

Bedales Schools’ Health & Safety policy

INCLUDING EYFS

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Health and Safety Policy Statements

Chairman and Governors' General Statement of Policy

We, as the Board of Governors, with the full support and commitment of all Board members, accept, so far as is reasonably practicable, our responsibilities in respect of the health, safety and welfare of the School Staff, Pupils and Visitors, and for any other persons who may be affected by the School's activities.

We commit to comply with the duties placed upon us by the Health and Safety at Work etc. Act 1974, the Regulatory Reform (Fire Safety) Order 2005 and all other relevant supporting legislation.

Our Health and Safety strategy is to promote a positive culture, to encourage continuous improvement and to ensure health and safety is sufficiently resourced. We aim to provide a working and learning environment which is safe and without significant risk to the health or wellbeing of individuals. To that end we will endeavour to ensure that all hazards are identified, and where reasonably practicable, eliminated. Where any residual risks remain, they will be minimised and controlled to the best of our ability. We will take all reasonable steps to ensure that our statutory duties are met.

To assist us in achieving our aims, we delegate the day to day duty of ensuring that effective management arrangements are in place for compliance with this policy to the Head, Bedales Schools and Bursar. Also, where considered necessary, competent people will be appointed to assist us in meeting our statutory duties, including where necessary, specialist third party persons outside the organisation.

All members of Staff, Pupils and Contractors will be given sufficient information, instruction, training or supervision, to enable the safe performance of their learning activities or work.

We accept that it is also our duty to ensure that all School processes and systems of work are designed to prioritise health and safety and where cost versus risk, that safety will always be the first consideration. Adequate facilities and arrangements will be maintained to enable Staff and others to raise health and safety issues in the workplace with management via their Safety Committees, or at any other time should the need arise.

The successful implementation of this policy requires total commitment from all persons within the organisation. Each individual has a legal obligation to take reasonable care of their own health and safety, and for the safety of other people who may be affected by their acts or omissions. To enable the School to meet all its statutory health and safety duties we expect all members of Staff, Pupils Visitors and Contractors to comply and co-operate in a manner which contributes positively to the health and safety of all persons.

This policy will be regularly monitored to ensure that the objectives set out within it are achieved. As a minimum, it will be reviewed on an annual basis and revised if the findings of an incident investigation, changes in legislation or organisational changes deem it to be necessary.

Signed: _____ Chair of Governors Date: _____

The Head, Bedales Schools and Bursar's Statement

In accordance with the General Statement of Policy and as delegated by the Chairman and Board of Governors; we accept and support the policies, strategies and objectives for effective health and safety management applicable to the operation of the School's Staff, Pupils, buildings, equipment and activities. We will be directly assisted in this task by the 3SST (Heads of the School, Bedales, Dunhurst and Dunannie, Bursar, Director of External Relations and Senior Deputy the School), their Heads of Departments and the Health & Safety Manager.

The policy of the School is to plan and carry out its activities in compliance with all relevant legislation and approved codes of practice. The School will also strive for the highest standards of health and safety for its Staff, Pupils, Visitors and Contractors, and any other persons who may be affected by its operations.

We recognise that the management of health and safety is an integral part of all the Schools' activities and that the School can only maintain its valued reputation with a good health and safety record. Our aim is to fulfil the Schools' Legal, Moral and Financial duties by prioritising the health, safety and welfare of all persons who use our premises and may be affected by our activities; and wherever reasonably practicable, we will meet, or exceed these aims.

We recognise that risk is a natural part of everyday life and growing up. All activities involve some level of risk and it is impossible to eliminate them all. However, we believe it is important that young people learn to understand and manage risk and uncertainty for themselves. We will not 'wrap them in cotton wool', as to do so could mean that they not only miss huge opportunities for growth but also emerge into society unable to cope with the challenges of adult life. This statement applies equally to all persons who use our premises and are affected by our undertakings.

We encourage participation in sporting, adventurous, cultural, spiritual and creative, activities, including trips away from the School and to other lands. This creates first-hand experiences that inspire and enhance learning and development in ways which are powerful and long lasting. We believe that such activities will make a significant contribution towards key outcomes for young people; that of well-balanced health, safe behaviour, enjoyment in achievement and making a positive contribution to their world.

Strategy and Arrangements

By keeping this Health and Safety Policy up to date and involving Staff and Pupils at all levels, the School will strive to continuously improve its safety culture. The 'arrangements' detail how the School will fulfil the requirements of this Health and Safety Policy and are to be found in sections 2, 3 and 4. The 3SST and their Heads of Departments, and the Health & Safety Manager will, with our total support, ensure that effective procedures and resources are in place to fulfil all statutory duties.

Objectives

We will ensure, as far as is reasonably practicable, the highest standards of health and safety with regard to:

- Plant, equipment, procedures and safe systems of work
- Safe arrangements for the use, handling, storage and transportation of materials and substances
- The provision of adequate information, instruction, training and supervision for all Staff, Pupils, Visitors and Contractors
- The provision of safe places of work, both internally and externally with safe means of access and egress
- Adequate welfare facilities, including First aid and Fire protection measures

All Staff and Pupils

We encourage and indeed expect all Staff and Pupils to contribute to the Schools’ efforts to develop a positive safety culture throughout the school. Temporary Staff, for health and safety purposes, are considered to be employees of the School.

No safety policy can be successful unless it actively involves everyone. The School will promote the involvement of all Staff and Pupils to instigate, develop and carry out measures to safeguard themselves and other’s health and safety at work and during their learning activities.

We require an honest and open approach to the reporting of any incident or breach of policy, unsafe act or condition, engagement in unsafe behaviours, dangerous activities or damage to property.

Organisation

The Head, Bedales Schools and Bursar are committed to their responsibilities for ensuring that all Staff are aware of and comply with the requirements set out in the School Health and Safety Policy.

The primary responsibility for ensuring safe conditions and systems of work are implemented lies with the 3SST, Heads of Departments, Bursar and Head of Estates & Facilities; the Health & Safety Manager will assist them to achieve these objectives. All are to apply this Policy in their areas of control and influence.

The Bursar has additional responsibilities as the Health and Safety Resource Manager and the Fire Safety ‘Responsible Person’.

Signed: _____ Headmaster Date: _____

Signed: _____ Bursar Date: _____

I. Safety Structure and Organisation

This section comprises an outline of the safety structure and organisation. Further details of the duties and responsibilities of individuals are given in Part 2. See also the organisational chart and the Arrangements Section. Additionally, other policies have been developed for specific health and safety related matters and links directly to these are detailed within each relevant section. These additional policies should be read in conjunction with this policy.

1.1. The Head, Bedales Schools and Bursar

The Head, Bedales Schools and the Bursar are responsible to the Board of Governors for ensuring that the Health and Safety Policy is reviewed regularly, and effective arrangements are in place for ensuring compliance with its aims and objectives.

1.2. The 3 Schools Senior Team (3SST)

The members of the 3SST are responsible to the Head, Bedales Schools for ensuring that the more detailed parts of the Health and Safety Policy are incorporated into the daily activities of the Staff and Pupils. They endeavour to ensure teaching staff and pupils comply with the Governors' Health and Safety policy aims and objectives. When necessary they seek advice from the Bursar and/or the Health & Safety Manager.

1.3. Heads of Departments

The Heads of Department, Heads of Boarding and House Staff are responsible to the relevant member of the 3SST for ensuring implementation of the requirements of the Health and Safety Policy in all activities within their departments – including the appointment of external contractors (see 2.27 below).

1.4. External Visits Co-ordinator

The External Visits Co-ordinator is nominated by the Head of each School is responsible to the Head, Bedales Schools for the planning and co-ordination of external visits and to provide a focal point for advice and information to Heads of Departments and Teaching Staff. External visits include any trip away from the school premises, educational visits, community-based activities and all out-of-school activities.

1.5. Bursar (Also Health & Safety Resource Manager and Fire Safety Responsible Person)

The Bursar is responsible to the Governors and the Head, Bedales Schools for ensuring that steps are taken to implement the requirements of the Health and Safety Policy in all the Schools' non-core or support services. The Bursar ensures that Facilities, Maintenance, Domestic Services, ICT, HR, Finance and Catering staff comply with the Governor's Health and Safety policy aims and objectives.

The Bursar also acts as the Health and Safety Resource Manager, responsible to the Head, Bedales Schools, ensuring that adequate resources are available to implement the health and safety policy and fulfilling the role of the 'Responsible Person' as defined in the Regulatory Reform (Fire Safety) Order. To assist him with this task, when necessary, he may seek advice from the Health & Safety Manager.

1.6. Head of Estates & Facilities

The Head of Estates & Facilities is responsible for the management and maintenance of all School buildings, grounds, equipment, tooling and vehicles. The Head of Estates & Facilities shall ensure that all work equipment is operated in a safe manner and maintained in accordance with manufacturer's instructions. He/she must also provide, as far as is reasonably practicable, risk free and suitable arrangements for the safe storage and disposal of used items and waste materials. The Head of Estates & Facilities is the Fire Safety Duty Holder, chairs the Support Staff Health and Safety Committee and attends the Health & Safety Policy & Strategy meeting, whilst working closely with the Health & Safety Manager.

1.7. Health & Safety Manager

The Health & Safety Manager is responsible to the Head of Estates and Facilities for helping support staff to fulfil their roles and actively encourage the development of a positive safety culture throughout the entire School. The Health & Safety Manager attends all three Health and Safety Committees and the Health & Safety Policy & Strategy meeting.

1.8. Teaching Staff

Teaching Staff are responsible to the Head, Bedales Schools through the relevant Heads of each School and their Heads of Departments for the effective application of the Health and Safety Policy and procedures on all activities associated with their teaching.

1.9. The Health Centre

The Health Centre Nurses and Medical Matrons at Dunhurst and Dunannie are responsible to the relevant Heads of each School, for the operation of the Health Centre and for drawing up and implementing specific health and safety arrangements that are delegated to them. They shall ensure these are drawn up in consultation with the Health & Safety Manager.

1.10. First Aiders

First Aiders are responsible to the relevant Heads of each School through the Health Centre, for administering first aid and ensuring their training remains up to date.

1.11. Fire Marshals

Fire Marshals are responsible to the relevant Heads of each School and the Bursar, through the Health & Safety Manager, for assisting in the evacuation of buildings in the event of a fire or other emergency, and for ensuring their training remains up to date.

1.12. Human Resources (HR)

The Head of Human Resources and Staff are responsible to the Head, Bedales Schools, through the Bursar, for implementing specific health and safety arrangements relating to the health and wellbeing of all Staff as are delegated to them. They shall ensure these arrangements are drawn up in consultation with the Health & Safety Manager.

1.13. All Staff

All staff have a duty of care towards their colleagues, the Pupils and any Visitors, including Parents. Staff are actively encouraged to promote a sound safety culture throughout the School. Temporary staff are considered in the same way as permanent staff and must be afforded equal health and safety considerations and benefits.

1.14. Pupils

Pupils will receive health and safety awareness training and additional training specific to any hazardous substance or activity prior to involvement. Pupils are encouraged to play an active role in achieving the aims of the health and safety policy and must act with due care and attention to the safety and welfare of themselves and others.

1.15. Contractors

For the purpose of compliance with the policy, any person employed directly or indirectly by a contractor shall be deemed to be his employee and he, as the Principle Contractor, will take full responsibility for their actions whilst on school premises.

Where practicable, contractors will be selected from a list of Approved Suppliers. Contractors who are not on the Approved Suppliers list may be engaged for small works provided appropriate assessments of their capabilities are undertaken by the relevant department head and approved by the Health & Safety Manager.

All contractors must provide current liability insurance, risk assessments, a method statement and/or a safe system of work for the intended job. These items are the first step to becoming an approved supplier.

1.16. Consultation and Communication

Consultation and communication with Staff and Pupils on health and safety matters must be regular. This can be by face to face discussion, e-mail, phone, or the use of notice boards, bulletins or flyers. There are no set times for communicating a health and safety issue to a line manager, a house parent or the health & safety manager.

1.17. Health and Safety Committees

Health and Safety Committees provide a forum for the relevant Heads of each School, specific and nominated Heads of Department and Staff to consult with management on matters relating to health and safety, including changes in, or new, legislation that may affect the School. There are three Health and Safety Committees that meet once per term.

The School Bedales (Chair – Deputy Head, Operational & Co-Curricular)
Dunhurst & Dunannie (Chair - Head of Dunhurst)
Support Staff (Chair - Head of Estates & Facilities and Health & Safety Manager)

These committees will feed into the annual Health & Safety Strategy & Policy meeting, Chaired by the Head, Bedales Schools.

The Health & Safety Manager shall ensure that the minutes of meetings are issued to all committee members who will ensure that copies of the minutes are displayed on health and safety notice boards within their relevant departments.

2. Responsibilities of Individuals

2.1. The Head, Bedales Schools and Bursar

shall:

- Be responsible for the implementation of the Health and Safety Policy within the School
- Ensure that the roles of Bursar, Fire safety 'Responsible Person', Health & Safety Manager, Head of Estates and all Supporting Staff positions are adequately resourced to adequately fulfil the duties
- Ensure that detailed arrangements, policies, procedures and guidance are developed and implemented, and that adherence to them by Staff and Pupils is monitored and enforced

2.2. The Three Schools' Senior Team (3SST)

shall:

- Act on behalf of the Head, Bedales Schools as and when required
- Take all reasonable steps to ensure that all staff within their areas of control comply with the requirements of the Health and Safety Policy and implement all relevant procedures detailed within it.

2.3. Heads of Department

shall:

- Take all reasonable steps to ensure that all teachers and other staff within their departments comply with the requirements of the School's Health and Safety Policy and implement all relevant procedures detailed within it
- Ensure that all reasonably foreseeable hazards and risks are identified and where possible eliminated, reduced or minimised, control measures are such that remedial risks do not place Staff, Pupils or any other persons in danger
- Ensure that risk assessments are documented for significant hazards and reviewed when necessary

- Ensure that all accidents or near miss incidents, ill health or damage to equipment are reported to the Health & Safety Manager;
- Ensure trained first aid personnel, equipped with adequate first aid facilities, are available at all times and that the Health Centre is informed of any treatment provided
- Ensure that a sensible approach is applied, and a balance achieved in line with the Head, Bedales Schools' and Bursar's Statement in recognising that some risk is a natural part of everyday life and is impossible to eliminate
- Ensure that all pupils are given every opportunity to participate in a wide range of activities, including science, drama, physical education, local activities, day visits, field studies and outdoor adventure activities

2.4. Specific and Nominated Heads of Department

Certain Heads of Department have been identified as having a specific range of significant hazards and risks associated with the activities under their control. These Heads of Department shall ensure that pupils are not allowed unsupervised access to these activities and/or areas. However, those pupils that have been appropriately trained and are considered to be sufficiently responsible may be allowed to use equipment with minimal supervision.

2.5. Heads of Boarding and House Parents

shall:

- ensure risk assessments are undertaken and control measures are in place for all boarding houses
- keep records of training by house staff and ensure that it remains in-date
- ensure the safety, welfare and security of pupils at all times whilst on flat
- ensure fire drills are carried out for all boarding houses once per term
- ensure any defects or hazards are reported to the Facilities Help Desk immediately
- ensure that injuries, dangerous occurrences, ill health or damage to property are reported to the Health & Safety Manager

2.6. Head of Physical Education

shall:

- ensure risk assessments are undertaken all outdoor games, swimming, athletics, gymnastics, and other adventurous activities organised under the responsibility of the PE department
- ensure staff supervising PE are trained and competent, that records of the training are kept, and that the training remains in-date
- ensure that all injuries are reported to the Health & Safety Manager

2.7. Head of Science

shall:

- ensure risk assessments are undertaken and control measures are in place for all experiments, including the use and storage of equipment
- ensure that the Control of Substances Hazardous to Health (COSHH) assessments and the Consortium of Local Education Authorities for the Provision of Science Services (CLEAPSS) Hazcards are kept on the use and safe storage of all chemicals;
- ensure that the Science Department keep records of all specific training by teaching staff and technicians and that the training remains in-date;
- ensure that all injuries, dangerous occurrences or damage to equipment are reported to the Health & Safety Manager

2.8. Head of Design (Head of Art and Design at Dunhurst)

shall:

- ensure risk assessments are undertaken and maintained for all activities, the use of all equipment and machinery, and the safe storage of flammable materials
- ensure that the Design Department keep records of all training and that it remains in-date
- ensure that Pupils are closely supervised and only those pupils specifically trained and considered to be sufficiently responsible are allowed to use machinery with minimal supervision
- ensure that all injuries, dangerous occurrences or damage to equipment are reported to the Health & Safety Manager

2.9. Head of Art

shall:

- ensure risk assessments are undertaken and control measures are in place for all hazardous substances used in the ceramic studio, and the use and safe storage of oil-based paint and other flammables
- ensure the Art Department keep records of all training undertaken by Staff and that it remains in-date
- ensure that all injuries, dangerous occurrences or damage to equipment are reported to the Health & Safety Manager

2.10. Head of Drama

shall:

- produce and maintain risk assessments for the lighting, electrical equipment, and the safe construction, movement, building and dismantling of scenery, props and staging
- ensure that risk assessments are undertaken for all events taking place within the theatre (including visiting performances)
- ensure the Drama Department keeps records of all training of teaching staff and technicians, including Students and assistants' Usher training, and that it remains in-date
- ensure that all injuries, dangerous occurrences or damage to equipment are reported to the Health & Safety Manager

2.11. Head of Outdoor Work

shall:

- ensure risk assessments, including COSHH assessments, are undertaken and control measures are in place for all Outdoor Work activities, buildings and outside areas and animals
- provide a workplace and environment that does not pose an unacceptable risk to the health, safety and welfare of Staff, Pupils, any other persons, or animals involved in Outdoor Work
- ensure that only those pupils sufficiently trained and competent are allowed to use machinery with minimal supervision, and those who are not are to be closely supervised
- be vigilant to the types of disease that can be contracted through working with animals (zoonoses)
- ensure that all injuries, dangerous occurrences or damage to equipment are reported to the Health & Safety Manager

2.12. Heads of Department and staff supervising visits/external activities

shall:

- ensure risk assessments for all external activities that are undertaken by staff and pupils are completed and approved
- ensure that teaching and other staff involved are assessed as competent and suitable for the planned activities

- ensure that the person(s) having direct responsibility for the supervision and conduct of a group of young people during an activity, are aware of and include in their plans their responsibility for the health, safety and welfare of the group
- ensure all accidents or incidents that could have resulted in injury, ill health or damage to equipment are reported to the Health & Safety Manager regardless of the location in which the incident occurred

2.13. Head of Catering

shall:

- ensure risk assessments, for all main kitchens, catering areas and barbeques (including COSHH assessments) are undertaken and risk control measures put in place for all catering activities and public events
- ensure the safe use and storage of equipment and flammables, and that COSHH procedures for chemicals and other relevant products are strictly adhered to
- ensure the Hazard Analysis Critical Control Point (HACCP) approach is used to identify potential food hygiene/safety hazards and ensure the highest food safety standards are maintained
- ensure the Catering Department keep records of all training by chefs, food handlers etc., and that the training remains up to date
- ensure all accidents or incidents that could have resulted in injury, ill health or damage to equipment are reported to the Health & Safety Manager including the location in which they occurred.

2.14. Educational Visits Co-ordinators (in collaboration with Heads of Departments)

shall:

- co-ordinate the planning of non-routine external visits and assist with the risk assessment process
- provide a focal point for advice and information for non-routine external visits
- ensure that the planning and preparation of non-routine external visits include measures to safeguard young people and accompanying adults from harm
- ensure that parents and/or guardians are provided with detailed information
- ensure that written consent is obtained from the parent and/or guardian for the young person's involvement in the activity. This permission will include their consent to any emergency medical treatment
- ensure that suitable and sufficient risk assessments are completed for all stages of the visit and activities to be undertaken
- ensure that all injuries, dangerous occurrences or damage to equipment are reported to the Health & Safety Manager

2.15. Bursar (as Health and Safety Resource Manager)

shall:

- follow the Health & Safety Policy closely and endeavour to achieve the aims and goals as stated in the Head, Bedales Schools' and Bursar's opening statement
- ensure that effective measures are in place to achieve, as a minimum, compliance with current legislation and standards
- annually review the School Health and Safety Policy, in consultation with the Health & Safety Manager
- in consultation with the Health & Safety Manager ensure that a plan for health and safety training is set up and maintained. The training must be specific to Staff roles and activities in relation to foreseeable hazardous conditions in their workplace and the appropriate actions to be taken
- ensure that all staff and persons working in the School receive a copy of this Policy Document with the following instructions: 'by accepting an engagement to work at the School, within buildings, out on site or with any Staff or Pupils, it is considered also to be an acceptance to fully comply with the School ' Health and Safety Policy'
- take an active interest and be involved fully with the Health & Safety Committees

2.16. Bursar (as Fire Safety Responsible Person)

shall:

- in his/her role as Fire Safety Responsible Person, the Bursar shall:
- act as the 'Responsible Person' as detailed under the Regulatory Reform (Fire Safety) Order
- ensure fire safety issues are addressed and, specifically, following a risk assessment, that all appropriate fire safety measures are completed as a matter of priority
- ensure the residual risks to life from fire are kept under review and that fire risk assessments are kept up to date
- ensure a Fire Safety Policy and a Fire Safety Management Plan are drawn up, implemented and maintained

2.17. Head of Estates & Facilities (together with the Bursar and Health & Safety Manager)

shall:

- ensure that, as far as is reasonably practicable, the School identifies and incorporates associated health and safety standards into the specification of any design, construction, purchase, material or service
- ensure that adequate and competent health and safety assistance is available to the School to enable it to carry out its statutory duties
- ensure that effective arrangements are in place to monitor the health and safety standards of Contractors and Suppliers
- report regularly to the Bursar on compliance with the Health and Safety Policy
- as required arrange for the provision of necessary health and safety monitoring and training aids
- appoint a Buildings Caretaker to undertake routine testing/checks of all buildings within the School with delegated authority to help in achieving the standards as set out in this Policy Document;
- ensure that, before any contractor is engaged, an adequate assessment has been made of the competence and ability of that contractor to undertake the work safely and according to legal requirements
- ensure a competent 'Principal Designer' is appointed where the Construction (Design and Management) Regulations (CDM) apply to projects commissioned by The School
- ensure a comprehensive asbestos register is kept and maintained for all buildings, and carry out annual monitoring of residual materials

2.18. Head of Estates and Facilities (together with Maintenance, Grounds, and Domestic Dept)

shall:

- co-operate with other occupiers of buildings and offices to help them maintain, as far as is reasonably practicable, a safe and healthy working and learning environment; as a minimum, to help them meet the requirements of the Health and Safety at Work Act and the Regulatory Reform (Fire Safety) Order; and all applicable subordinate legislation;
- ensure that all maintenance and repair work carried out on the premises is undertaken by Competent Persons and complies with the relevant statutory provisions;
- ensure that a written risk assessment and safe system of work for all significant works is prepared and submitted to the Health & Safety Manager for approval before allowing maintenance staff to undertake any hazardous operation
- ensure all buildings have up to date health and safety files. These should contain relevant information to enable any residual health and safety risks to be controlled during maintenance, repair, construction work or demolition
- ensure that all equipment is safe and fitted with the necessary guards or safety devices and that it complies with current safety standards and legislation (PUWER) and (LOLER)
- ensure that inspection and maintenance of all equipment, in accordance with the manufacturer's recommendations, and ensure that records are kept in evidence
- in liaison with the 3SST and Bursar, co-operate with any other occupiers of the buildings or offices to meet the resource requirements of fire risk assessments

2.19. Health & Safety Manager

shall:

- co-ordinate health and safety matters within the three Schools
- report injuries, diseases and dangerous occurrences to the Health and Safety Executive, as required by the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR);
- ensure that Contractors and Visitors are provided with relevant induction or instructions as necessary to ensure their health and safety when on the School premises
- observe the working environment in any premises within the School and bring any deficiencies to the attention of the facilities helpdesk
- ensure that adequate emergency plans are in place to provide a rapid and effective response to any major incident concerning health, safety or fire safety affecting the School or its premises and operations
- actively promote a positive health and safety attitude and culture throughout the three Schools
- liaise with the Health and Safety Executive (HSE) and other official and professional bodies as required
- advise management of the implications of all relevant new and existing legislation
- maintain copies of relevant health and safety documents
- assist and advise all staff on risk assessments, safe systems of work and methods of accident prevention
- investigate serious accidents and dangerous occurrences and recommend means of preventing recurrences
- attend and produce minutes from the termly Health and Safety Committee meetings
- take all reasonable steps to ensure that suitable personal protective equipment (PPE) is provided and that it is properly inspected, cleaned, used and returned to the correct storage facility after use
- ensure that an inventory of hazardous substances is maintained, that relevant information on health and safety matters is passed to the users of such substances and that appropriate personal protective equipment is issued and used
- in liaison with the 3SST and the Bursar, ensure that there is a sufficient number of trained Fire Marshals, in suitable locations, to ensure the safe and prompt evacuation of buildings.

2.20. Teaching Staff

shall:

- ensure the health and safety of all pupils in their classes as far as is reasonably practicable
- consider all relevant health and safety issues and ensure that sufficient resources are available to overcome any significant risks
- ensure that all pupils have sufficient training, instruction and supervision to carry out their activities without significant risk to their health, safety and welfare
- seek health and safety assistance, in the first instance, via the Staff Health and Safety Handbook?
- where additional assistance is required, teachers are encouraged to seek advice from their Heads of Department and the Health & Safety Manager
- liaise with the Head of Department, the Health & Safety Manager and the Bursar, keeping them informed of any significant risks to health and safety, in relation to the premises, the School, activities or any inadequacies of the School Health and Safety Policy or associated documents
- ensure external activities that they undertake with pupils under their control, are adequately risk assessed and that any necessary control measures identified are put in place to manage remedial risk
- ensure that they remain competent and suitable for the planned external activities, and that any assessments and plans they draw up are approved and signed off by their Head of Department
- ensure that all injury accidents or dangerous incidents that could have resulted in injury, ill health or damage to equipment are reported to the Health & Safety Manager

2.21. Health Centre (including Medical Matron at Dunhurst and Dunannie)

shall:

- record details of all injuries, incidents or ill health affecting Pupils, Staff, Contractors or Visitors and forward copies to the Health & Safety Manager, followed by termly reports to relevant members of the 3SST
- review the First Aid policy on an annual basis and consider the First Aid cover arrangements throughout the School to maintain adequate cover
- ensure First Aid cover currently in place, is suitable and sufficient. Also, ensuring there are enough qualified First Aiders to treat all reasonably foreseeable incidents or major emergencies, both during term time and recess periods
- maintain the First Aid register and arrange new and refresher training in a timely manner
- Ensure that individual First Aiders and their line managers are made aware of their recertification dates

2.22. First Aiders

shall:

- ensure their training remains up to date and apply for refresher training in a timely manner
- ensure they are familiar with and follow the First Aid policy and the associated procedures and arrangements for first aid as drawn up by the Health Centre
- ensure they carry out periodic inspections of their first aid boxes and, where items have been used or have become out of date, they should contact the Health Centre for replacements

2.23. Fire Marshals

shall:

- ensure their training remains up to date and apply for refresher training in a timely manner
- ensure they are familiar with the applicable actions required during an emergency evacuation
- only 'sweep' a building during evacuation if sure it is safe to do so
- on arrival at the designated fire assembly point, assist with the checking of names on the fire registers.
- report the results of checks to the head of department and await further instructions from the Facilities dept. (or Fire Brigade if in attendance)
- inform the Health & Safety Manager of any changes that may affect their ability to continue their duties
- ensure their line managers and the Health Centre are aware of any changes that may affect their ability to carry out their duties

2.24. Head of Human Resources (with the assistance of HR staff)

shall:

In liaison with the Health & Safety Manager, maintain the following policies:

- Display Screen Equipment
 - Substance Misuse
 - Anti-bullying and Harassment
 - Vehicles and Driving
 - Anti-disability Discrimination
 - General Site Induction
 - Smoking and Vaping
 - Lone Working
 - Stress and Mental Health
 - New and Expectant Mothers
- The HR Manager and staff shall deal with all staff related issues on a daily basis whilst maintaining the highest standards of confidentiality and data protection

- The HR Manager and staff are responsible for the content and documentation of all employment contracts and ensuring close adherence to Employment law where conflict may result from these contracts
- Any Mental Health issues must be determined as 'work/school related' to enable the involvement of professional Occupational Health support. Staff with issues that are not work related may be supported through 'UNUM lifeworks' who provide confidential help and their contact details are available from the Health Centre of the Health & Safety Manager

2.25. Head of Finance

shall:

- ensure staff are trained and competent to carry out their duties
- provide suitable equipment and a comfortable environment for staff
- notify the ICT or Facilities dept. of defects with equipment or shortcomings in the environment
- maintain vigilance to the needs of staff in relation to general wellbeing and good mental health
- ensure all staff carry out Display Screen assessments via the e-learning facility 'WorkRite'
- report incidents that caused, or could have caused, injury to the Health & Safety Manager in the first instance, suggesting practical prevention solutions

2.26. Head of ICT

shall:

- ensure staff are suitably trained and progressing in line with current technology to gain sufficient knowledge to carry out their duties safely
- provide suitable equipment and a safe and comfortable environment for all staff
- ensure only the most competent staff handle complex electrical, wiring or program tasks
- report all incidents that caused, or could have caused, injury to the Health & Safety Manager in the first instance, suggesting practical prevention solutions

2.27. All Staff (regardless of position)

shall:

- co-operate in complying with the requirements of the School' Health and Safety Policy
- act with due care for the health, safety and welfare of themselves, their colleagues and all other persons
- comply with all instructions and procedures issued for safe working and challenge those that may need updating at any time
- correctly use protective clothing and safety equipment and follow safe systems of work when provided
- report to their supervisors or the Health & Safety Manager, any defect in plant, equipment or safety procedures that come to their notice
- report to their supervisors or the Health & Safety Manager, any incidents which have led, or might have led, to injury or damage to property
- co-operate willingly with investigations undertaken to establish the root cause of an incident and assist in analysing preventative measures to eliminate or reduce recurrences

Note: The School forbids Staff to authorise, initiate or allow to continue, any process, operation or activity that could knowingly result in significant injury. This does not include sporting activities provided that all equipment is in good order and used as the manufacturer intended.

2.28. All Pupils at the School

shall:

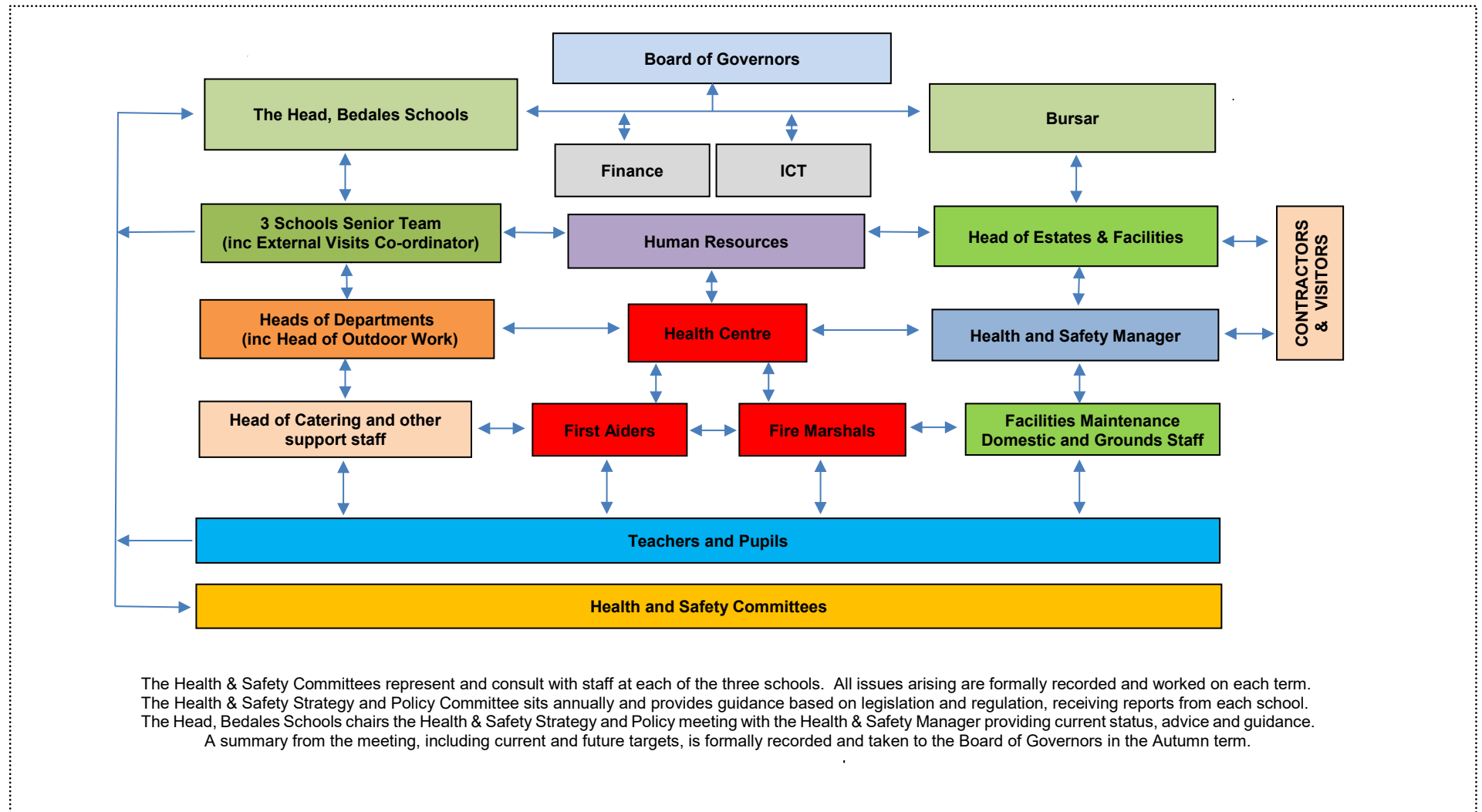
- co-operate in complying with the requirements of the School' Health and Safety Policy
- act with due care and attention to the health, safety and welfare of themselves, their friends and all other persons
- comply with all instructions and procedures given by their Teachers for safe working and activities
- use any protective clothing and safety equipment exactly as instructed
- tell their Teacher of any defects found in machinery, equipment or property that may come to their notice
- report openly and honestly to their Teachers any incidents, which led or could have led, to injury or damage and then co-operate with any investigation undertaken to create preventative measures
- be reassured that confidentiality will be maintained if requested and that honesty is the best policy

2.29. Contractors

shall:

- provide a completed Contractor's questionnaire, Insurance details, Risk assessments, method statement and proof of competence prior to being awarded a contract of work
- report to the Facilities reception desk before starting work on site, so that they may be informed of the School site safety rules, likely hazards involved in the work, appropriate safeguards and site emergency procedures
- ensure that no unauthorised persons access the working area
- ensure the working area is left secure and all equipment isolated at the end of each working day
- inform, train and instruct all their employees, or sub-contractors, of their own responsibilities whilst working on the School premises
- where required, ensure their employees, including sub-contractors or agency staff, attend induction training before starting work on the site
- comply with relevant legislation, approved codes of practice, guidance notes and any arrangements in the project's Health and Safety Plan to maintain safe working conditions, including the supply of any necessary personal protective equipment
- keep, and make available if required, all necessary statutory records of inspections and maintenance of equipment brought on to site, including lifting appliances, pressure or gas systems and electrical items
- make known to the Health Centre, any Contractor who may have a specific medical condition or special medical needs in the event of an emergency
- advise the Facilities dept. of any contractor who has language differences and who may need safety instructions made clearer
- remove from site any person who, in the belief of the School, behaves in an unsafe, irresponsible or inappropriate manner

Bedaes Schools organisational structure - Health & Safety is everyone's responsibility



3. Arrangements

3.1. Health and Safety Policy

This arrangements document forms part of the overall 3 Schools Health and Safety Policy.

3.2. Documentation

Our Health and Safety Management System is comprised of the overarching Health and Safety policy, these arrangements, and where necessary, standalone policies and procedures. Additionally, where appropriate, Heads of Department have produced their own departmental policies and procedures, to outline their specific departmental issues.

3.3. Accident / Near Miss Reporting and Investigation

Reporting of incidents involving staff

Blank accident forms are available on the intranet and it is the responsibility of every individual to ensure that an accident report form is completed for any accident/incident involving themselves and should be completed within 24 hours. If the injured person is unable to complete an accident report this should be carried out by the attending first aid person, teacher or line manager on their behalf as soon as possible. A copy of the completed form should then be sent to the Health & Safety Manager who will review the circumstances and determine if an investigation is required. Where necessary the Health & Safety Manager will report applicable accidents to the Health & Safety Executive (HSE) under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR).

It is not expected that a form will be completed for very minor incidents (i.e. paper cut, banged elbow, etc.). These should be recorded on a Minor Injuries Log, a copy of which should be sent to the Health & Safety Manager at the end of each term.

Reporting of incidents involving students

For accidents occurring during curriculum time an accident form should be completed by the teacher in attendance at the time with a copy being passed to the relevant HoD (for information).

For incidents occurring during non-curriculum time the accident form should be completed by the first aider or Health Centre. For incidents taking place on boarding houses, forms will be completed by the relevant house staff. As above - minor incidents (i.e. paper cut, banged elbow, etc.) should be recorded on a Minor Injuries Log, a copy of which should be sent to the Health & Safety Manager at the end of each term.

In ALL cases a copy of the form must be sent to the Health & safety Manager within 24 hrs.

On receipt of an accident form, the Health & Safety Manager will liaise with the Health Centre for information on the condition of the injured person, any medical treatment provided or to be followed up.

The Health & Safety Manager will ensure a unique ID Number is applied to the form and that it is stored confidentially. Forms will then be kept for at least 3 years and a master register containing all the relevant details is kept by the Health, Safety & Compliance Manager. In this way patterns in type, nature or frequency of accidents can be highlighted and remedial actions investigated. Useful prevention measures or controls can then be put in place.

This can also ensure that Heads of Departments and decision makers are aware of and committed to implementing the remedial actions, also accident data provides a useful health and safety performance indicator by identifying training gaps or areas where the Policy or current procedures need to be reviewed.

When completing accident reports all staff must be aware of the need to comply with the Data Protection Act (DPA). Therefore, as soon as any personal information has been recorded on the accident form the document must be regarded as confidential and treated accordingly.

The Health & Safety Manager, in consultation with the Health Centre staff, will be responsible for reporting accidents, illnesses and dangerous occurrences affecting any Staff and Students, as necessary to the HSE, under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR).

It is important to note that if a serious accident or incident occurs, the condition and status of the accident scene must be preserved to enable a thorough and accurate investigation. In such a case the following action should be taken where possible:

- remove and exclude all persons from the accident scene except essential emergency responders
- cordon off the area with rope, tape, or barriers
- post personnel to control access
- take photographs and narrated video recordings of the accident scene, especially of any evidence that can be easily destroyed, for example tyre tracks, fluids on the ground, etc.

3.4. First Aid Arrangements

Within each building a notice is displayed in a prominent position which provides contact details for the appointed first aider(s) and the location of the nearest first aid box. First Aiders are responsible for maintaining the first aid boxes and ensuring adequate quantities and type of contents, replacing any items used or before they become out-of-date. These provisions are available from the Health centre.

In the event of an injury, illness or other emergency the first aider should be contacted immediately. Where possible, staff should arrange for the first aid box to be collected and taken to the accident scene. Where necessary, the injured person should be accompanied by the first aider to the Health Centre. All first aid treatment given must be reported to the Health Centre.

Remember the Data protection Act (DPA) when completing the accident forms and treat them as confidential as soon personal details are entered. The Health Centre is responsible for the First Aid Policy which should be consulted in the first instance.

See the three schools First Aid Policy at

T:\ThreeSchools\Policies_Handbooks_Key_Documentation\Staff_viewable\Three Schools\3 Schools' First Aid Policy.pdf

3.5. Medicines

Medicines should only be administered by staff in strict compliance with the Schools Medication Policy.

See the three schools Medication Policy at

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3.6. Fire and Emergency Arrangements

Fire is one of the Schools' greatest threats and the first priority will always be the safety of staff and Students. Immediate action in any suspected fire situation is to activate the fire alarms and evacuate the building. This may be a single building or a whole-school evacuation and an Emergency Evacuation procedure covering both situations and several others e.g. classrooms, was reviewed and issued in August 2019.

The Regulatory Reform (Fire Safety) Order 2005; requires the appointment of a 'Responsible Person' for the school and this is the Bursar. The Bursar, with the assistance of the Health & Safety Manager and the Facilities dept., ensures that fire safety issues are addressed and specifically that fire risk assessments are carried out, and that appropriate fire safety measures are implemented and maintained.

The Bursar is also responsible for ensuring that staff and students are adequately and appropriately informed and, where necessary, trained in proper fire prevention practices and the emergency evacuation procedures.

The majority of buildings have been equipped with fire detection and alarm systems. All buildings are equipped with portable firefighting equipment and fire evacuation instructions, specific to that building, are displayed next to each alarm call point. It is the staff's responsibility to familiarise themselves, and their students, with the fire procedures. Heads of Department are responsible for ensuring all persons using the building are aware of the emergency evacuation procedures.

The Facilities dept. carries out weekly testing of the alarm systems throughout all 3 schools. Extinguishers, emergency lighting, door release and detection systems are also subject to monthly, quarterly and/or annual testing in accordance with the Regulatory Reform (2005) guidance. All test records are kept for auditing purposes.

All Staff and Students have a duty to care for themselves, others and school property. They must conduct their activities in such a way as to minimise the risk of fire. This involves keeping combustible materials to a minimum and separate from sources of ignition, correct storage of flammable substances and the avoidance of the use of naked flames, smoking or overloading of electrical appliances.

Tampering with items provided for the purpose of fire protection is illegal. Prosecution may be brought against an individual in such an event that he/she contravenes instructions given by his employer, or person in control, that prevents or compromises their efforts to carry out their legal duties under section 7 of the Health & Safety at work act.

See Fire Emergency Evacuation procedure at

T:\ThreeSchools\Policies_Handbooks_Key_Documentation\Staff_viewable\H & S Policy & Procedures\Review of Emergency Evacuation Procedure - Final May 2019.pdf

See the three Schools Fire Safety Policy at

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Communication, Consultation and Co-operation

The aim of the School is to build and maintain a healthy and safe working environment. To achieve this aim communication, consultation and co-operation between Staff, Students and the schools' Senior Leadership Team is essential. All Staff and Students are expected to co-operate with the School and to accept their individual responsibilities as they relate to themselves and others.

Communication - Staff are to communicate any building-related health and safety concerns to their line manager and the Facilities Helpdesk in the first instance. If satisfactory responses are not received in a timely manner, then the Health & safety Manager must be informed.

Consultation - Staff are to consult all those involved with any health and safety concerns in relation to the activities which form part of their work to the appropriate Head of Department in the first instance. Where possible the HoD will rectify the problem and inform the appropriate member of the 3 Schools Senior Team of the issue and action taken. Where further assistance is required in order to rectify the problem, the HoD should consult the Health & Safety Manager. Examples of issues to be consulted upon may include:

- Work related (occupational) stress
- School trips
- Training needs
- Risk Assessments
- Use of display screen equipment
- Requirement of an additional health and safety Procedure

Cooperation - The 3 schools have a duty to cooperate with instructions, rules, equipment and/or procedures provided to them in relation to their Health and Safety. It is an offence to deliberately ignore, contravene, damage or misuse/abuse any item or provision that results in creating danger to themselves or others.

3.7. Risk Assessment and Safe Working Procedures

Heads of Departments are responsible for ensuring that an assessment is undertaken of any/all significant risks posed to Staff and Students within their department, that arise as part of their normal work and learning activities.

Staff will be trained in the process of how to carry out a 'suitable and sufficient' risk assessment and must apply this approach to all their work activities. Staff must assess the risks posed to Students' health and safety as a result of any activities under their supervision or instruction. Where the risk assessment process identifies hazards where the risk is deemed 'medium' or 'high', the risk assessment must be formally recorded. However, it is not always necessary to be a lengthy documented assessment but can also be a 'dynamic' assessment carried out mentally and in discussion with those who may be affected by the hazard or risk. In this way we promote an attitude to safety that becomes embedded in daily activities and thus generates an overall improved Safety Culture. Any written risk assessment must be forwarded to the Head of Department for their review and signature prior to the commencement of the activity. Where a risk assessment deems a job or process to create un-acceptable levels of risk it will be necessary to contract out the work to an external professional 3rd party specialist. For example, this could be:

- High level window cleaning
- Roofing repairs
- Electrical installations
- Asbestos removal
- Water treatment
- Theatre props/lighting/staging

It is not enough to simply write a risk assessment. Details of how the work will be safely undertaken are necessary before the work can commence. Safe working procedures are known as Safe Systems of Work (SSOW) and will be needed to detail the risk assessment findings and what the control measures will be that must be followed. Where significant risks remain, particularly when gas, or electricity are involved, isolation procedures will be a critical part of the SSOW. Always consult with the Health & Safety Manager to help you produce your SSOW.

See the three schools Risk Assessment Policy at

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Information, Instruction, Training and Supervision

Safety training is regarded as an integral part of an effective Health and Safety system.

All new staff will receive a health and safety induction when they commence employment. All staff training will be logged against their individual training records. On-line, e-learning Health & Safety training is managed by the Health & Safety Manager who has access to all records via the training portal.

All teaching and supervisory staff are responsible for providing suitable and sufficient information, instruction, training and supervision in order that Staff and Students may undertake their tasks without unacceptable risk to themselves or others. In addition, Heads of Departments are responsible for ensuring that all staff within their department are provided with the same high level of information, instruction, or training so that they can undertake their daily work activities in a safe manner. It is the duty of all Staff to carry out only those tasks for which they have been trained.

Where a member of Staff identifies a training need or knowledge gap that could compromise the health and safety of themselves or others, the Head of Department should be consulted in the first instance. If assessed as necessary, e.g., when undertaking a new role or new activity, additional training, or refresher training will be provided. In order to generate a good safety culture staff must be competent, which means they must possess:

- Knowledge
- Aptitude and attitude
- Training
- Experience

3.8. Lone Working

Lone working should be avoided. Wherever a situation arises that may require a person to work by themselves without close supervision or direct contact with others, it should be managed so that the need is eliminated, or the risks reduced to an acceptable level. Your risk assessment should be undertaken to document this and agree strict control measures.

Each Head of Department is responsible for identifying where lone working might occur amongst staff and consider what level of risk this may pose. Ensuring someone has a mobile phone is simply not enough. A lone worker could be injured or become unable to summons help; therefore, all scenarios must be considered before a decision can be made. Only when lone working has been thoroughly assessed, but still cannot be avoided, may controls be considered. For example:

- ensure the Head of Department knows who, where, what job is being done and for how long
- arrange a work 'buddy' system to keep contact at regular intervals
- agree a check routine with other workers in other buildings or a specifically named person
- establish a means of communication and make regular checks, walk round, text, e-mail
- keep phones charged and within reach in pockets, or consider personal alarms
- only agree to lone working in one-off circumstances – if it becomes 'the norm' it must be managed out.

All staff are required to co-operate with these procedures to ensure safe working and to report any concerns to their line manager. When drawing up a SSOW it may be necessary to consult with the appropriate Head of Department and/or the Health & Safety Manager who is responsible for the Lone Working Policy which should be consulted in the first instance.

See the three schools Lone working Policy at

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3.9. New and expectant Mothers

Upon notification from the Human Resources dept., the Health & Safety Manager will undertake a specific risk assessment in relation to any staff who are newly pregnant or returning to work whilst still breastfeeding. Reasonable adjustments must be considered where any occupational activity or situation causes detriment to the health and wellbeing of such persons. Hazards which may cause risks to new or expectant mothers or their unborn children can include:

- Shock, vibration or excessive noise
- Strenuous activity
- Manual handling/ heavy lifting
- Poor posture (at display screen)
- Fatigue or stress
- Exposure to animal faeces
- Exposure to infectious diseases e.g. chicken pox
- Inhalation of carbon monoxide.

The Health & Safety Manager or the Health Centre should be consulted for additional guidance and advice.

See HSE guidance on New and Expectant mothers at

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Violence and Aggression

Staff and Students may occasionally need to deal with situations that lead to confrontation and a threat of physical violence. This includes harassment and bullying; therefore, all potentially 'risky' situations should be assessed from a personal safety point of view, and appropriate actions taken.

Any incident that cannot be resolved immediately and in a calm and informal manner, must be reported to your immediate line manager. Your Head of Department must be made aware as soon as possible, but if this is not appropriate the Human Resources Manager should be informed.

Violent or abusive behaviour between Staff, Students, Visitors or the general public will not be tolerated and will result in disciplinary action being taken.

See the three schools policies below:

<https://intranet.bedales.org.uk/hr/policies-and-procedures---a-to-z-list-1> (Respect & Dignity at Work Policy)

[T:\ThreeSchools\Policies_Handbooks_Key_Documentation\Staff_viewable\Bedales\Policies\Bedales Anti-bullying policy \(Student\).pdf](T:\ThreeSchools\Policies_Handbooks_Key_Documentation\Staff_viewable\Bedales\Policies\Bedales Anti-bullying policy (Student).pdf)

T:\ThreeSchools\Policies_Handbooks_Key_Documentation\Staff_viewable\Bedales\Policies\Bedales Behaviour of Students Policy.pdf

T:\ThreeSchools\Policies_Handbooks_Key_Documentation\Staff_viewable\Dunhurst\Policies\Anti Bullying Policy.pdf

3.10. Driving vehicles and Parking

For the purposes of insurance, the School premises are considered to be the 'public highway' and not 'private property'. Therefore, all rules relating to driving outside on the public roads apply to driving inside on school roads and car parks. Seat belts must be worn where fitted, this includes on mowers and in all-terrain vehicles, land rovers and facilities/catering vehicles. Any person involved in an accident on school grounds whilst driving, may still be charged and lose or have points applied to their licence.

The use of a mobile phone whilst driving is prohibited within school grounds

The maximum speed limit on the School premises 10 mph. However, in specific areas this limit is reduced, and where road conditions dictate, or pedestrians are using the road - the speed limit is reduced to 5 mph.

Staff and Visitors' vehicles are to be parked within designated parking areas only. Delivery vehicles will be parked and off loaded within designated offloading areas. The Facilities Department should be consulted on the movement of contractor's vehicles.

School Vehicles - Members of staff may be required to drive motor vehicles on school business e.g. Facilities staff driving maintenance vehicles, Staff driving to external meetings and minibus drivers taking Students on school trips. The School recognises that the use of vehicles on School business requires additional health and safety measures to protect Staff, Students and third parties. It recognises that the occupational risks associated with driving are related to a wide range of factors which fall into three main categories:

- Safe Driver
- Safe Vehicle
- Safe Premises

The Bursar is responsible through the Facilities Department for ensuring regular inspections and maintenance is undertaken on school vehicles and that they remain legal and roadworthy. This includes mini-buses, work vans, road sweepers and plant etc. Individual departments that have their own vehicles are responsible for ensuring they remain roadworthy. School vehicles may only be driven by suitably licenced staff and only when authorised by their line manager or the Bursar.

Any minor damage, incident or defect found on a school vehicle must be reported to the Facilities dept. in first instance. Any accident needing the involvement of insurers must be reported to the Bursars assistant immediately.

The School has developed a comprehensive Vehicle and Driving Policy which should be read by all current and new drivers of School vehicles prior to undertaking any school driving activities for the first time. The Health & Safety Manager, in consultation with Staff and the Human Resources dept., is responsible for the Policy.

See the three Schools Vehicle Driving Policy at

T:\ThreeSchools\Policies_Handbooks_Key_Documentation\Staff_viewable\Three Schools\3 Schools' Vehicle Driving Policy.pdf

3.11. Mobile Telephones

It is the policy of the School that mobile telephones will be used in a safe and responsible manner. Staff and Students are to switch mobile phones off or set to voicemail whenever they are carrying out work or learning activities where receiving a call may be intrusive or make the task they are performing become hazardous.

It is illegal to use a mobile phone whilst driving. Mobile phones, whether School provided or personal, must not be used whilst driving a School vehicle under any circumstances. This also applies to driving within school grounds (see above) and anyone found to be using a phone whilst driving will immediately lose the right to drive any school vehicle.

The use of hands-free kits is also actively discouraged, and the School advises all Staff to stop in a safe place before making or receiving a call.

3.12. Security, Staff and Students Safety

In recent years a number of high-profile incidents in the education sector have caused the issue of school security to be increasingly brought into focus. Whilst these incidents are rare, all staff are asked to be vigilant in ensuring only authorised persons are on the School Estate.

If a member of staff notices an unfamiliar person, they should make a friendly but cautious approach and ask the individual if they require any assistance. If the visitor is not displaying a visitors' or contractors' pass or is acting suspiciously this should be reported immediately to the Safeguarding Lead and the Facilities Helpdesk in the first instance.

Do not compromise your safety or that of others by engaging in any verbal or physical confrontation but stay nearby and observe their movements from a safe distance.

See the three Schools Access control and Workplace Safety Policy at [T:\ThreeSchools\Policies_Handbooks_Key_Documentation\Staff_viewable\Three Schools\3 Schools Security Access Control & Workplace Safety Policy.pdf](T:\ThreeSchools\Policies_Handbooks_Key_Documentation\Staff_viewable\Three_Schools\3_Schools_Security_Access_Control_&_Workplace_Safety_Policy.pdf)

3.13. Contractor, Visitor and General Public Safety

The School has a duty of care towards visitors, contractors and the general public when they are on the School premises. Visitors and contractors are required to sign in at the school reception or the Facilities helpdesk where they will be issued with an identification badge and relevant health and safety information.

Contractors about to carry out work on the site will have already been approved by providing insurance and H&S documentation as proof of competence prior to being awarded a contract of work. These documents are held and kept up to date by the Facilities office. Contractors come under specific 'Control of Contractor' regulations and strict safety responsibilities are placed on both the contractor and the school.

Visitors' safety will remain the responsibility of their host throughout their visit. It is the duty of the host to ensure the safety, security and wellbeing of any visitors for whom they are directly responsible. They should assist them in an emergency and ensure they leave the site safely. Visitors should not be able to roam freely or move around the school unaccompanied.

The General Public also fall within the responsibilities of the school for safety. This applies at any public event be it inside or outside and steps will be taken to provide for the health and safety of all attending persons regardless of the activity or nature of the event. 'At your own risk' is not a control measure and no disclaimer will stand up in court in the event of an avoidable accident occurring on the school grounds. The Health & Safety manager can advise you and assist with your risk assessments in the first instance.

See the three Schools Visitors Policy at [T:\ThreeSchools\Policies_Handbooks_Key_Documentation\Staff_viewable\Three Schools\3 Schools' School Visitor Policy.pdf](T:\ThreeSchools\Policies_Handbooks_Key_Documentation\Staff_viewable\Three_Schools\3_Schools'_School_Visitor_Policy.pdf)

Also see item 7.2 on Public events.

3.14. Monitoring, Audit and Review

Monitoring of the implementation of the Three Schools Health and Safety Policy lies principally with the Health and Safety Committees (Dunhurst & Dunannie, Bedales and Support Staff). They are responsible for ensuring the effective implementation of the policy and monitoring that all areas detailed within it are adhered to.

Where there is a change in process, technology, Staff or an incident that, after risk assessment, requires it; The Health & safety Policy will be reviewed and updated accordingly.

The Committees meet at least once per term. Its terms of reference involve monitoring the health, safety and welfare of all Staff, Students and Visitors; to ensure the Policy's continued suitability, adequacy and effectiveness, and to monitor and take appropriate action in response to any change in circumstance.

The committees should, as far as is reasonably practicable take prompt action in response to hazards and risks known to it. It has a duty to advise the Chair of Governors in all matters relating to health and safety.

Additionally, the Strategy & Policy Committee meets at least annually to determine the overall health and safety strategy for the schools.

Heads of Department, staff and teachers are responsible for monitoring their area of work and reporting all incidents, deficiencies and potential hazards to the Health, Safety & Compliance Manager.

The Health & Safety Manager will carry out an audit of the Schools activities and compliance to the wording of the Health & Safety Policy in order to quantify such compliance on an annual basis.

4. Residential Premises and Places of Work

4.1. Premises and Workplace Safety

Each Head of Department is responsible for ensuring that the premises and equipment under their control are in good working order and do not pose an unacceptable risk to the health, safety and welfare of staff, students, visitors or contractors using it.

The Schools aim is to ensure that all premises, including boarding houses, workplaces and teaching areas meet the health, safety and welfare needs of all members of staff and students, including any staff or students with disabilities. It is the responsibility of staff and students to assist the School in meeting these aims by looking after premises and equipment and immediately reporting any damage or shortcomings to their teacher, or line manager who should in turn contact the Facilities Helpdesk.

Safety signs are displayed to prohibit certain actions, warn of hazards, state requirements, or indicate safe conditions. It is considered an offence by the HSE to remove, cover or deface a safety sign, and a person can be prosecuted for such actions under the Management of Health and Safety at work regulations (1999).

If Staff or Students identify a hazard it should be reported to the head of department in the first instance. Examples of hazards that should be reported may include:

- Obstructed emergency escape routes
- Poor lighting
- Loose handrails
- Trip hazards
- Damaged electricity cables
- Scorch marks on electrical equipment
- Overloaded shelves
- Storage on high level shelves
- Slippery floor surface

- Unstable wall
- Damaged or missing fire extinguisher
- Inappropriate use or storage of hazardous substances and materials.

4.2. Boarding House and Workplace Self Catering Kitchens

This section does not apply to the Catering Department which has its own health, safety and food safety arrangements. The section is only applicable to the Boarding Houses and workplaces that have self- catering kitchens. These include food storage cabinets, crockery and equipment, e.g., microwaves, cookers, refrigerators, hot water boilers, kettles, etc., that are used by staff and students.

It is the responsibility of staff and students using the kitchens to use them for the purpose for which they are provided and to keep them clean and hygienic. Any crockery or utensils used must be washed, dried and put away immediately after use. Also, they must maintain high levels of personal hygiene whilst using the facilities, e.g., washing hands and using antibacterial hand wash or gel, and using equipment and devices provided for hygiene and protection, e.g., covered waste bins.

If any member of staff or student using the kitchens identifies a health and safety or food safety hazard it should be reported to the Facilities Helpdesk who will carry out the required corrective action.

Where applicable staff assessed as being food handlers under the food hygiene regulations will be sufficiently trained in food hygiene matters. The Catering Manager can provide advice and guidance on this topic.

The information provided in later sections in Housekeeping, Electricity at Work, and the Work Equipment sections equally apply to this section.

4.3. Access and Egress

It is the responsibility of the head of department or the supervisor in charge to ensure a safe means of access and egress to each residential premise and workplace is maintained.

The access and egress route should be at least 1100mm wide and be free from trailing leads, overhead obstructions and any other hazards which may prevent a prompt escape in the event of an emergency. Access to dangerous areas should be restricted by appropriate physical barriers, signage and instruction. The layout of the workplace should be such that Students or Staff do not have to pass through a dangerous area in order to reach their workplace.

Access doors should lead from and to firm level ground and not so close to stairs that a fall hazard is created.

Considerations must always include access issues for those with disabilities such as wheelchair users, hearing or visibility impaired students or visitors.

All areas should afford adequate space, temperature and lighting to allow the work tasks to be undertaken in a safe and comfortable manner.

4.4. Housekeeping

Many accidents, particularly slips, trips, falls and fire, occur as a result of poor housekeeping.

The Domestic Teams operate effective cleaning and housekeeping regimes to keep the premises clean and tidy. Regular inspections are also carried out at all the schools' premises to ensure satisfactory standards are being maintained. Good housekeeping practices ensure that:

- regular disposal of combustible waste in order to reduce the risk of fire
- flammable substances are stored safely away from any ignition sources

- all equipment and materials are kept in lockable storage inaccessible by unauthorised persons
- cables are routed to avoid a tripping hazard and to reduce the risk of damage
- spillages are cleaned up immediately.
- safe means of access and egress are always maintained
- food preparation areas and equipment are cleaned immediately after use and that surplus and out of date foodstuff is disposed of correctly

All staff and students have a responsibility to keep their respective areas tidy so that effective cleaning can take place and to ensure their area of work is arranged so as to provide easy access and prevent the creation of hazards. Where housekeeping standards cannot be adequately or easily maintained by staff or students the Domestic Operations Manager should be consulted in the first instance.

4.5. Electricity at Work – also see ‘Work Equipment’

Each year about 1000 accidents at work involving electric shock or burns are reported to the Health and Safety Executive (HSE). Approximately 30 of these accidents result in fatality. Even non-fatal shocks can cause severe and permanent disability. For example, shocks from faulty equipment may lead to falls from height causing secondary injuries. Poor electrical installations may also lead to fires which can cause injury or death, and widespread damage to buildings and equipment.

The Head of Estates and Facilities, through the Maintenance Manager, is responsible for ensuring that annual electrical testing is undertaken of all portable appliances by an approved 3rd party Contractor and that fixed installations are maintained and inspected as required by legislation (either 1 or 5 yearly).

The Head of Estates and Facilities is also responsible for ensuring planned preventative maintenance is undertaken of all electrical installations and that a safe system of work for maintenance, inspection or testing of electrical systems is implemented and monitored.

All staff are responsible for undertaking pre-use visual inspections of any electrical equipment as part of their teaching or work activities. A visual inspection should identify damage or a fault in the equipment which could lead to shock or fire. For example:

- damaged/taped cables or exposed wiring
- bent plug pins or cracked casings
- scorch marks particularly around light fittings and plug sockets
- damage to the external casing of any the equipment e.g. hair dryers, shavers, computers
- loose joints or screws missing
- wet or worn equipment that looks risky and not suitable for continued use

If an item is found to be faulty or to fail during use, Staff and Students must stop working and inform their supervisor or Head of Department immediately. The person in control must then switch off/isolate it, unplug and remove from service, even cut off the plug if necessary, to prevent any one inadvertently using it again. Label as ‘Faulty do Not Use’ if possible. The Facilities Department must also be immediately informed so that they can take the necessary measures to investigate and remedy the situation. The faulty equipment must not be put back into service until it has been fully repaired and inspected.

Teachers should ensure that students using electrical equipment are aware of the hazards associated with it and have sufficient knowledge to be able to identify and report faults as detailed above. Staff should ensure that cables are routed to avoid creating trip hazards. Where possible a residual current device (RCD) should be used.

4.6. Construction Work

There is construction and building work being carried out continually on the School premises. All staff are prohibited from entering any area where construction works are being undertaken unless accompanied by the Head of Estates and Facilities, Maintenance Manager or Project Manager Construction and are wearing appropriate Personal Protective Equipment (PPE). In most cases the PPE will consist of safety boots, hard hat, and high visibility vest and in some circumstances ear defenders.

Each building project will have site rules specific to the job and type of work being carried out. These rules must be obeyed by all staff and visitors to the site. If any dangerous practices are observed by staff on any construction/building work area it should be reported to the Health & Safety Manager and the Project Manager Construction immediately.

Staff are responsible for ensuring students do not enter any construction/building works areas unless they are authorised to do so and are under the appropriate supervision (detailed above). All students should be made aware of the hazards associated with construction sites.

4.7. Confined spaces

'Confined spaces' are considered to be any place where it could be detrimental to the health and wellbeing of the worker and/or difficult to access them to execute a rescue in the event of an emergency.

These areas could be inside tanks, excavation pits or tunnels, roof voids, basements or any enclosed space. There may also be inadequate light or ventilation, toxic fumes, accumulation of poisonous/flammable gases or storage of hazardous substances. The work being done may also make the space dangerous e.g., solvent vapours from adhesives or the use of LPG appliances.

The School have designated boiler rooms as confined spaces. It is essential that only properly equipped, trained and experienced personnel enter confined spaces. Staff must be vigilant and not put themselves at risk - if in doubt they must GET OUT and consult their supervisor.

5. General health and physical Hazards

The following gives examples of Hazards that may be encountered whilst working at the schools by any person in their day to day work. It is not an exhaustive list, but consideration should be given to these issues when creating and encouraging a good health and safety culture.

5.1. Manual Handling

Manual Handling is the lifting, pushing, pulling or carrying of any load by physical rather than mechanical means. Strains and sprains to back, muscles and joints are all common injuries caused by poor manual handling practice. It is a legal requirement to undertake a risk assessment of manual handling prior to commencement. Where manual handling cannot be avoided using mechanical means, the following safe working principles should be adopted:

- undertake Manual Handling training before starting in the workplace
- use mechanical means to lift and transport items in the first instance
- if manual lifting cannot be avoided, wear gloves, safety footwear or other appropriate PPE
- ensure the route is free from obstruction and in good condition.
- assess if the weight of the object to ensure it is within your capability
- seek assistance if necessary – two man lift or reduce the load to smaller amounts
- avoid twisting, stooping or reaching to lift or place down the load.
- keep the load close to your body, bend and lift with your knees keeping your back straight
- for repetitive work ensure sufficient breaks are taken

Heads of department should carry out manual handling risk assessments where appropriate and ensure staff undertake Manual Handling training either face-to-face or via the 'WorkRite' on-line training system. Contact the H&S manager to organise registration onto WorkRite.

5.2. Working at Height

Work is considered to be 'at height' anywhere there is a risk of injury from falling. This could be from a roof, on a ladder or next to a drop onto a lower level. A significant number of serious accidents in the workplace each year are as a result of falls from height. Teaching staff and students are not permitted to work from places where there is a risk of falling from height or where no edge protection is in place.

Only staff who have completed the relevant Safe Working at Height training are permitted to use ladders. Those without this training are still able to use kick-stools or stepladders with less than 3 rungs.

Ladders should only be used when the risk assessment shows that the job cannot be done using other means such as fixed platforms, cherry pickers, mobile elevated platforms or scaffold towers. Ladders may only be used for low risk short term work.

A visual inspection of ladders for damage or wear should be made prior to use. The ladder must be securely footed on firm, even ground and, where possible, tied or footed by another competent individual. The ladder should always be of good quality and of either 'Domestic' or 'Industrial/Commercial' rating.

Steel or aluminium ladders must not be used near overhead or electricity lines. Ladders should not be used to carry equipment to upper levels. Staff must use appropriate footwear which will afford sufficient grip and stability when using ladders. At least three points of contact should always be maintained and the ladder must extend beyond the safe working platform by approximately 1050mm.

5.3. Noise

Exposure to high noise levels or continuous noise can cause permanent damage to hearing, and reduce the possibility of effective communication. Particularly noisy environments will include workshop areas and on occasions the music dept. or the theatres. There is a legislative requirement to undertake a risk assessment where noise levels are likely to reach or exceed the lower exposure action values of 80dBA. A good guidance tool is the ability to communicate with another member of staff over a 2-metre distance. If noise is intrusive then the noise level is probably 80dB or more. If verbal communication is difficult, a noise assessment should be undertaken.

Wherever reasonably practicable, the School will continue to reduce the risk of exposure of staff and students to noise by eliminating it at source. Where elimination is not reasonably practicable the noise will be reduced to as low a level as is reasonably practicable. In order to reduce the adverse effects of noise staff and students should:

- avoid noisy activities wherever possible
- ensure equipment is selected and maintained in good order to minimise noise levels
- where possible keep noisy equipment away from working or public areas.
- wear ear protection if noise levels exceed 80dBA or peak at +135dBc, or where signage requires it to be worn (this includes curriculum activities i.e. music).
- where prolonged exposure to high noise levels is unavoidable ensure work is planned to give staff and students adequate rest breaks
- not remove or interfere with any measures taken that are designed to reduce harmful noise

To minimise the hazard of excessive noise the School will consider the latest technical advances when purchasing equipment. If staff are concerned about noise levels, the Health & Safety Manager should be contacted in the first instance.

5.4. Vibration

It is known that persons who regularly operate vibrating tools over certain levels and for long periods can suffer damage to their hands and arms. This is referred to as Hand-Arm Vibration Syndrome (HAVS). This is caused by the nerves and capillaries in the fingers becoming damaged resulting in loss of circulation, grip and dexterity.

Whole-body vibration (WBV) is shaking or jolting of the human body through a supporting surface (usually a seat or the floor), for example when driving or riding on a vehicle along an unmade road, operating earthmoving machines or standing on a structure attached to a large, powerful, fixed machine which is impacting or vibrating. Prolonged exposure can cause back, muscle, ligament and joint damage, as well as digestive and sleep disorders and even damage to unborn children.

At the school the risk of students and staff suffering from HAVS and WBV is considered to be relatively low. If in any doubt the Health & Safety Manager should be contacted for further information in the first instance.

5.5. Mental Health and Stress

Stress is just one of a group of conditions which are collectively called Mental ill health. The Health & Safety Executive (HSE) consider mental ill health in the same way as physical ill health and must therefore be treated as such. The School has a duty of care towards anyone suffering mental ill health as a result of their work and must take steps to make 'reasonable adjustments' in order to eliminate or reduce the symptoms.

We all experience stressful situations, and this is a part of normal life, but if the pressure is high and for prolonged periods it can lead to physical health problems, such as depression, nervous breakdown and heart disease.

The cost of stress to an organisation may be represented in high staff turnover, an increase in sickness absence, reduced work performance, poor timekeeping, a general decrease in efficiency and an increase in complaints. Stress also has a 'knock-on' effect in the workplace. The behaviour of an individual who is under stress may often cause another person or indeed a department to suffer in the same way.

Any member of staff or student who is suffering under excessive work demands is advised to report the matter to their Head of Department or immediate supervisor in the first instance.

Alternatively, staff can make use of the confidential support telephone line (details are displayed in all work rest areas). Students have the option to make use of the Schools Counsellor service.

The HR Dept. are responsible for the Stress Policy and can provide additional guidance and advice.

5.6. Drugs and Alcohol Abuse

When under the influence of drugs or alcohol people may be a hazard to themselves and to others they work or associate with. Serious accidents occur each year which can be directly attributed to the abuse of drugs or alcohol. Staff are prohibited from teaching or caring for students if under the influence of drugs or alcohol.

Students, if under the influence, may create dangerous situations or make unsafe decisions which could result in injury to others or damage to property. The use of drugs or alcohol will certainly alter their perception of risk, diminish their ability to act appropriately in dangerous conditions and ultimately will put them in jeopardy.

Students under the age of 18 are not permitted to drink alcohol. Students aged 18 or over are not permitted to drink alcohol on the School premises unless within the licensed bar, where appropriate supervision is provided.

Any evidence indicating that students or staff have been involved in the illegal taking of drugs or consumption of alcohol should be reported to the Bursar immediately.

The Human Resources Department are responsible for the Substance Misuse Policy and should be consulted in the first instance.

See policy on [Drugs and drugs screening Policy](#) at

T:\ThreeSchools\Policies_Handbooks_Key_Documentation\Staff_viewable\Three Schools\3 Schools' Drugs and Drug Screening Policy.pdf

5.7. Smoking and Vaping

The first UK death attributed to Vaping was publicised in August 2019. Vaping is considered by the School to be the same as Smoking and is therefore treated in the same way. Smoking by Staff and Students is actively discouraged, and unless carried out in the designated Smoking Area next to the Facilities building, smoking is not permitted on the premises. Disciplinary action may be taken against any staff member or student found to be ignoring this requirement.

See [Bedales and Dunhurst Alcohol and Smoking Policy](#) at

T:\ThreeSchools\Policies_Handbooks_Key_Documentation\Staff_viewable\Bedales\Policies\Bedales Alcohol and Smoking Policy.pdf

See [Public Health England advice on Vaping](#) at

T:\ThreeSchools\Policies_Handbooks_Key_Documentation\Staff_viewable\H & S Policy & Procedures\Public Health England -advice-on-use-of-e-cigarettes-in-public-places-and-workplaces.PDF

5.8. Hazardous Substances

Hazardous Substances are those which can produce a reaction, create a condition, or in any way be detrimental to the health and wellbeing of person others within the vicinity. Hazardous substances and examples include:

- Chemicals - water treatments, cleaning products, wood treatments, paint thinners, pool maintenance
- Dusts – asbestos, clay, mixing plaster, cutting wood (particularly redwood), cleaning and sanding
- Fumes – gas, machinery exhausts, vehicle emissions, burning materials, welding (carcinogenic) soldering
- Vapours - paints, chemicals, steam, pesticides, sprays, aerosols, smoke, solvents
- Drugs and alcohol – illegal or prescription drugs, overuse/abuse of alcohol
- Noise – loud music, machinery, alarms, tooling
- Vibration – tools, machinery, vehicles, equipment
- Other – radiation, x-rays, chemotherapy, ultraviolet rays (sunburn), lasers

Hazardous Substances can enter the body by:

- Inhalation through mouth or nose
- Absorption through skin or mucous membranes of the eyes or nose
- Injection by syringe, puncture wound or cuts
- Penetration by impact injury
- Ingestion by deliberate eating or accidental swallowing

Health effects of some Hazardous Substances include:

- Minor irritation to severe damage to eyes, skin, lungs, nervous system, internal organs

- Noise induced hearing loss (NIHL), Hand/arm vibration (HAVS) both incurable
- Asthma, dermatitis, cancer, blindness, respiratory system damage, chemical intolerance, over sensitivity
- Depression, anxiety, insomnia, digestive and eating problems
- Damage to the fertility of women of childbearing age
- Effects on unborn children, development of abnormalities in the foetus

Under the Control of Substances Hazardous to Health Regulations (COSHH), the school is required to identify all hazardous substances used in the workplace, assess the associated risks posed to any staff and students potentially exposed to the substance and implement adequate control measure to avoid or reduce the risk to an acceptable level. Information on the nature of any hazards associated with a substance should be indicated on the packaging label or the Safety Data Sheet which can be obtained from the supplier. It is important to ensure that the Safety Data Sheet is the most up to date version.

A register of substances hazardous to health used by staff should be kept and updated by each Head of Department.

In April 2019 a review of the COSHH register for the Facilities Domestic team was undertaken. This resulted in 5 chemicals being either removed or replaced with safer, less hazardous chemicals.

Chemicals should only be stored in minimal quantities. Students must not be allowed unsupervised access to any hazardous chemicals. The over ordering of chemicals should be avoided.

All Staff teaching Students to work with hazardous substances should instruct them about the hazards associated with the substance and the safe working procedures. They should be shown how to read and understand a material safety data sheet (MSDS) and refer to the School's own COSHH assessments.

Where a member of staff wishes to introduce a new substance, the MSDS and a COSHH assessment must be provided to the Health & Safety Manager for consideration and approval PRIOR to its purchase and first use.

If approved, the MSDS and the COSHH assessment will be passed to the Head of Department in order for them to update their COSHH register.

Assessments will be reviewed periodically, or whenever there is a substantial modification to the work process, or if there is any reason to suspect that the assessment may no longer be valid.

COSHH assessment and PPE

Where a hazardous substance is required for educational or operational purposes, has been properly COSHH assessed and cannot be substituted with a less harmful substance, Staff are responsible for ensuring the provision of adequate personal protective equipment (PPE). Instructions in the safe use of the substance AND the correct wearing of the PPE must be given.

First aid – trained staff and suitable provisions must always be nearby to ensure prompt treatment in the event of an accident. When chemicals are involved, it is critical that the safety data sheet (MSDS) for the substance(s) is made available in order that the correct medical treatment can be applied immediately.

COSHH Advice - CHEMICALS

It is critical that Staff, Students and all users adhere to strict rules when handling hazardous substances:

- always read the label and adhere to instructions by the letter
- never mix chemicals, unless under controlled competent supervision or as part of an educational experiment - mixing can kill
- do not use or leave chemicals in unmarked containers

- do not use containers which are meant for other products
- always wear any PPE provided especially eye protection and gloves
- know the first aid requirement for the substances used (read the MSDS)
- report any spillages or damaged containers
- know the location and correct storage method of the chemicals and never, even temporarily, store chemicals in the wrong location

5.9. Asbestos

Asbestos is a naturally occurring fibrous mineral which, when dust particles are inhaled, can cause a type of lung cancer called Mesothelioma. This cancer can take up to 30 years to develop after the initial inhalation and therefore took quite some time to become recognised as such a hazardous substance. Asbestos containing materials (ACMs) were widely used in the construction industry over the last century, however, its manufacture and use in new buildings was banned in the UK in 1992.

Asbestos surveys have been undertaken for all School and residential buildings. The Surveys, Register and Management Plan are held in the Facilities department. The Health & Safety Manager is responsible for ensuring that regular monitoring of any ACMs within buildings is undertaken in accordance with the Asbestos Management Plan.

An extensive program of Asbestos removal has been undertaken and any remaining items are either inaccessible or deemed to be low or very low risk. These items will be removed during any future refurbishment of properties.

All buildings are monitored by means of an annual professional 3rd party inspection, to record any damage or wear and tear to residual items. These items are predominantly:

- Gaskets in boiler fittings/pipework
- Bitumen and/or floor tiles
- Soffits or under cloaking to rooflines

Any suspect materials found during refurbishment of buildings, whether school or residential, is always 'presumed' to be asbestos until proven otherwise. Work ceases or is re-scheduled elsewhere, whilst a sample is sent for laboratory testing. Only when a clear certificated result is received by the school will the work resume. Should a result come back as positive, then the asbestos will be removed by a professional Accredited 3rd party Asbestos Contractor.

Maintenance, Domestic and support staff have undertaken UKATA accredited asbestos awareness training and are fully aware of the nature of this substance. It is made very clear to all staff that they must not drill, hammer into or in any way disturb any part of any building fabric without first consulting the Facilities Department.

5.10. Legionnaires disease and Water Hygiene

Legionnaires' disease is a potentially fatal form of pneumonia. It can affect anyone, but some people are at higher risk including those over 45, smokers and heavy drinkers, those suffering from chronic respiratory or kidney disease, and people whose immune system is impaired.

The school, as a provider of residential accommodation, is responsible for ensuring that the risk from exposure to legionella bacteria to staff, students and visitors is properly controlled. Legionella are bacteria that are common in natural (rivers and lakes etc.) and artificial water systems, e.g. hot and cold-water systems (storage tanks, pipework, taps and showers). Legionella bacteria can proliferate in large or small water systems used in

homes and other residential accommodation. Other potential sources of legionella include spa and whirlpool baths, fire-fighting systems (sprinklers and hose reels) and air conditioning systems.

Chemical Control

The School's main defence against legionella is the use of chemical treatment. Chlorine Dioxide (CLOX) is used to treat mains water entering our site, by means of a 'Dioxychlor' machine situated in the pump house within the school grounds. The Dioxychlor automatically doses the water at source well before it enters the buildings thus ensuring the best preventative and protective measures are in place.

Legionella bacteria can multiply in hot or cold-water systems and be spread in spray from showers and taps. Although the school is used generally all year round, the water usage does fluctuate. It is recognised that during term time there is a high throughput and a relatively low volume of water is held in tanks which consequently reduces the likelihood of the bacteria reaching dangerous concentrations; however, the throughput will be reduced during holiday periods even though lets are in place.

Mechanical and human Control

The water throughout the School is monitored and tested by an approved 3rd party Contractor, on a monthly basis all year round, and any positive results for bacteria are acted upon immediately. The action value for microbiology is > 1000ppm but the school will instigate a thorough disinfection of any outlet showing even the slightest trace as a precautionary measure.

The Domestic teams are vigilant to keeping all kitchens, laundries and bathrooms clean to the highest standards, with regular flushing and disinfecting of water systems. Records of descaling shower heads are also kept.

The Facilities Department work to guidelines detailed in the Legionella Policy whereby any dead legs or areas where stagnant water can lie are removed.

See the three schools Legionella Policy at T:\ThreeSchools\Policies_Handbooks_Key_Documentation\Staff_viewable\Three Schools\3 Schools Legionella Policy.pdf

5.11. Anaphylactic Shock

Anaphylactic shock is an acute reaction suffered by people with allergies to certain substances. Peanuts are one of the more commonly known agents, however there are many other agents which can cause allergic reaction such as insect stings, shellfish and animal hair. Symptoms following exposure can range from unusual tastes in the mouth to sudden collapse or unconsciousness and swelling of the airways. In severe cases anaphylactic shock can be fatal.

Catering staff keep and issue a log of 14 ingredients which are known to potentially cause allergic reaction in some people when catering for public events and students etc.

The Health Centre, with the prior agreement of the student's parents or guardian, is responsible for ensuring that the Head of Department is made aware of any children who are known to suffer from allergies.

5.12. Infectious Diseases

Certain diseases are extremely infectious but with early diagnosis measures can be taken to prevent the spread of diseases to other staff and students. There is a legal requirement under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR) to report certain diseases to relevant health authorities (which would normally be done by the patient's GP). In some instances, the individual may require exclusion to prevent the further spread of infection.

The Health, Safety & Compliance Manager, in consultation with the Health Centre, is responsible for ensuring that certain diseases are reported to the relevant authorities. Students with infectious diseases should normally be excluded from school to prevent the spread of infection.

In 2020 the world was gripped by a new virus known as Corona Virus Covid-19. This resulted in closure of the school for 7 months as a precaution. Staff and students returned to a very different way of life in September 2020. Details of the preparation, risk assessments and protective measures are fully documented.

See the Covid-19 Strategy and Risk Assessment document at

[Draft 9 - Autumn 20 - COVID-19 Strategy and Risk Assessments.docx](#)

Working with Animals

All animals naturally carry a range of micro-organisms which can be transmitted to humans and in some cases cause ill health. These diseases are known as Zoonoses. Where staff and students work with animals, on the School premises or on field trips, there is a risk of contracting Zoonoses.

The member of staff in control is responsible for undertaking risk assessments in relation to the above and ensuring all staff and students are aware of the following safe working principles:

- Ensure good standards of hygiene are adhered to.
- Ensure adequate PPE is provided.
- Wash cuts and grazes immediately with soap and running water.
- Keep any wounds sealed with a waterproof dressing, and avoid contamination of the same.
- Wash hands and arms before eating or smoking and avoid mouth contact with items which could have also become contaminated (e.g. chewing of pens).

See Information on Infection Control at

[T:\ThreeSchools\Policies_Handbooks_Key_Documentation\Staff_viewable\H & S Policy & Procedures\Infection Control Policy.pdf](#)

6. Work Equipment

6.1. General

This section supports the information issued by manufacturers on the operation and maintenance of their work equipment and should not be considered exhaustive. In all cases the manufacturer's instructions on the safe use of their equipment should be referred to before the equipment is used. Additionally; Heads of Department have produced their own specific arrangements applicable to the types of work equipment used in their departments. These arrangements must be referred to when working or carrying out teaching activities in these departments.

PUWER - The legislation applicable to work equipment is the Provision and Use of Work Equipment Regulations 1998 (PUWER). The Regulations require risks to people's health and safety, from equipment used at work, to be assessed, eliminated, controlled, or reduced to an acceptable level. The regulations also require robust systems of purchase and maintenance of equipment coupled with accountable training and/or instruction in its safe use.

LOLER – Lifting equipment is also subject to similar requirements and is found under the Lifting Operations and Lifting Equipment Regulations 1998 (LOLER). There are additional requirements under LOLER to have 'Thorough examinations' carried out by a third-party professional engineer, annually and 6 monthly if carrying persons, such as passenger lifts or cherry pickers etc. (see item 6.5 page 40)

The School ensures, so far as is reasonably practicable, that all equipment used in the workplace and during teaching activities is safe and suitable for the purpose for which it is used, ensuring it is checked regularly and maintained in good order.

Where necessary, staff and students, are provided with adequate information, instruction, supervision or training to enable them to use work equipment safely. The use of any equipment, which could pose a risk to persons in or around the workplace or classroom, will be restricted to authorised persons only.

Personal Protective Equipment (PPE) will be provided where all other means of risk reduction have been explored and implemented. (See item 6.8 page 41)

Equipment must be visually checked before use to ensure all safety signage and items of guarding are present.

Equipment must be isolated from its source of power before any maintenance is carried out and for the duration of time that any guarding is removed.

The Health, Safety & Compliance Manager can provide advice and guidance on the safe procurement, use, maintenance, storage and disposal of work equipment.

6.2. Specific Arrangements and Responsibilities

Heads of Department, in consultation with staff, are responsible for ensuring:

- equipment is suitable for the task, safe and maintained in good working order
- sufficient information, instruction, training and supervision is given to use the equipment
- any new equipment is suitable for the nature and frequency of use required
- new purchases are authorised
- new equipment carries the CE mark to indicate its compliance with current EU safety standards
- risk assessments are carried out for the use of equipment and consequences of its failure
- equipment is suitable for the intended environment (e.g. inside/outside)
- equipment is regularly inspected for damage, wear, misuse or operational defects.

Before or whilst in use, if any item is found to be defective, either electrically or mechanically, work must STOP immediately. The item must be disconnected from the power source, removed from the work area if not fixed down and clearly mark as DO NOT USE by means of tags/labels or striped hazard tape. The Head of Department and Facilities Helpdesk must be informed immediately to repair or replace the item.

6.3. Assessing Hazards

The following are typical, but not all, hazards associated with equipment used on site. When carrying out work equipment risk assessments, consideration must be given to these hazards and their potential to cause harm:

- Trapping/crushing – injuries sustained between moving and stationary parts of machinery
- Impact/puncture – striking or stabbing by moving parts of machinery, including vehicle/pedestrians
- Entanglement – trapping or drawing in of clothes, hair or limbs into rotating machine parts
- Ejection – injury from being struck by ejected work piece, materials or parts of tooling
- Electric shock – electricity earthing through the body causing burns, cardiac arrest, fire or explosion
- Explosion – sudden unexpected release of pressure/stored energy. Impact injuries, burns, fire or death
- Thermal – exposure to extremes of heat or cold resulting in burns, scalds, hypothermia or frostbite
- Radiation – Ionising and non-ionising may cause cancer, eye damage or hereditary disorders
- Noise – exposure to over 80dB or peaks of +135dB can impair hearing or cause tinnitus
- Vibration - limit exposure to prevent loss of feeling/dexterity in hands, 'whole body effect' is serious
- Mechanical failure – break-down, collapse/failure of structures or materials can cause serious injuries

6.4. Lifting Equipment

The legislation applicable to the safe use of lifting equipment is the Lifting Operations and Lifting Equipment Regulations 1998 (LOLER).

The Facilities Department are responsible for maintaining an inventory of lifting equipment and accessories on the School premises and ensuring that these are thoroughly examined by a competent person in accordance with periodicity requirements of LOLER or following any event where the integrity of such items could have been compromised. All examination reports must be kept by the Facilities Department.

Equipment used for lifting objects such as dumbwaiters, pulley systems, passenger lifts and jacks must be positioned and installed so to avoid risks to health and safety, and sufficiently strong, stable, and suitable for use. Safe operating procedures should be clearly displayed on or adjacent to the lifting equipment. The safe working load (SWL) should be marked on all lifting equipment and lifting accessories (e.g. ropes and chains).

Heads of Department are responsible for ensuring that any lifting equipment brought into The School is accompanied by a current Report of Thorough Examination. The equipment must not be used until the Report is seen and a copy taken.

6.5. Electrical Equipment

The Head of Estates and Facilities is responsible for ensuring that all fixed wiring and electrical installations are maintained in safe working order in accordance with current legislation.

Staff are responsible for undertaking visual inspections of all electrical equipment used by themselves or students whilst under their supervision. Those responsible for the management of dormitories must ensure that parents and students are made aware that personal portable electrical equipment must be safe before it can be used on the School Estate. High wattage items, such as toasters, heaters, electric blankets, kettles, etc., are strictly forbidden in bedrooms.

6.6. Use of Display screens and Computers

All DSE Users are required to complete e-learning training in the safe use of DSE. As part of this process the User will also complete a workstation assessment which will identify any potential health or safety issues from the answers given to specific questions. The results of this assessment are then forwarded to the Health, Safety & Compliance Manager who will take the necessary action to address any potential issues.

A User who is a member of staff would normally use DSE for continuous spells of an hour or more on a daily basis. The School will arrange for eyesight tests to be undertaken for such users who request it and meet the basic cost of any “corrective appliances” or other equipment as required by legislation.

The Health, Safety & Compliance Manager is responsible for the Display Screen Equipment Policy which should be consulted in the first instance.

See the three Schools and EYFS Display Screen Equipment Policy at

T:\ThreeSchools\Policies_Handbooks_Key_Documentation\Staff_viewable\Three Schools\3 Schools Display Screen Equipment Users Policy.pdf

6.7. Mechanical Equipment

Where engineering equipment (such as pillar drills, lathes, routers, band saws) is used, the relevant Head of Department is responsible for ensuring that:

- risk assessments for all mechanical equipment used by staff and students in their department are undertaken
- adequate safeguards from dangerous parts and ejected materials are maintained in order to prevent injuries to staff and students
- through the Facilities Department all mechanical equipment is maintained in safe working order in accordance with the manufacturer's instructions
- adequate ventilation is provided to protect against inhalation of dusts, mists, fumes, vapours or gases
- suitable personal protective equipment is provided and used where the risk cannot be adequately controlled by other means

The Facilities Department are responsible for ensuring that all mechanical equipment associated with the heating, ventilation, air conditioning and water supply to any building is maintained 6 monthly or annually in accordance to the manufacturer's instructions and in safe working order.

6.8. Personal Protective Equipment (PPE)

PPE is always the last resort when all other options have been considered and it is not possible to avoid or control a risk by any other means. Heads of Department are responsible for ensuring that staff and students are provided with suitable and sufficient PPE as required by the activities carried out in their departments and to ensure training/instructions are clearly given in the correct use of the PPE issued. Staff and teachers are responsible for ensuring that both they and the students ALWAYS wear the PPE and use it appropriately for the task. PPE must be kept clean, in good condition and stored appropriately. It must be inspected before use and replaced immediately if missing or damaged. Examples of PPE are:

- Head – Hard hat, bumps cap
- Eyes – Full face shield, welding mask, goggles, wrap around glasses.
- Ears – Fully covered ear defenders, disposable foam inserts.
- Mouth/nose/breathing – Fully filtered FFP3 mask, RPE hood/mask, and disposable paper mask.
- Torso – Full body fall arrest harness, fall prevention harness, cotton or leather apron, overalls.
- Hands – Thick puncture/cut proof gloves, disposable nitrile or vinyl gloves (no latex permitted).
- Knees - Heavy duty wrap-around knee protection, foam knee pads inserted into knee pockets.
- Feet – Steel toe capped boots/shoes, light weight composite toed shoes/trainers.
- Skin – Barrier creams, sun cream, face shield, hats or gloves.
- Other – High-vis vest, jacket or trousers, cool/warm/waterproof outer clothing in winter

6.9. Pressure Systems

Pressure systems include: Boilers and heating systems, air tools and plant, fixed or portable compressors, pressure valves, pipework, hoses and pressure gauges etc.

If pressure equipment fails in use, it can be fatal, seriously injure people nearby or cause serious damage to property. All pressure systems should be subject to a suitable 'written scheme of thorough examination' which must be in place before the system is operated; also, verification is required to ensure that the pressure system is actually examined by a qualified competent person and in accordance with the written scheme of examination.

Heads of Department are responsible for ensuring the Facilities Department have a record of their pressure systems. Teachers are responsible for ensuring teaching aids and equipment are regularly checked by a competent member of staff in accordance with the manufacturer's literature – and records kept in evidence.

The Facilities Department is responsible for ensuring all pressure systems are maintained and subject to statutory inspections as required by the Pressure Systems Safety Regulations 2000. The Facilities Department shall maintain a register of all pressure systems in use on the School estate.

6.10. Gas Cylinders

Accidents involving gas cylinders can cause death, serious injury, burns or damage to property.

Gas cylinders are 'pressure receptacles. This generic term covers all types: tube, pressure drum, cryogenic receptacle, bundle of cylinders as well as cylinders themselves, plus the valve(s) fitted directly to them.

Gas cylinders are used in the school in the Science dept. for chemical experiments, the Facilities Dept. and Outdoor Work for soldering, welding or flame cutting etc.

It is essential that strict precautions are followed:

- store small camping gas cans in a cool, dark place in a locked cupboard marked as 'flammable gas'
- store larger gas cylinders outside, on a flat surface, tethered upright and in a lockable cage
- store away from traffic routes to prevent impact damage and away from sources of heat/ignition
- do not store inside buildings or where other gasses or chemicals may interact with the contents
- gas cylinders must be clearly marked to show their contents and the associated hazards
- segregate full and empty cylinders

The Heads of Department and Building Safety Managers are responsible, through the Facilities Department, for ensuring that all gas cylinders are used correctly and inspected in accordance with legislative requirements.

7. School Activities

7.1. Trips / Off-site Activities

The School undertakes a variety of off-site activities with its pupils including field trips, leisure trips, overnight stays etc. All trips are controlled by the Educational Visits Coordinator (EVC) and documentation relating to off-site activities can be found at <https://intranet.TheSchool.org.uk/trips>.

7.2. Public Events

Heads of Department hold overall responsibility for ensuring a risk assessment is undertaken during the planning of a public event. Risk assessments should be produced with the assistance of the H&S Manager ensuring all reasonably foreseeable risks to staff, students and members of the public have been assessed and adequately controlled, including any lessons learned from previous events, so far as reasonably practicable? In addition:

- has adequate insurance cover for the event been arranged?
- have all Contractors/visiting traders/suppliers been approved and hold relevant insurance and H&S documentation?
- are vehicular and pedestrian traffic routes sufficiently wide and adequately segregated?
- are procedures in place to prevent unauthorised access to all hazardous areas and equipment?
- are all emergency signs clearly visible and light boxes functioning properly?
- are all emergency access and egress routes unobstructed and adequately lit?

- has a residual current device or circuit breaker been fitted to any portable electrical equipment or temporary electrical installations?
- has first aid provision been arranged or have the emergency services been notified of the event, the location of the School and expected numbers of attendees?
- have access arrangements been made for people with disabilities?
- where an event is held within a building have all staff involved in the event received refresher training on the emergency plan for the building?
- are inspections and testing of all emergency lighting, fire detection and firefighting systems up to date?
- have all measures been taken to reduce the risk of slips, trips and falls (considering weather and walking surfaces)?