



**Durham
Cathedral
Schools
Foundation**

Durham Cathedral Schools Foundation

HEALTH & SAFETY POLICY

1 Policy Aims

- 1.1 The Governors of Durham Cathedral Schools Foundation [‘the Foundation’] are required under the provisions of the Health and Safety at Work Act 1974 to produce a statement of policy with respect to the Health and Safety of all users of the premises.
- 1.2 The Foundation will continually strive to achieve the highest possible standards in relation to Health and Safety, rather than relying on the legal minimum through a Plan, Do, Check, and Act approach. In addition, the Foundation expects staff at all levels within the organisation to pursue the highest standards of Health and Safety management, to always ensure the Health and Safety of themselves and others.
- 1.3 The Governors commit themselves to implementing the provisions of the Health and Safety of Work Act to ensure that all practical steps and resources are taken to safeguard all persons from injury.
- 1.4 The Governors undertake to provide and maintain safe and healthy working environment, conditions, equipment and safe systems of work, but all staff must understand that there is also a health and safety duty of care towards themselves and others whilst at work.
- 1.5 It is the Governors’ policy to provide appropriate safety training whenever necessary and to provide appropriate personal protective equipment (PPE).
- 1.6 This document is intended to bring the Foundation’s statement of policy to the attention of all its employees and pupils and to provide details of the organisation and arrangements for carrying out that policy as indicated by the Act.

The policy is supplemented by individual health and safety procedures covering a range of topics, and these are published separately. It is the responsibility of individual members of staff to be aware of the safety precautions appropriate to the area in which they work. The policy is also supported by a specific policy covering risk assessment and trips and visits.

- 1.7 All staff are encouraged to adopt a positive attitude towards safety requirements generally and to promote a healthy and safe working environment for others and themselves.
- 1.8 The Foundation commits in this policy to observing the principles of the Equality Act 2010 and does not discriminate on any grounds.

2 Procedure: Management Approach

- 2.1 It is the objective of the Foundation to have a planned and strategic approach to health and safety management. This is based on a clear safety policy, effective planning, good implementation and operation of safety procedures, comprehensive monitoring and measurement processes and clear management review systems.
- 2.2 The Health and Safety policy is issued and approved by the Board of Governors and details the Foundation's commitment, key responsibilities for health and safety and outlines the safety arrangements.
- 2.3 The Health and Safety policy is available to all staff and published on the Foundation website. The communication of requirements is further covered in staff inset training and induction for new staff.
- 2.4 Planning: The Health, Safety and Welfare Committee carries responsibility for Health & Safety matters and ensures that there is a planned and comprehensive approach to risk assessment.
- 2.5 Implementation and Operation
 - 2.5.1 The Board of Governors is ultimately responsible for health and safety within the Foundation, including the achievement of safety objectives, provision of appropriate resources, competent appointments, training and systems of work, monitoring, and review of safety performance.
 - 2.5.2 The Principal, Head of Chorister School, Operations Manager, and Estates Manager provide specific coordination of health and safety requirements.
 - 2.5.3 The Foundation will appoint a Competent Person with sufficient training, experience, and knowledge to oversee Health & Safety arrangements at the Foundation.
 - 2.5.4 Staff consultation, in line with the Health and Safety Consultation with Employees Regulations 1996, is achieved through the Health Safety and Welfare committee. All staff are kept up-to-date with changes which may affect their health and safety.
 - 2.5.5 Training of employees, appropriate to role, is fundamental to the Foundation's approach to health and safety.
 - 2.5.6 The Foundation is committed to ensuring that employees are competent to do the job that they are required to do.

2.6. Monitoring and Review

- 2.6.1 All accidents, incidents and non-conformances against specified requirements are appropriately documented, reviewed and investigated. Records of incidents and non-conformances associated with facilities will be held by Estates Manager. Records of accidents and incidents, are in the accident book, including those under RIDDOR. Where an investigation is required, this will be completed by the Estates Manager, a Nurse, or a member of the Leadership team as appropriate.
- 2.6.2 Audits are completed on key parts of the Foundation operations as appropriate.
- 2.6.3 Action is taken to reduce risk and prevent harm.
- 2.6.4 The effectiveness of such action is reviewed at HS&W Committee meetings.
- 2.6.5 The Health, Safety and Welfare Committee meets at least 3 times a year and reviews all safety information provided. The Committee carries out its functions in accordance with this policy.

2.7 Health Safety & Welfare Review

- 2.7.1 The Health, Safety and Welfare Committee is responsible for reviewing:
 - a. All major incidents.
 - b. Trends identified from the analysis of accident reports.
 - c. Safety performance, the achievement of safety and policy objectives, and commitment to the policy.
 - d. Safety policy objectives, in the light of the review of safety performance.

3 Responsibilities

3.1 Organisational responsibilities of the Board of Governors

- 3.1.1 The Board of Governors is ultimately responsible for health and safety within the Foundation and will advise on the areas of health and safety concern, which may need to be addressed by the allocation of funds.
- 3.1.2 Matters requiring particular consideration will include:
 - a. Ensuring that there is an adequate system in place for the undertaking of risk assessment in compliance with the requirements of the Management of Risk Regulations 1999.
 - b. Ensuring that there is a management system in place for monitoring the effectiveness of health and safety arrangements
 - c. Adequate staffing levels for safe supervision.
 - d. Delegated responsibility for maintenance of the premises.

- e. Purchase of equipment to meet appropriate safety standards.
- f. Repair, maintenance and testing of Foundation equipment.
- g. Provision of appropriate PPE where necessary.
- h. Purchase and maintenance of first aid materials and fire-fighting equipment as appropriate.
- i. Funding of necessary training for staff.
- j. Arrangements for securing health and safety assistance from a competent source. Appointment of an appropriately qualified Estates Manager.
- k. Provision of appropriate health and safety information to Governors.
- l. Construction works and the appointment of CDM duty holders in compliance with CDM2015 regulations.
- m. The Control of Asbestos at Work regulations 2012 and the maintaining of an updated asbestos register for Foundation premises.
- n. Control of Substances hazardous to Health regulations COSHH.
- o. Proportionate control measures for health infections.
- p. Arrangements for periodic site inspections.

3.2 Organisational responsibilities of the Principal

3.2.1 The organisational responsibilities of the Principal will partly be delegated to the Operations Manager and the Estates Manager as follows:

- a. Ensure that the correct procedure is followed for the reporting, recording, investigation and follow up of accidents on the premises, and accidents that occur during trips and visits off the Foundation premises. The reporting and recording of accidents on Foundation premises being the responsibility of the School Nurses, and the reporting and recording of accidents during trips and visits being the responsibility of the member of teaching staff in charge of the trip.
- b. Formulate and review the arrangements for action to be undertaken in an emergency and ensure that all involved are informed of the arrangements. • Arrange for evacuation drills and weekly fire alarm tests.
- c. Advice of any defect in the state of repair of the building or its surrounds which is identified as being unsafe.
- d. Report any situation which is unsafe or hazardous to health and which cannot be remedied from within available resources.
- e. Liaise with and monitor as far as is reasonably practicable the activities of contractors, visitors and others on the site to ensure that any risks to the health and safety of staff, pupils and others are kept to a minimum.
- f. Ensure that competent health and safety assistance and advice is available.

3.2.2 The following responsibilities of the Principal have been delegated to the Operations Manager:

- a. Ensure that risk assessments are undertaken throughout the establishment, that control measures are implemented and that those control measures are monitored and reviewed.
- b. Periodically review the Health and Safety Policy, make recommendations for amendment to the Governing Body and ensure that recommendations agreed are communicated to all appropriate staff.

3.3 Organisational responsibilities of Chorister School Headteacher/Deputy Head Teachers/Housemasters/Heads of Department

3.3.1 All Housemasters and mistresses and Heads of Department are responsible to the Principal (via the Deputy Head (Academic) and Chorister School Headteacher) for ensuring the application of this policy to all activities undertaken by their House and department. They also have responsibility for ensuring that all relevant parts of the health and safety policy are observed by all members of staff within their respective department.

3.3.2 In particular, staff holding such positions of responsibility will:

- a. Ensure that risk assessments are undertaken within their sections, that control measures are implemented and that those assessments are monitored and reviewed.
- b. Ensure that appropriate safe working rules and procedures exist within the area or department and that these are brought to the attention of everyone concerned.
- c. Ensure that all accidents (including near misses) occurring within their area or department are promptly reported and recorded using the appropriate forms and procedures.
- d. Ensure that all accidents are investigated with a view to preventing a reoccurrence.
- e. Ensure that all staff within the area or department are aware of their specific roles in case of fire and / or emergency.
- f. Remove from use and inform the Headteacher/Deputy Head of any equipment/appliance which have been identified as being unsafe and which is in need of repair.
- g. Ensure that adequate levels of class supervision are available at all times.
- h. Carry out (in conjunction with other members of staff) the risk assessment within their areas of responsibility and provide a copy of this to the Deputy Head or Head.
- i. Maintain or have access to up-to-date health and safety guidance and ensure that all subordinate staff are aware of and make use of such guidance as appropriate.
- j. Identify specific staff health and safety training needs and inform the Head Headteacher or Deputy Head accordingly.
- k. Consult with all staff on any matters which may affect their health or safety while at work.
- l. Carry out relevant induction training including any specific information and training that may be necessary because of activities which are particular to the department.
- m. Ensure that levels of first aid provision remain adequate for the activities being undertaken.

- n. Resolve health and safety problems referred by members of staff within their department. Any problems that cannot be satisfactorily solved within the relevant area must be referred to the Head or Deputy Head.
- o. Ensure that all pupils are given the necessary health and safety information and instruction prior to commencing practical activities which may involve risk.
- p. Ensure that good standards of housekeeping are maintained.

3.4 Organisational Responsibilities of Teaching Staff & Professional Services Staff

3.4.1 Teaching staff are responsible for the health and safety of all pupils under their control whilst involved in organised work activities both on site and off site (eg trips and visits).

3.4.2 Class Teachers shall:

- a. Ensure effective supervision by only permitting practical work to be carried out by pupils after carrying out a risk assessment. The class size, abilities of the pupils involved, the activities to be undertaken will all need to be considered.
- b. Be aware of the Foundation's health and safety policy and any local rules and arrangements which may apply specifically to the area or department concerned.
- c. Ensure that safety instruction is given to all pupils prior to commencing practical sessions.
- d. Know the location of the nearest fire-fighting equipment and first aid box, and know the emergency procedures in respect of fire, first aid and other emergencies.
- e. Ensure that pupils follow Foundation/area/departmental safety rules and that protective equipment is worn where appropriate.
- f. Ensure that all personal protective equipment is suitable and in good condition prior to issue.
- g. Ensure safety devices e.g. machinery guards are in good condition and are used.
- h. Report any defective equipment to the Head of Department.
- i. Investigate all accidents (in conjunction with the relevant senior member of staff) which occur through activities organised/supervised by the Department.
- j. Propose for consideration by their Head of Division or Head of Department any improvements which they consider would improve health or safety standards within the department.
- k. Ensure that an agreed adequate level of supervision is available and that appropriate health and safety arrangements exist prior to taking school parties off site on educational visits. (see Educational Visits Policy).

3.5 Organisational responsibilities of all employees (including temporary staff, volunteers and staff employed on a self-employed basis).

3.5.1 All employees have a general health and safety responsibility both under criminal and civil law. Staff must be aware that they are obliged to have due regard to their own health and safety whilst at work and also for the health and safety of others who may be affected by their actions.

3.5.2 Employees must co-operate with the governing body and senior management so that they may fulfil any legal requirements placed on them as employers and or persons in control of premises. All employees are required:

- a. To participate in the risk assessment process and comply with findings.
- b. To report defects in the condition of the premises or equipment of which they become aware.
- c. To report all accidents according to the procedures that support this policy. • Be familiar with the procedure to be followed in the event of fire or other serious emergencies.
- d. To make use of all necessary equipment and resources provided for safety or health reasons.
- e. Where necessary, make use of all control measures made available to them, for example fume cupboards, equipment guards.
- f. Follow all relevant codes of safe working practice and local rules.
- g. Complete appropriate health and safety training when required.
- h. Report any unsafe working practices to the Head of Division/Head of Department / Line Manager.

3.6 Organisational Responsibilities of Pupils

3.6.1 All pupils must be encouraged to follow all safe working practices and observe all Foundation safety rules.

3.6.2 All pupils will:

- a. Follow all instructions issued by any member of staff in the case of an emergency.
- b. Ensure that they do not intentionally or recklessly interfere with equipment provided for safety purposes.
- c. Inform any member of staff of any situation which may affect their safety.

3.7 Organisational responsibilities of the Health, Safety and Welfare Committee

3.7.1 The Health, Safety Committee meets at least 3 times per year.

3.7.2 The principal purpose of the Committee is to develop and implement measures to ensure the Health and Safety of all employees, pupils and others who may be affected by the activities of the Foundation.

3.7.3 The Committee will include representation from staff across the Foundation. The Governor designated as having special interest in Health and Safety will be invited to attend all meetings of the Committee.

3.7.4 The minutes of the Committee will be provided to the Audit Committee for information and consideration.

4. Risk Assessment

- 4.1 In order to ensure that all risks are as low as reasonably practicable, the Foundation has adopted a systematic approach to the assessment of risk, as detailed in the Risk Assessment policy, and puts in place appropriate control measures.
- 4.2 Risk assessments provide clear instructions and focus on controls, with outcomes explaining what is required of staff in terms of planning, running an activity, and monitoring, assesses risk arising out of or in connection with the conduct of the Foundation, and identifies appropriate action and responsibility.
- 4.3 Risk assessments are reviewed regularly to ensure that reasonable steps are taken to ensure that all risk is appropriately mitigated and always following any incident relating to the activity.

5. First Aid

- 5.1 The Foundation recognises the importance of timely and competent treatment in the event of illness or accident, and details of actions to be taken should an accident or illness occur to anyone on Foundation premises are contained in the separate First Aid Policy and its associated handbook of procedures. This Policy applies throughout the Foundation.
- 5.2 This policy and its related appendices outlines the following:
- Practical arrangements at the point of need;
 - The names of those qualified in first aid and the requirement for updated training every 3 years;
 - Having at least one person qualified in first aid on each school site when children are present;
 - How accidents are to be recorded and parents informed;
 - Access to first aid kits;
 - Arrangements for pupils with medical conditions;
 - Hygiene procedures for dealing with the spillage of body fluids;
 - Guidance on when to call an ambulance;
 - When to submit a RIDDOR report.
- 5.3 The First Aid policy identifies those staff who are currently trained to deliver First Aid, as well as outlines training provision.

6 Health Infections

- 6.1 In the event of a need to manage a response to infectious disease, the Foundation draws on appropriate government guidance [with a view to minimising disruption to education].¹
- 6.2 Such action includes responses to:
- Infection prevention and control;

¹ <https://www.gov.uk/government/publications/health-protection-in-schools-and-other-childcare-facilities>

- Managing specific infections and exclusion advice;
- Actions in the event of an outbreak or incident, including when and how to seek help;
- Immunisation;
- Additional considerations for educational visits.

7 Health & Safety Emergency

- 7.1 In responding to a significant incident or outbreak, the Foundation follows both relevant government guidance as well as the Critical Incident policy.

8 Foundation Security

- 8.1 The Foundation recognises its primary duty to safeguard the welfare and safety of its pupils at all times.
- 8.2 The Foundation Safeguarding, Behaviour, Educational Visits, and Pupil Supervision policies provides outlines of general approaches along with details of how pupils are appropriately supervised when at school or on a school trip.
- 8.3 Risk assessments are in place to assess the security of all foundation premises, and outline appropriate mitigations where necessary.
- 8.4 The Foundation engages regularly with the Durham Constabulary and the local authority as well as engages expert advisors to review and improve its security arrangements.
- 8.5 Staff and pupils are briefed accordingly through induction processes at the start of the academic year as well as on joining at other points.
- 8.6 A Critical Incident Policy supports the response of the Foundation to any emergency as well as procedures for recovery in the event of any incident on site. Senior staff regularly undergo internal and external training on these matters.
- 8.7 All Staff and pupils receive training on procedures for shelter-in, lockdown, evacuation, and other threats; these are detailed in the Critical Incident Policy.

9 Fire Safety

- 9.1 For details of the Fire and Emergency Procedures, please see the separate Foundation Fire Policy, Fire Risk Assessment and Critical Incident Policy for further information.

10 Periodic Site Inspections

- 10.1 In order to reduce risk to as low as reasonably practicable, regular inspections of the Foundation sites takes place to ensure compliance with Health and Safety guidance as well as Foundation procedures, and to identify potential risks.

10.2 Inspections routinely monitor the following:

- **Standardised checklists** to help ensure all areas are covered and reduce the chance of missing a potential hazard.
- **covering all accessible areas:** This includes not just the main areas, but also things like basements, risky areas, and areas outside regular business hours.
- **Reviewing past findings:** The inspection should start by reviewing the action points from the previous one, ensuring that unresolved issues are addressed.
- **Considering vulnerable workers:** The inspection process should include consideration for people who may be at greater risk, such as pupils, employees with disabilities, and new or expectant mothers.
- **Checking control measures** that are in place for identified risks.

Such inspections can be increased in response to specific risks or control measures in place.

11 Health & Safety Training

11.1 On joining the Foundation, all staff receive training appropriate to their role by a competent person.

11.2 All Health and Safety policies will be issued to members of staff and will be referred to in the induction of all new staff. Induction processes are recorded to ensure compliance with training requirements.

- Induction and basic principles: Introduction to health and safety, the legal framework, and employee responsibilities.
- Reporting obligations, and how these work in practice.
- Emergency procedures: Fire evacuation, first aid, and other emergency response drills.
- Risk management: How to identify hazards, assess risks, and report problems, including specific risks like manual handling, electrical hazards, and working at height.
- Specific hazards: Training on hazardous substances (COSHH), display screen equipment, and managing legionella.
- Specific pupil needs: How to support pupils with medical needs and manage medication.
- Stress and mental health: Awareness training on topics like stress in the workplace.

Additional training is provided to reflect roles carried by individual staff.

12 Reporting, inc. Riddor

12.1 All members of the Foundation are obliged to report any issues relating to Health and Safety as soon as reasonable possible to ensure a safe environment and support the Foundation in its duty to meet legal requirements.

12.2 Staff and visitors must report hazards to the Estates. Manager or a designated person, while all accidents, even minor ones, must be recorded in the accident book. Certain serious injuries or illnesses to staff or pupils must be reported by the employer to the Health and Safety Executive (HSE).

13 Health and safety policy and reporting

13.1 Specifically, reports of the following must be made:

- Reporting hazards or any unsafe conditions or practices verbally to the site manager as soon as possible.
- All accidents, even minor ones, should be recorded in the Foundation's accident book to track potential long-term implications.
- Employers are required to investigate the causes of accidents and take action to prevent recurrence.
- Legal reporting requirements (RIDDOR):
- The Foundation must report certain work-related injuries and diseases to the HSE under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR). This includes specified injuries, such as fractures, and illnesses that result in more than seven days of absence from work.
- Some incidents, such as serious accidents involving a pupil or member of staff, also require reporting to other authorities like Ofsted.

13.2 The nature of all issues relating to Health & Safety are reported to the Governing Body via the Health & Safety Committee which is responsible for monitoring such incidents and the Foundation's response.

14 Trips

14.1 Details of the Foundation's approach to managing risk on all educational visits is detailed in the Foundation Educational Visits' Policy, which provides guidance on:

- Staff requirement, responsibilities, and training;
- Requirement for comprehensive planning;
- First aid requirements;
- emergency response plan;
- Communication;
- Record-keeping and review;
- the designation of an educational visits co-ordinator.

15 Investigation

15.1 Following any incident arising out of an issue related to Health and Safety, the Foundation will undertake an investigation to gather evidence and witness statements, analyse information to identify root causes, and implement corrective actions like updating procedures or training.

15.2 Investigation findings will be reviewed by the Senior Management Team and, if appropriate, the Health & Safety Committee and/or Governing Body.

16 Links to other policies and documents

16.1 This policy is linked to the following other policies and documents:

- Risk Assessment Policy
- First Aid and Healthcare Policy
- Accidents and Incidents Policy
- Fire Safety Policy
- Safeguarding Policy
- Behaviour Policy
- Critical Incident Policy

17 Oversight

17.1 Oversight of the Health and Safety Policy is undertaken by the Governing Body. The policy will be reviewed by the Operations Manager annually.

Policy last reviewed by
S Middleton, Chief Operating Officer, 25 October 2023
H Bergenstjerna, Operations Manager, 11 November 2024
H Bergenstjerna, Operations Manager, 11 December 2025

Appendix 1

Health & Safety Policy Statement of Intent

This is a Statement of Organisation and Arrangements for Durham Cathedral Schools Foundation (the Foundation).

The Foundation will, so far as is reasonably practicable, ensure the health, safety and welfare at work of all its employees. The Foundation will also ensure, so far as is reasonably practicable, that non-employees such as visitors, pupils and contractors are not exposed to health and safety risks from the work activities of the Foundation.

The Foundation is committed to achieving compliance with and beyond, the minimum requirements of the Health and Safety at Work etc Act 1974 (HASWA) and associated Regulations.

The Foundation will, so far as is reasonably practicable:

- a) ensure that adequate resources are made available to ensure the effective implementation of this Policy and to ensure the health and safety of staff and others affected by the Foundation's activities;
- b) ensure that advice is sought from competent persons on legal requirements for health and safety and on current best practice;
- c) ensure that suitable and sufficient assessments are undertaken and recorded of all significant health and safety risks to staff, visitors and other third parties, from its work activities and that any control measures adopted are selected using the hierarchical approach to risk control required by the Management of Health and Safety at Work Regulations;
- d) provide and maintain plant, equipment and systems of work that are safe and without risks to health;
- e) make arrangements for ensuring safety and absence of risks to health in connection with the use, handling, storage and transport of articles and substances;
- f) maintain any place of work under its control in a condition that is safe and without risks to health;
- g) provide and maintain a working environment for its employees and visitors that is safe, without risks to health, and adequate as regards facilities and arrangements for staff welfare at work;
- h) provide such information, instruction, training and supervision as is necessary to ensure the health and safety at work of its employees and governors, including temporary staff and visitors, and information on risks for visitors and employees of other organisations who are working in Council premises;
- i) provide for the use of its employees, such personal protective equipment as is necessary to ensure their health and safety at work;

- j) give special consideration to employees or visitors with disabilities or language difficulties that may affect their awareness and/or understanding of health and safety information;
- k) make arrangements for the provision of a suitable occupational health service for staff;
- l) monitor health and safety performance to verify that The Foundation's Health and Safety Policy is being implemented and health and safety standards are being maintained and progressively improved;
- m) develop and maintain a positive and proactive health and safety culture.

The Foundation will ensure that adequate mechanisms are in place to effectively consult with employees and their representatives on health and safety matters.

The Foundation recognises Health and Safety as an integral element of its business, and it will be given equal status alongside other management functions.

The Foundation will ensure that appropriate systems are developed and maintained for the effective communication of health and safety matters throughout the Foundation.

The Foundation is committed to continuous improvement in health and safety performance and to this end will develop a Health and Safety Action Plan identifying key targets and areas for improvement in health and safety management and risk control. Progress with this plan will be monitored regularly by the Head Teacher and Governing Body.

This Policy requires the commitment, co-operation and active involvement of all Foundation employees to ensure its success and effectiveness.

All contractors and consultants working for the Foundation are required to comply with this Policy.

The Foundation will ensure that procedures are established for appointing and monitoring the competency of contractors.

The Foundation will review this Policy Statement at least annually.

The Foundation will ensure that this Policy is effectively communicated to all staff.

Failure on the part of any Foundation employee, irrespective of their position, to comply with this Policy, including any safe system of work, may render that employee liable to disciplinary action and could result in criminal/civil proceedings.

Chair of Governors **Simon Dobson** (Print Name) on behalf of the Board of Governors



Signed

Date 11th December 2025