

Durston House

Health and Safety Policy

Aims of the Policy

- To state the school's commitment to the Health and Safety of all employees, pupils and visitors
- To ensure that Health and Safety in the school complies with the statutory requirements of the Health & Safety at Work etc. Act 1974, and all subsequent regulations, including those implementing EC Directives

Objectives of the Policy

- To provide and maintain safe and Healthy working environments and systems of work
- To protect all employees, pupils and others, including the public, in so far as they come into contact with foreseeable work hazards
- To provide and maintain a safe and Healthy teaching environment for all employees and pupils with adequate facilities and arrangements for their welfare
- To provide all employees and pupils with the information, instruction, training and supervision that they require to work safely and efficiently. The school's Health and Safety Consultants are available to provide relevant information and this will be disseminated to the staff as appropriate
- To develop Safety awareness amongst all employees and pupils and, as a result of this, create individual responsibility for Health and Safety at all levels
- To provide a safe environment for all visitors to the school's premises, bearing in mind that these visitors may not necessarily be attuned to certain aspects of the school's environment
- To control effectively the activity of all outside contractors when on the school's premises
- To encourage full and effective two-way consultation on Health & Safety matters by utilising the management structure of the school and the Health & Safety Committee
- To ensure that this policy is used as a practical working document and that its contents are publicised fully
- To review regularly the details of this policy and to keep it in line with changes in current legislation.
- To complement all relevant school policies and procedures found in the Durston House Intranet including the **Pastoral Care** and **Safeguarding Policies**.

1 General Statement of Health and Safety by the Chairman of Governors

As Governors of Durston House School we fully recognise our collective responsibility for providing, so far as is reasonably practicable, a safe and Healthy school for all of our employees, pupils, contractors, visitors (including parents) and others who could be affected by our activities. In our role as employer we attach high priority to ensuring that all the operations within the school environment, both educational and support, are delivered in an appropriate manner. The Governors are committed to promoting the welfare of all in our community so that effective learning can take place.

We fulfil our responsibility as Governors of Durston House School by delegating responsibility for overseeing Health and Safety to the Chairman of our Estates Development Committee.

Day to day responsibility for the management of Health and Safety at the school lies with the Headmaster. The Bursar is responsible to the Headmaster for the implementation of the School's Health and Safety Policy, for its review and development, for the provision of advice and the procurement of independent specialist Health and Safety advice, as needed.

A report on Health and Safety covering: statistics on accidents to pupils, staff and visitors, staff training, fire drills, and all new or revised policies and procedures is tabled at each term's Health and Safety Committee.

The Chairman of the Estates Development Committee attends the Health and Safety Committee meetings. The minutes of the meetings are tabled at each meeting of the Estates Development Committee and any matters of report are brought to the attention of the Board of Governors at their termly meetings.

The external fabric of the school, its plant, equipment and systems of work are surveyed and inspected regularly by competent professionals. These reports are considered by the Estates Development Committee and the recommendations (together with other defects) form the basis of the school's routine maintenance programmes.

The school's adherence to Health and Safety in catering and cleaning of the food preparation and eating areas is subject to external inspection by the Environmental Health Officer (EHO). In addition, the Catering Manager arranges for an independent hygiene and Safety audit of food storage, meal preparation and food serving areas three times a year, together with regular external deep cleaning and pest control services. The Bursar reports on all these aspects to the Estates Development Committee.

The school has fire risk assessments, carried out by a competent person which are reviewed every year for progress on completion of items in the action plan, and updated every two years, more frequently if significant changes are made to the interior of buildings or new buildings are bought or added. The Bursar and Facilities Manager review these risk assessments and submit a report to the Health and Safety Committee.

An external Health and Safety consultant reviews the overall arrangements for Health and Safety, including fire Safety, the general state of the school, and reports on actions required with recommended timescales. The progress of implementation is monitored by the Estates Development Committee.

The school has a competent person undertake a risk assessment for legionella, every two years and a quarterly water sampling and testing regime in place.

The school has a comprehensive policy in place for the training and induction of new staff in Health and Safety related issues which should include basic 'manual handling' and 'working at height training'. Health and Safety training that is related to an individual member of staff's particular functions, will be provided in addition to the 'standard' induction training, if needed.

First aid training is provided to members of both the academic and non-academic staff, particularly those involved with outings and trips, as required.

All members of staff are responsible for taking reasonable care of their own Safety and that of pupils, visitors, temporary staff, volunteers and contractors. They are responsible for co-operating with the Headmaster, the Bursar and other members of the Senior Management Team (SMT) in order to enable the Governors to comply with Health and Safety duties. All members of staff are responsible for reporting any significant risks or issues to the Bursar.

All employees are briefed on where copies of this statement can be obtained on DurstonNet. They will be advised as and when it is reviewed, added to or modified. Details of the organisation and arrangements for carrying out the policy are to be found in parts two and three of this document.

Signed



Kevin Mahoney

Chairman of Governors for and on behalf of the Board

Date 15 May 2024

2 Organisation for Health and Safety

This part of the Policy deals with the organisation, planning, implementation, operational monitoring and management review of the Policy. It also covers the development of general policy and how we train our employees (and others) to carry out our activities. An organogram has been prepared to assist in the understanding of the Health and Safety structure within the School, which is shown at the end of this section.

Board of Governors (The Board)

The Board has overall collective responsibility for Health and Safety within the School. It has a responsibility to ensure that Health and Safety issues are considered and addressed and that the Policy is implemented throughout the School. They will also make adequate resources available so far as is reasonably practicable, to enable legal obligations in respect of Health and Safety to be met. This will include ensuring the provision of sufficient training opportunities to staff to ensure they are able to work in a safe manner. Where appropriate, advice from a Competent Person will be sought to advise the School and tasks will be delegated to suitable employees in order to assist the Board in carrying out its duties. The Board will hold the Headmaster to account in respect of the requirements set out in this policy.

Headmaster

The Headmaster will have day to day responsibility for controlling Health and Safety within the school. This will include ensuring there is sufficient resource deployed to meet Health and Safety requirements. The Headmaster will have overall responsibility for ensuring that Health and Safety training is deployed as required. They will ensure that accidents are suitably and appropriately investigated and recorded. They will assist the Board in directing the overall management and development of the Policy, defining the aims of the Policy and communicating the responsibilities associated with the management of Health and Safety within the School. The Headmaster will also report to the Board on Health and Safety performance and will assist the Board in implementing changes in the Policy which the Board have approved. The Headmaster will be responsible for the implementation of an Emergency Plan.

Bursar

The Bursar, in conjunction with the Facilities and Compliance Manager, (Health & Safety Officer) is responsible for the day to day implementation of this Policy and for the management of Health and Safety matters including but limited to ensuring that, so far as is reasonably practicable, arrangements are in place for:

- Fire risk assessments
- The fire alarm systems, together with all smoke detectors and extinguishers are tested annually by a qualified contractor. The testing of the emergency lighting and the weekly fire alarm tests are carried out in-house.
- Safety and Security
- Water quality and Legionella risk assessments.
- Staff training and induction in Health and Safety related issues which includes basic Manual Handling and Working at Height training.
- The external fabric of the school, its plant, equipment and systems of work are surveyed and inspected regularly by qualified professionals.
- The asbestos register.
- Electrical Safety.
- Gas Safety.
- Emergencies
- The appointment of competent contractors

They will also act as the School Safety Co-ordinator, whose duties will include:

- advising the Headmaster on maintenance requirements;
- co-ordinating advice from specialist safety advisors and producing associated action plans;
- co-ordinating and implementing training
- monitoring Health and Safety within the School and raising concerns with the Headmaster;
- compliance with the Construction (Design and Management) Regulations;
- chairing the School Health and Safety Committee;
- investigating accidents and incidents and recording the same.

The Heads of Junior School, Pre-Prep, Pre-School and Teaching Departments have direct responsibility for ensuring that this Policy is implemented within their building/department.

They will ensure, so far as is reasonably practicable, the Health and Safety of those affected by activities under their control. They are responsible for maintaining up to date risk assessments for areas under their control. Specific risk assessment requirements are:

- Science (including harmful substances and flammable materials)
- Sports – Games and PE lessons and activities
- Drama
- Art (including harmful substances and flammable materials)
- Music
- Outdoor lessons
- Trips and visits

The Facilities and Compliance Manager will assist the Bursar with the implementation of the following:

- Building security.
- Prevention of unsupervised access by pupils to potentially dangerous areas (in co-operation with others as appropriate)
- Registration and control of visitors.
- Site traffic movements.
- Maintenance of School vehicles.
- Testing arrangements, risk assessments, maintenance and records, including fire, electrical, gas, equipment, water quality, asbestos.
- Good standards of housekeeping, including drains, gutters etc.
- Control of hazardous substances for grounds maintenance activities.

The School First Aid Lead

The School First Aid Lead will be responsible for:

- Managing and monitoring the work of the office based First Aiders, including the adequate stocking of First Aid boxes and bags
- Ensuring the incident and accident books in each school building are completed accurately and in a timely fashion
- Ensuring pupil medical records are properly recorded, up to date and available when needed
- Advising the Bursar of any notifiable accidents to be reported to the Health & Safety Executive.
- Keeping statistics and preparing summary reports for the School Health and Safety Committee.
- Escorting pupils to hospital (and informing their parents), when needed.

All Employees

The cooperation of all staff is essential to the success of the Policy and the School requests that staff should notify their Head of Department / School Health and Safety Officer of any hazards to Health and Safety which they notice and of any suggestion they wish to make regarding Health and Safety. Staff are required to:-

- follow the Policy
- take reasonable care of the Health and Safety of themselves and of other persons who may be affected by their actions or omissions;
- co-operate with the school to ensure that it meets its objective of providing a safe, healthy and supportive environment;
- follow requirements imposed on the school or any other person under health and safety law and co-operate fully so as to enable the duties upon them to be performed;
 - carry out all reasonable instructions given by managers / senior staff;
 - make proper use of anything provided in the interests of their health and safety such as protective equipment. Reckless or intentional interference with such equipment will potentially be regarded as a dismissible offence;
 - comply with any reasonable request made by any of the persons named above in relation to the fulfilment of their duties.

Employees are also responsible for:

- Setting a good personal example for Health and Safety;
- Maintaining a good standard of housekeeping within their area (e.g. floors, doorways, working areas, etc. are kept clear and free from obstructions);
- Reading and complying with this Health and Safety Policy and associated policies/procedures;
- Completing risk assessments and COSHH assessments, as directed by their Line Manager;
- Complying with all relevant risk assessments, COSHH assessments, and safe systems of work;
- Using plant, equipment and/or substances only when authorised to do so and in accordance with instructions and training;
- Only lifting loads that are within their personal capability;
- Attending/completing mandatory Health and Safety training in line with school requirements, together with any other Health and Safety training as directed by their Line Manager;
- Identifying to their Line Manager any Health and Safety training that they feel they require;
- Co-operating with fire drills;
- Reporting any accidents, incidents, near misses, and/or confirmed cases of occupational disease to the Bursar and their Line Manager, and seeking medical treatment/first aid where appropriate.
- Ensuring that unauthorised or improper use of plant and machinery does not occur in their area of work;
- Using the correct equipment and tools for the job and any protective clothing and safety equipment as directed;
- Ensuring that any hazardous substances are correctly used and stored;
- Reporting immediately to the Maintenance Team any defects in the premises which they observe;
- Reporting immediately to their Line Manager any suspected defects in plant, equipment, machinery; and
- Informing their Line Manager of any change to their state of health, either temporary or permanent, which might affect their working ability or their suitability to carry out any particular task or tasks.

Teaching Staff

The Health and Safety of pupils is the responsibility of the person teaching them whilst they are in the learning environment. It is imperative that teaching staff set an example with regards to Health and Safety, and that they demonstrate best practice at all times.

Each time a pupil is introduced to a new hazardous activity (e.g. use of a tool, use of a hazardous substance etc.), it is the responsibility of the teacher to ensure that all the hazards and control measures are explained to them. The teacher must be confident that pupils have understood the risks before they are permitted to commence the activity.

In addition to the responsibilities of all employees (as detailed above), teaching staff are also responsible for:

- Ensuring that their pupils are adequately supervised;
- Ensuring that all pupils receive a suitable Health and Safety induction;
- Encouraging their pupils to report all accidents, incidents, near misses, illness and/or hazards to a member of staff;
- Ensuring that safe teaching practices are developed and implemented in line with relevant Safety documents (e.g. HSE, CLEAPSS, DfES guides etc.);
- Ensuring that pupils are informed of Health and Safety regulations, rules and procedures and that pupils and other staff in their area of work apply these effectively;
- Briefing pupils on the key points of all relevant risk/COSHH assessments prior to the start of practical sessions; and
- Ensuring that pupils are wearing appropriate personal protective equipment (PPE), where relevant, and that they are instructed in its use.

Contractors

All non-long term contractors must:

- Report to reception and sign in upon arrival to the school site, and sign out prior to leaving;
- Take reasonable care of their own Health and Safety and of those who could be affected by their acts or omissions (e.g. staff, pupils, visitors, other contractors etc.);
- Comply with the school's Safeguarding Policy;
- Submit their Health and Safety policy, insurance documents, risk assessments/method statements, and construction phase plan to the school for approval.
- Use Safety equipment and personal protective equipment/clothing as required by the school and as specified in the risk assessment for the activity that they are undertaking;
- Maintain all plant and work equipment to ensure that it is safe for use, including ensuring that any portable electrical equipment has a current PAT test certificate;
- Report any hazards and/or defective plant/equipment to their supervisor (and also inform the school where relevant);
- Report all accidents, incidents, near misses and incidences of confirmed occupational disease to their supervisor (and also inform the school where relevant);
- Ensure that their employees only use equipment for which they have been suitably trained;
- Observe the fire evacuation procedure and position of all fire equipment and not obstruct means of escape or fire exits; and
- Provide adequate welfare and first aid arrangements unless otherwise agreed with the school.

Pupils

It is the responsibility of each individual pupil to take reasonable care of their own Health and Safety and not to act in a manner that places others in danger.

In particular, all pupils must:

- Comply with fire and emergency evacuation procedures;
- Assist staff in maintaining good standards of housekeeping;
- Use plant, machinery and equipment only when authorised to do so and in accordance with instructions;
- Wear the appropriate personal protective equipment for the task (as directed by their teacher);
- Report immediately to their teacher, any defects in the premises, plant, equipment and first aid facilities which they observe; and
- Report immediately to a member of staff, any accidents, incidents, near misses or illness.

Pupils must not interfere with or misuse anything provided in the interests of Health, Safety or welfare (e.g. misuse/discharge of fire extinguishers) and/or engage in horseplay that could put themselves and/or those affected by their actions at risk. Such behaviour should be dealt with appropriately i.e. disciplinary action.

The school will provide an induction covering Health and Safety aspects (and area specific Health and Safety inductions where appropriate) to ensure that pupils are aware of their Health and Safety responsibilities.

Visitors

It is the responsibility of all visitors to take reasonable care of their own Health and Safety and not to act in a manner that places themselves and/or others in danger. In particular, visitors must:

- Report to reception upon arrival and sign in;
- Wear their visitor badge at all times;
- Comply with instructions given by members of staff;
- Not tamper with emergency equipment;
- Bring to the attention of staff any Health and Safety issues (e.g. accidents, incidents, near misses, hazards etc.);
- Wear personal protective clothing/equipment where indicated; and
- Sign out and return their visitor badge prior to leaving the site.

Health and Safety Committee

The Health and Safety Committee meets once a term. Members of the Committee are:

- The Bursar (Chairman)
- Governor Representative, the Chairman of the Estates Committee
- The Headmaster
- The Facilities and Compliance Manager
- The Deputy Head and a Representative from Middle and Upper School
- The Head of Junior School and a Representative from Junior School
- The Head of Pre-Prep and a Representative from Pre-Prep
- The Head of Pre-School
- Head of Science
- Head of PE and Games
- A representative from the Contract Catering Company
- The School First Aid lead

The role of the Health and Safety Committee is to:

- Discuss matters concerning Health and Safety, including changes in regulations.
- Monitor the effectiveness of Health and Safety within the School.
- Review accidents and near misses. Discuss preventative measures.
- Review and update risk assessments.
- Discuss training requirements.
- Monitor the implementation of professional advice.
- Assist in the development of Safety rules and safe systems of work.
- Monitor communication and publicity relating to Health and Safety in the workplace.
- Encourage suggestions and reporting of defects by all members of staff.

The minutes of the Health & Safety Committee Meetings (which include as appropriate at the time: statistics on accidents, staff training, fire drills, and all new or revised policies and procedures) are circulated to the Estates Development Committee meeting every term.

The minutes of the Estates Development Committee's Meetings detailing their discussion on Health and Safety are circulated to the full Governing Body meeting each term, together with any other issues on Health and Safety that the Committee Chairman wishes to bring to the Board's attention.

External Health and Safety Advisors

The Bursar will arrange as appropriate for external consultants to advise on matters of Health and Safety within the School. Such provision may include:

- Structural Surveyors are retained to give advice on the external fabric of the school, as required.
- Engineers monitor and service the school's plant and equipment annually, including boilers, air conditioning units and lifts.
- Gym equipment is serviced annually.
- The school's adherence to health and safety in catering and cleaning is subject to external inspection by the Environmental Health Department. In addition, the Catering Manager arranges for:
 - an external professional to take swabs of all knives, chopping boards and other kitchen equipment three or four times a year and report on those findings.
 - an independent hygiene and safety audit of food storage, meal preparation and food serving areas three times a year.
 - professional advice from a dietician on healthier food, menu planning and special diets as needed.
 - the professional deep cleaning of all equipment, high level cleaning of all cooking, food preparation and storage surfaces, areas etc twice a year.
 - appropriate pest control measures to be in place.


- The school has a suitable and sufficient fire risk assessment which is reviewed annually for items in the action plan and updated every two years, or when significant changes are made to the interior of buildings, or new buildings are bought or added.
- In addition to the weekly fire alarm tests, the alarm system, together with all smoke detectors, emergency lighting and extinguishers are tested annually by a qualified contractor.
- An external health and safety consultant reports annually on the arrangements for health and safety
- The school has a suitable and sufficient risk assessment for legionella, every two years and a quarterly water sampling and testing regime in place.
- The school maintains an asbestos register. The Bursar is responsible for ensuring that it is kept up-to-date and for any sampling or removal before major works takes place. They are also responsible for the maintenance of an asbestos management plan and for making sure that contractors are fully briefed on areas of asbestos before starting work.
- The school has current electrical test certificates for all its buildings. It uses NICEIC qualified electrical engineers to inspect and maintain its electrical installations all of which are RCD protected and meet the requirements of BS7671 IET wiring regulations.
- All work on gas boilers and appliances is carried out by registered Gas Safe engineers.
- A competent Principal Designer, Principal Contractor / Contractor is appointed in order to ensure compliance with the Construction (Design and Management) (CDM) Regulations 2015 whenever construction work is undertaken

Cross References

There are many policies, procedures or documents which address Health and Safety related matters such as, but not limited to:

- Accessibility Policy
- Behaviour Policy - Violence to staff
- Code of Safe Working Practice for Staff
- Trips and Outings
- Employment of Contractors
- First Aid
- Fire Risk Policy, procedures and risk assessment
- Hazardous substances (Control of Substances Hazardous to Health, COSHH)
- Legionella
- Minibus use
- Occupational Health
- Safeguarding and Child Protection Procedures
- Security, including workplace Safety and lone working
- Slips and Trips
- Special Educational Needs (SEN) and Learning Difficulties
- Working at Heights

All employees are given a copy of the Health and Safety Policy and briefed on where copies of it and other documents on Health and Safety related matters, referred to above, can be found on DurstonNet. They will be advised as and when they are reviewed, added to or modified.



Giles Entwisle
Headmaster

3 Specific Arrangements for Health and Safety

Accident, Incident, Near Miss, and Occupational Disease Reporting and Investigation

Our primary aim is to prevent all accidents, incidents and/or occupational disease from occurring. We want to protect all employees, pupils, visitors, and others that may be affected by our activities so that everyone goes home safely at the end of the working day. In our efforts to achieve this, we record all accidents and occupational diseases, and actively encourage the reporting of incidents and near misses.

Accidents

An accident can be defined as any unplanned, unwanted event (including an act of non-consensual physical violence) that results in personal injury or; damage to, or loss of, property, plant or materials; or damage to the environment.

N.B. All accidents, no matter how trivial they may seem, need to be reported and recorded. This can range from a small cut or bruise, to the fracture or amputation of a limb, or death.

Incidents

An incident can be defined as any unplanned, unwanted event that is not an accident or near miss but that has negative consequences e.g. an incident of verbal abuse or threatening behaviour against an employee.

Near Misses

A near miss can be defined as an unplanned event that does not result in personal injury, death or damage, but has the potential to do so. For example, a shelving unit coming away from the wall and falling, narrowly missing a pupil or member of staff. The school has a separate Near Miss Policy which sets out the procedures for reporting near misses.

Reporting and Recording

Staff are responsible for reporting any accidents, incidents, or near misses involving themselves, and/or any accidents, incidents, near misses that are reported to them by others (e.g. pupils, visitors, contractors etc.) to the Bursar as soon as possible and where necessary, their Line Manager; who will ensure that an entry is made in one of the First Aid Books. This will include the date, time and place of the event, personal details of those involved and a brief description of the nature of the event or disease. This information may then be required for investigation purposes and, where necessary, for notification to the appropriate Enforcing Authority. First Aid Books are held in each of the three School offices and the two pavilions. Completed forms are scanned to the appropriate School office and will be sent to the parents of any pupil who receives First Aid treatment in school. It will be stored in DurstonNet/Health & Safety/First Aid and in pupil records on Engage.

If the accident is serious (i.e. if the injured person has been taken to hospital, or an employee is likely to require time off work), the Bursar must also be informed as soon as possible. Staff and pupils are instructed on this Policy as part of the induction process.

First Aid/Medical Assistance

Staff are responsible for seeking medical treatment/first aid from a First Aider where appropriate. The school has a separate First Aid policy which sets out responsibilities and procedures for first aid and medical assistance. This must be read in conjunction with this Health & Safety Policy.

Investigations

All reported accidents, incidents, near misses and occupational disease are reviewed by the Bursar, to determine the immediate, underlying and root causes, with a view to ensuring that effective remedial actions are taken to prevent recurrence.

Where the accident/incident/near miss caused, or had the potential to cause, serious injury; the investigation is conducted by the Bursar together with other relevant staff (e.g. Head of Department, Facilities Manager, teacher etc) and recorded in one of the First Aid Books. The investigation will include taking photographs (where relevant), obtaining signed witness statements, and collating copies of all relevant documentation (e.g. training records, risk assessments, maintenance records etc.). Findings of the

investigations will be communicated to relevant staff, and discussed at Health and Safety Committee meetings.

Occupational Disease

An occupational disease is a work-related disease or condition as defined in the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013, which has been confirmed by a medical practitioner, e.g. occupational dermatitis. For a summary of reportable occupational diseases, please visit: <http://www.hse.gov.uk/riddor/occupational-diseases.htm>

Staff must report any suspected work-related ill Health to both the Bursar and their Line Manager, who will ensure that an entry is made in the Accident Book. This will then be investigated in a similar way as other untoward incidents, with further medical advice being sought where necessary.

The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013

Where the accident, incident, near miss, or occupational disease falls under the scope of RIDDOR 2013, the Bursar is responsible for reporting the matter to the relevant Enforcing Authority within the required timescales, and for completing the appropriate online form available at: <http://www.hse.gov.uk/riddor/report.htm> A copy of the RIDDOR report made should be printed out and attached to the Accident Book form.

Information on the types of accidents, incidents, near misses, and occupational diseases that are reportable under RIDDOR 2013 is available at: <http://www.hse.gov.uk/riddor/reportable-incidents.htm> and advice specific to schools is available at: <http://www.hse.gov.uk/pubns/edis1.pdf>

Generally, RIDDOR 2013 requires the reporting of work-related accidents that result in:

- The death of any person;
- Specified or Major injuries to workers (e.g. fractures, amputations etc. Please refer to above links for full guidance);
- Over 7-day incapacitation of a worker; and
- An injury to a member of the public (or any other person not at work) whereby the person is taken directly from the scene of that accident to a hospital for treatment to that injury. N.B. this includes pupils.

RIDDOR also requires the reporting of:

- Occupational diseases as outlined in the regulations (please refer to above links for details); and
- Dangerous occurrences as outlined in the regulations (please refer to above links for details).

The Bursar is responsible for reporting all such incidents, and any other incidents of a similarly serious nature, to the insurers.

Record Keeping

All records relating to accidents, incidents, near misses and occupational disease are filed confidentially and retained for a minimum of three years, with records of accidents involving children (i.e. those under the age of 18) being retained for a period equal to their date of birth + 24 years.

Monitoring

All new accidents, incidents, near misses and any incidences of occupational disease are reviewed termly by the Health & Safety Committee.

Findings of investigations will be communicated to relevant staff, and discussed at Health and Safety Committee meetings where relevant.

Display Screen Equipment (DSE)

- Suitable furniture is provided for the office staff including adjustable chairs at computer workstations and sufficient space is provided for the needs of each user. Desks are sited, so far as is reasonably practical, so that glare, reflections and extremes of light and shade do not cause discomfort. The office staff have wide and varied duties that ensure that work on the computer is broken up throughout the day.
- A Display Screen Equipment factsheet for staff is available on DurstonNet: Health & Safety/Display Screen Equipment for guidance and advice regarding the use of DSE. Staff who use mobile devices including laptops, tablets and smart phones whilst on the move are encouraged

to work as ergonomically as possible and be aware that intense and prolonged screen work is best carried out at a permanent workstation. Using display screen equipment is included in the training at induction.

- Workstation assessments, conducted by the users themselves following an on-line training session, identify any particular improvements required to individual workstations and these are implemented by the Bursar.
- Workstation assessments are reviewed every two years and also whenever there has been a change to the workstation or the tasks undertaken. Records of workstation assessments are retained confidentially by the Bursar for at least 5 years.
- Eye and eyesight examinations are provided by the School on request and, where needed solely for the use of the equipment, the cost of a basic pair of spectacles is reimbursed. The Eyesight Test Request Form can be found on DurstonNet: School Procedures, Guidance, Notes, Lists, Forms/Health & Safety.

Emergencies

- There are a number of policies that cover 'What to do in the Event of an Emergency' such as in the event of a fire, major injury or missing pupil.

Fire Safety Procedures and Risk Assessment

- There are separate Fire Procedure documents for each of the three school buildings, including what to do in the event of a fire when at Haven Green Church or Hall.
- At induction all staff are taken through and shown where to find the Fire Procedures pertaining to the building/s they work in and reminded how important it is that they familiarise themselves with them, including:
 - escape routes and means of escape;
 - the location of firefighting equipment; and
 - any particular special consideration (e.g. in laboratories or workshops)
- The Fire Procedures can be found on DurstonNet: School Procedures, Guidance, Notes, Lists, Forms/Fire Procedures.
- Details of Fire Procedures are printed on notices close to the door in each room.
- Fire Risk Assessments are carried out every two years by external assessors.

First Aid

- A full list of qualified First Aiders is displayed on the Health and Safety notice boards in each staff room and reception area. All qualified First Aiders attend regular refresher courses to ensure their certificates are up to date.
- First Aid boxes are provided in the Main School (in the office and science laboratory), Junior School (in the office), Pre-Prep (in the office.), the pavilions and all school vehicles. All sports staff are qualified First Aiders and are issued with first aid bags.
- The designated First Aider on an Outing or a Trip is issued with an appropriate first aid bag.
- In the event of an accident involving injury one of the School's qualified first aiders should be called. If no qualified First Aider is available, an ambulance must be called. If there is any doubt about the nature of the injuries, the person must not be moved until qualified help arrives.
- AEDs are provided in each building, checked and maintained regularly
- At induction, all staff are made aware of the arrangements for First Aid and shown where the First Aid Policy can be found on DurstonNet: School Policies/First Aid Policy.

Hazardous Substances

- The School uses limited quantities of hazardous and/or dangerous substances; cleaning products, paints, lubricants and glues. The School does not undertake activities which generate hazardous or dangerous substances such as welding.
- All products in use which contain hazardous or dangerous substances are listed on an inventory and a current Safety data sheet is obtained from the supplier. The science department use the CLEAPSS Hazcards in place of Safety data sheets and COSHH risk assessments. The Facilities and Compliance Manager and Head of Science undertake risk assessments of the use of each substance and exposure to any hazardous by-products. The recommended risk control measures are then applied.

- Substances are stored in fully labelled containers which include hazard warning labels where appropriate. All containers including aerosols are stored in a cool dry place, away from the sun and any flammable liquids are stored separately in a specially designed fire-resistant flammables store. Only compatible substances are stored together. A bespoke external store is provided for the storage of gas cylinders with proper ventilation and warning signs.
- Substances are locked away so far as is practicable so that they are only accessible to authorised persons who have been trained in their safe use. Employees are provided with any necessary personal protective equipment and instructions for its use, maintenance, storage and replacement.
- Where substances are surplus to requirements, these are disposed of via licensed waste contractors. Spillage and emergency procedures are determined as part of the risk assessment process. Records of risk assessments for hazardous and dangerous substances are held by the Bursar.
- At induction, all staff are taken through and shown where the further COSHH information can be found on DurstonNet: School Procedures, Guidance, Notes, Lists, Forms/Health & Safety /COSHH.

Ladders and Steps

- Ladders and steps are used by many staff for a range of purposes. Accidents involving ladders are very common, but the risk of an accident can be reduced by following some simple rules.
- If work at height is unavoidable a second member of staff must be in attendance.
- At induction all staff are trained on Working at Height, given guidance on the safe use of ladders, stepladders and towers in the workplace and shown where the further information can be found on DurstonNet: School Procedures, Guidance, Notes, Lists, Forms/Health & Safety/Working at Height. All staff have a responsibility to follow this guidance and alert the Bursar to any problems or incidents regarding ladders and steps.
- All ladders are checked and signed off by the Facilities and Compliance Manager every three months

Passenger Lift

- The School only has one passenger lift. It is in the 9 Longfield Road. It is seldom used and kept locked at all times.
- In accordance with Regulation 9 of the Lifting Operations and Lifting Equipment Regulations 1998 (LOLER) an annual inspection is carried out by an independent insurance company. Improvements identified through inspections are undertaken and any defects repaired as required.
- There is a maintenance contract in force with a specialist contractor. Service visits are carried out every six months.
- Where defects in the lift's operation become apparent, immediate action will be taken to take the lift out of service and the specialist maintenance contractors called. Should there be any concern that a defect recurs despite this expert attention, or in the event of any doubt whatsoever over the ongoing Safety of the lift, an additional Thorough Examination prior to allowing the lift back into service will be arranged.
- So far as is reasonably practicable the School will ensure that the lift maintenance contractors operate safe systems of work for the protection of building users, including the use of barriers at lift landings when the doors are open to the shaft and warning signs when lifts are out of use. The contractors are expected to operate safe systems of work for their own protection and periodic monitoring takes place to check that they appear to be working safely, including use of props or other Safety devices when working beneath the lift car and work at height controls when working above.
- The lift car clearly displays safe working loads and the maximum number of passengers. The lift car is also equipped with emergency lighting. Lift release procedures are in place involving an alarm connection to the School office. The correct operation of the lift alarm/emergency telephone is tested termly and the result recorded. Records of maintenance and inspections are held in the Facilities Department.

Maintenance, Testing and Inspections

- The Facilities and Compliance Manager arranges for the following maintenance, testing and/or inspections to be carried out by qualified contractors, as follows:
 - Boilers and plant rooms - annually
 - Drains – annually
 - Drinking water machines – twice a year

- Fire alarms and fire equipment - annually
 - Fixed wire installations – every five years
 - Intruder alarms -annually
 - Playground equipment – annually
 - Portable electrical appliances – annually
- Staff are asked to carry out quick visual checks of electrical equipment before use and remove from use any equipment suspected of being unsafe or faulty and to report any suspected electrical faults or gas leaks to the Facilities and Compliance Manager or Bursar immediately.

Management of Asbestos

- In accordance with the Control of Asbestos Regulations, as updated in 2012, the School has had asbestos surveys carried out on all sites. There is one small insignificant trace of an asbestos containing material (ACM) in the Middleton’s building behind a radiator in Room 4. A risk assessment has been undertaken of the ACM and an asbestos management plan produced as a result. A record of the location of ACM, the risk assessment and the management plan is held by the Bursar.
- The condition of the material is reviewed through ongoing vigilance by the Facilities Manager. Should any work be planned that may disturb the radiator, appropriate action will be taken to remove the asbestos by a specialist asbestos removal company in accordance with the regulations.
- Additional asbestos surveys (i.e. refurbishment and demolition surveys) will be arranged prior to any refurbishment/demolition work being undertaken.
- The School arranges asbestos awareness training for any staff that may undertake work that could disturb the fabric of the building (i.e. maintenance staff).

Manual Handling

- The Manual Handling Operations Regulations 1992, as amended in 2002, require that manual handling tasks which include a risk of injury should be avoided so far as is reasonably practicable. Where avoidance is not practical, an assessment is carried out.
- At induction all staff are taken through and shown where the booklet ‘Getting to Grips with Manual Handling’ information can be found on DurstonNet: School Procedures, Guidance, Notes, Lists, Forms/Health & Safety/Manual Handling. All staff have a responsibility to follow this guidance and alert the Bursar to any problems or incidents regarding manual handling.

Noise

- The Maintenance Department has a wide range of equipment and tools including, but not limited to, grinders, circular saws, drills, leaf blowers, lawn mowers, and jet washers. They use the equipment as and when required and generally only for a short period of time. They do not use any of this equipment continuously throughout the day.
- The average noise exposure, in the worst-case scenario, for all other staff in the school is below the level at which hearing damage is likely to occur. The School will undertake an assessment of noise levels within its premises where staff are considered to be at risk of hearing damage. Noise surveys will be arranged by the Bursar.

Off- Site Outings and Trips

- There are separate policies and procedures for Outings and Trips.
- The Head of Co-Curriculum is responsible for overseeing and monitoring school Outings and Trips, their organisation and their execution. He/she advises the Outing or Trip Leader and is accountable to the Deputy Head, who gives final approval for all Outings and Trips.
- The ratio of staff to pupils on Outings is:
 - 1:6 for Pre-School and Reception
 - 1:8 for Years 1-2
 - 1:10 for Years 3-8
- The ratio of staff to pupils on Trips is:
 - 1:10 for trips based in the UK
 - 1:8 for trips abroad
- One teacher is approved as the Outing or Trip Leader, another as the Deputy Leader. One member of staff must be First Aid at Work trained and will be the designated First Aider.

Personal Protective Equipment (PPE)

- For carrying out certain tasks, staff and pupils may require PPE to protect head, eyes, hearing, hands or feet. Staff and pupils who have received instruction to wear PPE must do so, as directed.

Risk Assessments

- The School has a Risk Assessment Policy with Guidance on Risk Assessments.
- The Facilities and Compliance Manager is responsible for ensuring that up to date risk assessments are maintained.
- The Head of Co-Curriculum is responsible for risk assessments for Trips and Outings.
- For work and activities not covered by existing procedures or codes of practice, an assessment is carried out to determine risks to Health, and to identify measures to be taken to ensure the Safety of all people involved.
- Risk Assessments are an essential part of all Science, Games and PE teaching.

Safety and Security

- The Bursar, who in turn has delegated day to day management to the Facilities Manager and Maintenance Staff, is responsible for security (including alarms, CCTV, locking external doors and windows), preventing unsupervised access by pupils to potentially dangerous areas, the science laboratories and working in cooperation with the Heads of PE/Games, Science and Art.
- All visitors must sign the visitors' book and wear visitors' badges.
- If a member of staff wishes to work after 6.00 p.m., the normal term time school closure time when there is no function, he/she must arrange to do so in advance with the Headmaster, who will undertake the final locking and alarming of that building. The late worker notifies the Headmaster when he/she has finally left for the night.
- During school holiday periods staff notify the Bursar the Facilities and Compliance Manager and/or Maintenance Staff when they arrive and when they leave.

Selecting and Managing Contractors

- The school will be employing contractors on long term contracts for catering and cleaning for the first time from September 2023. At the time of drafting the policy terms and conditions of the contracts had not yet been finalised, but will include arrangements for Health and Safety and First Aid.
- Other contractors, such as service engineers, are not normally allowed on the premises during term time unless it is an emergency when they will be accompanied by a member of staff at all times. All minor building works, regular servicing of installations and equipment and deep cleaning is scheduled to be carried out during school holiday periods.
- All contractors will be required to provide copies of their H&S Policy, risk assessments/method statements relating to the work being undertaken, public liability insurance, a construction phase plan (where relevant), and evidence of competency (e.g. training certificates etc.) prior to commencing work.
- Contractors for major building works are selected by the project management team. All are carefully vetted; financial viability and references are checked. A minimum of five are then invited to tender before the final selection is made.
- All major building works are planned for the summer holidays. The appointed contractor attends pre-contract Health and Safety and planning meetings to identify the hazards and to discuss procedures for maintaining Health and Safety standards.

Slips and Trips

- All entrances, exits, internal doorways and corridors are regularly checked and kept clear.
- Cleaning of the school is undertaken daily. Floors are washed in the evenings after all pupils and staff have left. Spillages, particularly in the Science Laboratories are cleared up immediately.
- External steps and pathways are cleared and cleaned weekly, and kept free of obstructions.
- All waste is disposed of safely and stored in external outbuildings away from the main buildings.

Statutory Notices

- The Management of Health and Safety at Work Regulations 1999 law require all employers to either display the HSE-approved law poster or to provide each of their workers with the equivalent leaflet Health and Safety Law - What you need to know.
- A current Certificate of Employers Liability Insurance is displayed in all three staff rooms.

Stress Management

- Stress is recognised as a Health and Safety issue. The School recognises that pressures at work can trigger illness and that stress and illness can be related.
- Heads of Department and Line Managers are to remain vigilant for signs of stress, which are to be reported to the appropriate member of SMT. The Headmaster will make the decision on how to manage each case, taking external professional help, as needed.
- The Stress Management Policy can be found on DurstonNet: School Policies/Stress Management Policy.

Training

- Training needs for Health and Safety matters are reviewed at recruitment of new members of staff and then formally on a biennial basis during appraisals. Training needs are also identified on an ongoing basis, as a result of risk assessments or accident investigations, through site inspections or audits and arising from changed legislation or standards.
- The Bursar is responsible for organising (and maintaining records of) all Health & Safety training including risk assessment, DSE Workstation Assessment, minibus driving and First Aid, briefing new staff on emergency fire procedures and inducting new staff in Health and Safety matters.
- All staff undertake Safeguarding training annually and whole school training sessions for fire Safety, COSHH and other Health and Safety matters, as required, are arranged periodically to keep staff up to date.

Vehicles

- The School has one vehicle, a van for the use of the Facilities and Maintenance Staff.
- Staff require prior approval to use School vehicles and must ensure that they are aware of all the regulations and their own responsibilities regarding the safe use of vehicles, including the use of seat belts and safe distribution of loads.
- The driving licence of any employee who drives company vehicles is checked, both at the time of his/her initial employment and at least annually thereafter to ensure that he/she is suitably qualified for the type of vehicle to be driven.
- The School's policy and procedures on driving and caring for school vehicles is separately documented and can be found on the Durston SharePoint.
- Insurance details, breakdown assistance and information about what to do in the event of an accident, including Accident Report Forms, are kept in each vehicle.
- Private vehicles used for work purposes (e.g. to/from other sites, training courses or meetings) are covered for insurance by the School's Occasional Business Use Insurance Policy. Details of the vehicle, including confirmation of current tax and MOT, and the driving licence of the employee must be lodged with the Bursar before the journey is undertaken. To do so staff complete the Drivers' Information Form available from the Bursar before undertaking any journey.
- The School has very limited parking on site. All available spaces are allocated. Movement of vehicles, apart from the van which is sometimes needed during the day, to and from any site is restricted to before and after school hours when there are no pupils in school.
- The Facilities and Compliance Manager is responsible for ensuring that the van is properly maintained and roadworthy.

Vibration

- The Maintenance Teams uses tools such as grinders, circular saws, drills and lawn mowers. They use the equipment as and when required and generally only for a short period of time. The level of exposure is considered to be below the daily Exposure Action Value (EAV) specified in the Control of Vibration at Work Regulations 2005. Nevertheless, employees are made aware of vibration hazards, symptoms to look out for and ways to minimise the effects. Where possible, when purchasing new equipment, low vibration products are chosen.
- The vibration risk assessment/s will be reviewed at least every two years and in any case when there are changes in the equipment used or work patterns.

Vulnerable People

Persons Under 18

- The School does not employ, or allow work experience placements for, persons under the age of 18. Children of staff are not allowed to come into School with their parents during working hours except with the permission of the Headmaster. The school has a separate Staff Children Policy which sets out the guidelines for staff children in school.

Disabled and Temporary Disabled Persons

- If the School were to employ persons with disabilities, or where existing employees become disabled, the workplace will be adapted for their needs including arrangements to ensure their Health, Safety and welfare.
- In the case of temporary disability, such as a broken limb, it may be necessary to exclude the individual from the School if adaptations are not reasonably practicable in the short timescales involved. When individuals have been issued with a fit note by a doctor, they are not permitted to work unless either the date to which they have been signed as unfit to work has been reached or, if the fit note indicates they may be fit to work subject to conditions, that those conditions have been assessed and relevant changes have been made to meet them, if necessary using occupational Health advice.
- The needs of disabled staff are taken account of within risk assessments and, when necessary, an individual risk assessment for a particular employee, taking into account his/her abilities and disabilities would be undertaken and a personal emergency evacuation plan (PEEP) would be developed to determine the arrangements needed in the event of a fire or other emergency.

New and Expectant Mothers

- In the event that an employee notifies the School that she is pregnant, and on return to work following the birth, a specific risk assessment of her work, taking into account HSE guidance and any particular information which the employee has provided, is undertaken by a member of SMT. Recommendations arising from the assessment are implemented promptly and the assessment is reviewed every 2 months.

Work Equipment

- When selecting work equipment for purchase, its suitability for the tasks required is considered. Through training, staff that are to use the equipment understand how to use it safely and the limitations of the equipment. Portable electrical equipment is subject to portable appliance testing by an external specialist contractor annually. Defects are reported to the Facilities and Compliance Manager who ensures that repair or replacement is undertaken promptly. Equipment which is in a dangerous condition is securely removed from service whilst awaiting repair or disposal.
- Staff are not permitted to use personal electronic equipment (including chargers) or power tools in school unless it has a current Portable Appliance Test (PAT) label.
- All work equipment is subject to a programme of inspection and where necessary, maintenance. This programme is devised taking into account the risk assessment, general good practice and the manufacturer's instructions. Maintenance is only carried out by persons who have been suitably trained. In the case of the passenger lift, this maintenance is carried out by specialist contractors.

Evaluation of this Policy

This policy will be evaluated annually by the school, amended where necessary and approved by the Governing Body.

<i>Updated for Co-Education and Pre-School -Sept 2023</i>	<i>5 April 2023</i>	<i>JMT</i>	<i>Version 1</i>
<i>Reviewed and updated</i>	<i>24 April 2024</i>	<i>JMT/DB</i>	<i>Version 2</i>