



Health and Safety Policy

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Applies to	Whole School
Endorsed by	Head Master
Responsibility	Director of Finance & Operations
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HEALTH AND SAFETY POLICY

CONTENTS

Page

1.	Statement of Intent	4
2.	Management Structure & Risk Assessment	6
2.1	Governors	6
2.2	Head Master	6
2.3	Safety Officer	7
2.4	Heads of Department	8
2.5	Boarding Housemasters	9
2.6	Educational Visits Co-ordinator	9
2.7	Health and Safety Adviser	10
2.8	Laboratory Technicians	10
2.9	Support Staff Line Managers	11
2.10	Employees	12
2.11	Risk Assessment Policy	13
3.	Local Rules and Arrangements	16
3.1	School Trips	17
3.2	Provision and Use of Work Equipment Regulations 1998	18
3.3	Fire Risk (Prevention) policy and Fire Procedures	19
3.4	Science Teaching	23
3.5	First Aid	25
3.6	Use of School Vehicles	27
3.7	COSHH Regulations	28
3.8	Electricity at Work Regulations 1989 (PAT Testing)	29
3.9	Swimming Pools	30
3.10	Use of Facilities by Members of the Public	32
3.11	Accident Reporting	33
3.12	Legionella	35
3.13	H & S Committee	36
3.14	Drama	38
3.15	Safety of Pressure System	38
3.16	Instructions for School Contractors	39
3.17	Noise	41
3.18	Competent Persons	42
3.19	Display Screen Equipment (VDUs)	43
3.20	Manual Handling	44
3.21	Personal Protective Equipment	45
3.22	Training	46
3.23	Sport	46
3.24	Asbestos	47
3.25	Combined Cadet Force Activities (CCF)	49
3.26	Consultation with Employees	50
3.27	Workplace (Health, Safety and Welfare) Regulations 1992	51
3.28	Guidelines for Health and Safety in the Boarding Houses	52 3.29
	Guidance Policy for Safe Handling of Cleaning Materials	53

3.30	Security	54
3.31	Work Experience	55
3.32	Equality Act 2010	56
3.33	Working at Height	57
3.34	Lone Worker Policy	58

ANNEX A	Bedford School Boarding Houses – Health and Safety Responsibilities
ANNEX B	First Aid Policy Statement
ANNEX C	General Statement on Sport, Physical Education and Outdoor Activities
ANNEX D	Vehicles Policy – Use of School Minibuses, Hired Minibuses and Cars to Transport Pupils
ANNEX E	Drama Department Safety Policy
ANNEX F	Science Department Health and Safety Policy
ANNEX G	Safety Policy Statement for the Combined Cadet Force (CCF)
ANNEX H	Swimming Pool – Normal Operating Procedures & Emergency Action Plan Recreation Centre – Emergency Action Plan
ANNEX I	The Harpur Trust Health and Safety Policy
ANNEX J	Working at Height Policy
ANNEX K	Accessibility Policy
ANNEX L	Design & Technology Department Policy

BEDFORD SCHOOL

HEALTH AND SAFETY POLICY

This Health and Safety Policy Statement has been designed to comply with the statutory obligations placed upon the Harpur Trust as an employer and the Governors of Bedford School under the Health and Safety at Work Act 1974, section 2(3).

STATEMENT OF INTENT

The Governing Body of The Harpur Trust and the Governors of Bedford School recognise that under the above Act they have a legal duty to ensure, so far as is reasonably practicable, the health, safety and welfare of all their employees and they also have duties towards pupils, the public and visitors to School premises.

So far as is reasonably practicable the Governors will take all steps within their power to meet these responsibilities, paying particular attention to the following provisions of the Act:

- To maintain safe and healthy working places and systems of work
- To maintain a safe working environment
- To protect employees, pupils, public and other visitors in so far as they may come into contact with foreseeable work hazards
- To provide and maintain a safe and healthy teaching environment for all employees and pupils, including adequate facilities and arrangements for their welfare
- To provide all employees and pupils with information, instruction, training and supervision that they require to work safely and efficiently
- To develop safety awareness amongst all employees and pupils and, as a result, 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 they may not necessarily be attuned to certain aspects of the School's environment
- To continually review the Health and Safety policy and to keep in line with current legislation

Consultation

To encourage full and effective two-way consultation on health and safety matters by utilising the management structure of the School and existing safety committee. It will be the responsibility of the individual Head of Department to circulate the information within their area and to all members of their staff.

Health and Safety Advice

Suitably trained and competent persons will be retained by the Harpur Trust to provide the necessary health and safety advice and assistance to the Bursar. Where necessary independent consultants may be used to provide this service.

Employee Obligations

Employees have obligations under Section 7 of the Health and Safety at Work Act 1974. They are required to:

Take reasonable care of themselves, colleagues and other persons such as pupils and visitors who may be affected by their acts or omissions whilst at work.

Prohibit employees from interference with or misuse of equipment provided to aid health and safety, such as personal protective equipment.

Use any such equipment that their employer has provided.

NOTE: there is a ban on smoking on the school site and we enforce the regulations of the 2007 regulations and legislation rigorously.

SUMMARY

The Governing Body of the Harpur Trust and the Governors of Bedford School accept their duties as outlined above and it will be their policy to promote standards of health, safety and welfare that comply fully with the Health and Safety at Work Act and Regulations, which also apply under the Act.

The Governing Body of the Harpur Trust and the Governors of Bedford School consider that Health and Safety is a responsibility at least equal in importance to that of any other function in the School.

.....
Sir Clive Loader, Chairman of Bedford School Governors

.....
Date

.....
Mr M Stewart, Chairman of the Harpur Trust

.....
Date

2. MANAGEMENT STRUCTURE

2.1 The Governors

The Governors accept full responsibility for health and safety within the School. They will constantly monitor the effectiveness of the implementation of this Policy and will revise it when necessary. The Governors will ensure that any changes in this Policy will be drawn to the attention of all employees.

2.2 Head Master

The Head Master will be responsible to the Governors for the safe functioning of all School activities. He will:

2.2.1 consult with the Bursar as nominated Safety Officer and discuss with him/her the effectiveness of the Policy as regards both academic and non-academic work;

2.2.2 recommend changes in the Safety Policy in the light of experience;

2.2.3 ensure the co-operation of all staff at all levels as regards working to this Policy;

2.2.4 be responsible for ensuring that all Heads of Department, Housemasters and all support staff fully understand their responsibilities and are given both the time and the encouragement to pursue them;

2.2.5 take steps to ensure that any changes in curriculum and also changes in systems of work on the domestic side are considered for their health and safety implications.

2.3 Safety Officer

The Safety Officer will be appointed by the School Governors and will normally be the Bursar. He/she will chair the School's Health & Safety Committee. The terms of reference of the Health & Safety Committee are set out in paragraph 3.13. The Bursar, as Safety Officer, will:

2.3.1 monitor the effectiveness of this Policy and report back the Head Master and Governors as appropriate;

2.3.2 be responsible for obtaining, interpreting and disseminating all relevant health and safety information to the School via the normal line management structure;

2.3.3 be the liaison point for policy with the Harpur Trust Health & Safety Adviser;

2.3.4 in conjunction with the Health & Safety Committee maintain an effective structure within the School to ensure that this policy is implemented;

2.3.5 establish a system for the reporting back of all accidents, incidents, near misses and damage to School property and investigate accordingly. The results of investigations into serious incidents, as well as being dealt with by the line management function, would then be discussed by the School's Health & Safety Committee;

2.3.6 be responsible overall for liaison with outside bodies who may from time to time use the facilities of the School and ensure that appropriate action is taken both to ensure these bodies have sufficient knowledge of the School procedures and that the School itself is appropriately indemnified. The routine aspects of this responsibility are delegated to the Events and Enterprises Officer.

2.3.7 be responsible, together with the Deputy Bursar, for the selection of outside maintenance contractors and ensure that the client's responsibilities under the CDM Regulations are fulfilled and, in this context, liaise fully with the School Architects and other specialist consultants.

2.4 Heads of Department

The Heads of Academic Departments and Masters in Charge of Activities will be responsible to the Head Master and to the Bursar, as appropriate, for the following:

- 2.4.1 ensuring that his/her department is run according to the standards laid out in this Policy, minimum legal standards, their own specific Safety Policy (where appropriate) and other standards that may be set by the School;
- 2.4.2 ensuring that the teachers and others working under them understand the practical aspects of this Policy and the various legal requirements that apply within their areas of responsibility;
- 2.4.3 ensuring that induction training is given as soon as possible after a new member of staff starts work and for all other training, including Health & Safety, required by their staff;
- 2.4.4 keeping records of all Health & Safety training given and for passing copies, including certificates, to the Bursary;
- 2.4.5 ensuring that teachers and others are aware of the degree of priority that these matters carry and that, where appropriate, they would be provided with both the time and encouragement to pursue such matters;
- 2.4.6 notifying the Head Master or Bursar, as appropriate, of any matters within this field which they feel are beyond their competence to deal with;
- 2.4.7 reporting to the Bursar any accidents, incidents, near misses or damage for appropriate investigation;
- 2.4.8 ensuring adequate supervision for pupils both inside the School, during normal teaching activities, on external trips as detailed in Part 3 of this Policy and during sport and extra mural activities;
- 2.4.9 in respect of COSHH Regulations, keeping all Data Sheets which relate to any substances that may be used in the department and ensuring that staff are aware of the correct usage of that substance.
- 2.4.10 ensuring that the staff for whom they are responsible co-operate fully with any fire practices and other emergencies as specified in Part 3 of this Policy;
- 2.4.11 providing and maintaining a written Risk Assessment of the risks to the health and safety of their staff whilst working in their department as required by the Management of Health & Safety at Work Regulations 1999.
- 2.4.12 ensuring that teaching staff carry out a quick visual check of any equipment before it is used.

2.4.13 ensure that a departmental safety inspection is completed and recorded on the appropriate form on a termly basis.

2.5 Boarding Housemasters

The Health and Safety régime in the Boarding Houses is of particular importance. The specific duties of Housemasters under this policy are set out in aide-mémoire form at Annex A. A copy is held by each Housemaster.

2.5.1 There will always be one Housemaster representing the Boarding Houses on the Health and Safety Committee.

2.5.2 The Harpur Trust Health and Safety Adviser will visit every Boarding House in an advisory capacity at least once a year or when specifically requested to do so.

2.6 Educational Visits Co-ordinator (EVC)

The School has two Educational Visits Co-ordinator's (EVC) for the Prep School and the Upper School. They are members of staff appointed by and acting on behalf of the Head Master. The role of the EVC is to assist the School in fulfilling its health and safety obligations for educational visits, trips and tours and will work closely with the members of staff arranging such activities off site.

The responsibilities of the EVC are to:

- Be involved in the health and safety aspects of the planning of School visits including adventure activities led by School staff.
- Ensure that adequate risk assessments are in place for all outside activities and checking that emergency arrangements, including an emergency contact, have been organised.
- Ensure that the leaders of visits and other participating staff are competent and adequately trained for that particular activity.
- Provide assistance and advice to members of staff preparing to conduct visits or trips, debriefing on return to benefit from the experience of lessons learned.
- Maintain a record of any accidents or 'near misses' for training purposes.

2.7 Health and Safety Adviser

The School employs the services of the Harpur Trust Health and Safety Adviser to assist with the organisation of health and safety on the School site and in the Boarding Houses.

The duties of the Adviser, on behalf of the Bursar, are to:

- Act as the Competent Person under the Fire Risk (Prevention) Policy □ Keep the School up-to-date with health and safety legislation.
- Advise on all matters of health and safety as applicable to the School.
- Carry out regular safety inspections and audits of each department in conjunction with the annual fire risk assessment visits.
- Carry out fire risk assessments.
- Carry out workstation assessments.
- Assist members of staff with risk assessments.
- Provide health and safety training as required.
- Attend the School's Health and Safety Committee meetings.
- Carry out additional ad hoc duties at the request of the Bursar to assist the School to maintain an appropriate standard of health and safety throughout all departments.
- Assist with investigations in the event of an incident.

2.8 Laboratory Technicians

The Science Department has its own Health & Safety policy to cover its specific activities. This is attached to this policy at Annex F. A copy is held in the Upper School Science Department and Prep School Science Department.

The responsibilities of the laboratory technicians are listed in section 3.3 of the Science Department policy.

The Design & Technology Department also has its own Health & Safety policy to cover its specific activities. This is attached to this policy at Annex L. A copy is held in the Upper School Design & Technology Department and Prep School Design & Technology Department.

The responsibilities of the Design & Technology technician are listed in Annex L.

2.9 Support Staff Line Managers

This section refers to the managers who head Maintenance, Grounds, Security, Gardeners, Portering, Cleaning Services and Catering Departments.

- 2.7.1 These managers will be responsible to the Bursar for the safe running of their activities. They will be responsible for ensuring adequate supervision of all activities so that the work proceeds according to standards laid down in this Policy.
- 2.7.2 They will be responsible for ensuring that staff have appropriate training according to the needs of their work and for keeping records of what training has been undertaken.
- 2.7.3 They will be responsible for keeping all hazards which relate to any substances that may be used in the department and will undertake the necessary training of their staff under the COSHH Regulations.
- 2.7.4 Where it is determined that personal protective equipment is required an assessment will be made to ensure that the equipment issued is suitable.

- 2.7.5 Where they come across matters they feel are beyond their competence they should refer the matter to the Bursar.
- 2.7.6 They should be responsible for investigating any relevant accident or incident under this Health and Safety Policy and report the outcome with any conclusions to the Bursar.
- 2.7.7 They will provide and maintain a written Risk Assessment of the risks to the health and safety of their staff whilst they are at work as required by the Management of Health and Safety at Work Regulations 1999.
- 2.7.8 They will be responsible for ensuring that all tools, machinery and ladders under their charge are correctly maintained and that a record of checks is kept.
- 2.7.9 They will ensure that all pesticides and other dangerous substances will be safely and securely stored under lock and key except when actually being used. They are to ensure that the person responsible for the spraying of pesticides will have been on the course approved under the Control of Pesticides Regulations 1986 – updated 1997.

2.10 Employees

This section refers to all employees at Bedford School.

2.10.1 The employees of the School must take reasonable care of themselves and other persons who may be affected by their actions and must be fully aware of their duties under Sections 7 and 8 of the Health and Safety at Work Act 1974 and also under the specific Codes of Regulations. These are:

2.10.1.1 to take reasonable care of their own health and safety

2.10.1.2 to follow instructions given in this policy and other departmental policy documents

2.10.1.3 not to abuse safety equipment provided by the School.

2.10.2 They must wear and use all personal protective equipment and safety devices that are provided by the management for their protection and co-operate fully with the management when the latter are pursuing their responsibilities under the above Act.

2.10.3 They will observe all safety rules and regulations both statutory and those imposed by the School and conform to any safe systems of work that may be developed.

2.10.4 They must report all accidents, incidents, near misses and damage to their line manager without delay.

Risk Assessment Policy

The Governors of Bedford School are fully committed to promoting the safety and welfare of all in our community so that effective education can take place. Their highest priority lies in ensuring that all the operations within the school environment, both educational and support, are delivered in a safe manner that complies fully with not just with the law; but with best practice. Risks are inherent in everyday life. We need to identify them and to adopt systems for minimising them. Our pupils need to be educated in how to cope safely with risk.

WHAT IS A RISK ASSESSMENT?

- A risk assessment is a tool for conducting a formal examination of the harm or hazard to people (or an organisation) that could result from a particular activity or situation.
- A hazard is something with the potential to cause harm (e.g. fire).
- A risk is an evaluation of the probability (or likelihood) of the hazard occurring (e.g. a chip pan will catch fire if left unattended).
- A risk assessment is the resulting assessment of the severity of the outcome (e.g. loss of life, destruction of property).
- Risk control measures are the measures and procedures that are put in place in order to minimise the consequences of unfettered risk (e.g. staff training, clear work procedures, heat detectors, fire alarms, fire practices, gas and electrical shut down points and insurance).

Accidents and injuries can ruin lives, damage reputations and cost money. Apart from being a legal requirement, risk assessments therefore make good sense, focusing on prevention, rather than reacting when things go wrong. Many cases simple measures are very effective and not costly.

Risk assessments need reviewing and updating regularly (usually annually). At Bedford School we are very aware that all staff and pupils need to receive training. A "library" of risk assessments is maintained by the Bursar, the Educational Visits Co-ordinator and the Deputy Bursar for staff to refer to and use for themselves.

The Deputy Bursar is Level 3 NEBOSH Trained in Health and Safety Management. In addition, the School (and the Harpur Trust) utilizes the services of a HT Health and Safety Consultant. All Heads of Department and key staff receive regular induction and refresher training in risk assessments tailored to their specific areas. The H&S Consultant undertakes a rolling review of departmental risk assessments as well as focused assessment if there has been an accident or incident or if there has been changes in the environment of relevant legislation.

Each Head of Department carries out a termly Safety Inspection to review the risks, controls and residual risks against the departmental risk assessment of activities and provides that written return to the Bursary that nothing has changed or that something requires an action.

Pastoral

The focus of our pastoral policy is to ensure that every pupil leaves as a confident, articulate young adult capable of keeping himself safe on the streets, in the home and in all situations. Our PSHE programmes and assemblies are directed towards promoting an increasing understanding as the pupil develops, of the risks that exist in both the real and the digital worlds, and on sensible precautions that should be taken. Our Science lessons encourage students to conduct their own safety-related research into the potential hazards of chemicals, gas, electricity and flammable materials.

Medical and First Aid

The School's Nurses have risk assessments for first aid and all other treatments and procedures.

The accident forms are maintained in the Medical Centre and the School Nurse is responsible for ensuring that accident reports are passed to the Bursar and subsequently reviewed termly by the School's H&S Committee.

The Bursar is responsible for reporting any notifiable accident that occurs on school premises to a pupil, member of staff, parent, visitor or contractor to the HSE in accordance with the Reporting of Injuries Diseases and Dangerous Occurrence Regulations (RIDDOR).

Unsupervised Access by Pupils

We ensure that pupils understand why they do not have unsupervised access to potentially dangerous areas, such as the swimming pool, the science laboratories, the design technology rooms, etc. Doors to these areas are kept locked at all times when not in use. All flammables are kept securely locked. Pupils do not have access to the Grounds, Maintenance, Catering and Caretaking areas of the school.

Child Protection

Our Child Protection policies and training for all staff form the core of our child protection risk management. Safer recruitment policies and procedures ensure that the school is not exposed to the risk of employing staff who are barred from working with children, and are not allowed to work in the UK and comply with the prevailing legislation in this area – currently 'Working together to Safeguard Children', April 2013 – updated 16th February 2017, a guide to inter-agency working and 'Keeping children safe in education' Statutory guidance for Schools and Colleges, updated 5th September 2016, including PREVENT strategies. By extending this regime to Governors, volunteers and by ensuring that everyone in our community receives regular child protection training, we manage this risk to an acceptable level.

Support Areas

- Catering: the School's catering team is outsourced to a third party (Sodexo) who undertake H&S induction, training and have the appropriate policies and procedures in place for the School catering activities, including staff training and all legislative compliance.
- Cleaning: risk assessments and training is undertaken for every item of cleaning equipment, as well as for manual handling, slips and trips and the control of substances hazardous to health (COSHH). Induction and refresher training covers risk assessments, protective equipment and safety notices.
- Caretaking and Security: risk assessments cover every department in the entire school. Particular emphasis in training is given to minimising the risk of both fire and to security by adhering to good practice. Risk assessments also cover manual handling, working at heights, and asbestos. Induction and refresher training covers risk assessments, protective equipment and safety notices.
- Maintenance: risk assessments and training is required for every tool and item of equipment, as well as for manual handling, slips and trips, working at height, lone working, asbestos, control of contractors on site, electricity, gas, water, swimming pool maintenance and the control of substances hazardous to health (COSHH).
- Induction and refresher training covers fire safety, accident reporting, electricity, manual handling, driving, risk assessments, safe working practices, communication and health and safety notices and protective equipment.
- Grounds: risk assessments and training is required for every tool and piece of machinery, as well as for manual handling, slips and trips, working at height, lone working, use of pesticides, storage of flammables and COSHH. Induction and refresher training covers risk assessments, protective equipment and safety notices.

- Office staff: risk assessments are required for the display screen equipment and cables used by those staff (primarily office-based) who spend the majority of their working day in front of a screen.

1 Scope

This policy is applicable to all those with responsibility for undertaking risk assessments for activities which are under their control. This includes the requirements of the Independent Schools Inspectorate and National Minimum Boarding Standards.

Our policy at Bedford School is to minimise any high risk activity. Activities involving pupils are normally low risk. We undertake a few medium risk activities with pupils, such as rugby, riding, rowing, skiing and orienteering; but only using specialist/qualified instructors and trained teachers. Pupils are always given a safety briefing before participating in these activities, and are expected to wear protective equipment, such as mouthguards or cycle helmets, and to follow instructions

We will always employ specialists to manage higher risk tasks e.g. gutter clearance, roof work etc. All members of staff and contractors are required to wear personal protective equipment (PPE) for tasks that have been assessed as requiring its usage.

2 Objectives

2.1 To ensure that suitable and sufficient risk assessments are undertaken for activities where there is likely to be significant risk

2.2 That identified control measures are implemented to control risk so far as reasonably practicable.

2.3 That those affected by school activities have received suitable information on what to do and are trained on a regular basis.

2.4 That risk assessments are recorded and reviewed when appropriate

3 Guidance

3.1 The Bursar is ultimately responsible for the implementation of this policy but each relevant Head of Department/ Line manager will be responsible for the drafting of relevant risk assessments.

3.2 This guidance is applicable to general risk assessment. Where specialist skills are required, eg asbestos, fire, water quality and hazardous substances, there is separate policy guidance in place. Teaching area risk assessment checklists are also in place for guidance.

3.3 All staff will receive guidance on risk assessment as part of their induction. This will be refreshed on an annual basis. Risk assessment training will be provided on specific areas where identified by the Bursar / Deputy Bursar / Head of Department.

3.4 A template risk assessment form is included at Appendix 1 to this guidance. The school adopts the CLEAPSS Advisory Service model risk assessments for lessons in Science and Design & Technology, as well as providing professional training courses for both teachers and technicians who work in Science and D&T.

3.5 Risk assessments will take into account:

- hazard - something with the potential to cause harm
- risk - an evaluation of the likelihood of the hazard causing harm
- risk rating - assessment of the severity of the outcome of an event
- control measures - physical measures and procedures put in place to mitigate the risk

3.6 The risk assessment process will consist of the following 6 steps:

- what could go wrong
- who might be harmed
- how likely is it to go wrong
- how serious would it be if it did
- what are you going to do to stop it
- how are you going to check that your plans are working

3.7 The Bursar / Deputy Bursar / Head of Department will be responsible for the maintenance of risk assessment records.

3.8 Risk assessments will be reviewed:

- when there are changes to the activity
- after a near miss or accident
- when there are changes to the type of people involved in the activity
- when there are changes in good practice
- when there are legislative changes
- annually if for no other reason

3.9 All members of staff are given a thorough induction into the school's arrangements for risk assessments and health and safety (which is recorded). Specialist training is given to those whose work requires it. However, staff are responsible for taking reasonable care of their own safety, together with that of pupils and visitors. They are responsible for cooperating with the Head Master, the Bursar and other members of CMT in order to enable the Governors to comply with their health and safety duties. Finally, all members of staff are responsible for reporting any risks or defects to the Bursar.

3.10 The School's H&S Committee minutes are considered in detail at the Pastoral and Recreational Committee meeting of Governors and noted at the School Committee. Bedford School Committee makes an annual statement to the Harpur Trust Governing Body that H&S is actively managed safely and advises if there are any significant risks to report.

3.11 In addition each Governor sub-committee reviews risk as part of its termly agenda, with the School Committee reviewing the outcome of these reports on a termly basis too. These reports analyse wider risks including the financial procedures and controls and the major risks to the school, including:

- Strategic risk
- Loss of fee income
- Damage to reputation
- Failure to teach the correct syllabus
- Risk of a child protection issue
- Gaps in Governor skills
- Conflicts of interest
- Employment disputes
- Major health and safety issues
- Possible data loss
- Risk of fire or flood
- Poor cash flow management

- Fraud

The measures taken to protect the school against such risks, include:

- Safer recruitment of staff, Governors and volunteers
- Measures to ensure the selection, training and appraisal of appropriately qualified staff and Governors
- Insurance
- Strong financial controls
- Use of professional advice from lawyers, accountants, architects, etc as needed

The Trustees of the Harpur Trust are invited to approve the compliance risk assessment annually and to endorse the insertion of a statement along the following lines (or a more detailed version thereof) in the Trust's annual accounts:

"The Trustees have assessed the major risks to which the charity is exposed, in particular those related to the operations and finances of the Trust, and are satisfied that systems are in place to manage our exposure to the major risks".

3.12 A list of areas (non-exhaustive) which will require risk assessment is included at Appendix 2.

Legal Requirements & Education Standards References:

A: Handbook for the Inspection of Schools - The Regulatory Requirements, Part 3 (www.isi.net) B:

Health & Safety Executive, Five steps to risk assessment (www.hse.gov.uk/risk/fivesteps.htm)

C: Charities and Risk Management, The Charities Commission (www.charity-commission.gov.uk)

Recommended review period: Annual

Review by: Stuart Holliday Bursar

Date reviewed: January 2018

STEP 1 – HAZARD CHECKLIST

Asbestos		Food hygiene		Violence at work		
Compressed gases / pressure systems		Hazardous substances (CoSHH)		Welfare (hot / cold / wet)		
Confined spaces		Lone working		Working at height		
Contact with moving vehicles		Manual handling		How else can people get hurt? (specify below)		
Dangerous machinery / equipment		Noise exposure				
Display screen equipment (DSE)		Occupational driving				

Electricity		Repetitive strain injury			
Falling objects		Slips and trips			

Appendix 1: Risk Assessment Template

	RISK ASSESSMENT	Assessment No:
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9. Fire and explosion (including the storage of flammable materials)	18. Stress			
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Assessment completed by		Work area or activity being assessed. Describe what goes on there / what is involved:	
Assessment date			
Review date			

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STEP 2 – Now assess the risks from the hazards identified on the previous page by completing the form below.

What could cause harm? (taken from Step 1)	Who might be harmed and how? (students, staff, visitors, contractors)	Control measures What is already done to stop people getting hurt?	Residual risk* High / Medium / Low (See Table 1 for guidance)	Can further actions be taken to reduce the level of risk? Yes / No If Yes, give details in the action plan
		<input type="checkbox"/>		

		□		
		□		

STEP 3 – ACTION PLAN (Give details of actions to be taken that will reduce risks to health and safety)

Describe as fully as possible the action to be taken	Who is responsible for ensuring the action is carried out?	Date by which action is to be completed	Confirmation that required action has been completed (Signature of person responsible for ensuring action completed and date)

Table 1 - Classification of risk

Risk analysis / priority of action matrix

Severity	Likelihood				
	1 Very Unlikely (Freak event – no known history)	2 Unlikely (Unlikely events) sequence of	3 Possible (Foreseeable under unusual circumstances)	4 Likely (Easily foreseeable- odd incident may have occurred)	5 Very Likely (Common occurrence – aware of incidents)
1 Negligible (No visible injury – no First Aid required)	Low	Low	Low	Low	Medium
2 Slight (Minor cuts, bruises – no long term effects)	Low	Low	Low	Medium	Medium
3 Moderate (Heavy bruising, deep flesh wound. Lost time accident)	Low	Low	Medium	Medium	High
4 Severe (Lost time accidents and major injuries)	Medium	Medium	Medium	High	High

5 Very Severe (Long term disability or death)	Medium	Medium	High	High	High
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You should review your risk assessment if you think it might no longer be valid, eg following an accident in the workplace, or if there are any significant changes to the hazards in your workplace, such as new equipment or work activities.

Appendix 2: Areas requiring risk assessment (non-exhaustive)

There are numerous activities carried out in Bedford School, each of which requires a separate risk assessment. The most important of these cover:

- Fire safety, procedures;
- Educational activities
- Educational visits and trips, including residential and overseas visits
- Safeguarding of pupils, including guarding against radicalisation to extreme religious or political viewpoints

Educational

- science experiments / science laboratories
- design & technology
- sport and PE activity, including Rowing , swimming and rugby
- Duke of Edinburgh award
- art
- CCF
- music
- drama (including the theatre back stage, stage, props room and lighting box)
- general classroom
- day trips
- residential trips- UK and overseas

Support

- catering
- cleaning
- caretaking and security
- maintenance
- grounds & gardens
- office based activities

Boarding

- social activities
- catering in –house
- pupil management

3. LOCAL RULES AND ARRANGEMENTS

It is the School's intention that in this part of the Policy specific standards and arrangements will be established to cover particular risks and that these standards will be regularly monitored and reviewed.

- 3.1 School Trips
- 3.2 Provision and Use of Work Equipment Regulations 1998
- 3.3 Fire Risk (Prevention) Policy and Fire Procedures
- 3.4 Science Teaching
- 3.5 First Aid
- 3.6 Use of School Vehicles
- 3.7 COSHH Regulations
- 3.8 Electricity at Work Regulations (PAT Testing)
- 3.9 Swimming Pools
- 3.10 Use of School Facilities by Members of the Public
- 3.11 Accident Reporting
- 3.12 Legionella management
- 3.13 Health and Safety Committee
- 3.14 Drama
- 3.15 Safety of Pressure Systems
- 3.16 Instructions for School Contractors
- 3.17 Noise
- 3.18 Competent Persons & Risk assessments
- 3.19 Display Screen Equipment (VDUs)
- 3.20 Manual Handling
- 3.21 Personal Protective Equipment
- 3.22 Training
- 3.23 Sport
- 3.24 Asbestos
- 3.25 Combined Cadet Force Activities
- 3.26 Consultation with Employees
- 3.27 Workplace (Health, Safety and Welfare) Regulations 1992

- 3.28 Guidelines for Health and Safety in the Boarding Houses
- 3.29 Guidance Policy for Safe Handling of Cleaning Materials
- 3.30 Security
- 3.31 Work Experience
- 3.32 Equality Act 2010
- 3.33 Working from Height
- 3.34 Lone Worker Policy

3.1 School Trips

- 3.1.1 Separate guidelines exist for the safe running of School trips and tours, and all details are published on the Schools' intranet (SharePoint) under 'Trips Visits and Safety area'. Members of staff organising visits and tours are required to comply with these guidelines
- 3.1.2 For School expeditions, including those undertaken by the Duke of Edinburgh's Award Scheme, organisers should refer to relevant guidance and best practice and ensure that this is reflected in all risk assessments.
- 3.1.3 The School has two Educational Visits Co-ordinator's (EVC) to oversee the preparation of all trips and tours and to ensure all safety measures, such as risk assessments, have been undertaken in accordance with requirements. Details of the EVC are on SharePoint. For Residential educational visits advice is based on BS8848, the British Standard for Venture Activities. Each trip's risk assessments are signed off by the EVC and Bursar as a pre-event approval check.

3.2 Provision and Use of Work Equipment Regulations 1998 – updated 2014

3.2.1 The School has a general duty under the Health and Safety at Work Act 1974 to provide and maintain, so far as is reasonably practicable, machinery, equipment and other plant that are safe and to ensure that the systems of work relating to the operation of that equipment are safe. In addition the School has a duty under the Provision and Use of Work Equipment Regulations 1998 to provide their employees and others, such as pupils, with safe equipment that is regularly inspected and maintained in accordance with the Regulation recommendations.

3.2.2 All persons using the equipment will be sufficiently trained. They will be given adequate information and instructions pertaining to the use of the equipment, with particular attention paid to young people because of their relative immaturity and unfamiliarity. All young persons will be suitably supervised whilst using such equipment.

3.2.3 All machinery and equipment will be adequately guarded according to the relevant risks identified and in accordance with the requirements of the Provision and Use of Work Equipment Regulations 1998.

3.2.4 Where other safeguards are not adequate to prevent risk when some irregular event occurs, an emergency stop control is provided.

3.3 Fire Risk (Prevention) Policy and Fire Procedures

Introduction

1. The purpose of this policy is to outline the process of fire safety management at Bedford School. The School campus extends over 40 acres and school departments and boarding houses are dispersed around the estate. The School has adopted a fire safety management strategy which is based around individual buildings. Each building will have a Fire Management Strategy which includes a Fire Risk Assessment and a Fire Emergency Plan apposite to that building.
2. Fire safety in each boarding house is dealt with separately and remains the responsibility of the resident housemaster. Each house has a Fire Management Strategy. A summary of these responsibilities is referred to later in this policy.
3. The policy will be regularly reviewed.

Context

4. Fire remains the single most serious risk facing a school. (Bedford School needs little by way of a reminder given the experience of the Great Fire in 1979 when the Main School was gutted by fire which had been started by an arsonist.)
5. The primary function of the Fire Safety Management Policy is to ensure that general fire precautions are in place to ensure, so far as is reasonably practicable, the safety of employees, pupils and visitors. General fire precautions include:
 - Measures to reduce fire risk and also the spread of fire.
 - Effective means of escape.
 - Fire fighting.
 - Fire detection and warning.
 - Instruction and training.
 - Measures to mitigate the effects of fire.

Legislation

6. Regulatory Reform (Fire Safety) Order 2005
This order replaced all previous Fire Safety Legislation. The School is aware of the obligations placed upon it by the above order and will:

- Carry out a fire risk assessment for each building in the School.
- Appoint one or more competent persons to be responsible for fire safety.
- Provide employees with clear and relevant information on risks identified in the fire risk assessment.
- Consult with employees about nominating people to carry out particular roles in connection with fire safety (fire marshals).
- Inform non –employees, including pupils, of relevant information regarding fire risks and fire safety procedures for the premises.
- Provide visitors and contractors with relevant information regarding fire safety and evacuation procedures.
- Consider the presence of dangerous substances and the risks.

- Establish a means of contacting emergency services and inform them about dangerous substances in the building.
 - Provide appropriate information, instruction and training to employees on fire precautions in the workplace.
 - Ensure the premises and equipment provided in connection with fire fighting, fire detection and warning, emergency exits and routes are covered by a suitable system of maintenance by a competent person.
 - Employees must co-operate to ensure the workplace is safe from fire and its effects and must not do anything that will place themselves or other people at risk.
- 7. The designated Responsible Person is the Bursar.
- 8. The designated Competent Person is the Harpur Trust H & S Adviser who is assisted by the Head Porter.

Fire Management Strategy

- 9. Comprehensive packs have been prepared for each building including Boarding Houses. Copies are held in the relevant department(s) as well as in the Bursary. The following documents are included:
 - Fire Risk Assessment. This is reviewed annually.
 - Fire Emergency Plan. This sets out the procedure to be adopted should a fire break out in the specific building.
 - General Procedures for Raising the Alarm.
 - Action Plan. Recommended improvements or identified hazards.
- 10. The person responsible for implementing the plan in each building is the Head of Department, or if more than one department is involved, the designated one.
- 11. Fire Marshals. Each building has a nominated Fire Marshal whose duties include maintaining an oversight of fire prevention and fire warning measures, as well as escorting occupants out of the building in the event of fire alarm activation. The duties of a Fire Marshall are set out in the School's H & S policy. These include overseeing the maintenance of clear fire escape routes and exits on a routine basis.

Fire Procedures

12. Raising the Alarm

The warning, in case of fire, shall be given by a prolonged bell in all buildings in which the period bell rings. All other buildings have their own alarm system which is a continuous siren, bell or hand cranked alarm. All alarms can be easily recognised by staff and pupils and can be heard clearly in all parts of the building.

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Any person discovering a fire should immediately raise the alarm so that evacuation procedures may commence. Members of staff should only attempt to fight a fire once evacuation procedures have been started and should only do so if they are not putting themselves or others in any danger. Members of staff should not attempt to fight a fire on their own; another member of staff must be present. **On no account should pupils fight, or help to fight, the fire themselves.**

Upon discovering a fire, the senior person present is to:

Operate the nearest fire alarm call point immediately.

- Instruct the Bell Room to call the Fire Brigade.
- If the Bell Room is closed, call the Fire Brigade direct – dial “999” – and give the full name and address of the building.
- This will normally be a member of staff. However in the absence of a staff member, a responsible boy should raise the alarm by alerting others and should seek assistance from a member of staff as quickly as possible.

13. On Hearing the Alarm

- Switch off electrical appliances, close windows and shut all doors.
- Leave the building by the nearest fire exit, do not run and go to the designated Assembly Point for that building.

Evacuation

14. Teachers are to implement evacuation procedures. All teachers in charge of a class will be responsible for seeing that the whole class is evacuated safely along the designated evacuation route to the defined Assembly Point for that building. Members of staff have a duty to guide visitors to their classroom to the nearest fire escape. In the event of an actual fire subsequent movement will be decided by the Head Master and Bursar.

Fire Training

15. All teachers receive formal fire awareness training every two years as part of the INSET programme.
16. Regular training on the use of fire extinguishers is arranged for boarding house staff as well as other members of support staff.
17. Fire drills take place termly in all buildings, arranged centrally by the Bursary, with details reported back to the Bursar. These are reviewed by the School H & S Committee each term.
18. Boarding houses carry out one fire drill at night per term.

Arrangements for Visitors

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- 19. The Head of Department or Master in Charge is responsible for ensuring that any visitors and contractors have safely evacuated the building and instructing them to report to the person in charge at the assembly point.
- 20. It is school policy, in the event of a fire alarm, not to leave disabled pupils in the building but to see that they are teamed up with other boys and escorted out. Lifts should not be used when the fire alarm is sounded.

Fire Prevention Policy

21. Escape Routes and Emergency Exits.

- There are at least two escape routes from every part of all buildings.
- Fire notices and evacuation signs are displayed in every room, corridor and stairwell. Fire extinguishers (of the appropriate type), and smoke/heat detectors, are located in every building in accordance with the recommendations of our professional advisers. All stairs, passages and emergency exits are illuminated by emergency lighting.

22. Alarms. Most buildings are equipped with heat and smoke detection alarm systems. They can be manually activated by breaking a glass panel, and are automatically activated when smoke/heat builds up. These are tested weekly by the school electrician. Those buildings which are not alarmed are equipped with claxon hooters or hand bells for raising the alarm.

23. Emergency Lighting

Emergency Lighting is tested monthly by a competent engineer.

24. Routine Protective Checks

Heads of Departments are responsible for ensuring that the following measures remain effective:

- Escape routes and exits are kept free of obstructions
- Appropriate signage is in place
- Notices are displayed to assist with evacuation
- Fire Extinguishers are appropriately placed and not tampered with • All staff and pupils are familiar with and rehearsed in:
 - Principal and alternative escape routes
 - Location of Fire Alarm call buttons

25. Electrical Safety.

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- The School has current electrical test certificates for all its buildings. It uses NICEIC qualified Electrical Engineers to inspect and maintain its electrical installations.
- Annual portable appliance testing takes place.
- Records of all tests are kept in the Maintenance Department.

26. Lightning Protection.

All lightning protection and earthing conforms to BS EN 62305 (2006). It is tested annually by a specialist contractor. Records of all tests are kept in the Maintenance Department.

27. Gas Safety.

- All gas appliances (boilers, kitchen equipment etc) are regularly maintained and serviced by Gas Safe Registered Engineers. Records of all tests are kept in the Maintenance Department.
- All kitchen equipment is switched off at the end of service.
- All laboratories are checked daily to ensure that the central gas supply is turned off.
- Emergency cut off valves are in position in each laboratory.

28. Safe Storage.

- We ensure that flammable materials used in teaching or maintenance are locked in purpose-made, flame-proof containers at the end of every day.

Weapons and ammunition used by the CCF are kept in a securely locked, fire resistant store that is located within a permanently locked room, the door of which is fitted with an alarm and is fire resistant.

29. Rubbish and Combustible Materials

- Flammable rubbish is stored away from buildings in a secure rubbish compound.
- Combustible materials used in teaching, catering, maintenance, grounds and caretaking are stored in flame proof cupboards.

Boarding Houses

30. The Housemaster is responsible for all aspects of fire safety in the boarding house. This includes:

- A Fire Risk Assessment is to be prepared, reviewed half yearly and held in the House for ease of reference. It is to be made available to the Fire Officer during any inspection.

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- Ensure that all fire doors are kept closed at night, this task being undertaken by themselves, another member of staff or delegated to a pupil under supervision.
- Make arrangements for night-time fire practices at the agreed frequency and ensure they are duly logged.
- Ensure that all pupils and sleeping in domestic staff in the house are fully familiar with all fire instructions and that they are rehearsed. This should include alternative fire escape routes.
- Regularly monitor all the dormitories as to correct use of authorised electrical equipment. Equipment brought in to the House must be of a regular standard of manufacture and maintenance. All portable appliances will be tested early in the academic year by an outside contractor.
- Ensure that all means of escape in case of fire are kept free and unobstructed at all times.
- Consult the Head Porter if there are any problems with the servicing of fire extinguishers.
- Ensure that the appropriate fire notices are up-to-date and clearly displayed.

Letting or Hiring of School Facilities

3.1. Bedford School Enterprises. Standard contractual terms that we use for letting and hiring the school cover fire safety and specify that the hirer should certify that he/she has read and understood the school's fire safety policy and procedures. A duty manager is always on call when the school is let or hired for an outside function or event. Fire Marshals are also on duty for large functions. Children attending any residential courses must be rehearsed in fire drills during the first day of their course.

3.4 Science Teaching

There is a separate Health and Safety Policy document for the Science Departments which is attached to this policy at Annex F. A copy of the policy is held in the Science Department.

In addition:

3.4.1 Fume Cupboards

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3.4.1.1 It is the policy of the School that fume cupboards will be assessed at least every 14 months. This conforms to the requirement for the examination of engineering controls under the COSHH Regulations.

3.4.1.2 The minimum standard required by the DCSF is a flow rate of 0.3M/sec with the sash fully opened. It is the aim of the School to achieve standards whereby the flow rate will be 0.5M/sec with the sash open at 0.5 metres.

3.4.2 Radioactive Sources

3.4.2.1 It is the policy of the School to comply with the Ionising Radiations Regulations 1999 in full.

3.4.2.2 The School will use the radioactive sources as required by the Science curriculum and will not carry out independent experiments outside the standard syllabus.

3.4.2.3 The School employs the services of an outside Radiation Protection Adviser on a shared basis with other Harpur Trust Schools. The Head of Physics will act as Radiation Protection Supervisor for the whole School.

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3.5 First Aid

3.5.1 A separate Health and Safety Document has been written to cover First Aid (attached to this policy at Annex B), a copy of which is held by all trained First Aiders. A copy of the Document is to be displayed in all Common Rooms, the Medical Centre, and Bursary and prominently on notice boards in the following locations:

Prep School – all sections

Recreation Centre – all sections

Design and Technology Department

Dining Halls and Kitchens

Maintenance Workshop

Science Department – all sections

3.5.2 Posters giving names of trained first aiders for each of the locations listed above together with the telephone numbers of the Medical Centre and the School Doctor are to be displayed prominently in those locations and adjacent to first aid boxes.

3.5.3 The Giving of Medicines to Day Boys

- Medicines prescribed to boys with chronic medical conditions

These can only be given under the guidance of the boy's GP or Hospital Consultant with the agreement of the School Medical Officer. A letter from the Medical Adviser should be sent to the School Nurse giving clear instructions as to the method of giving and to the dosage. Parents will inform the Head Master or Tutor.

- Inhalers for asthma

These are safe and easy to use. They should be clearly labelled with the boy's name and kept with him at all times.

Spare inhalers may be kept in the School Medical Centre for individual boys. Parents are encouraged to do this. The Nurse will check the expiry date and contact parents before that date for replacement.

- Short term prescribed medication (i.e. antibiotics)
Medicines prescribed to boys by their GP which need a dose to be given during the School day must be in the original container displaying clear instructions. In addition a letter from a parent giving permission for a nominated volunteer to give this dose is required.

Although the Medical Centre is the appropriate place for these to be stored, it is recognised in the case of Prep School pupils that it is more convenient for medicines to be held by the tutor or School secretary. This is acceptable as long as they are kept in a secure place and refrigerated if necessary.

- Non-prescription medicines for boys taken ill at School
At the discretion of the School Nurse medication will only be considered if the following criteria have been met:
 1. A Medical Questionnaire, completed and signed by a parent, is in her possession.
 2. The Nurse is aware of existing medical conditions and allergies.
 3. (Applicable to Prep School only) She has treated the boy before and therefore has discussed medication with a parent.
 4. The Nurse checks whether the boy is taking or has taken any other medication.

No other member of staff may give non-prescription medicines to pupils during the School day without parental consent.

All medication is to be recorded on the boy's medical card.

If parents have not been contacted boys are given a slip informing parent of drug, dose and time.

3.6 Use of School Vehicles

There is a separate policy for use of School vehicles. This covers breakdown and accident procedures and is at Annex D. A copy is also on all staff noticeboards, in all vehicles and in the Bursary.

The use of minibuses is covered in the Harpur Trust Minibus Policy.

Transport procedures are as follows:

- School owned and hired vehicles may only be driven by drivers authorised by the Bursar.
- A risk assessment must be carried out for each journey (generic risk assessments for each method of transport are available on the intranet).
- Seat belts must be worn at all times and booster seats used where necessary. It is the responsibility of the driver/person in charge to ensure compliance.
- Drivers are responsible for the safety of their passengers.
- The seating capacity of the vehicle is not to be exceeded.
- Drivers should take at least 15 minutes break after two hours of continuous driving.
- Staff should call the breakdown service rather than attempt repairs themselves.
- Smoking is prohibited in all vehicles.
- Drivers must not drink alcohol or have drunk alcohol up to six hours before driving.
- Any accidents must be reported to the Transport Manager as soon as possible.
- Any defects must be reported on the appropriate form to the Transport Manager without delay.
- The Bursar's Assistant must be advised of any changes to driving licences (e.g. speeding points). Driving licences of authorised drivers will be checked on an annual basis by the Bursary.

3.7 COSHH Regulations

- 3.7.1 The School will take all necessary steps to comply with the above Regulations.
- 3.7.2 It is recognised that substances to which the Regulations apply will be used in the teaching of science, art, D & T and by the maintenance, domestic cleaning and grounds staff.
- 3.7.3 Heads of Departments where the use of such substances may pose a risk are responsible for establishing and keeping a

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folder in which will be listed the Data Sheets for each substance brought into the School, together with a written Risk Assessment regarding exposure and any immediate remedial action.

3.7.4 The School will provide sufficient information to these persons so that they understand the principles of the Regulations and the precautions that need to be taken.

3.8 Electricity at Work Regulations 1989 (PAT Testing)

3.8.1 The School will take all necessary steps to comply with the above Regulations.

3.8.2 The School will endeavour to ensure that fixed electrical installations are inspected and tested by a competent person at least every 5 years dependent upon the Risk Assessment.

3.8.3 PAT Testing: the School will routinely inspect and test all portable electrical apparatus used in the School and an appropriate register will be kept. The testing will be completed by a qualified person under the direction of the School electrician.

3.8.4 It is the responsibility of the user to visually check all such apparatus at the start of each term and at other times when the equipment is in use. If there is any damage to the cable or plug or there are other signs that the equipment is not in a sound condition this should be reported to the Foreman of Trades who will arrange for any defects to be rectified. In the meantime the equipment **must not** be used.

3.8.5 Unauthorised equipment should not be brought into the School by staff or pupils. Electrical equipment brought into the Boarding Houses by pupils will be tested at the beginning of the academic year by an outside contractor. The Bursar will write to parents annually stating that the School expects all equipment to be to a high standard of manufacture and maintenance.

3.8.6 The School will ensure that any temporary systems e.g. stage lighting and control gear are inspected and tested by a competent person every 3 months. In addition, the School will ensure that fixed stage electrical installations are inspected and tested annually by a competent person and following any changes, before being energised.

3.8.7 The School recognises that pupils must not be exposed to live voltages in excess of 25 volts. Project work will be individually assessed for potential hazards.

3.8.8 The School will ensure that electrically competent teachers or technicians will be involved where there is any possibility of a person, pupil or otherwise coming into contact with live conductors at voltages above 25 volts or where large short-circuit currents could flow.

3.8.9 Working on or near Live Conductors

Regulation 14 of The Electricity at Work Regulations 1989 states that:

“No person shall be engaged in any work activity on or so near any live exposed conductor that danger may arise”.

3.8.9.1 No situation is envisaged on our site in which modification or repair of live equipment at dangerous voltages will be required.

3.8.9.2 No employee is authorised to carry out work of this nature. If a situation arises in which an employee considers there might be justification for modification or repair work on live equipment, the situation must be brought immediately to the attention of the Bursar to ensure that full consideration is given to all factors concerned, including consideration of advice from the Health and Safety Adviser.

3.9 Swimming Pool

Introduction

3.9.1 The School recognises that the use of its swimming pool gives rise to a number of hazards and that the following factors are relevant to potential accidents, though not an exhaustive list:

- 3.9.1.1 Prior health problems e.g. heart trouble, asthma etc;
- 3.9.1.2 Alcohol or food before swimming;
- 3.9.1.3 Youth and inexperience
- 3.9.1.4 Weak or non-swimmers straying out of their depth;
- 3.9.1.5 Unauthorised access to pool without adequate support or when pool is officially closed;

- 3.9.1.6. Diving and jumping into insufficient depth of water;
- 3.9.1.7 Unruly behaviour and misuse of equipment;
- 3.9.1.8 Unclear pool water, preventing casualties from being seen;
- 3.9.1.9 Absence of, or inadequate response by, lifeguards or supervisors in an emergency.

3.9.2 The School has taken all of the above matters into consideration in establishing its policy with regard to use of the pool.

Information to Bathers

3.9.3 The School has a Swimming Pool Users' Safety Code and will ensure that the information contained is brought to the attention of all bathers. This will be achieved by one of the following methods:

- 3.9.3.1 A copy prominently displayed in the Recreation Centre;
- 3.9.3.2 References in contracts with club organisers hiring the pool;
- 3.9.3.3 Oral reminders, where necessary, by pool-side supervisors.
- 3.9.3.4 Water depth is clearly marked around the pool.

Normal Operating Procedures

3.9.4 The School has established Normal Operating Procedures (NOP) setting out the organisation and arrangements for ensuring users' safety. A copy is attached to this policy at Annex H. These will be brought to the attention of the School's swimming teachers who conduct swimming activities.

Swimming Teaching

- 3.9.6 The School will ensure that the necessary life guarding function is provided by either those undertaking the teaching or coaching or by the 'responsible and qualified person' by the pool side who is acting as an extra pair of eyes and that such persons will fulfil lifeguard requirements.
- 3.9.7 The School will ensure that the instructor acting as a lifeguard will be able to take short breaks from concentrated

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observation of the water as one class leaves and another one enters.

Hire of Pool by Outside Organisations

3.9.8 The School will establish a contract with outside organisations who hire the pool which will include a copy of Bedford School's swimming pool Normal Operating Procedures for Hirers.

3.9.9 The School will ensure that it takes reasonable steps to ensure that the arrangements for safety, agreed with the hirers, are implemented. In most cases lifeguards will be provided by the School. If external lifeguards are used their qualifications will be checked by the Recreation Centre Manager prior to use by the hirer. Regular checks will ensure that the agreed supervision is being provided and that any agreed rules on behaviour are being observed.

3.9.10 The following emergency arrangements are available:

- (a) A poolside alarm to summon help in an emergency;
- (b) Suitable rescue equipment available by the poolside and clearly identifiable: alarm, reach pole, buoyancy bags, buoyancy rings, ropes in correct safety positions.
- (c) An Emergency Action Plan telling bathers how to summon help in an emergency.
- (d) A poolside telephone to summon assistance.

3.10 Use of School Facilities by Members of the Public

3.10.1 The School will ensure that all organisers of groups using the facilities of the School will be given sufficient information in order to allow them to avoid any risks to their Health and Safety.

3.10.2 With regard to the use of the School Halls, this information will relate to means of escape in the event of an emergency.

3.10.3 The agreement form used by the School as a contract with the hirer carries a specific clause stating that the hirer will ensure adequate supervision and take responsibility for the Health and Safety of persons using the facilities.

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- 3.10.4 When the Great Hall is being hired out to a member of the public for a private function it will be normal for the School to appoint a minimum of 2 fire marshals.
- 3.10.5 A member of staff will always manage the facilities in the event of members of the public being on site (eg a Duty Officer) in order to secure the site and ensure all safeguarding arrangements are met.
- 3.10.6 Guidelines on the above are issued to all groups or individuals using facilities out of hours.

3.11 Accident Reporting

- 3.11.1 All accidents and near misses should be reported to the Bursar's Assistant on the School's Accident Report Form.
- 3.11.2 The School will take all necessary steps to comply with the Reporting of Injury, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR).
- 3.11.3 Whenever any of the following events occur they must be reported to the Bursar's Assistant as a matter of urgency.

Injuries to pupils and visitors who are involved in an accident at school or an activity organised by the school are only reportable under RIDDOR when

- the death of the person arose out of or in connection with a work activity (including physical violence); or
- an injury that arose out of or in connection with a work activity and the person is taken directly from the scene of the accident to hospital for treatment (examinations and diagnostic tests are not treatment)
- if in doubt guidance should be sought from the HSE, for example when a pupil from another school is injured (specified injury) during a sports match (not reportable) as opposed to a pupil of the school who is injured similarly during a timetabled games lesson (reportable).

Injuries and ill health to people at work are reportable by the responsible person under RIDDOR when:

- accidents which result in death or a specified injury (which must be reported without delay). Also a reportable occupational disease when confirmed by a doctor in writing. The HSE Information Sheet EDIS 1 (rev3) gives details of specified injuries and reportable diseases.
- accidents prevent the injured person from continuing their normal work for more than seven days (not counting the day of the accident, but including weekends and other rest days). These must be reported within 15 days of the accident.
- the responsible person is normally the employer of the injured person. The exception will be those that are self employed, where the controller of the premises should report.

3.11.4 Specified injury is defined in Schedule 4 of the RIDDOR 2013 Regulations but in simplified form is described as:

- fractures, other than to fingers, thumbs and toes
- amputations

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- any injury likely to lead to permanent loss of sight or reduction in sight
- any crush injury to the head or torso causing damage to the brain or internal organs
- serious burns (including scalding) which:
 - covers more than 10% of the body
 - causes significant damage to the eyes, respiratory system or other vital organs
- any scalping requiring hospital treatment
- any loss of consciousness caused by head injury or asphyxia □ any other injury arising from working in an enclosed space which:
 - leads to hypothermia or heat-induced illness
 - requires resuscitation or admittance to hospital for more than 24 hours

3.11.5 Accidents must be recorded, but not reported where they result in a worker being incapacitated for more than three consecutive days. A record will be kept in the accident book in accordance with the Social Security (Claims and Payments) Regulations 1979 – updated 1st April 2013.

3.11.6 Accidents must be reported where they result in an employee or self-employed person being away from work, or unable to perform their normal work duties, for more than seven consecutive days as the result of their injury. This seven day period does not include the day of the accident, but does include weekends and rest days. **The report must be made within 15 days of the accident.**

3.11.7 Dangerous Occurrences (specified near miss events) are reportable under RIDDOR. The HSE Information Sheet EDIS 1 (rev3) contains the typical examples applicable to schools. Not all such events require reporting. There are 27 categories of dangerous occurrences that are relevant to most workplaces, for example:

- the collapse, overturning or failure of load-bearing parts of lifts and lifting equipment;
- plant or equipment coming into contact with overhead power lines;
- the accidental release of any substance which could cause injury to any person.

- 3.11.8 A full copy of the Regulations 'A Guide to the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013' is held in the Bursary.
- 3.11.9 The Bursary will keep the accident records of all reportable injuries and dangerous occurrences containing the date and time of the accident causing the injury or the dangerous occurrence and the following particulars about the person affected: full name, occupation, nature of injury or condition, place where the accident or dangerous occurrence happened and a brief description of the circumstances.
- 3.11.10 Maintenance of adequate accident records and the reporting of those necessary to the Health and Safety Executive will be the responsibility of the Bursar's Assistant.
- 3.11.11 The School will arrange for all accidents and "near misses" to be investigated to determine the need for any remedial action. The person responsible for deciding who shall carry out the investigation is the Bursar.
- 3.11.12 Where appropriate a copy of the report will be made available for discussion at the next Governors, Staff or Health and Safety Committee Meeting.

3.12 Control of Legionella

- 3.12.1 The School will review its procedures with regard to Legionella as necessary and continue to maintain an adequate water treatment system, in conjunction with the Control of Substances Hazardous to Health Regulations 2002 (as amended) (COSHH) framework.
- 3.12.2 The system will be cleaned and disinfected on an annual basis or if inspection shows it to be necessary, if the system or part of it has been substantially altered or entered for maintenance purposes, or following an outbreak or suspected outbreak of Legionellosis.
- 3.12.3 The hot water and cold water outlet temperatures will be checked by the Maintenance Team each half term in all the School buildings including the Boarding Houses.

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3.12.4 All shower heads within the School, including the Boarding Houses, will be disinfected and descaled every six months.

3.12.5 The Cleaning Department will run the showers every week in all shower areas of the main School. The Boarding House showers are to be run at the beginning of each term by the handyman or matron under the coordination of the Foreman of Trades.

3.12.6 Records for all the above checks are to be kept by the Maintenance Department.

3.12.7 The nominated officer with responsibility for ensuring this policy is co-ordinated and fully implemented is the Foreman of Trades.

3.12.8 Risk assessments will cover the following:

- management responsibilities, including the name of the competent person and a description of your system
- competence and training of key personnel
- any identified potential risk sources
- any means of preventing the risk or controls in place to control risks
- monitoring, inspection and maintenance procedures
- records of the monitoring results and inspection and checks carried out
- arrangements to review the risk assessment regularly, particularly when there is reason to suspect it is no longer valid

3.13 Health & Safety Committee

Meetings

3.13.1 The Health and Safety Committee will be chaired by the Safety Officer and will meet once per term, although members will have recourse to call for an emergency meeting should circumstances so dictate.

Terms of Reference

3.13.2 The Health & Safety Committee's main task is to monitor compliance with and propose revisions to the School's Health and Safety Policy. It will also monitor accident/near miss trends, risk management, training needs and future strategy and make recommendations concerning these areas. The minutiae of day to day health and safety issues are not for consideration.

3.13.3 It also serves as a consultative committee in which employees may raise concerns about the safety of the working environment.

Composition

3.13.3 **Bursar** – Chairman and Safety Officer

Governor- being the appointed Governor with responsibility for Health & Safety

Bursar's Assistant – Secretary to the Health and Safety Committee.

Updating School's Health and Safety Policy on a regular basis. Monitoring follow-up work of the Committee.

Upkeep of all records relating to Health and Safety issues.

Head of Science Department – HSW awareness in Science departments in the School. Liaison with staff in Science department on HSW matters. Implementation of that part of the HSW policy statement dealing with Science departments and keeping it under review.

Director of Sport – HSW awareness during recreational activities and sports. Liaison with other PE staff and masters in charge of other sports on HSW matters. Implementation of that part of the HSW policy statement dealing with sports and swimming and keeping it under review.

Boarding House Representative – HSW awareness in Boarding Houses.

Events and Enterprises Officer – Liaison with hirers of recreational facilities including the swimming pool and Main School on HSW matters. Implementation of that part of the HSW policy statement dealing with hirers and keeping it under review.

Head of D&T – HSW awareness in the D & T department and liaison with other technical staff on HSW matters. Implementation of that part of the HSW policy statement dealing with D&T matters and keeping it under review.

Representative from the Prep School – HSW awareness in the Prep School.

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Recreation Centre Manager - Ensuring safety of equipment in use and the facilities within the Recreation Centre including the Swimming Pool.

Deputy Bursar – Liaising with outside contractors and the implementation of safe systems of work on site.

Educational Visits Coordinator – Monitoring the organisation of educational visits off site and assisting masters in charge in planning these effectively with safety of paramount importance.

Maintenance Manager – Implementation of HSW policy by the School's Maintenance Team and observance of correct HSW procedures by outside contractors.

Head Porter – Support Staff Representative. Observance of sound HSW procedures by School porters and safe practices around the School Campus.

Head Groundsman - Observance of sound HSW procedures by School ground staff. Securing of dangerous equipment so that it presents no hazards to users of the School Grounds.

Domestic Services Manager - Observance of sound HSW procedures in the kitchens and dining halls and by School cleaners.

Senior Nurse – HSW awareness within the Medical Centre and in consultation with the School Doctor ensuring the correct observance of all HSW procedures on medical health. Monitoring incidence of injuries.

Other staff representatives may be co-opted onto the Committee dependent upon matters for consideration on the agenda.

3.13.4 **The Harpur Trust Health & Safety Adviser** will normally attend all meetings of the School Health & Safety Committee to advise particularly on new statutory regulations.

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3.14 Drama

The Drama Department has its own Health and Safety Policy a copy of which is attached to this policy at Annex E.

3.15 Safety of Pressure System

3.15.1 The School will take all necessary steps to comply with the Pressure Equipment Regulations 1999 and Pressure Systems Safety Regulations 2000 as applicable.

3.15.2 The School will use manufacturers' literature and information available from their Competent Person who carries out current thorough examination and test of pressure systems, to establish the safe operating limits of its pressure systems.

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3.16 Instructions for School Contractors

3.16.1 The School Liaison Manager for Contractors is the Deputy Bursar. He must be contacted before any work is commenced on site. The School requires Contractors to book in and out of site daily and this is to be arranged with the Deputy Bursar.

3.16.2 Contractors will be expected to produce satisfactory evidence of insurance cover in respect of their legal liabilities to the School, third parties and their own employees. It is a condition of contract that any main contractor assumes the legal liabilities to the School and third parties which may be occasioned through the actions of any subcontractor or other body employed or engaged by the Contractor up to £2,000,000 unless otherwise specified.

3.16.3 Unless specifically agreed in writing with the Contractor, orders are placed on the basis that the Contractor shall provide all equipment including ladders, trestles, tools, scaffolding and any necessary protective clothing and equipment for their employees. The use of School equipment such as lifting equipment, electrical supplies, tools, and access equipment is prohibited.

3.16.4 The School has an Asbestos Management System. Before commencing any works Contractors must ensure they are fully conversant with this system and in particular:

- Read the Management System File held in the Bursary (particularly sections 2, 3 and 10).
- Ascertain whether there are Asbestos Containing Materials (ACMs) within work area (check Section 5).
- Inform Deputy Bursar if unable to complete work without disturbance or possible disturbance of ACMs.
- Sign Contractors' Log Book.

3.16.5 Contractors are not permitted to engage the assistance of School personnel without specific authorisation from the Bursar.

3.16.6 When a Contractor uses scaffolding or other access equipment on site he must ensure that it complies with the Construction Regulations. Scaffolding inspections, in accordance with the Construction (Design & Management)

Regulations 2015 and the Work at Height Regulations 2005, are the responsibility of the Contractor.

- 3.16.7 The Contractor is responsible for seeing that any sump, pit or other excavation caused or worked on is securely fenced as required by the Construction Regulations.
- 3.16.8 The Contractor shall ensure, by proper boarding, shuttering or other means, the protection from damage of any property of the School or other persons' property adjoining the site.
- 3.16.9 No contractor's employee is allowed to interfere with or operate any valve, tap, and switch or plant control without first obtaining permission from the Foreman of Trades.
- 3.16.10 Contractors are reminded that, under the Electricity at Work Regulations 1989, Regulation 14, no work activity should be carried out on or near any 'live' conductor unless it is unreasonable, having regard to all relevant factors, for the equipment to be 'dead' while work proceeds, and that it is reasonable for the work to be carried out on or near it while it is 'live' and suitable precautions are taken to prevent injury.
- 3.16.11 When portable electrical equipment is brought on to the site, this must be of 110 volt centre-tapped supply unless otherwise specifically authorised. All cables and extension leads are to be in good condition, properly maintained and terminated.
- 3.16.12 All gas welding or flame-cutting equipment brought on to site is expected to be fitted with flashback arrestors and proper arrangements are to be made by the Contractors for securing of cylinders while on site. This applies both to gas cylinders which are in use and spares. Cylinders which are not secured to a trolley should be tied back to a frame or other support to avoid damage to valves.
- 3.16.13 The School site includes areas of high fire risk which are identified by appropriate signs. The ban on smoking and naked lights in all areas of the School is rigidly enforced and Contractors must be vigilant in observing these conditions.

- 3.16.14 Any accidents that occur on site must be reported to the Foreman of Trades. We expect the co-operation of Contractors in the investigation of any accidents which may occur.
- 3.16.15 Contractors are required to advise the Liaison Manager where they will be working on site and should not go into other areas without prior authorisation.
- 3.16.16 The Contractor shall inform the Liaison Manager of the health hazards of any substances he brings on to the site, the likely exposure risks to our employees or pupils, and any precautions that need to be followed.
- 3.16.17 Any queries or problems on site should be referred to the Foreman of Trades. In his absence his nominated deputy should be contacted who will be pleased to assist the Contractor in his endeavour to ensure safety on our premises.
- 3.16.18 Contractors are expected to comply with current CDM Regulations at all times, including any necessary notifications to HSE.
- 3.16.19 Contractors are expected to have their own Health and Safety Standards laid down in their own Safety Policy by which their staff are bound. A copy of this Policy should be made available to the School.
- 3.16.20 The Contractor must agree to be bound by the conditions outlined above by signing a copy of the instructions.
- 3.16.21 Contractors will be briefed on Child Protection issues by the Deputy Bursar, and a plan drawn up for the necessary checks on operators to be carried out, depending on the precise circumstances of each project. Full risk assessments will be put in place and DBS checks carried out when contractors are on the site for substantial periods or are likely to work unsupervised in term time.

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3.17 Noise

Excessive noise levels can cause permanent damage to hearing. The policy of the School is to take steps to reduce any excessive noise levels in the workplace. In order to comply with The Noise at Work Regulations 2005 the School will endeavour to reduce noise levels where they reach a level of 80 decibels or above and try to ensure that an average maximum exposure of 87 decibels is not exceeded.

Excessive noise will be eliminated at source wherever possible, otherwise the School will try to reduce noise levels and the exposure of employees to them. This is particularly important in the following areas:

Design and
Technology workshops
Maintenance
workshops Grounds
maintenance
equipment
Kitchens.

Where it is not possible to eliminate or reduce noise levels, appropriate hearing protection will be provided.

Where noise levels have reached 80 decibels or above staff will be informed if a risk to hearing exists. They will also be provided with instructions and safe systems of work for working in these areas.

If an employee is regularly exposed to noise levels of 85 decibels or above the School will provide hearing checks on a regular basis.

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3.18 Competent Persons & Risk Assessments

3.18.1 Under the Management of Health and Safety at Work Regulations 1999 (the Management Regulations) the School has appointed competent persons to assist in undertaking the measures necessary to comply with relevant statutory provisions:-

1. Health & Safety matters – Harpur Trust Health and Safety Adviser
2. Fire Evacuation Procedures – The Bursar
3. Electrical Work – The School Electrician
4. Pressure Systems, Written Scheme & Examination – D & T Technician
5. Display Screen Equipment, Eye & Eyesight tests – Harpur Trust Health & Safety Adviser
6. First Aid – Senior School Nurse
7. Cleaning Materials – Domestic Services Manager

3.18.2 The School will make a suitable and sufficient assessment of the risks to health and safety of its employees whilst they are at work, to identify the preventive and protective measures necessary to comply with the requirements of relevant statutory provisions. The persons responsible for carrying out the risk assessments are the relevant Heads of Departments and Functional Managers.

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3.18.3 Copies of risk assessments will be brought to the attention of the employees concerned.

3.18.4 The risk assessments will be reviewed on a regular basis.

3.18.5 Copies of risk assessments will be kept in the relevant department and in the Bursary. 3.19 Display Screen Equipment (VDUs)

3.19.1 It is the policy of the School to comply with the Health and Safety (Display Screen Equipment) Regulations 1992 (as amended in 2002). These regulations only apply to all those who use Display Screens as part of their employment (regular user) and not to casual users.

3.19.2 The School will give sufficient information, instruction and training as necessary to ensure the health and safety of employees who use display equipment.

3.19.3 The School will carry out a suitable and sufficient analysis of all workstations to assess the health and safety risks to exposed persons. These will be carried out by the Health and Safety Adviser.

3.19.4 If requested by a regular user, the School will arrange for the free provision of eye tests to be carried out prior to employment, at regular intervals thereafter and where a visual problem is experienced. All such tests must be arranged through the Bursar. Where an employee obtains a test independently and without knowledge of the School, the School shall not be responsible for the costs incurred. It should be noted that these tests are limited to an assessment of the visual capability needed to see the screen, and are not a substitute for more comprehensive tests that may be carried out by a high street optician.

3.19.5 If an employee is required to operate Display Screen Equipment as a significant part of their normal day to day work (i.e. more than 70% of their time), the Trust/School will allow these employees to claim back the cost of a paid for eyesight test every two years. It is also possible for these employees to claim the cost of a basic pair of glasses if the optician prescribes glasses specifically for DSE use only (i.e. not if glasses are required for general reading). The

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maximum value that can be claimed for a basic pair of glasses for DSE use is £70. Claims for glasses are not valid if an employee has been fully reimbursed under the healthcare scheme (Westfield).

3.19.6 The School will advise existing employees of the risks to health and how they are to be avoided.

3.19.7 Where an employee raises a matter related to health and safety in the use of display screen equipment, the School will:

3.19.7.1 investigate the circumstances

3.19.7.2 take corrective measures where appropriate

3.19.8 Where a problem arises in the use of display screen equipment, the employee must report the matter immediately to the Director of ICT.

3.20 Manual Handling

3.20.1 It is the intention of the School to do all that is reasonably practicable to avoid the consequences of sprain injuries associated with manual handling by complying with the Manual Handling Operations Regulations 1992 (as amended in 2002).

3.20.2 In particular, these require employees to:-

- i) avoid the need, so far as is reasonably practicable, to undertake any manual handling operation which involves a risk of injury.
- ii) take appropriate steps to reduce the risk of manual handling operation injury to the lowest level reasonably practicable.

3.20.3 In general work on the School site does not involve repetitive manual handling tasks which lead to detailed analysis and assessment. However employees will inevitably encounter manual handling tasks and they must bear in mind the School policy which is to:-

- i) always work within their own capabilities and make full and proper use of any systems of work or mechanical assistance to reduce the risk of injury.
- ii) exercise common-sense and judgement. If a particular manual handling task seems likely to approach the limit of their own capabilities, then mechanical assistance or the assistance of a colleague is to be used.

3.20.4 While the School's Management will ensure that all reasonably practicable steps are taken to reduce risk in manual handling operations, employees are asked for their cooperation. In particular, employees are asked to bring to Management's attention any manual handling tasks which might be eliminated, simplified or improved.

3.20.5 Where the manual handling operation cannot be avoided a suitable and sufficient assessment will be carried out taking into account:

- a) the task
- b) the individual
- c) the load
- d) the environment

If the manual handling operation cannot be eliminated the School will provide the employee with sufficient training for carrying out manual handling activities.

3.20.6 Further details on manual handling can be found on the HSE website.

3.21 Personal Protective Equipment

3.21.1 It is the policy of the School to comply with Personal Protective Equipment at Work Regulations 1992 (as amended).

3.21.2 The School recognises that personal protective equipment is a last resort and that, wherever possible, risks should be controlled by other means. Where the risks cannot be controlled by other methods or it is assessed that there is a residual risk, then suitable personal protective equipment will be provided to employees.

3.21.3 Where it is determined that personal protective equipment is required an assessment will be made to determine the risks,

define the requirements and compare these with the characteristics of available equipment to ensure the equipment provided is suitable. The assessment will be recorded unless it can be easily repeated and explained.

3.21.4 All Personal Protective Equipment will be maintained and suitably stored when not in use.

3.21.5 Employees will be informed, instructed and trained on the risks which the personal protective equipment will avoid or limit, the manner in which the equipment is to be used and action required to ensure it remains in good repair and efficient working order.

3.22 Training

3.22.1 The School will comply with the Health and Safety at Work etc Act 1974 and Management of Health and Safety at Work Regulations 1999 in respect of training.

3.22.2 Before entrusting any task to an employee the School will take into account their capabilities with regard to health and safety to ensure the work demands do not exceed their ability to do the work without risk to themselves or others.

3.22.3 The School will provide employees with health and safety training:-

a) on recruitment. This training, carried out by the H & S Adviser for all academic staff, HODs for their own departmental staff and Health and Safety Adviser for support staff, will give general health and safety training on the risks associated with the School, including arrangements for first aid, fire and evacuation;

b) on being exposed to new or increased risks due to transfer or change of responsibilities or due to the introduction of new or changed work equipment or technology;

c) periodically as refresher training, as appropriate.

3.22.4 Records will be maintained of all training that has been given. Each departmental head will be responsible for co-ordinating relevant training within his own department.

3.23 Sport

A separate Health and Safety Policy Statement has been written for Sport generally. A copy is attached to this policy at Annex C.

Individual Risk Assessments and Safety Codes are available for each sport. They can be accessed by signing in to the Intranet/Staff – Trips, Visits and Safety/Documents.

3.24 Asbestos

The School endeavours to comply with the requirements of The Control of Asbestos Regulations 2012.

A survey of Asbestos Containing Materials (ACMs) around the School has been undertaken by an external asbestos consultant and consequently much of the asbestos has been removed. The Asbestos Management System file produced by the consultant is held in the Bursary. A copy is held in the Maintenance Department.

The sticker illustrated below has been applied to all known or suspect ACMs around the School estate.



All contractors working within the School premises must sign an Asbestos Register (held in the Bursary or Maintenance Department) to verify that they have checked the Asbestos file for the possible existence of asbestos before commencing work.

Where the IT Department arrange their own contractors they are responsible for checking the Asbestos file for the possible presence of asbestos and ensuring the Contractor signs the Asbestos Register held in the Bursary.

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Boarding Housemasters hold their own Asbestos file which relates to their Boarding Houses. They are responsible for ensuring that their own contractors access the file and complete the register before commencing work.

The in house Maintenance Team and any other employees should make reference to the Asbestos Register in order to ensure they do not disturb or damage ACMs during their work. All staff who are likely to come into contact with ACMs will be instructed on what to do in the likelihood of disturbing the asbestos.

The removal of ACMs from site will be carried out only with the express authority of the Deputy Bursar and under special conditions.

Areas where ACMs have been identified will be inspected on a regular basis.

Accidental Damage of ACMs

In the event that a known or suspect ACM is damaged within the building during the course of daily activities the area must be vacated and sealed off. The Deputy Bursar, Bursar or Foreman of Trades must be informed immediately.

The Bedford School responsible person will check the asbestos register and risk assessment to establish the extent of the asbestos present. They will then contact the specialist asbestos consultancy used by Bedford School who will aid the assessment of the damage and help decide on the appropriate action to be taken.

The course of action to be taken will depend on the type of ACM damaged. There may be a need to use a licensed asbestos contractor to deal with the damage.

Before the area is reoccupied, air testing and a visual inspection is required by a UKAS accredited analytical laboratory to ensure that the area is safe to reoccupy.

All records of this work must be filed in the appropriate section of the asbestos management system.

Finding additional ACMs or presumed ACMs

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If any member of staff identifies a material which they suspect may contain asbestos they should inform the Deputy Bursar, Bursar or Foreman of Trades immediately. They will then contact the specialist asbestos consultancy used by Bedford School who will assess and help decide on the appropriate action to be taken.

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3.25 CCF

There is a separate Health and Safety policy covering the CCF which is attached to this policy at Annex G.

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3.26 Consultation with Employees

The School will consult with employees on all matters relating to health and safety. This is a requirement of the Health and Safety (Consultation with Employees) Regulations 1996 (as amended).

The Health and Safety Committee formally meets this consultative requirement. Employees may request for matters of health and safety to be raised at meetings of the committee and be duly minuted.

The School will consult with employees in particular on certain issues which are:

- a) the introduction of any measure at the workplace which may substantially affect the health and safety of employees.
- b) the employer's arrangements for appointing competent persons to assist with health and safety.
- c) any health and safety information the employer is required to provide to employees.
- d) the planning and organisation of any health and safety training the employer is required to provide to employees.
- e) the health and safety consequences for employees of the introduction of new technologies into the School.

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3.27 Workplace (Health, Safety and Welfare) Regulations 1992

Suitable and sufficient welfare facilities will be available on school premises, including:

- toilet facilities, including those for the disabled
- washing facilities
- facilities for rest and to eat meals; and
- drinking water

Workplace Safety

Each area of the School premises classified as a workplace will:

- have adequate ventilation
- provide a suitable working temperature
- be adequately illuminated
- be kept in a clean condition
- have adequate access and workspace for the activity
- have suitable furniture and work station
- be regularly inspected and assessed

Safe access and egress will be maintained in each workplace, including for the

- Provisions will be made to prevent slips, trips and falls and falling objects
- Any storage racking will be inspected regularly and be fit for purpose
- Accidental falls from height will be guarded against with particular attention paid to working at height and work on roofs, balconies and gantries

Signs will be displayed where appropriate to warn of risk, these being:

- prohibition signs, eg no access
- warning signs, eg danger electricity
- mandatory signs, eg eye protection must be worn
- emergency or first aid

The school noticeboards will also display:

- health & safety policy statement
- HSE Health & Safety Law poster
- emergency procedures
- details of first aiders and fire marshals

3.28 Guidelines for Health and Safety in the Boarding Houses

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There is a separate policy document on Health and Safety Responsibilities in the Boarding Houses attached to this policy at Annex A.

A copy of the policy document is held by each Boarding Housemaster.

3.29 Guidance Policy for Safe Handling of Cleaning Materials

There are specific legal requirements relating to the use and storage of chemicals in order to ensure safety. The main regulations are the Control of Substances Hazardous to Health (COSHH) Regulations.

They require all chemicals to be assessed so as to ensure that:

- They are appropriate to the tasks for which they are required.
- They are the safest product available.
- Where an element of risk exists, safety precautions and safe systems of work have been established.

a) Risks

The health hazards posed by unsafe handling of cleaning materials include:

- Asphyxiation by concentration of fumes.
- Skin irritation.
- Nausea through inadvertent absorption.
- Impaired vision.

b) Responsibility

Responsibility for compliance with COSHH Regulations rests with Department Heads, Support Line Managers and Housemasters where staff have a requirement to use these substances. The Domestic Services Manager is regarded as a Competent Person in this respect.

c) What You Need To Do

- Inform, train and supervise in chemical safety.
- Obtain a copy of the safety data sheet from the chemical manufacturer.
- For all authorised chemicals obtain a copy of the COSHH assessment.
- Keep copies of data sheets and COSHH assessments in locations where chemicals are stored as well as in the main office.

d) Training

The regulations require all staff to be informed, trained and supervised about:

- The nature of the chemicals they work with.
- The precautions they should take.
- Control measures e.g. safe systems of work and how to use them.
- How to use personal protective equipment.
- Emergency procedures.

This training must be recorded on staff training records.

e) General Guidance

- Chemicals can cause ill health or injury if used incorrectly. Some substances can cause immediate harm, e.g. asphyxiation by fumes, whilst others may have a slow effect e.g. asbestos.
- Always use the dilution rates recommended by the manufacturer. This will give the best results.
- The use of bleach is prohibited for safety reasons.

3.30 Security

The School endeavours to provide a safe and secure environment for staff and pupils and is constantly striving to maximise its security.

Staff and pupils have a duty of care to look after their own safety and to secure their possessions whenever possible.

Most of the School's major facilities are equipped with intruder alarms. The only buildings which have alarms linked direct to the police are School House and the Science Block. Initiation of these will prompt an immediate police response.

Staff are expected to ensure that windows are closed and doors locked when leaving the building.

Security personnel provide cover throughout the School day from 0800 until 2200 as a matter of routine. Duties of the security team are to:

- prevent unauthorised access into the School grounds from the main entrance;
- patrol the estate on a regular basis;
- attend to security incidents, investigate and follow up with Police;

- to develop close co-operation with the Police;
- maintain a record of security incidents (Head of Security);
- make staff aware of persistent troublemakers;
- ensure all buildings are secure at night;
- provide overnight security cover for special functions; □
provide car parking assistance when necessary to ensure safety;
- provide staff with advice on security issues.

A limited emergency alarm system continues to operate in vulnerable areas of the School where staff may be requested to work alone or in isolated buildings.

The School Security Committee meets every term or when required to review the situation and to adjust the security procedures in the prevailing circumstances.

3.31 Work Experience

The Education (Work Experience) Act 1996 enables pupils of school age to undertake work experience during school hours during the final stages of their compulsory education. The Health and Safety (Training for Employment) Regulations 1990 give these pupils the same health and safety protection as employees. The Health and Safety (Young Persons) Regulations 1997 cover all children at work.

The School has a common Duty of Care to arrange placements for pupils which are of a suitable nature and which take place at a suitable workplace. Important matters relating to the health and safety of the pupil are confirmed in writing between the School and employer. The School recognises the requirements of the Regulations and takes all necessary steps to ensure that the pupil has been placed in a safe working environment.

The School will ensure that when necessary the employer has carried out a suitable risk assessment taking into account the following:

- a) inexperience, lack of awareness of risks and immaturity of young people
- b) the fitting out and layout of the workstation
- c) the nature, degree and duration of exposure to physical, biological and chemical agents

- d) the form, range and use of work equipment and the way it is handled
- e) the organisation of processes and activities
- f) the extent of health and safety training provided or to be provided to young persons.
- g) general lack of familiarisation with workplace and employees

Once the placement has started the employer is responsible for the health, safety and welfare of the pupil whilst carrying out his duties.

Pupils in such placements continue to be covered by the School's public liability insurance.

A young person is defined as a person under the age of 18.

3.32 Equality Act 2010

The School endeavours to comply with the provisions of the Equality Act 2010 (which replaced the Disabled Discrimination Act 1995, to ensure that no one is treated less favourably for a reason related to their disability whilst visiting the School.

The Quarry Theatre, Library and Music School were constructed with lifts, disabled WC and ramp and future constructions will provide the same facilities if appropriate.

There is a lift in the Main School leading up to the Great Hall, a disabled WC, stair nosings for visitors with impaired vision on the main staircase, induction loops in certain areas for visitors with impaired hearing, a ramp into the Main School and Science Block, disabled parking spaces outside the Main School and additional handrails in certain areas such as the Pavilion and Chapel. A disabled WC is available by the Dining Hall complex and this is easily accessible from the playing fields. There is also a disabled WC by the cricket pavilion.

Large and small temporary ramps are stored inside the Chapel by the north exit door to provide disabled access to the South door of the Chapel.

The School's Disabled Access Policy can be found at Annex K.

3.33 Working at Height

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There will often be the need to work at height at School. Other than in the Theatre, work at height will usually be carried out by the Maintenance Team or outside contractors. A Working at Height Policy (Annex J) has been produced to meet the requirements of The Work at Height Regulations 2005 and applies to all operations within the School. A summary of the policy is set out below.

Definitions

A place is 'at height' if a person could be injured falling from it.

Means of Access include step ladders, ladders, lifts, hoists and scaffolding.

Responsibility

Deputy Bursar: the effective implementation of 'The Work at Height' policy within the School.

Foreman of Trades:

- a. The maintenance of a ladder register.
- b. Annual inspections of all ladders, hoists and lifts under his control including those held in the Theatre.

The Foreman of Trades or Deputy Bursar: the approval of means of access immediately prior to the start of work at height from ladders, tower scaffolds and any other mobile elevated work platforms proposed by contractors or external suppliers.

Heads of Department/Boarding Housemasters: approving proposals from their staff prior to the start of work at height from ladders, tower scaffolds and any other mobile elevated work platforms.

The Theatre Manager: the effective implementation of 'The Work at Height' policy as it affects the Theatre.

Overriding Principle

The employer must do all that is reasonably practicable to prevent anyone falling.

Policy Principles

The employer is to ensure that:

- All work at height is properly planned and organized.
- All work at height takes account of weather conditions.
- Those involved are trained and competent.
- The site for working at height is safe.
- Equipment to be used is appropriately inspected.
- Appropriate means of access is used for the task.
- The risks from fragile surfaces are properly controlled.
- The risks from falling objects are properly controlled.

3.34 Lone Worker Policy

Lone workers can be anyone who works by himself or herself without close or direct supervision. Some common examples, which can be found in a school, are:

- A person working on their own servicing a swimming pool.
- A person working on their own in an office, classroom or laboratory.
- People who work outside normal school hours.
- Mobile workers who may work away from the School on their own (this includes Grounds staff)

The School will identify all persons who are lone workers, their work conditions and tasks carried out as part of the risk assessments.

The Management of Health and Safety at Work Regulations 1999 state that a suitable assessment should be carried out to identify the hazards and level of risk that lone workers are exposed to.

Suitable control measures will be identified within the assessments.

Depending on the level of risk there may be some activities that expose the worker to an unacceptable level of risk and therefore should not be carried out when working alone e.g. mechanical equipment.

It is important that lone workers are also considered for any known medical conditions, which may make it unsuitable for them to work alone. Consideration will be given to routine work and foreseeable emergencies, which may impose additional risks for such workers.

Lone workers must be suitably experienced and receive suitable instructions and training on the risks that they may be exposed to.

It is the policy of the School to ensure that adequate supervision is provided where necessary. The adequacy of the supervision will depend on the level of risk, types of risk and duration of exposure. Adequacy of supervision may involve some of the following:

- a) periodic checks on lone workers i.e. visual.
- b) periodic checks with lone worker by telephone.
- c) contact with other lone workers e.g. adopt a buddy system (where appropriate) by ensuring a colleague has knowledge of whereabouts at all times.
- d) automatic warning devices.
- e) specific alarms for emergencies e.g. coded words.

- f) checks on lone workers to ensure that they have returned to the School or home on completion of their activities.

The Line Manager is to be informed as soon as possible of any untoward incidents.

When carrying out a risk assessment for lone workers the following questions should be asked:

Type of work/activity to be carried out

Can the risks be adequately controlled by one person?

- Does the workplace itself present special risks to the lone worker?
- Is there safe access and egress?

- Manual handling – can items be safely handled by one person? □ Equipment – can machinery or equipment be safely operated?
- Is there a risk of violence?
- Are women more at risk than men if they work alone?
- Are young people (pupils) especially at risk?

Medical Aspects

- Does the worker have any medical conditions that may make them unsuitable for lone working e.g. diabetes, epilepsy?
- Are there any foreseeable emergencies that may impose additional burdens on that person?

Training and Competency

- What training is required to ensure competency in safety issues?
- Training is more important when there is limited supervision.
- Training may be critical in order that panic is avoided in unusual situations.
- Set limits as to what may and may not be done while lone working.
- How is violence or aggression handled?
- Is the employee competent or capable of dealing with circumstances which are new, unusual or beyond the scope of training?

Supervision

- A new employee or pupil may require a higher level of supervision.
- Do supervisors or teachers periodically observe lone workers or pupils?
- Is there regular contact between the lone worker and supervisor?
- Are automatic or manual warning devices required?
- Consider checks to ensure that a lone worker or pupil has returned to their base or home.

Emergencies

- Have foreseeable emergency situations been identified?

- Have emergency procedures been devised and tested for lone workers?
- Are their adequate arrangements for first aid and access to first aid facilities?
- Do lone workers need to be trained in first aid?
- Is information about emergency arrangements, dangers and hazards given to lone workers who may be visiting the School premises?

Responsibilities of Lone Workers

Ensure that someone knows their whereabouts and what they are doing. Report in and out times to Head of Department, or by signing lone worker book.

Responsibility of Safety Officer

Annually review the policy for Lone Workers with Heads of Departments. Ensure first aid facilities are available to all lone workers.

Heads of Department Responsibilities

A copy of the Lone Worker Policy should be held by each Head of Department.

Carry out department risk assessments to identify lone workers or situations where pupils may be working alone. Supply staff and pupils with a list of locations where lone working is not permitted. Instruct lone workers or pupils what to do in the event of an emergency.