

Occupational Health and Safety Policy and Management Manual

Date to be reviewed:
Autumn 2024

Responsibility of:
Director of Finance and Operations

Date ratified by Governing Board:
11th December 2023

Contents

Occupational Health and Safety Policy and Management Manual	0
1. Scope	3
2. Normative references	3
3. Terms and definitions	3
4. Context of the Organisation	5
4.1 Understanding the organisation and its context	5
4.2 Understanding the needs and expectations of workers and other interested parties	6
4.3 Determining Scope	6
4.4 OH&S Management System	8
5 Leadership and worker participation	9
5.1 Leadership and commitment	9
5.2 Occupational Health & Safety Policy	9
5.3 Roles, Responsibilities and authorities	10
5.4 Consultation and participation of workers	11
6 Planning	11
6.1 Actions to address risks and opportunities	11
6.1.1 General	12
6.1.2 Hazard Identification and Assessment of Risks and Opportunities	12
6.1.2.1 Hazard identification	12
6.1.2.2 Assessment of OH&S risks and other risks to the OH&S management system	12
6.1.2.3 Assessment of OH&S opportunities and other opportunities to the OH&S management system	13
6.1.3 Determination of Legal and Other Requirements	13
6.1.4 Planning action	13
6.2 OH&S Objectives and Planning to achieve them	13
6.2.1 OH&S objectives	14
6.2.2 Planning to achieve OH&S objectives	14
7 Support	14
7.1 Resources	14
7.2 Competence	14
7.3 Awareness	14
7.4 Communications	14
7.4.1 General	15
7.4.2 Internal communication	15
7.4.3 External communication	15
7.5 Documented information	16
7.5.1 General	16
7.5.2 Creating and updating documentation	16
7.5.3 Control of Documented Information	16
8 Operation	17
8.1 Operational planning and control	17
8.1.1 General	17
8.1.2 Elimination hazards and reducing OH&S risks	17
8.1.3 Management of change	17
8.1.4 Procurement	17
	1

8.1.4.1 General	17
8.1.4.2 Contractors	17
8.1.4.3 Outsourcing	18
8.2 Emergency Preparedness and Response	18
9 Performance evaluation	18
9.1 Monitoring Measurement Analysis Performance and evaluation	18
9.1.1 General	18
9.1.2 Evaluation of compliance	18
9.2 Internal audit	19
9.2.1 General	19
9.2.2 Internal audit program	20
9.3 Management review	20
10 Improvement	21
10.1 General	21
10.2 Incident, Nonconformity and Corrective Action	21
10.3 Continual improvements	22

1. **Scope**

Chelsea Academy is fully committed to meet the requirements of ISO 45001 at the following address: Lots Road, London SW10 0AB. The provision of secondary education within an Academy environment; the provision of building and facilities management at Chelsea Academy including the management of supply chain partners, Mechanical & Electrical (M&E), cleaning and catering. The intended outcome for the OH&S management system is for the organisation to:

- Provide a safe and healthy workplace
- Prevent work related injury and or ill health
- Proactively monitor and improve OH&S performance
- Eliminate hazards and minimise OH&S risks
- Address management system non-conformities
- Fulfil legal and other requirements
- Integrate health and safety with wellbeing

2. **Normative references**

This document has been produced with reference to the BS ISO 45002 (Guidance for the Implementation of ISO 45001: 2018)

3. **Terms and definitions**

“acceptable risk”	Risk that has been reduced to a level that can be tolerated
“accident”	An incident that has given rise to harm
“continual”	Repetitive effort to address and improve
"controlled copy"	The issue of a document that will be updated whenever it is revised.
"controlled issue"	The issue of a document where proof of receipt is sought
“corrective action”	Action to eliminate the cause of a problem or issue
“hazard”	Source, situation or act with potential for harm to persons
“incident”	Events which can lead to harm
“management manual”	The documented health & safety system including other documented procedures
“management procedures”	The procedures documenting the health & safety systems
“management system”	The defined methods, practices and organisation to meet the health & safety requirements. The term “H&S Management System” is synonymous

“near miss”	An incident or action that could have resulted in injury or potential harm to persons.
“H&S”	Health & Safety
“preventive action”	Action to eliminate the cause of a potential problem or issue
“risk”	Combination of the likelihood and severity of an event
“risk assessment”	Process of evaluating risk
“the standard”	ISO 45001

Note: The words "shall", "must" and "will" denote a mandatory requirement and "should" denotes a recommendation. The word "may" denotes permission and is neither a recommendation nor a requirement.

4. Context of the Organisation

Chelsea Academy (A Science Academy) is a secondary school that is sponsored by both the Church of England and the Royal Borough of Kensington and Chelsea. The Academy has 1190 students and 140 staff.

4.1 Understanding the organisation and its context

Chelsea Academy is an education provider to 1190 students aged from 11 to 18 years with the support of 140 teaching and support staff. The Academy is required to provide a safe learning environment to deliver a curriculum prescribed by the Department for Education which may be affected by circumstances that might influence the implementation of the OH&S management system.

Internal issues that may influence the organisation's control of the OH&S system:

- Organisational structure, and roles.
- Policies and objectives.
- Resources
- Working conditions and organisational culture.
- Process for introduction of new products, processes, equipment.

External issues include:

- Local Education Authority regulations which the Academy must implement
- Political, Economic, Social, Technological, Legal and Environmental factors
- New contractors, suppliers, partners, services etc.
- National legislation

4.2 Understanding the needs and expectations of workers and other interested parties

The needs of students, staff and other interested parties is that they should be able to attend, learn, work, carry out activities, and collaborate in an environment that is compliant with ISO 45001.

The expectations of all interested parties is that the Academy has a management system in place that through risk based thinking and checks to plan, do, check and act (PDCA cycle) within the context of the organisation to continually maintain and/or improve its OH&S through ISO 45001.

4.3 Determining Scope

Chelsea Academy is fully committed to meet the requirements of ISO 45001 at the following address: Lots Road, London SW10 0AB. The provision of secondary education within an Academy environment; the provision of building and facilities management at Chelsea Academy including the management of supply chain partners, Mechanical & Electrical (M&E), cleaning and catering.

Description

The OH&S management system is documented within this manual. The documented OH&S management procedures are listed in Appendix C.

This manual shows the relationship between the OH&S Management System and ISO 45001.

Implementation and Maintenance

It is recognised that documenting the OH&S management system is only the first step towards fully implementing its requirements. For this reason the DFO will brief all new and existing personnel on the requirements of the OH&S Management System and ensure full compliance through Staff INSET, CPD and OH&S Working Party meetings.

The effectiveness of the implementation is measured through regular scheduled inspections and internal audits (see Appendix G for scheduled audit plan) of the OH&S management system requirements by appointed personnel, as well as annual audit by a Third Party Consultant. Where implementation is deemed inadequate then steps are taken to resolve the situation in a timely manner. Minor and Major non-conformities that are identified generating from the inspections and audits will be recorded and the progress tracked via (where appropriate) Management Review, Working Party, Spiceworks log. Preventative actions are recorded and tracked on (where appropriate) Management Review, Working Party, Spiceworks log.

New legal and other requirements, together with any updates on existing legal and other requirements that have a direct impact on the business will be recorded in the Legal and Other requirements Register. Evaluation of compliance is carried out twice a year in Feb and August to ensure the system is compliant to changes in legislation. The Register is revised on a 6-monthly basis and the Governors, Principal and Leadership Team will be informed of any changes to the Register via Management Review meetings, or immediately in urgent cases.

The OH&S management system as a whole will be reviewed during termly Management Review meetings where the completeness and effectiveness of the system and any steps necessary to improve it are discussed and actioned.

Whenever the OH&S management system is changed the DFO will confer with Governors and make all relevant personnel aware of the new or revised systems and monitor them through Staff INSET, CPD and OH&S Working Party meetings to ensure that they are implemented effectively.

4.4 OH&S Management System

Chelsea Academy has established this OH&S Management Manual, integrated procedures and forms to enable the implementation of ISO 45001 and is compatible with its OH&S management system.

As an organisation the following steps have been taken to ensure compliance:

- a) All requirements of ISO 45001 have been specified within this document to ensure that all personnel concerned with its operation are aware of the requirements.
- b) The DFO shall take the lead to ensure that the H&S management system is fully implemented, within a culture of support, by all personnel.
- c) Termly management review meetings will be held to review the implementation of the requirements and identify any actions that are required to maintain and improve the system.
- d) The organisation will report, track and remedy issues through Spiceworks to ensure continual compliance and improvement.

The scope to which this OH&S management system will be applied is defined as all operations which it conducts at and from the address stated in section 1.

5 Leadership and worker participation

5.1 Leadership and Commitment

Top management demonstrate leadership and commitment to the OH&S management system by:

- Being responsible overall and accountable for the prevention of work-related injuries and ill health, as well as the provision of safe and healthy workplaces and activities
- Facilitate and communicate to promote a positive culture and continuing improvement
- Promote internal and external communication through to all levels
- Promote the reporting of incidents, near misses, accidents to inform top management and influence changes
- Provision for working parties and committees

5.2 Occupational Health & Safety Policy

The DFO ensures that the policy is made known to all personnel including persons working under the control of the Academy and is available to interested parties upon request.

Policy Statement

The Academy, through the Board of Governors is committed to ensuring, so far as is reasonably practicable, that it operates an integrated management system governing all aspects of the Academy H&S operations in compliance with ISO 45001 certification. We are committed to continuous improvement in the health and safety of students, staff, contractors and other interested parties by maintaining a framework for establishing, implementing and reviewing the OH&S to drive improvement forward.

This document is both the OH&S Manual and Policy. We aim to ensure that:

- We provide a framework for setting H&S objectives
- Provide users of the Academy who enter the premises during the course of their business or course of education a safe and healthy environment for the prevention of work related injury and ill health where risks are minimised.
- Eliminate hazards and reduce OH&S risks
- Continual improvement of the OH&S system
- Consult and promote worker participation
- Fulfil legal and other requirements

The Academy has the ultimate responsibility for the implementation of this Policy and through the Board of Governors will ensure that the requirements of health and safety legislation are established.

The Academy's objectives are, so far as reasonably practicable:

- To maintain and continue to strengthen the positive health and safety culture in the Academy by 31 July 2024, helping to protect students and staff from work-related illness and injury. This will be measured by termly reporting to the Finance, Risk and Audit Committee to demonstrate continued reporting of incidents and near misses and termly interview with key staff to confirm that they continue to report incidents and near misses; root cause analysis performed where risk rating is greater than 6 demonstrating that incidents and misses are thoroughly investigated and appropriate follow-up actions taken; and open communication regarding H&S issues measured by half-termly reporting of health and safety issues on The Calc; good level of staff engagement at annual update/ H&S quiz; termly H&S Working Party meetings to be attended by Principal, DFO, Corporate Services Manager, Site Manager, and at least 3 CLs; and sharing of any key lessons learned after drills and practices.

- To commission a fire risk assessment from an appropriate third party and have this completed by 31 December 2023 with any resulting recommendations completed in line with timelines agreed with the report author.
- To embed knowledge and understanding of evacuation and lockdown procedures by 31 July 2024. This will be measured by the communication of IMEC to staff, the completion of three fire drills and one lockdown practice by 31 July 2023 and evidence of lessons having been identified and appropriate action plans being in place.

The success of this policy is dependent upon the cooperation of every interested other party such as subcontractors and consultants and their employees who have a legal duty to:

- take reasonable precautions in safeguarding the health and safety of themselves and others.
- observe all health and safety rules and procedures as laid down by their Academy and use all health and safety equipment provided.
- alert management to any potential hazard that they have noticed and report all accidents or incidents that have led, or may lead to, illness or damage.

Chelsea Academy intends to comply with the requirements of the Health and Safety at Work etc. Act 1974, the Management of Health and Safety at Work Regulations 1999 and is fully committed to meet the requirements of ISO 45001 and all other relevant legislation, so far as is reasonably practicable.

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

5.3 Roles, Responsibilities and authorities

Role of the Governing Board

Although the Principal is responsible for ensuring that the H&S strategy and organisation of Chelsea Academy is clearly defined and implemented, overall responsibility for H&S, risk management, strategy and implementation lies with the Governing Board. The Governing Board should set the tone and influence the culture of H&S and risk management, support the Principal and key H&S personnel in achieving H&S objectives. They should review annually the Academy's approach, approve changes or improvements to key elements of H&S processes and procedures and approve major decisions affecting the Academy's risk profile or exposure.

The following personnel are based within or working from the Academy.

The Principal and Leadership Team

The Principal is responsible for ensuring that the H&S strategy and organisation of Chelsea Academy is clearly defined and implemented to ensure an effective and operational H&S management system is in place.

Director of Finance and Operations (DFO)

The DFO is responsible for setting up and implementation of the H&S management system, making sure it is compliant with all up-to-date legislations and any other requirements, develop relevant procedures, ensure documents are controlled, organise regular audits, liaise with relevant personnel to carry out Risk Assessment and COSHH (Control of Substances Hazardous to Health) assessment and review CLEAPSS (Consortium of Local Education Authorities for the Provision of Science Services), propose objectives and targets to The Principal and Leadership Team and present H&S performance on annual management review.

Corporate Services and Branding Manager

The Corporate Services and Branding Manager assists the DFO in implementing and maintaining the OH&S management system. Carry out risk assessments. Act as lead buddy to the contractor's, conduct health and safety briefings and issue work permits. Organise regular emergency practises, checks, internal audits and HSE training for all staff members.

OH&S Working Party

The OH&S Working Party meets termly and is responsible for: carrying out and reviewing H&S risks in the Academy, its equipment and activities; ensuring staff conduct their daily work in a safe manner; relaying all relevant information, including near-misses and incident reports, brought up by staff, students and other interested parties to the DFO and other attendees at the OH&S Working Party and vice versa.

The Working Party is also responsible for reviewing:

- risk assessments in maintenance related work, as well as the installation, scheduled maintenance and repairs on all equipment;
- risk assessments and data sheets in the Science Laboratories and Technology and PE departments and their activities, as well as COSHH Assessments on all raw materials and finished products.

Attendees of the OH&S Working Party include the Principal, DFO, Corporate Services and Branding Manager, Site Manager, Curriculum Leads for Science, Technology and PE, and Union Representatives.

Attendees are invited by the Principal.

General Staff and Site Team and Contractors

Responsible for day-to-day implementation of the relevant procedures and ensuring any necessary changes/preventative actions to the procedure, first aid ill health, incident or new hazard/risk arising in the working environment are reported to the DFO, Corporate Services and Branding Manager or the Working Party using an incident report form available on the CALC.

Incident Wardens

In the case of fire or major incident, they are responsible for checking designated areas to ensure everyone has vacated, use fire-fighting equipment to tackle the fire if it is safe to do so, encourage others to use the most appropriate escape route, shutting down fatal or dangerous equipment, assist fire and rescue service on arrival and perform a supervisory/management role in any incident situation

HR (Health, Safety and Return to Work)

HR is appointed to take care of all employees in terms of health checks, safety and return to work.

5.4 Consultation and participation of workers

The OH&S system should ensure there are clear lines of communication, consultation and participation of workers with allocated time and resources. Documenting on a regular basis using Google forms and Spiceworks. Some of the methods for promoting consultation and participation of workers is:

- OH&S issues are part of the agenda of LT meetings
- OH&S Working Party with core staff and additional staff representatives on a rolling/area of emphasis basis
- Identification and elimination of hazards
- Training

- Safe systems at work and in lessons using CLEAPSS for science and technology
- Incident and near miss reporting scheme using root cause analysis when there are incidents
- Communication using Staff CPD, Inset, CALC and Working Party feedback

6 Planning

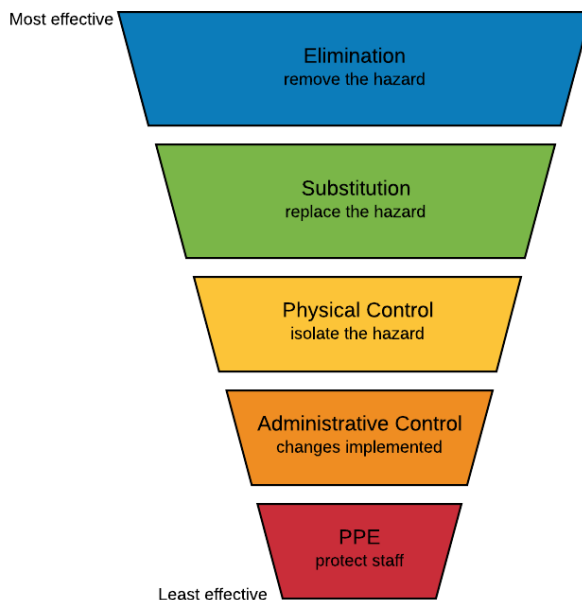
6.1 Actions to address risks and opportunities

Top management will set out long term objectives based on feedback and findings from the following sources:

- Elimination of risks by competent persons identifying them using risk assessment [Google form](#), Spiceworks, [incident report Google form](#), OH&S Working Party feedback and [permit to work for external contractors](#).
- Implementing changes to remove or replace the hazard once it has been identified
- Implementing CLEAPSS H&S guidelines for lessons in Science and Technology
- Using Evolve for Academy trips and visits.
- Using Spiceworks to proactively administer, track and resolve the reporting and identification of day to day issues that cause risks.
- Using root cause process following the reports of incidents and near misses on Google form as a means of investigating, recording, tracking and eliminating risks

6.1.1 General

Structure of hazard risk controls:



6.1.2 Hazard Identification and Assessment of Risks and Opportunities

6.1.2.1 Hazard identification

The DFO shall ensure that all hazards associated with the Academy's activities are assessed for risk so that precautions can be identified and actioned. Staff and other interested parties can use this [Google form](#) to identify hazards and assess risk to themselves and others.

Note: The following aspects will be considered for risk assessment when carrying out an internal audit:

- Routine and non-routine activities
- Hazards originating externally to the workplace
- Work operations including contractor activities
- Use of infrastructure, equipment and materials
- Whenever change occurs to systems, processes, equipment, personnel, materials etc.
- Changes in legislation
 - Normal and abnormal situations and potential incidents
- Contractors and visitors to the workplace
- The capabilities of personnel including human behaviour

6.1.2.2 Assessment of OH&S risks and other risks to the OH&S management system

Assessing risk can be completed by a competent person who is directly involved in the process prior to the activity taking place:

- Using risk assessment [Google form](#)
- Using CLEAPSS H&S guidelines for lessons in Science and Technology
- Using Evolve for Academy trips and visits
- Internal Audits with use of minor and major non-conformity identification

6.1.2.3 Assessment of OH&S opportunities and other opportunities to the OH&S management system

Opportunities for OH&S assessment and OH&S management system are:

- Changes in HSE legislation
- Membership to accredited organisations
- DfE legislation
- Training through iHasco and other providers
- Membership to staff wellbeing service
- Membership to occupational health services
- Changes to the local environment
- Changes of students' staff and other interested parties' needs

6.1.3 Determination of Legal and Other Requirements

The DFO determines all relevant H&S legislation with reference to the HSE website (<http://www.hse.gov.uk/legislation/index.htm>) and any other service twice a year and where required. In addition, the Third Party Consultant provides the Academy with legal advice in general legislation which includes Health and safety. A legal and other requirement register is drawn up and maintained. The evaluation of compliance of legislations and other requirements is carried out twice a year in April and October when new legislations/updates are released. Where actions are generated from the evaluation of compliance, they are raised in the Spiceworks log to help tracking and completion progress.

Updates made to the register are listed in the Health & Safety legislation section of termly Management Review meetings to ensure the Principal and Leadership Team is aware of all relevant changes that may have a direct impact on the business. All relevant personnel and other parties will be informed on the legal and other requirements that they must comply with by their departmental managers before any work is commenced. Where the change of legislation and other requirements have led to a risk assessment revision, the DFO is to ensure all relevant personnel are aware of such revision and provide refreshment training whenever necessary.

6.1.4 Planning action

6.2 OH&S Objectives and Planning to achieve them

Chelsea Academy will set out and review its health & safety objectives and targets on a 3 time yearly basis (or more regular if needs be) within the health & safety programme section of the management review meetings. Details of program dates and responsibilities will be defined in the management review meeting. The health & safety objectives will be aimed at relevant functions and levels within the business.

When setting objectives and targets the Academy will ensure that they are consistent with the H&S policy and ISO 45001 taking into account, financial, operational and business requirements as well as technological options and targets should be set to achieve objectives within an academic year.

In order to determine whether or not the objectives and targets are being met they will be measured, in the form of meeting minutes review, spiceworks log and WP meetings to allow progress to be monitored.

Implementation and Operation

Index of management processes is appended.

Resources, Roles, Responsibility, Accountability and Authority

The DFO has overall responsibility for the H&S management system and will assign personnel to the necessary duties outlined in this manual and make available all necessary resources to ensure that the

management system is fully implemented.

Roles and responsibilities are defined and communicated through this management manual and any other referenced documentation and will communicate with all designated personnel to ensure that they are fully aware of their roles and what is expected.

6.2.1 OH&S objectives

Objectives are set during Management reviews and communicated to Governors and Leadership Team, Curriculum Leaders for contribution and ratification. These are communicated to staff through Insets and CPD.

6.2.2 Planning to achieve OH&S objectives

Planning actions to achieve OH&S objectives will be the introduction of control measures into the existing framework of OH&S and noted in points of 6.1.2 above.

7 Support

7.1 Resources

Resources to achieve the requirements of the OH&S management system will include human, natural, infrastructure, technological and financial resources. These will be stated in the Academy's 5 year strategic plan. The commitment to provide resources for OH&S management system is included within our Five Year Strategic Plan starting in September 2020.

7.2 Competence

The Principal and Leadership Team ensures that capable personnel with suitable qualification and experience and training are employed on work tasks which have the potential to cause harm. Line managers will take action to ensure that training requirements are met and that the effectiveness of training to meet requirements is monitored.

Defined methods of recruitment of full time and temporary/agency workers with capability to work on tasks will be followed. Ensuring that through induction they have an awareness of hazards of the environment and processes.

The DFO will liaise with Corporate Services and Branding Manager to ensure that all persons understand the importance of their training and experience and how they can work effectively to ensure safe working. She will also ensure that personnel are aware of the health and safety consequences of their work activities and the benefits of following safe working practices.

It is the duty of line managers to ensure that records of training, education, qualification and experience are maintained. Copies of training certificates are maintained and listed in the document control register.

7.3 Awareness

Awareness of the requirements of the OH&S system and each worker's own responsibility to protect themselves and others from exposure to hazards is achieved through induction, Inset, CPD and the CALC. These events are minuted in the Working Party OH&S meetings and on the CALC.

7.4 Communications

Communication

The Corporate Services and Branding Manager will ensure that all personnel including contractors, visitors and any other external interested parties are made aware of issues regarding health and safety. The Corporate Services and Branding Manager and H&S Working Party will act as the persons responsible for receiving, recording and responding to any health and safety communications. Important outcomes from communications are presented to The Principal and Leadership Team at termly Management Review meetings and to the rest of the Academy as and when required.

Participation and Consultation

Due to the size of the Academy the employer is able to consult employees directly on health and safety matters via departmental meetings, daily team meetings, team briefings and individual meetings. Employees are actively involved in incident investigation, hazard identification, risk assessment and the appropriate precautions to be taken. In monthly departmental meetings, all staff will have an opportunity to contribute towards the development and review of H&S policies and objectives.

Contractors and visitors are made aware of any changes that affect their H&S in an induction meeting that is carried out on their arrival on site. For contractors they are asked to supply public and employer's insurance certificates, HSE policy, method statements and risk assessments and those statements are checked both before and upon their arrival on site and at the start of the job, any non-conformances are addressed immediately. A permit-to-work system has been implemented for effective management of contractors on-site which is completed upon our request.

7.4.1 General

The Academy uses the [CALC](#) as its internal system of control for documented information and its [website](#) for external system of control. Academy regulations, responsibilities, hazards, risk assessments, instructions, minutes, performance, investigation results are all forms of internal and external communication.

Communication occurs when staff are recruited, Induction, Inset, CPD, Leadership meetings, Middle Leaders Meetings, Departmental meetings, Briefing to all staff each Monday morning, OH&S Working Party meetings, information posted daily on the CALC, Academy emails and one-to-one line management meetings.

7.4.2 Internal communication

- Use of the CALC as system of control for documented information
- Use of Google forms to collect information on accidents, incidents and risk assessments the nature of which automatically date and time stamps all logging and revisions.
- Use of Drive to store, log and archive all documentation
- Regulated by GDPR
- Induction presentations during Inset
- Training records
- Evidence of maintenance and remedials completed in a timely manner.

7.4.3 External communication

- Use of website
- Use of SIMS

- Use of Twitter
- Regulated by GDPR
- Regulatory through Government, HSE, codes of practice websites and leaflets
- External provider safety, data sheets, certificates of conformity material
- Machinery installation instruction and maintenance sheets
- O&M manuals
- Risk Assessment Method statement (RAMs)
- Training certificates

7.5 Documented information

Is noted in 7.4.2 and 7.4.3 on a what, when, who and how basis.

7.5.1 General

All communication is documented in the same way by all staff using Google Drive and its components. This ensures access at any time, from anywhere, in the event of an emergency using secure password and encryption technology.

7.5.2 Creating and updating documentation

Documents that are necessary to meet the requirements of this H&S management manual shall be maintained as evidence of compliance. These are all date and time stamped and automatically log revisions and changes of when these were made. Such documentation is available via a link to edit (by nominated persons), view by all and comment as necessary.

Documents specifically retained as evidence include but are not limited to:

- a) The H&S policy (point 3) should be displayed on the Academy CALC and website as well as across the premises
- b) The H&S objectives recorded and maintained within the minutes of the Management Review Meeting
- c) The scope of the H&S management system is defined within section 1.2
- d) A description of the main elements of the H&S management system is set out in Appendix C
- e) A legislation register is kept and updated frequently to ensure compliance to relevant legal requirement
- f) Training content and records are kept
- g) Internal audit reports are kept and maintained as an assessment on the effectiveness of the H&S management system
- h) Risk assessments are carried out and regularly reviewed
- i) Statutory Inspection reports and Health Surveillance records
- j) Maintenance records and completed checklists

7.5.3 Control of Documented Information

Documents required by this management manual shall be approved for issue and reviewed and updated as often as necessary. The revision status and page numbering of documents shall be included to ensure that incorrect documents are not inadvertently used. In particular superseded documents shall be marked as such or removed to avoid inadvertent use.

Documents required by this manual shall be updated and re-approved to ensure that they are current. Pertinent documents at the correct versions will be made available for use and it will be ensured that they are identifiable and legible.

Designated people have full access to all documentation, most of the documents are read-only for staff, employees and other interested parties.

Control of Records

The organisation shall maintain records as evidence that the requirements of this H&S management manual have been met. The records will be maintained so that they can be located and referred to easily.

These records include but are not limited to:

- Management Review / Working Party meeting minutes
- Audit / Inspection form
- Non-conformance reports
- 18001 and 45001 Spiceworks log
- Risk and COSHH Assessments and register
- Evaluation of procedures
- Incident and Accident investigation
- Incident and Accident reporting and records
- Training records

8 Operation

8.1 Operational planning and control

The Corporate Services and Branding Manager shall ensure that the controls and any necessary operating criteria are stipulated where the risk assessment process has identified precautionary measures to be implemented.

Where necessary to ensure compliance with safe working practices, documented procedures will be prepared, implemented and maintained to define the working methods to be employed.

8.1.1 General

Processes within the Academy are identified in clause 4.4 and planned and the method in which the Academy will operate are identified in clause 6.

8.1.2 Elimination hazards and reducing OH&S risks

The Academy has outlined its process of elimination and control of hazards in clause 6.1.1.

8.1.3 Management of change

The Academy stores all OH&S management system and operational information on the Google Drive which is accessible by the DFO which mitigates the loss of knowledgeable and competent staff, absence of key staff and changes in physical aspects within the Academy.

8.1.4 Procurement

Operational controls shall be specifically considered when purchasing goods, equipment and services.

8.1.4.1 General

The Academy requires external contractors to complete a permit to work as mandatory if they are new to

the Academy and periodically if they are the existing contractors. New Contractors are required to submit their RAMs prior to work and existing contractors provide them each year if there are any changes in their working practice or the Academy environment that would create new hazards or expose contractors or staff to risks.

8.1.4.2 Contractors

All contractors are accredited with the required certification to carry out their works within their trade. Regular spot checks during work are made to ensure their RAMs and safe practice whilst on site are being met. Legislative certification is obtained following work that requires this.

8.1.4.3 Outsourcing

New contractors are sourced using a variety of methods including Crown procurement and invited to attend site to survey the work and quote for it. Once they attend site to commence the work, they are taken through an induction process with the Corporate Services and Branding Manager or Site Manager so they understand the Academy's rules and requirements regarding OH&S and Child Protection regulations.

8.2 Emergency Preparedness and Response

The Academy has identified the potential emergency situations and incidents pertaining to its business operations and undertaken appropriate risk assessments. Where required they are regularly reviewed and tested. The Academy has an Incident Management Evacuation Continuity Plan (IMEC).

Where necessary documented procedures have been prepared, implemented and maintained to define the emergency response.

9 Performance evaluation

9.1 Monitoring Measurement Analysis Performance and evaluation

The Principal has appointed the Corporate Services and Branding Manager to undertake routine inspections of the workplace and ensure safe day-to-day operations of the Academy. The DFO will undertake termly inspections and report on performance and effectiveness of the controls. H&S observations also form part of weekly line management meetings with the Corporate Services and Branding Manager. Any findings that warrant corrective action shall be recorded on an internal audit log and if necessary, the Incident Report form. Spiceworks is used to track and progress corrective action to its conclusion.

The DFO will collect data related to the H&S performance and report this to the Principal in termly Management Review meetings. Performance measures include non-conformities, accidents, incidents, near misses etc. Where calibrated equipment is used to measure performance it will be ensured that it has a current calibration certificate.

The OH&S Working Party meetings provide the opportunity to evaluate performance in curriculum and catering areas. Actions arising are minuted and followed up.

The Management Review looks at areas of concern, following up on previous issues and looking ahead to possible issues.

9.1.1 General

Performance and compliance evaluation is a process that is continual so that the Academy can improve its operation and hazard management. The Academy plans its maintenance, does its remedials, checks itself through regular internal audits and acts on any incidents, reports, findings or concerns.

9.1.2 Evaluation of compliance

Conformance with legislation and other requirements is reviewed. Evidence of evaluation is maintained through an internal evaluation of compliance procedures, documents, reports, legislation register, contractors' RAMS and management review process.

The Academy evaluates its compliance contractor compliance register on Google Sheets which tracks, logs and contains information about contractors' details, equipment they are contracted to service and repair, the dates of last service and reminders for next service and costs. This log contains references to purchase order numbers for remedial work to demonstrate action on recommendations, details relevant to remedials that are outstanding or delayed and/or Spiceworks job numbers if relevant to in-house resolution. The Academy also:

Through this process the Academy:

- Reviews frequently the method of evaluation.
- If action is needed through evaluation, how it will then be implemented and costs
- Maintains knowledge and understanding of compliance status
- Retains documentation to support his above.

9.2 Internal audit

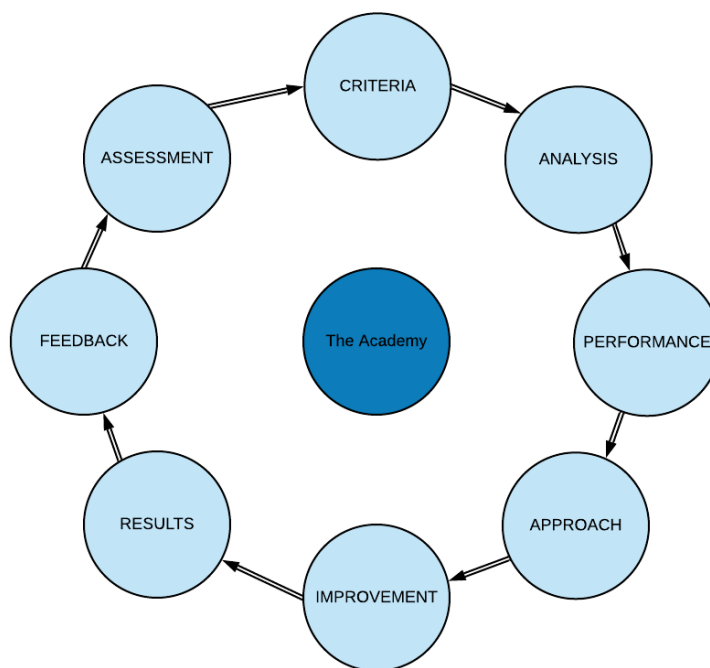
Regular internal and external audits are carried out. A report is generated from the visit and minor and major non-conformities raised are recorded on Spiceworks log and assigned to relevant personnel or the works are contracted to the service supplier for remedials or tendered out if relevant. The DFO is responsible to ensure the non-conformities are closed out and update management in the management review meeting.

In addition, internal audit programmes are devised on a risk basis ensuring that all parts of the management systems (as defined within this H&S management manual) are reviewed to ensure that they continue to meet the requirements of ISO 45001. The internal audits are undertaken by the Corporate Services and Branding Manager and DFO to ensure impartiality. The outcome is recorded on an Internal Audit Form (Appendix H) together with any audit findings' remedials on the Spiceworks log. Non compliance findings are fed back to the Working Party. Internal audits should be conducted at the highest level.

Note: Internal audits are supplemental to routine inspections (section 9.1) and are directed towards ensuring that the systems defined in this manual are implemented correctly.

9.2.1 General

Process tools the Academy uses in its performance evaluation is illustrated as follows:



9.2.2 Internal audit program

The internal audit is an effective means of systematic and regular checking of processes and requirements ensuring standards are being adhered to. [The Internal Audit Programme](#) is devised to meet the impending BSI audit. The DFO makes regular audit checks that are logged by:

- [Internal Audit log](#)
- [Spiceworks](#)
- [Incident Report form](#)

Issues are logged and must be reviewed, resolved and communicated to the OH&S Working Party and form part of the Management Review process for analysis and planning if relevant.

9.3 Management Review

Management Review meetings are undertaken to the requirements of ISO 45001 and all pertinent aspects are reviewed and actions taken as required. The Management Review meeting is used as the pivotal means of ensuring that the Academy's systems are fully implemented and effective and where identified incorporated in planning future improvements to OH&S. The meeting is undertaken each term (3 times per year). The meeting is attended by the Principal, DFO and Corporate Services and Branding Manager and any other interested parties. Minutes are taken and stored on Google Drive.

Summary content of review meetings:

- Status of actions from previous management review including completed or incomplete tasks with justifications.

- Changes relating to internal or external issues to ensure needs of interested parties are met.
- Changes to legal and other requirements to ensure continued compliance
- Changes in organisational risk and their impact
- Review of ISO 45001 objectives, progress pending audits
- Incidents, non-conformities and trends and corrective action
- Monitoring and measuring
- Internal Audits outcomes and objectives
- OH&S Working Party minutes and agenda for future meeting
- Resources
- Actions / implications
- Communication
- General performance

On completion of the management review the Academy must communicate and decide with Governors and LT what if anything, is needed to continuously improve OH&S to continue to meet the required ISO 45001 standard.

10 Improvement

10.1 General

Improvement is achieved by:

- Use of results discussed in Section 9 Management Review
- Non-conformity corrective action
- Incident investigation corrective action
- Accident corrective action
- Compliance obligations and new regulations

10.2 Incident, Nonconformity and Corrective Action

Incident Investigation

All personnel are required to record all incidents on a Incident Report Form (Appendix F) which shall be passed to the DFO for processing. The DFO will ensure suitable corrective actions have been assigned and recorded on the Spiceworks log. The form will be used to monitor progress until the Incident report can be signed off as closed by the H&S representative.

The following (although not limited to) are to be considered incidents for the purposes of reporting:

- Accidents
- Near misses
- Any situation that may lead to harm which is not subject to a current risk assessment
- Introduction of 'root cause' analysis

In order to achieve continual improvement, the causes of health and safety incidents that become known will be investigated and action taken to avoid recurrence completed in a timely manner.

Nonconformity, Corrective Action and Preventive Action

All incidents, near misses, external party issues, results of inspections and internal audits are recorded in forms of Incident Reports, containing cause analysis. Corrective actions generated are then logged and if appropriate raised as a ticket on the Spiceworks log. The DFO shall take responsibility for ensuring that appropriate corrective actions are added to the form and communicated to all relevant personnel. He will ensure that the corrective action takes account of the cause analysis of the incident.

The DFO will progress the corrective action to a conclusion and ensure that the Incident Report is effectively closed following a review of its effectiveness using Spiceworks to draw reports and review outstanding work. Where necessary the DFO will ensure that the issue is subjected to a revised risk assessment.

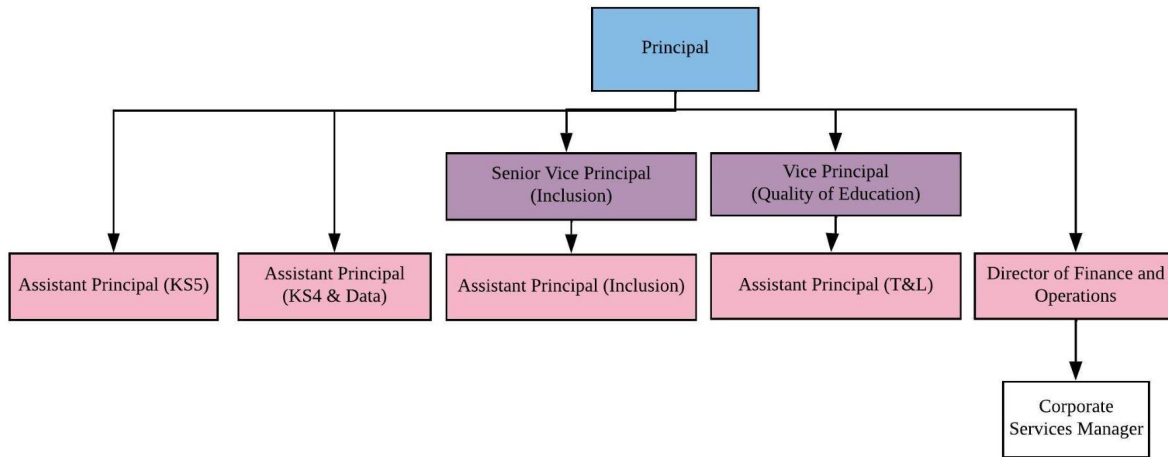
Chelsea Academy is committed to eliminating hazards and managing risk effectively in line with BS OHAS 45001. Action is preferable to Reaction. The Principal and Leadership Team in consultation with other parties will therefore take opportunities to reflect on situations and take preventive action wherever possible. All preventive action will be recorded and tracked on the Incident report form, and Spiceworks log for implementation as outlined in clause 9.2.2 above.

10.3 Continual improvements

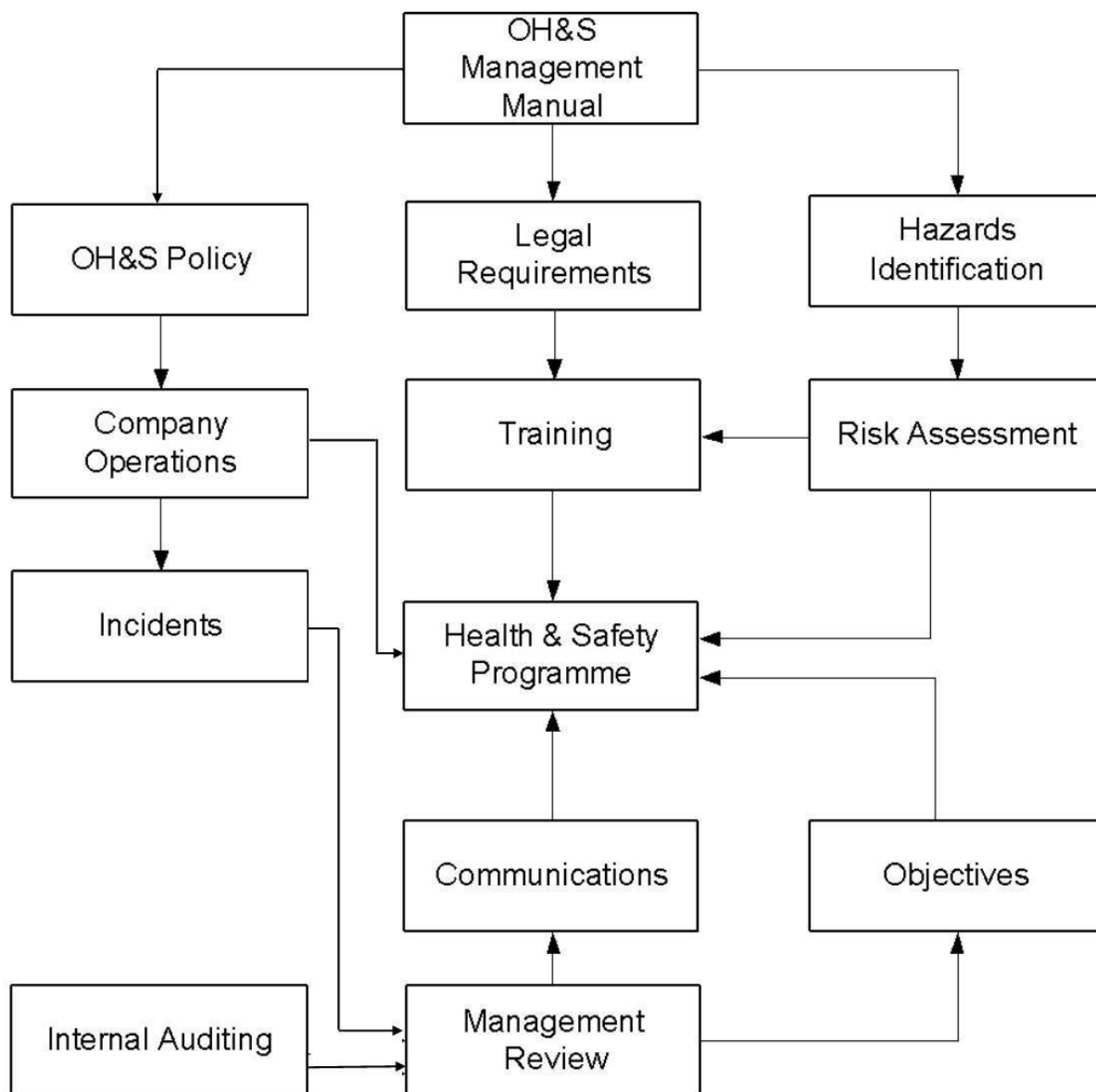
Processes to support continual improvements are:

- Incident report
- Near Miss report
- Cause analysis
- Corrective action
- Risk based thinking to eliminate hazards
- Communication
- Review
- Management Review

Chelsea Academy Structure



H&S Management Processes



Audit Review Plan:

Audit Plan from February 2023 - 6 monthly cycles									KEY	Complete
OH&S Policy and Manual Clause Reference										Due
	Feb 23	Aug 23	Feb 24	Aug 24	Feb 25	Aug 25	Feb 26	Aug 26		Overdue
Systems Day		X		X		X		X		
Operations Day			X		X		X			
Opening meeting considering: Business/ Systems Change Incidents, accidents, RIDDORs, enforcement action, as appropriate		X	X	X	X	X	X	X		
Review of actions from previous assessment as appropriate		X	X	X	X	X	X	X		
Context: <ul style="list-style-type: none"> • Issues • Interested parties • Scope • Management System 		X		X		X		X		
Leadership Interview, considering: <ul style="list-style-type: none"> • OH&S strategy • OH&S objectives, Policy • Risks/ opportunities • Culture • Consultation & participation 		X		X		X		X		
Leadership: <ul style="list-style-type: none"> • Policy • Roles and responsibilities • Consultation & participation 		X		X		X		X		
Planning: <ul style="list-style-type: none"> • Risks and opportunities management 		X		X		X		X		

<ul style="list-style-type: none"> Hazard identification & risk assessment Compliance obligations Planning action Objectives & programme 											
Performance evaluation: <ul style="list-style-type: none"> Monitoring & measurement Internal audit Evaluation of compliance Management review 		X		X		X		X			
Improvement: <ul style="list-style-type: none"> Corrective action management Incident management Improvement 		X		X		X		X			
Central support processes: <ul style="list-style-type: none"> Resource management Competence management Awareness Communication Documented information 				X		X		X			
Operational control - the review of the below areas should consider, as appropriate: <ul style="list-style-type: none"> Operational control Hazard identification & elimination - Risk / method statements Emergency preparedness & response Plant / equipment management Statutory requirements Support, including resources, competence, awareness, communication & documented information, calibration, 				X		X		X			

roles and responsibilities <ul style="list-style-type: none"> Control of contractors Performance monitoring 											
Operational control - off site educational activities		X						X			
Operational control- onsite educational activities (higher risk): PE, Technology, Science For Technology and Science CLEAPPS will be considered.						X		X			
Operational control - onsite educational activities (lower risk)								X			
Operational control - facilities management including full site tour			X		X						
Operational control - procurement			X		X						
Report preparation	X	X	X	X	X	X	X	X			
Closing meeting	X	X	X	X	X	X	X	X			
Recertification via strategic review								X			

H&S Management Review Meeting Template

Attendance:		Date:
Item	Agenda Item	Action by
1	Actions	
1.1	"Discuss and review detail progress, complete and incomplete tasks including justifications and closure of actions from the previous meeting" and COVID impact.	
2	Internal and External Issues	
	"Discuss changes relating to internal and external issues ensuring needs of interested parties are met"	
3	Communications / Complaints	
3.1	"Discussion with customers and other interested parties. Discuss complaints and other actions taken and to be taken. Show analysis where possible."	
4	Participation and Consultation results	
4.1	"Discuss communications with staff regarding HSE matters. Show analysis where possible."	
5	Performance / Incidents	
5.1	"Discuss the overall OH&S performance including non-conformances etc. Show root analysis where possible."	
6	Policy / Objective & Targets	
6.1	"Discuss the ongoing suitability of the Policy and H&S Programme adding / updating table. Discuss overall performance of the H&S management system."	
7	Risk Assessments / Legislation / Other Requirements	
7.1	Discuss what may be forthcoming / changing to affect the environmental, health & safety aspects and update table below.	
8	Recommendations for improvement	
8.1	"Discuss and record what steps have been and will be taken to avoid the occurrence of any problems that are likely to rise."	
9	Resources / Training	
9.1	"Discuss resources and decide whether any changes need to be made to the resource levels currently in place. Identify resources (ie human, time or financial) required."	
10	Next Meeting	
10.1	"Discuss actions needed to correct non-conformities and their implications".	
11	Minutes of Meeting - H&S Programme	
Overall Objective - what is aimed for	Specific Action - what will be done	Target Date - Measure of completion
		Action

to Monitor

Legal & Other Requirements	Related Hazards	Management & Monitoring How the organisation is managing & monitoring this aspect or risk. e.g. aspect & risk assessments.
---------------------------------------	------------------------	--

Record, Circulate and retain the Management Review Minutes.

COSHH Assessment Form

Issue Date: 10/11/14 Review Date: 28/01/15 Issue No. 4

COSHH Assessment Form

Date: _____ Assessor: _____ Department: _____

Checked by: _____

Before beginning work on the COSHH assessment process ensure you have a copy of the latest Safety Data Sheet (SDS) for the product.

Products that are in the same form, used in the same process and present same (or very similar) hazardous properties can be grouped together and assessed as a whole group rather than individually.

Do we need to use this product? Yes No Is there a safer alternative? Yes No

Name of product (s):	Factory Code:	Supplier:	Quantity:		
			Small (g/ml)	Medium (kg/l)	Large (ton/m ³)
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Persons at risk: Operatives Office personnel Visitors Young workers Migrant workers
 Cleaners New and Expected Mothers People with disabilities Contractors
 Lone workers Maintenance personnel Members of Public Temporary staff
 Others sharing the workplace (please specify): _____

Describe the activity or work process: Now include how long the task will take how often it will be repeated and how much of the product is used

Location of Work:	Duration: (minutes, hours and how often over time)	Frequency: (Max. No. of batches and tests per day)	Quantity:		
			Small (g/ml)	Medium (kg/l)	Large (ton/m ³)
Preparation <input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Loading <input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sweeping <input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lab testing & evaluation <input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
General cleaning <input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other <input type="checkbox"/> (please specify): _____			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Issue Date: 10/11/14 Review Date: 28/01/15 Issue No. 4

Hazard Classification of the product: tick all that apply (see For a fuller understanding of symbols, abbreviations, risk and safety phrases [click here](#).)

Hazard Pictograms	H-Statements	EUH-phrases	Physical Hazard
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

H-Statements	EUH-phrases	Physical Hazard			
H300 <input type="checkbox"/>	H313 <input type="checkbox"/>	H331 <input type="checkbox"/>	EUH201 <input type="checkbox"/>	EUH206 <input type="checkbox"/>	Health
H301 <input type="checkbox"/>	H314 <input type="checkbox"/>	H332 <input type="checkbox"/>	EUH201a <input type="checkbox"/>	EUH207 <input type="checkbox"/>	Health
H302 <input type="checkbox"/>	H315 <input type="checkbox"/>	H333 <input type="checkbox"/>	EUH202 <input type="checkbox"/>	EUH208 <input type="checkbox"/>	Health
H303 <input type="checkbox"/>	H316 <input type="checkbox"/>	H334 <input type="checkbox"/>	EUH203 <input type="checkbox"/>	EUH209 <input type="checkbox"/>	Health
H304 <input type="checkbox"/>	H317 <input type="checkbox"/>	H335 <input type="checkbox"/>	EUH204 <input type="checkbox"/>	EUH209a <input type="checkbox"/>	Health
H305 <input type="checkbox"/>	H318 <input type="checkbox"/>	H336 <input type="checkbox"/>	EUH205 <input type="checkbox"/>	EUH210 <input type="checkbox"/>	Health
H310 <input type="checkbox"/>	H319 <input type="checkbox"/>	H337 <input type="checkbox"/>	EUH401 <input type="checkbox"/>		Health
H311 <input type="checkbox"/>	H320 <input type="checkbox"/>	H338 <input type="checkbox"/>			Health
H312 <input type="checkbox"/>	H330 <input type="checkbox"/>	H350 <input type="checkbox"/>			Health
H400 <input type="checkbox"/>	H402 <input type="checkbox"/>	H411 <input type="checkbox"/>	EUH059 <input type="checkbox"/>		Environment
H401 <input type="checkbox"/>	H410 <input type="checkbox"/>	H412 <input type="checkbox"/>			Environment
		H413 <input type="checkbox"/>			Environment
		H420 <input type="checkbox"/>			Environment
	No H-Statements		State any EUH phrases:	NON-hazardous	Environment

Products that are classified as carcinogenic, explosive, flammable, oxidising and/or anything that has been assigned an UN number must be notified to the OHS&S Representative. [Click here to notify.](#)

First Aid	Notes
Move to fresh air (inhalated) <input type="checkbox"/>	Wash affected area (on skin) <input type="checkbox"/>
Induce vomiting (ingested) <input type="checkbox"/>	Rinse eye with water (in eye) <input type="checkbox"/>
Give water to drink (ingested) <input type="checkbox"/>	Remove contaminated clothes <input type="checkbox"/>
Seek medical advice and show label & SDS <input type="checkbox"/>	

Firefighting	Notes
Water <input type="checkbox"/>	Foam (non-aqueous) <input type="checkbox"/>
Carbon Dioxide <input type="checkbox"/>	Blanket <input type="checkbox"/>
Powder <input type="checkbox"/>	Sand <input type="checkbox"/>

Spill/Waste Disposal	Notes
Contain spill <input type="checkbox"/>	Hazardous waste carrier <input type="checkbox"/>
Wash to drain <input type="checkbox"/>	Sealed container/bag <input type="checkbox"/>
Protect drain <input type="checkbox"/>	Return to supplier <input type="checkbox"/>
Special Precautions <input type="checkbox"/>	Dispose of in skips <input type="checkbox"/>

Storage	Notes
Cabinet <input type="checkbox"/>	Bundled <input type="checkbox"/>
Away from Oxidisers <input type="checkbox"/>	Ventilated <input type="checkbox"/>
Away from Metals <input type="checkbox"/>	No flammable or open flame <input type="checkbox"/>
Kept dry & tightly sealed <input type="checkbox"/>	Away from reducing agents <input type="checkbox"/>
Store in original containers <input type="checkbox"/>	and acids <input type="checkbox"/>

Emergency / Handling Requirements:

Flexcrete Technologies Ltd