St Chris

ST. CHRISTOPHER SCHOOL
LETCHWORTH GARDEN CITY

Health and Safety Policy

July 2026 V2

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SECTION 1: GENERAL POLICY STATEMENT

This is the general Health and Safety Policy Statement of St Christopher School, hereafter referred to as St Chris.

It is the general policy of St Chris to ensure, so far as is reasonably practicable, the health, safety and welfare of our employees, students and of those other people who could be affected by the operation of our school.

Further to this, we are committed to the following objectives:

To assess and provide adequate control of the health and safety risks arising from our work activities:

1.1. To consult with our employees on matters affecting their health and safety
1.2. To manage health and safety at work and provide the necessary resource to ensure this policy is effective
1.3. To have access to competent advice
1.4. To provide and maintain safe plant and equipment
1.5. To ensure safe handling and use of substances
1.6. To provide information, instruction and supervision for our employees taking account of those persons who do not have English as their first language
1.7. To ensure all employees are competent to do their tasks, and to give them adequate training
1.8. To prevent accidents and cases of work-related ill health
1.9. To maintain safe and healthy working conditions, and
1.10. To improve health and safety performance and management through regular review and revision of this policy when necessary, and at least annually.

It is the **duty of management** to ensure that everything is done so far as reasonably practicable to prevent personal injury in all our activities. We will strive to maintain a safe and healthy place of work for our employees, visitors, contractors, and anyone who will be present on our premises or who could be affected by our business undertakings.

It is the **duty of all employees** to co-operate with the company, act responsibly, and to do everything they can to prevent injury to themselves, colleagues and others through their acts and omissions. Whilst implementation of this policy is a management responsibility, it will rely heavily on the co-operation of all employees.

We have retained the services of **Armour Risk Consulting Ltd**. to support us in meeting our health and safety responsibilities.

The **Board of Governors** have the overall and final responsibility for Health and Safety, whose commitment to its achievement is indicated by the signing of this policy statement.

Signed: 

Chair of Governors, for and on behalf of the Board

Date: 6 October 2026

SECTION 2: ORGANISATION

This part of the Policy deals with the organisation, planning, implementation, operationalmonitoring and management review of the Policy. It also covers the development of general policy and how we train our employees (and others) to carry out our activities. An organogram has been prepared to assist in the understanding of the health and safety structure within the School, which is shown at the end of this section.

2.1. The Board of Governors ("The Board")

The Board has overall collective responsibility for health and safety within the School. It has a responsibility to ensure that health and safety issues are considered and addressed and that the Policy is implemented throughout the School. They will also make adequate resources available so far as is reasonably practicable, to enable legal obligations in respect of health and safety to be met. Where appropriate, advice from a Competent Person will be sought to advise the School and tasks will be delegated to suitable employees in order to assist the Board in carrying out its duties.

2.2. The Head

The Head will assist the Board in directing the overall management anddevelopment of the Policy, defining the aims of the Policy and communicating the responsibilities associated with the management of health and safety within the School.

2.3. Operations Manager

2.3.1. The Operations Manager will have day to day responsibility and oversight for ensuring that, so far as is reasonably practicable, arrangements are in place for:

2.3.1.1. Safety and security
2.3.1.2. Fire safety
2.3.1.3. Electrical safety
2.3.1.4. Gas safety
2.3.1.5. Water quality
2.3.1.6. Asbestos
2.3.1.7. Emergencies
2.3.1.8. Staff induction

2.3.2. They will also act as the School Safety Co-ordinator, whose duties will include:

2.3.2.1. Advising the Head on maintenance requirements
2.3.2.2. Co-ordinating advice from specialist safety advisors and producing associated action plans
2.3.2.3. Monitoring health and safety within the School and raising concerns with the Head
2.3.2.4. Compliance with the Construction (Design and Management)Regulations
2.3.2.5. Chairing the School Health and Safety Committee

2.3.3 The Operations Manager (with the assistance of the Operations Administrator) will have day to day management responsibility for ensuring that, so far as is reasonably practicable, St Christopher Safety Management System (I AM Compliant) is implemented and controlled across the whole school site, duties include but not limited to:

2.3.4 Compliance and Health & Safety training co-ordination and management

2.3.5 Interdepartmental liaison on all matters of H&S and compliance

2.3.6 Overseeing H&S and Compliance training

2.3.7 Monitor, advise and review all Risk Assessments with departmental responsible person.

2.3.8 Monitor and inspect workplace environments to ensure compliance with Health & Safety legislation.

2.3.9 To oversee and review annual, six monthly, quarterly, monthly, and weekly compliance checks.

2.3.10 Monitor budgetary implementation with HoDs to set financial goals for all H&S, compliance and training.

2.3.11 Monitor, review and compile statistics on accidents, injuries and near misses, investigating accidents/near miss trends and implementing actionable amendments to procedure.

2.3.12 Review, at appropriate time, all H&S based policies and amend accordingly.

2.3.13 Monitor and implement any relevant updates to legislation impacting the St Chris work environment.

2.4 Heads of Department (Teaching)

2.4.1 The Heads of Department will ensure, so far as is reasonably practicable, the health and safety of those affected by activities under their control. They are responsible for maintaining up to date risk assessments for areas under their control. Specific risk assessment requirements are:

2.4.1.1 Science (including harmful substances, flammable materials and radiation) - Head of Science & Radiation Protection Supervisor (RPS)

2.4.1.2 Sports activities - Heads of PE

2.4.1.3 Drama - Head of Drama

2.4.1.4 Art (including harmful substances and flammable materials) - Head of Art

2.4.1.5 Music – Director of Music

2.4.1.6 Design & Technology - Head of Design & Technology

2.4.1.7 Outdoor lessons – Head of appropriate academic department

2.4.1.8 Trips and visits - Assistant Head (Co-curricular)

2.4.1.9 Animal Centre – Assistant Head (Co-curricular)

2.4.2 They will also be responsible for identifying, organising (and maintaining records) of training that is relevant to their area of control.

2.5 Maintenance, Grounds, and Housekeeping

The Operations Manager will ensure the implementation of the following:

2.5.1 Building and site security

2.5.2 Prevention of unsupervised access by pupils to potentially dangerous areas (in co-operation with others as appropriate)

2.5.3 Registration and control of visitors

2.5.4 Site traffic movements

2.5.5 Maintenance of School vehicles and drivers' records

2.5.6 Testing arrangements, maintenance and records, includingfire, electrical, gas, equipment, water quality, asbestos

2.5.7 Good standards of housekeeping, including drains, gutters etc.

2.5.8 Control of hazardous substances for departmentally specific activities

2.6 External Health and Safety Advisors

The Operations Manager will arrange as appropriate for external consultants to advise on matters of health and safety within the School. Such provision may include:

2.6.1 Structural surveyors are retained to give advice on the eternal fabric of the school

2.6.2 Engineers monitor and service the school's plant, equipment, including boilers, lifts and hoists annually

2.6.3 Gym and fitness equipment and machinery used in both design and technology and in the maintenance department are serviced regularly

2.6.4 The School's adherence to health and safety in catering is subject to external inspection by the Environmental Health Department. In addition, the Chef Manager arranges for:

- an independent hygiene and safety audit of food storage, meal preparation and food serving areas. (Food Guru)
- professional advice from a dietician on healthier food, menu planning and special diets as needed. (DfE, Food Guru)
- the professional deep cleaning of all equipment, high level cleaning of all cooking, food preparation and storage surfaces, areas etc. regularly.
- appropriate pest control measures to be in place.

2.6.5 The School has a suitable and sufficient fire risk assessment which is reviewed annually for items in the action plan and updated every three years, or when significant changes are made to the interior of buildings, or new buildings are bought or added.

2.6.6 In addition to regular fire alarm tests, the alarm system, together with all smoke detectors, emergency lighting, extinguishers are tested annually by a qualified contractor.

2.6.7 An external health and safety consultant reports annually on the arrangements for health and safety in all lessons, support areas, public spaces, sports and swimming facilities.

2.6.8 The School has a suitable and sufficient risk assessment for Legionella and a water sampling and testing regime in place.

2.6.9 The School maintains an asbestos register and the Operations Manager is responsible for ensuring that it is kept up-to-date and for any sampling or removal before major works takes place. They are also responsible for the maintenance of an asbestos management plan. The Maintenance Team Leader is responsible for making sure that contractors are fully briefed on areas of asbestos before starting work.

2.6.10 The School's radiation protection supervisor (RPS) is responsible for liaison with the radiation protection advisorof Hertfordshire County Council for ensuring compliance with the Ionising Radiation Regulations 1999 and local rules made to comply with these regulations. The RPS is also responsible for ensuring compliance with the Radioactive Substances Act 1993 and exemption certificates granted under them.

2.7 School Health and Safety Committee

2.7.1 The Committee will meet bi annually, and will be chaired by the Operations Manager. The Governor who is responsible for overseeing health and safety may attend these meetings.

The other members of the Committee will be:

2.7.1.1 Operations Manager (Chair)
2.7.1.2 Operations Administrator (minutes)
2.7.1.3 Deputy Head
2.7.1.4 Head of Junior School
2.7.1.5 Assistant Head (Pastoral)
2.7.1.6 Assistant Head (Inclusive Learning and SENDCo)
2.7.1.7 Assistant Head (Co-curricular)
2.7.1.8 Director of People

2.7.2 The role of the Committee is to:

2.7.2.1 discuss matters concerning health and safety, including any changes to regulations;
2.7.2.2 monitor the effectiveness of health and safety within the School;
2.7.2.3 review accidents and near misses, and discuss preventative measures;
2.7.2.4 review and update risk assessments; discuss training requirements
2.7.2.5 monitor the implementation of professional advice;
2.7.2.6 review the safety policy guidance and updating it;
2.7.2.7 assist in the development of safety rules and safe systems of work
2.7.2.8 monitor communication and publicity relating to health and safety in the work place;
2.7.2.9 Review Martyn's Law compliance and effectiveness

2.8 The School Nurse

The School Nurse will be responsible for:

2.8.1 Maintaining treatment records and notifying accidents to the Operations Manager and reporting notifiable accidents to the Health & Safety Executive
2.8.2 Escorting pupils to hospital (and informing their parents)
2.8.3 Checking that all first aid boxes and eye wash stations arereplenished.

2.9 Staff

The co-operation of all staff is essential to the success of the Policy and the School requests that staff should notify their Head of Department or the Operations Manager of any hazards to health and safety which they notice and of any suggestion they wish to make regarding health and safety. Staff are required to:

2.9.1 Follow the Policy
2.9.2 take reasonable care for the health and safety of themselves and others who may be affected
2.9.3 follow requirements imposed on the School or any other person under health and safety law and co-operate fully so as to enable the duties upon them to be performed
2.9.4 carry out all reasonable instructions given by managers/senior staff
2.9.5 make proper use of anything provided in the interests of their health and safety such as protective equipment. Reckless or intentional interference with such equipment will potentially be regarded as a dismissible offence
2.9.6 comply with any reasonable request made by any of the persons named above in relation to the fulfilment of theirduties.

2.10 Boarding Houseparents and Deputy houseparents

Houseparents and Deputy houseparents have responsibility for pupils in their care throughout all periods of the day and night in term-time. In particular, they shall;

2.10.1 Ensure that all pupils in their care are aware of the action to be taken in the event of a fire alarm and undertake a Boarding house fire evacuation at least once a term, with the first evacuation of the academic year being during a sleeping period.

2.10.2 Ensure fire evacuations are recorded and notified to the Operations Manager.

2.10.3 Undertake the role of Fire Marshall for their boarding house and ensure fire controls are monitored and implemented in accordance with the Fire Safety Policy.

2.10.4 Ensure entrances to the Boarding house are secure at all times.

2.10.5 Report all boarding house hazards, defects, unsafe conditions or concerns to the Estates Department using the defect reporting system. Hazards representing imminent danger are to be treated as urgent and reported accordingly.

2.10.6 Ensure all pupil activities and events arranged by the House are undertaken and organised to ensure the health and safety of those involved and where necessary on the basis of a suitable and sufficient risk assessment.

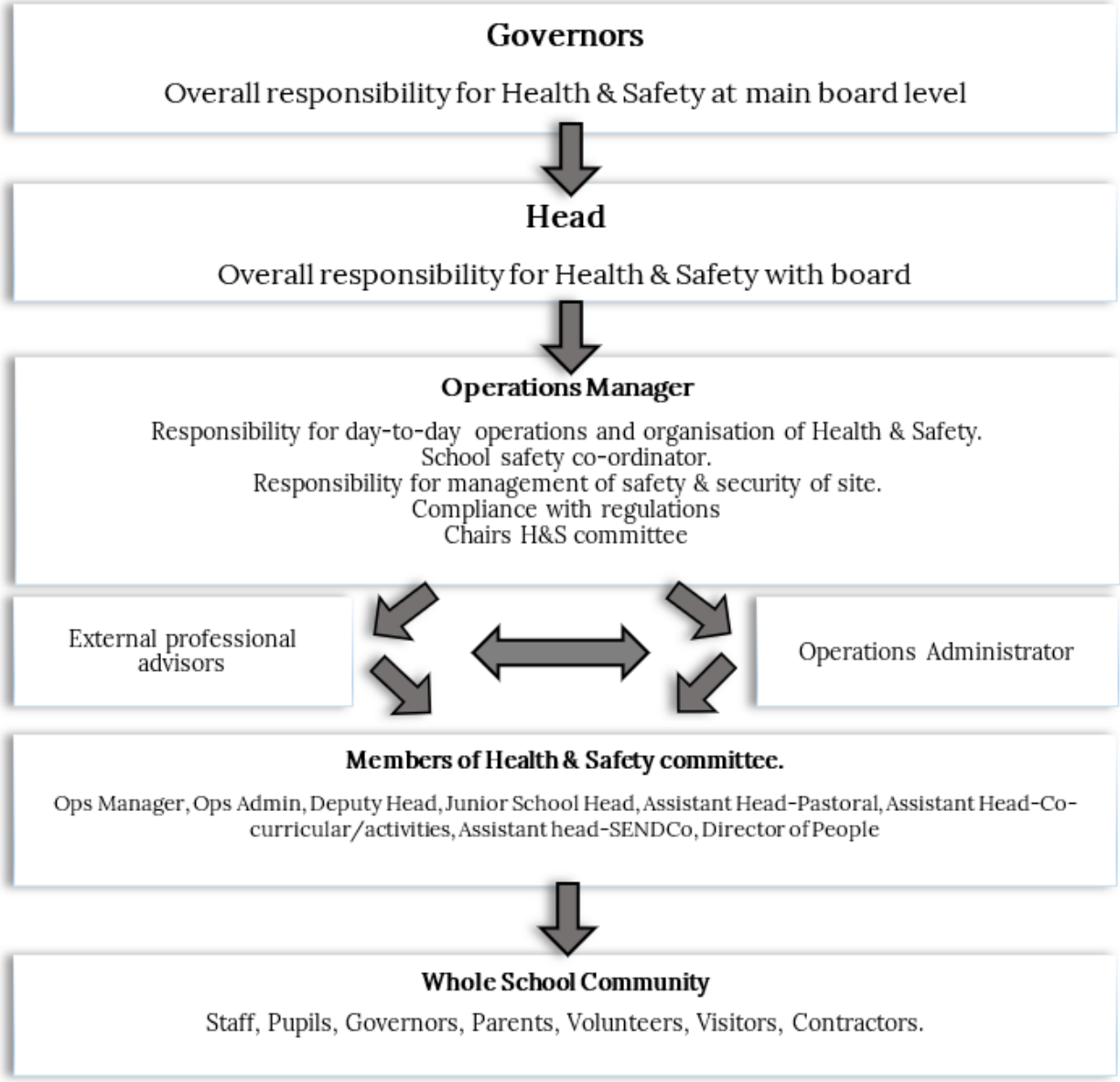
2.10.7 Hold a current Level 2 Food Safety and Hygiene Certificate.

2.10.8 Abide by the duties and responsibilities detailed under the ALL EMPLOYEES section.

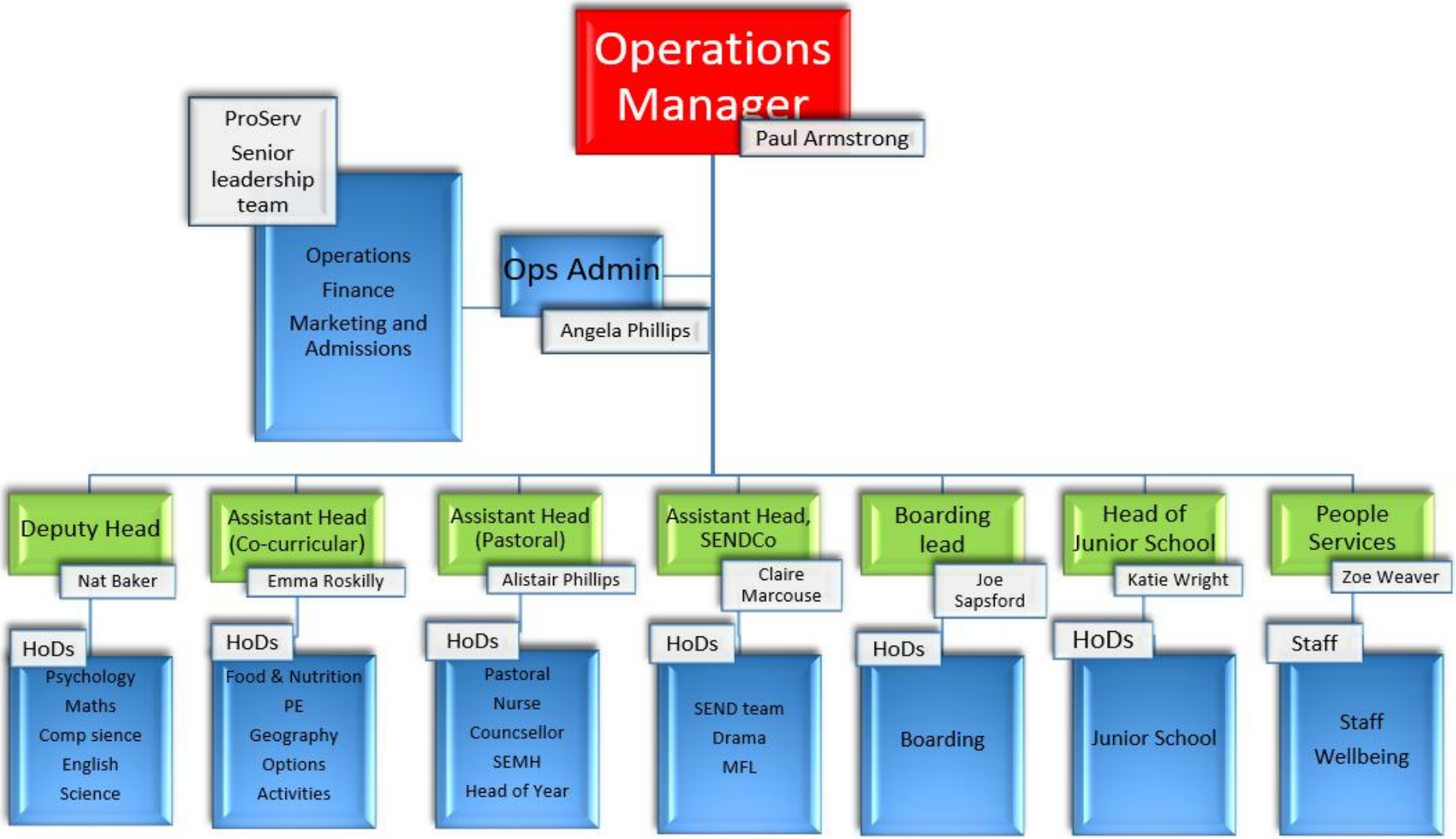
2.10.9 Abide by the duties and responsibilities detailed under the HEADS OF DEPARTMENTS, TEACHERS, LINE MANAGERS, SUPERVISORS section.

ANNEX TO PART 2

Diagram Showing the Organisation for Health & Safety



Health & Safety Management Structure



PART 3: SPECIFIC ARRANGEMENTS FOR HEALTH AND SAFETY (RISK ASSESSMENTS)

3.1. St Chris is committed to developing suitable and sufficient risk assessments of hazards associated with our business activities to ensure so far as reasonably practicable, the safety and wellbeing of our employees and others who may be affected. Our risk assessments will address the hazards posed by the tasks we perform routinely and non-routinely, the employees we employ and the premises and areas we work in.

3.2. The process of assessing risks is a main priority of the organisation and is delegated to person/s competent to create these. The risk assessment procedure involves consulting with relevant persons on each topic being assessed to gain their input, prior to the development of the assessment. Each assessment will be dated and a review date inserted as deemed suitable for each individual risk assessment devised.

3.3. All risk assessments will be kept by St Chris for a minimum of three years; these can be viewed at any time by our employees or other relevant parties upon request (i.e. Local Authority Environmental Health Officer) at any reasonable time. All risk assessments are available through our H&S software "I AM Compliant"

3.4. Risk assessments will be reviewed individually by the competent person/s, at least annually and following change, near miss or accident. It is the responsibility of all employees to ensure that they co-operate with St Chris's instructions and that they comply with the control measures stated on each risk assessment and safe work procedure.

3.5. Responsibility for the implementation, monitoring and review of all our safety arrangements are assigned to Management as indicated in the Organisation of Responsibilities Chart on page 10.

3.6. The following areas/activities present identified and significant risks at St Chris. As a consequence, pupils are not allowed unsupervised access to:

3.6.1. **PE**: where the Head of PE maintains risk assessments for: all outdoor games, swimming, athletics, gymnastics, dance, etc. Records of training and qualifications in life-guarding and other subject specific training are kept.

3.6.2. **Science**: where the Head of Science maintains risk assessments for all experiments, and the use and storage of equipment. COSHH assessments and CLEAPSS Hazards are kept on the use and safe storage of all chemicals. The Science Department keeps records of all subject-specific training by teachers and technicians.

3.6.3. **CDT**: where the Head of CDT maintains risk assessments for all activities, the use of all equipment and machinery and the safe storage of flammables. Records of staff training are kept.

3.6.4. **Art**: where the Head of Art maintains risk and COSHH assessments for the ceramic studio, the use and safe storage of oil-based paint and other flammables. Records of staff training are kept.

3.6.5. **Drama**: where the Head of Drama, working with the Drama Technician maintains risk assessments for the lighting box, the safe construction, movement, building and dismounting of scenery, props and staging. Records of staff training are kept.

3.6.6. The **Catering Department**: where the Chef Manager maintains riskassessments for all activities, safe use and storage of equipment and flammables, COSHH procedures of chemicals and other products. Records of staff training are kept.

3.6.7. Pupils are not allowed entry to the **Maintenance, Caretaking and Grounds** Departments: where each department maintains risk assessments for all its activities, safe use and storage of equipment and flammables, COSHH assessments of chemicals and other products. Records of staff training are kept.

3.6.8. Pupils are not allowed to access the **EcoCentre** without staff supervision. Where there are specific Risk assessments in place for all its activities, safe use and storage of equipment and flammables or biological materials/medicines/diseases, COSHH MSDS etc, Records of staff training must be kept by the department head with central overview by the Operations Manager.

3.6.9. Where the **Assistant Head (Co-curricular)** maintains risk assessments for all activities and trips, residential, local or international. Records of training and qualifications in first aid and other subject specific training are kept. International and residential trips will use external trip companies to provide all RA's, insurance and guidance, full copies of this information will be ratified by the Director of Finance (from a financial perspective) and the Operations Manager (from a H&S perspective) before the trip can be sanctioned.

3.7. Whole school polices and risk assessments supplement these departmentally-based risk assessments, covering:

3.7.1. Accident Reporting (RIDDOR)
3.7.2. Administering Medication
3.7.3. Asbestos
3.7.4. Control of Access, Security & CCTV, workplace safety and lone working
3.7.5. Contractor Management
3.7.6. Control of Substances Harmful to Health (COSHH)
3.7.7. Display Screen Equipment (DSE)
3.7.8. Educational visits (EYFS **and** non EYFS)
3.7.9. Electrical Safety
3.7.10. Emergency Situations
3.7.11. First Aid
3.7.12. Fire safety, procedures and risk assessment
3.7.13. Gas Safety – including LPG
3.7.14. General Workplace Safety
3.7.15. Hot Works
3.7.16. Infection Control
3.7.17. Letting and Hiring
3.7.18. Lightning Protection
3.7.19. Manual Handling
3.7.20. New and expectant mothers
3.7.21. Noise

3.7.22. Martyn's Law
3.7.23. Occupational Health
3.7.24. Radiation
3.7.25. Risk Assessment
3.7.26. Safety Training (including induction)
3.7.27. Smoking
3.7.28. Stress
3.7.29. Sun Protection
3.7.30. Swimming Pools
3.7.31. Vehicles and on-site movements & School vehicle use
3.7.32. Water Quality (including Legionella)
3.7.33. Work Experience for Pupils
3.7.34. Working at Heights

SECTION 4: VISITOR SAFETY

St Chris is committed to ensuring the safety of our visitors to our workplace. We will implement systems which provide the visitor, whether able bodied or disabled, and including contractors, with the reassurance that in the event of an emergency their safety and welfare will be our priority.

4.1 We ensure our visitors safety is planned and organised
4.2 We ensure visitors are not left alone without a nominated person responsible for their safety and welfare
4.3 Safety instructions are provided to visitors
4.4 We ensure our visitors are aware of the arrangements for fire or other emergencies
4.5 We ensure visitors, including contractors working within our premises are signed in and out
4.6 Where Personal Protective Equipment is required to be deployed, suitable and sufficient equipment is provided for Visitors' use.

SECTION 5: DOCUMENT CONTROL

The Company will ensure that all required documentation which can be used to defend the Company is maintained and is available for inspection as required.

SECTION 6: HOUSEKEEPING

6.1 Poor standards of housekeeping are a common cause of injury and damage at work and can create possible fire hazards. Unsatisfactory housekeeping is often the result of poor working practices, lack of direct supervision and/or organisational deficiencies within the workplace. St Chris is responsible for the following:

6.1.1 Carrying out a suitable and sufficient risk assessment in relation to housekeeping within the company and introduce control measures as appropriate;

6.1.2 Taking all necessary measures to remedy any risks found as a result of the assessment;
6.1.3 Implementing steps for the maintenance, cleaning and repair of the premises;
6.1.4 Training employees to be aware of their responsibilities for ensuring that hazards are not created from their work or equipment;
6.1.5 Informing all employees of the residual risks which exist within the workplace;
6.1.6 Reassessing housekeeping as necessary if work processes change.

6.2 Employees must:

6.2.1 Cooperate with management arrangements for good housekeeping in the workplace;
6.2.2 Follow any guidance and instruction given to prevent injury or ill health;
6.2.3 Report to the employer any hazardous or dangerous situations.

SECTION 7: EVENT MANAGEMENT

St Chris is committed to planning, organising and monitoring the safety of employees and non-employees attending corporate and social events. Suppliers of equipment and food stuff are subject to vetting procedures to ensure high standards of safety are maintained so far as is reasonably practicable.

7.1 We ensure the venue and equipment provided by this or other organisations are fit for purpose
7.2 We ensure fire safety legislation is complied with in full
7.3 We ensure suppliers of equipment and/or food stuff are assessed and approved
7.4 We ensure the welfare of personnel in attendance are catered for
7.5 We ensure first aid provision is planned
7.6 We ensure children will be suitably supervised by responsible persons
7.7 We ensure so far as reasonably practicable that alcohol consumption complies with legal standards
7.8 We consider transport arrangements as necessary
7.9 We ensure hazards such as pyrotechnics, music/noise levels are assessed, appropriate safety controls are implemented and monitored throughout the event
7.10 Employees are instructed that they must report to the event organiser and/or management any adverse occurrence immediately, examples of these include; consumption of alcohol by a minor, damage to equipment or the structure of the venue caused by an incident during the event, any unsafe situation, any act or threat of violence.

SECTION 8: WASTE MANAGEMENT

8.1 This policy covers the general waste generated by St Chris in the carrying out of workplace activities and the associated hazards, including:

8.1.1 Build-up of combustibles presenting a fire hazard;
8.1.2 Health hazards due to possible vermin infestation;
8.1.3 Poor housekeeping presenting a slip, trip or fall hazard.

8.2 St Chris will:

8.2.1 Identify all waste that has the potential to be removed from the premises;
8.2.2 Establish contracts with appropriate waste disposal companies to ensure that waste is removed from the premises safely;
8.2.3 Confirm with the waste disposal companies the specific items which can or cannot be placed in the receptacles provided;
8.2.4 Provide suitable waste collection receptacles dependent upon the waste to be disposed and where relevant label or sign the receptacles to easily identify the disposal of waste;
8.2.5 Ensure that any chemical waste or unknown substances are stored in their original containers until an authorised waste disposal company can remove them from the company premises;
8.2.6 Maintain any copies of waste transfer notes on site for a minimum of two years for future reference;
8.2.7 Instruct all employees in the correct disposal of waste and maintain records of instruction and training on file.

8.3 The employee's responsibilities include:

8.3.1 The disposal of waste as instructed;
8.3.2 To inform management if an activity produces waste that has not been previously identified or removed from site so that the relevant steps can be taken for safe removal;
8.3.3 Not to climb onto skips or other waste receptacles;
8.3.4 To inform management if waste receptacles are full and need emptying;
8.3.5 Not to remove items from waste receptacles and take or use for personal use.

SECTION 9: SAFETY TRAINING

9.1 St Chris is committed to ensuring that all our employees are competent to perform the duties requested of them by us, both on the premises and out with. Accordingly, the organisation will ensure that competence is taken into account in the recruitment process of employees and volunteers. The competence and training of established employees is reviewed periodically.

9.1.1 We provide health and safety training for our employees
9.1.2 We provide specific training for certain jobs
9.1.3 We keep all records of employees training
9.1.4 We arrange for a suitable supervision period for all new employees to assist them in their role
9.1.5 We provide an adequate supervision period for employees moving to new roles within the organisation, if required for safety purposes

9.2 We provide induction training for all new employees. This induction training includes an introduction of the company's Health and Safety Policy and the associated procedures contained within them such as;

9.2.1 The findings of our risk assessments

9.2.2 Arrangements for first-aid
9.2.3 Fire, evacuation, invacuation drills and other relevant emergency procedures
9.2.4 Expected standards of behaviour and housekeeping
9.2.5 Reporting of accidents, incidents and 'near-misses'
9.2.6 Reporting of unsafe conditions or other safety concerns
9.2.7 Special hazards and control arrangements

9.3 In addition to induction training, we will ensure that staff are provided with such training as is, or may subsequently, be necessary to undertake their work safely. This may arise as a result of risk assessments (e.g. lone working or working on or near water procedures) or specific legislative requirements (e.g. first aid).

9.4 All employees, but in particular, those with management responsibilities will be provided with adequate training to enable them to both understand and meet the duties placed upon them by current legislation or other relevant standards.

SECTION 10: MANAGEMENT OF CONTRACTORS

10.1 St Chris acknowledges its duty to ensure, so far as reasonably practicable, the health and safety of contractors working at our places of work and carrying out work on our behalf. Contractors are also required to comply with health and safety legislation and where the work activities interact, co-operation between employees and contractors is necessary.

10.2 We use contractors and where necessary, sub-contractors subject to the process of suitability and competence assessment.

10.2.1 Only assessed and approved contractors will be engaged
10.2.2 Contractors' safety rules will be issued to all contractors
10.2.3 Permits to work and /or special monitoring arrangements are implemented where the nature of the activity being undertaken by a contractor is deemed high in risk eg; roof work, confined space, lone working
10.2.4 Submission of their Health and safety policy and public liability insurance certificate
10.2.5 Accident history and declaration of any enforcement action in the last 3 years
10.2.6 Risk assessments and detailed method statements are gained from the contractor prior to the commencement of work
10.2.7 Monitoring of contractors' activities are organised prior to the commencement of work and will be instigated upon commencement
10.2.8 Reviews of contractors' work are undertaken regularly

SECTION 11: NEW AND EXPECTANT MOTHERS

St Chris recognises their duty under legislation to ensure the health, safety and welfare of new and expectant mothers in the workplace. A new mother is defined as being an employee whose employer

has been advised in writing that she is pregnant, has given birth in the last six months or is breast feeding. We will put in place all necessary controls to safeguard the mother and unborn child so far as is reasonably practicable.

11.1 We include the new and expectant mothers in the risk assessment and review process
11.2 We ensure that the risk assessments are reviewed throughout the pregnancy (every trimester) and upon return to work
11.3 Where necessary, we will seek advice from an Occupational Health Service provider
11.4 Employees are required to co-operate with us in order for us to ensure the safety of the mother and unborn child so far as reasonably practicable
11.5 We will consider redeployment (or suspension) of pregnant workers as a possibility.

SECTION 12: FIRST AID

12.1 St Chris recognises the importance of having adequate first-aid arrangements which ensure that employees who sustain injuries or fall ill at work receive immediate attention. First aid is the care given before emergency medical help arrives. It can often mean the difference between life and death and it can also help prevent minor injuries becoming more serious. We will assess our first aid needs and provision and ensure adequate equipment and trained employees are maintained. We ensure that there is as a minimum:

12.1.1 A suitably stocked first aid kit
12.1.2 Adequate numbers of employees trained in first aid to take charge of first aid arrangements
12.1.3 Adequate information for employees on our first-aid arrangements

12.2 First aid trained employees take charge when someone is injured or falls ill, including calling an ambulance if required. They also look after the first aid equipment, including restocking the first aid kit. Appointed persons will ensure that supplies in the container are adequate, and sterile items have not passed their expiry dates.

SECTION 13: FIRST AID KITS

Our first aid container will not contain any tablets or medicines. Any items used for first-aid purposes will be replaced when required.

13.1 We undertake a risk assessment of our first aid needs
13.2 We co-ordinate and train adequate numbers of employees
13.3 We liaise and co-ordinate with managers of premises where our employees may work
13.4 We provide adequate equipment and room to facilitate the requirements of the risk assessment outcomes
13.5 We implement systems to ensure the first aid kit is adequately stocked
13.6 We give appropriate first aid to any employee requiring such treatment
13.7 We ensure the provision of refresher training for employees trained in first aid

13.8 We record all accidents

SECTION 14: CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH (COSHH)

St Chris is committed to implementing a control process over the handling of any substance deemed as hazardous under the COSHH Regulations.

14.1 By implementing COSHH guidelines thoroughly and fully we aim to protect our employees, service users, contractors and visitors to our premises. Our systems of control will include regular reviews.
14.2 A substance is deemed to be hazardous when it is able to enter the body and reach an organ where it can cause harm by its toxic, corrosive, inflammatory or carcinogenic properties.
14.3 We maintain an inventory of hazardous substances and materials and obtain the relevant Material Safety Data Sheets from the supplier
14.4 We ensure assessment of substances and the risk to employees, contractors, and visitors from exposure to hazardous substances in our premises is undertaken by competent personnel
14.5 We introduce appropriate precautions and safe systems of work to prevent or control risk that has been identified
14.6 We ensure that the precautions are used, equipment is properly maintained and procedures are followed
14.7 Where necessary, we monitor the exposure of employees and undertake health surveillance
14.8 We inform, instruct and train employees about the risks and precautions to be taken
14.9 We issue where required appropriate Personal Protective Equipment (PPE)
14.10 In addition to its effects on human health, the impact on the environment is also considered by us when purchasing or disposing of hazardous substances.

SECTION 15: DISPLAY SCREEN EQUIPMENT (DSE)

St Chris is committed to the wellbeing of our employees whilst at work. All display screen equipment (DSE) users will complete a Self-Assessment Checklist during Induction and on a periodic basis. Wherever issues are identified requiring corrective action to be taken we will seek to resolve these and obtain further advice as necessary. We recognise our obligation to provide employees with eye sight tests and corrective spectacles for DSE work if necessary.

15.1 We will assess workstation hazards and reduce the risk of harm by using Self-Assessment checklists within 2 weeks of employees starting work with the company and thereafter periodically or following change
15.2 Any employees who work from home will also be required to complete and return DSE self-assessments
15.3 We ensure workstations meet minimum requirements, which includes provision of an adjustable chair, satisfactory lighting, sufficient space and comfortable temperature levels
15.4 We plan work so that there are breaks or changes of activity. The guidance we provide to employees is to take short, frequent breaks. Each individual user has discretion over when to

take their own breaks

15.5 We provide time and pay (where required) for regular eye tests for "users", who regularly use DSE equipment

15.6 Where it is determined that the employee needs spectacles to enable them to carry out work at their screens (but not for other purposes), the cost of these will be met by the company. The company reserves the right to use preferred opticians for the supply of spectacles in these circumstances. The cost will be for basic frames and the lenses recommended by the optician. If an employee wishes to have more expensive spectacles, they must pay the difference in cost.

SECTION 16: WORKING AT HEIGHT

16.1 St Chris is committed to implementing measures to reduce the risks associated with working at height, this is defined as any place where a person could be injured if falling from it. We will manage situations where working at height is necessary, within our own premises and those of our clients. We will conduct specific risk assessments in order to identify the risk control measures required to minimise the risks so far as reasonably practicable for routine and non-routine work at height. Our risk assessment process takes into consideration the hierarchy of work at height controls as set out within the Work at Height Regulations.

16.2 Within our premises we will only use ladders and step ladders for work at height where the task is considered low risk and of short duration making this acceptable and where the nature of the work enables the user to feel safe throughout. In all work activities:

16.2.1 We risk assess all work at height activities

16.2.2 We plan, organise and supervise work at height

16.2.3 We ensure appropriate work equipment is selected and used correctly

16.2.4 We Inspect and maintain all work equipment intended for use in work at height

16.2.5 All ladders and stepladders used by our employees meet British Standard Industrial Class or light industrial for step stools, low ladders for light work only.

16.2.6 We provide our employees with Safe Systems of Work and ensure these are understood

16.2.7 We manage risks from falling objects

16.2.8 We ensure planning includes arrangements for emergencies and rescue

16.2.9 We provide employees with adequate training to ensure they are competent to work at height

16.2.10 We manage the risks from fragile surfaces

16.2.11 We take account of weather conditions

16.2.12 Special access arrangements are made where work involves difficult access

SECTION 17: MANUAL HANDLING

17.1 St Chris is committed to preventing injury caused by manual handling activities in the workplace and therefore it is the aim of the company to avoid or minimise manual handling operations so far as is reasonably practicable.

17.2 Where it is not reasonably practicable to avoid manual handling operations which present a significant risk of harm we will make a suitable and sufficient assessment of the manual handling operations in question, with an overall aim of reducing the risks to the lowest level reasonably practicable.

17.2.1 Manual handling tasks are risk assessed and the significant findings of risk assessments made are brought to the attention of all relevant employees
17.2.2 We will avoid hazardous manual handling tasks whenever possible
17.2.3 We will assess the risks of hazardous tasks that cannot be avoided
17.2.4 We will reduce risks to the lowest level reasonably practicable
17.2.5 We will provide lifting aids, as appropriate whenever necessary
17.2.6 We will provide adequate training to employees, which includes information on the risks to their safety and the necessary control measures to take.

SECTION 18: LOLER

18.1 We have identified all lifting equipment, including lifting accessories on a schedule which is used to ensure that each item has received the maintenance and inspection required.

18.2 Equipment is clearly marked with its 'safe working load' (SWL).

18.3 Where applicable equipment is also marked to indicate the maximum number of persons for which it is designed to carry.

18.4 Where relevant, equipment indicates its prohibition for the carriage of persons.

18.4.1 Equipment is subject to a maintenance regime in accordance with good practice and taking into account manufacturer's instructions
18.4.2 Equipment is also subject to periodic thorough examination and testing to a schedule which meet the requirements of the Lifting Operations and Lifting Equipment Regulations (LOLER)
18.4.3 New equipment installations are examined on assembly
18.4.4 Suitable storage is provided for lifting accessories to prevent accidental damage or corrosion
18.4.5 Pre-use inspections are carried out by operators of lifting equipment and the results are recorded
18.4.6 Defective equipment is taken out of service until repair or replacement
18.4.7 Lifting equipment is used only by persons that have had suitable training in the safe operation and precautions or safeguards required
18.4.8 Operators are formally authorised to use the equipment
18.4.9 Records of training are kept.

18.5 Employees are instructed that they must never carry out unauthorised repair, maintenance, nor render useless or bypass any safety mechanism.

SECTION 19: PERSONAL PROTECTIVE EQUIPMENT (PPE)

St Chris recognises that the use of Personal Protective Equipment (PPE) as a risk control measure is a last resort. Our employees are supplied with the PPE identified as a required risk control measure within risk assessments free of charge. We ensure that it is CE marked, is a good fit, is suitable for the individual using it, is compatible with other PPE, that suitable storage is provided to prevent damage and that instructions are provided in its' correct inspection, use, cleaning, storage and maintenance.

19.1 We use the most effective means of controlling risks without the need for PPE whenever possible and will only provide PPE as a last resort

19.2 We identify through risk assessment when and where PPE may be required. Where this may affect Visitors and Contractors we ensure arrangements are in place to provide necessary information and equipment as required and prior to entry into a designated zone, area or a situation which presents hazards which cannot be effectively controlled through other means

19.3 We provide employees who are required to use or wear PPE with information and training on the circumstances in which it is used, the hazards for which it will give protection against, instruction in correct use and any limitations of the equipment. We will also instruct employees in the arrangements for maintenance, cleaning and repair/replacement of PPE, along with procedures for reporting defects

19.4 We ensure that when more than one item of PPE is required that they are compatible and as effective used together as they are separately

19.5 We carry out assessments to identify suitable PPE and ensure that appropriate PPE is available for all employees who need to use it.

19.6 We provide adequate and suitable storage for employees PPE

19.7 We review assessments and reassess the need for PPE and its suitability whenever there is a significant change or at the time specified in the assessment

19.8 Management monitor and supervise the correct application of PPE where necessary to ensure it is worn correctly

19.9 We ensure special arrangements are made where necessary for individuals with particular needs that could affect the use of PPE (i.e. prescription safety glasses)

SECTION 20: PLANT AND WORK EQUIPMENT

St Chris acknowledges its duty to safeguard our employees and others who may be affected by our activities involving the use or maintenance of plant and work equipment. We are committed to providing and maintaining plant and equipment which is, so far as is reasonably practicable, safe and without risks to employees, and to complying with relevant legislation requiring this.

20.1 We ensure training is provided to employees who are to use plant and equipment

20.2 Employees are instructed in defect reporting

20.3 Repair or replacement is undertaken promptly by competent persons

20.4 Security systems are implemented to prevent unauthorised tampering

20.5 All powered plant and equipment is capable of being isolated and maintenance and cleaning is carried out with the equipment switched off

20.6 Risk assessments of the significant hazards associated with each item is undertaken and the outcomes communicated to those affected. Safe systems of work are implemented and monitored. In addition;

20.6.1 Where the outcomes of the risk assessment specify equipment is physically locked off or disconnected whilst cleaning, setting, maintenance and/ or repair work is undertaken.

20.6.2 Plant and equipment is subject to periodic inspection, testing and calibration /or examination in accordance with current statutory requirements and manufacturers' instructions

20.7 Emergency stops, fixed and interlocking guarding safety checks are carried out and recorded

20.8 Notices, signage and information is displayed as appropriate to identify hazards and controls necessary

20.9 Safety checks are carried out and recorded

20.10 Monitoring of workplace safety is carried out by Management

20.11 Trained and authorised persons only operate or control plant and equipment

20.12 Safety instructions are provided to Contractors, and where appropriate, permits to work are issued and monitored

20.13 Visitors are provided with safety instruction and PPE indicated as necessary by risk assessment

SECTION 21: ACCIDENT AND WORK-RELATED ILL HEALTH REPORTING

21.1 St Chris acknowledges that all injury accidents, however minor, are required to be recorded in the accident software. Employees commencing work with the company are instructed in accident and incident reporting procedures. All accidents and incidents are investigated by management to determine the causes and any actions necessary to prevent a recurrence.

21.2 If an employee informs a manager of ill health which the employee believes to be work related, it is investigated in a similar way as other incidents, with occupational health advice being obtained as necessary. All accident records and investigation materials eg; witness statements, photographs, measurements and other relevant details are filed confidentially and retained.

21.3 As an employer we have legal duties that require us to report and record some work-related accidents. Responsibility for reporting such incidents which fall within the reporting requirements of the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) lies with the Operations Manager.

21.4 When necessary, we will report incidents and accidents using the following methods;

21.4.1 Online using the reporting forms available from www.hse.gov.uk

21.4.2 Fatal or major incidents and injuries will be reported by telephone to the Incident Contact Centre on 0845 300 99 23 (open Monday to Friday 9 am to 5 pm)

21.4.3 Reportable accidents and incidents are as follows;

21.4.3.1 Deaths

21.4.3.2 Major injuries

21.4.3.3 Injuries to members of the public or people not at work where they are taken from the scene of an accident to hospital

21.4.3.4 Some work-related diseases

21.4.3.5 Dangerous occurrences e.g., where something happens that does not result in an injury, but could have done

21.4.3.6 Over-7-day injuries – where an employee or self-employed person is away from work or unable to perform their normal work duties for more than 7 consecutive days (not including the day of incapacitation – (Incapacitation means that the worker is absent or is unable to do work that they would reasonably be expected to do as part of their normal work)

21.4.4 We are aware that we must retain a record of over three-day injuries in addition to reporting over seven-day injuries (an Accident Book record will be sufficient)

21.4.5 We report incidents as soon as possible and ensure we meet the set timescales below;

21.4.5.1 In cases of death, major injury, or dangerous occurrences, we must notify the enforcing authority without delay

21.4.5.2 In cases of over seven-day injuries we must notify HSE within fifteen days of the incident occurring

21.4.5.3 In cases of disease, we must report as soon as a doctor notifies us that our employee suffers from a reportable work-related disease.

SECTION 22: WORKPLACE TRANSPORT

22.1 St Chris recognises the inherent risks associated with workplace transport and is committed to the prevention of injury, loss of life and damage to property from transport related incidents. We have risk assessments and systems in place to ensure that any form of transport used for work purposes, is suitable for the task and safe working procedures are implemented.

22.2 We ensure that all drivers and operators have a valid licence to operate the intended vehicle and ensure that the driving activities are covered by suitable and sufficient insurance. In addition, we ensure so far as reasonably practicable that any driver is fit for the driving expected of them. Rules apply at each of our work premises for workplace transport and take account of the site hazards.

22.2.1 Visitors are accompanied at all times by an employee to ensure their safety whilst on site

22.2.2 Contractors undertaking work at the sites will be inducted on arrival and monitored by the Manager

22.2.3 Speed is limited by the display of signage in our premises and monitoring of the site transport

22.2.4 Drivers are instructed in safety rules applicable to all aspects of driving, site movement, pedestrian safety, vehicle security and loading operations

22.2.5 We provide drivers with instruction to check that all vehicles are fit for purpose

22.2.6 We ensure hazards including instability, overturning, contact with moving parts,

refuelling, safe entry and egress, inclement weather and loading operations are assessed and operators are instructed in Safe Systems of Work

22.2.7 Work at height within and out-with vehicles is risk assessed and Safe Systems of Work communicated and implemented

SECTION 23: FIRE PREVENTION

23.1 Fire Safety Policy

St Chris is committed to complying with the requirements of all applicable fire and health and safety legislation. It is the aim of the organisation to safeguard all employees and others affected by our business undertakings against the risks of fire, so far as is reasonably practicable. Our duty of care extends not only to employees, but also to visitors, contractors, members of the public and others. It is therefore our policy to protect all persons in our premises from dangers of fire by ensuring a safe working environment for them and providing safe systems of work.

23.2 Specific Objectives

23.2.1 To ensure compliance with all relevant legislation
23.2.2 To liaise with the local fire authority where appropriate
23.2.3 To undertake suitable and sufficient fire risk assessments of our premises
23.2.4 To identify and implement reasonably practicable control measures to control risks from fire
23.2.5 To communicate and practice fire procedures
23.2.6 To maintain and test firefighting equipment, fire detectors and alarm systems
23.2.7 To ensure there are adequate numbers of trained persons responsible for supervising and Implementing controls and the emergency fire action plan
23.2.8 To conduct regular fire safety checks and record the findings

23.3 Responsibilities of our Organisation

23.3.1 We ensure that the fire risk assessment is recorded, and brought to the attention of all employees
23.3.2 We ensure an Emergency Fire Action Plan is recorded and is communicated to all employees
23.3.3 We ensure escape routes are clear and free from obstructions
23.3.4 We ensure that our fire policy, fire procedures, and fire risk assessments are reviewed regularly and the fire safety controls are implemented and monitored by a competent person
23.3.5 We will record and communicate contingency plans for when life safety systems are out of order such as alarm systems, fire detection and smoke control systems
23.3.6 We communicate our policy and fire safety measures to all employees during induction and regularly throughout their employment. We inform others as necessary such as contractors, service users, volunteers, parents of any child who may be employed to work on the premises and visitors

23.4 **Responsibilities of our Employees**

23.4.1 Employees must keep exits and escape routes clear from obstructions at all times

23.4.2 Employees must report to Management any adverse issues or incidents which maybe a fire hazard

23.4.3 Employees must participate in our escape drills, and any other training which is provided

23.5 **Fire Drills**

In order to ensure people on the premises know what to do in the event of a fire and what action to take to ensure the premises can be safely evacuated we will undertake fire drills at least twice every year.

23.6 **Fire Equipment Testing and Maintenance**

We will ensure regular testing and maintenance of all fire safety systems is undertaken to meet the requirements of relevant fire safety legislation and British Standards.

23.7 **Fire Risk Assessment**

The fire risk assessment will be completed and reviewed regularly, and as a result of any significant change by a competent person. Employees who have a supervisory role will be given details of the findings of the fire safety risk assessments and will receive additional training which will enable them to discharge their specific responsibilities.

23.8 **Information and training for employees**

23.8.1 Training given to employees will support the fire safety strategy and our Emergency Fire Action Plan, records will be retained to verify that adequate training has been given.

23.8.2 The fire safety training will be specific to the premises and will include the following;

23.8.2.1 Action to be taken on discovering a fire

23.8.2.2 How to raise the alarm and subsequent actions to take

23.8.2.3 The significant findings of the fire safety risk assessments

23.8.2.4 The measures taken to reduce the risk of fire

23.8.2.5 The identity of people nominated with responsibilities for fire safety

23.8.2.6 Any special arrangements for serious and imminent danger to persons from fire

23.8.2.7 Procedures for alerting visitors and members of the public including where appropriate, directing them to exits

23.8.2.8 Arrangements for summoning the Fire and Rescue Service

23.8.2.9 The measures in place to ensure a safe escape and how they will operate

23.8.2.10 The personal emergency egress plans for disabled person

23.8.2.11 Evacuation procedures for everyone in the building to reach an assembly point at a safe place

23.8.2.12 The fire prevention and fire safety measures and procedures in the premises and where they impact on employees and others in the building

23.8.2.13 The location of and where appropriate, the use of firefighting equipment
23.8.2.14 Location of escape routes, especially those not in regular use
23.8.2.15 How to open doors on escape routes including the use of emergency fastenings
23.8.2.16 The importance of keeping fire doors closed to prevent the spread of fire, heat and smoke
23.8.2.17 The importance of good housekeeping
23.8.2.18 The risks from flammable materials used or stored on the premises
23.8.2.19 Precautions to be taken to minimise and control risks, employees' roles in reducing and controlling fuel and ignition sources
23.8.2.20 How to stop machines and processes or isolate power supplies where necessary in the event of fire

23.8.3 The final responsibility for the implementation and review of the Fire Safety Policy lies with the Operations Manager, Day to day management of the arrangements is delegated to Operations Manager and Operations Administrator.

SECTION 24: SMOKING AND VAPING

24.1 St Chris will conform to the requirements of the Public Health, Smoke-free (Premises and Enforcement) Regulations 2006. Smoking and the use of electronic cigarettes will not be permitted in the company's offices, buildings, premises (complete or under construction) that are enclosed or substantially enclosed or vehicles.

24.2 Statutory signs that conform to these regulations will be displayed within all of our vehicles and buildings over which we have control or responsibility. All our employees and visitors will be informed of this policy at induction into the company and onto site.

SECTION 25: ASBESTOS MANAGEMENT

25.1 St Chris acknowledges its responsibility to identify and manage the risk from asbestos containing materials in non-domestic premises where the duty holder responsibility lies with us either fully or in part.

25.2 We will, in the first instance, identify whether asbestos containing materials exist within our premises. The undertaking of an asbestos survey by a competent contractor is an example of one of the methods how this might be achieved.

25.3 As a result of undertaking an asbestos survey, one of the following conditions may be identified;

25.3.1 No asbestos containing materials have been identified within our building(s) **or**
25.3.2 An asbestos survey has identified asbestos containing materials within one or more of the buildings, these have since been removed by a licensed and competent contractor and the area/s are now certified as clear **or**
25.3.3 We have identified several locations where asbestos containing materials (ACM's) are

present within the building(s)/structure(s). Some of these materials are left in situ and have been made safe. These locations are clearly labelled in the Asbestos Management Plan

25.4 Where condition 3 has been identified as being present within our building(s) we will manage the risk from ACM's by implementing the following measures:

25.4.1 Undertaking a risk assessment of remaining ACM's and retaining the document at the relevant site

25.4.2 Implementing a management plan to prevent the accidental release of fibres and retaining the document at the relevant site

25.4.3 The risk assessment and management plan will be reviewed at least annually and updated when there are changes in the matters to which they relate

25.4.4 We will consult with our employees or their representatives on matters relating to the management of asbestos in the workplace

25.4.5 Any person or contractor whose work may disturb the ACM's will be notified of the location of the materials and made aware that no work may be carried out in the immediate vicinity without a permit to work

SECTION 26: ELECTRICITY

26.1 St Chris is committed to protecting the health, safety and welfare of our employees. We recognise that electricity in our premises has the ability to harm our employees, visitors and contractors.

26.2 We ensure so far as is reasonably practicable that our electrical installations and appliances, are installed and maintained in accordance with the manufacturers' and all legislative requirements.

26.3 We engage only qualified and competent electrical contractors registered with the National Inspection Council for Electrical Inspection Contracting (NICEIC) to undertake electrical installation work on our premises. We have assessed these through our Contractor Assessment process and have been satisfied with the verification of their details and competence.

26.4 Whenever we are advised that an electrical installation and or/appliance is unsafe by the competent person we will agree to the appropriate disconnection/ decommission and plan remedial action.

26.5 Our electrical installations are subject to safety inspections in accordance with the British Standard BS7671. Records of inspections are retained:

26.6

26.6.1 Our employees are instructed to be vigilant and how to recognise visual signs of electrical faults

26.6.2 Our employees are instructed in reporting procedures in the event of an electrical hazard

SECTION 27: PORTABLE ELECTRICAL APPLIANCES

In accordance with the requirement to maintain systems to prevent danger as far as reasonably practicable, risk assessment of electrical hazards and the use of electrical work equipment is

undertaken and recorded.

27.1 The risk assessment considers the electrical dangers to employees and others who may be affected
27.2 The environments in which the equipment is being used are identified and considered
27.3 Where identified as necessary, intrinsically safe electrical equipment is adopted
27.4 Suitable and sufficient controls are implemented to ensure and demonstrate the safety of all work equipment, these include visual safety checks by employees prior to use
27.5 The risk of faulty electrical equipment causing fire is considered and managed
27.6 Where permitted, the privately owned electrical equipment used on our premises is also subject to the inspection regime with records of visual and where appropriate, combined tests and inspections held

SECTION 28: OUTDOOR USE OF ELECTRICITY

28.1 All plugs, sockets and connectors used outdoors are of a standard approved for such environment
28.2 All items of electrical equipment are retained on the equipment register for the life of the equipment
28.3 Asset numbers are never re-issued to replacement electrical equipment

SECTION 29: GAS INSTALLATIONS

St Chris is committed to protecting the health, safety and welfare of our employees. We recognise that gas in our premises has the ability to harm our employees, visitors and contractors. We ensure so far as is reasonably practicable that our gas appliances, flues and supply pipework are installed and maintained in accordance with the manufacturers' and all legislative requirements.

29.1 We engage only Gas Safe Registered engineers to undertake gas related work on our premises. We have assessed these through our Contractor Assessment process and have been satisfied with the verification of their details and competence.
29.2 Whenever we are advised that a gas appliance is unsafe and requiring disconnection by the competent engineer we will agree to the disconnection.
29.3 Our appliances are subjected to safety checks at least annually. Records of inspections are retained.
29.4 Our employees are instructed in emergency procedures in the event of a suspected gas leak
29.5 Our employees are instructed to be vigilant and how to recognise visual signs of faults

SECTION 30: YOUNG PERSONS

St Chris recognises that when young people (Under the age of 18 years) are involved in work experience or are employed by us we must ensure that we comply with applicable employment and

working hours' legislation. We also undertake a specific risk assessment of the tasks which the young person will be undertaking and take into account their immaturity, inexperience and lack of risk awareness.

30.1 Competent persons will ensure the adequacy of our risk assessments and controls to protect a young worker, where relevant this may be undertaken in conjunction with other relevant parties eg; the Placement Officer of an education department whenever necessary

30.2 We will consider the psychological and physical capabilities of the young person in our assessment process and ensure each is provided with instruction and information as determined by the risk assessment

30.3 The young worker is provided with supervision and training as determined by the risk assessment

30.4 We develop Safe Systems of Work which can be understood by a young worker where appropriate

30.5 We monitor the young person's safety in the workplace

30.6 We regularly review the risk assessment to ensure any new hazards are included

30.7 Where identified during our risk assessment process we may prohibit a young person undertaking certain tasks or activities.

SECTION 31: CONSULTATION

31.1 St Chris will consult with our employees in good time, on all matters that could affect their health and safety at work. We aim to get employees involved in health and safety matters and we recognise that consulting our employees is a two-way process.

31.2 We will consult our employees or their elected representatives on matters concerning:

- 31.2.1 The introduction of any measure which may substantially affect the health and safety of employees
- 31.2.2 Our arrangements for appointing or nominating persons as our 'competent advisor'
- 31.2.3 Our arrangements for appointing or nominating persons as responsible for the evacuation of our premises
- 31.2.4 Any health and safety information we are required to provide to our employees under any legislation (i.e. any risks to our employees, measures to reduce or eliminate the risks, etc)
- 31.2.5 The planning and organisation of any health and safety training
- 31.2.6 The health and safety consequences for those employees of the introduction of new technology into the workplace

31.3 We consult our employees either directly or through any elected Safety Representatives on a one-to-one basis or through organised meetings. We allocate adequate time to discuss safety matters with employees and gain their views and concerns. We will not treat any employee involved in the consultation process unfavourably at any time.

31.4 We will provide all such information that is necessary for employees to participate fully in the consultation process.

SECTION 32: LEGIONELLA

32.1 St Chris recognises that legionella contamination is a potential hazard to our employees and the public. We comply with our duty to consider the risks from legionella and take suitable precautions to control the risk. Infection is caused by breathing in small droplets of water contaminated by the bacteria which may cause the potentially fatal pneumonia Legionnaires' disease.

32.2 We ensure a suitable and sufficient assessment of the risk of exposure to legionella bacteria from work activities and water systems on work premises is undertaken

32.3 We identify the means by which legionella contamination could result and consult with our employees on the risk and the necessary precautionary measures to be taken where necessary

32.4 We will access competent help and advice to assist us where necessary

32.5 Where there is a foreseeable risk of exposure which cannot be avoided so far as reasonably practicable, we prepare a written scheme for controlling and managing the risk and will appoint a 'responsible person' to be managerially responsible for the supervision of the implementation of precaution

32.6 We implement, manage and monitor precautions

32.7 We keep records of the precautions taken

32.8 We assess the competence and suitability of contractors who work with our water systems

32.9 Communication and management systems are formalised

32.10 We will co-operate and coordinate with others where we are one of two or more employers or self-employed persons sharing a workplace.

SECTION 33: VIOLENCE IN THE WORKPLACE

St Chris is committed to implementing measures to reduce the risk of violence, this is broadly defined as any incident in which an employee is verbally abused, threatened or assaulted in circumstances relating to their employment. We acknowledge this risk may be present in certain circumstances.

33.1 We will identify so far as is reasonably practicable, situations and persons who may be at risk using our knowledge, information and experience

33.2 We will risk assess the potential for harm and implement appropriate protective measures

33.3 Information, supervision and instruction are provided for employees during induction

33.4 Additional training, which includes techniques for de-escalation is provided where necessary, where this provision is required the training will encompass:

- 33.4.1 Understanding aggression and violence
- 33.4.2 Assessment and prevention
- 33.4.3 Interaction with aggressive people
- 33.4.4 Details of working practices and control measures
- 33.4.5 Incident reporting procedures and follow up action

33.5 We encourage all employees to report every potential or actual act of aggression/abuse to the management who will investigate the incident promptly

33.6 We will provide sufficient support to those involved in any incident by discussing freely the

whole incident, and where appropriate we will utilise confidential counselling services

33.7 Where appropriate we will pursue prosecution of any offender

SECTION 34: EMPLOYEE WELFARE

34.1 Welfare arrangements

St Chris is committed to protecting the health, safety and welfare of our employees. To that end we will endeavour to create a safe and healthy working environment for all employees, service users, visitors and contractors.

34.1.1 The HSE Law Poster is displayed bearing the correct information
34.1.2 The Employer's Liability Insurance Certificate is accessible to employees
34.1.3 The workplace housekeeping standards are monitored
34.1.4 The workplace temperature is appropriate, measured by thermometers
34.1.5 Eating / kitchen facilities are clean and adequate
34.1.6 A clean supply of drinking water is supplied
34.1.7 Hot water is maintained at a safe temperature
34.1.8 Toilet facilities and washing facilities are adequate and cleaned regularly
34.1.9 Lighting is maintained adequately internally and externally
34.1.10 Employees have sufficient workspace to undertake their work safely
34.1.11 Provision is made for employees own clothing that is not worn during working hours, and for special clothing (i.e. overalls) worn by any person at work but which is not taken home
34.1.12 Changing facilities are provided where clothing has to be changed at work
34.1.13 Slip, trip and fall hazards are minimised and where unavoidable they are controlled
34.1.14 Cables are safely routed and secure
34.1.15 Seasonal hazards such as snow and ice are effectively managed
34.1.16 Assessment of glass and glazing is undertaken and appropriate control measures are implemented to maintain a safe environment and meet legislative standards
34.1.17 Window openings are risk assessed where necessary to identify hazards and control the risk of falls from height
34.1.18 Fragile roof areas are identified by signage
34.1.19 Doors are assessed to ensure by design they are suitable for the location
34.1.20 We ensure access and egress is not obstructed
34.1.21 Vision panels are fitted where appropriate
34.1.22 Automatic barriers are risk assessed and safety controls are implemented

34.2 Wellbeing

34.2.1 St Chris is committed to protecting the health, safety and welfare of our employees. We recognise that wellbeing is an important aspect of our lives and acknowledge the importance of identifying workplace stressors which may negatively impact on that state, through effective management.

34.2.2 The Health & Safety Executive define workplace stress as 'the process that arises where work demands of various types and combinations exceed the person's capacity and capability to cope'.

34.2.3 We endeavour to meet high management standards and the prevention of workplace stress through the implementation of:

34.2.3.1 Assessment and monitoring of employee workloads, work patterns and the work environment

34.2.3.2 Consultation with employees and their representatives on all issues raised and the proposed action relating to the prevention of workplace stress

34.2.3.3 Support of our employees through systems of training and constructive feedback, the provision of information with regard to achieving a healthy lifestyle, and allocation of resources within the organisation to implement systems enabling Managements to support employees, and employees' to support each other

34.2.3.4 Our commitment to promote positive behaviours at work to avoid conflict and ensure fairness through the implementation of policies and procedures to prevent or resolve unacceptable behaviour

34.2.3.5 Job descriptions which are clear and management support to ensure employees are fully informed about their role and health and safety responsibilities, in a language they understand

34.2.3.6 Information for all employees outlining the procedures for the resolution of any uncertainties or conflicts within their role

34.2.3.7 Timely information and consultation with employees with regard to any proposed changes and the impact these changes may have to their jobs. The provision of timetables for change and access to relevant support and where necessary, training

34.3 Health Surveillance/Occupational Health

34.3.1 St Chris acknowledges its duty to ensure the health and wellbeing of our employees who may be affected by any incidence of ill health arising from their work activities. Subject to our risk assessment programmes we will where necessary implement systematic, regular and appropriate procedures to detect early signs of work-related ill health among employees exposed to certain health risks, and act on the results. Although not exhaustive hazards which may require health surveillance where we cannot eliminate the hazard may include, noise, vibration, exposure to solvents, dusts, fumes, biological agents, hazardous substances, and extremes of hot or cold working conditions.

34.3.2 We will where necessary;

34.3.2.1 Nominate senior employees' members to coordinate and manage health surveillance screening programmes

34.3.2.2 Ensure that the development of the strategies and procedures relating to

health surveillance are undertaken by competent, trained personnel and communicated to employees

34.3.2.3 Ensure that Managers, employees and others follow safe working procedures and rules

34.3.2.4 Provide and record relevant training

34.3.2.5 Record any health surveillance that is undertaken in a secure manner

34.3.2.6 Monitor and review our systems

34.3.2.7 Make improvements to the way we coordinate health surveillance based on our experiences of use of our systems.

SECTION 35: LONE WORKING

35.1 St Chris work activities may involve instances of lone working defined by the Health and Safety Executive (HSE) as 'those who work by themselves without close or direct supervision'.

35.2 We acknowledge there are additional hazards associated with working alone and seek to minimise the risks posed to our employees

35.2.1 We have undertaken risk assessments of the lone working activities and put in place risk control measures and safe systems of work

35.2.2 We have communication systems in place for lone workers which provide contact with line management

35.2.3 We have provided personal safety advice and safety instruction regarding specific situations in which they may work

35.2.4 Emergency procedures are recorded and regularly reviewed

35.2.5 Our employees have been instructed that they must immediately leave any situation in which they feel uncomfortable or at risk and that such action has the support of management

35.2.6 Work timetables and plans are recorded to ensure information on where and when our employees will be, is available to line management

35.2.7 Designated managers are provided out of hours and give appropriate support to lone workers

35.2.8 We have developed procedures to be followed if employees do not, or cannot follow the safe systems of work

SECTION 36: HOME WORKING

36.1 St Chris acknowledges its duty to ensure the health and safety at work of our employees and this includes assessment and control of the risks associated with working at home. Through the risk assessment and consultation procedures we organise and plan these working arrangements.

36.2 We will ensure suitable and sufficient risk assessments of hazards associated with home working are undertaken to ensure the activity and work equipment does not present a hazard to others within their home so far as reasonably practicable.

36.2.1 Where we provide equipment for work purposes at home, we ensure the equipment is correct for the job being done and sufficient information and training is given on its use

36.2.2 Arrangements will be made for the equipment to be checked regularly and it will be required to be kept in a safe condition

36.2.3 The necessary personal protective equipment (PPE) will be provided as a result of risk assessment of the work task, process and equipment

36.2.4 We will include homeworkers in our organisation's consultative process by agreed methods

36.2.5 We will ensure regular communication with home workers takes place

36.2.6 Our employees are instructed to cooperate with us, as their employer, in order that we can meet health and safety compliance. This will include completing relevant checklists with regard to safety upon request, having input to the risk assessment process of identified hazards and may include the employer visiting the place of work, in this instance the employee's home, to satisfy themselves that hazards and work activities are effectively managed.

SECTION 37: SECURITY

The security provisions applied throughout the sites/workplaces are likely to be property specific and will depend upon the location and size of the site.

37.1 The Operations Manager will continually review the provision of security throughout the sites/workplaces. Where necessary, will proactively implement increased security measures (such as mobile patrols) in response to a perceived or actual threat.

37.2 On occasions where a lapse in security occurs, an investigation shall be performed, and security measures shall be reviewed on a case-by-case basis to prevent further incidents.

37.3 Where appropriate, measures shall be taken to restrict unauthorised access to common areas of the property, both internal and external. The requirement for such measures is likely to be identified during the risk assessment process, routine inspections or subsequent to an incident.

SECTION 38: COUNTER-TERRORISM & PUBLIC PROTECTION (MARTYN'S LAW/PROTECT DUTY)

38.1 The school/college recognises its responsibility to protect pupils, staff, visitors, and the wider community from the risk of terrorism, in line with Martyn's Law (Protect Duty).

38.2 We will take **proportionate and practical steps** to reduce risk and improve preparedness across our sites and activities.

38.3 **We will assess risk:**

36.3.1 Include terrorism-related risks within our general risk assessment process

36.3.2 Consider site security, access points, and levels of public access (e.g. parents, events, lettings)

38.4 **Maintain a secure environment**

38.4.1 Control access to buildings and grounds where reasonably practicable

38.4.2 Challenge unknown visitors and follow safeguarding procedures

38.4.3 Use signage, reception controls, and safeguarding checks

38.5 **Promote awareness**

38.5.1 Ensure staff understand how to identify and report suspicious behaviour

38.5.2 Encourage a "See it, Say it, Report it" culture

38.5.3 Provide appropriate training (e.g. ACT Awareness)

38.6 **Plan for emergencies**

38.6.1 Maintain procedures for evacuation, invacuation (lockdown), and communication

38.6.2 Ensure staff understand their roles in emergencies

38.6.3 Conduct drills as appropriate

38.7 **Work with partners**

38.7.1 Cooperate with local authorities, police, and safeguarding partners

38.7.2 Align with wider safeguarding and Prevent Duty responsibilities

38.8 **Responsibilities**

38.8.1 Head/Senior Leadership Team

38.8.2 Ensure proportionate security measures are in place

38.8.3 Review risks and procedures regularly

38.9 **Staff**

38.9.1 Remain vigilant and report concerns immediately

38.9.2 Follow emergency and safeguarding procedures

38.10 **Visitors & Contractors**

38.10.1 Must follow site security and safeguarding requirements at all times

SECTION 39: RADIATION

St Chris recognises that radioactive material is a potential hazard to our employees and the students. We comply with our duty to consider the risks from radiation and take suitable precautions to control the risk. Harm is caused by exposure to unregulated and unmonitored radioactive material, having the potential to cause fatalities or radiation poisoning.

39.1 We refer to CLEAPPS L93 Managing Ionising Radiations and Radioactive Substances in Schools and Colleges for our guidance

39.2 Training is provided to one member of the science teaching team to be our Radiation Protection Supervisor (RPO)

39.3 We agree to be guided and monitored by the local authority Radiation Protection Advisor (RPA) and the Radiation Protection Officer (RPO) and follow this guidance accurately

39.4 All documentation will be kept up to date and safely stored next to the approved radiation cabinet for ease of access.

39.5 All staff involved in the use of radiation will be trained and adhere to this training fully

39.6 We ensure the validity of using radioactive material in our lessons and amend as necessary.

Responsible and Accountable Persons	Name	Position
Responsible	Paul Armstrong	Operations Manager
Accountable	Rich Jones	Head
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