

3 Schools Health & Safety Policy

INCLUDING EYFS

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Where the policy makes reference to 'Bedales School' this does, by default, refer to the three Schools Dunannie, Dunhurst and Bedales. Likewise, any reference to a curriculum department will apply throughout the three Schools.

I. Health and Safety Policy Statements

I.1 Chairman of Governors' General Statement of Policy

I, as the Chairman of the Bedales Schools' Board of Governors, with the full support and commitment of my fellow Board members, accept, so far as is reasonably practicable, our responsibilities in respect of the health, safety and welfare of Bedales' staff, pupils and visitors; and for other persons who may be affected by the Schools activities.

We are committed to ensure that we comply with the duties required by the Health and Safety at Work etc. Act 1974 and the Regulatory Reform (Fire Safety) Order 2005 and all other relevant subordinate legislation.

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

To assist us in achieving our aims, we delegate day to day responsibility to the Headmaster and Bursar the duty of ensuring that effective management arrangements are in place for compliance with this policy. Also, where considered necessary, competent people will be appointed to assist us in meeting our statutory duties, including where appropriate, specialists from outside the organisation.

All members of staff, pupils and contractors will be given sufficient information, instruction, training and supervision, as is appropriate and necessary, to enable the safe performance of their work and learning activities.

We accept that it is our duty to ensure that all Bedales processes and systems of work are designed to take account of health and safety; also, that adequate facilities and arrangements are maintained to enable staff and others to raise health and safety issues in the workplace with management via the Safety Committee.

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 his or her own health and safety, and for the safety of other people who may be affected by his or her acts or omissions. To enable the School to meet all its statutory health and safety duties we expect all members of staff, pupils and contractors to co-operate and to contribute positively to their own and to others health and safety.

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, if necessary, revised if the findings of an incident investigation shows it to be lacking, or in the light of legislative or organisational changes.

Signed: _____ Chair of Governors

Date: _____

1.2 Headmaster's and Bursar's Statement

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

The policy of Bedales is to plan and carry out its activities in compliance with all relevant legislation and codes of practice. Bedales will also seek the highest standards of health and safety for its employees, pupils, contractors, and others whom its operations may affect.

We recognise that the management of health and safety is an integral part of all Bedales' activities and that Bedales can only maintain its valued reputation with a good health and safety record. Our aim is to fulfil the Schools' moral duty of protecting the health, safety and welfare of pupils, staff and all others who use our premises and are affected by our activities; and wherever reasonably practicable, to meet or exceed legislative requirements.

We also recognise that risk is a natural part of everyday life. All activities involve risk, and it is impossible to entirely eliminate it. Indeed, the human spirit thrives on adventure and journeys into new territory, both physical and metaphorical. As they grow up, it is important that children and young people learn to understand and manage risk and uncertainty for themselves. We will not 'wrap them in cotton wool', to do so could mean that they not only miss huge opportunities for growth but also emerge into society unable to cope with the uncertainties and challenges of adult life. This statement applies equally to our staff and all others who use our premises and are affected by our activities.

We encourage participation in sporting, adventurous, cultural, spiritual and creative, external visits and outdoor education; these activities can provide first-hand experiences that inspire and enhance learning and development in ways which are powerful and lasting. They provide a foundation for life-long learning and healthy lifestyles, as well as complementing classroom learning and enriching the curriculum. We believe that such activities will make a significant contribution towards key outcomes for children and young people; that of being healthy, staying safe, enjoying and achieving, making a positive contribution and achieving economic well-being.

1.3 Strategy

By adopting a positive safety management system approach, Bedales will strive continuously to improve its safety culture, involving employees and pupils at all levels. Bedales will also pay due regard to health and safety in every aspect of the services it provides and will eliminate, as far as reasonably practicable, adverse effects on others.

The organisation, responsibilities and arrangements for health and safety that aim to fulfil this Policy, are to be found in sections two, three and four of this document.

The 3SST and their Heads of Departments, and the Health, Safety & Compliance Manager are to ensure that effective health and safety management procedures and resources are in place to fulfil statutory duties.

Bedales Schools will assess the performance of all employees and contractors, audit and monitor these assessments and review the status of the employees and contractors as appropriate.

1.4 Objectives

At all levels of management, Bedales will take the necessary measures to ensure, as far as is reasonably practicable, the provision and maintenance of:

- plant, equipment and systems of work that are safe and without risks to health and safety;
- safe arrangements for the use, handling, storage and transport of materials and substances;
- sufficient information, instruction, training and supervision to enable employees and pupils at all levels to avoid hazards at work, or during their learning activities, and to contribute positively to their own health and safety and to that of others;
- safe places of work, boarding and learning with safe means of access and egress;
- a safe and healthy working, boarding and learning environment;
- adequate welfare facilities.

1.5 All Staff and Pupils

All Staff and pupils are actively encouraged to contribute to Bedales’ intent to maintain and improve a sound safety culture throughout the school.

Temporarily employed personnel are, for health and safety purposes, considered to be employees of Bedales.

No safety policy can be successful unless it actively involves all staff and pupils. Bedales will encourage staff and pupils to help in instigating, developing and carrying out measures to safeguard their own and other people’s health and safety at work and during their learning activities.

Staff and pupils are required to report any breach of policy, unsafe act or condition and not to commence or carry out any unsafe activity.

1.6 Organisation

The Headmaster and Bursar are responsible for ensuring that all staff are aware of and comply with the requirements set out in the Bedales 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 & Compliance Manager will assist them to achieve these objectives.

The 3SST, Heads of Departments and Teaching staff are responsible to the Headmaster. The Head of Estates & Facilities and Health, Safety & Compliance Manager are responsible to the Bursar. All are to apply this Policy in their areas of control or 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: _____

(Parts 2 and 3 of this policy outline and contain the details of the Safety structure and Organisation in place, and the detailed Duties and Responsibilities of individual employees respectively).

2. 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 3. See also the organisation diagram appearing as Figure 1 and the Arrangements Section Appendix 1.

Additionally, other policies have been developed for specific health and safety related matters as follows:

- Display Screen Equipment
- Fire Safety
- Legionella
- Risk assessment
- Security
- Swimming pool
- Vehicles & Driving

These additional policies should be read in conjunction with this policy.

2.1 Headmaster and Bursar

The Headmaster and the Bursar are responsible to the Board of Governors for ensuring that effective management arrangements are in place for ensuring compliance with their Health and Safety Policy aims and objectives.

2.2 The 3 Schools Senior Team (3SST)

The members of the 3SST are responsible to the Headmaster for ensuring that appropriate and adequate steps are taken to implement the requirements of the Health and Safety Policy in all activities within their Schools. In particular, they help to ensure teaching staff and pupils comply with the Governors' Health and Safety policy aims and objectives. As and when considered necessary they seek advice from the Bursar and/or the Health, Safety & Compliance Manager.

2.3 Heads of Departments

The Heads of Department including the Head of Boarding at Bedales and the House Staff at Dunhurst are responsible to the relevant member of the 3SST for ensuring that appropriate and adequate steps are being taken to implement the requirements of the Health and Safety Policy in all activities within their departments – including the appointment of external contractors (see 2.15 below).

2.4 External Visits Co-ordinator

The External Visits Co-ordinator of both Bedales and Dunhurst is nominated by the Head of Bedales and Dunhurst and is responsible to the Headmaster for the co-ordination and the planning of external visits and to provide a focal point for advice and information to Heads of Departments and Teaching Staff.

External visits include public events, educational visits, outings, school trips, community-based activities and out-of-school activities such as: local visits to parks, museums, libraries and sports facilities; cultural, educational, recreational and exchange trips; sport and outdoor activities outside the school grounds; residential stays; adventure training; and, field activity trips.

2.5 Bursar (Also Health & Safety Resource Manager & Fire Safety Responsible Person)

The Bursar is responsible to the Governors and the Headmaster for ensuring that appropriate and adequate steps are taken to implement the requirements of the Health and Safety Policy in all the Schools' non-core or support services. In particular, the Bursar helps to ensure that Facilities, Maintenance, Domestic Services 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. In this role, the Bursar is responsible to the Headmaster for ensuring that adequate resources are available to implement the health and safety policy.

The Bursar fulfils the role of the 'Responsible Person' as defined in the Regulatory Reform (Fire Safety) Order. To assist him in this task, as and when considered necessary, he seeks advice from the Health, Safety & Compliance Manager.

2.6 Head of Estates & Facilities

The Head of Estates & Facilities is responsible for the management and maintenance of Bedales' buildings and grounds, and for the provision and maintenance of furniture, fittings, plant, and equipment used within such premises. The Head of Estates & Facilities shall ensure that they are maintained and operated in a manner which is, as far as is reasonably practicable, risk free and that suitable arrangements are made for the safe and proper storage and disposal of redundant items and waste materials. The Head of Estates & Facilities is the Fire Safety Duty Holder, further details can be found in the fire safety policy.

The Head of Estates & Facilities chairs the Support Staff Health and Safety Committee and also attends the Health & Safety Policy & Strategy meeting.

2.7 Health, Safety & Compliance Manager

The Health, Safety & Compliance Manager is responsible to the Head of Estates and Facilities for helping to ensure that facilities' support staff fulfil their roles.

The Health, Safety & Compliance Manager attends all three Health and Safety Committees and the Health & Safety Policy & Strategy meeting.

2.8 Teaching Staff

Teaching Staff are responsible to the Headmaster through the relevant member of the 3SST and their Heads of Departments for the effective application of the Health and Safety Policy and procedures on all activities associated with their teaching.

2.9 Health Centre

The Health Centre Nurses and Medical Matron at Dunhurst and Dunannie are responsible to the Heads of Bedales and Dunhurst, through the staff member i/c nurses and matrons at Bedales and Deputy Head Pastoral at Dunhurst, for the operation of the Health Centre and for drawing up and implementing those specific health and safety associated arrangements as are delegated to them. They shall ensure that any such arrangements are drawn up in consultation with the Health, Safety & Compliance Manager.

2.10 Human Resources

The Head of Human Resources is responsible to the Headmaster, through the Bursar, for drawing up and implementing those specific health and safety associated arrangements as are delegated to them. They shall ensure that any such arrangements are drawn up in consultation with the Health, Safety & Compliance Manager.

2.11 First Aiders

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

2.12 Fire Marshals

Fire Marshals are responsible to the 3SST and the Bursar, through the Health, Safety & Compliance Manager, for assisting in the evacuation of buildings in the event of a fire or other emergency situation, and for ensuring their training remains up to date.

2.13 All Staff

All staff have a duty of care to their colleagues, the pupils and any visitors to the school (including parents). Staff are actively encouraged to contribute to the aim to maintain and practice a sound safety culture throughout the School. Temporary staff are, for the purposes of Health and Safety, considered to be staff of the School.

2.14 Pupils

Pupils will receive health and safety awareness training and any additional training specific to the hazards associated with a particular activity as necessary. Pupils are encouraged to play an active role in the implementation of the Bedales Health and Safety Policy. In particular, pupils must act with due care for the health, safety and welfare of themselves and others.

2.15 Contractors

For the purpose of the implementation of the Health and Safety Policy, any person employed directly or indirectly by a contractor shall be deemed to be his employee.

As a minimum, it is a requirement that contractors working for any department within Bedales should comply with the standards set out in this Policy Document. Where practicable, all contractors for significant work 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 & Compliance Manager.

Bedales will monitor and assess the safety performance of contractors. A risk assessment and a method statement for the works is to be kept on record and may be used as part of the process for selecting contractors for further work.

2.16 Safety Communication

In general, consultation and communication with employees and pupils on health and safety matters will be by direct communication, electronic mail or the use of notice boards or circulars. Where applicable, meetings will be held to discuss Bedales' approach to new legislation.

2.17 Health and Safety Committees

Health and Safety Committees provide a forum for the 3SST, specific and nominated Heads of Departments and staff to consult with management on matters relating to health and safety. From the summer term 2018 the Health and Safety Committee has been split into three meeting groups that shall meet on a termly basis:

Bedales (Chair - Senior Deputy (Operational & Pastoral))

Dunhurst & Dunannie (Chair - Head of Dunhurst)

Support Staff (Chair - Head of Estates & Facilities)

These three committees will feed into the annual Health & Safety Strategy & Policy meeting, Chaired by the Headmaster.

The Health, Safety & Compliance 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.

3. Responsibilities of Individuals

3.1 Headmaster and Bursar

The Headmaster and Bursar shall:

- be responsible for the implementation of the Health and Safety Policy within Bedales;
- ensure that the Bursar, in his roles as the Health and Safety Resource Manager and the Fire safety 'Responsible Person', is adequately resourced to undertake his duties;
- ensure that 3SST, Heads of Departments, Teaching Staff, the Health, Safety & Compliance Manager and support staff are adequately resourced to undertake their activities without unacceptable risk to the health, safety and welfare of staff, pupils and others who may be affected by their work or activities;
- ensure that detailed arrangements, policies, procedures and guidance are developed, drawn up and implemented, and that adherence to them by staff and pupils is monitored and enforced;

3.2 The Three Schools' Senior Team (3SST)

The 3SST shall:

- act on behalf of the Headmaster as and when required;
- take all reasonable steps to ensure that all staff within their areas of influence or control comply with the requirements of the Health and Safety Policy and implement all relevant procedures in relation to matters on health and safety.

3.3 Heads of Departments

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 in relation to matters on health and safety;
- ensure that, within their area of influence or control, all reasonably foreseeable hazards and risks are identified and where reasonably practicable eliminated. Where hazards and risks cannot be eliminated then control measures shall be identified, implemented and maintained to ensure that remedial risks are reduced to a level that does not place staff, pupils or any other persons at an unacceptable risk to their health, safety or welfare;
- 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 & Compliance Manager;
- where considered necessary, ensure a trained first aider equipped with adequate first aid facilities is available to treat any injuries and emergencies and that the Health Centre is informed of all treatment provided;
- ensure that, whilst undertaking risk reduction measures, a balance is struck that is in line with the Headmaster's and Bursar's Statement and recognise that risk is a natural part of everyday life and is impossible to entirely eliminate. Consequently, they shall ensure that all pupils are given the opportunity of benefiting from participation in a wide range of activities, including science, drama, physical education, local activities, day visits, field studies and outdoor adventure activities.

3.3.1 Specific and Nominated Heads of Department

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

Head of Boarding, Housemaster and Housemistress at Dunhurst and House Staff shall:

- ensure risk assessments are undertaken and control measures are in place and maintained for all boarding houses;
- keep records of all training by house staff and ensure that the training remains in-date;
- ensure the safety and welfare of pupils at all times whilst on flat;
- ensure fire drills are carried out for all boarding houses once per term;
- ensure that any defects or hazards are reported to the Facilities Help Desk;
- 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 & Compliance Manager.

The Head of Physical Education shall:

- ensure risk assessments are undertaken and risk control measures are in place and maintained for all outdoor games, swimming, athletics, gymnastics, and other adventurous activities organised under the responsibility of the PE department;
- ensure staff supervising physical education are trained and competent, that records of the training of personnel and their qualifications required for life-guarding and other subject specific training are kept, and that the training remains in-date;
- 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 & Compliance Manager.

The Head of Science shall:

- ensure risk assessments are undertaken and risk control measures are in place and maintained 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 subject-specific training by teaching staff and technicians and that the training remains in-date;
- 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 & Compliance Manager.

The Head of Design (Head of Art and Design at Dunhurst) shall:

- ensure risk assessments are undertaken and risk control measures are in place and maintained for all activities, the use of all equipment and machinery, and the safe storage of flammables;
- ensure that the Design Department keep records of all subject-specific training by teaching staff and technicians; and that the training remains in-date;

- ensure that only those pupils specifically trained to do so and considered to be sufficiently responsible are allowed to use machinery without one to one supervision;
- 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 & Compliance Manager.

The Head of Art shall:

- ensure risk assessments are undertaken and risk control measures are in place and maintained 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 subject-specific training by teaching staff and that the training remains in-date;
- 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 & Compliance Manager.

The Head of Drama shall:

- ensure risk assessments are undertaken and risk control measures are in place and maintained for the lighting box and the safe construction, movement, building and dismounting of scenery, props and staging;
- Ensure that risk assessments are undertaken for all events taking place within the theatre;
- ensure the Drama Department keep records of all subject-specific training by teaching staff and technicians; and that the training remains in-date;
- 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 & Compliance Manager.

The Head of Outdoor Work shall:

- ensure risk assessments, including COSHH assessments, are undertaken and risk control measures are in place and maintained for all Outdoor Work activities, buildings and outside areas;
- provide a workplace and work environment that does not pose an unacceptable risk to the health, safety and welfare of staff, pupils or any other persons involved in Outdoor Work;
- ensure that only those pupils specifically trained to do so and considered to be sufficiently responsible are allowed to use machinery without one to one supervision;
- 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 & Compliance Manager.

All Heads of Department and other staff supervising visits or 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) who have direct responsibility for the supervision and conduct of a group of children or young people during a specific activity, session or visit, are aware of and include in their plans their responsibility for the health, safety and welfare of the group;

- 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 & Compliance Manager regardless of the location in which the incident occurred.

The Catering Manager shall:

For the main kitchens and catering areas, including Barbeques:

- ensure risk assessments, including COSHH assessments are undertaken and risk control measures are in place and maintained for all catering activities, the safe use and storage of equipment and flammables, and that COSHH procedures for chemicals and other relevant products are implemented;
- ensure the Hazard Analysis Critical Control Point (HACCP) approach to identify potential food safety hazards is used to reduce or eliminate the risk of the hazards and ensure food safety standards are maintained;
- ensure the Catering Department keep records of all subject-specific training by chefs, food handlers etc., and that the training remains in-date;
- 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 & Compliance Manager.

3.4 External Visits Co-ordinator

In collaboration with Heads of Departments, the External Visits Co-ordinator shall:

- co-ordinate the planning of non-routine external visits;
- 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 children, young people and accompanying adults from harm;
- ensure that parents and/or carers/guardians are provided with detailed, relevant specific information;
- ensure that specific written consent is obtained from the parents and/or carers/guardians for the child's or young person's involvement in the activity. The written consent shall include their consent for any emergency medical treatment;
- ensure that suitable and sufficient risk assessments have been completed for all stages of the visit and activities to be undertaken.

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

In his role as the Health and Safety Resource Manager, the Bursar shall:

- ensure that adequate financial and human resources are made available in order to successfully manage health and safety; this includes ensuring, so far as is reasonably practicable, sufficient resources are available to overcome any identifiable risks;
- ensure that appropriate measures are in place so as to allow all Bedales staff to obtain the knowledge and skills necessary to safeguard their health and safety, and that of others whom their work may affect;
- ensure that effective measures are in place to achieve, as a minimum, compliance with current legislation and standards;
- annually review the Bedales' Health and Safety Policy, in consultation with the Health, Safety & Compliance Manager;

- on behalf of the Board of Governors, arrange for the provision of an adequate training budget to ensure all staff receive appropriate skills and safety training;
- arrange for the provision of the necessary training after consultation with individuals and their managers;
- in consultation with the Health, Safety & Compliance Manager ensure that a plan for health and safety training is set up and maintained. The training must ensure that Bedales staff are trained in the health and safety aspects of the work they are required to do and that they are provided information and instructions in relation to foreseeable hazardous conditions in the workplace and the appropriate actions to be taken;
- ensure that records of staff training and certificates of competence are maintained;
- ensure that all staff and persons working in Bedales premises to provide services receive a copy of this Policy Document with the following instructions: “Bedales deems that acceptance of an engagement to work at any Bedales building or site includes an agreement to comply with Bedales’ Health and Safety Policy”;
- take an active interest in the operations of the Health and Safety Committees.

In his role as the 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, ensure fire risk assessments are carried out and that, following a risk assessment, appropriate fire safety measures are implemented in a timely manner;
- ensure the residual risks to life from fire are kept under review and that fire risk assessments are maintained up to date;
- ensure a Fire Safety Policy and a Fire Safety Management Plan are drawn up, implemented and maintained.

3.6 The Head of Estates & Facilities

In collaboration with the Bursar, the Head of Estates & Facilities shall:

- ensure that, as far as is reasonably practicable, Bedales identifies and incorporates the necessary health and safety standards into the specification of any design, purchase, material or service;
- ensure that adequate and competent health and safety assistance is available to Bedales to allow it to satisfy its statutory duties;
- ensure that effective and appropriate 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 Bedales Estate at which Bedales personnel are employed, with delegated authority to help in achieving the standards as set out in this Policy Document;
- arrange 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 that prior to works commencing the contractor has produced adequate risk assessments and method statements;
- ensure a competent 'Principal Designer' is appointed where the Construction (Design and Management) Regulations (CDM) apply to projects commissioned by Bedales;

- ensure a suitable and sufficient risk assessment is carried out to identify where asbestos is present in the Schools premises; its amount; where it is and what condition it is in; and assess the risk of anyone being exposed to fibres from the materials identified.

In his appointment as the Head of Estates & Facilities, and assisted by the Maintenance, Grounds, and Domestic Departments he 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;
- obtain a written method statement, together with applicable risk assessments, from all contractors and, in his capacity as Head of Estates & Facilities, arrange for it to be reviewed before allowing any significant work to start on the structure or fittings of a building;
- ensure that a written risk assessment and a safe working procedure is prepared and, in his capacity as the Head of Estates & Facilities, ensure it is submitted for approval by a Competent Person before allowing maintenance staff to undertake any hazardous operation;
- ensure an Asbestos Management Plan is drawn up, implemented and reviewed at regular intervals;
- ensure all buildings have readily available and up to date health and safety files. The files should contain useful health and safety information to help enable any residual health and safety risks to be controlled during any future 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 legislation;
- arrange for the servicing and maintenance of any equipment in accordance with the manufacturer's recommendations and the relevant legislation, and ensure that records are kept of all maintenance and inspection activities;
- arrange for the maintenance of all heating and ventilating systems to meet the required statutory performance;
- provide adequate arrangements for the proper storage of substances and materials and the safe disposal of waste;
- 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.

3.6 Health, Safety & Compliance Manager

The Health, Safety & Compliance 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 specialist instructions or advice necessary to ensure their health and safety when on Bedales' premises;

- monitor the provision of a safe and healthy working environment in any premises under Bedales' control 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 Bedales, or its premises and operations;
- promote health and safety awareness throughout the three Schools;
- maintain liaison with Health and Safety Executive (HSE) and other official and professional bodies, distribute relevant information throughout Bedales;
- advise management of the implications of all relevant new and existing legislation;
- hold copies of relevant health and safety documents;
- advise all staff on risk assessments; safe systems of works and methods of accident prevention;
- organise safety audits to verify all operations comply with the Health and Safety Policy and the associated procedures;
- investigate serious accidents and dangerous occurrences and recommend means of preventing recurrences;
- maintain adequate records of Bedales' health and safety performance;
- co-ordinate the views of the Health and Safety Committee;
- as identified by risk assessment; take all reasonable steps to ensure that suitable personal protective equipment (PPE) is provided and that any PPE provided is properly used, cleaned and inspected after use, and returned to the accommodation provided for it after use;
- maintain, as far as is reasonably practicable, a safe and healthy working environment to meet relevant statutory provisions;
- ensure that an inventory of hazardous substances is maintained, that relevant information on health and safety matters is passed to the user 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.

3.8 Teaching Staff

Teaching Staff shall:

- ensure the health and safety of all pupils in their classes as far as is reasonably practicable;
- in preparation for their undertakings, consider all relevant health and safety issues and ensure that sufficient resources are available to overcome any identifiable risks;
- ensure that all pupils have sufficient training, knowledge and experience to carry out their activities without significant risk to their health, safety and welfare;
- ask/seek for health and safety assistance, in the first instance, consult the relevant part of 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 & Compliance Manager;
- liaise with their Head of Department, the Health, Safety & Compliance Manager, and the Bursar, keeping them informed of any significant risks to health and safety, in relation to the premises, Bedales activities and any apparent inadequacies of the Bedales Health and Safety Policy and associated documents;
- ensure external activities that are undertaken by them and/or for 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 have been assessed as being competent and suitable for the planned external activities, and that any assessments and plans drawn up by them 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 & Compliance Manager.

3.9 Health Centre (including Medical Matron at Dunhurst and Dunannie)

The Health Centre Nurses shall:

- record details of any injuries and diseases affecting pupils, staff, contractors or visitors, and forward the information to the Health, Safety & Compliance Manager;
- produce the First Aid policy, together with the associated procedure and arrangements for first aid cover throughout Bedales;
- carry out first aid risk assessments to ensure first aid cover is suitable and sufficient; i.e. that there are enough qualified First Aiders and Appointed Persons (First Aid) to treat all reasonably foreseeable first aid incidents. In particular, the first aid arrangements must be adequate to ensure first aid cover is available, suitable and sufficient during term time and recess periods;
- maintain the First Aid register; arrange for First Aid training and refresher training; and, in a timely manner, ensure that individual First Aiders and their line managers are made aware of their recertification dates;
- report, to the relevant member of the 3SST, all first aid incidents and all diseases affecting pupils, staff and contractors.

3.10 Human Resources

The Human Resources Manager shall:

- in liaison with the Health, Safety & Compliance Manager, produce the following policies and their associated procedures and arrangements:
 - Display Screen Equipment
 - Substance Misuse
 - Anti-bullying and Harassment
 - Vehicles and Driving
 - Anti-disability Discrimination
 - General Site Induction
 - Smoking
 - Lone Working
 - Stress
 - Maternity

3.11 First Aiders

First Aiders shall:

- ensure their training remains up to date;
- 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, they should contact the Health Centre for replacements;

- ensure their line managers and the Health Centre are aware of any changes that may affect their ability to carry out their duties.

3.12 Fire Marshals

Fire Marshals shall:

- ensure their training remains up to date;
- ensure they are familiar with the physical boundaries and extent of the areas they are required to check during an emergency evacuation. Fire Marshals should plan the most effective method of checking their areas during an emergency, bearing in mind the need for safety and prompt action;
- ensure during an emergency building evacuation, that they conduct a rapid tour of their designated building fire zones to check that all occupants have evacuated from these areas. They will then report the results of checks to the head of department on their arrival at the Fire Assembly Point and await further instructions;
- ensure that they maintain a safe escape route whilst carrying out their clearance checks;
- ensure the Health, Safety & Compliance Manager is aware of any changes that may affect their ability to carry out their duties.

3.13 All Staff

All Staff, at every level, shall:

- co-operate in complying with the requirements of Bedales' Health and Safety Policy;
- act with due care for the health, safety and welfare of themselves, their colleagues and other persons;
- comply with instructions and procedures issued from time to time for safe working and use properly the protective clothing, safety equipment and safe systems of work provided;
- report to their supervisors or the Health, Safety & Compliance Manager any defect in plant, structure, equipment or safety procedures that come to their notice;
- report to their supervisors or the Health, Safety & Compliance Manager any incidents, which have led, or might have led, to injury or damage and then co-operate with any investigations undertaken to prevent accidents or their recurrence.

Note 1: Bedales forbids its staffs to authorise, initiate or allow to continue, any process, operation or activity that could result in injury.

Note 2: Bedales considers that temporary personnel are, for the purposes of health and safety, staff of Bedales.

3.14 Pupils

Pupils of Bedales shall:

- co-operate in complying with the requirements of Bedales' Health and Safety Policy;
- act with due care for the health, safety and welfare of themselves, their colleagues and other persons;
- comply with instructions and procedures issued from time to time for safe working and use properly the protective clothing, safety equipment and safe systems of work provided;
- report to their Teachers any defect in plant, structure, equipment or safety procedures that come to their notice;

- report to their Teachers any incidents, which have led, or might have led, to injury or damage and then co-operate with any investigations undertaken to prevent accidents or their recurrence.

3.15 Contractors

Contractors shall:

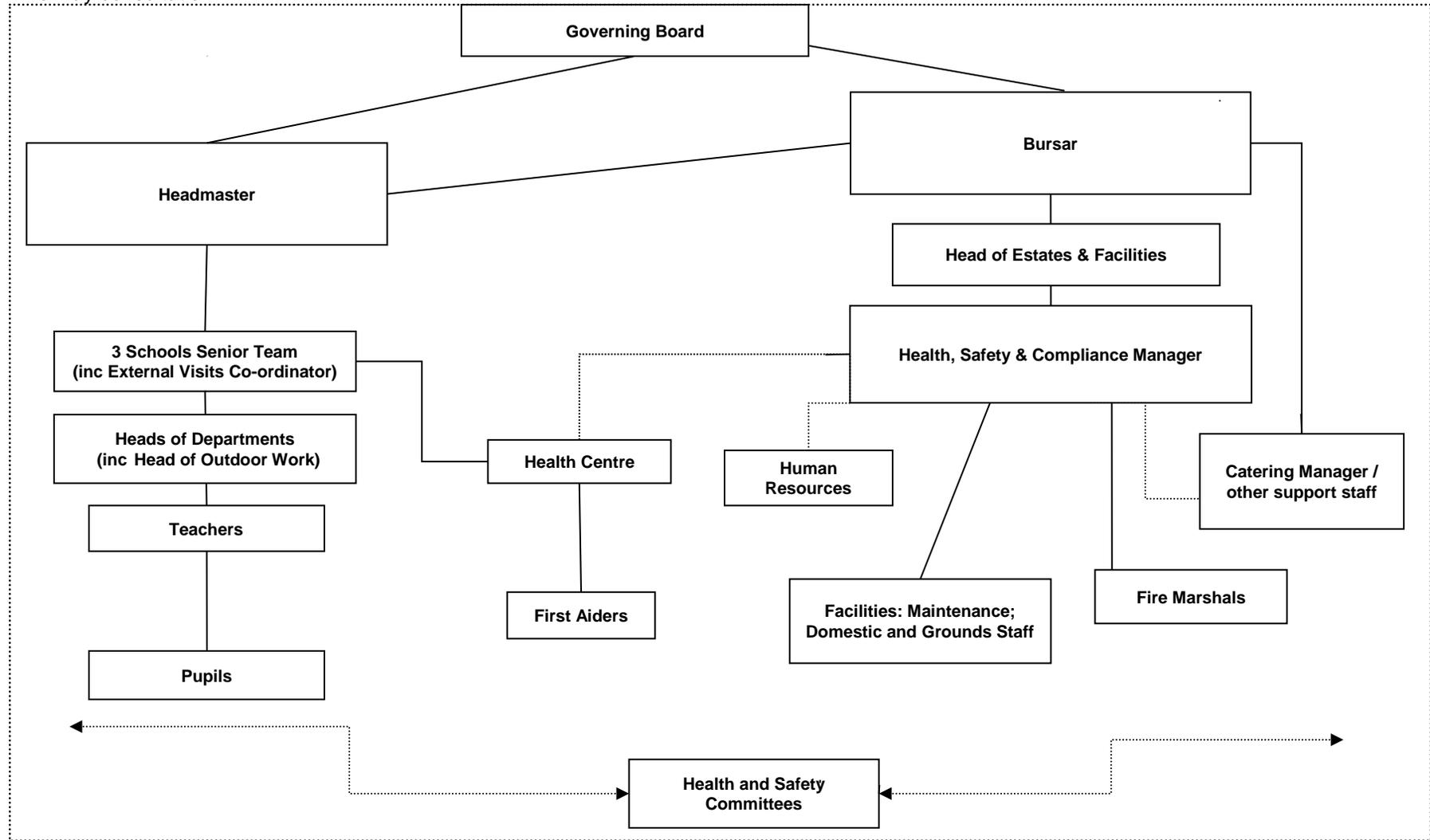
- report to the Facilities reception desk before starting work on a site, so that they may inform the contractor of the site safety rules and instructions, any likely hazards involved in the work, appropriate safeguards and site emergency procedures;
- ensure that no unauthorised persons access the working area;
- ensure the working area is left secure and all equipment isolated at the end of each working day;
- inform, train and instruct all his employees and any others involved, of the hazards and the appropriate precautions necessary on the site;
- when deemed necessary, ensure their employees, including agency and contract 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;
- provide certificates of training achievement or other evidence of competence for their employees;
- keep the necessary statutory records (for example, on tests and inspections of lifting appliances and lifting equipment or records relating to electrical apparatus) on the site and make them available for inspection by the Facilities Manager;
- when required, provide written safety method statements showing safe systems of work;
- when required, supply medical certificates for their personnel before or during their work on site;
- remove from site any person who, in the belief of Bedales, behaves irresponsibly or unsafely.

Note: Contractors will be assessed for health and safety performance during their work and at completion.

Figure I - Organisation of Health and Safety Management within Bedales

Direct line of responsibility and two-way consultation —————

Two-way consultation



The Health & Safety Committees represent and consult with all staff at each of the three schools. The Health and Safety Strategy and policy Committee provides guidance based on legislation and regulation and receives reports from each school. The Headmaster chairs the Health and Safety Strategy and policy Group. The Health, Safety & Compliance Manager is present at all committee meetings and provides expert advice and guidance to all staff through the publication of meeting minutes. The Head of Outdoor Work consults with all other staff and pupils when they take part in, or are likely to be affected by Outside Work activities. Fire Marshals report to the Health, Safety & Compliance Manager; however, the Fire Safety Responsible Person is responsible for ensuring an adequate number of personnel are available to fulfil the role.

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I. General Information

I.1 Health and Safety Policy

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

I.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 departmental specific issues.

I.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. The form should be completed as soon as possible after the event (within 24 hours). If the injured person is unable to complete an accident report this should be carried out by their line manager on their behalf (as soon as possible). A copy of the completed form should then forwarded to the Health, Safety & Compliance Manager who will review the circumstances of the accident and determine if an investigation is required. Additionally where necessary the Health, Safety & Compliance Manager shall report applicable accidents to the Health & Safety Executive 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 the Minor Injuries Log. A copy of the log should be forwarded to the Health, Safety & Compliance 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) and the original forwarded to the Health, Safety & Compliance Manager as soon as possible. For incidents occurring during non - curriculum time the accident form should be completed by the first aider or Health Centre and a copy forwarded to the Health, Safety & Compliance Manager. Incidents taking place on boarding houses will be recorded by the relevant house staff and a copy of the accident form forwarded to the Health, Safety & Compliance Manager.

Again, very minor incidents should be recorded on the Minor Injuries Log. A copy of the log should be forwarded to the Health, Safety & Compliance Manager at the end of each term.

The Health, Safety & Compliance Manager will liaise with the Health Centre for information on any medical treatment provided.

On receipt of the accident form, the Health, Safety & Compliance Manager will ensure a unique Report Number is entered on the form and that forms are stored sequentially and securely in a lockable cabinet, and for at least three years. A master register containing the Accident Report Number together with the date of the accident is maintained by the Health, Safety & Compliance Manager.

When completing accident reports all staff must be aware of the need to comply with the Data Protection Act (DPA). To that end as soon as any personal information has been recorded on the accident form the document

must be regarded as a confidential document and treated as such in accordance with the requirements of the DPA.

The Health, Safety & Compliance Manager will be responsible for reporting accidents, illnesses and dangerous occurrences affecting Bedales staff and students as necessary to Health & Safety Executive under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR).

The aim of accident reporting and investigation is to identify where measures can be taken to prevent reoccurrences and to ensure that Heads of Departments and decision makers are aware of and committed to implementing any remedial action plan that is drawn up. Accident data also provides a useful health and safety performance indicator and can identify training gaps or areas where our Policy needs to be reviewed.

It is important to note that where a serious accident or incident occurs the condition and status of the accident scene are preserved to enable a thorough and accurate investigation. To this end 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 barricades
- Lock doors and gates
- Post warning signs
- Post personnel to control access
- Take photographs and narrated video recordings of the accident scene, especially of any evidence that easily can be destroyed, for example tyre tracks, fluids on the ground, etc.
- Gather together any Risk assessments; Permits to work; Procedures; Instructions, method statements etc.

1.4 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 ensuring adequate first aid provisions are maintained.

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 in order to allow prompt treatment to be administered.

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.

When making records of the first aid given; all staff must be aware of the need to comply with the Data Protection Act (DPA). To that end as soon as any personal information has been recorded the record must be regarded as a confidential document and treated as such in accordance with the requirements of the DPA.

The Health Centre is responsible for the First Aid Policy and should be consulted in the first instance.

1.5 Medicines

Medicines should only be administered by staff in compliance with the Bedales Schools Medication Policy. For further information refer directly to this policy.

1.6 Emergency Arrangements

Emergency arrangements cover Fire Safety; spillages of hazardous substances; water leaks; electrical power failures and malicious telephone calls; including bomb threats. Special Procedures have been designed for each of these emergencies to assist staff in responding in an appropriate and timely manner.

The Regulatory Reform (Fire Safety) Order 2005; requires the appointment of a 'Responsible Person'. For Bedales, the Fire Safety Responsible Person is the Bursar who ensures 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 Fire Safety Responsible Person 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 warning systems; all buildings are equipped with portable firefighting equipment. Fire instructions are displayed next to each fire extinguisher point. It is the staff's responsibility to familiarise themselves, and their students, with the fire procedures.

Each building has an Emergency Evacuation Plan specific to that building. Heads of Department are responsible for ensuring all persons using the building are aware of the emergency evacuation procedures.

All staff and students have a duty to conduct their activities in such a way as to minimise the risk of fire. This involves keeping combustible materials separate from sources of ignition, correctly storing flammable substances, and avoiding unnecessary accumulation of combustible materials such as paper and packaging, fuels and substances.

1.7 Communication, Consultation and Co-operation

The aim of Bedales Schools 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 Bedales and to accept their individual responsibilities as they relate to themselves and others.

Staff are to communicate any building health and safety concerns to their line manager and the Facilities Helpdesk or the Health, Safety & Compliance Manager.

Staff are to communicate 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 Head of Department will rectify the problem and inform the appropriate member of the 3 Schools Senior Team of the problem and the action taken. Where further assistance is required in order to rectify the problem, Heads of Departments should consult the Health, Safety & Compliance Manager. Examples of situations where the Heads of Department should be consulted may include;

- Occupational stress.
- Manual handling of heavy or awkward objects.
- School trips.
- Training needs.
- Risk assessments.

- Use of display screen equipment.
- Requirement of an additional health and safety Procedure.

The Three Schools have established Health and Safety committees as a means of co-ordination and communication. All staff have the ability to feed into these meetings via their line manager.

Three Health & Safety committees meet termly:

- Dunhurst & Dunannie
- Bedales Schools
- Support staff

These then feed into the Strategy & Policy Committee which meets at least annually.

1.8 Risk Assessment and Safe Working Procedures

Heads of Departments are responsible for ensuring that an assessment is undertaken of the risks posed to staff and students within their department, as a result of their normal work and learning activities.

Staff will be trained in the risk assessment process and must apply it to their work activities. In addition, 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 associated risk is deemed "medium" or "high", the risk assessment must be formally recorded. In this instance the completed risk assessment must be forwarded to the Head of Department for their review and signature prior to the commencement of the activity.

Under certain legislation specific risk assessments must be undertaken in relation to the following:

- Noise
- Vibration
- Use of substances hazardous to health
- Manual handling
- Personal protective equipment
- Fire
- Dangerous substances and explosive atmospheres
- Regular use of display screen equipment
- Provision and use of work equipment
- Management of Health and Safety at Work
- Workplace Health & Safety and Welfare
- Confined Spaces

Other work such as Hot Work and work on electrical systems will also require risk assessments.

Special Procedures have been designed for a number of the above in order to assist staff in completing their own risk assessments as necessary. Where procedures are not provided, specialist contractors may be used.

Where necessary Safe Working Procedures, also known as Safe Systems of Work (SSoW), these will be drawn up that take account of the risk assessment findings and implement the recommended control measures. Where significant risks remain the Facilities Department's Permit to Work (PTW) system will be used as part of the safe system of work.

If required, the Project Manager Construction and / or Maintenance Manager can advise on the content and requirements of a safe system of work and provide a Permit to work.

1.9 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 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 & Compliance 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 students and staff may undertake their tasks and activities without unacceptable risk to their health, safety and welfare. In addition, Heads of Departments are responsible for ensuring that all staff within their department are provided with suitable and sufficient information, instruction and training in order that teaching and other staff may undertake their work activities in a safe manner and ensure the health, safety and welfare of students under their supervision.

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, other members of staff or students, 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 health and safety training, including refresher training will be provided.

Where necessary students will receive information, instruction and training in relation to specific tasks they are carrying out.

1.10 Lone Working

Working alone can increase the risk in a wide range of tasks. Lone workers are those who work by themselves without close or direct supervision.

Examples of lone working situations include:

- Administration assistant working in reception offices.
- Teaching or support staff working in closed or remote rooms with difficult or potentially violent pupils.
- Staff working within unoccupied buildings such as Olivier Theatre.
- Maintenance of plant rooms.
- Teaching staff working late.
- Swimming Pool attendant.

Each Head of Department is responsible for identifying where lone working occurs amongst staff within their department and ensuring lone working risk assessments are undertaken.

Risk assessments for lone working should address the following issues:

- The work activity
- The environment
- Use of plant and equipment
- Use of chemical
- Bad weather conditions.
- Violence and aggression.
- Unauthorised access.

Where a risk assessment identifies a significant risk then control measures must be introduced to reduce the risk to an acceptable level. Where lone working cannot be avoided control measures may include:

- Ensuring the Head of Department is made aware that lone working is about to commence and the expected duration.
- Establishing a communication system with a colleague which involves regular checks.
- Keeping a mobile phone or panic alarm readily to hand.
- If using power tools, ensure that an earth leakage breaker is fitted or use cordless appliances.
- Adopt a safe working procedure.

It is the duty of staff to follow the safe working procedures will include communication procedures and awareness of emergency procedures. 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 safe working procedure it may be necessary to consult with the appropriate Head of Department and / or the Health, Safety & Compliance Manager. The Health, Safety & Compliance Manager is responsible for the Lone Working Policy which should be consulted in the first instance.

1.11 Pregnant and Nursing Mothers

The Head of Department is responsible for ensuring a specific risk assessment is undertaken in relation to any staff who are pregnant or at work whilst still breastfeeding.

Risks to new and expectant mothers which may cause miscarriage or damage to an unborn child may include:

a) Physical risks

- Shock, vibration and strenuous.
- Manual handling.
- Poor posture
- Fatigue and stress
- Ionising radiation

b) Biological risks

- Exposure to infectious diseases such as rubella, tuberculosis, typhoid and chicken pox
- Blood borne diseases such as hepatitis and HIV
- Zoonoses

c) Chemical risks

Precautions identified within COSHH assessments should be adequate to minimise most risks to new and expectant mothers. The following chemicals are known to pose a risk:

- Lead and its compounds.
- Organic mercury compounds.
- Chemicals known to be dangerous through absorption of the skin.
- Carbon monoxide.

The Health, Safety & Compliance Manager; the Human Resources Department and the Health Centre should be consulted for additional guidance and advice.

1.12 Violence and Aggression

Staff and students may have to deal with a number of situations which may lead to confrontation and a threat of physical violence. This includes harassment and bullying. All potentially “at risk” situations should be assessed from a personal safety viewpoint, and the appropriate measures implemented.

Whenever issues cannot be resolved informally, instances of violence whether verbal or physical must be reported to your immediate supervisor or Head of Department. Where this is not appropriate the Human Resources Manager should be informed.

Violent or abusive behaviour between staff; pupils; visitors or the general public will not be tolerated and will result in disciplinary action being taken.

The Human Resources Department are responsible for the Anti-bullying and Harassment Policy which should be consulted in the first instance.

1.13 Driving and Parking

The maximum speed limit on Bedales roads is 10 mph; however; in specific areas this limit is reduced, and, where road conditions dictate and / or pedestrians are using the road the 10 mph limit is reduced to a maximum of 5 mph.

Staff and visitors vehicles are to be parked within designated 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.

Members of staff may be required to drive motor vehicles on school business. For example Facilities staff driving maintenance vehicles within the Bedales estate; academic staff driving to external meetings and driving students on school trips.

The relevant Head of Department is responsible for ensuring a risk assessment is undertaken in relation to any member of staff who is required to drive on School business.

Bedales 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 including:

- Driver competence
- Vehicle fitness for purpose
- Shift working and total hours worked, fatigue and stress
- Unaccompanied or lone working
- The nature of the people or goods being transported
- Unforeseen events.

Bedales Schools has developed and implemented a Vehicle and Driving Policy is available on the T Drive T:\ThreeSchools\Policies_Handbooks_Key_Documentation\Staff_viewable\Three_Schools\3_Schools_Vehicle_Driving_Policy.pdf that includes reasonable measures to protect the health and safety of those driving on School business. The School will ensure that procedures are maintained to reduce the risks as far as reasonably practicable and to take steps to effectively manage those that cannot be avoided.

The Health, Safety & Compliance Manager is responsible for the Vehicles and Driving Policy which should be consulted in the first instance.

1.14 Mobile Telephones

It is the policy of Bedales Schools that mobile telephones will be used in a safe and responsible manner. Schools' staff and students are to switch mobile telephones off or to voice mail whenever they are carrying out work or learning activities where receiving a call may make the task they are performing more 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.

The use of hands-free kits is also actively discouraged and Bedales Schools advises all staff to stop in a safe place before making or receiving calls whenever possible, rather than making or taking the call whilst driving.

1.15 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 important. Whilst these incidents are rare, all staff are asked to be vigilant in ensuring only authorised persons are on the Bedales 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 it should be reported, as is appropriate, to the Safeguarding Lead and the Facilities Helpdesk in the first instance.

1.16 Visitor, Contractor and General Public Safety

Bedales Schools cares for the safety of visitors, contractors and the general public when they are on the Bedales estate. For this reason 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.

To ensure the safety of visitors they will remain the responsibility of their host at all times. It is the duty of the host to ensure the safety of any visitors for whom they are directly responsible, assist them in an emergency and to ensure they leave the site safely or are collected by their next host. Visitors should not be able to freely move around the schools without being accompanied.

Steps will be taken to provide for the health and safety of the general public when on Bedales premises or when affected by Bedales work activities. These steps will include as appropriate and in accordance with the findings of risk assessments:

- fencing hazardous areas;
- posting warning notices;
- prohibiting persons from certain areas;
- maintaining good housekeeping standards;
- securing hazardous articles and substances.

Bedales Schools often employ contractors for certain work activities. The Schools recognise that there is potential for problems to arise which may affect the safety of our staff and students and that of the contractors. This may come about through the misuse of materials, unsafe working practices or from not understanding Bedales estates local safety rules.

The Head of Estates & Facilities is responsible for the Selection of Contractors Policy. Staff and students are expected to report to the Facilities Department, through their supervisor or teacher, any contractor who they suspect or know is carrying out their job in an unsafe manner, or who is in a restricted area of the School.

I.17 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 matters of health and safety.

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.

As a minimum, the Health & Safety Policy will be reviewed on an annual basis, or sooner following a significant incident or change in working practice.

2. Residential Premises and Places of Work

2.1 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 Bedales in meeting these aims by looking after premises and equipment and immediately reporting any damage to, or shortcomings in, the workplace to their line manager and the Facilities Helpdesk.

Safety signs are displayed to prohibit certain actions, warn of hazards, state requirements, or indicate safe conditions. The signs must not be removed, covered or defaced. Staff and students are expected to report any signs they identify which are missing, covered or damaged to their line manager and the Facilities Helpdesk.

If any member of staff or student identifies 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.

2.2 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 the Housekeeping, Electricity at Work, and the Work Equipment sections equally apply to this section.

2.3 Housekeeping

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

The Domestic Department operates effective systems of cleaning and housekeeping to keep the schools' premises clean and tidy. This includes a series of regular inspections carried out at all the schools' premises to ensure satisfactory standards are being maintained.

Adequate provision is made for the safe storage of all materials, substances, equipment and items to meet housekeeping standards and avoid workplace obstruction.

Good housekeeping practices include:

- Regular disposal of combustible waste in order to reduce the risk of fire.
- Ensuring flammable substances are stored safely away from any ignition sources.
- Ensuring combustible materials are not kept within close proximity to sources of heat.
- Ensuring materials are stacked safely on a load bearing and even surface in order to reduce the risk of collapse.
- Ensuring cables are routed so as to avoid a tripping hazard and to reduce the risk of their damage.
- Ensuring spillages are cleaned up immediately.
- Ensuring safe means of access and egress are maintained at all times.
- Ensuring 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 particular area clean and tidy so that effective cleaning can take place and to ensure their area of work is arranged so as to avoid risks to health and safety.

Where housekeeping standards cannot be adequately or easily maintained by staff or students the Domestic Bursar should be consulted in the first instance.

2.4 Work at Height

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 a fall could result in a serious injury.

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 by those who have completed the relevant training and only then where a risk assessment has shown that the use of other more suitable work equipment is not appropriate because of the low risk, and short duration of the task or considerations of where the work is located.

A visual inspection of the ladder for defects should be made prior to its use. The ladder must be securely footed on firm and even ground and where possible anchored by guy ropes or footed by another competent individual. The ladder should not exceed an angle of 75 degrees or 1 in 4 gradient.

Steel or aluminium ladders must not be used within close proximity to any overhead power lines or electricity sub stations. 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 be maintained with the ladders at all times. The ladder must extend beyond the safe working platform by approximately 1050mm.

2.5 Electricity at Work

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 regular testing is undertaken of all portable electric appliances and that fixed installations are maintained and inspected as required by legislation.

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 reasonable steps will be taken to ensure the health and safety of staff and students, who use, operate or maintain electrical equipment.

All staff are responsible for undertaking regular visual inspections of any electrical equipment used as part of their teaching or work activities. A visual inspection should identify the following signs which may indicate a fault in the equipment which could lead to shock or fire:

- Damaged cables
- Bent plug pins
- Scorch marks
- Cracked plug casing
- Taped joints in cable
- Outer casing is not effectively secured into the plug or the equipment, exposing the coloured internal cables
- Damage to the external casing of the equipment, or loose joints and screws
- The equipment has been subject to conditions for which it is not suitable (e.g. the equipment is wet or excessively contaminated)

If an item is found to be faulty or to fail during use, staff and students must stop working with the equipment, isolate it if at all possible and inform their supervisor or Head of Department. 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 the same, and have sufficient knowledge to be able to identify and report faults as detailed above. Staff should ensure that cables are routed so to avoid trip hazards and the risk of their damage. Where possible a residual current device (RCD) should be used.

2.6 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.

Workplaces should be of adequate size and lighting to allow the work tasks to be undertaken within them in a safe manner.

2.7 Construction Work

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.

The building projects will have site rules specific to the site and 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 & Compliance 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.

2.8 Confined spaces

Confined spaces not only covers tanks and excavations but also enclosed spaces e.g., basements, roof voids, ducts, vaults, etc. where there may be inadequate natural ventilation, toxic fumes, accumulation of poisonous/flammable gases, storage of hazardous substances. The work being done may also make the space dangerous e.g., solvent vapours from adhesives, 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.

2.9 Dangerous Substances

Dangerous substances can put peoples' safety at risk from fire and explosion. Bedales has a duty to protect people from risks to their safety from fires, explosions and similar events in the workplace, this includes students, teaching staff and members of the public who may be put at risk by work activity.

Dangerous substances are any substances used or present at work or in the teaching environment that could, if not properly controlled, cause harm to people as a result of a fire or explosion. They include such things as solvents, paints, varnishes, flammable gases, such as liquid petroleum gas (LPG) and acetylene, dusts from machining and sanding operations and dusts from foodstuffs.

Bedales estate and teaching staff use a number of dangerous and explosive gases, e.g. during hot work and in physics experiments. The most common dangerous and explosive gas used at Bedales being Liquid Petroleum Gas (LPG) which is used for heating and cooking.

The use of these gases needs careful control, particularly with regard to the need for adequate ventilation, transportation and storage. Temporary storage in unsuitable areas and rooms, even for short periods, is strictly prohibited.

Whenever reasonably practicable, staff should always transport LPG cylinders in open vehicles, which are carrying a suitable fire extinguisher - only essential quantities should be transported at any one time. Where it is not possible to transport LPG in open vehicles the vehicles should be well ventilated and if possible designed with a segregated compartment for LPG.

Dangerous substances should be stored in accordance with the Safety Data sheet and not be stored in laboratories other than in small quantities in preparation for a forthcoming lesson. Students must not be allowed unsupervised access to the preparation room.

The storage of dangerous substances should be kept to a minimum and over ordering should be avoided.

The Facilities Department must ensure that any dangerous substance brought onto the Bedales estate and used by Contractors is strictly controlled. For more specific information refer to the Facilities Department and / or the Science Department. Also, refer to Section 4 Work Equipment – Gas cylinders.

3. Health Hazards

3.1 Manual Handling

Strains and sprains to muscles and joints, torn ligaments and tendons, disc trouble and hernias are all common injuries caused by poor manual handling practice. It is a legislative requirement to undertake a risk assessment of manual handling prior to commencement. Where manual handling cannot be avoided or substituted for a mechanical means of lifting, the following safe working principles should be adopted:

- Wherever possible avoid manual handling by the use of mechanical means to lift and transport items.
- Wear gloves, safety footwear and other personal protective equipment as appropriate to the working environment and risks associated with the task.
- Ensure the route is free from obstructions and in good condition.
- Assess if the weight of the object is within your capability. Seek assistance if necessary.
- Avoid twisting, stooping or reaching to lift or place down the load.
- Keep the load close to your body.
- For repetitive work ensure sufficient breaks are taken.

Correct Lifting Technique

- a) Place feet approximately shoulder width apart with one foot slightly in front of the other.
- b) Bend knees slightly around the load if possible and grip the load securely keeping a straight back.
- c) Keep the head up when handling. Look ahead, not down at the load, once it has been held securely.
- d) Use the legs to lift the load rather than the back. Don't flex the back any further while lifting. This can happen if the legs begin to straighten before starting to raise the load.
- e) Hold load with heaviest side close to the trunk and move feet to turn, do not twist body.
- f) Put down, then adjust. If precise positioning of the load is necessary, put it down first, then slide it into the desired position.

Only lift within your capability – if in doubt ask for help.

Heads of department should be carrying out manual handling risk assessments where appropriate.

3.2 Stress

Stress is an individual's natural reaction to excessive pressure. If stress levels are high for prolonged periods it can lead to mental and 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 to suffer from stress.

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 Human Resources Department are responsible for the Stress Policy and can provide additional guidance and advice.

3.3 HIV / AIDS and Hepatitis

In recent years infectious hepatitis has become the most common occupational disease amongst medical workers and medical waste disposal operatives. Persons at risk will include first aiders and health centre, nurses and anyone who may be in contact with blood or excreta. The possibility of such contact must be risk assessed.

Acquired Immune Deficiency Syndrome (AIDS) is a condition caused by the Human Immunodeficiency Virus (HIV), which attacks the immune system causing a decreased ability to fight infections. HIV, like hepatitis is also transmitted through infected bodily fluids and poses a risk to medical workers and waste disposal operatives.

Many people have contracted Hepatitis and HIV as a result of puncture wounds from used hypodermic needles. Whilst the risk of discovery of hypodermic needles on the Bedales' Estate is considered low, staff should take adequate precautions when clearing dormitories, drains and ditches for example.

The following precautions should be taken to reduce the risk of Hepatitis and HIV:

- All Health Centre staff and first aiders are to wear disposable gloves when dealing with bodily fluids.
- Staff should protect any existing wounds, abrasions or lesions when in the presence of blood and body fluids.
- Control of surface contamination by containment and disinfection of body fluid spills.
- Staff clearing at risk areas should wear protective gloves
- Safe disposal of contaminated waste, especially sharps.

In the unlikely event of a needle stick injury:

- Squeeze the wound on either side in order to reduce the likelihood of any contaminated blood entering the bloodstream and place under running water
- **DO NOT SUCK THE WOUND**
- Dry the wound and cover it with a plaster
- Report the injury to your employer/occupational health advisor

Remember all body fluids potentially carry transmittable disease and must be treated with extreme caution.

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. Bedales 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.

3.5 Asbestos

Asbestos is a naturally occurring fibrous mineral which when inhaled can cause cancer and other asbestos related diseases. Asbestos containing materials (ACMs) have been widely used in the construction industry over the last century. Past uses of asbestos containing materials include:

a) Insulation and sprayed coatings

- Boilers, plant, pipework.
- Fire protection to steel work.
- Thermal and acoustic insulation of buildings.

b) Insulation board

- Fire protection to doors.
- Cladding on walls and ceilings.
- Partitioning.
- Ceiling and floor tiles.

c) Cement

- Grey corrugated panels often used as roof sheets.

Asbestos surveys have been undertaken for all of the Schools buildings. The asbestos register and the associated Asbestos Management Plan is held and kept by the Facilities department. The Health, Safety & Compliance Manager is responsible for ensuring regular monitoring of any ACMs within buildings is undertaken in accordance with the Asbestos Management Plan.

It is important that any building material is considered as asbestos until proven otherwise. Therefore, staff must not drill, hammer into or in any way disturb any part of any building fabric without first consulting the Facilities Department.

UKATA accredited asbestos awareness training is provided to relevant staff.

3.6 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 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, Bedales 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 order to minimise noise levels.
- Where possible keep noisy equipment away from working or public areas.

- Wear ear protectors if noise levels exceed 80dBA or 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.

Staff must ensure that adequate means of communication are in place for students working under noisy conditions in particular the building emergency plan should address this issue.

To minimise the hazard of excessive noise Bedales Schools will take into account the latest technical advances when purchasing equipment.

If staff are concerned about noise levels the Health, Safety & Compliance Manager should be contacted for further information in the first instance.

3.7 Vibration

It is known that persons who regularly operate vibrating tools may suffer injury to their hands and arms. This is referred to as Hand-Arm Vibration Syndrome (HAVS) and is caused by high levels of vibration from tools and equipment.

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.

At Bedales the risk of students and staff suffering from HAVS and WBV is considered to be relatively low. To minimise the risk of HAVS and WBV Bedales Schools will take into account the latest technical advances when purchasing equipment.

The Health, Safety & Compliance Manager should be contacted for further information in the first instance.

3.8 Weil's Disease

Weil's disease or Leptospirosis is a form of jaundice with symptoms similar to flu. The disease can enter the body via absorption through the skin or by accidental ingestion through the nose or mouth, following contact with infected animal faeces or urine and is contagious as long as it is still moist.

Although the main host of leptospirosis is rat's or cows urine, and urine infected water, mice and moles are also important primary hosts. A wide range of other mammals including dogs, deer, rabbits, hedgehogs and sheep, and certain marine mammals are able to carry and transmit the disease as secondary hosts.

Consequently, the main areas of risk for Bedales students and staff include ponds, lakes, drains, sewers, watercourses, trenches or anywhere in which rubbish has accumulated where rat infestation is likely or muddy livestock areas. In some cases staff and students may encounter such areas on field trips, or during Outdoor Work, or during ground work, including construction activities.

- Heads of Department should provide teachers, staff and students with the necessary information on the hazards associated with contact with infected animals faeces or urine; in particular rat's and cow's urine.
- Staff and students should be instructed to adopt good hygiene practises ensuring any cuts, abrasions or scratches are carefully cleaned with soap and water or sterile wash provided in the first aid box. Staff and students should always wash their hands before eating or drinking and avoid rubbing the nose, mouth or eyes during work.

- Adequate personal protective equipment should be used by all staff and students including waterproof gloves, boots, trousers and jackets.

The Health Centre should be contacted for further information in the first instance.

3.9 Lyme Disease

Lyme disease is an infection that derives from an infected tick bite. It is the most common tick-borne disease in the Northern Hemisphere.

Ticks are found in many areas, particularly where deer are common. A tick will settle anywhere on a human body, but prefers warm, moist and dark places like the crotch or armpits. When the tick has found a suitable place on the body, it sticks in its probe to draw up blood, exposing the host to the risk of infection.

Early symptoms may include fever, headache, fatigue, depression, and a characteristic circular skin rash. Left untreated, later symptoms may involve the joints, heart, and central nervous system. In most cases, the infection and its symptoms are eliminated by antibiotics, especially if the illness is treated early. Late, delayed, or inadequate treatment can lead to the more serious symptoms, which can be disabling and difficult to treat. Occasionally, symptoms such as arthritis persist after the infection has been eliminated by antibiotics.

As in the case of Weil's disease, staff and students may encounter infected ticks on field trips, or during Outdoor Work, or during ground work, including construction activities.

When a tick is found, it should be removed immediately. The longer it is allowed to stay and draw blood, the higher the person's chances are of contracting a tick-borne illness. It is important to remove the tick correctly so that it doesn't have a chance to regurgitate its saliva.

The Health Centre should be contacted for further information in the first instance.

3.10 Drug and Alcohol Abuse

People under the influence of alcohol or drugs may be hazardous to themselves and the people they work and associate with. Many serious accidents occur each year which can be attributed to the abuse of alcohol and drugs. Staff under the influence of alcohol or drugs may not be able to operate equipment safely, make incorrect decisions, involve themselves and others in practical jokes, and have an inaccurate perception of danger.

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 Bedales estate unless within the licensed bar, where appropriate supervision is provided.

Any evidence indicating that students or staff have been involved in the illegal consumption of alcohol and / or drugs 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.

3.11 Hazardous Substances

Using chemicals or other hazardous substances can put people's health at risk, causing diseases including asthma, dermatitis and cancer; also, irritation to eyes and the respiratory system; chemical intolerance and sensitisation.

Under the Control of Substances Hazardous to Health Regulations (COSHH), Bedales 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. The following list identifies areas where hazardous substances will be encountered on the Bedales Estate (this list is not exhaustive):

- Chemicals used in scientific experiments
- Dusts associated with woodwork
- Water treatment chemicals
- Swimming pool maintenance
- Dusts associated with clay work
- Cleaning products
- Wood treatment chemicals
- Paints
- Pesticides and fungicides
- Smoke / dry ice machines
- Cement
- Maintenance activities using oils and solvents, etc.

Chemicals should not be stored in laboratories other than in small quantities in preparation for a forthcoming lesson. Students must not be allowed unsupervised access to the preparation room. The storage of chemicals should be kept to a minimum and over ordering should be avoided.

All staff and students working with hazardous substances should be aware of the hazards associated with the substance and the safe working procedures by referring to the COSHH assessment. Where a member of staff wishes to introduce a new substance, a COSHH assessment must be undertaken for the Health, Safety & Compliance Manager's approval prior to its purchase and use. The Health, Safety & Compliance Manager must then issue a copy of the completed COSHH assessment 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.

Substances may be hazardous following skin contact or absorption, eye contact or absorption, inhalation and ingestion. Substances hazardous to health are classified as follows:

- Very Toxic
- Toxic
- Harmful
- Corrosive
- Irritant
- Carcinogenic
- Mutagenic
- Toxic for reproduction

Staff should adopt the following hierarchy of risk control for work with hazardous substances:

- Avoid the use of the substance if possible.
- Substitution for a less harmful substance.
- Reduce exposure to the substance.
- Provision of adequate natural ventilation.
- Provision of suitable and sufficient personal protective equipment.
- Adherence to safe working procedures.

Where use of a potentially harmful substance cannot be avoided, supervisory staff are responsible for ensuring students and staff are equipped with and use adequate personal protective equipment and are trained in the safe use of the substance. Suitable and sufficient first aid should be within close proximity to ensure prompt treatment in the event of an accident.

In addition to the above, it is paramount that staff and students adhere to the golden rules associated with hazardous substances:

- Always read the label
- Never mix chemicals, unless under controlled conditions and / or as part of an experiment under competent supervision - mixing can kill
- Do not use chemicals in unmarked containers
- Do not use containers which are for other products
- Always use the safety equipment provided
- Know the first aid requirement for the chemicals used
- Report any spillages
- Report any damaged containers
- Know the location of the storage area where chemicals are kept. Never, even on a temporary basis, store chemicals in any other locations.

Follow the rules and be safe.

The following arrangements and provisions should be in place for storage of chemicals and agents:

- All chemicals and agents should be marked with their relevant hazard warning pictogram symbol.
- Volatile chemicals should be stored away from heat and ignition sources.
- Shelves and racking should be stable, of sufficient strength and securely fixed to load bearing structure.
- Bottles and jars should be stored to allow their easy and safe removal. Large items which need to be accessed regularly should not be stored at height for example.
- Containers containing liquids should be stored in an impermeable tray in order to contain any spillages.
- Winchester and other large bottles should be stored in trays at floor level or a low level not exceeding 450mm from the floor.
- Toxics should be kept in a lockable cupboard and labelled accordingly.
- Corrosive substances should be kept in their original packaging and store according to manufacturer's instructions.
- Flammables should be kept in a fire resistant cupboard.

All departments holding hazardous substances must identify the safe storage arrangements required to ensure they do not present a risk of reacting dangerously with each other, and then implement and maintain the arrangements.

All hazardous substances storage must be lockable, marked up to indicate their contents and allowed quantities, be equipped with suitable spillage control medium and suitable firefighting equipment.

For more specific information and guidance refer to the Facilities Department and/or the Science Department who can supply generic storage charts.

3.12 Exposure to Ultra Violet Rays

Exposure to the sun can cause blistering of the skin, peeling, and premature ageing of the skin with a long term risk of developing skin cancer.

There is a high incidence of skin cancer amongst outdoor workers. Evidence suggests that certain types of skin cancer can spread to other parts of the body.

Supervisory staff should ensure that staff and students (especially those vulnerable by reason of age) wear hats, sunglasses, T - shirts and UV protective cream when necessary.

3.13 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, fish and animal hair. Symptoms following exposure can range from unusual tastes in the mouth to sudden collapse, unconsciousness and swelling of the airways. In severe cases anaphylactic shock can be fatal.

The most effective method of controlling an allergy is to prevent the individual from being exposed to the agent. To that end, 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. An individual care plan should be devised by the Health Centre nurse in consultation with the student and parents as appropriate. The care plan should identify potential routes of exposure and associated control measures to prevent exposure.

Staff must be aware of the need to comply with the Data Protection Act (DPA). All personal information must be regarded as confidential and any care plan produced should also be treated as such in accordance with the requirements of the DPA.

First Aiders, teaching staff and close friends of an individual prone to allergic reactions should be aware of the signs and correct treatment of anaphylactic shock which include:

- Anxiety
- Widespread red, blotchy skin eruption
- Swelling of the face and neck
- Puffiness around the eyes
- Impaired breathing, ranging from a tight chest to severe difficulty
- A rapid pulse
- Pallor and/or collapse

In the event that a person is suffering from anaphylactic shock, the following action should be taken:

- Call ambulance and state 'suspected anaphylactic shock'
- Call the nearest first aider & the Medical Centre
- Ensure oral antihistamine and/or an adrenaline auto injector pen is given if it has been prescribed (a list of those who have been prescribed is available in the emergency allergy and kits located around the school)
The emergency kits contains the necessary medication and instructions
- Help a conscious casualty sit in the position that facilitates breathing; leaning forward and sitting upright
- Assist them in remaining calm and encourage deep slow breaths
- If the casualty is unconscious ensure airways remain open and unrestricted by placing them in recovery position
- If the casualty stops breathing, start CPR and get someone to inform the ambulance of the change in condition

3.14 Infectious Disease

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 following diseases must be notified to the Health, Safety & Compliance Manager and the Health Centre:

- Acute encephalitis
- Acute infectious hepatitis
- Acute meningitis
- Acute poliomyelitis
- Anthrax
- Botulism
- Brucellosis
- Cholera
- Diphtheria
- Enteric fever (typhoid or paratyphoid fever)
- Food poisoning
- Haemolytic uraemic syndrome (HUS)
- Infectious bloody diarrhoea
- Invasive group A streptococcal disease
- Legionnaires' disease
- Leprosy
- Malaria
- Measles
- Meningococcal septicaemia
- Mumps
- Plague
- Rabies
- Rubella
- Severe Acute Respiratory Syndrome (SARS)
- Scarlet fever
- Smallpox
- Tetanus
- Tuberculosis
- Typhus
- Viral haemorrhagic fever (VHF)
- Whooping cough
- Yellow fever

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

3.15 Work 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 Bedales Estate or on field trips there is a risk of contracting the following Zoonoses:

a) **Escherichia coli O157 (E coli O157)** is a bacteria prevalent in the gut of cattle, sheep, deer, goats and is also carried by wild birds. Infection is contracted following contact with dung by the hands, and then contact with infected hands by the mouth. *E coli* can lead to diarrhoea, kidney failure and death.

b) **Cryptosporidiosis** is carried by calves, sheep, deer and goats and can cause diarrhoea and flu-like symptoms for up to six weeks. The protozoa can be transmitted via ingestion following contact with animal dung or by drinking water contaminated with animal dung.

c) **Orf** is a virus carried by sheep and goats that may cause ulcers and lesions on hands and arms following contact with infected animals, wool, fences and hedges.

d) **Salmonella** is a bacteria carried by most types of farm animal and can result in diarrhoea, fever and abdominal pains in humans. Salmonella can be contracted by ingestion following handling of animal dung and poor hygiene practices.

e) **Ovine chlamydiosis** is a bacteria associated with afterbirth of sheep and goats. It is contracted by humans following handling of infected afterbirth or contaminated overalls or animal bedding.

f) **Ringworm** is a fungal disease which can affect cattle, sheep, pigs and horses. In humans inflamed swollen lesions can occur on the hands forearms and neck following contact with infected animals.

g) **Psittacosis or Avian chlamydiosis** is associated with ducks, chickens, turkeys and peacocks. Psittacosis is contracted by inhalation of organisms within dung, infected dust or nasal discharge from infected birds. Symptoms include flu like symptoms and can lead to pneumonia, hepatitis, inflammation of the heart chambers and death.

h) **Q fever** is associated with cattle dung, urine, afterbirth and milk. Symptoms include mild headache, chills and general illness. In rare cases, the disease can lead to pneumonia, liver and heart damage or death.

i) **Brucellosis** is an infectious disease caused by the bacteria of the genus *Brucella*. Humans become infected by coming in contact with animals or animal products that are contaminated with these bacteria. Brucellosis can cause a range of symptoms that are similar to the flu and may include fever, sweats, headaches, back pains, and physical weakness. Severe infections of the central nervous systems or lining of the heart may occur. Brucellosis can also cause long-lasting or chronic symptoms that include recurrent fevers, joint pain, and fatigue.

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).

3.16 Smoking

Unless positioned within the designated Smoking Area, smoking is not permitted on the schools premises. Disciplinary action may be taken against any staff member or student found ignoring this rule. The Human Resources Department are responsible for the Smoking Policy which should be consulted in the first instance.

3.17 Legionnaires Disease

Bedales, as a provider of residential accommodation, is responsible for ensuring that the risk from exposure to legionella 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). Although legionella is normally associated with larger water systems, they can also live in smaller water supply systems used in homes and other residential accommodation. Other potential sources of legionella include spa and whirlpool baths, and fire-fighting systems (sprinklers and hose reels).

Chemical Control

This is Bedales Schools' main defence against legionella. Chlorine Dioxide (CLOX) is used to treat mains water entering our site, which kills the bacteria.

Legionella bacteria can multiply in hot or cold water systems and storage tanks and then be spread, e.g., in spray from showers and taps. It is recognised that during term time the systems at Bedales generally have a high throughput and a relatively low volume of water is held which consequently reduces the likelihood of the bacteria reaching dangerous concentrations; however, the throughput will be reduced during holiday periods. That said, the work of the domestic team being carried out throughout the holiday period and the use of buildings by external lets means that the risk of water becoming stagnant is very unlikely.

Legionnaires' disease is a potentially fatal form of pneumonia. It can affect anybody, 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 Facilities Department have a Legionella Policy which identifies and assesses potential sources of exposure and introduces a course of action to prevent or control any risk identified. These include, but are not limited to:

- Chlorine Dioxide dosing to mains water when entering the site
- Mechanical control: Removing areas where water can stagnate (dead legs, unused systems).
- Cleaning: Ensuring tanks remain clean (regular inspection and cleaning, covering etc.) and cleaning showerheads. Flushing irregularly used systems

The School employ a specialist company to carry out monthly checks on the water quality throughout the School.

4. Work Equipment

4.1 General

This section supplements 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 that are applicable to the types of work equipment used in their departments. These Arrangements, which are included as appendixes to this handbook must also be referred to when working or carrying out teaching activities in these departments.

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 that they use at work, to be prevented or controlled. In addition to the requirements of PUWER, lifting equipment is also subject to the requirements of the Lifting Operations and Lifting Equipment Regulations 1998.

Work equipment is any equipment which is used by staff at work or during teaching activities. For example hammers, knives, ladders, drilling machines, power presses, personal protective equipment, circular saws, photocopiers, lifting equipment (including lifts), dumper trucks and motor vehicles. Similarly, if staff are allowed to provide their own equipment, it too will be covered by PUWER and Bedales will need to make sure it complies.

Bedales Schools 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.

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

The Schools will maintain equipment in good working order and repair. Where appropriate, each piece will be included in the schedule of planned maintenance. All school owned portable or transportable electrical equipment will be formally inspected or tested on a regular scheduled basis and will carry an adhesive label giving the date of the last inspection.

All staff and students, as appropriate, will be provided with such protection as is adequate to protect them from dangers posed by the use of work equipment. All work equipment will have readily available information on its safe use and storage, and will be clearly marked with health and safety warnings where appropriate. Staff and students must only use the equipment they are authorised and trained to use, or be adequately supervised by a competent person during its use.

Equipment must be visually checked before use; used for its intended purpose and not to have any safety guards removed or interfered with. 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.

4.2 Specific Arrangements and Responsibilities

Heads of Department are responsible for ensuring all staff and students within their department are provided with:

- Equipment that is safe and maintained in good working order.
- Sufficient information, instruction, training and supervision to use and operate equipment in a safe manner.

Staff must ensure that any purchases of new equipment are authorised by the Head of Department. All new equipment must carry the CE mark which indicates its compliance with current EU safety standards. Staff are responsible for:

- Undertaking risk assessments for the use of equipment.
- Ensuring equipment is suitable for the intended use and environment (e.g. sufficiently robust and stable).
- Ensuring equipment is regularly inspected and tested for damage, misuse and defects.
- Ensuring adequate information, instruction, training and supervision on the safe use and hazards associated with equipment is available for students.
- Ensure that only trained and sufficiently experienced people have access to potentially hazardous equipment.

If a piece of equipment is found to be faulty or develops a fault whilst in use, work must immediately stop. The equipment is to be disconnected, isolated from the power source, withdrawn from use and marked as being out of service until repaired. The Head of Department and Facilities Helpdesk must be informed immediately.

4.3 Hazards

The following table identifies typical hazards associated with equipment found on site. It is provided to assist staff when carrying out work equipment risk assessments:

Hazard Category	Type of Harm	Examples of Hazard
Mechanical	Trapping injuries Body trapped between two moving parts of machinery or one moving part and a fixed surface.	Guillotine, stapler, Design machinery
	Impact and puncture injures Struck or stabbed by moving part of machinery.	Vehicular and pedestrian collision, hypodermic needle, sewing machine, drill.
	Contact injuries Contact with moving parts of machinery resulting in cuts, abrasion or friction injuries.	Band saw, abrasive wheel, meat slicer, electric sander, circular saw, lawn mower.
	Entanglement injuries Entanglement of clothing, hair or limbs with rotating parts of machinery.	Drill and chuck bit, abrasive wheel, electric sander, fans.
	Ejection injuries Being struck by ejected work piece or part of tool	Chainsaw, band saw, hammer and chisel, abrasive wheel.
Electrical	Contact with electrical current Shock, burns, cardiac arrest, fire, explosion.	Damaged electrical cables, faulty sockets, electrical switch cupboard, covered vents on electrical equipment, sub stations, overloading extension cables.
Pressure	Release of stored energy Explosion, injection, ejection and implosion.	Compressors, oxyacetylene cylinders, carbon dioxide cylinders, hydraulic equipment, vacuum systems and pneumatic systems.

Thermal	Exposure to extreme temperatures Burns, scalds, frostbite, hypothermia, heat exhaustion, fire.	Forge, engines, ovens, hot plates, Bunsen Burners, hot liquids, barbeques
Ionising radiation	Or particles, x-rays or neutrons Burns, cancer and heredity disorders.	Uranium, radium solids and compounds.
Non ionising radiation	Microwaves, radio waves, lasers, ultra violet and infra-red Burns and eye damage.	Laser equipment, scanners, prolonged exposure to sunlight, UV lamps.
Noise	Exposure exceeding 80dB(A)LEP,d or peak of 135dBc Hearing loss, tinnitus etc.	Loud PA systems, machinery workshops, construction sites.
Vibration	Exposure to vibrations of machinery Nerve, capillary damage leading to loss of sensation, “vibration white finger” or whole body effects	Prolonged use of vibrating plant such as tractors and mowers.
Instability	Collapse of structures Crushing, falling materials.	Scaffold, tallelescope, ladders, shelves, filing cabinets.
Overloading or mechanical failure	Collapse of structures Crushing, falling materials.	Scaffold, ladders, shelves, Lifting Equipment (e.g. ropes, pulley systems, Dumb waiters)

4.4 Vehicles

The Bursar is responsible through the Facilities Department for ensuring regular inspections and maintenance is undertaken on school vehicles and that the same are legally roadworthy. This includes items such as mini-buses, work vans, road sweeper, etc. Individual departments that have their own vehicles are responsible for ensuring they remain roadworthy.

4.5 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 Bedales Estate and ensuring that the same are thoroughly examined by a competent person in accordance with periodicity requirements of LOLER or following any event where the integrity of the same 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 Bedales is accompanied by a current Report of Thorough Examination. The equipment must not be used until the Report is seen and a copy taken.

4.6 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 Bedales Estate. High wattage items, such as toasters, heaters, electric blankets, kettles, etc., are strictly forbidden in bedrooms.

4.7 Mechanical Equipment

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 in safe working order.

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.

4.8 Personal Protective Equipment (PPE)

PPE should only be used when it is not possible to avoid or control the risk by another means. Heads of Department are responsible for ensuring that staff and students are provided with suitable and sufficient PPE as required by the activities undertaken within their department. Supervisory staff and teachers are responsible for ensuring that staff and students are provided with PPE and utilise the same as necessary to the task. In addition, they must ensure that staff and students are provided with training in the safe use and limitations of PPE as necessary.

It is the responsibility of all staff and students to use PPE where it has been indicated that it should be used; in the manner for which it was designed; to store it appropriately; to inspect it before use; to clean it after use and immediately report any defects or missing items to their supervisor or teacher.

Eye Protection

Suitable and sufficient eye protective equipment must be worn by staff and students where there is a risk of a foreign object impacting the eye, liquid splashing into the eye, high temperatures or dusts, vapours, mists and smoke contaminating the eye.

Eye protective equipment must be of adequate fit, and be suitable for the hazards associated with the task. For example, some eye goggles only provide protection against certain chemical hazards, and would be ineffective against dusts or impact injuries. Heads of Department are responsible for ensuring that the correct equipment is issued for the appropriate task.

Supervisory staff and teachers are responsible for ensuring that staff and students are trained in the limitations and safe use of eye protective equipment.

Skin Protection

In some instances it may be necessary to utilise suitable and sufficient skin protection due to hazards associated with the task, substance or working environment. For example impervious clothing must be used in order to protect against the hazard of skin burns when working with wet cement and Leptospirosis when working in drains and streams.

Protective gloves should be worn when there is a significant hazard which may cause burns, dermatitis, abrasion or cutting injuries. In addition, heat proof gloves or mitts should be utilised for work with hot surfaces such as the hot plate, oven and forge.

Head Protection

Suitable and sufficient hard hats should be provided to staff and students on construction projects or any other work where there is a significant risk of head injuries due to falling objects or materials. Where possible measures should be taken to avoid the possibility of materials falling in the first instance, and work should be organised so as to avoid the need for people working above others.

Protective Footwear

Many workplace injuries occur as a result of dropping heavy objects onto the feet, treading on sharp objects which penetrate the foot or spraining / straining the ankle during work on uneven terrain. Where there is such a risk, all staff and students should be provided with safety footwear that comprises a 2000kj toe cap, steel sole plate, slip resistant sole and ankle support. Such areas include: facilities, domestic, ODW, A&D and catering.

Ear Defenders

It is mandatory to wear ear defenders (ear muff type) where indicated by signage and / or levels exceed 85dBA. The manufacturer's operation and maintenance manual for the machinery will provide guidelines on the typical noise levels produced by the machine. Noise levels may significantly increase if the machine has not been maintained sufficiently. Ear defenders should be used before noise levels become uncomfortable or where normal conversation is difficult over a 2 metre distance.

*This also applies to curriculum activities and includes areas such as music lessons, concerts, rock show, etc. It is the responsibility of the relevant Head of Department to ensure that suitable measures are taken within such circumstances.

Please note that the Control of Noise at Work Regulations 2005 has other exposure action values and exposure limit values which require Bedales to take certain specified actions. The Health, Safety & Compliance Manager should be contacted for further information in the first instance.

Respiratory Protection

Suitable and sufficient Respiratory Protective Equipment (RPE) should be provided to staff and students for work where there is a risk of inhaling dusts, mists or vapours which could be harmful to health. Supervisors must ensure that RPE provided is suitable for the task, as facemasks are designed for specific size and type of atmospheric particles and specific concentrations of contaminants. Facemasks must be of a suitable fit and make an adequate seal against the face of the user.

RPE should be considered as the last method of controlling the risk of inhaling atmospheric contaminants. Where possible, exposure should be avoided or reduced by working in an adequately ventilated area, mechanical exhaust ventilation, limiting the time an individual can work and using less harmful substances.

Weatherproof Clothing

All staff who undertake work that requires them to work outdoors should be provided with suitable outdoor clothing including waterproof trousers and jackets. Gloves should also be provided for work in cold temperatures in order to maintain sufficient dexterity in the hands to undertake tasks in a safe manner. In addition, staff and

students undertaking outdoor work or field trips should wear hats; T-shirts and use protective cream to prevent over exposure to harmful UV rays of the sun.

4.9 Pressure Systems

If pressure equipment fails in use, it can seriously injure or kill people nearby and cause serious damage to property. Examples of pressure systems are:

- boilers and steam heating systems;
- pressurised process plant and piping;
- compressed air systems (fixed and portable);
- pressure cookers, autoclaves and retorts;
- heat exchangers and refrigeration plant;
- valves, steam traps and filters;
- pipework and hoses; and
- pressure gauges and level indicators.

Pressure systems should be subject to a suitable written scheme of examination which must be in place before the system is operated; also, verification is required to ensure that the pressure system is **actually examined** in accordance with the written scheme of examination.

Heads of Department are responsible for ensuring that the Facilities Department have a record of the pressure systems used in their departments. Teachers are responsible for ensuring teaching aids and equipment are subject to regular checks by a responsible competent member of teaching staff in accordance with the manufacturer's literature.

The Facilities Department are responsible for ensuring all pressure systems are maintained in accordance with the manufacturer's literature 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 Bedales estate.

4.10 Gas Cylinders

Accidents involving gas cylinders can cause serious injury or even death.

Gas cylinders are "pressure receptacles". This generic term covers a number of types of pressure receptacle: tube, pressure drum, cryogenic receptacle, bundle of cylinders as well as cylinders themselves, plus the valve(s) fitted directly to them. Bedales uses gas cylinders for many of its activities e.g., in the science department for chemical experiments; in the Facilities Department and Outdoor Work Department for soldering, welding and flame cutting; etc. It is essential that the following precautions are observed:

- Store gas cylinders in a dry, safe place on a flat surface in the open air.
- If this is not reasonably practicable, store in an adequately ventilated building or part of a building specifically reserved for this purpose.
- Gas cylinders containing flammable gas should not be stored in part of a building used for other purposes.
- Protect gas cylinders from external heat sources that may adversely affect their mechanical integrity.
- Gas cylinders should be stored away from sources of ignition and other flammable materials.
- Avoid storing gas cylinders so that they stand or lie in water.
- Ensure the valve is kept shut on empty cylinders to prevent contaminants getting in.
- Store gas cylinders securely when they are not in use. They should be properly restrained, unless designed to be freestanding.
- Gas cylinders must be clearly marked to show what they contain and the hazards associated with their contents.
- Store cylinders where they are not vulnerable to hazards caused by impact, e.g. from vehicles.

- 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.

5. School Activities

5.1 Trips / Off-site Activities

Bedales 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.bedales.org.uk/trips>.

5.2 Public Events

Heads of Department hold overall responsibility for ensuring a risk assessment is undertaken during the planning of a public event. In particular the following questions should be addressed:

- Have all reasonably foreseeable risks to the health and safety of staff, students and members of the public been assessed and adequately controlled so far as reasonably practicable?
- Has the Building Safety Manager completed the Building Safety Checklist as appended in the Building Safety Manual prior to the event?
- Has adequate insurance cover for the event been arranged?
- 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?
- Are adequate first aid arrangements in place?
- Are suitable and sufficient security arrangements in place?
- Have the emergency services been notified of the event, the location of Bedales 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?
- Has inspection and testing of all emergency lighting, fire detection and firefighting systems been undertaken?
- Have all measures been taken to reduce the risk of slips, trips and falls (e.g. directing members of the public away from more hazardous routes, applying grit to icy surfaces or gravel to muddy surfaces)?