupils and all First Year Specialists is organised by the Fire Officer. The training needs of staff supporting the pupils will vary depending upon their particular duties and is assessed by their line manager in conjunction with the Director of HR.



Refresher/update training is mandatory because an employee's competence will decline if skills and knowledge are not used regularly. Training is therefore repeated as often as necessary to ensure continued competence.

12. OUT-OF-SCHOOL VISITS AND ACTIVITIES

The School encourages all pupils to participate in a wide range of activities, sports and cultural pursuits which are likely to take them off site. The management of these visits is covered in the Out-of-School Visits Policy.

13. IMPACT OF WORKERS ON SITE

This will include the management of the School's own staff and external contractors, and specific potential hazards such as chemicals, electrical safety, legionella and asbestos. The School's Health & Safety at Work Policy for staff covers the arrangements for managing such matters.