

BRYANSTON

BRYANSTON SCHOOL AND BRYANSTON CONFERENCE CENTRE

HEALTH AND SAFETY POLICY

July 2019

HEALTH AND SAFETY POLICY

CONTENTS

Page

PART ONE – STATEMENT OF INTENT

1.1	Health and Safety Policy Statement	4
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PART TWO - ORGANISATION AND RESPONSIBILITIES

2.1	Organisational Chart	5
2.2	Responsibilities	6

PART THREE - ADMINISTRATIVE ARRANGEMENTS & PROCEDURES

3.1	Health and Safety Objectives	9
3.2	Health and Safety Committee	9
3.3	Promulgation	9
3.4	Consultation with Staff	10
3.5	Fire	10
3.6	Emergency Procedures	10
3.7	Medical and First Aid	10
3.8	Reporting of Accidents and Near Misses	10
3.9	Risk Assessment/Method Statements/Specific Safety Policies	11
3.10	Personal Safety and Welfare	11
3.10.1	Personal Protective Equipment (PPE)	11
3.10.2	Manual Handling	12
3.10.3	Work Equipment	12
3.10.4	Woodworking Machinery	13
3.10.5	Lifting Apparatus	13
3.10.6	Noise	13
3.10.7	Vibration	13
3.10.8	Hot Works	14
3.10.9	Work at Height	14
3.10.10	Display Screen Equipment	14
3.10.11	Recruitment & Safeguarding	14
3.10.12	New Joiner Induction	14
3.10.13	Lone Working	15
3.10.14	New and Expectant Mothers	15
3.10.15	Disabled Workers	15
3.10.16	Young Persons	15
3.10.17	Work-related Stress	16
3.10.18	Occupational Health Services	16
3.10.19	School Security	16
3.10.20	Access to Risky Areas	16
3.10.21	Violence to Staff	17
3.10.22	Slips and Trips	17
3.10.23	Bonfires	17

HEALTH AND SAFETY POLICY

3.11	Waste/Hazardous Substances	
3.11.1	Waste Management	17
3.11.2	COSHH	17
3.11.3	Storage	17
3.11.4	Disposal	17
3.11.5	Managing Asbestos Register	18
3.11.6	Radioactive Materials	18
3.11.7	Radon	18
3.12	Training	18
3.13	School Trips	18
3.14	Vehicles/On Site Vehicle Movements	18
3.15	Defect Reporting Procedures	18
3.16	Maintenance	
3.16.1	Fire	19
3.16.2	Legionella	19
3.16.3	Electricity	19
3.16.4	Gas Appliances	20
3.16.5	Local Exhaust Ventilation Equipment	20
3.16.6	Pressure Systems	20
3.16.7	Windows and Glazing Safety	20
3.17	Selecting and Managing Contractors	20
3.18	Child Protection	20
3.19	Conference Centre	21
	APPENDIX A: Supporting Documents Referred to in the Health & Safety Policy	22

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 Headmaster, the Chief Operating Officer (COO) and other members of the Senior Leadership Team (SLT) 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:



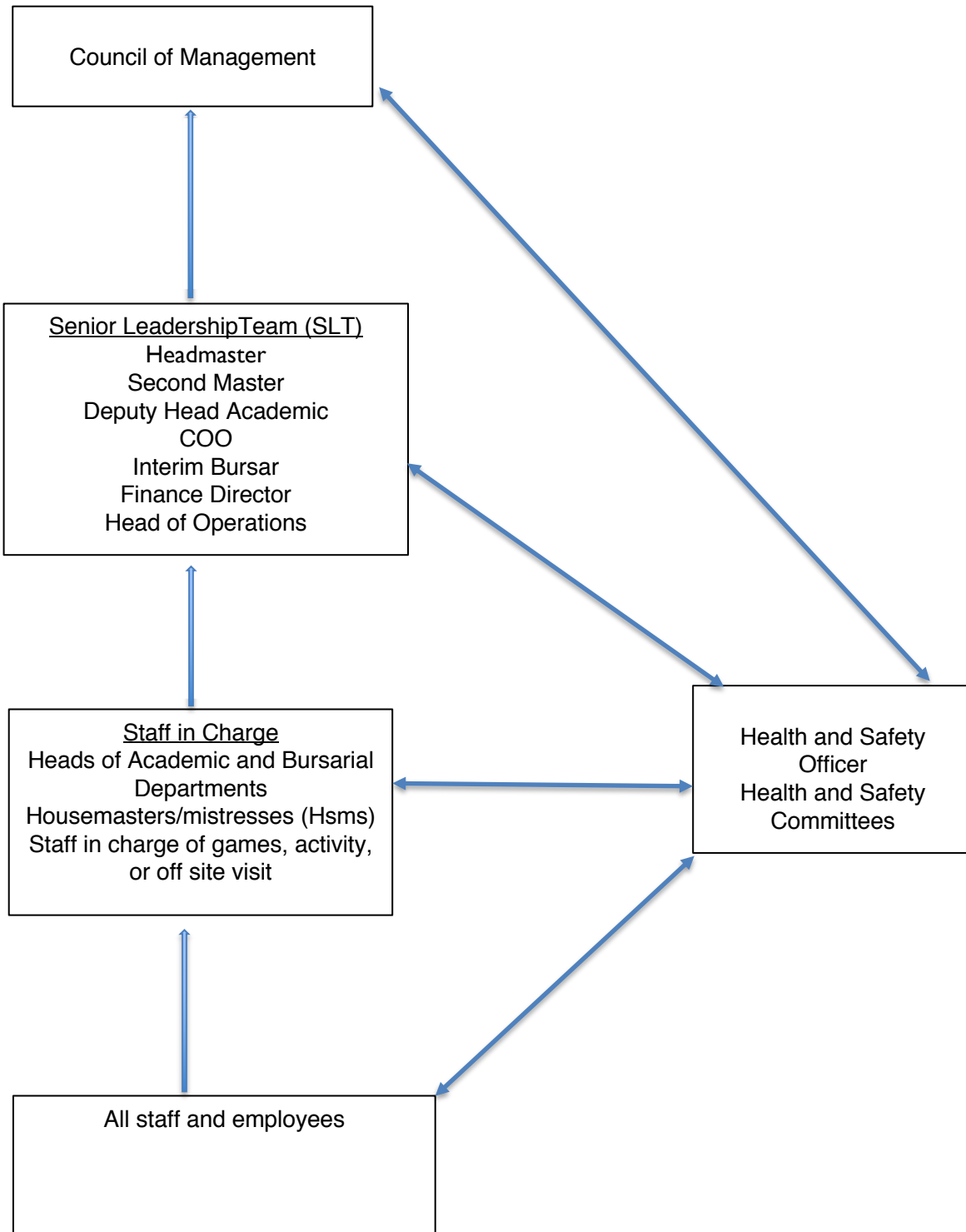
Julian Greenhill
Chairman of Governors
Bryanston School

July 2019

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.

Headmaster

The Headmaster, supported by the Second Master and working closely with the SLT and the Health and Safety Committee, is jointly responsible with the COO to the Council for the safe functioning of all school activities. The Headmaster 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 the SLT and the Health and Safety Committee, is jointly responsible with the Headmaster 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 Leadership Team (SLT)

The SLT 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 Headmaster, the SLT 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 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 School Fire 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/extracurricular 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.

School Fire Officer

The Head FM is the designated School Fire Officer, 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 the SLT.
- 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,

HEALTH AND SAFETY POLICY

- 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 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.

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/School Fire Officer
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

See Health and Safety Committees and Subcommittees Terms of Reference for further information.

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.

The SLT, 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.

The SLT 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 the SLT. The School Fire Officer co-ordinates this on behalf of the Health and Safety Committee.

See Bryanston School Fire Safety Policy and Procedures for further information.

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 Estates 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.

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 informed.

EMERGENCY SERVICES (9) 999

GATEHOUSE 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.

HEALTH AND SAFETY POLICY

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.

See Summary of Reporting Requirements of RIDDOR for further information.

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.

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

HEALTH AND SAFETY POLICY

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 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.

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 receive guidance on using portable electrical equipment safely as part of their induction, and are issued with a guidance document.

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.

A register of all portable appliances is kept in Estates, 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.

HEALTH AND SAFETY POLICY

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

Pupil equipment is visually inspected by the Portable Appliance Tester termly, in main building boarding houses pupil equipment is portable appliance tested annually in September.

Extension leads should be avoided where possible, and only used as a temporary measure. A maximum of one four way slab adapter may be used.

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.

Estates arrange for a specialist company to carry out examinations in accordance with the statutory requirements and keeps records of these examinations in all areas, with the exception of Coade Hall where this is arranged by the Coade Hall Technical Manager.

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.

HEALTH AND SAFETY POLICY

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

All hot works must be authorised in advance by Estates. They must be properly planned and the permit to work system is to be followed. The School's insurers must be notified in advance.

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 undertakes to comply with the Work at Height Regulations 2005.

Further information is contained in the Work at Height Policy.

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.

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 Safer Recruitment Policy and in the Safeguarding Policy & Child Protection Procedures.

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).

HEALTH AND SAFETY POLICY

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.

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.
- 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.

HEALTH AND SAFETY POLICY

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.

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 Control of Access to Risky Areas

Bryanston makes every effort to ensure that all potentially dangerous areas are, wherever possible, made secure and with warning signage as appropriate.

Arrangements are in place for controlling or denying unauthorised access by persons to potentially dangerous or risky areas of the School buildings and grounds, including roof areas. Appendix 2 of the Security and Access Control Policy details these.

The Second Master and Hsms brief regularly the Out of Bounds areas to pupils. Students are informed or reminded regularly by boarding and teaching staff of the dangers of entering risky areas.

Departmental/Boarding House risk assessments consider the risks associated with these identified areas, and identify and implement controls.

HEALTH AND SAFETY POLICY

3.10.21 Violence to Staff

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

3.10.22 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.

3.10.23 **Bonfires**

Bonfires within the grounds of Bryanston School are only permitted by the grounds team when burning items of plant waste, waste bark and wood, and sawdust, shavings and cutting from untreated wood and by construction staff when burning these items as a result of the initial clearing of vegetation from a construction site. A D7 permit must be applied for.

[For further information please see the document Guidance on Bonfires on Site.](#)

3.11 WASTE/HAZARDOUS SUBSTANCES

3.11.1 Waste Management

Bryanston is aware of its duty of care and seeks to comply with the Environmental Protection Act 1990 by:

- keeping waste to a minimum by doing everything it reasonably can to prevent, reuse, recycle or recover waste (in that order) - [get help to do this](#);
- [sorting and storing waste safely and securely](#)
- completing a [waste transfer note](#) for each load of waste that leaves your premises
- checking waste carriers use are [registered to dispose of waste](#)
- not allowing waste carriers to dispose of waste illegally

Waste is managed by the Facilities Management Team.

3.11.2 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. Science and Art control hazards associated with SHH via the CLEAPPS hazard system.

3.11.3 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.

3.11.4 Disposal

Disposal of controlled waste will be carried out by a licensed waste management contractor through Housekeeping. 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.

HEALTH AND SAFETY POLICY

3.11.5 Control of Asbestos

Bryanston recognises its responsibility to comply with the Control of Asbestos Regulations 2012. Bryanston has an Asbestos Management Plan which is held in the Estates Department. The Asbestos Coordinator is the Estates Operations Manager.

3.11.6 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 Science and engages the services of the Dorset County Council Radiation Protection Officer. As required by these Regulations, Bryanston has registered with the HSE.

3.11.7 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.

HEALTH AND SAFETY POLICY

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

Fire Blankets

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

Fire Alarms

A monthly 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.

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

Fire Detectors

A monthly 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

A monthly test on all self-contained luminaries by simulating a failure of the normal lighting supply. Carried out by Bryanston maintenance staff.

An annual 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 monthly by the nominated person.

Reports completed by specialist contractors are kept centrally in Estates. 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. All records are kept in Estates.

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 Estates.

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

HEALTH AND SAFETY POLICY

3.16.4 Gas Appliances

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

Landlord's Gas Safety Certificates are held in Estates 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 Estates.

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 Estates.

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 Pressure Systems Safety Regulations 2000.

A register of all pressure vessels on site is kept by Estates. 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. It has adopted the HSE guidance, Managing Contractors A Guide for Employers HSG159.

A contractor is anyone you get in to do work for Bryanston who is not an employee.

It is the responsibility of the member of staff with responsibility for selecting and appointing contractors to ensure that the following documents are complied with:

Contractors, visitors and volunteers at Bryanston: Detailed Information for HoDs

Managing Contractos Policy

Contractor Pack

Contractor Site Induction Pack.

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" (2018), 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 Protection Advisory Committee. Appropriate training will be provided for staff at regular intervals and effective links will be developed with appropriate Child Protection Agencies.

HEALTH AND SAFETY POLICY

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.

DOCUMENTS REFERRED TO IN THIS POLICY ARE AVAILABLE FROM THE HEALTH AND SAFETY OFFICER, AND ARE ALSO AVAILABLE IN THE HEALTH AND SAFETY SECTION OF THE STAFF HUB.

HEALTH AND SAFETY POLICY

APPENDIX A

SUPPORTING DOCUMENTS REFERRED TO IN THE HEALTH & SAFETY POLICY

- Asbestos Management Plan
- [Bonfires on Site](#)
- Control of Substances Hazardous to Health Guidance
- Display Screen Equipment Policy
- Educational Visits Policy
- Fire & Building Manual
- Fire Safety Policy and Procedures
- First Aid Policy
- Health and Safety Committees and Subcommittees Terms of Reference
- Lone Worker Policy
- Manual Handling Operations Policy
- New and Expectant Mother Policy
- Personal Protective Equipment Guidance
- Radon Policy
- Risk Assessment Policy
- Safeguarding Policy and Child Protection Procedures
- Safer Recruitment Policy
- Security & Access Control Policy
- Summary of Reporting & Recording Requirements of RIDDOR
- Vehicle Policy
- Window Restrictors in Boarding Houses
- Work at Height Policy
- Written Scheme for the Control of Legionella Bacteria