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Author: Bursar

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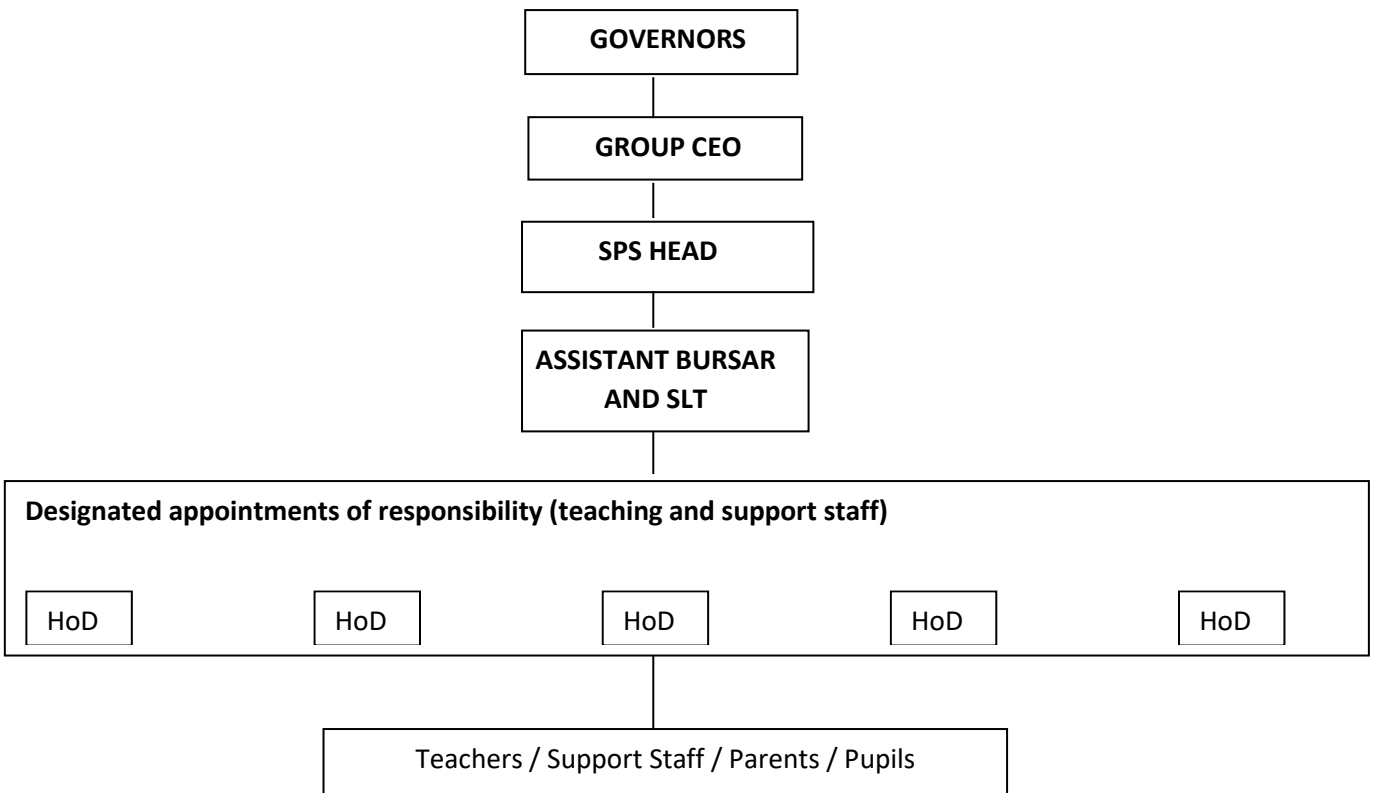
Health and Safety Policy

Written by the Assistant Bursar and Health and Safety Advisor

Review due: September 2023

ORGANISATION

- Overview.** The Board of Governors for Sherborne Group, as the employer, is responsible for all aspects of health and safety in the School. Although their role is essentially supervisory and advisory, they must approve the School's health and safety policy and have confidence that it is being implemented. The management of health and safety issues falls on the 'person in charge of the workplace'. This person is the Head who delegates the day-to-day management to the Assistant Bursar and their SLT. Together they are answerable to the Board of Governors for how that responsibility is discharged.
- Scope.** The Health and Safety Policy is applicable to the whole school including EYFS.
- Governance.** The governance of Health and Safety in the School is:



- Governors' statement of policy of intent.** The Governors' statement of policy of intent is at Enclosure 1. A signed copy is displayed with the Health and Safety noticeboards:
 - In the staffroom work room.
 - In the domestic staffroom.
- Designated appointments of responsibility.** Designated appointments with responsibility are:

Duty	Appointment
Board of Governors Representative	Nominated Governor
Responsible Officer	Head
Safety Officer	Group Bursar (with delegations to Asst. Bursar as defined)
Health & Safety	Group Health and Safety Advisor
Fire Officer	Group Operations Bursar with delegation to the Assistant Bursar
Prep Teaching	Senior Deputy Head (Academic)
First Aid	Matron
Medication	Health Centre Manager
Care & Welfare	Deputy Head Pastoral Care, interim -Head temporary
Boarding	Head of Boarding Live-in-Tutor(s)
Pre-Prep	Head of Pre-Prep
Sport	Head of Sport
Science	Head of Science
Catering	Chef Manager
Cleaning	Assistant Bursar
Maintenance	Head of Maintenance
Grounds	Head Groundsman

RESPONSIBILITIES/TASKS

6. **General.** All staff have Health and Safety responsibilities. Many have specific appointments with greater responsibility. During induction staff will be directed to read the policy. They are responsible for being familiar with the policy, its content, and any specified responsibilities / tasks. Specific responsibilities and tasks are:

a. **Head.** The Head will:

- (1) Pursue the objectives of the Governors in respect of Health and Safety.
- (2) Ensure that adequate staff are appointed to roles of responsibility to meet the requirements of the Health and Safety at work act 1974, and any subsequent health and safety legislation.
- (3) Be available to any member of staff to discuss to seek to resolve Health and Safety problems not solved through the established arrangements.
- (4) Ensure that the school has a designated a Health and Safety Officer/Fire Officer, and that Health and Safety responsibilities are properly assigned and accepted at all levels.
- (5) Ensure a school Health & Safety Committee is established and occurs.
- (6) Ensure that consideration is given to the possibility of maintenance work affecting pupils and staff.
- (7) Ensure that all Staff have adequate training for the tasks that they are required to perform.

b. **Group Bursar.** The Group Bursar is appointed the School Safety Officer. He has the task of overseeing the management of health and safety throughout the school. The Group Bursar will:

- (1) Ensure arrangements are set up in the school to cover all Health and Safety legal requirements, that there is a written policy of those arrangements, and that this is brought to the attention of all staff. The policy is to be revised and re-published as necessary.
- (2) Ensure that School Personnel have adequate training and understand the Health and Safety Policy.
- (3) Ensure that a system is established for the reporting, recording and investigation of accidents, and that all reasonable steps are taken to prevent recurrences.
- (4) Ensure compliance with obligations for reporting accidents under RIDDOR

c. **The Fire Safety Officer.** The Fire Safety Office will:

- (1) Ensure that night fire drills for the boarding house and day drills for all the main school buildings are held every term, that records are written for each fire drill and action points followed up.
- (2) Ensure that effective arrangements are in force for the ready evacuation of buildings in case of fire or other emergency, and that fire equipment is available and maintained.
- (3) Assure that all new plant, buildings and equipment has been assessed for potential hazards, and ensure that existing areas are inspected regularly for Health and Safety.
- (4) Assure that all plant and equipment, both mechanical and electrical, is maintained and/or tested regularly and that adequate records are kept and ensure that any piece of plant or equipment found to be defective is immobilised until such time as a repair can be effected.

d. **Assistant Bursar (SPS).** The Assistant Bursar will:

- (1) With delegation to Line Managers, speak to all new staff as part of their induction programme, covering fire procedures and the other health and safety issues pertaining to their job, and arrange further induction training where appropriate.
- (2) Keep a list of those with safety responsibilities, be readily available to them, and cooperate with them as far as is reasonable in their efforts to carry out their functions.
- (3) Take immediate steps to reduce Health and Safety hazards and take action to eliminate them as soon as possible, ensuring that hazardous or dangerous conditions or situations are remedied as soon as possible
- (4) Ensure that all visitors, including maintenance contractors, are informed of any hazards on the school site of which they may be unaware.
- (5) Be responsible for the control of Contractors within the grounds and ensure that they are familiar with the Health and Safety Policy and have the relevant insurance and method statements in place.
- (6) Ensure the use of any necessary protective clothing and equipment, and that it is properly maintained and renewed when required.
- (7) Chair the termly Health and Safety Committee and ensure adequate minutes are recorded and that all necessary action points are completed.

e. **Health and Safety Advisor.** The H&S Advisor will:

- (1) Note all relevant Health & Safety advice for schools published by the Government and others and amend methods and procedures as necessary.

f. **SLT.** The SLT will (Head, Senior Head, Academic & Deputy Head, Co-Curricular):

- (1) Fully familiarise themselves with the Health and Safety Policy and the statutory Instruments and regulations as issued from time to time.
- (2) Assist the Head and Assistant Bursar in ensuring that responsibilities are properly assigned and accepted at all times.
- (3) Assist the Assistant Bursar in ensuring that all Teaching Staff have adequate training for the tasks that they are to perform.
- (4) Assist the Head in ensuring that Teaching Staff have read and understood the Health and Safety Policy either in its entirety or the sections relevant to them.
- (5) Assist the Head and Assistant Bursar in ensuring that School procedures are in accordance with the School's Health and Safety Policy.
- (6) Endeavour to ensure that all personnel are complying with Health and Safety requirements at all times.

g. **Deputy Head, Co-Curricular.** The Deputy Head, Co-Curricular will:

- (1) Ensure safe methods and procedures are drawn up for all operations of the school and periodically appraise the effectiveness of the implementation of the arrangements; and ensure that any necessary changes are made.

h. **Head of Pre-Prep.** The Head of Pre-Prep will:

- (1) Fully familiarise themselves with the Health and Safety Policy and the Statutory Instruments and Regulations as issued from time to time.
- (2) Draw up safe working procedures, written where appropriate, for the Pre-Prep Department including details of additional supervision that may be required to take account of the age of the pupils.
- (3) Ensure that their departments understand and sign their risk assessments to demonstrate that they understand the risks annually, or when changes are made.
- (4) Ensure that all classrooms/work areas are safe before they are used by any person.
- (5) Ensure that all equipment is safe before it is issued by any person.
- (6) Ensure that protective equipment, where appropriate, is used at all times.
- (7) Ensure that any hazardous or dangerous conditions or situations are reported to the Assistant Bursar or Head without delay.
- (8) Ensure that all Pre-Prep Staff have read and understood the Health and Safety Policy either in its entirety or the sections relevant to them.
- (9) Ensure that the Pre-Prep Department is safe and secure for all pupils.
- (10) At all times endeavour to ensure the Health, Safety and Welfare for all persons within her control.

- i. **Head of Boarding.** The Head of Boarding will:
 - (1) Fully familiarise themselves with the Health and Safety Policy and the Statutory Instruments and Regulations as issued.
 - (2) Be responsible overall for the activities of the Matrons and the Boarding Staff; and in particular that they adhere to the methods and procedures for fire precautions.
 - (3) Ensure that all personnel under their control are adequately trained and competent to carry out the tasks for which they are employed.
 - (4) Be responsible for instigating the policies for care of the boarding pupils in the School.
 - (5) Ensure that the welfare aspects of the Boarders are adequately covered and the requirements for compliance with 'The Children Act 1989' where it applies to Boarding Schools are satisfied.
 - (6) Write, maintain and review all standing risk assessments for boarding.

- j. **Assistant Housemaster.** The Assistant Housemaster will:
 - (1) Fully familiarise themselves with the Health and Safety Policy and the Statutory Instruments and Regulations as issued from time to time.
 - (2) Act as Matrons if required by the duty rota and assume the responsibilities listed.
 - (3) Be responsible for the welfare of the Boarders and ensure that evacuation in the event of an emergency is carried out effectively.
 - (4) Monitor dilapidations of the fabric of the boarding areas and report accordingly to the Assistant Bursar.

- k. **Matron(s).** The Matron(s) will:
 - (1) Fully familiarise themselves with the Health and Safety Policy and the Statutory Instruments and Regulations as issued.
 - (2) Be responsible for instigating the policies for treating injuries and illness within the School in so far as it is within her jurisdiction and training, using outside medical authorities as appropriate and necessary.
 - (3) Ensure that adequate First Aid Records are maintained.
 - (4) Ensure that she is aware of the times that School Matches are taking place in order that the Duty Matron and/or First Aid trained staff are available to give assistance in the event of injury.
 - (5) Ensure that all medicines within the Sick Bay are kept in a locked cabinet at all times.
 - (6) Ensure that stocks of medicines for general use are adequate at all times and in-date.
 - (7) Ensure that all First Aid Boxes are fully equipped at all times, are in-date and replenished.
 - (8) Maintain records of checks for all relevant responsibilities.
 - (9) Maintain any medical risk assessments for those pupils with conditions/allergies that require one and to review annually and on any change to the condition.
 - (10) Administer Pupil's Medicines as directed.
 - (11) Maintain records of medication and treatments according to the methods and procedures for First Aid and Medicines.
 - (12) Decide, in the absence of a note from parents, whether Pupils are fit to take part in Sport Activities.

- (13) Ensure that parents and relevant school staff are immediately notified in the event of an accident or illness.
- (14) Ensure Staff are competent in the use of the EpiPen and similar equipment.

i. Cleaning. The Assistant Bursar will:

- (1) Fully familiarise herself with the Health and Safety Policy and the Statutory Instruments and Regulations as issued from time to time.
- (2) Ensure that all personnel under the control of the cleaning contractors, have adequate training, have read and understood the Health and Safety Policy, where it applies to them, and have current DBS disclosures which she has examined for suitability.
- (3) Ensure that Cleaning Schedules are established and maintained so that the premises are kept in a clean and tidy condition.
- (4) Ensure contractors use appropriate and safe cleaning equipment.
- (5) Ensure that thorough cleaning during holiday periods, in line with an established rota, is undertaken.
- (6) Ensure the contractors maintain, up to date, COSHH, method statements and risk assessments.
- (7) In addition to the above, conduct herself from a Health and Safety point of view as detailed in the section entitled 'Support Staff'.

m. Head of Sport

- (1) Be familiar with relevant guidance relating to sporting activities he may be required to organise
- (2) Ensure training and advice is available for sports coaches to safely promote Health & Safety requirements within the sporting environment.
- (3) Undertake and be familiar with risk assessments for sporting activities.
- (4) Ensure equipment provided is fit for purpose, in good condition and has been formally inspected (where required).
- (5) Ensure first aid kits are available at all times, and liaise with School Matron regarding use.
- (6) Ensure that they are aware of the times School Matches are taking place in order that they are available when required to be on the touchline.

ii. Outsourced caterers. The caterers will:

- (1) Be responsible overall for the activities of the catering staff.
- (2) Set up and implement an effective Health & Safety regime within the Catering Department, which complies with the School Health & Safety Policy and in particular, with the Food Safety Act 1990 and Food Safety (General Food Hygiene) Regulations 1995 (as amended).
- (3) At all times endeavour to ensure the Health, Safety and Welfare of all persons within her control.
- (4) Ensure suitable and sufficient assessments of risk are made and necessary controls to prevent or control the risk have been introduced, including the storage and transportation of articles and substances, before work is undertaken by the Catering Department.

- (5) Ensure, as far as practicable, that all persons working in or visiting the Catering Department are medically fit, suitably clothed, do not wear potentially dangerous personal adornments and have acceptable standards of personal hygiene.
- (6) Ensure that all personnel under her control are adequately trained and competent to carry out the tasks for which they are employed.
- (7) Draw up Safe Working Procedures, written where appropriate, for the Catering Department.
- (8) Ensure that all catering staff have read and understood the Health and Safety Policy and Safe Procedures either in their entirety or the sections relevant to them.
- (9) Ensure that all work areas are safe before they are used by any person.
- (10) Liaise with the Environmental Health Officer and implement his requirements and recommendations with due urgency.
- (11) Coordinate services such as waste removal and pest control through the relevant school lead.
- (12) Arrange for equipment maintenance and repairs and ensure that all equipment is safe before it is used by any person.
- (13) Ensure that protective equipment, where appropriate, is used at all times.
- (14) Ensure that any hazardous or dangerous conditions or situations are reported to the Assistant Bursar or Head without delay.

j. Head of Departments (including where appropriate the Head of Maintenance and Grounds).

The Heads of Departments for their departments will:

- (1) Fully familiarise themselves with the Health and Safety Policy and the Statutory Instruments and Regulations as issued from time to time.
- (2) Draw up safe risk assessments/methods and procedures, written where appropriate, for operations, machinery and tasks within their department.
- (3) Ensure that their departments understand and sign their method statements/risk assessments to demonstrate that they understand the risks annually, or when changes are made.
- (4) Ensure that all classroom/work areas are safe before they use them.
- (5) Ensure that all equipment is safe, maintained, and fit for purpose.
- (6) Ensure that protective equipment, where appropriate, is used at all times.
- (7) Ensure that any hazardous or dangerous conditions or situations are reported to the Assistant Bursar or Head without delay.
- (8) Prepare or obtain, and maintain, up to date risk assessments, including COSHH, where necessary.
- (9) At all times endeavour to ensure the Health, Safety and Welfare for all persons within their control.

k. Teaching Staff. The Teaching Staff will:

- (1) Fully familiarise themselves with the School Health and Safety Policy.
- (2) Ensure that all safe methods and procedures, where appropriate, are followed at all times.
- (3) Ensure that all classroom/work areas are safe before they are used by any person.
- (4) Ensure that all equipment is safe before it is used by any person.
- (5) Ensure that protective equipment, where appropriate, is used at all times.
- (6) Ensure that any hazardous or dangerous conditions or situations are reported to the Head of Department or Assistant Bursar without delay.

- (7) Whenever advisable make safety suggestions to their Head of Department, Assistant Bursar or a Member of the Health and Safety Committee.
- (8) At all times, endeavour to ensure the Health, Safety and Welfare for all persons within their control.

I. Support Staff. The Support Staff will:

- (1) Make themselves familiar with the Health and Safety Policy, especially the sections relevant to themselves.
- (2) Observe Health and Safety methods and procedures at all times.
- (3) Conform to all advice and direction given by those charged with Health and Safety duties, including: Consultant, the Health and Safety Officer and instructions of others with a responsibility for Health and Safety.
- (4) Report all accidents, damage, hazardous or dangerous conditions or situations to their Head of Department, Assistant Bursar or Head without delay.
- (5) Wear personal protective clothing, safety equipment and use appropriate safety devices as appropriate.
- (6) Ensure that working areas are kept clean and safe.
- (7) Inspect all equipment and plant before use to establish that it is safe to use.
- (8) Familiarise themselves with First Aid and Fire procedures.
- (9) Look after all Health and Safety Equipment properly and report any defects immediately.

7. All Other Persons on the School Property. All other persons on the school property will:

- a. Observe the Health and Safety Rules and the Instructions given by persons enforcing the Health and Safety Policy.
- b. Not work on the premises until the relevant rules are read, understood and accepted.
- c. Not work on the premises until covered by insurance against risk.

8. Health and Safety Consultant. While there is much that the school can do from its own resources, it will be necessary from time to time to draw upon technical or professional expertise from outside the school. The school will engage a Health and Safety Consultant with the necessary qualifications to give professional advice when deemed necessary.

9. Management, assurance and reviews systems. The Assistant Bursar will coordinate the management, assurance and review systems required to track and assure actions:

Item	Description	Responsible person	Assurance checks	Frequency	Remarks
Compliance register (and testing)	A register of all compliance checks required in the school	Head of Maintenance	Head of Estates & Facilities Management	Annually	
Compliance testing	Compliance reports from contractors	Head of Maintenance	Head of Estates & Facilities Management	Annually	To be held in the separate files.

Department risk assessments	Department risk assessments for all	Heads of Department	Senior Deputy Head	Annually and after an incident.	Department to hold originals.
Activity risk assessments	Activity risk assessment – On-site	Head of activity	Deputy Head, Co-Curricular	At least annually and addition of new activities	Method statements from external deliverers and public liability for all active activities.
Visit risk assessments	Risk assessments for offsite visits.	Visit leader	Deputy Head, Co-Curricular	As they occur and in accordance with the policy.	Copy to be held electronically by the visit organiser
Assurance risk assessments	Risk assessments conducted by subject matter experts for the safe operation of the school.	As contracted.	Head of maintenance	As directed in the compliance register	To be held in the Health and Safety file.
Action plans	Action plan of all Health and Safety action points.	Provided by SMEs	Assistant Bursar and monitored through the H&S Committee	As mandated, and when determined between the Assistant Bursar and Head of Maintenance.	Prioritised. Actions held on risk assessments received and any raised in meetings or to the Assistant Bursar, to be added to the register.

HEALTH AND SAFETY COMMITTEE

10. Health and Safety Committee. It meets regularly and (preferably once a term) and aims to promote cooperation between all employees of the school with a view to achieving and maintaining a safe and healthy workplace for staff and pupils.

11. Purpose. The Health and Safety Committee must promote cooperation between all employees of the school to achieve and maintain a safe and healthy workplace for staff and pupils. Its broad aims are:

- a. To establish, maintain and review a safe and healthy environment throughout the school.
- b. To ensure the provision of sufficient information, instruction and supervision to enable all staff and pupils to reduce exposure to hazards and contribute positively to their own safety and health at work and to ensure that they have access to relevant training and instruction as and when provided.
- c. To ensure compliance with current Health and Safety legislation.
- d. To consider the causes of any significant accidents and to establish methods and procedures to prevent any recurrence.
- e. To carry out or arrange inspections of the School as required.

- f. To consider what material, publicity or training should be used in order to help promote Health and Safety throughout the School.
- g. To investigate special hazards, recommending relevant action.
- h. To consider any communication received from the Health and Safety Executive and recommend action to be taken as appropriate.

12. Membership. The membership of the Committee, by appointment, is:

- Assistant Bursar – Chair
- Group Bursar
- Group H&S Adviser
- Group Operations Bursar
- Head
- Deputy Heads
- Head of Sport
- Science
- Head of Pre-Prep
- DT teacher
- Matron
- Head of Maintenance
- Head Gardener
- Chef Manager
- Head’s PA (minute taking)

The nominated governor will attend when available.

13. Meetings. The Committee shall preferably occur once per term although additional meetings may be called if needed, or they may be delayed. Members of staff not on the committee may be invited to attend where discussion involves their area of influence. Minutes of meetings will be taken, and they will include action points and those responsible for implementing them. They will be circulated to the committee members and the Governor who has responsibility for Health and Safety.

14. Agenda. The following will be standard agenda items for all Health and Safety meetings:

Item	Description	Lead	Remarks
1	Minutes of the Last Meeting	Assistant Bursar	Ensure that all action points have been followed up.
2	Significant Accidents	Assistant Bursar / All	Discussion of all significant accidents which have occurred since the last meeting, and any remedial action that was taken to prevent a recurrence.
3	Compliance	All	Consideration of compliance matters.
4	Fire	Assistant Bursar	Consideration of any fire safety issues and to include discussion of fire drills and the policy.

5	Medical	Matron	Any discussion of medical problems/updates.
6	Buildings/estate	Head of Maintenance/Assistant Bursar	Any Health and Safety issues, legislation updates.
7	Vehicles	Assistant Bursar/Head of Maintenance/Groundsman	Any updates, issues, problems with the School's vehicles, plant or equipment
8	Training	All	Updates, requests and discussion about Health and Safety training.
9	Accessibility	All	
10	Any Other Business	All	
11	Date of next meeting	Assistant Bursar	

STANDARD PROCEDURES

15. Acceptable behaviour. The School maintains robust policies and procedures regarding anti bullying to pupils, the School also adopts a zero-tolerance approach to all form of aggression and violence to staff, pupils and visitors. Detailed guidance is in the School's behaviour policy.

16. Consultation with staff. Staff are consulted with directly in compliance with the Health and Safety (Consultation with Employees Regulations 1996 (as amended)). This is achieved through noticeboards and the regular Health and Safety meetings. Minutes of all Health and Safety meetings are emailed to all staff. Employees may obtain advice and information about Health & Safety through their immediate supervisors, through the School Health and Safety Officer or by reading the relevant policy. A comprehensive list of School policies is held on the SharePoint.

17. Fire. Sherborne Prep School recognises the need to have detailed fire safety procedures in place in accordance with the Regulatory Reform (Fire Safety) Order 2005 as a means to reduce the risk from any potential fire and explosion. The SMT is responsible for the fire organisation and procedure for the school. The Health and Safety Committee monitor and review these procedures and make recommendations to the SMT. The Health & Safety Officer and School Fire Officer co-ordinate this on behalf of the Health and Safety Committee. A separate policy provides the detailed prevention measures and evacuation procedures.

18. Medical. Detailed policies and protocols are held on the School's SharePoint.

- a. **Medicines.** The safeguarding, dispensing, recording and disposal of medicines will be in accordance with the protocols set down by the School. Day to day guidance on the control of medicines is the responsibility of the Senior Matron who will also audit termly against the standards set down by the school.
- b. **Allergies.** Where the health of a pupil is potentially at risk, e.g. those who have nut allergies, key staff should be formally trained and informed on how to deal with an emergency. This is a principal responsibility of the Matron. Guidance is held in the detailed medical protocols on the School's SharePoint.

- c. **Infectious Diseases.** The Senior Matron is responsible for alerting the Head / Assistant Bursar to the presence of infectious diseases.

19. Educational visits and field trips. All educational visits and field trips and other pupil-based activities not on school property are classified as off-site activities. Advice can be sought from the Deputy Head, Co-Curricular on how to arrange procedures and ensure that every off-site activity is managed in accordance with best practice, DfES guidance and the recommendations of the relevant establishment or its governing body. Further guidance can be found in the detailed School Policy Document for Off-Site Visits which is held on the SharePoint.

20. Risk assessment. Risk assessment is the first step taken when determining appropriate safe working practices. The Management of Health & Safety at Work Regulation 3 requires every employer to assess general risks and record significant findings. The school is committed to ensuring the health, safety and welfare of all staff, pupils and visitors. Risk assessments will routinely identify and include day to day hazards such as slips, trips and falls, fire safety and working at height. Other regulations require the risks associated with computers, hazardous substances, noise, asbestos, lead, first aid, personal protective equipment, manual handling operations etc. to be assessed.

21. Those responsible for pupils have a special responsibility to ensure risks are properly identified, recorded and brought to the attention of those likely to be affected by the risk. The following direction is to be adhered with:

- a. The important issue to remember is that the assessment is not an end in itself, but must lead to the implementation of appropriate controls, and periodic review to maintain validity; for example, following an accident or near miss. Risk assessments also ensure that the preventative measures are in proportion to the risk, and that they are sufficient to comply with legislation. Please refer to the Risk Assessment Policy held on the Schools intranet systems.
- b. The method for carrying out the risk assessment ensures that any hazardous activity is given comprehensive scrutiny to make sure that the activity can be carried out safely.
- c. The duty to carry out suitable and sufficient risk assessments may be delegated by the Head of Department, but the assessment must be approved by him/her when completed and then sent in soft copy to the Deputy Head, Co-Curricular to review; the Deputy Head, Co-C will hold a soft copy for inspection purposes.
- d. The Head of Department or School Activity must ensure that all staff and, where appropriate, pupils, contractors and visitors are aware of the risks identified in the assessment and the preventative measures.
- e. Copies of the Sherborne Prep Risk Assessment Forms are in the Risk Assessment policy which can be found on SharePoint. This form should be used by staff to complete their required risk assessments in accordance with the policy and training.
- f. Original risk assessments are held in each department, Some departments such as DT and Science also use hard copy risk assessments and hence do not have the entire documents placed on the Schools SharePoint.

- g. Safety Notices and Information: Heads of Department are responsible for ensuring that sufficient of the following notices are displayed in their area of responsibility, for example; Fire Action, Fire Extinguisher instructions, Name of First Aider and location of First Aid kit, Health & Safety What you need to know poster, Electrical Safety in the Workplace, and Employer's Liability Insurance. Every department will also have a selection of useful information relevant to their area of responsibility.

Risk Assessments will be monitored by the Deputy Head, Co-Curricular/Assistant Bursar.

22. Accident or incident reporting. When an accident occurs the Head of Department or School Activity must be informed immediately; for all other incidents, they must be told during the same day. Every accident involving personal injury, whether to employees, pupils or others, must be recorded using the format at Annex B (available through the Assistant Bursar). This format is compliant with the Data Protection Act. The Head of Department must ensure that a completed form is passed to the Assistant Bursar within 48 hours. The Assistant Bursar will report those under RIDDOR; a more detailed explanation is held in the Policy on the School's SharePoint. The School also requires that 'near misses' are reported to the Assistant Bursar on these forms in order to identify hazards and prevent more serious incidents from occurring. The Assistant Bursar will report accidents, as necessary to the enforcing authorities and will also ensure that the format is held confidentially.

The Assistant Bursar will analyse accident trends and report to the Health & Safety Committee. If a serious accident occurs the Group Bursar will investigate, make a report, and may call for a special meeting of the Health & Safety Committee.

23. School security. Sherborne Prep is aware of its responsibility to ensure that it is a safe and secure environment for staff, pupils and visitors and has taken reasonable steps to prevent unauthorised entry to its premises. All entrances have access control (either locks, card or number-controlled locks). The School is locked at night. A CCTV camera operates on the main door and further cameras will be installed. All visitors are required to report to the School Office. Further information is contained in the Security Policy on the School's SharePoint.

24. Contractors. The Health and Safety Executive require organisations who make use of contractors and subcontractors to ensure that they work safely. Only contractors able to demonstrate adequate and effective mechanisms for the management of health and safety are permitted to work for the School. Where appropriate, contractors must have a valid risk assessment and safe system of work for all work being carried out on the Schools behalf.

- a) All contractors must be allocated a Liaison Person (Head of Maintenance or Estates & Facilities Manager) when they are awarded a contract. All work deemed to be construction work under the terms and definitions within the Construction, Design and Management Regulations (CDM) 2015 must be notified to the Estates Bursar who will ensure the project is managed in accordance with the current CDM regulations.
- b) Contractors are the responsibility of the Department for whom they are working. IN EVERY INSTANCE contractors must sign into the school office before commencing work on the School's behalf. Contractors will be briefed by the Head of Maintenance to ensure that all relevant checks have been carried out and systems for safe working, so far as is under the Head of Maintenance's, are in place. N.B. This does not reduce or remove the responsibilities of the Liaison Person. Liaison Person's Duties:

- c) The Liaison Person (Head of Maintenance in most instances) must meet the contractor on his first arrival and ensure that (following signing in and briefing at the Estates Department) the contractor's staff on site have an appropriate level of understanding of School safety arrangements, in particular:
- (1) Welfare, fire, first aid, asbestos, accident reporting, protecting others affected by their work and School Permits to work – roof and hot work.
 - (2) Accident reporting - the contractor must report any accident to the Liaison Person and in turn the Liaison Person must then report the accident in line with School arrangements.
 - (3) Be advised by the contractor of any subcontracting in advance.
 - (4) Ensure that Visitors passes have been issued.
 - (5) Monitor the safety performance of the contractor.
 - (6) Immediately STOP the work and advise the Estates Bursar if they are concerned that the contractor is failing to manage health and safety adequately.

All of these duties require the Liaison Person to have an understanding of the work being carried out by the contractor, an understanding of the risks involved in that work and of the control measures being used to ensure safety. The Liaison Person should therefore have a copy of the contractor's risk assessment BEFORE work is commenced.

24. Emergency procedures and major emergencies. Detailed information is held in the Critical Incident Plan. Where a member of staff feels it necessary, they should call the emergency services and then inform the Head and / or Group Bursar. A copy of the Critical Incident Plan is held in the Bursary and on the SharePoint. For:

- a. Utilities emergencies please call the Head of Maintenance or the Estates Bursar in the first instance.
- b. In the event of emergencies outside of the normal working day, please call the Head or Assistant Bursar.
- c. Intruders Suspicious or threatening behaviour by intruders in the school grounds should be reported to the Assistant Bursar. If it is believed that there is an immediate threat to persons or property, the matter should be reported directly to the Police.

25. Control of Substances Hazardous to Health (COSHH) Regulations 2002. Many of the substances used and encountered by School employees and staff are regarded by the Health & Safety Executive as hazardous to health. With the exception of lead and asbestos (for which other regulations apply) all of these substances are in scope of the provisions of the Control of Substances Hazardous to Health (CoSHH) Regulations 2002. Heads of Departments are to ensure that up to date Material Safety Data Sheets are obtained, or other appropriate information on such substances. A risk assessment for all such substances must then be carried out in accordance with the regulations. Generic risk assessments from recognised bodies such as CLEAPPS may be used but only after the

assessments have been checked by the Head of Department to ensure that they identify and address all specific issues presented by their specific area and tasks. At risk individuals must also be considered separately (please refer to the COSHH risk assessment form held on the Schools SharePoint. Assessments and safeguards must be explained and made readily available to all persons at risk. Please refer to the Control of Substances Hazardous to Health Policy held on the School's SharePoint.

26. Display Screen Equipment (DSE). Advice on Health & Safety in the use of display screen equipment is in the policy on the School's SharePoint. Any employee who habitually uses DSE as a significant part of their normal work may request an eyesight test to be paid for by the School. Prior notification of the intention to undergo such a test must first be given to the Assistant Bursar, who will ensure that the employee is entitled and then arrange for a test. Further guidance can be found in the policy.

27. Asbestos. Some buildings within Sherborne Prep have materials within them that contain asbestos. The School holds a register of all of these sites and controls work within these areas to ensure that staff, pupils, contractors and visitors are not put at risk. Please refer to the Asbestos Policy Statement; a copy is held in the School Office and with the Head of Maintenance.

28. Critical incidents. The Group Bursar is responsible for maintaining the Critical Incident Plan for Sherborne Prep. The critical incident plan can be accessed on the SharePoint.

29. Vehicle movements / minibuses. The use of vehicles for and around the School represents a significant risk. All staff must ensure that staff, parents and pupils take suitable precautions. The Assistant Bursar reviews parking and other traffic management plans to ensure risks are minimised; a risk assessment is available through the Assistant Bursar and a copy is emailed to staff. Staff using their own vehicle for work must ensure that they are qualified, fit to drive and that their vehicle is roadworthy. In accordance with the Minibus Policy those driving a School minibus must have been assessed within the previous three years. Staff are personally responsible for the safety of the vehicle and the safety of passengers. Further information on the use of minibuses is held in the detailed Minibus Policy available on the SharePoint.

30. Sport. The Health and Safety of pupils, visitors and all coaching or supervisory staff is the responsibility of the Director of Sport. The Director of Sport will ensure that those with particular responsibilities for each sport prepare codes of practice and risk assessments for each sport and the implementation of appropriate controls including minimum standards of safety equipment in accordance with national guidelines.

31. Maintenance

a. Fire

- Fire Extinguishers. A monthly inspection is carried out by the maintenance staff to ensure they have not been discharged or lost pressure (where fitted with a pressure indicator) or suffered obvious damage. A service is carried out annually by a specialist contractor.

- Fire Alarms. Weekly testing of the alarm using a different manual call point or detector. Carried out and recorded by Sherborne Prep maintenance staff. Termly inspection and test by specialist contractor, including checking battery backups.
- Fire Detectors. Weekly visual inspection of all detectors to ensure that no damage or dust/dirt has accumulated, to be carried out by Sherborne Prep maintenance staff. Termly inspection carried out by specialist contractor who will test for correct operation and sensitivity.
- Emergency Lighting. Monthly test of 25% in each building of luminaries by simulating a failure of the normal lighting supply, to be carried out and recorded by Sherborne Prep maintenance staff. Annual test of self-contained central battery systems by simulating the failure of the normal lighting supply for a continuous period of at least 3 hours, to be carried out and recorded by a specialist contractor; a copy of the record to be held in the appropriate file.
- Automatic Door Releases. Checked in conjunction with the weekly fire alarm test, to be carried out by Sherborne Prep maintenance staff.

b. Staff

Reports completed by specialist contractors upon completion of work are kept centrally in the Estates Department. Inspections/testing carried out by Sherborne Prep Staff are recorded in the School's fire folder.

32. Legionella. Sherborne Prep has a Written Scheme for the control of Legionella bacteria, and this is in accordance with the Approved Code of Practice HSE L8 (2013). Control measures will be implemented as have been shown necessary by risk assessments carried out on all installations. A schedule of the installations and maintenance required is held by the Estates department. Records of prescribed checks and building specific information relating to Legionella bacteria control, will be held by the Head of Maintenance in the Control of Legionella Logbook. The Written Scheme and centralised record of compliance checks will be kept by the Head of Maintenance/Estates Department. Specialist contractors will be used as appropriate.

33. Electricity. Sherborne Prep aims to comply with the Electricity at Work Regulations 1989. There is a system in place for the statutory testing of electrical installations. A schedule of installations, and dates of testing are kept by the Estates Department. All new installations will comply with the current IEE wiring regulations.

34. Gas Appliances. All gas appliances (boilers, kitchen equipment, etc.) are regularly maintained and serviced by Gas Safe Registered engineers. Records of all tests are kept by the Head of Maintenance. Landlord's Gas Safety Certificates are held by the Estates Department for all school resident accommodation.

35. Local Exhaust Ventilation Equipment. All LEV equipment is maintained in an efficient state, good working order, and in good repair by specialist contractors. It is examined and tested at least once every 14 months and a record of this examination and test is kept for at least 5 years. Testing and examination is arranged by the Estates Department and is undertaken by a specialist contractor.

A register of all LEV equipment and all records are kept by the Head of Maintenance/Estates Department. Users are required to visually check this equipment before use, and any replacement parts required e.g., filters/ damage to/ failure of ventilation equipment must be reported immediately to the Head of Maintenance.

36. Pressure Systems. Sherborne Prep recognises the need to ensure that any pressure systems on its premises are safe and comply with the Pressure Equipment Regulations 1999 and the Pressure Systems Safety Regulations 2000. A register of all pressure vessels on site is kept by the Estates Department. These are examined by a competent person in accordance with their Written Schemes of Examination.

37. Windows and Glazing. Sherborne Prep aims to comply with BS6202 1981 (now European Standard EN12600) in order to ensure that windows or glazed panels in walls, partitions and doors should, where necessary for reasons of health and safety, be made of safety material or be protected against breakage. An old estate, glazing and windows are being updated as the estate is refurbished. Window restrictors are being fitted in accordance with Part N of Building Regulations.

38. Personal Protective Clothing and Equipment (PPE).

- a. Teaching Staff. Protective clothing and equipment required for pupil-based activities will be provided under Department / Activity arrangements and must comply with current legislation. When such equipment is supplied for School activities it is the responsibility of the teacher in charge to ensure that it is worn / used in accordance with the appropriate instructions.
- b. Support Staff. All Personal Protective Clothing and Equipment for Support departments must be purchased through the Bursary and, when made available, must be used in accordance with instructions given by Line Managers who are to give appropriate instruction on the limitations, replacement arrangements, defect reporting and correct use of PPE to individual users.

39. Work equipment. Work equipment is defined as any machinery, appliance, apparatus tool or installation for use at work. The Provision and Use of Work Equipment Regulations 1998 requires evidence that the equipment is suitable for use, adequately maintained and where the failure of a part could lead to danger, that such parts are regularly inspected. Users must be provided by their supervisor with adequate supervision and training and this should include access to instruction manuals. In addition, specific statutory codes of practice apply to lifting equipment, pressure systems and woodworking machinery. The use of work equipment will be subject to a suitable risk assessment being completed.

40. Occupational Health. All employees have a shared responsibility to report to their line manager any occupational health matters. Line managers are responsible to identify by risk assessment the occupational health issues associated with their department and the appropriate control measures. They are to report occurrences to the Group Head of HR who will co-ordinate an appropriate response.

41. Work-related Stress. Sherborne Prep recognises its common law duty to ensure that the health of staff is not placed at risk through excessive and sustained levels of stress arising from the way work is allocated and arranged, the way people deal and interact with each other and the day to

day demands placed on staff. Sherborne Prep aims to maintain a well-managed work environment, in which all reasonably practicable steps will be made to keep work related stress to a minimum. Where stress related problems do occur, occupational stress will be treated in the same way as ill-health due to physical hazards in the workplace. Its root causes should be identified assessed and then either eliminated or, if that is not possible, properly and effectively controlled.

42. New and expectant mothers. Line managers must give due consideration to new and expectant mothers by ensuring that their allocated duties are compatible with their condition. A risk assessment will be carried out by the Head of Department as soon as the employee has made the School aware of her condition: it is the responsibility of the employee to ensure that the School is made aware of their condition so that all appropriate measures can be put into place.

43. Working at height. No work is to be carried out where any person could fall from height without a risk assessment being in place, or if necessary, newly completed and issued by the appropriate Head of Department or other supervisor. Any height capable of causing personal injury should be included, such as working from a kick-stool or ladder. The responsible person should check that all reasonable precautions have been taken to provide a safe working platform. Ladders should be securely tied or held by a second person, except where it has been deemed as unnecessary by the risk assessment. Advice is available through the Operations Bursar.

44. Working alone. The risks associated with working alone are to be risk assessed and controlled appropriately by each Head of Department. Advice is available from the Bursary.

45. Slips and trips. Sherborne Prep is committed to ensuring that floors, surfaces and traffic routes are suitable for the purpose for which they are used, are properly constructed and maintained for safe usage. This is achieved by good design, regular inspections, maintenance, and good housekeeping.

46. Training. Health & Safety training is the responsibility of the person in charge of each Department and / or Activity. It is incumbent upon that person to ensure that every member or participant in his / her Department / Activity is familiar with the requirements of the School's Health & Safety Policy as it applies in that Department / Activity and that training is given as appropriate.

Training records are to be maintained in each Department and for each activity with copies sent to the Bursary. The Assistant Bursar or Group Health and Safety Advisor can advise and assist with training needs. Certain training is organised centrally namely:

- a. Fire and electrical training.
- b. Display Screen Equipment.
- c. Minibus training.
- d. First Aid.
- e. Manual Handling.
- f. Working at height.

Date: January 2023

Author: Bursar

Owner: Bursary

g. Asbestos awareness.

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Copies of all certificates are to be sent to the Bursary who will hold copies.

Annexes:

- A. Governors' Health and Safety Statement of Intent.
- B. Accident / Incident reporting.

GOVERNORS' HEALTH AND SAFETY STATEMENT OF INTENT

1. The Governors, SPS Head and Group Bursar are aware of their responsibilities under The Health and Safety at Work Act 1974 and other Health and Safety legislation relevant to the School's operation. They will take all reasonable and practicable steps to fulfil this responsibility. They accept their responsibility to provide a healthy and safe working environment for all the employees and pupils of Sherborne Preparatory School and consider that a high standard of health and safety within the school is a priority.
2. They require management at all levels to achieve a positive attitude toward health and safety, and they require teachers and employees at all levels to pursue their objectives in respect to health and safety. The Governors encourage the participation of school Health and Safety Committee representatives in promoting a positive culture of health and safety in the School. Accident prevention is essential for the smooth and efficient running of the School and requires the co-operation of everyone in the School.
3. The Head and Group Bursar will provide a positive lead in organising health and safety activities, using the best available knowledge and methods and the resources necessary to achieve the required standards.
4. Staff are under a legal obligation to co-operate fully in health and safety by ensuring that all areas and practices are safe for themselves and others. They are required to act in a safe way themselves, use the correct protective equipment provided, follow the Health and Safety Rules, Regulations and Requirements and report any hazardous conditions to the Assistant Bursar or their representative on the Health and Safety Committee.
5. The Governors, through the Head and the Group Bursar, will ensure that a suitable organisation is maintained to ensure that the health and safety requirements are met.
6. The objective of the Health and Safety Policy is to minimise risks to the health and safety of the Staff and others affected by the School's activities, by identifying and then controlling hazards.
7. The Governors, through the Head and Group Bursar, will review this policy statement every two year, and update, modify or amend it as necessary to ensure the health, safety and welfare of staff and pupils.
8. Day to day operation of health and safety at the school is vested with the Head and Group Bursar. But as Governors, we have specified that that the school should adopt the following framework for managing health and safety:
 - That a report on health and safety covering: statistics on accidents to pupils, staff and visitors, staff training, fire practices, and all new or revised policies and procedures is tabled at each term's Board meeting.
 - That a report on health and safety is tabled at each meeting of Board, together with any other issues on health and safety that the Group Bursar wishes to bring to Board's attention.
 - That the external fabric of the school, its plant, equipment and systems of work are surveyed and inspected as and when necessary.

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Owner: Bursary

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- That the findings of the surveys and inspections are considered by the Group Bursar and its recommendations (together with other defects) form the basis of the school's routine maintenance programmes.
- That the school's adherence to health and safety in catering and cleaning of the food preparation and eating areas is subject to inspection. In addition, hygiene and safety audit of food storage, meal preparation and food serving areas regularly, together with regular external deep cleaning and pest control services, and that the Assistant Bursar reports on all these aspects to Board.
- That the school has a fire risk assessment, carried out by a Competent Person which is reviewed in accordance with the last assessments review date, more frequently if significant changes are made to the interior of buildings, or new buildings are added.
- That external health and safety consultants deliver training and review the overall arrangements for health and safety, including fire safety, the general state of the school, and reports on actions required with recommended timescales. That the school has a professional risk assessment for legionella, which is amended as necessary, and reviewed periodically.
- That the school provides training for new staff in health and safety related issues, which includes appropriate health and safety training for role. First Aid training and minibus driver training are offered to any member of the teaching staff who is involved with trips and visits.

Signed: (Governor):

Date:

Signed: (Head):

Date: