Dauntsey's School

Health & Safety

Policy and Procedures Manual

Revised July 2026

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Statement of Intent

The Governing Body and Senior Management Team of Dauntsey's School recognises and accepts their responsibilities defined in the Health & Safety at Work at Act 1974.

As employers, we are committed to ensuring, so far as is reasonably practicable, the health, safety, and welfare at work of all our staff as well as safeguarding all pupils, contractors, volunteers and visitors by not exposing them to any risks that may affect their health and safety.

To do this, the Governing Body and Senior Management Team will:

- take all reasonable steps to comply with the requirements of Section 2(2) of the Health & Safety at Work Act 1974[1].
- ensure compliance with all relevant health, safety and welfare legislations, regulations, and codes of practice.
- ensure that a competent person identifies what could cause an injury or illness and creates suitable and sufficient risk assessment(s) to eliminate or control the risks present. All risk assessments will be reviewed at least annually or as required.
- create a positive health & safety culture in school by encouraging staff, pupils, visitors, volunteers, and contractors to identify and report hazards that may affect the health, safety and welfare of those on the school campus.
- continue to keep under review arrangements for providing competent technical advice on safety and health matters where this is necessary.
- bring this policy and procedures manual to the attention of all staff and consult with staff on factors that may affect their health, safety and welfare.
- provide adequate and relevant training for all staff to ensure competency within their role(s).
- provide information, instruction and supervision for all staff.
- regularly review and revise as necessary all policies and procedures.
- continuously monitor the lessons learned from adverse incident/accident reports and ensure adequate resources (people, equipment etc.) are allocated to implement any necessary changes to prevent a recurrence.
- ensure appropriate committee arrangements for the consideration of safety matters are in place.





Anthony Clifford
Chair of Governors

John Davies
Head Master

Date: July 2026

[1] https://www.legislation.gov.uk/ukpga/1974/37/section/2

Organisational Responsibilities

Health & safety is not solely the responsibility of the employer, we all have a part to play in reducing the risk of injury or ill-health whilst working at Dauntsey's School. Those responsibilities are outlined within this policy:

Governing Body

- Maintain overall responsibility for the health, safety and welfare of all staff, pupils, visitors, volunteers and contractors in the workplace or whilst engaged in activities organised by Dauntsey's School.
- Ensure that this policy and procedures manual remains up to date, is regularly reviewed and is available to all relevant people.
- Continuously monitor the performance of the Head Master and Senior Leadership and Management Teams to sufficiently deliver on their responsibilities.
- Ensure that all school policies, procedures, and risk assessments are reviewed, at least annually and where necessary, ratified at a strategic level.
- Ensure that there are suitable and sufficient emergency procedures including business recovery, in place and that these are regularly reviewed/checked to ensure they remain adequate and relevant.
- Receive and review an annual Health and Safety Report.
- Seek assurance that significant health and safety risks are being identified, managed and monitored
- Monitor implementation of actions arising from audits, inspections and investigations.

Head Master

- Report to Governing Body termly on any significant health and safety matters affecting the school.
- Overall responsibility for setting the Policy and for ensuring that it is implemented throughout the school.
- Providing sufficient resources to meet the requirements of this Policy.
- Reviewing the school's health and safety performance annually and ensuring that any changes that need to be made to the school's health and safety management system are made.
- Setting a good personal example to staff and pupils.
- To continuously monitor the performance of the Senior Leadership and Management Teams to sufficiently deliver on their responsibilities.

Health & Safety Committee

- Ensure a competent person, normally the Director of Operations, identifies all hazards affecting the whole school and guides the creation of suitable and sufficient risk assessments.
- The Director of Operations will act as Chair of the Health and Safety Committee
- Ensure that where risks could not be eliminated, there are appropriate control measures are identified and implemented.

- Ensure that all risk assessments affecting the whole school are reviewed by a competent person at least annually.
- Notify the Head Master and the Bursar of any planned, new or newly identified significant hazards in their areas and also of the control measures needed to avert or reduce any risks involved.

Health and Safety Governor

In conjunction with the Director of Operations:

- Promote a high standard of Health and Safety procedures within the school and advise the school on complying with health and safety law.
- Undertake health and safety training to understand the role of the Governing Body and brief the Governing Body accordingly.
- Give advice and guidance on all aspects of health and safety to school management and staff.
- Provide the Bursar and the Health and Safety Committee with regular reports on the implementation of this Policy and its effectiveness in controlling health and safety risks.
- Advise the Governing Body of any health and safety issues. Ensure that all staff and contractors receive adequate information, instruction, training, and supervision to carry out their work without risk to health, safety, or welfare.
- Ensure that all staff, contractors, volunteers, and visitors are aware of and follow the appropriate school and departmental health and safety procedures.

Deputy Heads

- To be the school's 'Education Visits Co-ordinator' ensuring that all trips away from Dauntsey's school are adequately risk assessed and comply with the relevant legislation.
- Notify the Head Master and the Bursar of any planned, new, or newly identified significant hazards in their areas and of the control measures needed to avert any risks involved.
- Report any breach of the safety arrangements to the Head Master.
- When heads of departments, supervisors, or others in charge of areas, employees, pupils, or visitors are to be or are absent for significant periods, adequate substitution must be made in writing to the Head Master and the other persons as are affected. For short periods of absence, the alternative arrangements must be found.

Bursar

- When necessary, deputise for the Head Master and report to Governors termly on any significant health and safety matters affecting the school.
- Plan, organise, control, monitor and review the arrangements for health and safety including the arrangements for any major visits (including contractors).
- Make sure that the conditions of local authority licences etc. are observed.
- Notify the Head Master of any planned, new, or newly identified significant hazards in their areas and of the control measures needed to avert any risks involved.
- Report any breach of the safety arrangements to the Head Master.
- Promulgate that when heads of departments, supervisors, or others in charge of areas, employees, pupils, volunteers or visitors are to be or are absent for significant periods, adequate substitution must be made in writing to the Head Master and the other persons

as are affected. For short periods of absence, the alternative arrangements must be found.

- The Bursar is responsible for advising the Head Master on the measures needed to carry out school work without risks to health and safety; co-ordinating any safety advice given in the school by specialist advisors and those with enforcement powers; monitoring health and safety within the school and reporting any breaches of the health and safety policy to the Head Master and Governing Body.

Director of Operations

- The Director of Operations is a member of the Health and Safety Committee and also acts as Chair of this committee.

Supported by the Operations and Estates team, the Director of Operations:

- Ensures that training and instruction have been given in all procedures including emergency procedures to all appropriate staff.
- Ensures that adequate provision is made for the maintenance of the School premises and equipment within the School's delegated budget.
- Sees that adequate firefighting equipment and appliances are provided and to take prompt action to remedy deficiencies.
- Ensures that fire escape routes are kept clear.
- Ensures testing of emergency lights, fire detection and alarm systems regularly.
- The school conducts fire drills at regular intervals, usually termly.
- Notify the Head Master and the Bursar of any planned, new, or newly identified significant hazards in their areas and of the control measures needed to avert any risks involved.
- Report any breach of the safety arrangements to the Head Master and or Bursar.
- In the case of a fire practice or actual alarm acts as the Fire Officer and has executive authority to clear the building and to manage such roll calls or checks as may be necessary up until the time when responsibility is handed over to the attending Fire Service officer or the practice is satisfactorily completed.
- Responsible for collating DSE assessments and ensuring reasonable adjustments are implemented to promote safer working.

Senior Management Team

- Continuously monitor the performance of the Heads of Departments (Academic & Bursarial) and Housemasters/mistresses to sufficiently deliver on their Health and Safety responsibilities.
- Notify the Head Master and the Bursar of any planned, new, or newly identified significant hazards in their areas and of the control measures needed to avert any risks involved.
- Report any breach of the safety arrangements to the Head Master.

Heads of Academic Departments and Housemasters/mistresses

- Promote and maintain an effective health and safety culture within their department or house.
- Have a working knowledge of this policy and how it should be implemented in their areas of responsibility.
- Carry out a general risk assessment for the department.

- Ensure a competent person identifies all hazards within the department and creates specific suitable and sufficient risk assessments for all activities.
- Ensure that where risks could not be eliminated, there are appropriate control measures are identified and implemented.
- Ensure that all risk assessments relating to activities carried out by or affecting staff within the department are reviewed by a competent person at least annually.
- Ensure that all staff and pupils within their department, receive adequate information, instruction, training, and supervision to carry out their work or studies without risk to health, safety, or welfare.
- Ensure that all staff and pupils are aware of and follow the appropriate school and departmental health and safety procedures.
- Ensure that all work procedures under their control are safe and without risks to health.
- Ensure that training and instruction have been given in all procedures including emergency procedures.
- Provide occupational health surveillance where appropriate.
- Investigate and keep a record of all cases of ill health, accidents, hazardous incidents, and fires. Report these on SmartLog routinely.
- Post warning notices and signs and to keep them up to date.
- Notify the Head Master and the Bursar of any planned, new, or newly identified significant hazards in their areas and of the control measures needed to avert any risks involved.
- Report any breach of the safety arrangements to the Head Master.
- When heads of departments, supervisors, or others in charge of areas, employees, pupils, or visitors are to be or are absent for significant periods, adequate substitution must be made in writing to the Head Master and the other persons as are affected. For short periods of absence, the alternative arrangements must be found.

Heads of Bursarial/Support Departments

- Promote and maintaining an effective health and safety culture within their department.
- Have a working knowledge of this policy and how it should be implemented in their areas of responsibility.
- Ensure a competent person identifies all hazards within the department and creates a suitable and sufficient risk assessment.
- Ensure that where risks could not be eliminated, there are appropriate control measures are identified and implemented.
- Ensure that all risk assessments relating to activities carried out by or affecting staff within the department are reviewed by a competent person at least annually.
- Ensure that all staff receive adequate information, instruction, training, and supervision to carry out their work or studies without risk to health, safety, or welfare.
- Ensure that all staff are aware of and follow the appropriate school and departmental health and safety procedures.
- Ensure that all work procedures under their control are safe and without risks to health.
- Ensure that training and instruction have been given in all procedures including emergency procedures.
- Provide occupational health surveillance where appropriate.
- Investigate and keep a record of all cases of ill health, accidents, hazardous incidents, and fires.
- Post warning notices and signs and to keep them up to date.
- Notify the Head Master and the Bursar of any planned, new, or newly identified significant hazards in their areas and of the control measures needed to avert any risks involved.
- Report any breach of the safety arrangements to the Head Master.
- When heads of departments, supervisors, or others in charge of areas, employees, pupils, or visitors are to be or are absent for significant periods, adequate substitution must be made in writing to the Head Master and the other persons as are affected. For short periods of absence, the alternative arrangements must be found.

Head of Estates & Facilities

- Responsibility of ensuring that all relevant lifting equipment, records of all examinations and inspections are kept by the Head of Estates & Facilities.
- Conduct a periodic review of risk assessments and management plans to ensure that they are working effectively, and that relevant staff are fully appraised of its requirements.
- Take onboard feedback or complaints about the health and safety arrangements from contractors that visit the site.
- Act as the School lead for adherence to the Dangerous Substances and Explosive Atmospheres Regulations (2002).
- The appointment of a competent person (NICEIC Approved Contractor) to carry out the inspections for all building is carried out by the Head of Estates & Facilities who will obtain and keep the subsequent Electrical Installation Condition Report(s) produced. The Head of Estates & Facilities will also ensure that all remedial works noted in the report will be completed, by a competent person, within a reasonable time.
- The appointment of a competent person to carry out PAT testing for all portable electrical appliances located with each school building.

- The Head of Estates & Facilities must maintain records of all maintenance inspection reports for the:
    - fire detection and alarm system
    - emergency lighting
    - fire fighting equipment
- All certificates and maintenance reports for all fume cupboards are to be sent to the Head of Estates & Facilities for safe record keeping.
- The Head of Estates & Facilities will ensure that any person employed to carryout works on any gas appliance, flue, or installation pipework is on the Gas Safe Register, and check their Gas Safe ID card.
- The Head of Estates & Facilities will obtain and keep all maintenance, fault, and service records – gas works. He/she will also check that all Kitchen equipment will be subject to periodic testing by a competent and suitably qualified person.
- Serve as a member of the Health and Safety Committee
- The Head of Estates & Facilities has the responsibility for ensuring that there is a suitable and sufficient risk assessment in place for Legionella and that all hazards have been determined the most appropriate control measures are put in place for Legionella.. They are also responsible for ensuring that the risk assessment is reviewed periodically by a competent and suitably qualified person.
- The Head of Estates & Facilities maintains all records relating to Legionella.
- A full COSHH risk assessment must be kept up to date by the Head of Estates & Facilities and available for reference. Adequate records must be kept of the control activities undertaken. The Head of Estates & Facilities is to be trained in recognising the risks associated with water systems and is responsible for ensuring that the school is operated in accordance with school policy and risk assessment.
- Act as the Duty Holder for all Asbestos Management matters.
- Permits to work must be submitted to the Head of Estates & Facilities prior to works commencing for authorisation.
- The Head of Estates & Facilities will arrange for the examinations to take place and will maintain all subsequent records for all pressurised systems, with the exception of those used by the Science Department, whereby, the Head of Department will oversee all such activities and take into account CLEAPSS recommendations.
- The Head of Estates & Facilities will ensure that all mechanical ventilation systems (including air-conditioning systems) are regularly and adequately cleaned through a programme of testing and periodic maintenance by a competent and a suitably qualified person, to ensure that they remain clean and free from anything which may contaminate the air. These works are organised by the Head of Estates & Facilities.
- A register of all equipment owned or under the control of Dauntsey's School is maintained by the Head of Estates & Facilities.
- The Head of Estates & Facilities will ensure all equipment for work at height, is inspected by a competent and suitably qualified person periodically (termly/6 monthly). The inspection and frequency will depend upon the complexity of the equipment.
- Through cleaning contracts and staff and pupil oversight, ensure that the school and its facilities are always kept clean.
- Manage the recycling and waste collection area and liaise with Grist Environmental.
- Oversee lifting operation/s to ensure that it is carried out in a safe manner and ensure that the risk assessment and written plan is in place.

- The responsibility of ensuring that all relevant lifting equipment is that of the Head of Estates & Facilities. Records of all examinations and inspections are kept by the Head of Estates & Facilities.
- Ensure that a general manual handling risk assessment is available and is reviewed annually.
- Ensure that all staff who may or do carry out manual handling tasks are identified and are provided with training relevant for the type of work they are required to carry out.
- Ensures suitable and sufficient risk assessment for use of the minibuses owned or under the control of Dauntsey's School has been completed and is reviewed periodically (at least annually).
- Ensure that only authorised personnel are permitted to drive any minibus owned or under the control of the school. Authority must be given by Facilities Manager who will maintain a list of authorised drivers and ensure that they have undergone the required checks and are aware of their responsibilities whilst operating a school vehicle.
- Ensure that weekly checks of the minibuses must be carried out and recorded.
- Before any PPE is purchased, liaise with all potential suppliers to confirm that the item(s) is suitable for the user and the intended task/circumstances.
- Ensure that Risk Assessments for Slips, Trips and Falls are in place and regularly reviewed.

All staff

- Take reasonable care of themselves and the pupils under their care.
- Take reasonable care of those who may be affected their acts or omissions at work.
- Work within the policy and procedures ratified by the Governing Body and/or Head Master.
- Do not intentionally or recklessly interfere with anything provided in the interests of health, safety, or welfare.
- Enable the governors to carry out their health and safety responsibilities successfully.
- Report any concerns about health and safety matters to their Head of Department or Bursar without delay e.g., any unsafe activity, item, or situation.
- Notify the Head of Department of any planned, new or newly identified significant hazards in their areas and also of the control measures needed to avert any risks involved.

Individual Responsibility

All staff, pupils and all other persons entering onto the school's premises or who are involved in school activities are responsible for exercising care in relation to themselves and others who may be affected by their actions. Those in charge of visitors (including contractors) should ensure that the visitors adhere to the requirements of the school Health and Safety Policy where appropriate.

Dauntsey's School expects individuals to:

- make sure that all their work is carried out in the approved way and in accordance with school Policy
- protect themselves and others by wearing the personal protective equipment provided, and by using any guards or safety devices provided
- obey all instructions emanating from me in respect of health and safety

- warn their immediate supervisor and ultimately the Director of Operations and the Bursar of any new hazards to be introduced or newly identified risks found in present procedures
- when appropriate, give their visitors (including contractors) a named contact within the school with whom to liaise
- offer any advice and suggestions that they think may improve health and safety
- report all fires, incidents, and accidents immediately to the Bursar
- familiarise themselves with the location of firefighting equipment, alarm points and escape routes, together with the fire procedures
- consult their supervisor, the Bursar, or if necessary, the Director of Operations if in doubt about any matter of health and safety.

Health & Safety Arrangements

Adverse Events

An adverse event is either an:

- accident: an event that results in an injury or illness
- or an incident:
  - near miss: an event that, while not causing harm, has the potential to cause injury or ill health
  - dangerous occurrences: one of a number of specific, reportable adverse events, as defined in the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)
  - undesired circumstance: a set of conditions or circumstances that have the potential to cause injury or ill health, e.g., untrained nurses

Reporting an Adverse Event

All adverse events must be reported at the earliest opportunity. The most senior staff member involved must complete the school's 'Accident / Incident Report Form *(see Appendix 4)* and send it electronically to the Director of Operations. Upon receipt, an investigating officer will be appointed.

Investigation of Adverse Events

Under the Bursar's guidance, the Director of Operations will ensure that all reported adverse incidents are subject to an investigation of an appropriate level to ensure that all risk control measures are in place and are adequate and to learn lessons to prevent such incident occurring in the future. It also supports the school's ability to plan, organise, control, monitor and review their health and safety arrangements.

The Bursar will appoint an Investigating Officer for a specific adverse event, who will compile a report and submit their findings to the Health & Safety Committee for review and where necessary, follow up action e.g., change in process, risk assessment review etc.

Further reading

See also the

RIDDOR: Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 section of this policy and the HSE HSG245 Guidance: Investigating accidents and incidents[2].

Adverse Weather
Dauntsey's School acknowledges that adverse weather conditions may affect the health, safety and welfare of staff, pupils, visitors and contractors.

Risk assessments and contingency arrangements shall be in place for foreseeable weather-related hazards including:

- snow and ice;
- high winds;
- flooding;
- lightning;
- heatwaves;
- extreme cold temperatures.

The School may implement additional control measures including:

- restricting access to affected areas;
- cancelling activities;
- amending timetables;
- increasing supervision;
- closing buildings or parts of the site.

The Headmaster or nominated deputy may close all or part of the School where conditions present unacceptable risks, providing governors, staff, parents and pupils (and contractors) with as much notice as possible.

Artificial Intelligence and Emerging Technologies

The School recognises that emerging digital technologies, including Artificial Intelligence (AI), may present both opportunities and risks.

When implementing or utilising AI enabled systems, the School will consider:

- safeguarding;
- data protection;
- cyber security;
- accuracy and reliability of information;
- staff competency and training;
- ethical considerations.

The use of AI technologies shall comply with the School's IT Acceptable Use, Safeguarding and Data Protection policies. The use of AI technologies must be approved by the School where personal data or safeguarding considerations may be affected.

Asbestos

What is it and why is it dangerous?
Asbestos is a natural material that was widely used in construction due to its heat resisting properties until 1999, when its use was banned in the UK. Most buildings constructed before 2000, may still have asbestos present.

Asbestos is known to cause fatal and serious diseases when fibres are released into the air and inhaled. Fibres can be released if the asbestos is in a poor state of repair, disturbed or damaged. The diseases often take a long time to develop.

[2] https://www.hse.gov.uk/pubns/hsg245.pdf

Asbestos is only dangerous when it is not properly managed and contained.

Duty Holder and their responsibilities
As the owner and organisation that has control of the school properties, the Estates Committee of the Governing Body of Dauntsey's School accepts that they are the duty holder, as defined in Regulation 4(1) of the Control of Asbestos Regulations (2012).

As the duty holder, the Estates Committee of the Governing Body of Dauntsey's School comply with the duties outlined in in Regulation 4 of the Control of Asbestos Regulations (2012), as follows:

- to take reasonable action to identify if asbestos is present in any and all buildings owned/used by the school
- where asbestos has been located, discover how much is present and its current condition
- for buildings constructed prior to 2000, presume that asbestos is present unless proven otherwise
- maintain accurate records of the location and condition of asbestos (confirmed or presumed)
- arrange for a competent, accredited[3] and suitably qualified person to carry out a suitable and sufficient risk assessment that includes:
    - the risk of exposure to asbestos (fibres), by all relevant people e.g., staff, pupils, visitors, and contractors
    - how the risks are to be eliminated, or where this is not possible, what control measures are/will be put into place
- ensure that the risk assessment is continuously reviewed and remains up to date
- without fail, provide a copy of the risk assessment and all known information about the location and condition of the asbestos present to any person who may work on or disturb areas where there is or presumed to be asbestos

Current position
During April 2024, a type 2 re-inspection of all school premises was carried out by CASA – a copy of the report is held by the Head of Estates & Facilities.

The report confirms the following:

- the location of any "visible" asbestos containing materials
- the form of the asbestos (lagging, ceiling tiles, partition board etc.)
- the condition of the asbestos (is there a risk of fibres being released?)
- the type of asbestos.

Completion of work involving asbestos containing materials
Before any works take place involving confirmed or presumed asbestos containing materials, the Director of Operations will ensure that a plan of works will be completed by the Project Lead.

All works will be immediately ceased, and a revision of the plan will be completed, where such damage is caused to identified or unidentified asbestos containing materials, that contamination of all or part of the premises occurs.

[3] It is not mandatory, but highly recommended to use an accredited asbestos surveyor: https://www.ukas.com/wp-content/uploads/2021/10/RG-8-Accreditation-of-Bodies-Surveying-for-Asbestos.pdf

If any works are required involving asbestos containing materials, e.g., sealed, encapsulated, removed etc., then a HSE licensed contractor will be used. Where the HSE does permits, consideration may be given to the use of competent person and unlicensed contractor.[4]

All works on site involving or likely to disturb asbestos containing materials will be organised and conducted in accordance with the HSE Managing and working with Asbestos (Control of Asbestos Regulations 2012) Approved Code of Practice and Guidance. [5]

Under no circumstances are staff of Dauntsey's School permitted to carryout any works involving asbestos.

Ongoing monitoring
The Head of Estates & Facilities will carry out a visual inspection of all identified areas of asbestos containing materials to check that they have not deteriorated or been damaged on 6-monthly basis. The frequency of these checks may be increased if the condition/location of the material is deemed to have a higher risk of damage or deterioration. Any changes in the condition will necessitate a review of the assessment process to determine whether the plan needs revising.

A periodic review by the Head of Estates & Facilities will be undertaken to check that the risk assessment and management plan is working effectively, and that the Health and Safety committee and all relevant staff are fully appraised of its requirements.

Consultation
All works involving asbestos containing materials will be communicated to all relevant people e.g., staff, pupils, visitors, and contractors, including information about restricted areas, health & safety risks, and control measures.

Further reading
The HSE provide a vast amount of information about the management of asbestos on their website and in the approved code of practice and guidance document.

- Managing and working with asbestos (Control of Asbestos Regulations 2012): Approved Code of Practice and Guidance[6]
- Asbestos Health & Safety[7]
- HSE Guidance on Asbestos in Schools[8]

Building Works on School Premises

For any building works carried out on school premises, the Project Lead will ensure that the following arrangements are properly planned and implemented prior to the works beginning:

Consultation
All relevant people e.g. staff pupils, visitors and all contractors are made aware of any risks presented by contract works and the control measures in place e.g. additional supervision at break-time and lunchtime.

Building Works Site Management Plan
A Site Management Plan is to be created in consultation with the relevant contractors and to be shared with all relevant parties e.g. staff pupils, visitors and all contractors. The plan must:

- identify access/exit to premises from the street
- identify access/exit to and within the buildings

[4] https://www.hse.gov.uk/asbestos/licensing/non-licensed-work.htm
[5] https://www.hse.gov.uk/pubns/priced/l143.pdf
[6] https://www.hse.gov.uk/simple-health-safety/risk/index.htm#article
[7] https://www.hse.gov.uk/asbestos/
[8] https://www.hse.gov.uk/education/asbestos.htm

- wherever it is reasonably practicable to do so, work areas should be physically separated from areas used by staff and pupils etc. and if possible, should be enclosed within a boarded or sheeted perimeter fence at least 2 metres high
- consider recreational/break-time facilities
- consider service arrangements, e.g. food and stores deliveries
- identify access routes for Emergency Services
- identify access/exit requirements from the street and to and within the buildings
- ensure that the contractor has taken precautions to eliminate, so far as is reasonably practicable, the dangers to staff and pupils arising from the movement of all contractors' vehicles about the site
- review and approve proposals for the use of scaffolding and ladders
- review and approve proposals for separating the work areas from open access areas
- review and approve proposals for the positioning and fencing of skips and storage areas
- have knowledge of any dangerous, harmful, or offensive substances or processes to be used and the contractors' proposals for protecting staff and pupils
- review and approve proposals for the contractors' essential services (sanitation, telephone, power, parking etc.)
- ascertain whether visitors to the building works need to report to the school office as well as to the site office
- ensure fire exits are always kept clear
- ensure that where ladders, scaffolds, cradles, etc. are to be in position for less than a working day, a clear demarcation of warning tapes are provided and maintained at least 2 metres clear of the equipment. During this period the equipment must not be left unattended. When such items of equipment are erected and positioned for more than a working day a substantial barrier should be provided and maintained to prevent unauthorised access
- ensure that the contractor(s) plan to move, erect or dismantle scaffolding, ladders, hoists etc when the surrounding areas are clear of staff, pupils, visitors, and other contractors
- ensure that the contractor(s) have considered how ladders and ropes will be secured out of reach of children and unauthorised people
- ensure that any rooms or areas where overhead works are being carried out, are restricted (taken out of use) and that appropriate barriers and signage are put into place and communicated with all relevant people
- ensure that the contractor(s) cover all excavations where the excavations are more than one metre deep, and that unauthorised access will be prevented by fencing and warning signage
- request the contractor to provide relevant information about all hazardous substances they intend to use or store on site that may present a risk to the health and safety of staff and pupils. Matters to be considered include storage, restrictions on the use of buildings and open access areas by staff and pupils, restrictions in working hours by the contractor etc.
- ensure that the contractor(s) have reviewed the school's Asbestos Reports and that they understand should they encounter any asbestos it should be left undisturbed, and the school contacted immediately
- ensure that all paint work which is to be stripped should be treated as containing lead unless it is proved to be lead-free.

Safety concerns
Ensure that there is a procedure in place and understood by all relevant people, that anyone having any concerns about health & safety relating to the building works can raise them to a representative for Dauntsey's School, who in turn will take all necessary action. This action may include:

- if there is an imminent risk to staff and pupils remove them from the area and then contact the contractor responsible for the works/or immediately contact the contractor responsible for the work
- consult directly with the contractor with a view to eliminating the risk
- on no account will specific advice be given by the school on matters which appear to be giving rise to risk.

Cleanliness and Waste Management

In accordance with Regulation 9 of the Workplace (Health, Safety & Welfare) Regulations 1992[9], the Head of Estates and Facilities at Dauntsey's School will ensure that the school premises will be regularly cleaned by staff employed by the school, to ensure that dirt and refuse do not accumulate, and that any spillages or deposits are removed/cleared up as soon as practicable.

Cleanliness
All furniture, furnishings and fittings, floors, walls and ceilings will be kept sufficiently clean using methods that do not expose any person to risks that may cause harm to their health, safety or welfare.

All incidents of spillages or insufficiently clean areas must be reported, without delay to the Facilities Manager.

Waste Management
Waste materials are not permitted to accumulate, unless within a suitable and approved receptacle.

Adequate provision of waste receptables e.g. bins and recycling bins are provided, and all staff, pupils, visitors, and contractors are expected to utilise them accordingly, when disposing of any waste material.

The Facilities Manager is responsible for ensuring that these receptacles are emptied frequently to prevent overspill and are taken to the recycling centre pending collection by an approved contractor.

Dauntsey's School employs the services of Grist Environmental, to lawfully dispose of waste materials from the site. This is overseen by the Facilities Manager.

Further reading
The Workplace (Health, Safety & Welfare) Regulations 1992: Approved Code of Practice and Guidance[10] offers further information on this subject.

Construction (Design & Management) Regulations 2015 (CDM)

The CDM Regulations apply to all large construction and building works to ensure that all health & safety responsibilities are defined and managed effectively. Maintenance and smaller projects are handled by the Head of Estates & Facilities.

[9] https://www.legislation.gov.uk/uksi/1992/3004/regulation/9/made
[10] https://www.hse.gov.uk/pubns/priced/l24.pdf

Duty Holder and their responsibilities
For large construction and building works projects carried out on school premises, the Governing Body of Dauntsey's School will (most likely) be 'the client' and as such, recognises that they have responsibilities in accordance with the CDM Regulations as a duty holder.

These responsibilities, as described by the HSE, are:

- make suitable arrangements for managing their project, enabling those carrying it out to manage health and safety risks in a proportionate way. These arrangements include:
    - appointing the contractors and designers to the project (including the principal designer and principal contractor on projects involving more than one contractor) while making sure they have the skills, knowledge, experience, and organisational capability
    - allowing sufficient time and resources for each stage of the project
    - making sure that any principal designer and principal contractor appointed carry out their duties in managing the project
    - making sure suitable welfare facilities are provided for the duration of the construction work
- maintain and review the management arrangements for the duration of the project
- provide pre-construction information to every designer and contractor either bidding for the work or already appointed to the project
- ensure that the principal contractor or contractor (for single contractor projects) prepares a construction phase plan before that phase begins
- ensure that the principal designer prepares a health and safety file for the project and that it is revised as necessary and made available to anyone who needs it for subsequent work at the site

Notifiable projects (HSE)
A notifiable project is defined in Regulation 6(1) of the CDM Regulations 2015 as:

"A project is notifiable if the construction work on a construction site is scheduled to—

(a) last longer than 30 working days and have more than 20 workers working simultaneously at any point in the project; or

(b) exceed 500 person days."

As 'the client,' Dauntsey's School will comply with Regulation 6(2) & 6(3) of the CDM Regulations 2015 by:

- notifying the HSE in writing with details of the project
- ensure a copy of the notification is displayed in the construction site office

Further reading
When considering any construction or building works, the Project Lead will review the current legislative requirements[11] and the relevant guidance produced by the HSE relating to the CDM Regulations 2015[12].

Consultation and Communication
Dauntsey's School believes that effective communication and consultation is essential to ensuring the health, safety and welfare of all staff, pupils, visitors, and contractors.

The school will ensure that all relevant people are kept fully aware of the health & safety risks they are being exposed to and the control measures in place to eliminate or reduce those risks.

[11] https://www.legislation.gov.uk/uksi/2015/51/contents/made
[12] https://www.hse.gov.uk/construction/index.htm

The most appropriate method for communicating the outcome of any risk assessment will be determined by the circumstances, however, this could include bulletins, newsletters, intranet, letters, posters, staff/house meetings, school assemblies, Health & Safety Committee, toolbox talks, training and videos.

Opportunities for staff, pupils, parents, visitors, and contractors to provide feedback or make a complaint about the health and safety arrangements are:

- Report in person to Main Reception, Head of Estates & Facilities, Line Manager or Class Teacher
- School's Complaints Procedure
- Notify a member of the Health & Safety Committee

Contractor Management

A Contractor is anyone appointed by an organisation, to carry out works on their behalf. Whilst, they are not considered to be staff of the school, the following legislation still imposes a duty on Dauntsey's School to ensure that they are not exposed to risks that may affect their health or safety:

- Section 3 of the Health & Safety at Work Act 1974[13]
- Regulation 12 of the Management of Health & Safety at Work 1999[14]
- Construction (Design and Management) Regulations 2015[15]

Contractors are routinely employed to work in the school on the installation, modification and maintenance of plant and equipment and in building operations.

When appointing a contractor, the following steps must be taken:

- Planning the works
- Contractor selection
- Risk Assessment
- Contractors working on site
- Consult the workforce
- Manage and supervise the work

Planning the works

Prior to searching for a contractor, the Director of Operations will appoint a Project Lead who will work with all relevant staff members to determine the exact works need and what the contractor is expected to do. A job specification should be completed that identifies the potential hazards and risks that may arise. This must be shared with the contractor.

If the works is construction (building), then you must comply with the duties of the Construction (Design & Management) Regulations 2015[16]

Contractor selection

Contractors invited to submit tenders are to be made fully aware of the standards of health and safety management expected of them.

The Project Lead will initiate a selection process that includes (but is not limited to):

- Assess relevant experience

[13] https://www.legislation.gov.uk/ukpga/1974/37/section/3
[14] https://www.legislation.gov.uk/uksi/1999/3242/regulation/12/made
[15] https://www.legislation.gov.uk/uksi/2015/51/contents/made
[16] https://www.legislation.gov.uk/uksi/2015/51/contents/made

- Obtain references
- Check credentials e.g., qualifications, accreditations, skills
- Check membership with trade associations/professional body registrations
- Review Contractor's Health & Safety Policy
- Review Contractor's risk assessments and method statements
- History of accidents, adverse incidents, RIDDOR reports, enforcement action
- Employers and Public Liability Insurance
- Membership to contractor schemes e.g., CHAS, Safe Contractor
- Sub-contractor procedures e.g., how are they appointed?
- DBS Checks
- Management/supervision of works onsite
- Health & Safety training provision for staff/sub-contractors
- Safety method statement
- How the contractor will regularly monitor their own health and safety performance whilst working on site

Risk Assessment
Using the Dauntsey's School workplace risk assessments and the contractor's assessment of the risks posed by the works they are being employed to complete, both parties must share this information and consider how, when combined, this will affect the overall health & safety of all parties.

Contractors working on site
Upon selection, the Contractor and Project Lead will consider the following prior to work commencing, as a minimum:

- the contractor is to be provided with a copy of this Health & Safety Policy and Procedures manual, in addition to any other policies, procedures or risk assessments relevant to the works they will be carrying out.
- the contractor is to be informed of any hazards known to the school such as the extent of areas where asbestos, flammable liquids, chemicals are present, and where necessary for clarification, technical documentation, and diagrams, should be provided to the contractor.
- all known hazards under School control and relevant to the contract must be brought to the contractor's attention.
- the school will nominate a competent person to liaise with the contractor and to monitor those working methods, risk assessments and work permits which have been designed to control risks which could affect school staff, pupils, and visitors.
- it is to be a condition of all contracts that the contractor will appoint a senior member of his staff to maintain liaison with the school.
- the school and the contractor are expected to keep each other informed about all known hazards which may affect each other and relevant changes to plans or systems of work.
- there will be regular site meetings between the contractor's and the school representative to ensure that good communications are maintained.
- how the school's operations may affect the contractor's work.
- how the contractor's work may affect the school's staff, pupils, visitors, and other contractors working on site.
- identify the written method statements, risk assessments and work permits that will be required to control the risks.
- which party has overall responsibility for the control of work on site and control of all subcontractors. Health and safety responsibility must be clearly defined even if the work

areas are not e.g. during commissioning of newly installed plant, or when several contractors are working concurrently.

- determine and share health & safety rules relating to working on site, this must include, but is not limited to:
    - PPE requirements
    - Emergency procedures
    - Access e.g. where can/can't contractors go, supervised/unsupervised
    - Welfare facilities
    - Smoking/Vaping
    - First Aid
    - Vehicles
    - Signing on/off site
    - Contractor badges
    - Waste disposal
    - Deliveries of materials and work equipment
    - Safeguarding children e.g. taking photos, contact
- ensure all relevant staff, pupils, visitors and other contractors, at Dauntsey's are provided with clear information and instruction, where necessary, adequate training
- arrangements for matters such as site demarcation, site access, the use of permanently installed plant, the control of equipment and the control of exposure to hazardous substances
- the contract will require the contractor to produce relevant information about any sub-contractors to be used and the methods to be employed to control the health and safety performance of these sub-contractors

Consult the workforce
The Project lead will ensure that all relevant staff, pupils, visitors and other contractors are provided with:

- information on the work of the contractor and how it will affect their health & safety
- instruction on how to maintain their health & safety during this time e.g. restricted areas, changes to normal working practices
- a means to raise concerns about the contractors and/or their works

Further reading
The Health & Safety Executive (HSE) have produced a guidance document (INDG368[17]) on using contractors, it includes a helpful checklist that could be used to ensure all minimal actions have been completed.

COSHH: Control of Substances Hazardous to Health Regulations 2002

In accordance with COSHH Regulations, Dauntsey's School are required to control substances that are hazardous to health, including nanomaterials and set out the measures taken to do so.

COSHH Substances
Any substance that is hazardous to health is covered by the regulations and can take the following forms:

- chemicals
- products containing chemicals
- fumes
- dusts
- vapours

[17] https://www.hse.gov.uk/pubns/indg368.pdf

- mists
- nanotechnology
- gases and asphyxiating gases
- biological agents
- germs that cause diseases

COSHH Assessment
All Academic and Support Heads of Department, Housemaster or Housemistress through the auspices of the Facilities Manager are responsible for ensuring that a suitable and sufficient COSHH Assessment has been completed and includes all COSHH substances used, stored, or produced within their area(s).

The COSHH Assessment must include/consider:

- the identification of all substances used/stored with a hazard warning label plus any that have been covered in a task specific standard operating procedure e.g., wood dust, gases
- the identification of all substances with a workplace exposure limit (WEL). To assist, the HSE have produced EH40/2005 Workplace Exposure Limits – a list of WEL for about 500 substances covered by the COSHH Regulations[18]
- material safety data sheet(s)
- can the substance be replaced with a substance that is not hazardous to health?
- the control measures in place to eliminate or significantly reduce the exposure to the substance e.g., PPE, extraction units

The HSE have produced 'HSG97: A step-by-step guide to COSHH assessment' [19] to assist with the completion of the COSHH assessment.

Dauntsey's School has membership to CLEAPPS, which is endorsed by the HSE and Ofsted and is to be used to provide information, instruction and guidance when completing the COSHH assessment.

It is a mandatory requirement for all departments to have a COSHH assessment or as a minimum, written confirmation that there are no COSHH substances used, stored, or produced within their department.

The COSHH assessment is to be reviewed at least annually by the Head of Department or Housemaster or Housemistress, or immediately if:

- there is any reason to believe that the current assessment is no longer suitable and sufficient; or
- there are any changes to the working practices, especially if it affects the exposure to a hazardous substance for any relevant person e.g. staff, pupil, visitor or contractor.

The review must include an inventory check and confirmation that the control measures in place remain suitable and sufficient.

The COSHH assessment(s) will be made available for all staff via SharePoint.

Maintenance of Control Measures
Control measures e.g., extraction systems, are to be maintained in efficient working order and in good repair by the Head of Estates & Facilities and the Facilities Manager.

[18] https://www.hse.gov.uk/pubns/priced/eh40.pdf
[19] https://www.hse.gov.uk/pubns/books/hsg97.htm

Engineering controls need to be thoroughly examined and tested. In the case of the school's local exhaust ventilation plant and dust extraction equipment; this will be carried out at least once in every 14 months.

Non-disposable respiratory protective equipment must be examined, and if appropriate, tested, at suitable intervals e.g., filter respirators must be in good condition and filters must always be within the "use by" date. Heads of department must ensure that respirators are inspected for visual defects once per month.

Records of all inspections, examinations and tests are to be kept for at least 5 years.

Information, Instruction and Training
Staff (and pupils) working with any substance hazardous to health are to be provided with information, instruction and training sufficient for them to know the nature of any risks created by the exposure, the precautions which need to be taken (including the results of air monitoring, and information on the collective results of any health surveillance).

Hazardous Materials Register
The school will maintain a hazardous materials register to indicate the whereabouts (if any) of asbestos, lead paintwork, bulk store for flammable liquids, store for radioactive sources etc.

The Bursar will ensure that contents of this register are made known to relevant staff and contractors before they commence any work which would foreseeably affect the hazardous materials and create risks to themselves, pupils, staff or others. Where this latter is the case a written specific risk assessment will be prepared.

COSHH Assessment Form
See appendix 2.

Dangerous Substances and Explosive Atmospheres

Dauntsey's School recognises its responsibilities imposed by the Dangerous Substances and Explosive Atmospheres Regulations 2002 (DSEAR)[20] to control the risks from fire, explosion, and corrosion of metal.

The responsibilities include:

- find out what dangerous substances are present on site and what the risks are
- put control measures in place to either remove those risks or, where this is not possible, control them
- put controls in place to reduce the effects of any incidents involving dangerous substances
- prepare plans and procedures to deal with accidents, incidents and emergencies involving dangerous substances
- make sure staff are properly informed about and trained to control or deal with the risks from the dangerous substances
- identify and classify areas of the school's site where explosive atmospheres may occur and avoid ignition sources (from unprotected equipment, for example) in those areas

School Lead
The School leads for Dangerous Substances and Explosive Atmospheres Regulations (2002) (DSEAR) are the Head of Estates & Facilities and the Head of DT. They will identify all dangerous substances used/stored on school site and ensure that a suitable and sufficient risk assessment is completed by the most appropriate staff member.

[20] https://www.legislation.gov.uk/uksi/2002/2776/contents/made

They will also ensure that the school is fully compliant with the DSEAR 2002 and HSG140: Safe use and handling of flammable liquids[21] guidance document produced by the HSE.

Risk Assessment
A suitable and sufficient risk assessment must be completed for every dangerous substance used/stored on school premises as well as any explosive atmosphere that may be created.

The risk must be eliminated e.g., where an alternative and less dangerous option is available, the dangerous substance is replaced. However, where this is not possible, appropriate control measures must be identified and implemented. This includes, but is not limited to:

- PPE
- Ventilation
- Storage requirements
- Separation
- Emergency procedures for leaks and spillage
- Equipment for leaks and spillage
- Fire-fighting equipment
- Fire detection and alarm
- Means of escape
- Signage
- Minimal quantity

Further reading
The HSE have produced specific guidance on this subject. [22]

Display Screen Equipment (DSE)

The Health and Safety (Display Screen Equipment) Regulations 1992[23] imposes a duty on Dauntsey's School to protect staff from the health risks of working with display screen equipment (DSE).

Display Screen Equipment (DSE) are devices or equipment that have an alphanumeric or graphic display screen and includes display screens, laptops, touch screens and other similar devices.

DSE User
A DSE User is any staff member who uses display screen equipment for an hour or more at a time. This includes those who have a fixed workstation, are hot desking, home working and mobile working.

DSE Workstation Assessment
To assist Dauntsey's School in complying with the regulations, all staff deemed to be a DSE User, must complete a DSE workstation assessment.

The Director of Operations is responsible for collating as such assessments and ensuring that all reasonable adjustments are implemented to promote safer working. This could include, but is not limited to:

- adjustable chairs/desk
- wrist support
- foot rest
- ergonomic keyboard/mouse
- desk lighting

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[21] https://www.hse.gov.uk/pubns/priced/hsg140.pdf
[22] https://www.hse.gov.uk/fireandexplosion/dsear.htm
[23] https://www.legislation.gov.uk/uksi/1992/2792/contents/made

Work route and breaks
In accordance with the regulations, Dauntsey's School permits all DSE Users to plan their work in order to ensure that they have a short break or change in activity, that includes getting up from their work station and move around. For instance, carry-out another task that is not desk based, attending a meeting etc. Whilst there is no specific time or frequency, it is recommended that a break or change of activity should occur for at least 5 minutes in every working hour.

Eye Sight Tests
Dauntsey's School will provide an eye sight test for all DSE Users (upon request) and provide glasses for those who require them solely for DSE use. To be considered a DSE user you must spend at least 1 hour in front of the screen on a daily basis. If an ordinary prescription is suitable, then the school does not have to pay for glasses.

Further reading
The HSE have provided specific guidance relating to DSE.[24][25]

Educational Visits and Off-Site Activities

Dauntsey's School recognises that educational visits, sports fixtures, residential trips and overseas travel can provide valuable opportunities for learning and personal development.

All educational visits shall be planned and managed in accordance with:

- the School's Educational Visits Policy;
- current Outdoor Education Advisers' Panel (OEAP) guidance;
- relevant safeguarding requirements;
- the School's risk assessment procedures.

The Educational Visits Co-ordinator (EVC) shall oversee all visit arrangements and ensure that:

- suitable and sufficient risk assessments are completed;
- leaders are competent and appropriately trained;
- safeguarding arrangements are in place;
- emergency procedures are established;
- parental consent requirements are met;
- licensed activity providers are used where required.

Additional scrutiny shall be applied to:

- overseas visits;
- residential visits;
- adventure activities;
- water-based activities;
- higher-risk activities.
- Incoming visits by other school staff and pupils

A written emergency contact procedure shall be maintained for all off-site activities.

[24] https://www.hse.gov.uk/pubns/indg36.PDF
[25] https://www.hse.gov.uk/msd/dse/

Electrical Safety

Dauntsey's School is committed to complying with the Electricity at Work Regulations 1989[26], by taking all precautions against the risk of death or personal injury from electricity in the work place.

Electrical Installations (Fixed Wiring)

The Electricity at Work Regulations 1989 require Dauntsey's School to ensure that the electrical installation(s) are periodically inspected by a competent person.

British Standard BS 7671:2018 (IET Wiring Regulations) provides further clarity on the frequency of such testing dependent on the use of the premises - it can range from 1-10 years.

The Electrical Installation Condition Report (EICR) will confirm the testing frequency for a premises. It should also be repeated with each new occupancy.

The appointment of a competent person (NICEIC Approved Contractor) to carry out the inspections for all building is carried out by the Head of Estates & Facilities who will obtain and keep the subsequent Electrical Installation Condition Report(s) produced. The Head of Estates & Facilities will also ensure that all remedial works noted in the report will be completed, by a competent person, within a reasonable time.

As-installed drawings of the fixed installation are to be progressively made available and modified and updated when necessary.

Portable Electrical Appliances (PAT Testing)

The Electricity at Work Regulations 1989 stipulate that any electrical equipment that has the potential to cause injury is maintained in a safe condition. The regulations do not provide any further detail on what needs to be done, how often and by who.

A portable or moveable electrical appliance can be defined as any item that can be moved, either connected or disconnected from an electrical supply. Portable or movable items generally have a lead (cable) and a plug.

Portable Appliance Testing (PAT) is the examination of portable electrical appliances and equipment to ensure they are safe to use. The frequency of PAT depends upon the type of equipment and the environment it is used in.

The Health & Safety Executive have produced a guidance document that provides further information on the type and frequency of maintenance (HSG 107: Maintaining portable electrical equipment)[27].

The appointment of a competent person to carry out PAT testing for all portable electrical appliances located with each school building is carried out by the Head of Estates & Facilities.

Temporary Systems

Temporary systems, for example the stage lighting and its control gear, is inspected and tested after initial set up and regularly thereafter. Records are kept by the Head of Drama.

Contractor's Equipment

The school does not accept responsibility for electrical items brought onto site by contractors.

Pupil's Equipment

Pupil owned domestic type electrical appliances which are used in boarding houses will be tested on a termly basis.

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[26] https://www.legislation.gov.uk/uksi/1989/635/contents/made

[27] https://www.hse.gov.uk/pubns/priced/hsg107.pdf

Employee duties
Staff must:

- carryout a visual check of all portable electrical appliances for obvious damage prior to use
- report any damage or defects to the Head of Estates & Facilities
- remove the appliance or add a defection/faulty sign if there is any doubt as to whether the appliance is safe to use
- not use any appliance that has a defection/faulty sign on display
- not attempt to carry out any repairs themselves
- switch off non-essential equipment from the mains when left unattended for long periods
- not 'plug-in' any personal electrical appliances including mobile phone chargers into any school outlet unless it has a label affixed to confirm that it has been tested
- ensure all electrical (including data) cables are left in such a position that they are not causing a tripping hazard or be at risk of damage
- where cables and leads could constitute a tripping hazard their routes should be indicated with hazard warning tape, and where they may suffer damage by being walked upon, they should be run in protective flexible plastic sheathing. Placing cables under mats and carpets or through doorways, should be avoided as this can cause unseen damage to the cables causing arcing and potential fire situation
- not daisy-chain extension leads to make a longer one (connect one extension to another extension)
- not use multi-point adapter sockets (cubes)
- ensure that all portable electric tools used (generally excluding those used in the teaching process but including those belonging to and used by contractors) will, wherever practicable, be operated at 110 volts
- where there is a possibility during the teaching process of **any persons**, including pupils, coming into contact with live conductors at voltages above 25v where injury is likely to result, the teacher in charge must be electrically competent and must work in accordance with the guidance given in Health and Safety Executive Guidance Note INDG231[28].

Pupil duties
Pupils must:

- only bring to/use in school electrical items that meets the UK or European standards
- not use equipment purchased outside of the UK without prior consent from the Bursar
- carry out a visual check of all portable electrical appliances for obvious damage prior to use
- report any damage or defects to the relevant staff member
- not use any appliance that has a defective/faulty sign on display
- not attempt to carry out any repairs themselves

Further reading
The HSE provide further guidance on electrical safety in the workplace on their website.[29]

[28] https://www.hse.gov.uk/pubns/indg231.pdf
[29] https://www.hse.gov.uk/electricity/index.htm

Employer's Liability Insurance

In accordance with the Employers' Liability (Compulsory Insurance) Act 1969, The Bursar will ensure that, at all times, there is a minimum level of insurance cover (currently £5 million), obtained from an authorised insurer - the Financial Services Authority (FSA) has a register of authorised insurers.

Coverage will be provided for any claims from staff injured at work or former staff that may become ill as a result of their work whilst in our employment.

A copy of the current Employers' Liability Insurance Certificate providing information regarding the minimum level of cover provided will be displayed where all staff can easily read it.

If an employee asks to see a copy of the certificate, we will provide it as soon as practicable but within 10 working days. It may be sent electronically or in paper format.

Employment of Young Persons

For the purpose of this section, a 'young person' is anyone under the age of 18 years old, and a 'child' is someone who has not reached the minimum school leaving age[30].

When employing a 'young person', there is specific legislation that, regardless of the number of hours worked or the duration of the period of work, including those on any relevant training schemes.

Individual (Specific) Risk Assessments

As part of the recruitment process for a 'young person,' The Head of HR will ensure that a risk assessment is carried out prior to employment, taking into account the following:

- the immaturity and inexperience of the young persons and any consequential lack of awareness risks
- the health and safety training to be given
- the extent of exposure to any chemical, biological or physical agents.
- the nature and layout of the work area.
- the types of equipment, methods of use and work activities to be undertaken.

Reduction of Risks

A 'young person' working for Dauntsey's School is not to be expected to:

- work beyond their physical or psychological capabilities
- work involving harmful exposures to radiation
- work involving risks to health from noise, vibration or extreme heat/cold
- work involving harmful exposure to any agents which can chronically affect health, including those with toxic or carcinogenic effects, or those causing genetic damage or harm to an unborn child
- work involving the risk of accidents which it may be assumed cannot be recognized or avoided by a 'young person' owing to their insufficient attention to safety or lack of experience or training

[30] https://www.gov.uk/know-when-you-can-leave-school

Employment of Children

Where a child is employed, the findings of the risk assessment, together with protective/preventive measures to be taken, must be recorded and communicated to the person having parental responsibility/rights for the child (e.g., parent, guardian etc).

Dauntsey's School will adhere to the following restrictions. A child employed by Dauntsey's School is not allowed to work:[31]

- without an employment permit issued by the education department of the local council, if this is required by local bylaws
- in places like a factory or industrial site
- during school hours
- before 7am or after 7pm
- for more than one hour before school (unless local bylaws allow it)
- for more than 4 hours without taking a break of at least 1 hour
- in any work that may be harmful to their health, well-being or education
- without having a 2-week break from any work during the school holidays in each calendar year

Additional limitations are imposed and will be adhered to, depending on the academic year and age of the child:

Term time rules

During term time children can only work a maximum of 12 hours a week. This includes:

- a maximum of 2 hours on school days and Sundays
- a maximum of 5 hours on Saturdays for 13 to 14-year-olds, or 8 hours for 15 to 16-year-olds

School holiday rules

During school holidays 13 to 14-year-olds are only allowed to work a maximum of 25 hours a week. This includes:

- a maximum of 5 hours on weekdays and Saturdays
- a maximum of 2 hours on Sunday

During school holidays 15 to 16-year-olds can only work a maximum of 35 hours a week. This includes:

- a maximum of 8 hours on weekdays and Saturdays
- a maximum of 2 hours on Sunday

[31] https://www.gov.uk/child-employment/restrictions-on-child-employment

Further reading
The Health & Safety Executive (HSE) have produced further guidance on the employment of a 'young persons' and/or 'child.'[32]

Fire Safety

The Governors of Dauntsey's School accept their role as the 'responsible person', as defined in the Regulatory Reform (Fire Safety) Order 2005. As such, the school has issued general fire orders which are contained in Fire Instructions Manual.

The Director of Operations has been appointed as School Fire Officer.

Duties of the Responsible Person (Governors)
In accordance with the Regulatory Reform (Fire Safety) Order 2005, the 'responsible person' must take:

- measures to reduce the risk of fire on the premises and the risk of the spread of fire on the premises
- measures in relation to the means of escape from the premises
- measures for securing that, at all material times, the means of escape can be safely and effectively used
- measures in relation to the means for fighting fires on the premises
- measures in relation to the means for detecting fire on the premises and giving warning in case of fire on the premises; and
- measures in relation to the arrangements for action to be taken in the event of fire on the premises, including:
    - measures relating to the instruction and training of staff; and
    - measures to mitigate the effects of the fire.

[32] https://www.hse.gov.uk/young-workers/

School Fire Officer's responsibilities
On behalf of the 'responsible person, the School Fire Officer must:

- ensure that a suitable and sufficient fire risk assessment has been carried out for each building used by staff of Dauntsey's School. Safesmart Ltd are currently employed to carryout fire risk assessments annually during the Autumn Half Term.
- ensure that any significant findings (actions) arising from the fire risk assessments are acted upon accordingly
- ensure that all fire escape routes are to be kept freely accessible and clear of obstructions
- ensure that all fire doors are not held open by devices such as door wedges, that prevent the door leaf from closing in the event of a fire alarm activation
- ensure that all final fire exit doors are capable of being opened (internally) immediately and without the use of a key or code, always be open or be able to be without a key
- ensure that the escape routes, final fire exits and fire doors are suitably furnished with signage in accordance with the CLG Fire Safety Guides
- ensure that appropriate fire action notices are available by every call point and final exit in addition to fire evacuation instructions, on display in every classroom and regularly occupied room e.g. bedrooms, staff rooms
- there is an adequate provision of firefighting equipment e.g. fire extinguishers and fire blankets
- ensure that all fire extinguishers are readily available, unobstructed, and suitably located e.g. on a bracket, in a purpose-built tray or cupboard in in accordance with BS 5306-8
- ensure that all staff carryout 'Fire Awareness' training in Smartlog on an annual basis
- ensure staff and pupils receive fire procedures training and staff receive instruction on the use of fire extinguishers
- ensure that a fire evacuation drill takes place:
    - in the Boarding Houses - at least once per term, ensuring that at least one of the drills takes place outside of normal school operating
    - in the Academic and Administrative buildings – all staff and pupils must participate in an evacuation at least once per academic year. This must occur prior to the first half term (October)
    - the events must be recorded in the Fire Log Book / Smartlog and include information about the date, time, time taken for all people to leave the building and any issues affecting evacuation
- ensure that the fire detection and alarm systems are subject to a periodic inspection (every 6 months) by a competent and 3rd party accredited person in accordance Article 17(1) of the Regulatory Reform (Fire Safety) Order 2005 and BS 5839-1:2017
- ensure that the fire detection and alarm systems are subject to weekly testing by a competent person in accordance Article 17(1) of the Regulatory Reform (Fire Safety) Order 2005 and BS 5839-1:2017 with the results recorded in the Fire Log Book
- ensure that the emergency lighting is subject to a periodic inspection (at least annually) by a competent and 3rd party accredited person in accordance Article 17(1) of the Regulatory Reform (Fire Safety) Order 2005 and BS 5266-1:2016
- ensure that the emergency lighting is subject to monthly testing by a competent person in accordance Article 17(1) of the Regulatory Reform (Fire Safety) Order 2005 and BS 5266-1:2016 with the results recorded in the Fire Log Book

- ensure that all firefighting equipment is subject to a periodic inspection (at least annually) by a competent and 3rd party accredited person in accordance Article 17(1) of the Regulatory Reform (Fire Safety) Order 2005 and BS 5306-3:2017
- ensure that all firefighting equipment is subject to a monthly visual inspection by a competent person in accordance Article 17(1) of the Regulatory Reform (Fire Safety) Order 2005 and BS 5306-3:2017 with the results recorded in the Fire Log Book
- ensure that there is a suitable and sufficient emergency plan/strategy that has been brought to the attention of all staff

Head of Estates & Facilities must:

- maintain and keep records of all maintenance inspection reports for the:
  - fire detection and alarm system
  - emergency lighting
- firefighting equipment maintain records of all monthly visual inspections of firefighting equipment and record in the Fire Log Book.

All Employee's must:

- take responsibility and care for the safety of themself and any other relevant person that may be affected by their acts or omissions
- comply with all instructions from the 'responsible person' to enable them to fulfil their duty or requirements
- notify the School Fire Officer of any situation they consider to be or could be unsafe
- ensure that fire doors are not held open by devices such as door wedges, that prevent the door leaf from closing in the event of a fire alarm activation
- ensure that all fire escape routes are to be kept freely accessible and clear of obstructions
- complete all mandatory training e.g., Fire Awareness training in Smartlog
- make themselves aware of and comply with the content of the Fire Orders issued by the school

First Aid

Dauntsey's School believes that First Aid facilities and knowledge are very important to the welfare of the pupils, staff and visitors to the school. The school intends to ensure that first aid provisions are in place to achieve the following:

- preserve life
- manage injuries that do require medical attention
- treat minor injuries that do not require medical attention

This section must be read in conjunction with the school's First Aid Policy[33] which can be found on the school's website.

First Aid Needs Assessment

In accordance with the Health & Safety (First Aid) Regulations 1981, a first aid needs assessment has been produced and is regularly reviewed by the Senior Nurse.

Whilst this legislation only requires first aid provision to be 'adequate and available' for staff of the school, Dauntsey's School will comply with the recommendations of the Health & Safety Executive (HSE) Department for Education[34] that such provisions are in place for all relevant

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33 https://resources.finalsite.net/images/v1664783023/dauntseysorg/sgcoj8gtgt8q6sdvsphp/FirstAidPolicy.pdf

34 https://www.gov.uk/government/publications/first-aid-in-schools/first-aid-in-schools-early-years-and-further-education

people. Therefore, the first aid requirements of pupils and visitors must and will be included in the needs assessment.

In accordance with Regulation 3 of the Health & Safety (First Aid) Regulations 1981, the first aid needs assessment ensures that the school provides adequate facilities, equipment, and trained personnel to meet the needs of all relevant people.

This includes, but is not limited to:

Facilities
Dauntsey's School has a dedicated Medical Centre on the main school site with registered nurses available 24 hours a day (term-time only). The facility consists of four inpatient rooms, consultation room, treatment room and counselling room, where dedicated staff will provide medical care, including administration of first aid, emergency care and supervision and administration of prescription medicines and over the counter medications which are dispensed in accordance with the school doctor's advice.

At The Manor, a registered nurse is available daily:

- 07.30 to 08.30

Equipment

First Aid Kits
To be readily available and located situated around the school site(s) as determined by the first aid needs assessment, e.g. where risk of an accident occurring is likely or possible.

Groups leaving the school must carry with them a first aid kit to ensure that adequate medical provision is made for the health and welfare of all pupils and staff.

See Appendix 3 for the current location and contents of the first aid kits.

Defibrillators
The school currently has 6 Automated External Defibrillators (AEDs) available on site. There is a portable AED is assigned to Sports Staff, and the other 5 fixed are suitably located in:

- Glass House
- Medical Centre
- Awdry Sports Centre
- The Pavilion
- The Manor

The type of AEDs available are easy to use, compact, portable and very effective. They are designed to be used by lay persons; the machine guides the operator through the process by verbal instructions and visual prompts. They are safe and will not allow a shock to be given unless the heart's rhythm requires it. Meaning that any trained or untrained staff member, pupil, visitor, or contractor can follow the guidance given by the AEDs should they encounter an individual undergoing cardiac arrest.

Trained personnel
During term time, the Medical Centre has registered nurses available 24 hours per day, in addition to qualified First Aiders to act as first responders in any situation where first aid is required.

Staff Awareness
To comply with Regulation 4 of the Health & Safety (First Aid) Regulations 1981, whereby as the employer, Dauntsey's School must ensure that all staff are aware of the first aid arrangements, including the facilities, equipment and trained personnel, the school will:

- ensure a copy of the First Aid Policy contains all relevant information, is regularly reviewed and is available to all staff on the website.
- ensure that First Aid posters are available throughout all school buildings and provide information about trained personnel and the location of first aid equipment.

Appointed Person
The HSE define an appointed person as someone who will:

> *'take charge of first-aid arrangements. The roles of this appointed person include looking after the first-aid equipment and facilities and calling the emergency services when required. They can also provide emergency cover, within their role and competence, where a first-aider is absent due to unforeseen circumstances (annual leave does not count).'*

The appointed person for Dauntsey's School is the Senior Nurse and the Director of Operations during the school holidays.

Actions in the event of an emergency
All such actions are set out in the school's First Aid Policy[35].

Accident Reporting
Staff and Pupils
All accidents resulting in personal injury will be recorded in Dauntsey's School's accident book located within the Medical Centre (term time) or by the Head of Estates & Facilities (out of term time) and contains information that must be recorded by law.

The accident book will be reviewed regularly by Director of Operations to ascertain the nature of incidents that have occurred in the school and this will be reported to the Health and Safety Committee and upwards to Governors. It will also be used to identify trends and as evidence to support decision making e.g. changes to policy and procedures. This review will be in addition to an individual investigation of the circumstances surrounding each incident.

Staff present at the accident are expected to complete the Accident Book entry.

The nursing staff keep records of **all** visits to the Medical Centre.

The Bursar/Director of Operations/Senior Nurse report significant accidents to the HSE under RIDDOR regulations.

Non-employee
Any non-employee who is involved in an accident or near-miss incident whilst on Dauntsey's School premises must report the incident immediately to the person responsible for his or her presence on site. If the person responsible is not available, the visitor/contractor must obtain the assistance of a responsible person to ensure that Dauntsey's School procedure is adhered to.

All injuries must be reported in the accident book, however minor. Visitors and contractors who are unable to enter their own account into the book must arrange for another person to make an entry on their behalf. Visitors and contractors should also notify their own employer where applicable.

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35 https://resources.finalsite.net/images/v1664783023/dauntseysorg/sgcoj8gtgt8q6sdvsphp/FirstAidPolicy.pdf

Member of the public
If an injury occurs to a member of the public on Dauntsey's School premises that results in their removal from site for hospital treatment, the school will follow their RIDDOR protocols.

Further reading
The HSE[36] have produced guidance for first aid in the workplace, advising on how to comply with the Health & Safety (First Aid) Regulations 1981.

The Department for Education[37] have produced specific guidance for schools regarding first aid provision and management.

Fume Cupboards & Local Exhaust Ventilation (LEV)
The Heads of Departments (Science, DT and Catering) are responsible for ensuring that all such equipment utilised by their department is subject to a periodic inspection at appropriate intervals by a competent and suitably qualified person. All remedial works must be carried out without delay and where deemed unsafe to use, the equipment must be prohibited for use.

All certificates and maintenance reports are to be sent to the Head of Estates & Facilities for safe record keeping.

Gas Safety
Dauntsey's School recognises that where gas appliances are not properly installed and maintained, there is a significant increase in the risk to life. Therefore, to demonstrate the school's commitment to not exposing our staff, pupils, contractors, and visitors, to any risks that may affect their health and safety, the school will ensure that they comply with the Gas Safety (Installation & Use) Regulations 1998[38].

In accordance with Regulation 35 of the Gas Safety (Installation & Use) Regulations 1998, Dauntsey's School will take all reasonable precautions to ensure that any gas appliance, flue or installation pipework installed is maintained in a safe condition. This includes, but is not limited to, an annual inspection by someone who is on the Gas Safe Register, and any remedial works will be carried out, without delay.

The Head of Estates & Facilities will ensure that any person employed to carryout works on any gas appliance, flue, or installation pipework is on the Gas Safe Register, and check their Gas Safe ID card (they must always have their card on their person) to ensure that the are qualified to carry out the specified works and their qualifications remain in date. If there is any doubt, the Head of Estates & Facilities will contact the Gas Safety Register using on the following methods: -

- Online: https://www.gassaferegister.co.uk/
- Telephone: 0800 408 5500

The Head of Estates & Facilities will obtain and keep all maintenance, fault and service records.

Further reading
The Health & Safety Executive (HSE) have produced an approved code of practice.[39]

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[36] https://www.hse.gov.uk/firstaid/legislation.htm
[37] https://www.gov.uk/government/publications/first-aid-in-schools/first-aid-in-schools-early-years-and-further-education
[38] https://www.legislation.gov.uk/uksi/1998/2451/contents/made
[39] https://www.hse.gov.uk/pubns/priced/l56.pdf

Glazing

In response to a safety review, Dauntsey's School have completed a replacement window/glazing programme where it was identified that there was a risk of injury from the presence of non-safety glass.

Should any glazing require installation in the future, whether this be to replace an existing glazed window/panel or as part of a new building, extension or alteration, the school will ensure compliance with the Building Regulations 2010 (Approved Document K)[40] and the relevant British Standard.

Health & Safety Committee

The members are:

• Chairman of the Estates, Infrastructure and Assets Committee • Bursar • Director of Operations • Deputy Head (Academics) • Director of Sport	• Senior Nurse • Facilities Manager • Head of Estates & Facilities • Head Groundsman • Head of DT • Head of Hockey & A-Level PE • Sports Coordinator • Head of Science	• Reprographics • Radiation Supervisor • Boarding Houses • Chef Manager • Drama Technical Manager • Head of IT Support • Director of Art • Sports Centre Manager

The Director of Operations will act as Chairman.

The Compliance Officer will act as Secretary to the Committee.

Other members will be co-opted and invited to meetings, as appropriate.

The purpose of the Committee is to oversee and monitor the effective implementation of the Health and Safety Policy within the school and to regularly review the contents of the safety policy. It will meet termly.

Health and Safety Committee Terms of Reference

See Appendix 1

Health & Safety Law (HSE) Posters

The HSE Health & Safety Law poster[41] outlines the relevant British legislation informing staff of what their and their employers' responsibilities are.

The Director of Operations at Dauntsey's School will ensure that a copy of this poster is available throughout the school site where all staff can easily read it.

Where this is not possible, we will provide each employee with a copy of the equivalent pocket card.

The HSE have also created an Easy Read version for people with a learning disability and a large print version for those who are visually impaired, which will be sourced as necessary.

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40 https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/996860/Approved_Document_K.pdf

41 http://www.hse.gov.uk/pubns/books/lawposter.htm

Health & Safety Training

In accordance with Section 2(2) of the Health & Safety at Work Act 1974[42] and Regulation 13 of the Management of Health & Safety at Work Regulations[43], Dauntsey's School provides information, instruction, training, and supervision to all staff relevant to their role.

Upon employment all new staff (including temporary staff) will undergo an induction programme that includes the following:

- fire awareness training
- access to relevant risk assessments
- access to relevant policies and procedures e.g., Health & Safety Policy and Procedures Manual

For existing staff, when a policy, procedure or risk assessment is revised, they are notified via email or during a training event. All staff are required to complete the following training on an annual basis:

- fire awareness training
- All pupils undergo a fire evacuation drill during the first few weeks of the new academic year.
- All boarders undergo fire evacuation training on a termly basis and this is covered by the House Master/Mistress.
- All visitors to the school are made aware of fire awareness and advised whether or not a fire alarm test is going to happen. They are told where to congregate by the duty receptionist.
- All contractors are advised of fire awareness when they book in.
- All training for staff is monitored by the HR Department.

Infection Control

Dauntsey's School recognises that there is a risk of the spread of infection in schools. To protect the health, safety and welfare of all staff, pupils, visitors, volunteers and contractors, there is a duty imposed upon the school to eliminate, or where this is not possible, minimise the spread of infection.

To achieve this, Dauntsey's School will ensure that the Public Health England's[44] *(now the UK Health Security Agency)* recommendations are adhered to, including PPE, mandatory exclusion periods for common communicable diseases, good hygiene practice, due consideration for pregnant staff and other people considered vulnerable due to a health condition and immunities.

Should any person develop an infectious disease or symptom, the normal sickness/absence reporting procedures must be followed and due consideration given to any special measures that may need to be put into place to prevent the spread of infection by the Medical Centre staff.

Confidentiality

All reports of an infectious disease (confirmed or suspected) must be handled confidentially. Further consultation with any other persons within or outside of Dauntsey's School will only be carried out with prior consent from the individual staff member concerned.

Further reading

[42] https://www.legislation.gov.uk/ukpga/1974/37/section/2
[43] https://www.legislation.gov.uk/uksi/1999/3242/regulation/13/made
[44] https://www.publichealth.hscni.net/sites/default/files/Guidance_on_infection_control_in%20schools_poster.pdf

The UK Health Security Agency *(formerly Public Health England)* provides the most up to date information on infectious diseases and the current recommended methods of managing such cases.[45]

Information, Instruction and Training

The provision of appropriate health and safety information, instruction and training (followed by appropriate supervision) are essential to any safe system of work.

Training is mentioned in several sections of this policy, but not all needs have necessarily been identified elsewhere. Appropriate induction training is to be provided for all staff, contractors, volunteers and pupils. Thereafter staff and pupils must be competent in the tasks required of them or must be closely and adequately controlled by competent persons.

Where the need for other specific training and instruction is identified it will be provided. (Some forms of training are specifically required by law. Examples of this are training for the users of wood-working machinery, training to change an abrasive wheel and training in the operation of prescribed dangerous catering machines.)

Written information will also be provided to staff, visitors, contractors, and pupils where necessary.

Comprehensive training records are to be maintained by the Director of Operations.

Safety information especially concerning the results of risk assessments will be provided to staff and pupils as appropriate.

Ionising & Non-ionising Radiation

Radiation has 2 main classes: Ionising and non-ionising. Ionising radiation is the most dangerous of the 2 types and exposure is known to cause the following health issues: -

- dermatitis
- burns
- cell damage
- cataracts
- cancer
- damage DNA

Risk Assessment

In accordance with Regulation 8 of the Ionising Radiation Regulations 2017[46], Dauntsey's School has a duty to carry out and regularly review a risk assessment to ensure that all sources of ionising and non-ionising radiation have been identified and the appropriate control measures are available, suitable, and sufficient. This is the responsibility of the Head of Science.

Radiation Protection Advisor (RPA)

In accordance with Regulation 14 of the Ionising Radiation Regulations 2017[47], the school has appointed the Mr Tony Butterworth of the University of Bristol

Radiation Protection Supervisor (RPS)

David Zammit, Teacher of Physics is the nominated Radiation Protection Supervisor (RPS). Their duties include, but are not limited to:

[45] https://www.gov.uk/government/organisations/public-health-england
[46] https://www.legislation.gov.uk/uksi/2017/1075/regulation/8/made
[47] https://www.legislation.gov.uk/uksi/2017/1075/regulation/14/made

- keep an up-to-date list of radiation sources (including the purchase date) and notify the Radiation Protection Adviser (RPA) of any changes
- keep up-to-date list of science staff authorised to handle ionising radiation sources
- train authorised users
- make sure the standard operating procedures and specific risk assessment guidance are suitable for our sources and intended use
- make sure the contingency plans are suitable for the school
- make sure the authorised users have ready access to the standard operating procedures, the risk assessment guidance and contingency plans
- add information to the point-of-use texts for lesson planning
- security and monitoring
- make sure leak tests and inspections are undertaken
- ensure sources are kept in a proper store
- ensure a log book is kept containing a list of the identified sources and source movements
- ensure local rules are formulated and are up-to-date
- ensure leakage tests are carried out at twenty-six monthly intervals and records are kept
- arrange safe disposal of sources via RPA if necessary
- liaison with the local Fire Brigade on the source whereabouts
- liaison with the RPA if an emergency arises
- in the first instance, provide advice to anyone who wishes to carry out non-standard work with sources
- ensure that all radioactive sealed sources are subject to a 24 monthly leak testing to be arranged and all records to be kept secure
- ensure that local rules covering the storage, handling, and use of radiation sources in the school have been drawn up and are kept up-to-date and that there is a written risk assessment in place
- ensure that all sources including the cloud chamber sources are stored securely in a lockable metal cabinet (with appropriate signage) and that there are no other items stored in the cabinet.

Movement of Ionising Radiation Sources
All staff must report the movement of sources to the RPS who will update the source movement log book.

Lost, stolen, or damaged of Ionising Radiation Sources
The RPS is to be notified immediately if any source is lost, stolen or damaged who in turn will seek guidance from the RPA.

Any loss or theft of a source must be reported to the Radiation Protection Supervisor without delay. The RPS, in consultation with the RPA, is responsible for notifying the HSE, the Department for Education and the Environment Agency.

Leakage (Testing)
The RPS is responsible for ensuring leakage tests are carried out on the closed (sealed) sources in the school and for ensuring appropriate records are being kept. *Appendix 5* for the Leakage Test Protocol.

Disposal
Records of all disposals of radioactive sources are to be kept by the RPS. The records include the date of disposal and, if appropriate, to whom it was sent or by whom it was removed.

Further reading
The HSE have produce guidance as further reading for Ionising Radiation.[48]

L093 - Managing Ionising Radiations and Radioactive Substances in Schools and Colleges (https://science.cleapss.org.uk/Resource-Info/L093-Managing-Ionising-Radiations-and-Radioactive-Substances-in-Schools-and-Colleges.aspx)

Lasers

The laser should be rated Class 1 or Class 2 or Classes 3R. Lasers in Classes 3B and 4 are prohibited.

Laser diodes should not be used as discrete components but may be used in laser diode modules or in other laser products.

The control circuit of a laser should not be altered or adjusted. This restriction does not apply to Class 1 LED products unless the alteration or adjustment could take the LED into a higher classification.

The school is not allowed to manufacture lasers, nor to assemble lasers in kit form. This restriction does not apply to Class 1 LED products.

The school is not allowed to use laser screen printers except as laboratory sources, in which case they must only be used when mechanically stable having been securely anchored in a clamp.

Lasers of Class 1 or Class 2 or Class 3A may be demonstrated in laboratory work by a suitably qualified teacher or lecturer at any stage in secondary education.

Pupils in primary schools and in the first two years at secondary school are not permitted to use Class 2 lasers.

Secondary school pupils (Year 9 and above) are permitted to use Class 2 lasers under the supervision of a suitably qualified teacher provided that the user department has a code of practice which is explained orally and a copy is given to pupils; and for classes with pupils in years 9, 10 and 11, a suitably qualified teacher is continuously present to supervise and oversee the practical work.

Kitchen Equipment

Dauntsey's School recognises that one of the most common causes of injuries sustained in a Kitchen is due to the equipment and machinery.

Authorised Personnel
Only staff who have been suitably trained and have been deemed competent by the Chef Manager are permitted to use such equipment and machinery provided by Dauntsey's School in the Kitchens.

Risk Assessment
All Kitchen equipment will be subject to a suitable and sufficient risk assessment by the Chef Manager. A laminated copy of the risk assessment will be on display in close proximity to the machinery to ensure all users are aware of the risks and the necessary control measures e.g., PPE.

Maintenance and Testing
All Kitchen equipment will be subject to periodic testing by a competent and suitably qualified person organised by the Head of Estates & Facilities.

Pre-use visual checks will be carried out by all users prior to the use of all such equipment.

[48] https://www.hse.gov.uk/radiation/ionising/index.htm

All confirmed/suspected defects must be reported to the Chef Manager and Head of Estates & Facilities without delay and the item is not to be used until a competent and suitably qualified person has confirmed that it is safe to do so.

Further reading
The HSE provide further guidance for Catering.[49]

Legionella and Legionnaires Disease

To comply with the duties imposed by the Health & Safety at Work Act 1974, Dauntsey's School must ensure that a suitable and sufficient risk assessment for Legionella & Legionnaires Disease is carried out by a competent contractor employed by the school.

The Head of Estates & Facilities has the responsibility for ensuring that there is a suitable and sufficient risk assessment in place that has identified all hazards, considered the risks present and determined the most appropriate control measures. They are also responsible for ensuring that the risk assessment is reviewed periodically by a competent and suitably qualified person.

The Head of Estates & Facilities maintains all records relating to Legionella.

Precautionary measures
The following precautionary measures must be taken to minimise the risk of exposure to legionella:

- No new evaporating cooling towers in cooling systems should be considered for installation
- Routine inspection and maintenance operations on hot water systems of over 300 litres volume must include the following:
    - header tanks must be cleaned out **annually**
    - conditions in calorifiers must be inspected at least **biennially** (but depending on circumstances) for organic materials and heavy build-up of scale and must be cleaned as appropriate to the conditions found
    - softeners, filters, and strainers, where fitted, should be inspected and cleaned at least annually or more frequently if advised by the manufacturer
- wherever it is reasonably practicable, calorifiers in the school will be operated at 60°C and designed to minimise layering taking place within
- mixer valves will be used for all new installations
- hot water distribution will take place at 50°C within one minute of running the tap
- when new water systems or plant are to be installed or when the old is to be modified, the designers, manufacturers, importers, suppliers and installers have a duty to avoid, as far as is reasonably practicable, risks from legionella arising from their work and to provide information on safe operating conditions and on potential risk. This information must always be obtained in writing and instructions contained in the information must form part of the school's regular maintenance programme

A full COSHH risk assessment must be kept up to date by the Head of Estates & Facilities and available for reference. Adequate records must be kept of the control activities undertaken. The Head of Estates & Facilities has been trained in recognising the risks associated with water systems and is responsible for ensuring that the school is operated in accordance with school policy and risk assessment.

[49] https://www.hse.gov.uk/catering/index.htm

Further reading
The HSE have produced guidance for further reading[50].

Lithium-Ion Battery Safety

The School recognises the increasing use of lithium-ion batteries within educational, residential and operational environments.

Appropriate arrangements shall be established for the safe charging, storage and disposal of lithium-ion batteries associated with:

- laptops and tablets;
- mobile telephones;
- power tools;
- e-bikes;
- e-scooters;
- electric vehicles (EVs);
- grounds and maintenance equipment.
- Other battery powered equipment used on school premises.

Damaged, swollen, overheating or defective batteries shall be immediately removed from service and reported to the Head of Estates & Facilities.

Charging shall only take place using approved equipment and in locations deemed suitable through risk assessment.

The School currently provides electric vehicle charging facilities for School-owned vehicles. Such charging equipment shall be installed, maintained and operated in accordance with relevant legislation, manufacturer's instructions and recognised industry standards.

Suitable control measures shall be implemented to manage risks associated with lithium-ion batteries and electric vehicle charging activities. Consideration shall be given to:

- the location of charging points;
- proximity to buildings and other fire risks;
- battery damage or defects;
- charging equipment condition;
- emergency access requirements; and
- emergency response arrangements.

Electric vehicle charging equipment and associated infrastructure shall be subject to planned inspection and maintenance. Any concerns regarding overheating, damage, malfunction or fire risk shall be reported immediately to the Estates Department.

Lifting Operations and Lifting Equipment

Dauntsey's School acknowledges their duties, in accordance with the Lifting Operations and Lifting Equipment Regulations 1998 (LOLER), due to owning, operating, or having control over lifting equipment.

Definitions
The HSE offer the following definitions:

[50] https://www.hse.gov.uk/legionnaires/index.htm

Lifting Equipment
"any work equipment for lifting and lowering loads, and includes any accessories used in doing so (such as attachments to support, fix or anchor the equipment).

Examples of lifting equipment include:

- *overhead cranes and their supporting runways*
- *patient hoists*
- *motor vehicle lifts*
- *vehicle tail lifts and cranes fitted to vehicles*
- *a building cleaning cradle and its suspension equipment*
- *goods and passenger lifts*
- *telehandlers and fork lifts*
- *lifting accessories"*

Lifting Operations
"This is a term defined by LOLER regulation 8(2): 'In this regulation "lifting operation" means an operation concerned with the lifting or lowering of a load.'"

Load
The load includes any material, people or animals (or any combination of these) that is lifted by the lifting equipment. Loads are often provided with permanent or semi-permanent fixed or attached points for lifting. In most cases, these are considered to be part of the load.

Examples of loads include:

- loose bulk materials
- sacks, bags, pallets and stillages
- discrete items (such as a large concrete block)
- machinery and any permanently attached lifting eyes
- a skip and the lugs fixed to its side

Planning and organising lifting operations
In accordance with Regulation 8 of LOLER[51], all lifting operations involving lifting equipment must be properly planned by a competent person, appropriately supervised, and carried out in a safe manner.

Before the use of any lifting equipment or commencement of a 'lifting operation', whereby Dauntsey's School owns or has control over the lifting equipment or has a responsibility to those involved in the operations, a risk assessment and written plan must be completed by a competent person, e.g., someone with the relevant experience, training, qualifications and understanding of the law and the equipment involved.

The HSE confirms that the plan for any lifting operation must:

"address the foreseeable risks involved in the work and identify the appropriate resources (including people) necessary for safe completion of the job. Factors to include may be any or all the following:

- *working under suspended loads*
- *visibility*
- *attaching / detaching and securing loads*
- *environment*
- *location*
- *overturning*
- *proximity hazards*
- *derating*
- *lifting people*
- *overload*
- *pre-use checking*
- *continuing integrity of the equipment*

The plan should set out clearly the actions involved at each step of the operation and identify the responsibilities of those involved. The degree of planning and complexity of the plan will vary and should be proportionate to the foreseeable risks involved in the work."

Every lifting operation will be supervised to ensure that it is carried out in a safe manner. As such, the risk assessment and written plan must be signed off/approved by the Facilities Manager.

Strength and suitability
Regulation 4 of LOLER[52] requires all lifting equipment must be of adequate strength for the intended use, in particular the stress induced at the mounting or fixing points.

This must be considered as part of the risk assessment and written plan carried out by the competent person.

Position and installation
To comply with Regulation 6 of LOLER[53], lifting operations must be organised in such a manner that there is minimal (preferably, no) requirement to lift loads over people. The positioning of lifting equipment is a vital component to achieving this.

This must be considered as part of the risk assessment and written plan carried out by the competent person. Where moving loads over people cannot be avoided, all reasonably control measures must be implemented.

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[51] https://www.legislation.gov.uk/uksi/1998/2307/regulation/8/made
[52] https://www.legislation.gov.uk/uksi/1998/2307/regulation/4/made
[53] https://www.legislation.gov.uk/uksi/1998/2307/regulation/6/made

Marking of Lifting Equipment
In accordance with Regulation 7 of LOLER[54], all equipment owned, used by or under the control of Dauntsey's School will bear markings to indicate:

- safe working load
- where appropriate, the safe working load for each configuration
- if to be used to lift people, the maximum number of people
- if the equipment may be mistaken for being designed to lift people, clear marking advising that it is not, will be present

Examination and Inspection
Regulation 9 of LOLER[55] requires that all equipment used for lifting is subject to statutory periodic 'thorough examination'. Records must be kept of all thorough examinations and any defects found must be reported to both the person responsible for the equipment and the relevant enforcing authority.

Dauntsey's School will ensure that all lifting equipment, owned, used by or their under the control will be subject to a thorough examination by a competent and suitably qualified person at the following intervals:

- before first use
- where used to lift people, every 6 months
- every 12 months if not used to lift people
- after exceptional circumstances which are liable to jeopardise the safety of the lifting equipment e.g. adverse weather, criminal/accidental damage, lack of use
- as prescribed by a competent person e.g. reduced testing intervals may be deemed necessary during an examination/inspection.

The responsibility of ensuring that all relevant lifting equipment is that of the Head of Estates & Facilities and the Facilities Manager. Records of all examinations and inspections are kept by the Head of Estates & Facilities.

Further reading
The HSE have produced detailed guidance on how to comply with LOLER.[56]

Lighting
To comply with Regulation 8 of the Workplace (Health, Safety and Welfare) Regulations 1992[57], Dauntsey's School will ensure that lighting is sufficient to enable staff and pupils to work, use facilities without experiencing eyestrain, and safely move from place to place.

The school will ensure that artificial lighting is provided:

- at individual workstations
- where specific risks are present including, but not limited to
    - stairs/steps
    - external vehicle and pedestrian routes

Emergency Lighting will be provided in accordance with the fire risk assessment and BS 5266-1.

Further reading
The HSE have produced guidance document HSG 38: Lighting at Work[58], which offers further specific guidance if required.

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[54] https://www.legislation.gov.uk/uksi/1998/2307/regulation/7/made
[55] https://www.legislation.gov.uk/uksi/1998/2307/regulation/9/made
[56] https://www.hse.gov.uk/work-equipment-machinery/loler.htm
[57] https://www.legislation.gov.uk/uksi/1992/3004/regulation/8/made
[58] https://www.hse.gov.uk/pubns/priced/hsg38.pdf

Lockdown and Invacuation Procedures

Dauntsey's School recognises the need to prepare for emergency situations where it may be safer for staff, pupils, contractors and visitors to remain within a building rather than evacuate.

The School will maintain a Lockdown and Invacuation Plan covering foreseeable incidents including:

- intruders or security threats;
- violent or aggressive behaviour;
- police incidents in the vicinity;
- suspicious packages;
- hazardous substance releases;
- severe weather events;
- other circumstances where movement around the site presents a risk.

The plan shall:

- define activation procedures;
- identify key responsibilities;
- establish emergency communication methods;
- include arrangements for visitors and contractors;
- take account of vulnerable persons and PEEPs;
- provide for staff training;
- be tested periodically through exercises and drills.

Following any exercise or incident, arrangements will be reviewed and amended as necessary. The Lockdown and Invacuation Plan shall be reviewed at least annually.

Lone Working

Dauntsey's School recognises that certain staff may be required to work alone, either on school premises or whilst undertaking school business. The School acknowledges its duty under the Health and Safety at Work etc. Act 1974 and the Management of Health and Safety at Work Regulations 1999 to identify and control risks associated with lone working.

A lone worker is any member of staff who works by themselves without direct supervision or immediate assistance being available.

Examples may include:

- Estates and Grounds staff
- House staff on duty
- Sports staff
- Site duty staff
- Staff working outside normal operational hours
- Staff travelling on school business
- Staff working remotely

Suitable and sufficient risk assessments shall be undertaken for all activities involving lone working.

Control measures may include:

- maintaining regular communication arrangements;
- signing in and out procedures;
- use of mobile phones, radios or lone worker devices;
- dynamic risk assessment by the individual;
- restrictions on high-risk activities;
- escalation and emergency arrangements.

No member of staff shall undertake work alone where the risk assessment identifies that the activity requires assistance, supervision or emergency support which cannot reasonably be provided. No person shall undertake lone working activities if they have concerns that the work cannot be completed safely.

Manual Handling

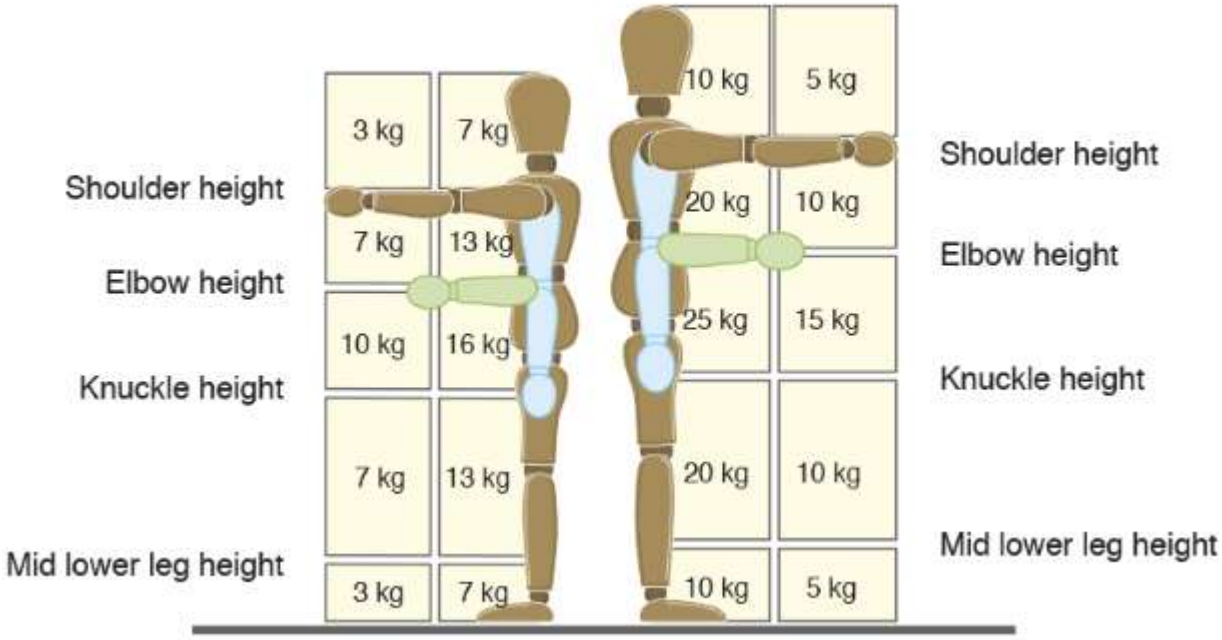
As an employer, Dauntsey's School recognises and aims to comply their obligations to protect their staff as defined in Regulation 4 of the Manual Handling Operation Regulations 1992[59].

Risk Assessment

Dauntsey's School will ensure that a general manual handling risk assessment is available and is reviewed at least once per year by the Facilities Manager. They will ensure that all factors detailed in Schedule 1 of the Manual Handling Operation Regulations 1992[60] have been considered.

For any manual handling operation that is considered to be significant, a specific risk assessment must be carried out by a competent person prior to carrying out the task. Whilst the regulations do not stipulate any specific or safe limits, the following diagram and commentary has been provided by the HSE:

Lifting and Lowering Risk Filter (HSE)



- *The filter assumes that the load is easily grasped with both hands and is handled in reasonable working conditions, with the worker in a stable body position.*
- *Each box in the diagram contains a filter value for lifting and lowering in that zone. The filter values in the boxes are reduced if handling is done with arms extended, or at high or low levels, as that is where injuries are most likely to happen.*

[59] https://www.legislation.gov.uk/uksi/1992/2793/regulation/4/made
[60] https://www.legislation.gov.uk/uksi/1992/2793/schedule/1/made

- *Observe the work activity you are assessing and compare it to the diagram. First, decide which zone or zones the worker's hands pass through when moving the load. Then, assess the maximum weight being handled. If it is less than the value given in the matching box, it is within the guidelines.*
- *If the worker's hands enter more than one zone during the operation, use the smallest weight. Use an in-between weight if the hands are close to a boundary between zones.*

Staff duty
In accordance with Regulation 5 of the Manual Handling Operations Regulations 1992, all staff are required to, whilst at work, make full and proper use of any system of work provided for their use by their employer.

Training
The Facilities Manager will ensure that all staff who may or do carry out manual handling tasks are identified and are provided with training relevant for the type of work they are required to carry out.

Further reading
The HSE have produced further guidance on manual handling[61].

Minibus
Dauntsey's School aims to comply with the requirement of the ROSPA Code of Practice for Minibus Safety[62]

A suitable and sufficient risk assessment for use of the minibuses owned or under the control of Dauntsey's School has been completed and is reviewed periodically (at least annually) by the Facilities Manager.

Authorised drivers
Only authorised personnel are permitted to drive any minibus owned or under the control of the school. Authority must be given by Facilities Manager who will maintain a list of authorised drivers and ensure that they:

- are aged 21 years or over
- have at least two years' experience as a qualified driver
- have a full clean driving license that includes category D1
- are medically fit
- undertake a familiarisation driving session prior to transporting other staff or pupils by an experienced minibus driver

Drivers' Hours
To comply with the recommendations of the Highway Code, a rest break of at least 15 minutes must be taken every 2 hours.

The number of hours a driver is permitted to drive is outlined in the risk assessment.

If a journey exceeds this or is challenging, a second authorised driver must accompany the first driver.

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[61] https://www.hse.gov.uk/msd/manual-handling/index.htm#article
[62] https://www.rospa.com/rospaweb/docs/advice-services/road-safety/practitioners/minibus-code-of-practice.pdf

Drivers' Responsibilities
Any authorised driver who has been advised not to drive any vehicle for medical reasons must notify the school immediately.

Prior to undertaking any journey, the authorised driver must:

- carryout a visual inspection of the minibus including:
  - tyre pressure
  - clean windscreen and glass
- complete driver's log
- check brake function
- check that mirrors and driving seat are in the correct driving position for them
- check all lights
- check the windscreen wash fluid levels
- check windscreen wipers are operational
- carry a mobile phone with adequate battery life
- ensure the current insurance and breakdown policies are on board
- check that the First Aid kit is present

Once all passengers and luggage have been loaded, and before departure, the driver must also:

- ensure that the vehicle is correctly loaded
- check that there are no more than sixteen passengers on board
- check the emergency exits are not blocked
- ensure that the doors are closed properly
- check fuel levels
- check all passengers are wearing seat belts

Upon completion of the journey, the driver must secure the vehicle and ensure the keys are returned to the Facilities Office immediately.

Passenger Responsibilities
All passengers are required to:

- always wear a seat belt
- remain seated
- not distract the driver
- not obstruct the escape routes

Road Traffic Collision Procedures
In the event of a collision that has caused damage or injury to a person, animal, another vehicle or property, the driver must stop at the earliest and safest opportunity and take the following actions:

- if the road is blocked or any person is injured, call 999 and request a response from the Police and Ambulance Services
- unless they are injured, move all passengers away from the vehicle to a pedestrianised area, or if on a motorway/dual carriageway, behind a crash barrier or on the embankment (away from the carriageway)
- provide all other drivers with their name, address, phone number, insurance details, and vehicle registration
- request the same information from all other drivers involved
- notify the school at the earliest opportunity
- comply with all police requests

The Bursar is responsible for ensuring that all such incidents are reported to the insurance company.

Breakdown and Recovery
A copy of the current Breakdown Policy is to be kept in each minibus. If the vehicle is not driveable, the school must be contact as soon as possible and a roadside assistance/recovery is to be requested accordingly.

In the event of a breakdown, if the road is blocked call 999 and request a response from the Police Service. Ensure all passengers are moved away from the vehicle to a pedestrianised area, or if on a motorway/dual carriageway, behind a crash barrier or on the embankment (away from the carriageway).

Weekly Checks
Weekly checks of the minibuses will be carried out and recorded by the Facilities Manager.

All defects in the minibuses noted by staff should be notified immediately to the Facilities Manager who will then determine whether the vehicle should be taken off the road and repairs carried out.

Driving Convictions/Cautions
Dauntsey's School accepts no responsibility for the payment of any fines or legal costs accrued as a result of the incorrect car parking, excessive speed, or negligent driving. Any damage caused to the minibuses through incorrect use, may result in the driver being asked to contribute fully or partially to any excess payable by the school.

Monitoring Health and Safety Performance

Dauntsey's School is committed to the continual improvement of health and safety performance.

Monitoring arrangements will include:

- workplace inspections;
- departmental inspections;
- health and safety audits;
- review of risk assessments;
- accident and near miss trend analysis;
- fire safety inspections;
- contractor monitoring;
- training compliance monitoring;
- annual external audits.

The Health and Safety Committee shall review performance termly and ensure that lessons learned are implemented across the School.

An annual Health and Safety Report shall be presented to the Governing Body summarising:

- accident trends;
- RIDDOR reports;
- audit findings;
- fire safety performance;
- training compliance;
- significant risks;
- progress against action plans.

Noise

In accordance with Article 5(1) of the Control of Noise at Work Regulation 2005[63], where any activity or work is liable to expose any staff, pupils, visitors, or contractors to noise at or above a lower exposure action value, the relevant Head of Department shall make a suitable and sufficient risk assessment.

The risk assessment must consider the risk from that noise to the health and safety of all relevant people, and identify the measures that need to be taken to meet the requirements of these Regulations.

Noise assessments must be carried out by a competent person when noise is excessive, or when noise levels increase (e.g., introduction of new and/or additional machinery). All such results must be made known to staff.

Exposure Limit and Action Values

Article 4(1) of the Control of Noise at Work Regulation 2005[64] defines the exposure limit and action values as:

Lower exposure action values are:

- a daily or weekly personal noise exposure of 80 dB (A-weighted); and
- a peak sound pressure of 135 dB (C-weighted).

Upper exposure action values are:

- a daily or weekly personal noise exposure of 85 dB (A-weighted); and
- a peak sound pressure of 137 dB (C-weighted).

Exposure limit values are:

- a daily or weekly personal noise exposure of 87 dB (A-weighted); and
- a peak sound pressure of 140 dB (C-weighted).

Hearing Protection

To comply with the requirement of Article 7(1) of the Control of Noise at Work Regulation 2005[65], where any staff, pupil, or visitor may be exposed to noise at or above a lower exposure action value, adequate personal hearing protectors will be made available and it is a mandatory requirement for the PPE to be always worn where exposure is likely.

Health Surveillance

In accordance with Article 9(1) of the Control of Noise at Work Regulation 2005[66], Dauntsey's School will ensure that any person, identified within a noise risk assessment as being at risk from exposure to noise, is subject to suitable health surveillance.

Each Head of Department is responsible for the identification of all relevant people who require health surveillance and for ensuring:

- health surveillance appointments are arranged and attended
- a record of all health surveillance is maintained and allow access to the subject of the testing upon request
- upon request, provide the enforcing authority (HSE) with a copy of all records

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[63] https://www.legislation.gov.uk/uksi/2005/1643/regulation/5/made
[64] https://www.legislation.gov.uk/uksi/2005/1643/regulation/4/made
[65] https://www.legislation.gov.uk/uksi/2005/1643/regulation/7/made
[66] https://www.legislation.gov.uk/uksi/2005/1643/regulation/9/made

- where a health issue is identified:
  - the subject is informed by a suitably qualified person
  - the noise risk assessment is reviewed
  - a review of the hearing protection, maintenance and use of equipment is completed
  - consider if the subject should be assigned other work that does not expose them to noise risks
  - continue health surveillance

Further reading
The HSE provide specific guidance for noise in the workplace.[67]

Personal Protective Equipment (PPE)

Dauntsey's School are committed to complying with the requirements of Personal Protective Equipment at Work Regulations 1992[68] and the Personal Protective Equipment at Work (Amendment) Regulations 2022[69].

Requirement of PPE
The use of PPE will only be deemed necessary where a risk assessment has determined that all the following potential control measures are not possible e.g., have been ruled out:

- elimination – remove the hazard
- substitute- replace the hazard e.g., use a safer alternative
- engineering controls e.g. local exhaust ventilation
- administrative control e.g. change the process

Where a risk assessment determines that PPE is required the reduce the risk of injury or illness to an employee, pupil, limb worker or visitor, Dauntsey's School will ensure that adequate PPE is sourced and provided to the user (free of charge) and with sufficient information, instruction and training.

Appropriateness of PPE
Before any PPE is purchased, the Facilities Manager will liaise with all potential suppliers to confirm that the item(s) is suitable for the user and the intended task/circumstances.

All PPE purchased for and used by Dauntsey's School staff, pupils and visitors must be CE or UKCA marked[70]. When issued to staff, pupils or visitors, in addition to the PPE, a Declaration of Conformity and instructions on how to use the item will be included without fail.

Further reading
The HSE have produced specific guidance on PPE for further information.[71]

Permit to work

A permit to work is a formal written document providing essential and relevant information about a specific high-risk works.

A permit to work is required for any high-risk work carried out at Dauntsey's School, including, but not limited to:

- Hot Works
- Gas
- Electrical

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[67] https://www.hse.gov.uk/noise/
[68] https://www.legislation.gov.uk/uksi/1992/2966/contents/made
[69] https://www.legislation.gov.uk/uksi/2022/8/contents/made
[70] https://www.hse.gov.uk/ppe/product-safety-and-supply.htm
[71] https://www.hse.gov.uk/ppe/index.htm

- Working at Height e.g., ladders/scaffolding
- Confined spaces
- Excavations

Information contained within the permit to work must include:

- Date, time & duration of works
- Location – including areas affected by the works
- Description of works to be carried out
- Identified hazards
- Control measures
- Requirement for PPE
- Signature of authorising officer
- Feedback/handover of site post works

Permits to work must be submitted to the Head of Estates & Facilities prior to works commencing for authorisation.

Plant Protection Products (Pesticides)

A 'Plant Protection Product' (PPP), also known as pesticides, is a product that is used to control pests, weeds, and diseases.

The Health & Safety Executive (HSE) are the national regulator and as such, may visit the school to ensure that the regulations are being complied with. It is the policy of Dauntsey's School to comply with any request or instruction from the HSE.

Registration

As a user of professional PPPs (or have a 3rd party apply PPP on site), Dauntsey's School complies with the requirements of the Official Controls (Plant Protection Products) Regulations 2020[72] and has registered with the Department for Environment, Food & Rural Affairs (Defra), the competent authority in England.

School Lead

The Head Groundsman is the designated lead for PPPs at Dauntsey's School.

Code of Practice for using Plant Protection Products (PPP)

As a professional user of pesticides, Dauntsey's School will comply with the requirements of the Code of Practice for using Plant Protection Products (PPP)[73] for the following:

- Training
- Certificate of Competency
- Continuous Professional Development
- Acquisition/purchasing PPP
- Managing Risk
- Storage and Transportation
- COSHH Assessment
- Exposure (Prevention)
- Exposure (Managing)
- Health Surveillance
- Protecting Wildlife and the Environment
- Protecting the public
- Using PPP including application
- Disposal of PPP

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[72] https://www.legislation.gov.uk/uksi/2020/552/contents/made

[73] https://www.hse.gov.uk/pesticides/using-pesticides/codes-of-practice/code-of-practice-for-using-plant-protection-products.htm

- Record keeping

Risk Assessment
The Head Groundsman will ensure that there is a suitable and sufficient risk assessment for the use of all PPP.

Further reading
The HSE have produced specific guidance for PPP/pesticides.[74]

Pressure Systems & Equipment

Dauntsey's School aims to comply with the requirements of the Pressure Equipment Regulations 1999 and the Pressure Systems Safety Regulations 2000.

What is a Pressure System?
Pressure systems and equipment includes:

- boilers and steam heating systems
- pressurised process plant and piping
- compressed air systems (fixed and portable)
- pressure cookers, autoclaves and retorts
- heat exchangers and refrigeration plant
- valves, steam traps and filters
- pipework and hoses
- pressure gauges and level indicators

Installation of new Pressure Systems or Equipment
The Project Leads for all new installations of pressure systems or equipment will ensure that it is suitable for its intended purpose and meets the minimum requirements of the Pressure Equipment Regulations 1999[75] or Pressure Systems Safety Regulations 2000[76]. They will also ensure that it is installed correctly and by a competent and suitably qualified person.

Existing Pressure Systems and Equipment
To ensure the safety and to meet the requirements of the legislation, Dauntsey's School will:

- establish the safe operating limits of all equipment
- provide adequate instructions to ensure the equipment is operated safely, and instructions for procedures to be followed in case of emergency
- ensure that the equipment is properly maintained
- have a suitable written scheme drawn up or certified by a competent person for the examination, at appropriate intervals, of the equipment
- arrange to have examinations carried out by a competent person at the intervals set down in the scheme
- keep adequate records of the most recent examination.

The Head of Estates & Facilities will arrange for the examinations to take place and will maintain all subsequent records, with the exception of those used by the Science Department, whereby, the Head of Department will oversee all such activities and take into account CLEAPSS recommendations.

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[74] https://www.hse.gov.uk/pesticides/index.htm
[75] https://www.legislation.gov.uk/uksi/1999/2001/contents/made
[76] https://www.legislation.gov.uk/uksi/2000/128/contents/made

Further reading
The HSE have produced specific guidance for this topic.[77][78]

Risk Assessments

In accordance with Regulation 3 of the Management of Health & Safety at Work Regulations 1999[79], suitable and sufficient risk assessments must be carried to protect staff and those affected by the work/activities.

A risk assessment must be carried out prior to any activity, that may cause injury or ill-health, is undertaken.

The risk assessment must be carried out by a competent person e.g. someone who has the relevant skills, knowledge, ability, training and experience. This could be an existing staff member or an external agent appointed by the school.

The risk assessment must follow the HSE 5 Step process:

- Identify the hazards
- Assess the risks
- Control the risks
- Record the findings
- Review the risk assessment

All risk assessments are shared centrally on Sharepoint and readily available to all relevant people. They must be reviewed at least annually by the author (or a deputy) and ratified by the Head of Department (or Head Master if it is a whole school activity), or sooner if one of the following occurs;

- it may no longer be fit for purpose
- there are changes in the workplace e.g., staff, environment
- new hazards/risks have been identified
- there has been a change in process
- a change in the equipment, materials etc
- the has been an adverse incident/accident
- the control measures are not managing the risk satisfactorily.

Further reading
Dauntsey's School has a specific Risk Assessment Policy that provides further information and instruction.[80]

The HSE provide further guidance and suggestions on how to complete risk assessments[81].

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[77] https://www.hse.gov.uk/pubns/indg261.pdf
[78] https://www.hse.gov.uk/pubns/priced/l122.pdf
[79] https://www.legislation.gov.uk/uksi/1999/3242/regulation/3/made
[80] https://resources.finalsite.net/images/v1663862551/dauntseysorg/qw7veqfdqls9wadk2sk0/RiskAssessmentPolicy-September2022.pdf
[81] https://www.hse.gov.uk/simple-health-safety/risk/index.htm

RIDDOR: Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013

Dauntsey's School Governors understands that as the employer, they are the 'responsible person' as defined in RIDDOR. As such, they accept the duty imposed on them by RIDDOR to ensure that certain serious workplace accidents, occupational diseases, and specific dangerous occurrences are reported to the enforcing agency (Health & Safety Executive HSE) without delay.

Reportable Incidents

Regulation 4: Non-fatal injuries to workers[82]
Dauntsey's School will report, all work-related[83] accidents that have caused a worker, whilst at work, to suffer one (or more) of the following:

- any bone fracture diagnosed by a registered medical practitioner, other than to a finger, thumb, or toe
- amputation of an arm, hand, finger, thumb, leg, foot, or toe
- any injury diagnosed by a registered medical practitioner as being likely to cause permanent blinding or reduction in sight in one or both eyes
- any crush injury to the head or torso causing damage to the brain or internal organs in the chest or abdomen
- any burn injury (including scalding) which: -
  - covers more than 10% of the whole body's total surface area; or
  - causes significant damage to the eyes, respiratory system, or other vital organs
- any degree of scalping requiring hospital treatment
- loss of consciousness caused by head injury or asphyxia; or
- any other injury arising from working in an enclosed space which: -
  - leads to hypothermia or heat-induced illness; or
  - requires resuscitation or admittance to hospital for more than 24 hours
- any injury that has resulted in a worker being incapacitated for more than 7 days (excluding the day of the accident)

Regulation 5: Non-fatal injuries to non-workers (including pupils)[84]
Dauntsey's School will report, where as a result of a work-related[85] accident, any person not at work, sustains an injury and they are taken from the site of the accident to a hospital for treatment in respect of that injury.

Regulation 6: Work related fatalities[86]
Dauntsey's School will report, where as the result of a work-related accident or occupational exposure to a biological agent, the death of any person.

Should an employee die within 1 year of sustaining an injury that was reportable under Regulation 4 of RIDDOR, Dauntsey's School will notify the HSE without delay.

Regulation 7: Dangerous Occurrences[87]
Dauntsey's School will report all dangerous occurrences as defined in Schedule 2[88] of RIDDOR.

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[82] https://www.legislation.gov.uk/uksi/2013/1471/regulation/4/made
[83] https://www.hse.gov.uk/riddor/key-definitions.htm#work-related
[84] https://www.legislation.gov.uk/uksi/2013/1471/regulation/5/made
[85] https://www.hse.gov.uk/riddor/key-definitions.htm#work-related
[86] https://www.legislation.gov.uk/uksi/2013/1471/regulation/6/made
[87] https://www.legislation.gov.uk/uksi/2013/1471/regulation/7/made
[88] https://www.legislation.gov.uk/uksi/2013/1471/schedule/2/made

Regulation 8: Occupational Diseases[89]
Where Dauntsey's School will report, where any person at work is diagnosed with one of the following: -

- carpal Tunnel Syndrome, where the person's work involves regular use of percussive or vibrating tools
- cramp in the hand or forearm, where the person's work involves prolonged periods of repetitive movement of the fingers, hand, or arm
- occupational dermatitis, where the person's work involves significant or regular exposure to a known skin sensitiser or irritant
- Hand Arm Vibration Syndrome, where the person's work involves regular use of percussive or vibrating tools, or the holding of materials which are subject to percussive processes, or processes causing vibration
- occupational asthma, where the person's work involves significant or regular exposure to a known respiratory sensitiser
- tendonitis or tenosynovitis in the hand or forearm, where the person's work is physically demanding and involves frequent, repetitive movements

Regulation 9: Exposure to carcinogens, mutagens, and biological agents[90]
Dauntsey's School will report, where any person at work receives the diagnosis one of the following: -

- any cancer attributed to an occupational exposure to a known human carcinogen or mutagen (including ionising radiation)
- any disease attributed to an occupational exposure to a biological agent

Reporting Procedures
All accidents and injuries must be reported to the Medical Centre, or the Director of Operations out of term time, without delay.

The Senior Nurse, Medical Centre (or Director of Operations), will determine whether, the circumstances are reportable to the HSE or not. If they are, the following actions will be taken without delay:

- The Medical Centre (or Director of Operations), will notify the HSE without delay, using one of the following methods: -
  - Telephone: if a worker has died or sustained a specified injury[91], call the HSE (0345 300 9923) without delay
  - Online Forms: for all other circumstances, complete the appropriate online reporting form[92]
- The Medical Centre will notify the Head Master or in their absence, their deputy, without delay
- The Head Master (or their deputy) will notify the Chair of Governors or in their absence, their deputy. They will determine the following as a minimum, in consultation with relevant personnel e.g., Medical Centre, Director of Operations etc: -
  - immediate plan to manage the accident/incident e.g., appoint incident manager, implement cordon area(s), make safe any equipment, consider other safety measures for relevant people, clean up
  - appoint a person to collate information/evidence to support any post incident enquiries, e.g., CCTV footage, photographs, witness statements,

[89] https://www.legislation.gov.uk/uksi/2013/1471/regulation/8/made
[90] https://www.legislation.gov.uk/uksi/2013/1471/regulation/9/made
[91] https://www.hse.gov.uk/riddor/specified-injuries.htm
[92] https://www.hse.gov.uk/riddor/report.htm#online

- communication plan for staff, parents, pupils, contractors, and media
- well-being plan for staff, parents, pupils, contractors including the injured party e.g., accompany to hospital, engaging counsellors or other specialist support
- the need to implement emergency/contingency plans
- ensure any faulty equipment or areas of work are decommissioned and access is restricted until they are deemed to be safe
- who will complete the accident reports (accident books held by Medical Centre and the Director of Operations)
- appoint an investigating officer, give them terms of reference (TOR) and a timeline for reporting findings to the Health & Safety Committee/Senior Leadership Team/Governors. The TOR could include:
  - to ensure that all necessary information in respect of the accident or incident is collated
  - to understand the sequence of events that led to the accident or incident
  - to identify the unsafe acts and conditions that contributed to the cause of the accident or incident
  - to identify the underlying causes that may have contributed to the accident or incident
  - to ensure that effective remedial actions are taken to prevent any recurrence
  - to enable a full and comprehensive report of the accident or incident to be prepared and circulated to all interested parties
  - to enable all statutory requirements to be adhered to

- The school will comply with any follow up enquiries or recommendations from the HSE
- Upon completion of the investigation (internal and external), implement changes or control measures identified from the lessons learned without delay and use the findings to determine the need for changes to risk assessments, policies, and procedures.
- The Health & Safety Committee to review all RIDDOR reportable incidents to identify trends and ensure that all measures have been put into place to prevent reoccurrence.

Further reading
The Health & Safety Executive (HSE) have produced detailed guidance for RIDDOR related matters.[93]

Safeguarding and Child Protection
Dauntsey's School has a dedicated policy relating to safeguarding and child protection.[94]

Safety Signage
In accordance with the Health & Safety (Safety Signs and Signals) Regulations 1996[95], Dauntsey's School will ensure that safety signage is on display where there is a significant risk to the health and safety of staff, pupils, visitors, volunteers and contractors and the presence of signage may further reduce the risk. The need for safety signage must be considered in all school risk assessments.

Further reading
The HSE have produced a specific guidance document on this topic.[96]

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[93] https://www.hse.gov.uk/riddor/
[94] https://resources.finalsite.net/images/v1666099415/dauntseysorg/jei1pf8bvcepwl9dscgd/SafeguardingandChildProtectionPolicy.pdf
[95] https://www.legislation.gov.uk/uksi/1996/341/contents/made
[96] https://www.hse.gov.uk/pubns/priced/l64.pdf

Slips, Trips and Falls

Dauntsey's School recognises that they have duties under the Health & Safety at Work Act 1974, the Management of Health & Safety at Work Regulations 1999, and the Workplace (Health, Safety and Welfare) Regulations 1992 with regards to preventing slips, trips, and falls in the workplace.

Risk Assessment

All Academic and Support Departmental risk assessments must reflect preventing slips, trips, and falls in the workplace. They should be undertaken by the Head of the Department and they must be reviewed periodically.

The risk assessment will take into account following in order to identify and control the risks:

- HSE's Slip Potential Model[97]
- HSE's Trip Potential Triangle[85]
- HSE's Slips and Trips: Hazard Spotting Checklist[98]

All reasonable actions will be taken to ensure that the risks identified in the risk assessment are eliminated. Where this is not possible, all reasonably practicable control measures will be put into place, such as:

- Floor mats
- Footwear
- Routine checks of walkways for obstructions/tripping hazards
- Warning Signage for wet/damaged flooring
- Regular cleaning
- Appropriate lighting
- Edge protection (highlighting step/pathway edges)
- Regular maintenance

Duties of all staff, pupils, and visitors

It is the responsibility of all people access the school premises to:

- Report near misses and accidents promptly to Director of Operations (Estates & Facilities) via the Facilities Manager
- If you see slip and trip risks, report to Director of Operations (Estates & Facilities) via Facilities or Head of Estates & Facilities
- Help to keep floors clean and dry
- Clear up spillages straight away or unable to, report to Director of Operations (Estates & Facilities) via Chef Manager/ Facilities or Head of Estates & Facilities
- If you think of ways of preventing contamination (water, oils, cardboard, waste etc) from getting onto the floor, suggest them to Director of Operations (Estates & Facilities) via Head of Estates & Facilities
- Avoid causing trailing cables
- Keep walkways clear of obstacles
- Report any unmarked slopes and changes of levels to Director of Operations (Estates & Facilities) via Head of Estates & Facilities
- If there is not adequate lighting, report to Director of Operations (Estates & Facilities) via Head of Estates & Facilities
- Follow all safety advice and instructions

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[97] https://www.hse.gov.uk/slips/preventing.htm
[98] https://www.hse.gov.uk/pubns/ck4.pdf

Further reading
The HSE have produced a guidance document for further reading.[99]

Sporting Activities/Physical Education (PE)

Dauntsey's School believes that sport and physical education plays an essential and integral part of daily life at the school. As such, the school recognises that they have a duty to ensure the safety of all staff, pupils, and visitors.

The Director of Sport is responsible for ensuring that all elements of this section are adhered to by all staff, pupils, and visitors.

Risk Assessment
A risk assessment for each PE/Sporting activity (including away fixtures and off-site activities), must be completed, ensuring that all risks have been identified and suitable control measures have been implemented when the risk could not be eliminated. The risk assessment must consider:

- Class size
- Manual handling of equipment by staff and pupils
- Storage of equipment
- Staff qualifications e.g. lifeguard, first aid, coaching awards
- Emergency procedures
- Clothing (based on activity and weather conditions)
- Footwear
- Indoor/outdoor activities

Each risk assessment must be authorised and regularly reviewed (at least annually) by the Director of Sport.

All relevant staff must have access to and read the risk assessment(s).

Competence
Only teaching staff/sports coaches with the relevant qualifications and experience are permitted to plan and deliver sporting activities.

Equipment Defects, Maintenance, and Inspection
The Director of Sport is responsible for ensuring that all sports equipment is inspected periodically, at least once per year and the service records are to be kept for future reference.

PE department staff must carry out pre-use visual checks of equipment to identify obvious defects this includes a visual sweep of playing areas prior to use to ensure any hazardous objects are removed.

All defects are to be reported to the Director of Sport who in turn will arrange for a competent and suitably qualified person to assess, repair and/or replace the equipment as necessary. The equipment must be taken out of service until deemed safe for use again.

First Aid
See First Aid

Clothing and Footwear
Staff: All staff must wear clothing and footwear suitable for the activity and in accordance with the risk assessment findings.

[99] https://www.hse.gov.uk/pubns/indg225.pdf

Pupils: All pupils must wear the appropriate school uniform clothing and footwear as directed by their teacher, who will ensure that it is in accordance with the risk assessment findings.

Swimming Pool Management

The School will ensure that all swimming pool facilities are operated safely and managed in accordance with recognised industry guidance and best practice.

The Director of Sport and Deputy Sports Centre Manager shall ensure that:

- a Normal Operating Procedure (NOP) is maintained;
- an Emergency Action Plan (EAP) is maintained;
- suitable and sufficient risk assessments are completed;
- water quality is regularly monitored;
- rescue and emergency equipment is provided and maintained;
- users are appropriately supervised;
- staff receive relevant training.
- Pool plant and water treatment systems shall be subject to planned inspection, maintenance and testing.

All accidents, near misses and safety concerns associated with the swimming pool shall be reported and investigated.

Stress and Mental Health at Work

In accordance with the Health & Safety at Work Act 1974 and the Management of Health and Safety at Work Regulations 1999, Dauntsey's School is committed to protecting their staff from stress and promoting mental well-being in the workplace.

As such, Head of HR has been appointed as the Mental Health lead for the school and will ensure the school's compliance with/implementation of the HSE's Management Standards[100][101].

Staff Wellbeing

Dauntsey's School recognises that staff wellbeing contributes directly to health, safety, performance and educational outcomes.

The School is committed to promoting a positive working environment in which staff are supported physically, mentally and emotionally.

The Health and Safety Committee shall periodically review:

- sickness absence data;
- accident and incident trends;
- staff wellbeing concerns;
- workload issues;
- staff survey findings;
- occupational health recommendations.

The School will provide access to appropriate wellbeing support and encourage staff to raise concerns at the earliest opportunity.

Stress

The HSE recognises stress as:

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[100] https://www.hse.gov.uk/pubns/wbk01.pdf
[101] https://www.hse.gov.uk/stress/standards/index.htm

"the adverse reaction people have to excessive pressures or other types of demand placed on them"

The HSE also provide detail information on the signs of stress to assist in being able to identify stress within oneself or our peers.[102]

The Head of HR has been tasked with creating a written stress risk assessment which will be available and accessible to all staff.

This risk assessment:

- will identify all workplace stressors and conduct specific risk assessments to eliminate or control the risks from stress
- be subject to periodic (at least annually) reviews
- will be completed in consultation with all staff on issues relating to the prevention of work-related stress
- will ensure that all staff have access to confidential counselling irrespective of whether the stress is work related or caused by external factors
- will ensure the provision of adequate training for all managers and supervisory staff in good management practices

Any staff member experiencing stress, especially if they feel it is due to unreasonable work expectations or conditions, should raise their concerns to their line manager initially. If this is not possible, then they can contact the school's counsellors.

Mental Health

Currently, there are 1 in 4 people in the UK with a mental health condition or disorder. Dauntsey's School recognises that their staff may experience some challenges with their mental wellness and aims to provide a supportive workplace environment that encourages open conversations about mental health.

All staff with line management responsibilities are required to read the HSE Guidance[103] for managers on mental ill health conditions and follow the guidelines should they notice or are told by a colleague, that they are experiencing mental health difficulties.

If a staff member has concerns about their mental well-being, they are encouraged to discuss this with their line manager initially and to read the HSE guidance[104]. If this is not possible, then they can contact any other manager within the school, that they trust and are happy to confide in, with or without support from a peer.

Confidentiality

All reports of stress and/or mental health concerns will be dealt with confidentially. Further consultation with other persons within or outside of Dauntsey's School will only be carried out with prior consent from the individual staff member concerned. The only exception to this will be if there is evidence indicating that the individual concerned presents a serious and immediate threat of harm or death to themselves, or any other person.

Further reading

There is a wealth of information available about stress and mental health in the work place from a variety of sources.[105]

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[102] https://www.hse.gov.uk/stress/signs.htm
[103] https://www.hse.gov.uk/stress/mental-health-line-managers.htm
[104] https://www.hse.gov.uk/stress/mental-health-staff.htm
[105] https://www.hse.gov.uk/stress/index.htm
https://www.mind.org.uk/workplace/mental-health-at-work/

Temperature

Regulation 7 of the Workplace (Health, Safety and Welfare) Regulations 1992[106] requires the temperature inside the workplace to provide reasonable comfort without the need for special clothing.

Thermometers

Dauntsey's School will provide a sufficient number of thermometers in all school buildings to enable all staff to determine the temperature at any time.

Cold

All reasonable steps will be taken by Dauntsey's School to ensure a temperature of at least 16°C is achieved inside all school buildings, except where those present are engaged in rigorous physical activity, whereby a minimum temperature of 13°C is to be achieved.

Heat

There is no specific upper temperature limit. Where extreme temperatures are preventing reasonable comfort, Dauntsey's School will take all reasonable actions including (where appropriate), but not limited to:

- amended dress code e.g., permitting the removal of school ties
- increased opportunities for hydration
- air conditioned or shaded areas for recreation
- change in timetable and sporting activities
- air cooling equipment

Risk Assessment

Where it has not been possible to achieve a temperature for reasonable comfort after all reasonable actions have been taken, the Head Master or Bursar must be notified and a risk assessment carried out in order to determine the best course of action e.g., discontinue the use of the building(s), in full or part, until such a time where reasonable comfort can be achieved.

Further reading

The HSE have produced detailed guidance on managing workplace temperature.[107]

Traffic Management

Dauntsey's School understands the need to ensure that both pedestrians and drivers can always manoeuvre safely throughout the site.

To do this, a Traffic Management Risk Assessment is to be created by Director of Operations (Estates & Facilities). This risk assessment takes/will consider the following:

- Speed Restrictions
- Clearly and visible safety signage
- Clearly marked parking areas
- Clearly marked pedestrian routes
- The use of 'pilot' (someone to help the driver) when manoeuvring vehicles, especially when reversing
- Safety features e.g., reverse sensors, reverse audible alarms
- Schedule vehicle movements e.g., deliveries outside of school start/finish times, break times

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https://www.who.int/teams/mental-health-and-substance-use/promotion-prevention/mental-health-in-the-workplace

[106] https://www.legislation.gov.uk/uksi/1992/3004/regulation/7/made

[107] https://www.hse.gov.uk/temperature/employer/managing.htm

- Physical barriers to separate pedestrians and vehicles
- Road suitability e.g., surface, width
- Driver competence

Any issues with traffic management must be reported as an Adverse Event.

Further reading
The HSE have produced HSG136: A guide to workplace transport safety.[108]

Tree Management

There are many trees at Dauntsey's School, and as such, the school has a duty to ensure that they do not pose a threat to the health, safety, and well-being to all relevant people.

Tree Survey (Assessment)
The Head Groundsman is responsible for arranging a competent and suitably qualified person to carry out a survey of the trees owned or under the control of Dauntsey's School to assess the risks.

The assessment must include an inventory of all trees, their position and degree of public access. This will enable the risks associated with tree stocks to be prioritised and help identify any checks or inspections needed.

Individual Tree Inspections
An individual tree inspection by a competent and suitably qualified person will be carried out as determined by the Tree Survey or where a tree is:

- located in a place frequently visited by the public, staff, pupils, visitors, or contractors
- has been identified as having structural faults that are likely to make it unstable; and
- a decision has been made to retain it with these faults.

Routine Checks
The Ground Team carryout daily site checks that includes a visual inspection of all trees within the areas that are frequented by staff, pupils, visitors, and contractors. All defects or concerns are to be reported to the Head Groundsman without delay who will make assessment on the Grounds Team or a specialist contractor is required to carry out the necessary works to ensure the safety of the tree. Where necessary, the area will be cordoned off to prevent injury or harm to any pedestrian or vehicle passengers.

These checks will be carried out at the earliest opportunity in the event of adverse weather e.g., high winds, prioritising those that pose the greatest risk or are in areas where if fallen, they may cause the most disruption.

Periodic Tree Inspections
All need for any further inspections, surveys, or checks will be determined and carried out in accordance with the aforementioned Tree Survey and managed by the Head Groundsman.

Further reading
The HSE have produced guidance for the management of trees.[109]

Ventilation

In accordance with Regulation 6 of the Workplace (Health, Safety, and Welfare) Regulations 1992[110], Dauntsey's School will ensure all school premises are sufficiently ventilated to ensure

[108] https://www.hse.gov.uk/pubns/priced/hsg136.pdf
[109] https://www.hse.gov.uk/foi/internalops/sims/ag_food/010705.htm#Appendix-1
[110] https://www.legislation.gov.uk/uksi/1992/3004/regulation/6/made

air which is introduced should, as far as possible, be free of any impurity which is likely to be offensive or cause ill health.

Windows
Where windows or other openings are the source of this ventilation, staff and pupils will not be exposed to uncomfortable drafts. Where this cannot be avoided by rearranging the workspace or adjustments to the window, due consideration will be given for the installation of a mechanical ventilation system.

Mechanical Ventilation Systems
The Head of Estates & Facilities will ensure that all mechanical ventilation systems (including air-conditioning systems) are regularly and adequately cleaned through a programme of testing and periodic maintenance by a competent and a suitably qualified person, to ensure that they remain clean and free from anything which may contaminate the air. These works are organised by the Head of Estates & Facilities.

Vibration (Hand-Arm) Control

The Control of Vibration at Work Regulations 2005[111] impose specific duties on Dauntsey's School to ensure the health, safety and well-being of any relevant person that uses tools or equipment that causes vibration to transmit to their hands and arms.

Duties
Dauntsey's School has a duty to:

- make sure that risks from vibration are controlled
- provide information, instruction, and training to all users on the risk and the actions being taken to control risk
- provide suitable health surveillance.

Exposure Limits
The Regulations refer to an exposure action value (EAV) and an exposure limit value (ELV) based on a combination of the vibration at the gripping points on the tool/equipment as well as the time spent holding/gripping it:

- Exposure Action Value (EAV): a daily EAV of 2.5 m/s2 A (8) that represents a clear risk requiring management
- Exposure Limit Value: a daily ELV of 5 m/s2 A (8) that represents a high risk above which staff should not be exposed

Suppliers of such work equipment, must provide the following information that must be used to inform subsequent risk assessments:

- warning of any vibration-related risks from using the equipment
- information on safe use and, where necessary, training requirements
- information on how to maintain the equipment
- information on the vibration emission of the equipment

Risk Assessment
A suitable and sufficient risk assessment must be carried out for each piece of work equipment by a competent person. A copy of the risk assessment must be on display by each piece of equipment to ensure that all users are fully aware of the risks and the control measures in place. The risk assessment must be reviewed at least annually and considered the following:

- Health Surveillance
- Information and training for users/supervisors
- Storage

[111] https://www.legislation.gov.uk/uksi/2005/1093/contents/made

- Preventing unauthorised access
- Maintenance and testing regimes

Further reading
The HSE have produced specific guidance for both employers[112] and staff[113] on this subject.

Visitors

Dauntsey's School is committed to ensuring the safety of visitors to the school and have considered them throughout this policy.

The following actions must be carried out:

- all visitors are required to sign in and out at the main reception or Head of Estates & Facilities Office using the Inventry system that provide the relevant safety information
- when pupils are on site, all visitors must be always escorted and wear a visitor's badge
- staff are encouraged to challenge, if they believe it is safe to do so, any person on site that they do not recognise and are not wearing a visitors' badge
- if they are uncooperative, or the staff member feels or is threatened, police assistance must be requested by dialling 999 without delay.

Where School facilities are used by visiting schools, sports teams or other organised groups, responsibilities for supervision, safeguarding, first aid and emergency arrangements shall be clearly established in advance of the activity.

The School will ensure that relevant site safety information and emergency procedures are communicated to visiting group leaders. Visiting organisations remain responsible for the conduct, supervision and welfare of their participants whilst on site.

Violence and Aggression at Work

Dauntsey's School is committed to providing a working environment free from violence, aggression, intimidation, threatening behaviour and abuse.

The School will not tolerate:

- verbal abuse;
- threatening behaviour;
- physical violence;
- harassment;
- online abuse;
- discriminatory behaviour.

Incidents involving pupils, parents, visitors, contractors or members of the public shall be reported using the School's accident and incident reporting procedures.

Where necessary the School will:

- investigate incidents;
- support affected staff;
- implement additional control measures;

involve external agencies, including the Police. Risk assessments shall consider circumstances where staff may be exposed to violence or aggression and identify suitable control measures.

[112] https://www.hse.gov.uk/pubns/indg175.pdf
[113] https://www.hse.gov.uk/pubns/indg296.pdf

Vulnerable People

Expectant and New Mothers (including breastfeeding)

Notification

In accordance with Regulation 18 of the Management of Health & Safety at Work Regulations 1999, all staff are required to notify their employer, in writing, if they are pregnant, have given birth in the last 6 months or are breastfeeding. Written notification must be submitted to HR, this can be via email or letter.

Upon receipt of this notification, an individual risk assessment must be completed by the Head of the Department.

Individual (Specific) Risk Assessment

Regulation 16 of the Management of Health and Safety at Work Regulations 1999, requires the employer to produce an individual specific risk assessment for all expectant and new mothers.

The Head of Department when completing the risk assessment:

- existing risk assessments and control measures for staff who are pregnant, breastfeeding or have given birth in the last 6 months
- discuss any conditions or circumstances with their pregnancy that may affect their work
- discuss any concerns the staff member has about their work
- consult with their trade union/staff representative, if they have one/wish to
- medical recommendations provided by doctor/midwife/occupational health
- common risk factors, including, but not limited to:
    - Physical Risks
        - posture and position (workstation)
        - sitting/standing for long periods
        - manual handling
        - exposure to vibration
        - exposure to radiation
        - workplace temperature (extreme)
        - PPE e.g., ill-fitting
        - working at height
        - lone working
        - risk of work-related violence
    - Biological Risks
        - Infectious diseases
        - HIV
        - Rubella
        - Hepatitis
    - Chemical Risks
        - exposure to harmful substances e.g., lead, mutagenic, carbon monoxide, pesticides, toxic chemicals, cytotoxic drugs
    - Working Conditions
        - working hours e.g., shift length, working hours
        - workplace noise
        - work-related stress

Dauntsey's School will strive to eliminate all risks, but where this is not possible, will implement all reasonable control measures. If the risk(s) cannot be eliminated or controlled, the following may be considered:

- where possible, offered a suitable alternative role with no detriment in terms or conditions
- change in working conditions
- change in working hours
- suspension from the workplace (only in extreme cases)

Pregnant staff can be suspended from night work if a registered medical practitioner or midwife signs a certificate stating that such work should be suspended on the grounds of health and safety.

In accordance with the Workplace (Health, Safety and Welfare) Regulations 1992, Dauntsey's School will ensure that there are suitable rest facilities for all staff who are pregnant and/or breastfeeding.

Further reading
The Health & Safety Executive (HSE) have produced guidance for employers[114] and staff[115], explaining in more detail, the responsibilities, and expectations.

People with a health condition, disability, or impairment
Whilst there is no specific mention of people with health conditions, disabilities or impairments within the Health & Safety at Work Act 1974 or the Management of Health & Safety at Work Regulations 1999, there is a duty imposed on Dauntsey's School to protect all workers from the risk of injury or harm at work, so far as is reasonably practicable.

Dauntsey's School is committed to complying with the duties imposed by the Equality Act 2010[116], by not treating a person or people unfavourably for reasons related to their health condition, disability, or impairment.

Dauntsey's School will make reasonable adjustments to ensure that any employee, and where possible, any pupil or visitor that has a health condition, disability, or impairment, is able to access the same opportunities as those who do not.

Dauntsey's School will ensure the privacy of all individuals and will not disclose any personal information without prior consent.

Workplace Risk Assessment(s)
Whilst there is no legal requirement to carry out a specific workplace risk assessment for an individual with a health condition, disability, or impairment, where there is a risk assessment in place that covers activities carried out by the individual, it must be reviewed regularly to make sure it takes into account any specific risk to them.

Personal Emergency Evacuation Plan (PEEP)
It is the duty of Dauntsey's School to ensure that all people can evacuate school buildings in the event of an emergency e.g., a fire alarm activation. A Personal Emergency Evacuation Plan (PEEP) is the way in which the school can make arrangements to ensure that the health condition, disability, or impairment of a staff member, a pupil, or a visitor does not prevent them from evacuating and sets out the reasonable adjustments in place to achieve this.

It is important to note that it should not be assumed that all disabled people require a PEEP or that only disabled people need a PEEP. A PEEP may also only be required as a temporary measure if the health condition, disability, or impairment is not permanent, e.g., fractured leg, pregnancy.

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[114] https://www.hse.gov.uk/mothers/employer/index.htm
[115] https://www.hse.gov.uk/mothers/worker/index.htm
[116] https://www.legislation.gov.uk/ukpga/2010/15/contents

The school must have a process in place for identifying any staff member, pupil, or visitor, that:

- may not respond to a fire alarm activation in the desired manner
- may not be able alerted to a fire alarm activation e.g., unable to hear the fire alarm sounders or see visual alerts when activated
- may not be able to leave the premises without assistance

Dauntsey's School ensure that any person who may require a PEEP is identified by:

- posing relevant questions at the point of employment/enrolment
- observations during fire evacuation drills
- disclosure by staff/parents/pupils of a new or changing health condition, disability, or impairment

The school's Fire Officer must be made aware of any person who may require a PEEP and is responsible for ensuring that a PEEP is created by the most appropriate person, in consultation with the individual (and parents where appropriate). They will ensure that all reasonable adjustments/control measures are put into place without delay to enable the individual to commence or continue with their work and/or learning. All PEEPs will be reviewed at least once per year or earlier if the circumstances require e.g., at least once per trimester for all people who are pregnant.

Staff must:

- take reasonable care of their own health and safety, and the health and safety of anyone who might be affected by the work they are doing
- co-operate with Dauntsey's School on health and safety issues. This includes listening and following the instructions and training given, while using any safety equipment provided
- inform their line manager or another relevant person if they see something that might harm them or someone else

Staff do not have to disclose their health condition, disability, or impairment to Dauntsey's School, nor do they have to provide further details, if they have already disclosed details previously.

Further reading

Dauntsey's School has a separate Accessibility Policy[117].

HM Government have produced a guidance document to assist with the completion of PEEPs[118] and employing disabled people and people with health conditions.[119]

The HSE have provided specific guidance for employers[120] and staff[121].

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117 https://resources.finalsite.net/images/v1664401509/dauntseysorg/sywb2putsbhggs8wfesj/AccessibilityPlan.pdf

118 https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/886446/9446_Means_of_Escape_v2_.pdf

119 https://www.gov.uk/government/publications/employing-disabled-people-and-people-with-health-conditions/employing-disabled-people-and-people-with-health-conditions

120 https://www.hse.gov.uk/disability/index.htm

121 https://www.hse.gov.uk/disability/worker.htm

Waste Management

Refuse (Domestic-type Office and Domestic-type Industrial)

All persons who dispose of waste (other than true domestic waste) must comply with the Section 34 of the Environmental Protection Act 1990. The school will:

- Keep waste to a minimum by taking all reasonable actions to prevent, reuse, recycle or recover waste
- Sort and store waste safely and securely
- Ensure that the waste is always placed in a suitable container. If it is bagged, the bags are to be of good quality, since it is a breach of the Duty of Care to allow waste to escape. (e.g. when a bag splits)
- Ensure that the waste is transferred only to an authorised person. The Council Refuse Collectors are authorised persons. If waste is collected by, or delivered to a third party, they must be registered under the Act and will be required to produce their Registration Certificate for the school
- Ensure that all waste is described in writing and that all parties involved in its handling are identified. Where a service is used regularly, this will be done on an annual basis by completion of an Annual Waste Transfer Note. Annual Waste Transfer Notes can be obtained from the local authority.
- Ensure where the disposal of waste is NOT covered by an Annual Waste Transfer Note, that all disposals of waste will be accompanied by suitable identification. Authorised persons should be able to supply an appropriate Transfer Note for completion. If the nature of the waste changes during the operation of an Annual Waste Transfer Note, the carrier will be notified. Local authorities will give guidance on which types of refuse must be disposed of to specialist registered carriers. Local authorities are not permitted to collect clinical waste and, in such cases, specialist carriers, (e.g. Rentokil) are to be engaged for the purpose. Such controlled waste must not be handled by members of the school cleaning staff and the waste must be deposited direct in containers supplied by the registered carrier.

Disposal of Hazardous Wastes

The Disposal of Hazardous Wastes is subject to Regulatory requirements. Premises that dispose more than 500kg of hazardous waste in any 12-month period must be registered as a hazardous waste producer. Dauntsey's School is currently registered as a hazardous waste producer.

In addition to waste hazardous chemicals the following are now classed as hazardous wastes under the Regulations:

- Computer monitors
- Batteries of all types
- Aerosol spray cans
- Oils and associated oil contaminated products
- Components containing mercury (light bulbs and electrical switches)
- Non-water-based paints and varnishes; photographic and imaging wastes.

A consignment note must be raised for all hazardous waste and this must be retained for the prescribed period.

Note: All hazardous wastes must be disposed of via a school bursary approved contractor. Advice on approved contractors can be obtained from the Bursar. For up-to-date records of licensed waste carriers, consult the EA Public register.

Work Equipment

The Provision and Use of Work Equipment Regulations 1998 (PUWER) imposes specific duties on Dauntsey's School as their staff operate work equipment.

The HSE describes work equipment as:

*"any machinery, appliance, apparatus, tool or installation for use at work (whether exclusively or not). This includes equipment which staff provide for their own use at work. The scope of work equipment is therefore extremely wide. The **use of work equipment** is also very widely interpreted and '...means any activity involving work equipment and includes starting, stopping, programming, setting, transporting, repairing, modifying, maintaining, servicing and cleaning'."*

Work equipment is used by the following departments:

- Facilities
- DT Department
- Drama Department
- Art School
- Kitchens/Catering
- Science Department
- PE Department

Duties of the Head of Department
In relation to the work equipment used by staff, pupils, visitors, and contractors, on behalf of the school, the Head of Department for each of the above is responsible for:

- ensuring compliance with PUWER 1998 and the PUWER: Approved Code of Practice[122] ensuring it is constructed or adapted to be suitable for the purpose it is used or provided for
- ensuring it is only used for suitable purposes
- ensuring it is maintained in an efficient state, in efficient working order and in good repair
- where a machine has a maintenance log, keeping this up to date
- where the safety of work equipment depends on the manner of installation, it must be inspected after installation and before being put into use
- where work equipment is exposed to deteriorating conditions liable to result in dangerous situations, it must be inspected to ensure faults are detected in good time so the risk to health and safety is managed
- taking account of the working conditions and health and safety risks in the workplace when selecting work equipment
- ensuring that all people using, supervising, or managing the use of work equipment are provided with adequate, clear health and safety information. This will include, where necessary, written instructions on its use and suitable equipment markings and warnings
- ensuring that all people who use, supervise, or manage the use of work equipment have received adequate training, which should include the correct use of the equipment, the risks that may arise from its use and the precautions to take
- where the use of work equipment is likely to involve a specific risk to health and safety (e.g. woodworking machinery), ensuring that the use of the equipment is restricted to those people trained and appointed to use it
- taking effective measures to prevent access to dangerous parts of machinery. This will normally be by fixed guarding but where routine access is needed, interlocked guards (sometimes with guard locking) may be needed to stop the movement of dangerous parts before a person can reach the danger zone. Where this is not possible, such as with the blade of a circular saw, it must be protected as far as possible and a safe system of work used. These protective measures should follow the hierarchy laid down in PUWER

[122] https://www.hse.gov.uk/pubns/priced/l22.pdf

regulation 11(2)[123] and the PUWER Approved Code of Practice and guidance[124] or, for woodworking machinery, the Safe use of woodworking machinery: Approved Code of Practice and guidance[125]

- taking measures to prevent or control the risks to people from parts and substances falling or being ejected from work equipment, or the rupture or disintegration of work equipment
- ensuring that the risks from very hot or cold temperatures from the work equipment or the material being processed or used are managed to prevent injury
- ensuring that work equipment is provided with appropriately identified controls for starting, stopping, and controlling it, and that these control systems are safe
- where appropriate, providing suitable means of isolating work equipment from all power sources (including electric, hydraulic, pneumatic, and gravitational energy)
- ensuring work equipment is stabilised by clamping or otherwise to avoid injury
- taking appropriate measures to ensure maintenance operations on work equipment can be carried out safely while the equipment is shut down, without exposing people undertaking maintenance operations to risks to their health and safety

Risk Assessment
A suitable and sufficient risk assessment must be carried out for each piece of work equipment by a competent person. A copy of the risk assessment must be on display by each piece of equipment to ensure that all users are fully aware of the risks and the control measures in place. The risk assessment must be reviewed at least annually.

Training and Competence
Only staff, pupils, visitors, and contractors that have received specific and adequate training in the use of an appliance, apparatus, or piece of machinery, is permitted to use/supervise use of the work equipment.

Pupils are not permitted to use any such equipment without supervision from a suitable trained staff member.

The standard of training provided will be adequate in ensuring the health and safety of all staff, pupils, and any other person who may be affected by the work, so far as reasonably practicable.

Maintenance Inspection
All work equipment will be subject to an inspection by a competent and suitably qualified person:

- where the safety of work equipment depends on the installation conditions, it should be inspected after installation and before first use, and after reassembly at any new site / location
- at suitable intervals, where work equipment is exposed to conditions causing deterioration liable to result in dangerous situations
- each time exceptional circumstances that jeopardise the safety of the work equipment e.g., major modifications, known or suspected serious damage, substantial change in use

A record of the above maintenance inspections will be kept in a maintenance log held by the Head of Department.

Routine checks of all work equipment are to be carried out, without fail, as follows:

- pre-use visual inspection to identify obvious defects including a visual inspection of the work space to ensure any hazardous objects are removed

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[123] https://www.legislation.gov.uk/uksi/1998/2306/regulation/11/made
[124] https://www.hse.gov.uk/pubns/priced/l22.pdf
[125] https://www.hse.gov.uk/woodworking/workingmachine.htm

- weekly checks to confirm the general condition and function of vital safety components e.g., guards

A bespoke checklist for pre-use and weekly checks must be available for each piece of equipment and used to complete the above checks.

Further reading
The HSE have produced an approved code of practice relating to PUWER[126], which all staff that have access to or work with, or have staff under their leadership, are required to read and ensure that the school remains fully compliant.

Working at Height

Dauntsey's School will ensure that all reasonably practicable actions are taken to provide a safe working environment for all staff, pupils, visitors, and contractors, including especially when work at height is involved.

The HSE describe work at height as:

"work in any place where, if precautions were not taken, a person could fall a distance liable to cause personal injury. You are working at height if you:

- *work above ground/floor level*
- *could fall from an edge, through an opening or fragile surface or*
- *could fall from ground level into an opening in a floor or a hole in the ground*

Work at height does not include a slip or a trip on the level, as a fall from height has to involve a fall from one level to a lower level, nor does it include walking up and down a permanent staircase in a building."

Planning and Organisation (inc. Risk Assessment)
All work at height by any person, must be planned and include a written risk assessment completed by a competent person before the activity may take place.

When planning an activity involving work at height, the HSE's Working at Height (Brief Guide – INDG 401)[127] and the HSE's Working at Height Step-by-step Guide [128]must be utilised to ensure that all factors that may affect the safety of those involved are given due consideration.

The risk assessment must identify all hazards, who is at risk and the control measures required. Where possible, all risks should be eliminated, but where this is not possible, the following hierarchy of controls must be considered in this order:

- seek an alternative to working at height e.g., long reach equipment
- use work equipment or other measures to prevent falls
- where the risk of a fall cannot be eliminated further controls to minimise the distance and consequences of a fall should one occur

When considering equipment needs, the final decision must be on what is required, not just what is readily available.

The risk assessment must also determine the competency requirements of those who are to carry out the work at height e.g., minimum training, qualifications. Where the work exceeds the capabilities/competency of Dauntsey's Staff, an external person/organisation must be employed to carry out the works.

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126 https://www.hse.gov.uk/pubns/priced/l22.pdf
127 https://www.hse.gov.uk/pubns/indg401.pdf
128 https://www.hse.gov.uk/work-at-height/step-by-step-guide.htm

Before any work at height, the risk assessment must be shared with all relevant parties and a permit to work must be submit to and approved by the Head of Estates & Facilities.

Equipment identification/inspection
A register of all equipment owned or under the control of Dauntsey's School is maintained by the Head of Estates & Facilities.

Prior to use of any equipment used for work at height, the user must carryout a pre-use visual inspection and report any defects to the Head of Estates & Facilities, who in turn will ensure that it is decommissioned until a competent and suitably qualified person has deemed it safe to use.

The Head of Estates & Facilities will ensure all equipment for work at height, is inspected by a competent and suitably qualified person periodically (termly/6 monthly). The inspection and frequency will depend upon the complexity of the equipment.

Where tower scaffolds are in use, a competent and suitably qualified person will inspect the equipment prior to first use and every 7 days thereafter whilst it remains in use.

Further reading
The HSE have provided further reading on this specific topic and all those working at height must ensure that they are familiar with all relevant regulations and recommendations prior to planning, organising, assessing, and carrying out work at height. [129]

[129] https://www.hse.gov.uk/work-at-height/index.htm
https://www.hse.gov.uk/work-at-height/ladders/index.htm
https://www.hse.gov.uk/pubns/indg401.pdf
https://ladderassociation.org.uk/wp-content/uploads/2021/07/LA455-Safe-Use-of-Ladders-and-Stepladders-A-brief-guide.pdf
https://www.hse.gov.uk/pubns/site3.pdf
https://www.hse.gov.uk/pubns/geis5.pdf
https://www.hse.gov.uk/pubns/priced/hsg33.pdf

Appendices

Appendix 1: Health and Safety Committee (Terms of Reference)

Role of the Health & Safety Committee

This Committee is responsible on behalf of the Governing Body to ensure the school provides a safe and healthy environment for pupils, staff, parents and visitors.

Composition

The Committee shall consist of:

1. The Governor nominated by the Governing Body to oversee Health and Safety on behalf of the Governing Body. (Normally Chairman of the Estates, Infrastructure and Assets Committee).
2. The Deputy Head with responsibility for Health and Safety.
3. The Bursar.
4. Director of Operations (Estates and Facilities) (Chairman).

List of Attendees:

• Chairman of the Estates, Infrastructure and Assets Committee • Bursar • Director of Operations • Deputy Head (Academics) • Director of Sport	• Senior Nurse • Facilities Manager • Head of Estates & Facilities • Head Groundsman • Head of DT • Head of Hockey & A-Level PE • Sports Coordinator • Head of Science	• Reprographics • Radiation Supervisor • Boarding Houses • Chef Manager • Drama Technical Manager • Head of IT Support • Director of Art • Sports Centre Manager

A quorum is at least 50% of the membership.

Meeting Frequency

The Committee will normally meet twice in the Autumn and Spring Terms and once during the Summer Term.

Terms of Reference

The Committee shall:

- Have executive powers to:
  - Monitor issues of Health and Safety at Dauntsey's School.
  - Review and amend the Health and Safety Policy annually.
  - Advise the Head Master where deemed necessary to take action to ensure the safety of all pupils, staff and visitors with regard to the building and grounds.
  - Consider improvements or replacements to the buildings and grounds that are necessary or desirable about Health and Safety for recommendation to the Governing Body via the Estates, Infrastructure and Assets Committee.
- Advise the Governing Body on priorities regarding Health and Safety, for the maintenance and development or the school's premises.
- Ensure that staff well-being is given due consideration.
- Ensure that the procedures mentioned in the school's Health and Safety Policy are kept up-to-date and that positive arrangements are in place to ensure that all staff and pupils

are aware of and comply with its contents. The Health and Safety Policy will be reviewed annually.

- Ensure that the policy contains rigorous and comprehensive systems for active monitoring (auditing health and safety management systems, inspections, risk assessments) and reactive monitoring (accident/incident investigation) and rectifying identified faults within the school.
- Ensure there is adequate provision both in staffing, facilities, and resources to allow the school to meet both its legal and moral obligations with respect to health, safety and welfare.
- Oversee procedures which ensure the health and safety of outside users of the school premises or for extended services, subject to governing body policy.
- Keep under review the Accessibility Plan.
- Ensure the security of school premises.
- Review the accident register and report termly to the Committee. Additionally, the Chair of H&S Committee is to review accident register annually.
- Review accident, incident and near miss trends termly.
- Review issues concerning the swimming pool, grounds, fire safety and relevant staff training at least annually.
- Annually review the Health and Safety training delivered across the school
- Monitor completion of actions arising from audits, inspections and investigations.
- Promote a positive and pro-active Health and Safety culture.
-

Conduct of Meetings

In accordance with Dauntsey's practice decisions will normally be arrived at through discussion and concerns rather than of voting.

Appendix 2: COSHH Assessment Forms

COSHH ASSESSMENT

Substance in Use	
Activity (How is the substance being used)	
Is a Material Safety Data Sheet Available? (MSDS)	
Has the MSDS been used as part of this assessment?	
What is the hazard classification of the substance? (Irritant, harmful, caustic, toxic, very toxic.)	
Physical form of substance Solid, liquid, gas, fumes, vapour, powder, aerosol.	
WEL (Workplace Exposure Limits)	
Number of People affected	
Maximum Exposure Time per day/ week	
Control Measures in use (Total enclosure, partial enclosure, general workplace ventilation, local exhaust ventilation, wet methods to control dust, minimum number of people, Safe Systems of Work, PPE)	

Local Exhaust Ventilation (LEV)	Is it checked weekly?	Yes	No
	Is it inspected every 14 months?	Yes	No
	Are these inspections retained?	Yes	No
Maintenance (e.g. LEV, air conditioning filter changes etc.)	What procedures are in place for routine maintenance? _____ _____ _____ Are they documented? Yes No If not, include as "Action Required"		
Emergency Procedures (e.g. for cleaning up a spillage)			
Storage of Hazardous Substances			
Disposal			
Health Surveillance Requirements e.g. Checks for dermatitis, hearing tests.			
Information, Instruction and Training Requirements			

Assessment of Risk

Select a score from Frequency, Severity and Likelihood and multiply together.

[e.g. A substance that is rarely used (1), but could cause a LTA (lost time injury) (3) and the likelihood of injury is possible (2) would generate a risk score of

1 x 3 x 2 = 6 = Low risk]

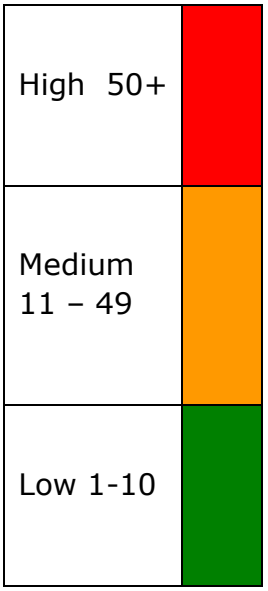
Note:

Low Risk Acceptable

Medium Reduction of risk required

High Reduction of risk urgently Required

	RATING GUIDELINES		
SCORE	FREQUENCY	SEVERITY	LIKELYHOOD
1	RARELY	TRIVIAL	UNLIKELY
2	SOMETIMES	MINOR	POSSIBLE
3	OCCASIONAL	LTA	PROBABLE
4	FREQUENT	MAJOR	LIKELY
5	CONSTANT	DEATH	CERTAIN



Risk Reduction Action Plans Required / Comments

(If needed, include the requirement to document maintenance procedures).

Assessment carried out by:

Name: _____

Signature: _____

Position: _____

Date: _____

Approved by Dauntsey's School Head of Department:

Name: _____

Signature: _____

Position: _____

Date: _____

Appendix 3: First Aid

First Aid kits are currently located in the following areas:

• Library • Evans House • Fitzmaurice House • Jeanne House • Hemens House • Farmer House • Squash Court • School Shop • The Manor	• Kitchen (Main, Pavilion and Manor) • Mercers House • History • DT • Drama • Sports Hall • Chemistry • Biology • Physics	• Memorial Hall • Swimming Pool • Dance Studio • Lower School Centre • Art School • Maintenance Dept • Olive Building • Pavilion Kitchen • Pavilion Office

Content of First Aid boxes

The departmental first aid boxes contain:

- Guidance leaflet
- Assorted plasters
- Assorted wound and eye dressings
- Saline pods
- Alcohol wipes
- Triangular bandage
- Safety pins
- Gloves
- Eye wash facilities are available in the Medical Centre/Science Labs/DT departments and kitchen.

Appendix 4: Adverse Event Reporting Form

ACCIDENT/INCIDENT INVESTIGATION REPORT FORM

Report No. _____

Site Location: _____	**Department (if applicable):** _____	**Specific Location on site:** _____
Date of Accident/Incident: _____	**Time of Accident/Incident:** _____	**Date of Report:** _____

Details Of Injured Person	**Injured Person** _____ **Occupation** _____ **D.O.B** _____ **Date Joined Company** _____	**Nature of Injury** _____ **Body Part** _____ **Severity** _____ **Plant/Equip involved** _____
Other Damage & Witnesses	**Property Damage** _____ **Environmental Damage** _____ **Owner of Property** _____	**Name of Witnesses/Occupation** **1.** _____ **2.** _____ **3.** _____

Brief Description of the events leading up to the occurrence: _____ _____
Immediate Causes of Accident/Incident (refer to checklist): _____ _____
Has a general risk assessment be carried out? **Yes** **No**

Root Causes - Personal Factors (refer to checklist):

_____
_

_____
_

_____
_

Root Causes – Job Factors (refer to checklist):

_____
_

_____
_

_____
_

Actions to prevent recurrence of accident/incident:

Action _____ **By Who** _____ **By when** _____

Action _____ **By Who** _____ **By when** _____

Action _____ **By Who** _____ **By when** _____

If Accident/Incident is Notifiable to HSE, Date F2508 sent: _____

Signature of Investigator: _____

Print Name : _____**Position Held:** _____ **Date:** _____

Distribution:

Immediate Causes	
People	Operating equipment incorrectly Operating equipment without authority Operating equipment without safety guards Failure to use/wear PPE correctly Cutting Corners (incorrectly motivated) Incorrect behaviour (horseplay)
Plant/Equipment	No safety guards fitted Tools unfit for purpose (broken, damaged) Wear and tear Incorrectly installed Making safety devices inoperative
Place of Work	Blocked exits Wet/uneven surfaces Poor housekeeping Poor lighting Excessive noises Worn fixtures and fittings Exposure to excessive noise, dust, fumes, heat.
Procedures	Ignoring company rules, Ignoring company assessments Ignoring safety signs Ignoring "site" rules
Root Causes – Personal Factors	Improper motivation Personal ability Fitness for work Lack of skill/training Physical stress Lack of personal accountability

Root Causes – Job Factors	Inadequate supervision
	Inadequate or no risk assessment
	Inadequate storage
	Poor job design/work methods
	Lack of equipment maintenance or inspection
	Incorrect equipment
	Inadequate storage
	Lack of induction training
	Lack of senior management commitment

Appendix 5: Ionising Radiation Leakage Protocol

DRAFT LOCAL RULES - USE OF CLOSED SOURCES

The name and home telephone number of the Radiation Protection Supervisor is:

.....

The names of staff authorised to use the sources are: .....

.....

Students in GCE Advanced Level classes are permitted to use the closed sources providing they have been shown a copy of these local rules before doing so.

The normal location of the sources is .....

Key holders are .....

Persons using the sources should record the date of removal and return of each source from/to the store in the record book provided.

All sources should be handled with tweezers/tongs.

Wherever possible, only one source should be used at any one time in any one experiment. Sources not in use should remain in their containers.

The immediate vicinity around each source becomes a controlled area during the duration of the experiment. Such areas should be delineated using, for example, trays and radioactive warning tape.

All sources must be inspected before their return to storage.

Leakage Test Protocol

The Ionising Radiations Regulations 1985 require that leakage tests of closed (sealed) radioactive sources used in schools must be carried out at least every twenty-six months. The majority of sources (99%+) never leak and the protocol described below is a simple and acceptable method of complying with the Regulations. Where a source is found to be 'leaking', a more quantitative and detailed evaluation is essential. This will be carried out by the Radiation Protection Adviser.

Testing will be carried out at a time of the year suitable for the school, bearing in mind the twenty-six month maximum period between tests. The Regulations require that records of all such tests must be kept for at least three years after the test was carried out.

The work will be carried out by the Head of Physics.

Method

The method of test is a wipe test. Take a small 2" diameter filter paper, fold it into four and then moisten the tip of the quarter circle of folded filter paper with either water or a water and ethanol mixture. Alternatively, a tissue or a commercially purchased wipe can be used.

Remove the source from its box. Holding the source with tweezers in one hand and the filter paper in tweezers with the other hand, wipe the source with the moistened end of the wipe. All around the bottom and the case of the source should be wiped. A wiping period of twenty to thirty seconds is sufficient.

Replace the source in its container. Any radioactivity removed onto the wipe can be counted using the school's own scaler/rate-meter.

Before carrying out the counting, open the filter paper and place flat on the bench. Bring the counting detector within 0.5cm of the filter paper.

The counting period should be at least one hour. Remove the filter paper and carry out a background count for the same counting period.

From the results, it is possible to calculate the approximate activity (in Becquerels) on the wipe.

Filter paper count minus the background count should be multiplied by the counting efficiency of the scaler for the particular isotope of the source wiped.

Scaler detectors are usually based on Geiger-Muller tubes and these are quite efficient for gamma sources such as Radium-226 and Cobalt-60 but less efficient for beta emitters and for Americium-241.

Allowance should also be made for the fact that the wipe test does not remove all "leaked" activity from the source. Usually, it is assumed that 20% of the activity has been removed. If the results show an activity removed in excess of 150 Becquerels, you are advised to contact the RPA as soon as possible.

Records of Leakage Tests

The record of the leakage test must contain the following:

- Name and address of this school;
- Nature and activity of the source, together with identification;
- Test result ("satisfactory", if no significant activity is found on the wipe);
- Reason for test ("periodic test");
- Name and signature of person carrying out test;
- Date of test.

Appendix 6: Health & Safety Compliance Calendar

This calendar is intended to support the implementation, monitoring and review of the School's health and safety management system. It identifies key activities that should normally be undertaken throughout the academic year. The timing of activities may be amended where operational requirements, incidents, regulatory changes or emerging risks make this necessary.

September

- Annual Health & Safety Policy review.
- Departmental and house risk assessment review.
- Staff induction and health & safety briefing.
- Fire evacuation drills.
- Review of Personal Emergency Evacuation Plans (PEEPs).
- Educational Visits compliance review.
- Health & Safety Committee meeting.

October

- External Health & Safety Audit.
- Fire Risk Assessment review.
- Accident and incident trend analysis.
- Asbestos management review.
- Lockdown and Invacuation procedure review.

November

- Lone Working arrangements review.
- Legionella management review.
- Winter and adverse weather preparedness review.
- Work equipment inspection compliance review.

January

- Mid-year health and safety compliance review.
- Health & Safety Committee meeting.
- Staff wellbeing review.
- Accident, incident and near-miss trend analysis.
- Educational Visits review.

February

- Fire evacuation drill.
- Display Screen Equipment (DSE) assessment review.
- Training compliance review.
- Contractor management review.

March

- First Aid Needs Assessment review.
- Emergency planning review.
- Swimming Pool safety review.
- Risk assessment sampling audit.

April

- Tree management review.
- Grounds and outdoor safety review.
- Legionella control programme review.
- Summer term activity risk assessment review.

May

- Health & Safety Committee meeting.
- Working at Height equipment review.
- PPE review.
- Accident and incident trend analysis.

June

- Educational Visits annual review.
- COSHH compliance audit.
- Minibus compliance review.
- Staff wellbeing and stress management review.

July

- Annual Health & Safety Report to Governors.
- Review of audit actions and compliance performance.
- Annual health and safety assurance review.
- Policy amendments for the following academic year.
- Health & Safety Committee effectiveness review.

The annual Health & Safety Report shall normally include:

- Number of staff accidents.
- Number of pupil accidents.
- RIDDOR reportable incidents.
- Fire incidents and false alarms.
- Training compliance rates.
- Audit findings and actions.
- Educational visit incidents.
- Near-miss reports.
- Wellbeing indicators.
- Significant risks and priorities for the forthcoming year.