



# HEALTH AND SAFETY

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## **1. Introduction**

The Governors of St Dunstan's Trustee Ltd. have overall responsibility for the health, safety and welfare of staff, students and visitors to its sites. They are committed to the provision of a safe and healthy environment for all staff, pupils and visitors whilst working or carrying out any activities across St Dunstan's College's sites.

Although overall accountability for health and safety lies with St Dunstan's Trustee Ltd., which is chaired by Mr Paul Durgan, day-to-day responsibility is delegated to the Head of St Dunstan's College, who in turn delegates specific functions to other staff, as set out in this policy.

The Chair and Head will take all necessary precautions to ensure that St Dunstan's College has:

- safe systems of work in place;
- suitable and sufficient work equipment;
- adequate welfare arrangements; and
- robust arrangements to provide information, training and supervision to staff to ensure they are competent to perform their task.

All steps will be taken to eliminate and reduce risks as far as reasonably practicable. Any remaining residual risks will be managed by ensuring adequate control measures are in place.

This Health and Safety Policy, which must be read in conjunction with the policies and related documents listed in Appendix 1, is the overarching Health and Safety Policy for St Dunstan's College Educational Foundation. It applies to employees of St Dunstan's Trustee Ltd. on behalf of St Dunstan's Educational Foundation and College Hire Limited, a wholly owned subsidiary of St Dunstan's Educational Foundation.

## **2. Statement of Intent**

The Chair of Governors of St Dunstan's Trustee Ltd. and the Head of St Dunstan's College accept responsibility for all safety, environmental matters, including health and safety at work, environmental protection and fire safety. All are aware of the requirements of the Health and Safety at Work etc. Act 1974, Management of Health and Safety at Work Regulations 1999 and other relevant health and safety regulations to provide a safe and healthy working environment.

In keeping with the spirit and intentions of the Acts, Section Three 'Organisation' and Section Four 'Arrangements' of this policy set out how St Dunstan's Trustee Limited meets its legal and moral obligations and complies with legislation.

St Dunstan's Trustee Limited is committed to achieving the highest standards in all aspects of safety and environmental protection and the wellbeing of staff, pupils, visitors and contractors.

In addition, all St Dunstan's College staff are responsible for complying with this Health and Safety Policy and must:

- act in a safe manner so as to ensure that their actions or inactions do not put themselves or anyone else in danger;
- cooperate with the Head to assist with the maintenance of a safe and healthy working environment;

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- ensure they are competent to carry out their tasks including safe use of any equipment as part of their role;
- not interfere with any items provided for Health and Safety; and
- report any health and safety concerns, accidents and incidents using the correct procedure.

The Chief Operating Officer will make regular reviews of safety and environmental standards within St Dunstan's College to ensure compliance, including record keeping, as laid down in all relevant policies.

Contractors, sub-contractors, hirers and visitors also have a duty of care and a right to a safe working environment; they must ensure that they comply with the requirements of this Health and Safety Policy.

### 3. Organisation

#### 3.1 St Dunstan's Trustee Limited

The St Dunstan's Trustee Limited have overall responsibility for ensuring compliance with this Health and Safety Policy document. In particular, St Dunstan's Trustee Limited are responsible for:

- ensuring an approved Health and Safety Policy is in place and reviewed annually;
- monitoring the application of the Health and Safety Policy including consideration of inspection reports;
- including Health and Safety on meeting agendas;
- making arrangements to ensure compliance with all relevant legislation particularly the Health and Safety at Work Act and the Management of Health and Safety at Work Regulations 1999; ensuring that
  - procedures are in place to identify hazards and evaluate risk control measures;
  - there is an appropriate management structure, and its effectiveness is periodically monitored with regard to Health and Safety;
  - one member of St Dunstan's Trustee Limited takes specific responsibility for Health and Safety (the Health and Safety Link Governor) and attends any health and safety training as appropriate;
  - the Head, as the Key Manager for health and safety, carries out the appropriate responsibilities; and
- reporting and discussing any concerns with the Head.

#### 3.2 The Head

The Head of St Dunstan's College is accountable for, and has day to day responsibility for, ensuring compliance with all health and safety procedures at St Dunstan's College.

The Head is responsible for:

- day-to-day management of all Health and Safety matters in accordance with the Health and Safety Policy;

- delegating responsibilities to other competent members of staff to promote Health and Safety across St Dunstan's College;
- overseeing the Health and Safety of the College's Combined Cadet Force (CCF) contingent and appointing a competent Contingent Commander;
- co-operating with and providing necessary facilities for trade union safety representatives;
- putting into effect any remedial measures, or referring as necessary to the Finance and Resources Committee, or the Health and Safety Committee, as required;
- consulting with members of staff on health and safety matters; and
- ensuring that all staff are aware of this Health and Safety Policy and have access to the policy and other health and safety guidance and advice.

### **3.3 The Chief Operating Officer (COO)**

The Chief Operating Officer (COO) is responsible for:

- line management of the Estates and St Dunstan's Enterprises Teams;
- being aware of safe working practices and setting a good example personally;
- ensuring remedial action is taken where appropriate;
- ensuring regular inspections are carried out;
- receiving regular reports of any accidents, injuries or near misses that occur, investigating such accidents; reporting those that fall within RIDDOR to the Health and Safety Executive, analysing trends and proposing remedial actions to prevent reoccurrence in liaison with the Head or Health and Safety Consultant, as appropriate;
- identifying staff safety training and awareness needs;
- liaising with the Health and Safety Consultant;
- chairing the Health and Safety Committee;
- ensuring that accidents are reported to the Health and Safety committee on a twice termly basis; and
- notifying the Finance and Resources Committee regarding significant incidents.

### **3.4 The Director of Estates and Commercial Activities**

The Director of Estates and Commercial Activities is responsible for:

- line management of the Estates and Enterprise teams;
- ensuring all statutory and non-statutory planned preventative maintenance is carried out; and
- ensuring that appropriate maintenance and testing is undertaken by external contractors.

The Estates Team, which is overseen day to day by the Head of Building Operations, will also:

- organise and monitor the maintenance and testing required to be undertaken by external contractors;
- inspect the buildings and equipment as per statutory requirements and on a termly basis submit a report to the COO;
- inspect the buildings and site access on a daily basis, ensuring that all fire escape doors are unlocked, escape routes are clear of obstruction and that access to the site is safe;

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- record all defects noted and, if urgent, effecting immediate repair;
- report major defects to be repaired by outside contractors/authorities to the COO;
- maintain all Automated External Defibrillators (AED);
- carry out maintenance as identified in the Property Handbook;
- liaise with all external contractors, reminding them of their obligations under this Policy and notifying them of any existing hazards;
- notify the COO of any hazards introduced by contractors on site;
- undertake, review, keep up to date annual risk assessment of all estates activities;
- act on and share information received on Health and Safety matters with appropriate people; and
- arrange for any unsafe item of furniture, fitting or equipment to be withdrawn, repaired or replaced.
- .

The Enterprises Team, which is overseen by the Head of Commercial Activities, will also:

- inspect the Jubilee Ground building and equipment, the swimming pool and the gym as per statutory requirements and on a termly basis submit a report to the COO;
- inspect the Jubilee Ground building and site access on a daily basis ensuring that all fire escape doors are unlocked, escape routes are clear of obstruction and that access to the site is safe;
- record all defects noted and, if urgent, effecting immediate repair or when appropriate to do so;
- report major defects to be repaired by outside contractors/authorities to the COO;
- liaise with external contractors, reminding them of their obligations under this Policy and notifying them of any existing hazards;
- notify the COO of any hazards introduced by contractors on site;
- undertake, review and keep up to date annual risk assessments of all activities at the Jubilee Ground and Leisure Centre that are outside of the standard school day;
- act on and share information received on Health and Safety matters to appropriate people; and
- arrange for any unsafe item of furniture, fitting or equipment to be withdrawn, repaired or replaced.

### 3.5 The Compliance Coordinator

The Compliance Coordinator is responsible for:

- supporting the implementation of health and safety policy, procedures, works and training;
- coordinating all health and safety related audits and associated action plans;
- ensuring effective management of contractors; including ensuring that contractors have the necessary health and safety approvals in place. For example risk assessments, method statements and permits to work; and
- ensuring compliant functioning of the Estates and Enterprise teams, including organising and monitoring all maintenance services and remedial works in accordance with the College's planned preventative maintenance programme.

### **3.6 The Deputy Head (Pastoral)**

The Deputy Head (Pastoral) is responsible for:

- line Management of the College Nurse;
- overseeing the procedures outlined in the First Aid Policy;
- managing the provision for pupils with medical conditions as outlined in the Supporting Pupils with Specific Medical Needs Policy; and
- ensuring that the Educational Visits Coordinator (EVC) is suitably trained and competent to discharge their responsibilities;
- monitoring the activities of the EVC to ensure duties are being completed in accordance with the Trips and Visits Policy;
- ensuring that St Dunstan's has appropriate procedures in place to deal with a major incident on a trip.

### **3.7 The College Nurse**

The College Nurse is responsible for:

- maintaining and reviewing the accident book, reporting any concerns and trends to the Deputy Head (Pastoral) and / or COO as appropriate;
- coordinating first aid provision across the College;
- maintaining an up to date list of first aid qualified staff;
- running the medical area of the Wellness Centre
- ensuring that the First Aiders list is kept up to date; and
- ensuring that first aid kits and equipment are maintained and that stocks are kept replenished and are in date.

### **3.8 First Aiders**

First Aiders are responsible for:

- responding promptly to calls for assistance;
- giving immediate assistance to casualties with injuries and illness;
- ensuring that an ambulance or professional medical help is summoned as appropriate; and
- recording details of accidents and treatments using the online accident book and notifying the College Nurse of any first aid supplies that need replacement.

### **3.9 The Chief People Officer**

The Chief People Officer is responsible for:



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- ensuring the wellbeing of all staff, including communicating the benefits of a healthy work-life balance and the various channels and support mechanisms available should employees experience wellbeing issues;
- ensuring that health and safety is included in the staff induction process and ensuring that line managers receive the training and resources to understand their responsibilities with regard to health and safety and specifically with regard to employee wellbeing;
- ensuring that line managers understand the importance of employees completing Display Screen Equipment assessments and that appropriate remedial action is offered for identified issues and how to complete employee-specific risk assessments, such as risk assessments for expectant and new mothers; and
- chairing the Termly Wellbeing Committee.

### 3.10 Educational Visits Coordinator

The Educational Visits Coordinator is responsible for:

- ensuring that appropriate risk assessments, including pre-visit assessments, are suitable and sufficient;
- ensuring that a competent Trip Leader is nominated for every trip;
- ensuring that School Trip Management training is available to all staff;
- ensuring that supervision ratios for a trip are appropriate;
- ensuring that emergency arrangements for a trip are in place; and
- ensuring that records are kept of any incidents or accidents that happen on a trip, including near misses.

### 3.11 CCF Contingent Commander

The CCF Contingent Commander is responsible for:

- day to day management of the safety of the College's CCF contingent, managing safety within the framework of the CCF's Safety Management System. This includes oversight of all CCF activities that take place within the school site; and for CCF planned activities that take place outside of the school site as part of approved contingent and / or Service Section training;
- ensuring that all MOD loaned and issued items are securely stored and accounted for in accordance with relevant legislation, and with MOD and Cadet Force HQ policies and regulations;
- supporting the MOD in carrying out inspections and assurance checks of loaned and issued items, including the armoury; taking prompt remedial action to bring the CCF contingent back up to the required levels of storage, administration and maintenance of MOD loaned and issued items where necessary.

### **3.12 All staff**

Health and Safety is the responsibility of *all* staff. All staff are responsible for:

- taking care of themselves and others who may be affected by their acts or omissions;
- co-operating with the Head to ensure that statutory requirements are met;
- not interfering with or misusing anything provided in the interest of health, safety or welfare;
- checking classrooms and work areas are safe and that fire exits are unlocked and unobstructed prior to use;
- checking equipment is safe before use;
- ensuring that they are aware of safe procedures and that these are followed;
- ensuring that protective equipment is used when needed;
- participating in inspections as appropriate;
- bringing any concerns relating to Health and Safety to the attention of their line manager in the appropriate way; and
- ensuring all accidents to pupils, staff or visitors are recorded by the person affected, member of staff supervising the activity or first aider as outlined in Section 4.1

### **3.13 The Health and Safety Consultant**

The Health & Safety Consultant will:

- give advice and assistance to the College in the discharge of their responsibilities in relation to Health and Safety;
- be the nominated Competent Person in respect of Health and Safety legislation;
- carry out regular audits of all Health and Safety management systems, policies and procedures;
- ensure that regular inspections of premises, and establishments are carried out to ensure the maintenance of a safe working environment;
- provide support to the COO with the reporting of any accidents, injuries or near misses that fall within RIDDOR to the Health and Safety Executive;
- maintain adequate and up to date information of relevant law and safety management practice; and
- coordinate liaison with the relative statutory authority (Health and Safety Executive, London Fire and Emergency Planning Authority, etc.) during any investigations or inspections.

### **3.14 Health and Safety Representatives**

St Dunstan's Trustee Limited and the Head recognise the role of Health and Safety Representatives who may be appointed by a recognised Trade Union.

Health and Safety Representatives will be:

- allowed to investigate accidents and potential hazards, pursue employee complaints and carry out site inspections within directed time wherever practicable; and
- entitled to certain information, e.g., information relating to accidents, and to paid time away from the workplace to train for and carry out their health and safety functions.

Representatives are not part of the management structure and do not carry out duties on behalf of the Head or St Dunstan's Trustee Limited.

## **4 Organisation**

### **4.1 Accident reporting**

All accidents, no matter how minor, that occur to members of staff, pupils, visitors or contractors are to be reported using the online accident reporting system. If the affected person is a Junior School pupil and the injury is anything other than very minor, or involves a potential head injury, a Pupil Accident Report must also be completed and passed to the parent/carer.

Further information is detailed in the First Aid Policy.

Major accidents, i.e., any fatality, major injury, reportable disease or dangerous occurrence, must be reported immediately to the Head and COO to enable a report to be submitted to the Health and Safety Executive in compliance with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013.

### **4.2 Asbestos Register**

A copy of the Asbestos Register is held by the Estates Team.

All staff are made aware of the dangers of disturbing asbestos during the mandatory Health and Safety awareness training, attended by all staff. For example, they are instructed not to use drawing pins in any asbestos containing material.

The Estates Team must be familiar with the location of asbestos within the premises and must ensure that contractors access the Asbestos Register prior to commencing work at St Dunstan's College.

An Asbestos Management Plan detailing how any asbestos containing material on the premises is to be protected or monitored is held by the Estates Team and reviewed annually.

### **4.3 Biological Hazard Control**

#### **4.3.1 Coronavirus (Covid 19)**

The Head is committed to protecting the health and safety of everyone who comes onto the school site and controlling the spread of the virus and will:

- follow the most up to date guidance, including but not limited to, from the Government, Public Health England and the Department for Education; and
- consult with all staff, staff representatives and St Dunstan's Trustee Limited as required.

#### **4.3.2 Legionella (Water Hygiene)**

The Head accepts their duty with respect to the control of risk from exposure to legionella to staff, students, visitors and contractors under the Health and Safety at Work etc. Act 1974, Control of Substances Hazardous to Health Regulations 2002 and the Management of Health and Safety at Work Regulations 1999.

St Dunstan's College will manage all operations with regard to the design and maintenance of domestic water systems and air handling systems to ensure that:

- all sources of risk are identified, a suitable and sufficient risk assessment is carried out and kept up to date;
- a Written Scheme is in place to prevent or control the risk;
- precautions are implemented, managed, monitored and routine testing is undertaken;
- records are maintained;
- there is a clear allocation of responsibilities and training is provided to ensure competence; and
- a specialist, competent contractor is appointed to undertake aspects of the operation, maintenance and control measures required for the systems.

#### **4.4 Cash Handling**

The amount of cash entering St Dunstan's College and being handled on the premises must be kept to a minimum. Where cash is held, it must be kept in the College safe and must be banked on a regular basis.

Cash must be counted out of sight, for example in an inner room. Where staff need to transport cash to the bank this should be carried out at random times and, in the instance of a member of staff being subjected to a robbery, should hand over the cash and report the incident immediately to the Police.

#### **4.5 Competency and Training**

All St Dunstan's College staff must be competent to perform their duties and specific training is required where, for example, additional hazards exist or if specialist duties are required. The Estates Team and St Dunstan's Enterprises Team are among those staff requiring specific training.

A health and safety training matrix is monitored by the Estates Compliance Coordinator and a record of all training courses attended by staff is maintained by the People Operations Team.

##### **4.5.1 Induction**

During the induction process, all St Dunstan's College staff will be provided with general awareness regarding Health and Safety and Fire Safety including action in the event of emergencies, evacuation, Fire Marshal duties and lone working arrangements.

##### **4.5.2 All staff training**

All staff training will be refreshed every three years and includes:

- General Health and Safety Awareness
- Accident / incident reporting procedures
- General fire safety awareness, including awareness of relevant Personal Emergency Evacuation Plans (PEEPs)
- Fire Marshal training
- Evacuation procedures

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- Safeguarding (annual refresher)

### 4.5.3 Estates and Enterprises training

The Estates and St Dunstan's Enterprises Teams will also complete the following training, which is refreshed every three years:

- Asbestos Awareness
- Chemical Safety
- Legionella Awareness
- Manual Handling
- Water Hygiene Management
- Working at Height

### 4.5.4 Specific staff training (e.g. First Aiders, Science, Sport, Design Engineering, Art, IT, Drama Department)

Specific staff training will be offered in accordance with individual role requirements. It will include, but not be limited to:

- First Aid Training
- Training in the use of evacuation aids for those with mobility impairments, if required
- Chemical Safety
- Manual Handling
- Working at Height

## 4.6 Contractors and Visitors

All contractors and visitors must report to the main reception where they will be asked to sign in and issued with the appropriate lanyard. All contractors and visitors must also sign out.

Arrangements in the case of emergencies and evacuation or other relevant information e.g., fire arrangements will be shared during the signing in process via a visitor leaflet. The fire alarm sounds can be heard by listening to a video in the visitor waiting room.

Reception will be made aware in advance regarding planned visitors and contractors so they can alert the relevant member of staff to meet the contractor/visitor in reception.

The member of staff hosting the contractor or visitor will be asked to go to reception to meet the contractor or visitor. The host will then be responsible for the contractor or visitors whilst on site. This includes explaining health and safety information including fire and lockdown procedures. The visitor must not be allowed to move around the site unaccompanied unless they are registered on the Single Central Register (SCR) and are wearing a yellow lanyard.

The control of contractors on site, including the induction process will be in accordance with the Contractor Management Policy and the Visitors and Contractors Policy.

#### **4.7 Display Screen Equipment (DSE)**

All Display Screen Equipment (DSE) users will be identified and must complete a DSE self-assessment to ensure that all workstations are set up correctly and remedial action is taken, where required.

#### **4.8 Emergency Planning**

St Dunstan's College's arrangements in the event of any emergency e.g., fire, adverse weather, loss of services such as gas, water, electricity and lockdown are covered in the Critical Incident Policy.

#### **4.9 Fire Precautions**

Every St Dunstan's College staff must ensure that:

- they know what to do in the case of fire;
- they are familiar with the sound of the fire alarm;
- all classrooms and other areas are vacated immediately on hearing the fire alarm;
- hazardous electrical appliances are disconnected and all doors shut when vacating the premises;
- they inform the Estates Team by email if they are using equipment likely to emit smoke, dust, etc.; and
- they always check for any potential fire hazard at the end of the day.

Further, every employee must never:

- ignore a fire alarm or disregard any notice on fire prevention;
- smoke (including e-cigarettes) in the school building or grounds;
- be untidy and leave waste materials laying around;
- leave obstructions in passages or stairways;
- leave any temporary heating appliances burning/switched on when unattended;
- move or interfere with firefighting appliances; and
- leave furniture etc. by fire exits or placed directly in front of electrical heaters.

In the event of a fire, pupils will be escorted from the buildings via the nearest exit, in silence, and line up at the designated fire assembly points.

All staff must report any faults, for example, failure to hear the alarms at the correct level, to the Estates Service Desk.

Detailed fire arrangements are included in the Fire Safety Management Plan.

#### **4.10 First Aid**

The Deputy Head (Pastoral) in consultation with the College Nurse, will ensure that a suitable number of staff are qualified to administer first aid in an emergency as identified in the First Aid Policy.

The arrangements for the administration of medicines are covered in the School Medical Needs Policy and the responsibility of First Aiders as identified in Section 3.10 of this Policy.

First aid boxes are located across the sites and are clearly identified. The contents will be checked on a weekly basis by the College Nurse and all deficiencies made good.

A record will be kept of every occasion when any member of staff, student or other person receives first aid treatment whether on the premises or as part of a school-related activity and the appropriate reporting will be undertaken as identified in Section 4.1 of this Policy.

Full First Aid arrangements are detailed in the First Aid policy

#### **4.11 Hazardous Substances**

St Dunstan's College acknowledges that persons may use or be exposed to substances (or mixtures of substances), both chemical and biological with the potential to cause harm to health. Where possible exposure to hazardous substances will be prevented e.g., a non-hazardous substance used.

St Dunstan's College understands that it must comply with the Control of Substances Hazardous to Health (COSHH) Regulations 2002 (as amended) and the relevant staff e.g., Head of Design Engineering, Head of Science, Estates Team, St Dunstan's Enterprises Team, will ensure that:

- an inventory of all substances is maintained and regularly reviewed;
- current Safety Data Sheets are held together with the COSHH assessments; and
- all substances are stored, used and disposed of in accordance with the COSHH assessment.

Personal Protective Equipment (PPE) will be provided, where identified in the COSHH assessment and health surveillance will be arranged, where required.

Arrangements will be put in place to deal with emergencies.

The Science, Design Engineering and Art Departments will have additional specific procedures and processes supported by the CLEAPSS advisory service, who support practical science and technology in schools.

#### **4.12 The Kiln**

A kiln is operated in the Art Department. The Head of Art will ensure that:

- a demarcated safe zone is highlighted e.g., for when the kiln is in use,;
- the kiln is only used by competent, trained staff;
- personal protective equipment is provided;
- a risk assessment and safe operating procedures is displayed adjacent to the kiln;

- combustible items are not stored within 1m of the kiln; and
- the annual inspection and maintenance is to be undertaken by a competent contractor, report reviewed and remedial action scheduled, where required.

#### **4.13 Lettings**

Where St Dunstan's Colleges' buildings, grounds and facilities are let to external parties to use for authorised activities, all lettings will be in accordance with the Lettings Policy which sets out the terms and conditions including responsibilities of all parties and exclusions.

#### **4.14 Lifting Equipment**

Where St Dunstan's College provides a lift for people to use to access floors above or below ground floor level:

- St Dunstan's College accepts the duties placed on establishments who operate lifting equipment by the Lifting Operations and Lifting Equipment Regulations 1998 (LOLER) including the requirement for the equipment to be of adequate strength and stability and the additional general obligations under the Provision and Use of Work Equipment Regulations 1998 (PUWER) regarding the suitability of work equipment; and
- St Dunstan's College acknowledges that persons can be at greater risk of harm when they are lifted by machinery and will ensure that enhanced levels of safety are considered in the:
  - design and manufacture;
  - use and maintenance; and
  - inspection and thorough examination.

In addition, St Dunstan's College will maintain the safety of the lifting equipment used, by:

- carrying out simple inspections and checks;
- appointing a competent person(s) to carry out a thorough examination at the required intervals. This is every six months for equipment for lifting people; and
- ensure any defects are reported and any remedial action taken with serious defects being reported to the relevant enforcing authority.

#### **4.15 Local Exhaust Ventilation**

St Dunstan's College recognises that whilst using substances they may become hazardous to health in different forms including gas, fume, vapour dust and mist.

St Dunstan's College accepts its duty to control the exposure to substances that are hazardous to health to staff, pupils, visitors and contractors under the Health and Safety at Work Act 1974, Control of Substances Hazardous to Health Regulations 2002 and the Management of Health and Safety at Work Regulations 1999.

Where Local Exhaust Ventilation (LEV) systems are used to control this exposure, St Dunstan's College will have considered all other controls; eliminating the substance creating the hazard, substituting it with a safer substance, reducing the amount of substance used, changing work processes to reduce the frequency and time of emission, reducing the number of persons involved in the process or applying simple controls.



St Dunstan's College will ensure that:

- all components of the LEV system(s) are specified, designed and commissioned correctly including, hood, airflow indicators and ducting;
- a user manual and logbook is present;
- all persons required to carry out routine checks are competent with the system and its function, how it should be used and how to recognise defects; and
- a competent service provider is appointed to carry out maintenance and through examination and tests at least every 14 months.

#### **4.16 Lone Working**

Staff must avoid lone working wherever possible. Due to the expansive nature of the site, lone working may occur in the case of members of staff working late in the evening or where a member of the Estates Team is required to work during a weekend or bank holiday.

Certain activities such as locking and unlocking and cleaning duties must also be considered.

Staff are aware of the Lone Working Policy which is available on the Shared Drive and covers:

- The process for reporting when working alone;
- communication, security and emergency arrangements; and
- work/activities that must not be carried out whilst working alone e.g., working at height, use or dangerous machinery.

In circumstances where lone working may occur, this will be included in relevant risk assessments.

#### **4.17 Manual Handling**

To comply with the Manual Handling Operations Regulations 1992, St Dunstan's College will ensure:

- the need for manual handling is avoided as far as reasonably practicable;
- a risk assessment is carried out for any manual handling that cannot be avoided; and
- the risk of injury has been reduced as far as reasonably practicable.

Low risk, ad hoc manual handling activities must be included in general risk assessments and assessment made that the activities can be carried out safely.

All staff required to undertake manual handling operations (lifting, pushing, pulling or carrying of equipment) with a potential risk of injury as part of their role must:

- receive appropriate training prior to carrying out such duties;
- be provided with information regarding the task;
- follow appropriate safe systems of work; and
- use any mechanical aids provided correctly and/or undertake team handling where applicable.

#### **4.18 Monitoring**

Application of the Health and Safety Policy is monitored on an annual basis as part of the Health and Safety Audit carried out by the Health and Safety Consultant. The results of any monitoring carried out will be reported to St Dunstan's Trustee Limited, the Head and other staff as necessary.

Termly Health and Safety monitoring inspections will be carried out by means of a walk around by the COO with the Director of Estates & Commercial Activities and Estates Compliance Coordinator.

#### **4.19 Online Safety**

Online Safety is managed by the Digital Services Departments and outlined in the Information Technology Policy.

#### **4.20 Personal Protective Equipment**

Personal Protective Equipment (PPE) will be provided free of charge and must be used as identified in risk assessments.

Staff will be provided with information, instruction and formal training, where required, in the use of PPE.

Adequate supplies of all PPE will be maintained, storage/locker facilities will be provided for multi-use items and arrangements for disposal of single use items in place.

It is the responsibility of the member of staff required to wear PPE to ensure:

- they wear the PPE correctly and at all times as specified in the risk assessment;
- dispose of, or store, the PPE correctly; and
- report any defects in relation to their PPE to their line manager promptly.

#### **4.21 Provision and Use of Work Equipment (PUWER) Provision**

All work equipment will be provided in accordance with the requirements of the Provision and Use of Work Equipment Regulations 1998 (PUWER) and in conjunction with other relevant legislation.

Work equipment/machines include:

- toolbox tools, such as hammers, screwdrivers, handsaws;
- powered equipment /machines - electrical and battery powered;
- lifting equipment;
- all apparatus and equipment used by individual departments e.g., Art, Design Engineering, Drama, Science and Sports;
- any outdoor fixed play equipment; and
- transport, including the minibus fleet.

All work equipment and machinery provided by St Dunstan's College will be suitable, inspected, maintained and used by competent persons in the correct environment in accordance with a risk assessment to ensure that any electrical, mechanical and any other hazards have been considered and control measures applied.

Portable electrical equipment will be included in annual Portable Appliance Testing (PAT) with non-statutory and statutory testing and maintenance schedules for all other work equipment and machinery and procedures in place for ensuring remedial action is undertaken, if required.

### 4.22 Risk Assessments

The Head will ensure that suitable and sufficient risk assessments are carried out by a competent person(s). Where this is delegated to other staff, suitable training and supervision will be provided to ensure that assessments are carried out by the relevant staff who are aware and in control of risks in that area.

The following departments, where applicable, will carry out risk assessments relevant to their areas: Art, Design Engineering, Drama, Early Years, Estates, Digital Services, Library, St Dunstan's Enterprises, CCF, Science and Sports.

For all other curriculum areas, Heads of Departments will ensure risk assessments are in place. The Director of Estates & Commercial Activities will ensure that risk assessments are completed for Estates and Enterprises activities.

Risk assessments will be in place for all communal areas including hall, corridors, staffrooms and toilets. These risk assessments must cover any activities that may take place in these areas, e.g., use during wet play.

Risk assessments will:

- identify hazards;
- evaluate the risk that these hazards present and to whom;
- identify suitable measures to reduce and control the risks;
- record the significant findings;
- monitor the effectiveness of the control measures;
- review the risk assessment on a regular basis.

Specific risk assessments are required for new and expectant mothers, working at height, violence, lone working, etc. where such a risk exists.

All staff must use the St Dunstan's College agreed risk assessment template, review the risk assessment at least annually and ensure the risk assessment is recorded in the central risk assessment register.

Further detail is provided in the Risk Assessment policy.

### **4.23 Safeguarding**

The Head recognises their responsibility under Section 175 of the Education Act 2002 to safeguard and promote the welfare of children.

St Dunstan's College will ensure that:

- the Safeguarding and Child Protection Policy is in place and kept under review
- a Safeguarding Governor, Designated Safeguarding Lead and Deputy Safeguarding Leads are appointed; and
- all staff are trained, attend refresher training and are kept up to date.

Further detail is provided in the [Safeguarding & Child Protection Policy](#).

### **4.24 Security**

St Dunstan's has a clear secure line, with entrance gates/doors along the secure line unlocked only at the appropriate times for arrival and dismissal. This is set out in the security risk assessment. There must be appropriate supervision of these gates/doors during arrival and dismissal. During the school day, visitor entry is only permitted via the main College Office or Junior School Office, both of which have access controlled front doors. All other gates are kept locked but easily openable in emergency. There are regular spot checks throughout the school day and gates are supervised during arrival and dismissal

### **4.25 Safety on School Visits**

The Head will ensure that suitable and sufficient risk assessments are carried out for all school trips and visits. The Head delegates day-to-day responsibility to the Deputy Head (Pastoral) who line manages the College's Educational Visits Coordinator (EVC). Ensuring the safety of visits, before, during and after the trip has ended, the EVC is also responsible for assisting in the planning of procedures to help St Dunstan's College fulfil its health and safety obligations for visits.

The Deputy Head (Pastoral) is the overall supervisor of arrangements for trips. They will ensure that the EVC is suitably trained, monitor their activities and ensure that the College has emergency procedures in place in case of a major incident.

During the trip itself, the Trip Leader is responsible for all aspects of Health and Safety. A specific risk assessment must be completed for each trip. All risk assessments and arrangements will be reviewed and signed off by the EVC.

Further information is detailed in the Trips and Visits Policy.

### **4.26 Combined Cadet Force**

The College hosts a Combined Cadet Force (CCF) contingent and in doing so has a memorandum of understanding with MOD to provide facilities for cadets to participate in a full CCF programme. The College is responsible for delivering this programme safely which includes cooperating fully with the MOD's Cadet Forces HQ and their training and assessment teams, in addition to adhering to the College's own health and safety procedures.

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All cadet training is carried out in accordance with the MOD Safe System of Training, the sponsoring Service CCF HQ Safety Management Systems and the appropriate training syllabi. Whilst all training is to be as challenging and exciting as possible for the cadets, the safety of the cadets and Cadet Force Adult Volunteers is paramount. The CCF's individual Safety Management System sets out the rules for the safe planning and delivery of training and how risk is assessed and managed. Training safety is supported by a network of Training Safety Advisors and through the publication of AC72008 CFAV Aide Memorie (formally the Cadet Training Safety Precautions) that is available to all Cadet Force Adult Volunteers. The MOD regularly audits CCF activities and the armoury.

### 4.27 Smoking

Smoking, either cigarette or vape, is not allowed in any College buildings across the estate or anywhere in the grounds of the main Stanstead Road site. Smoking, either cigarette or vape, is allowed only in designated external areas of the Jubilee Ground.

Any persons wishing to smoke must leave the grounds and move away from the site. The only exception to this at the Jubilee Ground where external hires are allowed to smoke in designated external areas, as detailed above and in the Lettings Policy.

Cigarettes and matches must not be left where pupils can have access to them. If staff light candles for any reasons (e.g., religious services, scientific experiments etc.) they should be subject to risk assessment and not be left unattended.

### 4.28 Transport

Staff required to use the College's minibus must:

- have a full current UK driving licence covering the use of minibuses;
- undergo a minibus driver assessment every three years; and
- complete the pre use checklist prior to any use and ensure remedial action is taken, if required.

The Estates Team will ensure that the staff records, vehicles, tax, MOT, insurance and servicing is kept up to date.

Further information is detailed in the Minibus Policy.

### 4.29 Tree Safety

All trees across the College estate must be checked for disease and checked to guard against falling branches on a regular basis.

Formal inspections, by a competent tree inspector, should be carried out every five years, with monitoring by an arboriculturist conducted annually.

All low-level bushes etc. should be checked regularly by the Estates Team to ensure that they do not present a risk to pupils, either of scratches or skin or eye penetration by sharp twigs.

#### **4.30 Violence**

The risk of violence and aggression towards staff is included in relevant risk assessments.

Staff are aware to report any such incidents to their line manager and are required to an accident/incident form with accurate details to maintain a record.

#### **4.31 Wellbeing**

The Head, the Chief People Officer (CPO) and line managers take responsibility for the wellbeing of all staff. All staff have access to an Employee Assistance Programme. A Wellbeing Committee, with representation from across the staff body, is Chaired by the CPO and meets termly. Wellbeing is an item on departmental meeting agendas and the Health and Safety Committee.

Further information is detailed in the Employee Wellbeing Policy.

#### **4.32 Work Experience/Placements**

A designated member of staff manages, in liaison with external providers, any pupil work experience/placement opportunities. They will ensure that:

- risk assessments are carried out for all work experience/placements;
- all the suitable and relevant checks are carried out on the work experience/placement provider; and
- the Health and Safety induction and workplace risk assessment process of the provider is reviewed.

#### **4.33 Working at Height**

All working at height will be properly planned, risk assessed, supervised and carried out by competent people to comply with the Work at Height Regulations 2005.

Working at height will be avoided where it is reasonably practicable to do so. Where work at height cannot be avoided, the work will be planned with a robust risk assessment carried out taking the following factors into consideration:

- the height at which the work has to be undertaken;
- location of work, access and egress, fragile surfaces, adverse weather;
- availability of appropriate correct equipment, both to carry out the work and for personal protection, which is checked regularly;
- duration of work; and
- competency of staff.

Contractors will be informed that they are expected to have their own risk assessments, method statements for working at height and provide their own working at height equipment. Contractors are not permitted to use the school equipment.

**Appendix 1 – List of Associated Policies and Documents**

Asbestos Management Plan
Contractor policy
Critical Incident Policy
Employee Wellbeing Policy
Estates Management Policy/Property Handbook
Fire Safety Management Plan
First Aid
Information Technology Policy
Legionella Scheme of Control
Lettings Policy
Lone Working Policy
Minibus policy
Safeguarding and Child Protection Policy
Supporting pupils with specific medical needs
Trips and Visits Policy
Visitors and Contractors Policy

## Health and Safety

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<b>Committee:</b>	Governing Body	<b>Clerk to the Governors</b>  <b>Signature:</b>	Mr D Richards 