

BRYANSTON

BRYANSTON SCHOOL AND BRYANSTON CONFERENCE CENTRE

HEALTH AND SAFETY POLICY

July 2018

HEALTH AND SAFETY POLICY

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HEALTH AND SAFETY POLICY

PART ONE

HEALTH AND SAFETY POLICY STATEMENT

Bryanston School (“the School”) fully recognises its collective responsibility for providing a safe and healthy school for all its employees, pupils and visitors. We attach a high priority to seeking to ensure that all the operations within the school environment, both educational and support, are delivered in a manner that is safe and healthy for all. We are committed to promoting the welfare of all in our community so that effective learning can take place.

The School’s health and safety objectives are:

- To comply fully with all health and safety laws.
- To establish and maintain a safe and healthy environment throughout the school.
- To establish and maintain safe working procedures among staff and pupils.
- To seek to ensure the provision of sufficient information, training, instruction and supervision to enable all staff to reduce exposure to hazards and contribute positively to their own safety and health at work and to the safety and health of pupils and visitors.
- To make arrangements to seek to ensure safety and managing risks to health in connection with the use, handling, storage and transport of articles and substances hazardous to health (COSHH).
- To ensure that all plant and equipment is maintained properly and adequate training therefore is provided.
- To maintain a safe and healthy place of work and safe access and egress from it.
- To formulate effective procedures for fire and other emergencies and for the evacuation of school premises.
- To lay down procedures to be followed in case of an accident.
- To provide and maintain adequate welfare facilities and ensure the wellbeing of staff.

All members of staff are responsible for taking reasonable care of their own safety, that of pupils, visitors, temporary staff, volunteers and contractors. They are responsible for cooperating with the Head, the Chief Operating Officer (COO) and other members of G7 in order to enable the School to comply with health and safety duties. Finally, all members of staff are responsible for reporting any hazards or defects that have not been adequately guarded against to their Head of Department, copied to the Health and Safety Officer, Second Master and the COO.

All employees are briefed on where copies of the Health and Safety Policy, including this statement, can be obtained on the school's website. They will be advised as and when it is reviewed, added to or modified. The policy document consists of three parts, the Health and Safety Policy Statement, the description of the Organisation and Responsibilities for Health and Safety and, lastly, the Arrangements for Health and Safety.

The Governors are committed to the provision of adequate resources for the management of health, safety and welfare.

Signed:



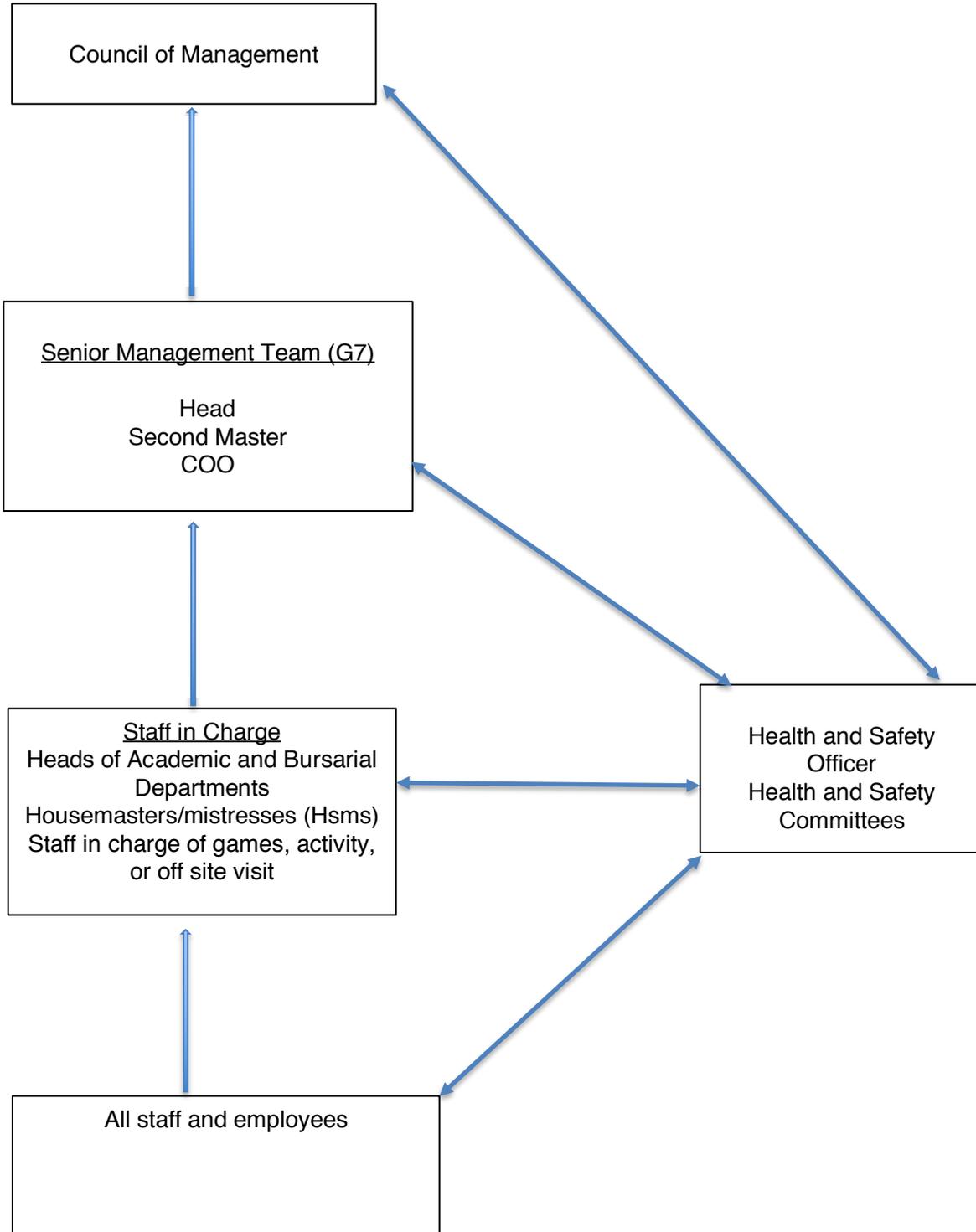
Julian Greenhill
Chairman of Governors
Bryanston School

July 2018

PART TWO

ORGANISATION AND RESPONSIBILITIES

2.1 ORGANISATIONAL CHART



HEALTH AND SAFETY POLICY

2.2 RESPONSIBILITIES

Council of Management

The Governing Body's Council of Management has responsibility for oversight of the management of health and safety at the School and Conference Centre and sets out direction seeking effective health and safety management. It will seek to ensure so far as reasonably practicable the provision of all necessary resources for the management of health, safety and welfare.

One of the Governors takes on a liaison role, assisting the Council of Management by reporting back on health and safety matters. This Governor (or an alternate Governor) attends the termly meetings of the School's Health and Safety Committee and receives copies of all the relevant paperwork. A report on health and safety is tabled at each term's Council meeting and covers: statistics on accidents to pupils, staff and visitors, staff training, fire practices, and all new or revised policies and procedures. Minutes of the Health and Safety Committee's meetings are tabled at each meeting of Council, together with any other issues on health and safety that the COO wishes to bring to Council's attention.

Head

The Head, supported by the Second Master and working closely with G7 and the Health and Safety Committee, is jointly responsible with the COO to the Council for the safe functioning of all school activities. The Head has a particular focus on academic, pastoral and co-curricular aspects of health and safety.

COO

The COO, supported by the Health and Safety Officer and working closely with G7 and the Health and Safety Committee, is jointly responsible with the Head to the Council for the safe functioning of all school activities. The COO, supported by the Health and Safety Officer, has a particular focus on buildings, grounds, service facilities, the Conference Centre and administrative aspects of health and safety.

The COO will:

- Seek to ensure that the external fabric of the School, its plant, equipment and systems of work are surveyed and inspected as and when necessary.
- Consider the findings of the surveys and inspections and seek to ensure that resulting recommendations are adequately accommodated as part of the School's maintenance programmes.
- Seek to ensure that the School has a fire risk assessment, carried out by a Competent Person, which is reviewed annually, or more frequently if significant changes are made to the interior of buildings, or new buildings are added.
- Seek to ensure the School's adherence to health and safety in catering and cleaning of the food preparation and eating areas; including that the Catering Manager has obtained an independent hygiene and safety audit of food storage, meal preparation and food serving areas three times a year, together with regular external deep cleaning and pest control services.
- Seek to ensure that at appropriate intervals external health and safety consultants deliver training and review the overall arrangements for health and safety, including fire safety, the general state of the School, and provide reports on actions required with recommended timescales. This includes that the School has a professional risk assessment for legionella, which is amended as necessary, and reviewed periodically.
- Seek to ensure that the School has a comprehensive policy in place for the training and induction of new staff in health and safety related issues, which includes basic Manual Handling training. Health and safety training that is related to an individual member of staff's functions, such as Science Technician, will be provided in addition to the "standard" induction training. First Aid training and minibus driver training are offered to any member of the teaching staff who is involved with trips and visits.
- Monitor the effectiveness of procedures concerning health and safety, with authority to modify policy where appropriate.
- Report back to Council on all these aspects as appropriate.

HEALTH AND SAFETY POLICY

The Senior Management Team (G7).

G7 have responsibility for strategic planning, leadership and delivery of health and safety performance in accordance with this Policy at the School and Conference Centre.

Health and Safety Officer

The Health and Safety Officer is responsible for supporting the COO, the Head, G7 and the Health and Safety Committee and Sub Committees in the implementation of health and safety measures at the School and Conference Centre; as well as providing direction and guidance and the co-ordination and promulgation of health and safety policies and procedures. The Health and Safety Officer is the School Fire Officer.

The Health and Safety Officer will stay reasonably up to date with relevant legal requirements and standards and seek to ensure that any relevant areas of competence in guiding the School on health and safety matters is provided either by himself/herself or by suitably competent specialist contractors.

The Health and Safety Officer receives and reviews copies of risk assessments, except for Off Site Visits which are received and reviewed by the Educational Visits Coordinator.

Health and Safety Committee

The Health and Safety Committee meets termly and is responsible for monitoring and reviewing the school's Health and Safety policy at least annually. It provides a forum to review aspects of the policy, promotes health and safety awareness, identifies, implements, reviews and responds to areas of specific concern.

The COO chairs the Health and Safety Committee. The Health and Safety Committee considers fire safety termly. The Fire Policy is reviewed at least annually by the Health and Safety Officer and changes are endorsed by the Health and Safety Committee.

Staff in Charge

Heads of academic and bursarial departments, Hsms, together with Staff in Charge of games/extra-curricular activities/off site visits have day-to-day responsibility for:

- Exercising general responsibility for the implementation of the School's Health and Safety policy, it's associated policies and guidance, and the Fire Safety Policy and Procedures.
- Establishing and maintaining safe working procedures.
- Conducting Risk Assessment and COSHH Assessments and reviewing these at least annually.
- Ensuring that equipment necessary for the work of the department, game or activity is maintained in compliance with current regulations, and that appropriate hazard notices are displayed.
- Resolving, where possible, health and safety problems or reporting them to the Health and Safety Officer or Second Master.
- Carrying out appropriate safety inspections and audits as necessary.
- Providing sufficient information, instruction, training and supervision to enable other members of staff, pupils and members of the public to contribute positively to their own safety and/or health at work and to be in a safe environment.
- Seeking to ensure the health and safety of staff, pupils and others, especially visitors who are unfamiliar with the school, those who are disabled, or who have special educational needs.

Fire and Building Officers

Fire and Building Officers are trained fire wardens. They are responsible for:

- Communicating with all relevant staff the detail of the Fire and Building Manual.
- Ensuring staff and pupils are aware of and follow fire procedures and do not compromise fire safety.
- Carrying out termly fire drills and co-ordinating evacuations.
- Carrying out Section 5 weekly fire checks or delegating these to a competent member of staff.
- Championing fire safety within their building.

All Staff and Employees

All staff and employees are responsible for the safety of pupils.

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The safety of pupils whilst under the supervision of staff, and those engaged in games/extra-curricular activities/off site visits, is the immediate responsibility of the member of staff or teacher in charge.

It is the duty of every employee at work to:

- Take responsible precautions in safeguarding the health and safety of themselves and others.
- Observe all health and safety rules and procedures as laid down by the School and use all safety equipment provided.
- Alert management to any potential hazard or defect that has not been adequately guarded against, that they have noticed; and report all accidents, near misses and dangerous occurrences that have led to or may lead to injury, loss or damage.
- Not to intentionally or recklessly interfere with or misuse anything provided in the interests of health and safety or welfare in pursuance of any of the relevant statutory provisions.

Pupils

Pupils are responsible for:

- Looking after their own health, safety and welfare and that of others who may be affected by what they have or have not done.
- Following health and safety instructions, and practices and procedures of which they have been made aware.

HEALTH AND SAFETY POLICY

PART THREE

ADMINISTRATIVE ARRANGEMENTS AND PROCEDURES

3.1 HEALTH AND SAFETY OBJECTIVES

The School's health and safety objectives are set out in the Health and Safety Policy Statement.

3.2 HEALTH AND SAFETY COMMITTEE

Bryanston has a Health & Safety Committee (the Committee) which meets once a term, usually after half term.

The Committee is made up of six members:

1. Governor
2. COO (Chair)
3. Second Master
4. Director of HR
5. Head FM
6. Health & Safety Officer

The Committee is made up of four Subcommittees. These Subcommittees meet termly ahead of the Committee. The chair of each Subcommittee is a member of the Committee and reports the detail of Subcommittee meetings to this Committee.

The four Subcommittees are:

1. Health & Safety – Educational & Pastoral (Academic staff and students)
2. Health & Safety – Operational (Support staff)
3. Infrastructure Safety
4. Occupational Safety – all staff

Appendix A shows the Health and Safety Committees and Subcommittees Terms of Reference.

There is a clear agenda published in advance by the Chair for each meeting, and the minutes are carefully recorded and available for all staff to read. Information about these meetings is made available to employees through their representative committee member. Employees are welcomed and encouraged to bring forward a concern through their departmental head to these meetings.

3.3 PROMULGATION

The Health and Safety Officer is responsible for:

- Promulgating advice on the practical implementation of the Health and Safety Policy, and for updating this Policy annually.
- Bringing Health and Safety policies and procedures to the attention of staff and ensuring that relevant instructions/ guidance is issued.

G7, HODs, HSMs, and Staff in Charge of games/extra-curricular activities/off site visits and Department Heads, together with members of the Health and Safety Committee, are responsible for the promulgation of information within their department/ area of activity.

Announcements are made at the weekly Common Room and Bursary meetings of scheduled Health and Safety Committee and Subcommittee meetings. This information is promulgated to staff not in attendance by Departmental Managers.

HEALTH AND SAFETY POLICY

3.4 CONSULTATION WITH STAFF

Staff are consulted with directly in compliance with the Health and Safety (Consultation with Employees Regulations 1996 (as amended)). This is achieved through meetings, newsletters, surveys and noticeboards.

3.5 FIRE

Bryanston School recognises the need to have detailed fire safety procedures in place in accordance with the Regulatory Reform (Fire Safety) Order 2005 as a means to reduce the risk from any potential fire and explosion.

G7 is responsible for the fire organisation and procedure for the school. The Health and Safety Committee monitors and reviews these procedures and make recommendations to G7. The Health & Safety Officer co-ordinates this on behalf of the Health and Safety Committee.

Appendix B contains a separate document, Bryanston School Fire Safety Policy and Procedures.

3.6 EMERGENCY PROCEDURES

MAJOR EMERGENCIES

Please refer to the Incident Management Plan, a copy of which is held in the Bursary, the Gatehouse and with members of the Senior Management Team.

UTILITIES EMERGENCIES

Please call the Estates Department in the first instance.

In the event of emergencies outside of the normal working day, follow the Emergency Maintenance Call Out Procedure OR contact the Gatehouse/Security.

INTRUDERS

Suspicious or threatening behaviour by intruders in the school grounds should be reported to the Gatehouse/Security or the Police. If it is believed that there is an immediate threat to persons or property, the matter should be reported directly to the Police and the Gatehouse/Security informed.

EMERGENCY SERVICES (9) 999

SECURITY

07843 355180 / 0

3.7 MEDICAL AND FIRST AID

Bryanston School will ensure, so far as is reasonably practicable, that first aid arrangements will be managed in compliance with the Health and Safety (First-Aid) Regulations 1991 (as amended).

Further information is contained in the First Aid Policy.

3.8 REPORTING OF ACCIDENTS AND NEAR MISSES

All accidents and near misses must be recorded in the appropriate Accident/ Near Miss Book. Sporting injuries are recorded in the Sporting Injuries Book.

Accident Books are located in the Gatehouse and the Medical Centre. There is a further accident book at the Stables (the Equestrian Centre Manager is responsible for delivering accident reports to the Health and Safety Officer weekly). The Health and Safety Officer is responsible for reviewing the Accident Reports weekly.

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Near-miss books are located in the Gatehouse and in the Common Room. These are reviewed weekly by the Health and Safety Officer.

The Sporting Injuries Book is located in the Medical Centre and is reviewed termly by the Director of Sport.

All entries into the Accident, Near Miss and Sports Injury Books are considered so that patterns can be identified and improvements can be made. In the event of an accident the employee/ Staff in Charge is interviewed. All incidents are reported to the Occupational Health Subcommittee termly.

All accidents or near misses of more than a minor nature are to be reported immediately to the Health and Safety Officer.

The School will arrange for all accidents and near misses of more than a minor nature to be investigated (a) to determine the need for any remedial action and (b) in appropriate cases where litigation is anticipated to arise, the dominant purpose may be to act upon legal advice and investigate in order to prepare for the conduct of such litigation. The person responsible for deciding who shall carry out the investigation is the COO. For serious incidents, the COO should obtain specialist health and safety legal advice before commencing any investigation. In appropriate cases, the specialist lawyer will commission an investigation and report for the dominant purpose of the conduct of anticipated litigation. Such reports will be protected by legal privilege and circulation of the full report will need to be restricted, although details of any remedial actions may be circulated more widely as appropriate.

The Health and Safety Officer is responsible for recording and reporting of incidents in accordance with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013.

Appendix C, Summary of Reporting Requirements of RIDDOR, summarises the requirements of employers under these regulations.

The School's insurers are informed of all RIDDOR reportable incidents through the Health & Safety Officer.

3.9 RISK ASSESSMENT/METHOD STATEMENTS/SPECIFIC SAFETY POLICIES

Risk Assessments must be carried out by Staff in Charge to assess the risks to all persons who could be affected by activities within their area in accordance with Regulation 3 of the Management of Health and Safety at Work Regulations 1999.

Assistance is available from the Health and Safety Officer in the completion of Risk Assessments.

Bryanston Risk Assessment Forms are available and offer guidance.

Where deemed necessary by the School's Health and Safety Committee, separate Health and Safety Policies will be produced for identified high-risk activities.

Method statements are prepared by Staff in Charge where required to ensure risk is adequately managed.

Further information is contained in the Risk Assessment Policy (See Appendix D).

HEALTH AND SAFETY POLICY

3.10 PERSONAL SAFETY AND WELFARE

3.10.1 Personal Protective Equipment (PPE)

PPE is provided in accordance with The Personal Protective Equipment at Work Regulations 1992. It is provided and maintained free of charge to all employees where deemed necessary as a result of a risk assessment being undertaken by the Staff in Charge or the Health and Safety Officer. Appropriate instruction will be given on its use and storage by the Staff in Charge. The Staff in Charge is responsible for periodic checking of the equipment and for ensuring the equipment is worn by the employee when required. PPE that is provided for use by pupils in lessons, e.g., in Science, D&T, Art, will be periodically checked by the Staff in Charge. See PPE Guidance for further information.

3.10.2 Manual Handling

The School recognises that manual handling can cause injury at work and every effort is made to prevent this. The School undertakes to comply with the Manual Handling Operations Regulations 1992 (as amended).

Manual Handling training is provided to all staff as part of the Induction Programme. See Manual Handling Operations Policy.

Additional training and refresher training is available to those who carry out manual handling as a regular part of their job. This is carried out by staff trained as Manual Handling Trainers and can be arranged through the Health and Safety Officer. It is the responsibility of the Staff in Charge to identify any additional training required as part of the risk assessment process. The frequency of refresher training is to be agreed by the Staff in Charge with the Health and Safety Officer.

3.10.3 Work Equipment

Work Equipment is provided and maintained in accordance with the Provision and Use of Work Equipment Regulations 1998.

All employees are required to carry out user checks prior to use. For electrical appliances these are to include checking for:

- a valid Portable Appliance Testing (PAT) label;
- damage to the lead including fraying, cuts or heavy scuffing, e.g. from floor box covers;
- damage to the plug, e.g. to the cover or bent pins;
- tape applied to the lead to join leads together;
- coloured wires visible where the lead joins the plug (the cable is not being gripped where it enters the plug);
- damage to the outer cover of the equipment itself, including loose parts or screws;
- signs of overheating, such as burn marks or staining on the plug, lead or piece of equipment;
- equipment that has been used or stored in unsuitable conditions, such as wet or dusty environments or where water spills are possible; and cables trapped under furniture or in floor boxes.

Any issues identified during user checks or whilst using equipment must be reported to the Staff in Charge immediately, and the equipment put out of use.

Staff in Charge are required to ensure:

- a suitable and sufficient risk assessment has been carried out prior to the use of such equipment. It is their responsibility to arrange for maintenance of equipment in accordance with manufacturer's instructions, and keep records;
- any equipment within their department is used appropriately in accordance with the manufacturer's instructions and training should be provided if required by the user;
- the equipment is suitable for the job;
- the users report any issues.

Staff must not tamper with work equipment. Only competent persons should carry out any repairs or alterations to the equipment with the agreement of the Staff in Charge.

Employees must not provide their own equipment.

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A register of all portable appliances is kept in the Estates Department, together with a programme for testing. All portable appliances owned by the School will be tested prior to first use, after repair, and at regular intervals taking into consideration HSE guidance. As part of this process there will be a visual inspection.

Staff in Charge are required to ensure any new electrical equipment purchased is Portable Appliance Tested by the Estates Department before it is used.

Pupil equipment is visually inspected by the Portable Appliance Tester termly.

Pupils will be instructed and appropriately supervised when using work equipment in lessons, e.g., in Science, D&T and Art. Risk Assessments will be in place.

3.10.4 Woodworking Machinery

The provision and use of all woodworking machinery will be in accordance with the Provision and use of Work Equipment Regulations 1998.

It is the responsibility of the relevant Staff in Charge to manage and control the woodworking machinery in their department and arrange suitable service and maintenance. Equipment must only be used by suitably trained staff. Appropriate guarding will be fitted, and emergency stop buttons will be provided adjacent to all woodworking machines.

Adequate ventilation will be provided to all woodworking machines. Dust extraction equipment, where required, will be provided and maintained, and information will be given on the dust produced from various different materials. Risk Assessments and COSHH assessments will be carried out by the Staff in Charge.

3.10.5 Lifting Apparatus

In accordance with the Lifting Operations and Lifting Equipment Regulations 1998 (LOLER) Bryanston will ensure that lifting equipment provided for use at work is:

- strong and stable enough for the particular use and marked to indicate safe working loads.
- positioned and installed to minimise any risks.
- used safely, i.e., the work is planned, organised and performed by competent people.
- subject to ongoing thorough examination and, where appropriate, inspection by competent people.

The Estates Department arranges for a specialist company to carry out examinations in accordance with the statutory requirements and keeps records of these examinations.

Staff in Charge must inform Estates if they purchase any lifting equipment, so that it can be added to the equipment register.

3.10.6 Noise

Bryanston will comply with the Control of Noise at Work Regulations 2005. Bryanston aims to prevent the risk of hearing damage from unwanted sound by controlling exposure to noise.

Staff in Charge are responsible for carrying out the required risk assessments within their department and introducing controls to ensure noise exposure is reduced as much as is reasonably practicable, and that exposure does not exceed statutory exposure limits; and for consulting with the Health and Safety Officer as necessary.

For events, the member of staff with overall responsibility for the event is required to ensure that appropriate arrangements are in place and that noise levels are measured and monitored.

3.10.7 Vibration

Bryanston will comply with The Control of Vibration at Work Regulations 2005 and prevent or control exposure to vibration.

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Staff in Charge are responsible for carrying out the required risk assessments within their department and introducing controls to ensure vibration exposure is reduced as much as is reasonably practicable, and that exposure does not exceed statutory exposure limits.

3.10.8 Hot Works

There is a risk assessment for hot works and permit to work system in place in the Estates Department. This extends to employees and contractors.

3.10.9 Work at Height

The Work at Height Regulations 2005 apply to all work at height where there is a risk of a fall liable to cause personal injury.

Bryanston recognises that where possible work at height should be avoided. If the work cannot be avoided Bryanston requires that risk assessments are carried out for all operations involving work at height, prior to their commencement, and if appropriate a Work at Height Permit issued. It is the responsibility of the Staff in Charge to ensure this takes place.

If work at height is non-routine then a specific risk assessment must be carried out.

Staff in Charge are responsible for ensuring employees within their department use only the equipment they are trained to use, and that they wear the correct clothing and footwear.

The Estates Department holds a register of all ladders on site, and is responsible for arranging a visual inspection every 6 months. It is the responsibility of Staff in Charge to ensure any ladders that are purchased for/ used within their department are included on this register.

Ladders must be checked prior to each use. Any defects must be immediately reported to the Staff in Charge/ Estates Department and the ladder put out of use.

Staff who erect and use the tower scaffold will be trained and certified by PASMA, training records are kept in the Estates Department.

3.10.10 Display Screen Equipment

Bryanston undertakes to comply with the Health and Safety (Display Screen Equipment) Regulations 1992. It will for all users and operators as defined by the regulations:

- Analyse workstations to assess and reduce risks.
- Ensure that workstations meet specified minimum requirements.
- Plan work activities so that they include breaks or changes of activities.
- Provide eye and eyesight tests on request, and special glasses if required.
- Provide information and training.

Further Information is contained in the Display Screen Equipment Policy, see Appendix E.

3.10.11 Recruitment and Safeguarding

Bryanston School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

The recruitment process is governed by the School's principles of non-discrimination and is designed to achieve the best match between, on the one hand, the individual's knowledge and skills, experience and character and, on the other hand, the requirements of the vacant post, recognising the need for flexibility to respond to changing conditions.

Further information is contained in the Recruitment at Bryanston document.

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3.10.12 New Joiner Induction

Bryanston recognises the need for a comprehensive induction for new members of staff.

There is a formal induction procedure for all new employees. The Health and Safety induction covers, among other things:

- Health and Safety Policy.
- Employer and employee responsibilities.
- Fire Procedures.
- Emergency procedures.
- First aid procedures and facilities.
- Accident Reporting.
- The Provision and Use of Work Equipment.
- The Provision and Use of Personal Protective Equipment.
- Risk Assessments and COSHH Assessments.
- Welfare Facilities.
- Manual Handling.
- Working with Display Screen Equipment.
- Off Site Visits (carried out by the External Visits Coordinator for relevant staff).

A new joiner risk assessment is carried out by the Staff in Charge when appropriate.

Further information is contained in the Staff Handbook.

3.10.13 Lone Working

Bryanston acknowledges that there will be occasions when staff work alone and aims to reduce these risks to as low as is reasonably practicable. Examples of lone workers may include minibus drivers, cleaning, maintenance and security personnel, and teachers taking pupils on trips.

The Staff in Charge is responsible for carrying out a lone working risk assessment which will include: identifying hazards of the work; identifying who may be harmed and how; assessing the risks involved; and putting measures in place to avoid or control the risks.

Further Information is contained in the Lone Working Policy, see Appendix F.

3.10.14 New and Expectant Mothers

Bryanston recognises that it has a legal duty under the Management of Health and Safety at Work Regulations 1999 to protect the health of new and expectant mothers.

Further information is contained in the New and Expectant Mother Policy.

3.10.15 Disabled Workers

Any disabilities affecting staff or pupils must be considered by their Staff in Charge and changes made to the relevant risk assessments to reflect the individual circumstances. This includes temporary conditions and disabilities.

Bryanston will:

- assess and manage the work risks to everyone.
- include disabled workers in any health and safety information and training.
- consult with disabled workers in determining whether their disability affects workplace health and safety and, if so, to what extent. This is so both parties can work together to find the best outcome, for instance 'reasonable adjustments' that overcome risk.
- involve others, such as specialists or the disabled worker's representative, if needed to understand the effects on workplace health and safety of a disability or long-term health condition.
- ask for the disabled worker's consent before approaching specialists or their GP (doctor) who can advise on options for workplace adjustment.
- be sensitive and timely about making risk assessments if these are needed.

HEALTH AND SAFETY POLICY

- make other, short-term arrangements to support disabled workers when delay cannot be helped (for instance, if waiting for an Access to Work grant).
- create a working environment that allows disabled workers to feel comfortable when talking about their disability or long-term health condition.

Generic risk assessment templates for disabled workers are available.

3.10.16 Young Persons

A young person is anyone under 18 years of age. Bryanston will conduct risk assessments that take into account certain features which apply to young people before employment commences, and notify their parents/carers of any risks and controls. This is the responsibility of the Head of Department.

The risk assessment will take these specific factors into account:

- the fitting-out and layout of the workplace and the particular site where they will work.
- the nature of any physical, biological and chemical agents they will be exposed to, for how long and to what extent.
- what types of work equipment will be used and how this will be handled.
- how the work and processes involved are organized.
- level of health and safety training given to young people.
- risks from the particular agents, processes and work.

Bryanston will not employ young persons to do work which:

- is beyond their physical or psychological capacity.
- exposes them to substances chronically harmful to human health, e.g., toxic or carcinogenic substances, or effects likely to be passed on genetically or likely to harm the unborn child.
- exposes them to radiation.
- involves a risk of accidents which they are unlikely to recognise because of e.g., their lack of experience, training or attention to safety.
- involves a risk to their health from extreme heat, noise or vibration.

Generic risk assessment templates for young persons are available.

3.10.17 Work-related Stress

Bryanston recognizes its common law duty to ensure that the health of staff is not placed at risk through excessive and sustained levels of stress arising from the way work is allocated and arranged, the way people deal and interact with each other and the day to day demands placed on staff.

Bryanston aims to maintain a well-managed work environment, in which all reasonably practicable steps will be made to keep work related stress to a minimum.

Where stress related problems do occur, occupational stress will be treated in the same way as ill-health due to physical hazards in the workplace. Its root causes should be identified assessed and then either eliminated or, if that is not possible, properly and effectively controlled.

A counselling service is provided to staff where there is a need.

3.10.18 Occupational Health Services

Staff in Charge should identify, through the risk assessment, any occupational health screening necessary for their staff. This may include lung function tests, hearing tests and hand-arm vibration screening. Employees should report any concerns to their Staff in Charge.

3.10.19 School Security

Bryanston is aware of its responsibility to ensure that it is a safe and secure environment for staff, pupils and visitors and has taken reasonable steps to prevent unauthorised entry to its premises.

The Security Team operates at all times with a minimum of 2 guards on duty at any one time. Regular patrols of the buildings and grounds are undertaken. All outlying boarding houses have access controlled using keypads. The Main Building is locked at night.

HEALTH AND SAFETY POLICY

A CCTV system (with number plate recognition) monitors the three-vehicular entry and exit routes to the site. This is monitored by Security in the Gatehouse.

All visitors are required to report to the Gatehouse.

Further information is contained in the Security and Access Control Policy.

3.10.20 Violence to Staff

The Code of Conduct gives clear guidance on the standards of behaviour all school staff are expected to observe.

3.10.21 Slips and Trips

Bryanston is committed to ensuring that floors, surfaces and traffic routes are suitable for the purpose for which they are used, are properly constructed and maintained for safe usage.

This is achieved by good design, regular inspections, maintenance, and good housekeeping.

3.11 HAZARDOUS SUBSTANCES

3.11.1 COSHH

COSHH risk assessments to provide information, instruction and control measures are to be undertaken by the Staff in Charge, and these are reviewed annually. Wherever possible control systems must be implemented which prevent exposure to substances. Where this is not possible, systems are to be put in place to minimise exposure.

Safety Data Sheets must be provided by all suppliers at the time of purchasing substances hazardous to health.

Within the COSHH assessment the emergency procedures must be included. All staff handling substances must be fully trained and be aware of precisely where the COSHH assessments are kept and all emergency procedures connected with the substances. For additional information see the Bryanston School COSHH Guidance. The Science Department control hazards associated with chemicals via the CLEAPPS hazard system.

3.11.2 Storage

Storage of individual substances is to be included within the COSHH assessments and further considered with other materials to be stored in the same area. In particular all inflammable materials should be stored externally or within fireproof cabinets.

3.11.3 Disposal

Disposal of controlled waste will be carried out by a licensed waste management contractor through the Domestic Bursary. A list/ register of chemicals to be disposed of will be kept with the materials and part two of the licence waste management contract as part of the transfer note.

3.11.4 Asbestos Register

All asbestos and asbestos-based products known in the School buildings are included in the asbestos register held in the Estates Department. A copy of this information is also in the individual Building and Fire Manuals. If any material is discovered which is thought to be an asbestos based product, the Head FM must be advised immediately and no work undertaken in the area until the substance has been inspected/tested. Where asbestos is found it is the School's policy to remove the material or if not practical, to seal or encapsulate to prevent fibre release.

3.11.5 Radioactive Materials

The use of radioactive materials will comply with the Ionising Radiation Regulations 2017 and DfEE rules for use, storage and disposal. Bryanston has an appointed Radiation Protection Supervisor within the Science Department and engages the services of the Dorset County Council Radiation Protection Officer. As required by these Regulations, Bryanston has registered with the HSE.

HEALTH AND SAFETY POLICY

3.11.6 Radon

Bryanston recognises its responsibility to comply with the legal requirements in relation to Radon. Further information is contained within the Radon Policy.

3.12 TRAINING

All staff receive a Health and Safety Induction, see section 3.10.12.

Staff in Charge are responsible for identifying training needs and arranging training for their staff. Training records and requirements are reviewed at least annually as part of the risk assessment process. Training will be given either by qualified school staff or by external training agencies as is necessary for members of staff to carry out their duties safely.

A training register is maintained by Staff in Charge, and copies of training certificates are given to HR. Details are input onto MyBry.

3.13 SCHOOL TRIPS

Bryanston has adopted the national guidance provided by the DFE Advice on Health and Safety in Schools and the Outdoor Education Advisers' Panel.

A risk assessment must be undertaken before any trip takes place, and approval sought from the Educational Visits Co-ordinator (EVC).

Guidance for all those involved in taking school trips is contained within the Educational Visits Policy, and the associated risk assessment templates.

3.14 VEHICLES/ON-SITE VEHICLE MOVEMENTS

All vehicles will be appropriately maintained, serviced, taxed and insured by Bryanston School according to legal requirements.

The Vehicle Policy sets out the requirements for driving a school minibus/MPV, and for driving private vehicles on school business.

The Risk Assessment, "Movement of vehicles and pedestrians around the grounds" details the controls in place to ensure the safe movement of vehicles and pedestrians on site.

3.15 DEFECT REPORTING PROCEDURES

Whenever an employee becomes aware of a potential Health and Safety hazard or defect that has not been adequately guarded against that they have noticed and they are unable to resolve themselves, they should report the matter in the first instance to the appropriate Staff in Charge. Staff in Charge should, in turn, organise the necessary remedial action or refer the problem to the Health and Safety Officer as necessary.

3.16 MAINTENANCE

3.16.1 Fire

Fire Extinguishers

A weekly inspection is carried out by Bryanston staff to ensure they have not been discharged, lost pressure (where fitted with a pressure indicator) or suffered obvious damage. A basic service is

HEALTH AND SAFETY POLICY

carried out annually by a specialist contractor. An extended service is carried out every 5 years by a specialist contractor.

Fire Blankets

A weekly visual inspection is carried out by Bryanston staff. A basic service is carried out annually by a specialist contractor.

Fire Alarms

Weekly examination of the system to ensure that no damage has occurred, and testing of the alarm using a different manual call point or detector every week in boarding houses (once every half term for other buildings). Where systems are zoned these should be tested in strict rotation. Carried out by Bryanston staff.

Annual inspection and test by specialist contractor, including checking battery backups, connections and electrolyte level.

Fire Detectors

Weekly visual inspection of all detectors to ensure that no damage or dust/dirt has accumulated, to be carried out by Bryanston maintenance staff. Annual inspection carried out by specialist contractor who will test for correct operation and sensitivity.

Emergency Lighting

Monthly test on all self-contained luminaries by simulating a failure of the normal lighting supply.

Carried out by Bryanston maintenance staff.

Six monthly test of self-contained central battery systems by simulating the failure of the normal lighting supply for a continuous period of at least one hour. Carried out by Bryanston maintenance staff.

Automatic Door Releases

Weekly, checked in conjunction with the fire alarm test. Carried out by Bryanston maintenance staff.

Final Exit Doors

Within boarding houses, checked daily (Monday – Saturday only) by Matrons.

Within all other buildings, checked weekly by nominated person.

Reports completed by specialist contractors re kept centrally in the Estates Department. Inspections/testing carried out by Bryanston Staff are recorded in the building's Fire and Building Manual.

3.16.2 Legionella

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

3.16.3 Electricity (also see 3.10.3)

Bryanston aims to comply with the Electricity at Work Regulations 1989. Fixed Wire Inspections are carried out every 5 years.

A schedule of installations, and dates of testing are kept in the Estates Department.

All new installations will comply with the current IEE wiring regulations.

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3.16.4 Gas Appliances

Gas appliances (boilers, kitchen equipment, etc.) are regularly maintained and serviced by Gas Safe Registered engineers. Records of all tests are kept in the Estates Department.

Landlord's Gas Safety Certificates are held in the Estates Department for all school resident accommodation.

3.16.5 Local Exhaust Ventilation Equipment

All LEV equipment is maintained in an efficient state, good working order, and in good repair by the Estates Department. It is examined and tested at least once every 14 months and a record of this examination and test is kept for at least 5 years.

Testing and examination is arranged by Estates and is undertaken by a specialist contractor. A register of all LEV equipment and all records are kept by the Estates Department.

Users are required to visually check this equipment before use, and any replacement parts required e.g., filters/damage to/failure of ventilation equipment must be reported immediately to the Staff in Charge or to the Estates Department.

3.16.6 Pressure Systems

Bryanston recognises the need to ensure that any pressure systems on its premises are safe, and comply with the Pressure Equipment Regulations 1999 and the Pressure Systems Safety Regulations 2000.

A register of all pressure vessels on site is kept by the Estates Department. These are examined by a competent person in accordance with their Written Schemes of Examination.

3.16.7 Windows and Glazing Safety

Bryanston aims to comply with BS6202 1981 (now European Standard EN12600) in order to ensure that windows or glazed panels in walls, partitions and doors should, where necessary for reasons of health and safety, be made of safety material or be protected against breakage.

The Policy on Window Restrictors in Boarding Houses details controls in place to restrict access and egress.

3.17 **SELECTING AND MANAGING CONTRACTORS**

Bryanston recognises its legal responsibility as an occupier of premises to all who have access to the premises, including contractors and consultants undertaking any works.

Procedures for Staff in Charge to follow are detailed in the document "Contractors, Visitors and Volunteers at Bryanston: Detailed Information for HODs...". A Services Agreement must be in place before a contractor is allowed to carry out work at Bryanston.

Staff in Charge of appointing the contractor must ensure the requirements of Section 12 "Health and Safety" of the Service Agreement are satisfied.

3.18 **CHILD PROTECTION**

The school will ensure that safe recruitment practices are followed in order to check on the suitability of staff who apply to work with children. Appropriate safeguarding checks are undertaken on all staff (including visitors, volunteers, contractors and governors) as required by the statutory guidance "Keeping Children Safe in Education" (2014), or they will be accompanied by a member of staff.

The school has a designated teacher responsible for child protection, who has received appropriate training for this role. In addition, there is a nominated governor who sits on the school's Child

HEALTH AND SAFETY POLICY

Protection Advisory Committee. Appropriate training will be provided for staff at regular intervals and effective links will be developed with appropriate Child Protection Agencies.

Detailed information is contained in the document “Bryanston School Safeguarding Policy and Child Protection Procedures”.

3.19 CONFERENCE CENTRE

The Head of Operations is responsible for ensuring the provision of all relevant health and safety information to external lettings groups, and for ensuring that the appropriate risk assessments are in place. The Head of Operations is responsible for ensuring that fire evacuation drills are undertaken before the first night.

Further information is available from the Head of Operations.

DOCUMENTS REFERRED TO IN THIS POLICY ARE AVAILABLE FROM THE HEALTH AND SAFETY OFFICER, MANY ARE ALSO ON THE MAIN SCHOOL WEBSITE OR THE INTRANET (SEE APPENDIX H).

APPENDIX A



Bryanston School

Health and Safety Committee and Subcommittees Terms of Reference

1. Purpose/ Objectives

The Health and Safety Committee (the Committee) is committed to maintaining a safe and healthy working environment for all staff, students and others (including visitors, contactors and parents). It endorses the Health and Safety Policy and is a forum for discussing and communicating health, safety and welfare issues within the school, and for raising awareness of their importance.

The Committee has an advisory role, enabling decision-making by the Senior Management Team (SMT) and the Governing body.

The Committee has the following objectives:

- To report termly on health and safety protocols, priorities and performance through the Chair to the SMT and Governing Body, via the Council Meeting
- To assist in the formation, review and amendment of the Health and Safety Policy, associated policies and the associated arrangements
- To achieve legal compliance with health and safety legislation
- To set and review health and safety objectives

In order for sufficient focus to be given to all aspects of health and safety, the functions have been divided into four areas each of which is represented by a Health and Safety Subcommittee (the Subcommittee). The purpose of each Subcommittee is to discuss health and safety issues, with the objective of providing information and putting proposals to the Committee.

2. Structure and Membership

The Committee is made up of six members who represent a broad cross section of Bryanston School. The membership is:

- 1 Governor
- 2 COO (Chair)
- 3 Second Master
- 4 HR Director
- 5 Head FM
- 6 Health & Safety Officer

In attendance: Minutes Secretary (PA to the COO)

The four Subcommittees are:

1. Health & Safety – Educational and Pastoral (Academic staff and students)
2. Health & Safety – Operational (Support staff)
3. Infrastructure Safety
4. Occupational Health

Appendix I details the membership of these Subcommittees.

3. Meetings

The Committee meets once a term, usually after half term. The Subcommittees meet once a term, usually prior to half term, and report to the Committee.

All committees can meet more frequently if deemed necessary.

4. Responsibilities of Committee Members

The responsibilities detailed below are in addition to those responsibilities detailed in section 2.2 of the Health and Safety Policy.

HEALTH AND SAFETY POLICY

- 4.1 The Committee
Chair: To set agendas, chair meetings and publish minutes
To prepare a termly report for the SMT and the Governing Body
Members: To attend meetings, to provide a synopsis of the minutes of the Subcommittee they represent and raise any matters arising or proposals
To complete any identified action points or present requested information
To communicate and coordinate the issues within their areas of responsibility
- 4.2 The Subcommittees
Chair: To set agendas, chair meetings and publish minutes
To represent the Sub Committee at the Committee meetings
Members: To attend meetings (or nominate a deputy to attend in their absence), and raise any issues relating to the areas they represent
To complete any identified action points or present requested information
To communicate and coordinate the issues within their areas of responsibility

5. Consultation and Communication

Prior to each Subcommittee meeting, each member should contact relevant staff in the areas they represent and ask if they have any points to raise.

Members should make available the minutes of this meeting to all those they represent.

The minutes of the Committee are distributed to committee members and Heads of Department who have responsibility for promulgating these. They are also posted on the Governor Portal.

The Chair of the Committee prepares a termly report for the SMT and the Governing Body on health and safety detailing health and safety issues and performance.

6. Powers of the Committees

Subcommittees are delegated the authority to implement changes to operational procedures* (but not policy) should there be a requirement to do so.

Subcommittees are forums for discussing health and safety issues and should submit proposals for policy changes to the Committee for discussion and consideration.

The Committee then makes recommendations to the SMT and the Governing Body.

* Operational procedures refer to the steps that are in place to ensure compliance with the Policy.

Appendix I: Subcommittee Membership

I. Health and Safety – Educational & Pastoral (*Academic staff and students*)

Regular Agenda Items: Risk Assessment & Safe Systems of Work
COSHH
Work Equipment
Working Environment (Lone working, PPE, Noise, Vibration, etc)
Training (Manual Handling, Fire, Ladder)
Audit
EVC report
Medical matters, including the physical health of students (nutrition and fitness, sporting injuries).

Chair: Second Master

Members: Deputy Head Academic Co-ordinator of Pioneering
Boarding Representative Director of Sport
Outdoor Education Practitioner Medical Centre Manager
External Visits Coordinator Extra-Curricular Activities Co-ordinator
Head of Design and Technology Head of Science
Head of Art Health and Safety Officer
River Sports Representative Governor

HEALTH AND SAFETY POLICY

2. Health and Safety – Operational (Support staff)

Regular Agenda Items: Risk Assessment & Safe Systems of Work
COSHH
Work Equipment
Working Environment (Lone working, PPE, Noise, Vibration, etc)
Training (Manual Handling, Fire, Ladder)
Audit

Chair: COO

Members: Head FM Head of Operations
Medical Centre Manager HR Director
Catering Manager Domestic Bursar
Head of Security Sports Centre Manager
Equestrian Centre Manager Theatre Technical Manager
Health & Safety Officer Governor
Estates Operations Manager

3. Infrastructure Safety

Regular Agenda Items: Fire
Legionella
Asbestos
Roads and pavements
Building security
Electricity
Work Equipment (Lifting equipment, pressure vessels, safety equipment, etc.)

Chair: Head FM

Members: Head of Operations Main School Building Fire Officer
Second Master Head of Security
Health & Safety Officer Governor
Head of Boarding

4. Occupational Health

Regular Agenda Items: Absence reports
Staff welfare, including counselling
Accident and near miss reporting
First aid provision and training
Health surveillance

Chair: HR Director

Members: COO Second Master
Deputy Head Academic Head FM
Common Room President Estates Operations Manager
Chaplain Health & Safety Officer
Governor Domestic Bursar
Medical Centre Manager

BRYANSTON

BRYANSTON SCHOOL AND BRYANSTON CONFERENCE CENTRE

FIRE SAFETY POLICY & PROCEDURES

July 2018

HEALTH AND SAFETY POLICY

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HEALTH AND SAFETY POLICY
BRYANSTON SCHOOL
FIRE SAFETY POLICY AND PROCEDURES

PART I: FIRE SAFETY

INTRODUCTION

Our priority is to minimise the risk to life and to reduce injury by maintaining the physical fire safety of the school, by ensuring that staff, pupils and visitors do not add to the fire risk and through safe evacuation of our buildings if a fire breaks out. The Fire Safety Policy, procedures and risk assessments at Bryanston School are designed to help our community to respond calmly and effectively in the event that fire breaks out in one of our buildings.

ROLE OF THE SCHOOL FIRE SAFETY MANAGER

The Health & Safety Officer is the designated School Fire Safety Manager, and is responsible together with the Bursar and Health & Safety Committee for ensuring that:

- The fire safety policy is kept under regular review by Governors and G7.
- The fire safety policy is promulgated to the school community.
- Everyone in the school (including visitors and contractors) are given clear instructions on where they should go in the event of fire.
- Records are kept by HR of fire training given to new and existing staff.
- Procedures and arrangements for emergency evacuation are regularly tested and lessons learned.
- Fire risk assessments are regularly reviewed and updated.
- Fire prevention measures are followed.
- Fire procedures and risk assessments are reviewed on each occasion that a building is altered, extended or rebuilt, or when new buildings are acquired.
- Records are kept of all fire drills.
- Certificates for the installation and maintenance of fire-fighting systems and equipment are kept by the Estates Department.

FIRE DRILLS

Fire drills are carried out in accordance with the Regulatory Reform (Fire Safety) Order 2005.

Fire drills should be as realistic as possible. Accordingly, the minimum number of staff should be advised of the date and time.

The Gatehouse must be advised prior to the drill.

The frequency of drills shown below is the minimum. Should the drill show deficiencies these are noted on the drill report together with actions taken to rectify such deficiency. If the deficiency is in the drill itself then further drills will need to be organised.

An escape route or staircase should be closed for each drill (rotate which escape route/ staircase is closed).

The nominated building fire officer or deputy must complete the register, fire alarm log and fire drill/ alarm report form. A copy of the fire drill/ alarm report form must be given to the Health and Safety Officer immediately. This report shows any deficiencies, action necessary and the time taken to evacuate the building.

HEALTH AND SAFETY POLICY

MAIN BUILDING

Every term a fire drill must be carried out, once in the daytime and once at night.

In the Autumn term the night practice must be carried out over the first two nights, and the daytime practice within the first 7 days.

This will be organised by the Main Building Fire Officer.

The Health and Safety Officer should be advised of the date and time.

BOARDING OUTLYING HOUSES

Every term a fire drill must be carried out once in the daytime and once at night. The drill will be organised by the HSM.

In the Autumn term the night practice must be carried out over the first two nights, and the daytime practice within the first 7 days.

For Portman and Dorset the drill should be co-ordinated by the HSMs.

ACADEMIC AND OTHER BUILDINGS

A fire drill must be carried out once every term. The drill will be organised by the Building Fire Officer.

FIRE FIGHTING EQUIPMENT

Fire-fighting equipment (extinguishers and blankets) is provided throughout the School. Its primary purpose is for use in order to enable the safe evacuation of a building, e.g. to fight a fire that is blocking an emergency escape route or an emergency exit door. Only staff who have been trained and feel confident to do so may fight a small fire if there is a need, and they should not attempt to do so when alone unless absolutely necessary.

Identified members of staff have received training in the use of this equipment. Other staff who wish to receive training should contact their line manager, who will liaise with the Health and Safety Officer.

PART 2: FIRE ORGANISATION

STRATEGIC

Bryanston School recognises the need to have detailed fire safety procedures in place in accordance with the Regulatory Reform (Fire Safety) Order 2005 as a means to reduce the risk from any potential fire and explosion.

G7 is responsible for the fire organisation and procedure for the school. The Health and Safety Committee monitor and review these procedures and make recommendations to G7. The Health & Safety Officer co-ordinates this on behalf of the Health and Safety Committee.

The Fire Organisation Chart on the following page shows pictorially the organisational structure and the Fire and Building Officers responsible for each building.

Fire and Building Officers are trained fire wardens. They are responsible for:

- Communicating with all relevant staff the detail of the Fire and Building Manual.
- Ensuring staff and pupils are aware of and follow fire procedures and do not compromise fire safety.
- Carrying out termly fire drills and co-ordinating evacuations.
- Carrying out Section 5 weekly fire checks or delegating these to a competent member of staff.
- Championing fire safety within their building.

In each building there is a Fire and Building Manual which containing information, plans and records that are building specific.

ACCOUNTING RESPONSIBILITIES

The following, or their nominated deputy, are responsible for taking registers of pupils and staff shown below after an alarm has sounded:

- Students and house teams are accounted for by their Hsm.
- Part time /visiting musicians report to PA to Director of Music.
- Medical Centre staff report to Medical Centre Manager.
- Catering staff report to the Catering Manager.
- Sports Centre staff report to the Sports Centre Manager.
- Security staff report to the Head of Security and Transport
- Coade Hall staff report to the Theatre Hall Technical Manager.
- Estates staff (together with their contractors) report to the Head FM.
- Vehicle Workshops report to Workshop Manager.
- Grounds, woods and gardens report to Head of Grounds, Woods and Gardens.
- Stables staff report to Equestrian Centre Manager.
- Domestic Bursary staff report to Domestic Bursar.
- Bursary, Head's office, support and other staff report to PA to COO.

Staff members with a visitor are to take them to their assembly point.

Course leaders are responsible for accompanying all of their visitors. Reporting arrangements for Conference Centre activities are agreed with individual events and users of buildings.

Teaching Buildings with Fire Alarms

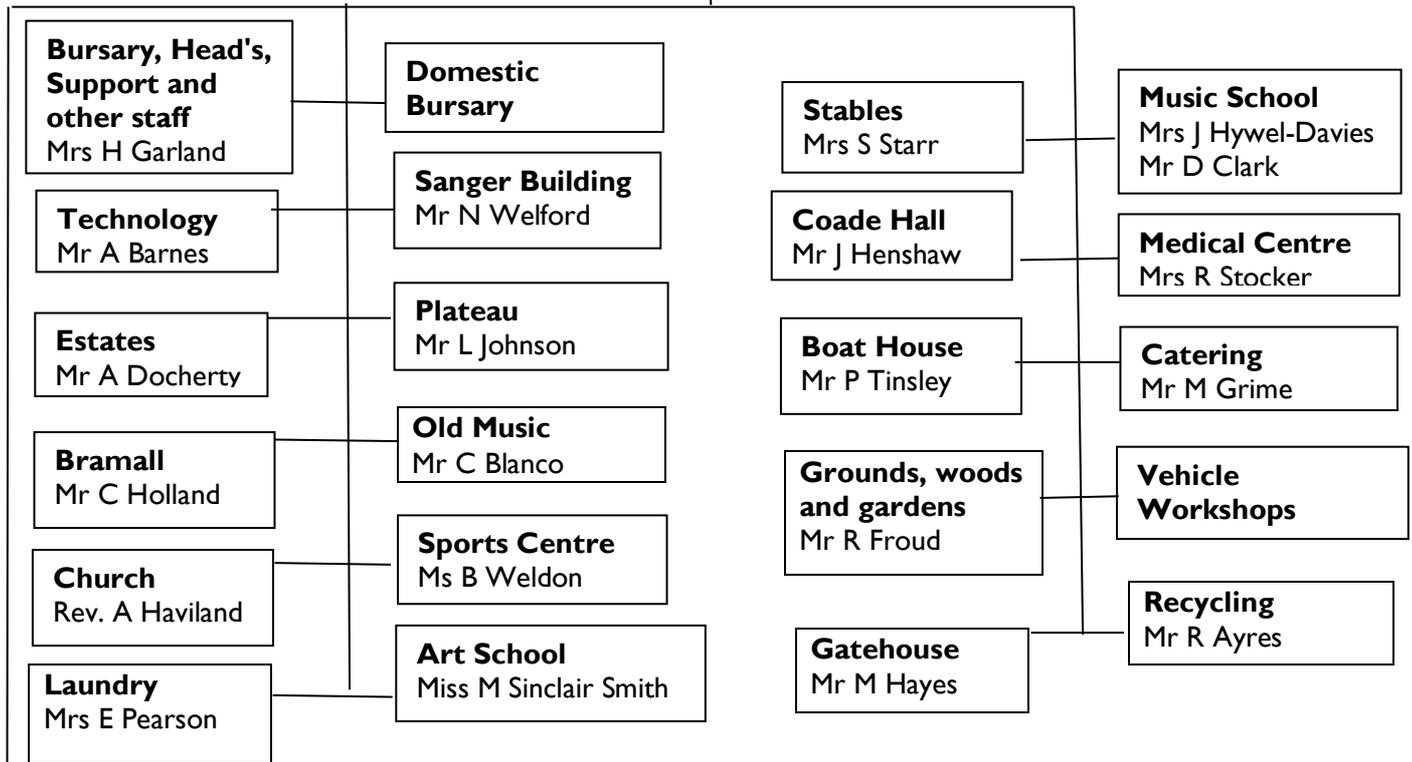
- Art School report to Miss M Sinclair-Smith.
- Boathouse report to Boatman.
- Bramall report to Mr C Holland.
- Music report to PA to Director of Music.
- Old Music (including Edwin Evans) report to Mr C Blanco.
- Plateau classrooms report to Head of Modern Languages.
- Sanger report to Head of Science.
- Technology report to Director of Technology.

HEALTH AND SAFETY POLICY

FIRE ORGANISATION CHART

Health & Safety Committee

Health and Safety Officer



Main Building (term time)

Main Building Fire Officer

Mr M Boote

Assist. Fire Officer

Mr W Bridges/ Mr L Moon/ Mr N Payne

Connaught

Mr S Green

Salisbury

Mr M Christie

Shaftesbury

Mr J Dickson

Fire Stripes

Outlying Houses (term time)

Harthan

Mrs H Dean

Beechwood

Mr S Davis

Hunter

Mrs J Velasco

Allan

Mrs C Bray

Cranborne

Mr R Johnson

Greenleaves

Dr H Fearnley

Purbeck

Mrs K Scott

Dorset

Mr A Beales

Portman

Mr M Bolton

Main Building (Out of term time)

Security are responsible for responding to the fire alarm, working with Bursarial Heads of Department during the day time and fire guards during the night-time to ensure the safe evacuation of the main building and accounting for Bryanston Staff.

Course Leaders are responsible for accounting for course participants.

Outlying Houses and Buildings (Out of term time)

Security are responsible for responding to the fire alarm, working with Bursarial Heads of Department during the day time to ensure the safe evacuation of the building and accounting for Bryanston Staff.

Course Leaders are responsible for accounting for course participants.

HEALTH AND SAFETY POLICY

REPORTING RESPONSIBILITIES

Following an alarm (including a false activation), evacuation or fire drill the following records must be completed:

- Fire Evacuation Log (see section 2.1 of Fire and Building Manual)
- Fire Evacuation Report (see section 2.2 of Fire and Building Manual)

A copy of the Fire Drill Report must be submitted to the Health and Safety Officer. All reports are reviewed and the appropriate action taken.

FOR THE MAIN BUILDING:

A register must be taken.

The Fire and Building Manual for the Main Building is kept in the Gatehouse.

The Main Building Fire Officer/ nominated deputy is responsible for completing and submitting the forms.

FOR THE OUTLYING BOARDING HOUSES:

A register must be taken.

The Fire and Building Manual is kept within the house.

The HSM/ nominated deputy is responsible for completing and submitting the forms.

NB/ The fire alarm log is only filled in following the outlying boarding houses alarm sounding, not the main building alarm.

FOR THE BURSARIAL AND NON-TEACHING STAFF AREAS/ OUTLYING BUILDINGS:

A register must be taken.

The Fire and Building Manual is kept within the building.

The Fire & Building Fire Officer/ nominated deputy is responsible for completing and submitting the forms.

NB/ The fire alarm log is only filled in following the buildings alarm sounding, not the main building alarm.

FOR OUTLYING TEACHING BUILDINGS:

A head count/ register must be taken.

The Fire and Building Manual is kept within the building.

The Fire & Building Fire Officer/ nominated deputy is responsible for completing and submitting the forms.

NB/ The fire alarm log is only filled in following the buildings alarm sounding, not the main building alarm.

HEALTH AND SAFETY POLICY

PART 3: FIRE PROCEDURES

SCHOOL FIRE ROUTINE

MAIN BUILDING:

Between 7.00am and 11.00pm this building is evacuated on the second sounding of the alarm. This building is not evacuated on the first sounding of the alarm. The building is evacuated when the alarm sounds for a second time. When this occurs, the building should be evacuated immediately.
Between 11.00pm and 7.00am the building is to be evacuated on a single alarm.

ALL OTHER BUILDINGS:

The building is to be evacuated on a single alarm.

EVACUATION PROCEDURE

If you discover a fire

1. Operate the nearest alarm call point
2. At night check others are awake
3. Close doors behind you

THEN

On hearing the alarm

1. Evacuate the building quietly
2. Use quickest route
3. Go to your assembly point

DO NOT:

- **Attempt to fight the fire**
- **Stop to collect belongings**
- **Re-enter the building until you have been authorized to do so.**

FIRE PROCEDURES FOR THE MAIN BUILDING

The Main Building Fire Officer (or the Assistant Fire Officer) is responsible for co-ordinating the safe evacuation of the building and liaising as necessary with the Fire and Rescue Service. The Main Building Fire Officer will be based in the foyer of the Coade Hall.

The Main Building Fire Officer and Assistant Fire Officers have a pivotal role in the fire procedure. Security personnel also report to the Fire Panel upon the sounding of the alarms, to offer assistance under the direction of the Main Building Fire Officer (or in their absence to co-ordinate the evacuation). Between the hours of 7.00am and 11.00pm the Main Building Fire Officer is responsible for co-ordinating the whole school, between the hours of 11.00pm and 7.00am they are responsible for the main building only.

Their duties involve:

- Assessment
- Evacuation
- Liaison with the Fire and Rescue Service
- Re-occupation

ASSESSMENT

Following the first sounding of the alarm (during hours 7.00am to 11.00pm) the Main Building Fire Officer, with the Assistant Fire Officers and the Fire Stripes, initially check and silence the fire panel (centrally located outside the dining room); and then proceed in pairs to make controlled checks to see if it is a false alarm.

EVACUATION

If there is any smell of smoke or evidence of flames, the alarm will be sounded for a second time by the Main Building Fire Officer who will then contact the Fire and Rescue Service. The Main Building Fire Officer will arrange for the collection of the Fire & Building Manual, torch (night time), luminous jacket and mobile phone from the Gatehouse and proceed to the Coade Hall foyer.

HEALTH AND SAFETY POLICY

LIAISON WITH THE FIRE AND RESCUE SERVICE

The Security Guard at the Gatehouse will direct the Fire and Rescue Service on their arrival. When registers have been taken, the Main Building Fire Officer is contacted to confirm that all are present or who is still missing. Upon arrival the Main Building Fire Officer must give the Fire and Rescue Service of the following:

- The exact location of the fire (if known).
- If all the occupants are accounted for.
- The plans for the building.

RE-OCCUPATION

Once the Main Building Fire Officer is satisfied that the main building is safe to re-occupy he will contact/ telephone all the people responsible for accounting for occupants (shown in the Fire Organisation Chart 1.2) advising them that the main building may be re-occupied.

NO-ONE SHOULD LEAVE THEIR ASSEMBLY POINT UNTIL THE MAIN BUILDING FIRE OFFICER HAS CONFIRMED IT IS SAFE TO DO SO.

FIRE PROCEDURES FOR OUTLYING BUILDINGS/ BOARDING HOUSES

This section relates to the following buildings with automatic fire alarm systems:

- Allan, Beechwood, Cranborne, Dorset, Greenleaves, Harthan, Hunter, Portman and Purbeck
- Art
- Bramall
- Coade Hall
- Medical Centre
- Music
- Old Music
- Sanger
- Sports Centre
- Technology

IF A FIRE IS DISCOVERED

- **Sound the alarm** if not already sounding, by activating a red call point.
- **Evacuate** the building to your assembly point.
- Staff to **sweep through the building** shouting “Fire” and knocking on any closed doors as they leave, and closing any doors behind them.
- **Dial 999** and ask for the Fire and Rescue Service (remember to say which Building is on fire)
- **Call the Gatehouse** (6.00am to 11.00pm) or **Security Mobile** (11.00pm to 6.00am). The Gatehouse will inform the relevant members of the Senior Management Team. A member of the Security team will attend and offer assistance (or in their absence to coordinate the evacuation).
- If possible, take your Fire Clipboard, Register, Out of School and Blandford Lists with you.
- Remain at the assembly point until all pupils are accounted for. Only then take temporary refuge in an adjacent House/ Building as directed by the Senior Management Team.
- The Gatehouse will remain on duty and keep you informed of the progress.
- **Fire and Building Officer** should remain close to the building to liaise with the Fire and Rescue Service.

WHEN THE FIRE AND RESCUE SERVICE ARRIVE

The Fire and Building Officer should introduce themselves to the Lead Fire Fighter and give them the following information:

- The exact location of the fire.
- The Fire Clipboard, located by the Fire Panel, which contains plans of the building.
- Whether anybody is missing, and if so their likely location.

Do not re-enter the building until permission has been given to do so by the Lead Fire Fighter AND a member of the Senior Management Team.

Complete a Fire Evacuation report, see section 2.2

HEALTH AND SAFETY POLICY

IF THE ALARM SOUNDS AND THERE IS NO OBVIOUS SIGN OF FIRE:

- A member of staff should check the Fire Alarm Panel to see the area of activation.
- Two members of staff should walk around the outside of the building to see if there are any obvious signs of fire in this area, having informed a third member of staff they are doing so. If there are signs of a fire, continue as above.
- If no obvious signs of fire, they should enter the building and check the area of activation. If a fire is discovered, continue as above.
- If there is no fire, silence the panel.
- Re-set the panel (see section 1.11 of Fire and Building Manual or contact Estates).
- Complete a Fire Drill Report in Section 2.2 of the Fire and Building Manual.

FIRE PROCEDURES FOR BUILDINGS WITHOUT FIRE ALARM SYSTEMS

IF YOU DISCOVER A FIRE IN ANY OTHER BUILDING

Activate the manual call point if there is one in the building (Estates and Stables), shout 'fire' repeatedly, knock on any closed doors to alert occupants and leave the building via the nearest exit route and raise the alarm by activating a red call point. Follow the procedure for outlying buildings/ boarding houses.

FIRE PROCEDURES FOR PUBLIC EXAMINATIONS

If there is an obvious sign of fire then the invigilator should lead the immediate evacuation of the building and raise the alarm by activating a red call point.

If there is no obvious sign, then the following procedures apply.

MAIN BUILDING

Normal evacuation procedures apply. The building will be evacuated upon the second sounding of the alarm.

When the alarm sounds for the first time the invigilator will ask all candidates to stop writing and close their question/ answer booklets, and contact the Exams Office.

Should the alarm sound for a second time, the invigilator will lead the immediate evacuation of the room.

OUTLYING BUILDING

When activated the alarm will sound continuously.

The invigilator will ask all candidates to stop writing and close their question/ answer booklets, and contact the Exams Office.

The invigilator will then await the instruction of the Building Fire Officer for that building OR Security.

The Building Fire Officer will check the fire panel and corresponding area, and advise the invigilator as to whether or not they need to evacuate.

If there is a need to evacuate the examination room the invigilator will lead the immediate evacuation of the building.

If no instruction is received within 3 minutes and the alarm continues to sound then the building must be evacuated.

The evacuation of all other areas of the building will continue as normal.

Note:

The Exams Office will notify all Fire and Building Officers AND Security of the dates and times of public exams in advance, so they are aware of exams taking place. Invigilators are advised of the administrative procedures relating to the evacuation of the examination room, and the designated assembly points for exam candidates.

HEALTH AND SAFETY POLICY

BUILDING

ASSEMBLY POINT

Connaught House)	Coade Hall
Shaftesbury House)	(if a performance is underway remain by the steps)
Salisbury House)	
Allan House	Green in the middle of the Hunter loop
Beechwood House	Lawn at the back of Beechwood House
Cranborne House	Lawn outside the front door to Cranborne House
Dorset House	Lawn outside the front of Dorset House
Greenleaves House	Lawn outside front entrance to Greenleaves House
Harthan House	Gravelled area by Main Building
Hunter House	Green in the middle of the Hunter loop
Portman House	Lawn by the back door to Portman House
Purbeck House	Lawn outside Allan House
Art	Rear of Art building beyond the patio area
Estates (incl. contractors)	Estate's Department Car Park
Boat House	Boat house car park
Bramall	Area between Technology and Music
Bursary/Head's/Support staff	First floor of Coade Hall
Catering	Between Main Building and Old Music
Church	Grass circle outside Church
Coade Hall	Lawn between Coade Hall and Sanger Building
Domestic Bursary	Laundry car park (Catering outside of normal hours)
Gardens, grounds, woods	Car park to this area
Laundry	Laundry car park
Main Building	Coade Hall
Medical Centre	Medical Centre car park
Modern Languages	Courtyard outside Old Music
Music	Area between Technology and Music
Old Music	Gravel area at top of ramp
Pavilions	Grass area outside the pavilion
Sanger Building	Chemistry & Physics– Dining Room end of quad
	Biology & Maths– Area between Technology and Music
Sports Centre	Sports Centre car park
Stables	Car park area in front of stables cottages
Technology	Area between Technology and Music
Vehicle Workshops	Area between greenhouses and main drive

HEALTH AND SAFETY POLICY

OCCUPANTS WITH DISABILITIES

Where there are occupants with disabilities (including temporary disabilities), which could affect their movement, hearing or sight, a Disability Fire Risk Assessment must be undertaken.

Section 6.2 of the Fire and Building Manual contains a Generic Disability Fire Risk Assessment detailing the control measures that are in place for those who are hard of hearing, have reduced vision, or have a physical disability or reduced mobility. HSMs, HODs and other Managers are responsible for ensuring these controls are followed by others under their supervision as follows:

- Pupils, HSM is to assess safe method of evacuation.
- Staff, Head of Department to assess safe method of evacuation.
- Visitors, host member of staff to assess safe method of evacuation.

If there are occupants whose disabilities are not adequately controlled within this risk assessment, i.e. further controls are required, then a separate Disability Fire Risk Assessment must be undertaken for this by the responsible person (see below) using the form in section 6.3 of the Fire and Building Manual. The responsible person must ensure that the controls in this risk assessment are communicated to all relevant persons e.g. Fire & Building Officers, colleagues, teachers, pupils and others. A copy of this must be given to the Health and Safety Officer.

Note: Lifts are not to be used.

GATEHOUSE – PROCEDURE IN THE EVENT OF A FIRE

When you are advised of a fire:

- Take details of where the fire is.
- Take the name and mobile number of the member of staff in charge of the evacuation.
- Telephone the following
 - Fire and Rescue Service 999 (if they haven't already been called)
 - COO
 - Second Master
 - Head

PART 4: FIRE RISK (PREVENTION) POLICY AND PREVENTION/ CONTROL MEASURES

FIRE RISK (PREVENTION) POLICY

This Fire Risk (Prevention) Policy aims to ensure that the appropriate fire prevention/ control measures are in place. By doing so Bryanston aims to ensure that fires are unlikely to occur; if they do occur they are likely to be controlled or contained quickly, effectively and safely; or that, if a fire does occur and grow, everyone in the School is able to escape to a place of total safety easily and quickly.

FIRE PREVENTION/ CONTROL MEASURES

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.
- Elimination or reduction of risks from dangerous substances.

More specific fire control/ prevention measures are:

Escape Routes and Emergency Exits

- There are at least two escape routes in the majority of buildings.
- Fire notices and evacuation signs are displayed in bedrooms.
- Fire extinguishers (of the appropriate type), smoke/ heat detectors, are located in buildings in accordance with the Regulatory Reform (Fire Safety) Order 2005.
- Call points can be manually activated breaking a glass panel, and are automatically activated when smoke/heat builds up.
- Stairs, passages and emergency exits are illuminated by emergency lighting.
- Where fitted, automatic door closures that are activated by the fire alarms are fitted on doors in or leading onto escape routes.
- The master panel for the alarm systems is located near the main entrance door of buildings, the majority of these are fully addressable and show the activation point.
- Keeping fire routes and exits clear at all times.
- Testing all fire alarms weekly to boarding houses and at least termly to teaching buildings. This is the responsibility of the Estates Department, who also arranges for an ISO9001 certified/BAFE approved contractor to carry out:
 - Monthly checks of fire doors, automatic door closures and emergency lights.
 - Annual professional check on fire detection and warning equipment.
 - An annual service of alarms, smoke detectors, emergency lights and fire extinguishers.

Records of all tests are kept in the Estates Department.

- Carpets, curtains and soft furnishings are made of fire retardant fabrics.
- The Fire and Rescue Service regularly carry out exercises and practices at Bryanston School. A retained fireman is also employed by Bryanston School.
- The main kitchen, and all other kitchens on site, are fitted with heat detectors and 30 minute fire doors.

Electrical Safety

- The school electrician checks and tests circuitry within buildings.
- There is a programme of Fixed Wire Inspections on a five-yearly cycle.
- Circuits are RCD protected and meet the requirements of BS7671 IEE wiring regulations.
- Regular portable appliance testing takes place by trained staff.
- Records of testing are kept in the Estates Department.

HEALTH AND SAFETY POLICY

- Departmental staff check that all scientific and DT equipment is switched off at the end of the school day.
- The Catering Manager checks that all kitchen equipment is switched off at the end of the day.

Lightning Protection

- All lightning protection and earthing conforms to BS6651-1999, and is tested annually by a specialist contractor. Records of all tests are kept in the Estates Department.

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 Estates Department.
- Landlord's Gas Safety Certificates are held in the Estates Department for all school resident accommodation.
- All kitchen equipment is switched off at the end of service.
- Gas is turned off to all laboratories when not in use.

Dangerous Substances (including Radioactive Materials and Substances Hazardous to Health)

- Dangerous Substances are stored in accordance with the Dangerous Substances and explosive Atmospheres Regulations 2002.
- COSHH assessments are undertaken for Substances Hazardous to Health. These consider correct storage and emergency action required.
- Radioactive materials are stored in accordance with current legislation and guidance. Bryanston has an appointed Radiation Protection Officer and Radiation Protection Supervisor.

Information on the storage of dangerous substances is readily available at the Gatehouse for the Fire and Rescue Service.

Rubbish and Combustible Materials

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

HEALTH AND SAFETY POLICY

FIRE PRECAUTIONS/CONTROL MEASURES

ITEMS OF STUDENT EQUIPMENT NOT ALLOWED IN BEDROOMS/ WORKROOMS

- Electric Kettles and coffee machines
- Toasters and sandwich makers
- Microwave ovens
- All cooking equipment, including cooker, baby belling type cookers, electric rings, hot plates, gas hobs
- Fridges
- Electric heaters & fans
- Electric blankets
- Fairy lights
- Open lamp without shade
- Lava lamps and Standard lamps
- Anything fixed to the ceiling
- Material hanging across the room
- Posters, drapes, etc. above lamps or overhanging wall sockets
- Multi adapters & Non-British Standard transformers
- Irons
- 3D Printers
- Plug in air fresheners
- Fish tanks

NO CANDLES OR INCENSE STICKS

ELECTRICAL EQUIPMENT THROUGHOUT THE SCHOOL (including in bedrooms)

- Electrical equipment must only be positioned on hard surfaces, not on beds, chairs, other soft furnishings.
- No electrical equipment is to be left on a bed.
- Equipment is to be turned off when not in use.
- All adapters must be 1 AMP fused and BS/CE marked.

All School portable appliances are tested as part of the Portable Appliance Testing Programme.

A visual check of pupils equipment is carried out termly by the Estates Department. Any equipment that does not have a BS/CE mark (on either the charger or piece of equipment) is portable appliance tested and can only be used if it passes this test.

NOT ALLOWED WITHIN ESCAPE ROUTES

- Obstruction to fire exit door.
- No storage of easily combustible materials.
- Obstruction to escape corridors.
- Any electrical items must be unplugged at night.
- Where there is a single escape route, no equipment is allowed in the escape corridor.

WEDGES TO DOORS

WEDGES/PROPPING OPEN OF FIRE DOORS IS NOT PERMITTED AT ANY TIME

KITCHENS AND LAUNDRY ROOMS

- Doors to kitchens must be locked at night.
- Doors to laundry rooms must be locked at night OR machines must be locked off.
- Laundry machines must be turned off and emptied at night time.
- Tumble dryer filters are cleaned a minimum of weekly (Daily Monday – Saturday in boarding houses).

FURNITURE AND FURNISHINGS

All furniture and furnishings must comply with the Furniture and Furnishings (Fire Safety) Regulations and should display signage to show they are resistant to match and cigarette resistant (see Bryanston School Furniture and Furnishings Guidance).

PURCHASES OF ELECTRICAL EQUIPMENT AND FURNISHINGS SHOULD BE MADE THROUGH THE FACILITIES MANAGEMENT TEAM IN ORDER TO ENSURE COMPLIANCE.

PART 5: FIRE RISK ASSESSMENTS

The school's Fire Risk Assessment meets the requirements of the Regulatory Reform (Fire Safety) Order 2005 (The FSO). Specifically, it identifies:

- The hazard
- The people at risk
- The measures to evaluate, remove, reduce and protect from risk
- The measures needed to record, plan, inform, instruct and train people in risk reduction or removal
- The measures to eliminate or reduce risks from dangerous substances
- The arrangements for reviewing the assessment

All risk assessments follow a standard procedure for evaluating risk.

Fire Risk Assessments are kept within the Estates Department.

Fire Risk Assessments are conducted by an External Contractor registered with the IFEE. These documents are then considered and reviewed annually, or more frequently if significant changes are made to the interior of buildings, or new buildings are bought or added. Input is sought from Fire & Building Officers.

APPENDIX C

SUMMARY OF REPORTING & RECORDING REQUIREMENTS OF RIDDOR 2013

RIDDOR is the **Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013**.

RIDDOR is the law that requires employers, and other people who are in control of work premises, to report and keep records of:

- work-related accidents which cause deaths;
- work-related accidents which cause certain serious injuries;
- diagnosed cases of certain industrial diseases; and
- certain 'dangerous occurrences' (near miss incidents).

Reporting requirements

Deaths

A death must be reported if:

- it results from a work accident;
- a worker sustains an occupational injury;
- it results from an act of physical violence to a worker.

Injuries to people at work

RIDDOR gives two types of injuries that must be reported if the person was at work – 'specified injuries' and 'over-seven-day injuries'.

1) Specified injuries These include:

- a fracture, other than to fingers, thumbs and toes;
- amputation of an arm, hand, finger, thumb, leg, foot or toe;
- permanent loss of sight or reduction of sight;
- crush injuries leading to internal organ damage;
- serious burns (covering more than 10% of the body, or damaging the eyes, respiratory system or other vital organs);
- scalpings which require hospital treatment;
- unconsciousness caused by head injury or asphyxia;
- any other injury arising from working in an enclosed space, which leads to hypothermia, heat induced illness or requires resuscitation or admittance to hospital for more than 24 hours.

2) Over-seven-day injuries

This is where an employee, or self-employed person, is away from work or unable to perform their normal work duties for more than seven consecutive days (not counting the day of the accident).

Injuries to people not at work

Work-related accidents involving members of the public or people who are not at work must be reported if a person is injured, and is taken from the scene of the accident to hospital; for treatment to that injury. There is no requirement to establish what hospital treatment is actually provided, and no need to report incidents where people are taken to hospital purely as a precaution when no injury is apparent.

If the injury occurred at a hospital, the report only needs to be made if the injury is a 'specified injury' (see above).

HEALTH AND SAFETY POLICY

Reportable occupational diseases

Employers and self-employed people must report diagnoses of certain occupational diseases, where these are likely to have been caused by or made worse by work. This must be done when a written diagnosis from a doctor is received. These diseases include: carpal tunnel syndrome; severe cramp of the hand or forearm, occupational dermatitis; hand-arm vibration syndrome; occupational asthma; tendonitis or tenosynovitis of the hand or forearm; any occupational cancer; any disease attributed to an occupational exposure to a biological agent.

Reportable dangerous occurrences

Dangerous occurrences are certain, specified near-miss events. Not every near-miss event must be reported. There are 27 categories of dangerous occurrences that are relevant to all 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;
- explosions or fires causing work to be stopped for more than 24 hours.

Recording requirements

Employers are required to keep records of:

- Any accident, occupational disease or dangerous occurrence which required reporting under RIDDOR; and
- Any other occupational accident causing injuries that result in a worker being away from work or incapacitated for more than seven consecutive days (not counting the day of the accident but including any weekends or other rest days).

APPENDIX D

BRYANSTON

RISK ASSESSMENT POLICY

1 Scope

This guidance is applicable to all those with responsibility for undertaking risk assessments for activities which are under their control.

2 Objectives

Bryanston will comply with Regulation 3 of the Management of Health and Safety at Work Regulations 1999 by ensuring that suitable and sufficient risk assessments are undertaken. These will identify potential hazards, and seek to ensure that the necessary preventative and protective steps are identified and implemented to control hazards.

3 When to Complete a Risk Assessment

A risk assessment is to be carried out before any work is done/ activity is carried out that may present a risk of injury or ill health.

A departmental/ activity risk assessment is required to cover the routine activities of the department/ activity. If new activities/ equipment/ substances are introduced, then an additional risk assessment must be completed or the existing risk assessment must be amended.

Risk assessments are required for non-routine activities e.g. events hosted by Bryanston, one off activities.

A risk assessment is required for all offsite visits, as detailed in the Educational Visits Policy.

COSHH (Control of Substances Hazardous to Health) risk assessments are required for all Substances Hazardous to Health, for further information see the Bryanston School COSHH Guidance document.

4 Responsibility for Risk Assessment

The member of Staff in Charge is responsible for undertaking a suitable and sufficient risk assessment.

Area/Activity	Staff in Charge
Academic	Head of Department
Boarding Houses	Housemaster/Housemistress
Sports	Head of Sport (in conjunction with the Director of Sport)
Extracurricular Activities (ECAs)/ Weekend Activities	Member of staff running the ECA/ Weekend Activity
Bursarial	Departmental Manager
Events	Head of Operations/Person running event
Off Site Visits	Trip leader

The Health and Safety Officer receives copies of all risk assessments, except for Off Site Visits.

The Educational Visits Co-ordinator (EVC) approves risk assessments for off site visits, including residential stays, trips and sports fixtures.

A selection of risk assessments are audited annually.

5 The Process of Risk Assessment

Risk Assessment is a dynamic process. Risk needs to be assessed each time an activity takes place taking into account: the people involved; the specifics of the activity; and the environmental conditions. Risk Assessments are working documents which should be readily available and used within the department.

HEALTH AND SAFETY POLICY

The approach to risk assessment that has been adopted by Bryanston is the HSE 5 steps to risk assessment approach:

- 1) Identify the hazards
- 2) Decide who might be harmed and how
- 3) Evaluate the risks and decide on precautions
- 4) Record your significant findings
- 5) Review your assessment and update if necessary.

If the Risk Assessment identifies that further controls are necessary, the Staff in Charge must assess the residual risk in order to determine whether or not the activity can go ahead whilst these controls are in the process of being implemented. An action plan should be drawn up including timescales for the implementation of any further controls necessary.

The member of Staff in Charge preparing/ reviewing the risk assessment should:

- 1) Seek the views of relevant staff.
- 2) Consult guidance relevant to their area e.g. HSE, Sports Governing Bodies, CLEAPSS.
- 3) Record the information on the Bryanston Risk Assessment Template.
- 4) Consult the Health and Safety Officer for advice and assistance as appropriate.
- 5) Sign and date the Risk Assessment.
- 6) Give a copy to the Health and Safety Officer OR the EVC for Off Site Visits.
- 7) Communicate the findings to all of those affected by it at a departmental meeting. This will include communicating the risks and control measures with their staff working to this Risk Assessment, issuing them with a copy and ensuring they sign to confirm they have read and understood this. The Staff in Charge is responsible for maintaining a signature sheet.
- 8) Monitor working practices to ensure the controls identified in the risk assessment are being implemented.
- 9) Review the risk assessment at least annually, or more often if necessary (if circumstances change, if a process or piece of equipment is modified, if a new process or new equipment is introduced, following an accident/ near miss).
Review: Academic Risk Assessments – before Autumn Term Commences; Bursarial Risk Assessments – by Autumn Half Term; Off Site Visits –before trip commences; before any new activity commences.

A teacher's risk assessment for a lesson should be an integral part of the lesson plan. Departmental risk assessments should be consulted; planned activities evaluated against these; adaptations made as necessary; and significant findings recorded and highlighted in "point-of-use" texts.

As part of the risk assessment process the competence of staff should be assessed, training needs identified and an up to date training register be maintained.

6 Resources Available/Training

All staff receive a copy of this policy and guidance on risk assessment as part of their Health and Safety Induction. This training is recorded on their New Joiner Checklist, and Induction Form. Records are held by HR.

The Health and Safety section of the Intranet contains information on risk assessment in the following sections:

- Risk Assessment
- COSHH
- Off Site Visits

Contained within these sections are generic risk assessment templates. These are designed to provide a structure and identify common risks. Staff in Charge must consider the risks identified in generic templates in relation to the individual risks of their activities and modify the document so that it applies specifically to these activities and persons. Any additional risks and necessary controls must be included.

Assistance and further training is available from the Health and Safety Officer AND from the EVC for Offsite Visits.

APPENDIX E

BRYANSTON

DISPLAY SCREEN EQUIPMENT POLICY

Bryanston undertakes to comply with the Health and Safety (Display Screen Equipment) Regulations 1992.

Bryanston will for all staff using Display Screen Equipment:

- Ensure workstations meet specified minimum requirements;
- Enable work to be planned so that there are breaks or changes of activities;
- Provide information and training.

In addition, Bryanston will for users upon receipt of a completed Self-Assessment:

- Analyse workstations, and assess and reduce risks;
- On request provide eye tests and provide spectacles if special ones are needed.

According to the Regulations users are people who “habitually use display screen equipment as a significant part of their normal work”. Further clarification can be obtained from the Health and Safety Officer.

1 Implementation of the DSE Policy

All staff working with DSE (including both desktop and laptop computers) are provided with information including:

- DSE Policy
- ICT Policy
- Tips for Working with DSE

All new joiners are provided with this information as part of their induction programme.

HODs and Departmental Heads should ensure that all staff have received this information and encourage them to work according to this Policy.

Users should complete a Bryanston School Display Screen Equipment Self-Assessment. These forms are available from the Health and Safety Officer, and also from the Health and Safety pages of the Intranet. Completed forms should be returned to the Health and Safety Officer for review. Other staff, not defined as users, who wish to carry out a Self-Assessment may do so.

Training, equipment or other agreed needs identified as a result of these assessments will be arranged by the Health and Safety Officer.

All users should ensure that they plan their work so that regular breaks or changes of activity are taken away from the screen. It is recommended that users should not work continuously for more than 1 hour without a short break or change of activity away from the screen.

2 Provision of Eye Tests for Users

Users are entitled to an initial eye test and then further eye tests every 2 years, and in between if they are having visual difficulties that may reasonably be considered to be caused by their VDU work.

Based on the information provided by the Optician, if the test shows that they need glasses specifically for their VDU work, Bryanston will pay for a basic pair of frames and lenses. Staff may purchase spectacles costing in excess of this amount (i.e. designer frames, spectacles with dual functions or contact lenses) but the School will only reimburse the amount equivalent to the value of basic spectacles, currently in the region of £50. The School will only be responsible for the provision of spectacles that are required solely for use with DSE.

The cost of the above will be reimbursed by the Finance Bursary, upon presentation of a receipt authorised by the Health and Safety Officer.

APPENDIX F

BRYANSTON

LONE WORKING POLICY

1 Aim and Scope

Bryanston recognises its responsibility to comply fully with the legal duties towards lone workers under:

- the Health and Safety at Work etc Act 1974;
- the Management of Health and Safety at Work Regulations 1999.

The aim of this policy is to ensure: the health, safety and welfare of employees; to enable staff to be accounted for should there be a fire alarm or other emergency; and to ensure the security of staff and premises.

Bryanston acknowledges that there will be occasions when staff work alone and aims to reduce these risks to a level that is reasonably practicable.

This policy deals with employees who may work by themselves on or off site OR who work outside normal working hours on site.

For the purposes of lone working on site, normal working hours are as follows:

Academic Departments: Term time from 0700 – 2300, including 3 days before the start of and after the end of each term.

Bursarial Departments: The departments normal working hours year-round.

This policy does not apply to those staff who live on site when they are in their home or moving within the grounds of the School.

2 Responsibilities

It is the responsibility of all employees to ensure that their presence is known on site when working alone and to comply with this Policy.

HODs/ Departmental Managers are responsible for detailing the specific arrangements that are in place for lone working within their department in their Departmental Risk Assessments. These should include:

- identifying hazards of the work;
- identifying who may be harmed and how;
- assessing the risks involved;
- and putting measures in place to avoid or control the risks.

HODs/ Departmental Managers must ensure that these lone worker arrangements are communicated to all staff within their department.

Security is the point of contact for lone workers outside of normal working hours. Security is also available to monitor any lone working during normal working hours where a need has been identified by the HOD/ Departmental Manager, or by the employee.

HEALTH AND SAFETY POLICY

3 Process

Where possible outside of normal working hours, staff should arrange to be in school with others.

Outside of normal working hours, HODs/ Departmental Managers who instruct staff to be on site must ensure that Security is informed of any of these who are lone workers.

Lone workers, outside of normal working hours, are required to:

- 1) Upon arrival, log in with Security and give an estimated departure time;
- 2) Provide security with a contact number on which they can be reached whilst on site;
- 3) If required request check calls from Security at agreed times;
- 4) Upon departure, log out with Security.

Security will:

- 1) Maintain a log of lone workers (name, department, area of work, nature of work, contact number, arrival time on site, expected time of departure, details of check calls required);
- 2) Carry out check calls upon request;
- 3) Contact any lone workers who have not logged out by their estimated departure time to check their wellbeing.

HEALTH AND SAFETY POLICY

APPENDIX G

SUPPORTING DOCUMENTS REFERRED TO IN THE HEALTH & SAFETY POLICY

- Safeguarding Policy and Child Protection Procedures
- Educational Visits Policy
- Vehicle Policy
- Written Scheme for the Control of Legionella Bacteria
- Fire Safety Policy and Procedures
- First Aid Policy
- Policy on Window Restrictors in Boarding Houses
- Risk Assessment Policy
- Fire & Building Manual
- Display Screen Equipment Policy
- Staff Handbook
- Asbestos Register
- Lone Worker Policy
- New and Expectant Mother Policy
- Security & Access Control Policy
- Radon Policy
- Manual Handling Operations Policy
- Control of Substances Hazardous to Health Guidance
- Personal Protective Equipment Guidance