



**SEDBERGH SCHOOL & CASTERTON, SEDBERGH PREPARATORY SCHOOL**

**HEALTH & SAFETY POLICY**

**Revised May 2017**

## SEDBERGH SCHOOL HEALTH AND SAFETY POLICY

### PART 1. STATEMENT OF INTENT

Sedbergh School & Casterton, Sedbergh Prep School (the "School"):

1. will take all reasonable steps to provide and maintain safe and healthy conditions for pupils, employees and others who may be affected by the School's activities;
2. will ensure that appropriate systems are developed and maintained for the effective communication of health and safety matters throughout the School;
3. will consult with employees on matters affecting their health and safety;
4. will regularly evaluate and review the health and safety policy to ensure its objectives are met and, as necessary, to modify the policy in light of new legislation or other changing circumstances;
5. will ensure that the necessary information, instruction and training is given to employees and others, including temporary staff, to ensure their competence with respect to health and safety;
6. will take steps to ensure, as a minimum, compliance with all relevant health and safety legislation and seek to exceed these where there is a demonstrable benefit;
7. will provide the necessary resources in the form of finance, equipment, personnel and time to implement this policy. Expert advice and assistance will be obtained where the necessary skills are not available within the School;
8. will ensure that health and safety is fully integrated into the management and decision making processes within the School, as it is recognised that health and safety rates equal to all other School functions;
9. expects all employees and pupils to co-operate in complying with all legal obligations and to take reasonable care of their own health and safety and have regard for the health and safety of others. The School will ensure that health and safety is an integral part of every role and will monitor health and safety performance along with other duties;
10. will ensure procedures are established for the safe use and handling of substances and ensure that safe equipment and plant are provided for employees and non-employees; and
11. will ensure a system is in place for investigating accidents and near miss events and take appropriate action to reduce the likelihood of their occurrence.

All Governors will take an active role in the interest in health and safety matters and the Chairman of Governors will appoint a member or members of the Governing Body to carry out an annual audit of the School's health and safety policies and procedures and report back to the Board with its findings.

Signed:



Chairman of the Board of Governors



Headmaster

Date: 5 May 2017

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### PART 2. POLICY OBJECTIVES

These are the School's objectives:

- To work towards the prevention of occupational injury or ill health to all involved in or affected by the School's activities.
- To ensure that those using premises are not subjected to unacceptable risk as a result of activities of those working for the School.
- To actively manage health and safety, and to encourage constant awareness amongst all employees with regards to health and safety, and safeguarding.
- To ensure that contractors and agents of the School are aware of, and work towards, the standards set out in the School's policies.
- To maintain an annual formal review by Governors.
- To carry out regular audits and reports on any deficiencies found in the School's policies and procedures.
- To co-operate fully in the appointment of Safety Representatives and to provide such facilities and assistance as they may reasonably require to fulfil their functions.
- To develop and maintain a proactive health and safety culture and set standards for continuous improvement in matters of health and safety, and safeguarding. The School will achieve this by: -
  - maintaining effective systems of communication on health and safety matters with the support of the Health and Safety Officer;
  - ensuring that there is sufficient competency within the organisation in terms of health and safety support and advice;
  - establishing and maintaining control by setting clear health and safety objectives and providing strong leadership; and
  - securing co-operation between individuals, safety representatives and working groups.

It should be noted that the Mulberry Bush Nursery at Casterton, Sedbergh Prep School has its own health and safety policy which can be seen by clicking on this [link](#).

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### **PART 3. ORGANISATION**

#### **DUTIES OF THE GOVERNING BODY.**

1. In the discharge of their duty the Governors, in consultation with the Headmaster, will:
  - a) seek sufficient training to make themselves familiar with the requirements of the Health and Safety at Work, etc, Act 1974 and any other health and safety legislation and codes of practices which are relevant to the work of the School, in particular the management of Health and Safety at Work Regulations 1999;
  - b) ensure that there is an effective and enforceable policy for the provision of health and safety throughout the School;
  - c) annually assess the effectiveness of this policy and ensure that any necessary changes are made;
  - d) identify and evaluate risks relating to:
    - i) accidents;
    - ii) health and safety;
    - iii) School-sponsored activities (including work experience);
  - e) identify and evaluate risk control measures in order to select the most appropriate means of minimising risk to pupils, staff and others;
  - f) create and monitor the management structure relating to health and safety.
2. In particular the Governors undertake to provide:
  - a) a safe place for pupils and staff to work including safe means of entry and exit;
  - b) plant, equipment and systems of work which are safe;
  - c) safe arrangements for the handling, storage and transport of articles and substances;
  - d) safe and healthy working conditions which take account of all appropriate:
    - i) statutory requirements;
    - ii) codes of practice whether statutory or advisory; and
    - iii) guidance whether statutory or advisory.
  - e) supervision, training and instruction so that all pupils and staff can perform their School-related activities in a healthy and safe manner. All staff will be offered the opportunity to receive health and safety training which is appropriate to their duties and responsibilities and which will be given at induction or as soon as practically possible before an employee commences any relevant work requiring specialist training. Wherever training is required by statute or considered necessary for the safety of pupils, staff and others then the Governors will ensure that such training is provided. Pupils will receive such training as is considered appropriate to the School-related activities which they are carrying out. All training will be regularly updated;
  - f) necessary safety and protective equipment and clothing together with any necessary guidance, instruction and supervision;
  - g) adequate welfare facilities; and

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- h) professional consultant advice if required to support existing resources
3. So far as is reasonably practicable the Governors, through the Headmaster, will provide adequate resources to implement this policy, making arrangements for all categories of staff, including temporary and voluntary staff and helpers, to receive comprehensive information on:
- a) this policy;
  - b) all other relevant health and safety matters; and
  - c) the instruction and training that will be given to all employees so that they may carry out their duties in a safe manner without placing themselves or others at risk.

### **Key Action Points for Governors**

***The Governing Body should make itself familiar with the Health & Safety at Work Act 1974 and have an overview of the various regulations/pieces of legislation which affect School activities and operations. In addition to this, the Chairman of Governors should ensure that through audit, the School's officers are implementing and complying with the Health and Safety Regulations and relevant pieces of legislation***

### **RESPONSIBILITIES OF THE HEADMASTER & BURSAR**

1. The Chairman of Governors has delegated day to day responsibility for organising health and safety and welfare to the Headmaster & Bursar. As well as the general duties which all members of staff have, the Headmaster & Bursar has responsibility for the day-to-day maintenance and development of safe working practices and conditions for teaching staff, non-teaching staff, ancillary staff, pupils, visitors and any other person using the premises or engaged in activities sponsored by the School (other than independent contractors and those under their control) and will take all reasonably practicable steps to achieve this end through the Heads of the appropriate departments, senior members of staff, teachers and others as appropriate.
2. The Headmaster & Bursar are required to take all necessary and appropriate action to ensure that the requirements of all relevant legislation, codes of practice and guidelines are met in full at all times. The Headmaster of the Prep School is responsible for health and safety within the Prep School; in the Mulberry Bush Nursery, it is the responsibility of the Nursery Director.
3. In particular, the Headmaster & Bursar will, as far as is reasonably practicable:
  - a) be aware of the basic requirements of the Health and Safety at Work, etc, Act 1974 and any other health and safety legislation and codes of practices relevant to the work of the School;
  - b) ensure, at all times, the health, safety, safeguarding and welfare of pupils, staff and others using the School's premises or facilities or services or attending or taking part in School-sponsored activities;
  - c) ensure safe working conditions for the health, safety and welfare of pupils, staff and others using the School's premises and facilities;
  - d) ensure safe working practices and procedures throughout the School including those relating to the provision and use of machinery and other apparatus and any hazardous substances, so that each task is carried out to the required standards and so that risks are properly controlled;
  - e) consult with members of staff, including safety representatives, on health and safety issues;

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- f) ensure that annual site audits are carried out to update risk assessments, and any defects or omissions are rectified by the relevant department;
- g) carry out periodic reviews and safety audits on the findings of the risk assessments;
- h) identify the training needs of pupils and staff and ensure, within the financial resources available, that all members of staff and pupils who have identified training needs receive adequate and appropriate training and instruction in health and safety matters;
- i) encourage pupils, staff and others to promote health and safety;
- j) ensure that any defects in the premises, its plant, equipment or facilities which relate to or may affect the health and safety of pupils, staff and others are made safe without delay;
- k) encourage all employees to suggest ways and means of reducing risks;
- l) collate accident and incident information and, when necessary, carry out accident and incident investigations;
- m) monitor the standard of health and safety throughout the School, including all School-based activities, encourage pupils, staff and others to achieve the highest possible standards, and discipline those who consistently fail to consider their own well-being or the health and safety of others;
- n) monitor first aid and welfare provision;
- o) with the Governors, monitor the management structure relating to health and safety;
- p) the Bursar will ensure a Health & Safety Committee meeting is called at least once per term

### ***Key Action Points for the Headmaster and Bursar***

***Ensure that there are sufficient human resources who are suitably trained to enable the School to fulfil its health and safety obligations. Ensure that regular Health & Safety Committee meetings are held and staff informed of the outputs and actions required***

### **THE ESTATES MANAGER WILL BE RESPONSIBLE FOR:**

- a) satisfactory provision and periodic checking of fire appliances, alarm systems, emergency lighting, smoke and heat detectors, fire doors and exits and the provision of satisfactory means of escape;
- b) the control of all possible fire hazards;
- c) liaison from time to time with Cumbria Fire Service;
- d) instruction of staff on safety precautions as and when necessary;
- e) informing the Headmaster or Bursar of any problems or unsatisfactory practices immediately;
- f) ensuring all maintenance and grounds works are carried out safely;
- g) annually reviewing the fire risk assessment;

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- h) receive accident and near miss reports for the whole School; inform of the HSE of all reportable RIDDOR events and advise the Headmaster of the same; monitor accident and near miss reporting to look for trends;
- i) monitor the control of Legionella;
- j) monitoring of Radon; and
- k) monitoring the control of asbestos.

### ***Key Action Points for the Estates Manager***

***Ensure all necessary legislative requirements are met and control all works with a significant hazard. Report RIDDOR events in a timely fashion; monitor accident and near miss reporting.***

**HOUSEMASTERS & MISTRESSES** are responsible for ensuring that any instructions or advice on matters of health and safety, and safeguarding, are properly followed in their Houses and that:

- a) they immediately make the situation safe, then inform the Estates Manager of any unsatisfactory health and safety matters in their Houses;
- b) there is adequate supervision of pupils in their House;
- c) there is adequate supervision of pupils' electrical appliances in accordance with the School Electrical Rules;
- d) all pupils and House staff are made aware of the Fire Action Safety Plans;
- e) there is a proper method of taking roll call to establish that all persons resident in the House have been accounted for in the event of a fire;
- f) any damage or use of fire appliances is reported to the Estates Manager immediately; and
- g) fire practices are carried out in their House as per Appendix 1:

### ***Key Action Points for Housemasters***

***Communicate and implement all health and safety, and safeguarding, matters to their staff and pupils and ensure compliance with the above issues, in particular fire safety training and fire drills in accordance with paragraph (g) above.***

**ALL STAFF** are responsible for:

- a) reading and complying with the contents of this document;
- b) reporting any defects in accordance with the standard procedure detailed;
- c) fitting safety guards where provided before using any equipment;
- d) follow the instructions at Appendix 9 when lifting heavy loads;
- e) storing, when not in use, dangerous substances in locked storage lockers provided;
- f) storing flammable liquids away from heat, and if applicable, in special storage places provided;

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- g) switching off electrical equipment at the plug or circuit breaker when not in use and removing the plug from the socket each evening;
- h) not overloading electrical power points **and not using multi adaptors**;
- i) storing tools and equipment safely when not in use;
- j) checking, before use, that they have received relevant training on the use of ladders and that ladders or similar equipment are in a sound condition and during use they are tied at the top and footed by another person if the task being performed is hazardous or has been identified by a risk assessment as a task requiring this action; and
- k) ensuring that all pupils are made aware of safety procedures and rules that apply to the activities they undertake.

IF IN DOUBT ASK FOR HELP OR ADVICE

### RESPONSIBILITIES OF EMPLOYEES

Under the Health and Safety at Work Act, etc, 1974 all employees have general health and safety responsibilities. Staff must be aware that they are obliged to take care of their own health and safety whilst at work along with that of others who may be affected by their actions.

All employees of the School have responsibility to:

- a) take reasonable care for the health and safety of themselves and others in undertaking their work;
- b) comply with the School's health and safety policy and procedures at all times;
- c) report all accidents and near miss incidents in line with the reporting procedure;
- d) co-operate with School management on all matters relating to health and safety;
- e) not to intentionally interfere with or misuse any equipment or fittings provided in the interests of health, safety and welfare;
- f) immediately make safe, then report all defects in condition of premises or equipment and any health and safety concerns immediately to their line manager;
- g) immediately make safe, then report immediately to the Estates Manager any serious or immediate danger;
- h) ensure that they only use equipment or machinery that they are competent to use or have been trained to use; and
- i) make use of all necessary control measures and personal protective equipment provided for safety or health reasons.

#### ***Key Action Points for All Staff***

***Make themselves familiar with the Health & Safety at Work Act 1974 and pay particular attention to areas of significant risk, ie Sciences, DT use of machinery, outdoor activities, maintenance, ground works, etc.***

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**THE OFFICER COMMANDING THE CCF** is responsible for:

- a) all aspects of CCF training;
- b) ensuring that all such training is conducted in accordance with the instructions contained in the current MOD publication relating to Cadets; and
- c) the safe guarding of all munitions and weapons.

***Key Action Points for the Officer Commanding the CCF***

***Ensure that MOD publications are updated regularly and all weapons and ammunitions are safeguarded at all times.***

**THE HOSPITALITY MANAGER** is responsible for:

- a) ensuring that kitchen equipment is inspected and serviced at regular intervals;
- b) making frequent visits to kitchens and associated rooms in boarding houses and advising Housemasters/mistresses and the Support Services Manager or Estates Manager of any matters requiring attention in order to maintain proper standards of food preparation, hygiene, cleanliness and the observation of health and safety requirements;
- c) ensuring that instruction is provided to kitchen staff in the operation and handling of the equipment and materials they are required to use;
- d) ensuring that safe systems of work and the Food Safety Policy are followed at all times; and
- e) ensuring that all gas appliances are serviced by qualified gas servicing engineers in accordance with the manufacturer's instructions

***Key Action Points for the Hospitality Manager***

***Ensure all staff who handle food are trained to the relevant approved code of practice in accordance with the food hygiene standards agency***

**THE WORKS FOREMAN** is responsible for:

- a) equipment in use is inspected, and where necessary serviced, at regular intervals;
- b) staff in relevant departments receiving instruction, where applicable, on the equipment and materials they are required to use;
- c) safe systems of work being followed at all times;
- d) risk assessments being carried out for all hazardous activities;
- e) ensuring that all works entered onto the School maintenance helpdesk are prioritised giving health and safety as the top priority; and
- f) implementing a Planned Preventative Maintenance programme for Legionella, fire, gas boilers and electrical inspections.

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### ***Key Action Points for the Works Foreman***

***Implement and record all legislative requirements, Legionella control, fire alarm servicing and maintenance, gas boiler servicing, five yearly electrical inspections and safe systems of work***

**STAFF MADE RESPONSIBLE FOR HAZARDOUS ACTIVITIES (BY THE HEADMASTER)** are to ensure that risk assessments are drawn up and that safe systems of work are maintained and revised periodically:

### **In particular:**

- a) outdoor activities, including sailing, climbing etc;
- b) sports, athletics, swimming and other associated activities;
- c) science laboratories; and
- d) workshop practices in the Design Centre, including pottery and ceramics, stage lighting and production.

### **SPECIALIST CONSULTANTS**

- **Health & Safety Carlisle Ltd** is appointed as specialist health and safety advisors to the School. They will undertake policy and procedure reviews and audits on site, training, and provide advice at any time.
- **A S Fire Safety Services** is appointed as fire safety specialist advisors to the School. They undertake fire risk assessments and annual reviews thereof, project advice, training and general advice at any time.

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### PART 4.

#### APPENDICES

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Appendix 2	-	<u>Inspection/Maintenance of Emergency Equipment</u>
Appendix 3	-	<u>First Aid and Medication</u>
Appendix 4	-	<u>Accident Reporting Procedures</u>
Appendix 5	-	<u>Lone Working</u>
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Appendix 7	-	<u>Work Equipment</u>
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Appendix 9A	-	<u>Guidance on Carrying Out a Manual Handling Risk Assessment</u>
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## SEDBERGH SCHOOL HEALTH AND SAFETY POLICY

### APPENDIX 1

#### FIRE EVACUATION AND OTHER EMERGENCY ARRANGEMENTS

The Headmaster is responsible for ensuring the fire risk assessment is undertaken and implemented. The fire risk assessment is located in the Estates Manager's office and reviewed on an annual basis.

##### Fire Instructions

These documents are made available to all staff and included in the School's induction process.

An outline of evacuation procedures are made available to all contractors / visitors and are posted throughout the site. Emergency exits, fire alarm call points, assembly points, etc, are clearly identified by safety signs and notices.

It is vitally important to maintain compartmentation of all areas by ensuring that fire doors are not wedged open. Fire doors contain the spread of smoke and fire and staff should at all times educate pupils under their care as to why doors should not be left wedged open.

#### EMERGENCY PROCEDURES

**In case of a fire:** Dial 9-999 on an internal telephone and ask for the Fire and Rescue Service to come to ----- House/building etc.

##### Fire and Evacuation

Fire and emergency evacuation procedures are posted in each classroom and around boarding accommodation; these procedures will be reviewed at least annually.

Emergency contact and key holder details are maintained by the Estates Manager.

##### Fire Drills

Boarding House must carry out:

- **One day** practice, between 7am and 10.30pm, with warning, within 48 hours of the start of each term, principally to familiarise new pupils with the drill, audibility tone of the alarm and escape routes
- **Two night** practices, between 10.30pm and 7am, without warning, each term.

All boarding house fire practices must be recorded on the School "Certificate of Fire Practice" form and submitted to the Works Foreman (pek@sedberghschool.org), cc the Estates Manager (grd@sedberghschool.org) for inspection by the Fire Service or other Government inspectors.

Housemasters & Mistresses are strongly encouraged to involve the local Fire Service in at least one practice per year.

Fire drills in School buildings will be undertaken termly as directed by the Second Master/Prep School Headmaster, and a record kept in the fire log book.

##### Fire Fighting

- The safe evacuation of persons is an absolute priority. Staff may only attempt to deal with small fires, **if it is safe to do so without putting themselves at risk**, using portable fire fighting equipment.
- Ensure the alarm is raised BEFORE attempting to tackle a fire.

Staff should make themselves aware of the nearest location and type of portable fire fighting equipment and receive basic instruction in its correct use.

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### **APPENDIX 1A**

#### **FIRE PRACTICE CERTIFICATE**

Click **here** to open the certificate for completion after each fire practice.

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### **APPENDIX 2**

#### **INSPECTION/MAINTENANCE OF EMERGENCY EQUIPMENT**

##### **TESTING OF THE FIRE ALARM SYSTEM**

Fire alarm call points will be tested weekly in rotation by the **Works Department** and a record kept in the fire log book. Normally regular testing of fire alarms will be weekly at a time determined by the Housemasters and Second Master. The Works Foreman is responsible for the weekly checks of alarm by rotation of a different MCP each week in each House/Building.

Any defects on the system will be reported immediately to the Works Foreman.

A fire alarm maintenance contract is in place with **FTS Kendal (015397 26733)** and the system tested annually by them.

Smoke and heat detectors are tested on a quarterly basis by **FTS Kendal (015397 26733)**.

##### **INSPECTION OF FIRE FIGHTING EQUIPMENT**

**FTS** undertakes an annual maintenance service of all firefighting equipment.

Defective equipment or extinguishers that need recharging should be taken out of service and reported direct to **the Works Foreman**.

##### **EMERGENCY LIGHTING SYSTEMS**

These systems will be checked monthly by **the Works Department** and bi-annually by **FTS Kendal (01539 726733)**.

Test records are located in the Bursary.

##### **MEANS OF ESCAPE**

Daily, **the Housemaster/Mistresses/Matrons/Maintenance staff and Heads of Department** should check for any obstructions on exit routes and ensure all final exit doors are operational.

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### APPENDIX 3

#### FIRST AID AND MEDICATION

The Sedbergh School first Aid post is the Sedbergh Medical Centre and first aid assistance can be sought here; if it is impractical for the injured person to reach the Medical Centre then the assistance of the Medical Officer and Nurse should be requested by dialling **01539 718164**. The precise nature of any injury, location and patient name should be given.

An assessment has been undertaken to ascertain the number of first aiders required and the School exceeds the recommended numbers as laid down in the Health & Safety (First Aid) Regulations 1981 (as amended) and the Department for Education schools (**appendix 21** details the various personnel trained to provide first aid).

Immediate first aid equipment is located around the School as given below

#### FIRST AID BOXES ARE LOCATED AT THE FOLLOWING POINTS:

Senior school –

- Classroom Block                    opposite the Book Room
- Science Block                        lower prep room
- Biology Block                        prep room
- Powell Hall                            lower passageway
- Design Centre                        workshop
- Buskholme Pavilion                changing rooms
- Knowles Pavilion                    changing rooms
- Pool                                      Poolside
- Riverside hut
- Grounds                                grounds hut
- Maintenance                         joiners' workshop
- Boarding Houses                    house kitchens
- Bursary                                 kitchen cupboard

Prep school –

- School office
- Pre-prep                                ground and first floor
- Beale House
- Cressbrook House
- Kitchen
- Art block
- Swimming pool
- Sports hall                            in adjacent home common room
- All Science labs
- Rifle range
- Stables
- Maintenance shed
- Sports field                            garage adjacent to astro turf

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Vehicles –

- Each minibus (The Transport Administrator is responsible for checking these)
- Works Vehicles (The Maintenance Foreman is responsible for checking these)

**The onsite Nurse** is responsible for regularly checking that the contents of first aid boxes are complete and replenished as necessary. A check should be made at least once a term.

A list of staff trained to provide first aid can be found at **Appendix 21**.

The Medical Centre will ensure that first aiders have a current certificate and that new persons are trained should first aiders leave.

The Transport Administrator and Maintenance Foreman will check that any vehicles are properly equipped with first aid boxes before they are used.

**Transport to hospital:** If the first aider considers it necessary, the injured person will be sent directly to hospital and parents and/or guardians should be informed. No casualty should be allowed to travel to hospital unaccompanied. The decision to call for an ambulance can be taken if the first aider or person dealing with the incident deems this action necessary.

### **Blood Spillages**

The procedure for dealing with blood and body fluid spillages is:

Disposable gloves and apron should be used when cleaning up any spillage other than water. Body fluids such as vomit, blood, urine and faeces pose an infection control risk.

For small quantities use undiluted Liquid Hypochlorite 1% (eg Milton) applied onto the blood/body fluids, then wipe over the area with a paper towel/tissue and finally rinse the area with plain water. For larger amounts drop a paper towel over the blood to soak up the excess fluid, and then pour the Liquid Hypochlorite 1% (eg Milton) over the towels, leave for two minutes. Finally scoop up the debris into a clinical waste bag.

The Medical Centre and each house has a Body Fluid Response Kit that contains clear instructions as to its use.

If this is not available then use either paper towels or tissues to mop up the area. These must be placed in a clinical waste container along with the apron and gloves. The area should then be thoroughly cleaned and dried.

Should there be unpleasant fumes, then the area will need to be well ventilated.

### **Administration of medicines**

All medication will be administered to pupils in accordance with the School **Medicines Policy**.

All medications will be administered and kept in in line with the School's Medical Policy.

Staff will undergo specific training related to health conditions of pupils and administration of medicines (eg diabetes, epilepsy, anaphylaxis, etc) as appropriate.

Staff taking pupils on trips must ensure that they are aware of and able to manage/respond to any health conditions of pupils. This information is located in iSAMS.

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### APPENDIX 4

#### ACCIDENT REPORTING PROCEDURES

All dangerous occurrences and near misses must be recorded on the HSE Accident book BI150 and handed to the Bursary Secretary for the attention of the Estates Manager. Accident books are located in the following locations:

- Each boarding House                      Matron's Office
  - School Buildings                            School Office
  - The Bursary                                    Reception Area
  - Maintenance department                Workshop
  - Grounds department                      Staff room
  - Queen's Hall                                 Kitchen
  - Prep School                                  Kitchen
- School accident reports will be monitored for trends and a report made to the Health & Safety Committee, as necessary, by the Estates Manager. The findings of investigations are useful to inform risk assessments and amend behaviours to prevent reoccurrence.
  - The Line Manager (in case of staff) or the person in charge of the activity (in case of pupils or members of the public) will investigate accidents and take remedial steps to avoid similar instances recurring. Faulty equipment, systems of work, plant, equipment, fittings, etc, must be immediately made safe, then reported on the Estates Help Desk.
  - Accident investigation reports must be received by the Estates Manager as soon as possible and no later than within seven calendar days of the accident.
  - Should a pupil injury result in attendance at the Medical Centre, the School Doctor or Nurse will form a professional opinion as to whether the accident is serious enough to inform parents.

#### Reporting of Injuries, Diseases & Dangerous Occurrences (RIDDOR)

1. In the event of a RIDDOR reportable injury the incidents will be reported to the Health and Safety Executive (HSE) on-line at their web site <http://www.hse.gov.uk/riddor/>.
2. Employees are required to report any accident, dangerous occurrence or near miss to their Line Manager. Line Managers are responsible for making a report to one of the following, in order of preference, who will be known as the "Reporting Officer":
  - Estates Manager
  - Bursar
  - Headmaster
3. Information must be given to the Reporting Officer at the earliest possible moment, in person or by telephone, and must be confirmed in writing using an accident book form. RIDDOR reportable events and injuries must be detailed to the Reporting Officer within 24 hours using **Appendix 29**.
4. The Reporting Officer is responsible for reporting to the Health and Safety Executive as necessary, and for retaining copies of any such report for at least one year, and for taking all practical steps to inform the Health and Safety Executive if a death should occur of a person involved in a major accident within one year of the accident.
5. The Reporting Officer shall inform the Headmaster of all RIDDOR reportable events and injuries.

## SEDBERGH SCHOOL HEALTH AND SAFETY POLICY

### REPORTING OF INJURIES, DISEASES AND DANGEROUS OCCURRENCES REGULAR (RIDDOR) SUMMARY FROM THE HEALTH & SAFETY EXECUTIVE

1. There is a legal requirement that all employees inform their employer, and that the employer inform the Health and Safety Executive of certain major accidents and dangerous occurrences arising out of or in connection with work. Failure to report such accidents or dangerous occurrences is an offence.
2. Accidents involving major injuries must be reported where any person, employed by the School or not, suffers a major injury which arises out of or in connection with work. Types of Reportable Injury:
  - a. **Deaths**  
All deaths to workers and non- workers, with the exception of suicides must be reported if they arise from a work related incident, including an act of physical violence to a worker.
  - b. **Specified injuries to workers**  
The list of specified injuries in RIDDOR 13 replaces the previous list of major injuries in RIDDOR 1995, new reportable injuries are:
    - A fracture, other than to fingers, thumbs and toes;
    - Amputation of an arm, hand, leg, foot or toe;
    - Permanent loss of sight or reduction of sight;
    - Crush injuries leading to internal organ damage;
    - Serious burns (covering more than 10% of the body, or damaging the eyes, respiratory system or other vital organs);
    - Scalpings (separation of skin from the head) which require hospital treatment;
    - Unconsciousness caused by head injury or asphyxia;
    - Any other injury arising from working in an enclosed space, which leads to hypothermia, heat induced illness or requires resuscitation or admittance to hospital for more than 24 hours.
  - c. **Over-seven day injuries to workers**  
This is where an employee, or self-employed person is away from work or unable to perform their normal work duties for more than seven consecutive days (not including the day of the accident). You must notify the enforcing authority within 15 days of the incident.
  - d. **Injuries to non-workers (this includes pupils as they are not classed as workers)**  
You must report injuries to members of the public or people who are not at work if they are injured through work related accident, and are taken from the scene of an accident to hospital for treatment to that injury. **Examinations and diagnostic tests do not constitute "treatment" in such circumstances. There is no need to report incidents where people are taken to hospital purely as a precaution when no injury is present**
  - e. **Reportable Occupational Diseases**  
Employers and self-employed people must report diagnoses of certain occupational diseases, where these are likely to have been caused or made worse by their work:
    - Carpal tunnel syndrome;
    - Severe cramp of the hand or forearm;
    - Occupational dermatitis;
    - Hand arm vibration syndrome;
    - Occupational asthma;
    - Tendonitis or tenosynovitis of the hand or forearm;
    - Any occupational cancer
    - Any disease attributed to an occupational exposure to a biological agent

## **SEDBERGH SCHOOL HEALTH AND SAFETY POLICY**

3. Certain dangerous occurrences must also be reported, there are 27 dangerous occurrences; examples are:
- The collapse, overturning or failure of load-bearing parts of lifts and lifting equipment
  - Plant or equipment coming into contact with overhead power lines
  - The accidental release of any substance which could cause injury to any person
  - Collapse of scaffold

## SEDBERGH SCHOOL HEALTH AND SAFETY POLICY

### APPENDIX 5

#### LONE WORKING

Staff are encouraged not to work alone in School. Work carried out unaccompanied or without immediate access to assistance should be risk assessed to determine if the proposed lone working activity is necessary.

Work involving potentially significant risks (for example work at height) **should not** be undertaken whilst working alone.

Where lone working cannot be avoided staff should:

- Obtain the Head of Department's permission and notify him/her on each occasion when lone working will occur.
- In the event of the Head of Department's absence then all parties who work on site alone should inform the on duty colleague or other person.
- Ensure they do not put themselves or others at risk.
- Ensure they have means to summon help in an emergency eg access to a telephone or mobile telephone etc. A spare mobile phone can be obtained from the Bursary for loan to assist any member of staff.
- Key holders attending empty premises where there has been an incident or suspected crime should do so with a colleague if possible. They should not enter the premises unless they are sure it is safe to do so.
- Report any incidents or situations where they may have felt "uncomfortable". Good communication between colleagues, in terms of personal safety is essential.

## **SEDBERGH SCHOOL HEALTH AND SAFETY POLICY**

### **APPENDIX 6**

#### **HEALTH AND SAFETY INFORMATION & TRAINING**

##### **CONSULTATION AND COMMUNICATION OF INFORMATION**

###### **Consultation:**

The Health & Safety Committee meets termly to discuss health, safety and welfare issues affecting staff, pupils or visitors. Action points from meetings are brought forward for review by School management.

The committee members are listed at **Appendix 21**.

###### **Communication of Information:**

The Health and Safety Law poster is displayed in all Staff Rooms.

A copy of the Health & Safety Committee minutes are posted on the notice boards around the School.

##### **HEALTH AND SAFETY TRAINING:**

Health and safety induction training will be provided and documented for all new employees by the member of staff conducting the lesson and a copy given to the HR Manager.

The Headmaster and Bursar are responsible for ensuring that all staff are provided with adequate information, instruction and training and identifying the health and safety training needs of staff.

Employees will be provided with:

- Induction training in the requirements of this policy
- Update training in response to any significant change
- Training in specific skills needed for certain activities, (e.g. use of hazardous substances, work at height etc.)
- Refresher training where required

Training records are held by the Estates Bursar. The Health & Safety Committee is responsible for agreeing health and safety training needs and for the training and development plan.

This includes a system for ensuring that refresher training (for example in first aid) is undertaken within the prescribed time limits.

The Headmaster and Bursar will be responsible for assessing the effectiveness of training received.

Each member of staff is also responsible for drawing the Headmaster's, Line Manager's or Site Manager's attention to their own personal needs for training and for not undertaking duties unless they are confident that they have the necessary competence.

## SEDBERGH SCHOOL HEALTH AND SAFETY POLICY

### APPENDIX 7

#### WORK EQUIPMENT

All staff are required to report to **the Works Foreman** any problems found with plant/equipment, damaged electrical apparatus or wiring - including portable equipment and permanent wiring.

Defective equipment will be clearly marked and taken out of service by storing in a secure location pending repair/disposal.

#### Electrical Safety

All staff should monitor the condition of plugs, cables and electrical equipment prior to use.

All portable items of electrical equipment will be subject to PAT (portable appliance testing) annually, conducted by **the Works Department**.

Major fixed wiring circuits will be checked at least once every five years.

The electrical rules can be found at **Appendix 27**.

#### Curriculum

Heads of department are responsible for ensuring maintenance requirements for equipment in their areas are identified and implemented.

**Heads of Departments** will identify all work equipment in an equipment register and ensure that risk assessments are carried out, identifying any relevant servicing / routine maintenance / inspection regimes, training or instruction needs, personal protective equipment requirements and authorised users.

#### Fume Cupboards

The Works Foreman will be responsible for ensuring that all fume cupboards and extraction systems are serviced annually in accordance with the Control of Substances Hazardous to Health Regulations (2004) (COSHH) and all records kept for five years.

See below, table of equipment and commentary:

## SEDBERGH SCHOOL HEALTH AND SAFETY POLICY

The following equipment has been identified as likely to involve a specific health and safety risk and details are given below on inspection, use and repair.

<b>EQUIPMENT</b>	<b>RESPONSIBLE PERSON (WHO CAN ASSESS RISK)</b>	<b>AUTHORISED USERS OF THE EQUIPMENT</b>	<b>AUTHORISED PERSON FOR INSPECTION AND REPAIR</b>	<b>INSPECTION PERIOD ( eg TERMLY, ANNUALLY)</b>
Access equipment eg ladders, tower scaffold.	Works Foreman	Estates Team	Works Foreman	Ladders six monthly Tower scaffold on erection and weekly thereafter if left in situ
Caretaking/cleaning equipment including hand tools	Support Services Manager	Support Services Staff	Support Services Manager	School to determine following manufacturers advice
Grounds maintenance equipment	Grounds Manager	Grounds team	Grounds team & nominated engineers	School to determine following manufacturers advice
Gas appliances (includes School catering equipment, boilers, food tech, etc.)	<ul style="list-style-type: none"> <li>• Hospitality Manager (catering equipment)</li> <li>• Works Foreman (boilers)</li> </ul>	<ul style="list-style-type: none"> <li>• Catering team</li> <li>• Food tech staff</li> <li>• Estates team (boilers)</li> </ul>	Competent qualified Engineers, Fairclough & Lakes Catering	Annually
PE and play equipment	Sports Hall Manager	All PE Staff	Nominated approved contractor by sports staff	Annually
LEV, dust extraction/fume cupboards	<ul style="list-style-type: none"> <li>• Head of Science</li> <li>• Works Foreman (estates workshops)</li> </ul>	<ul style="list-style-type: none"> <li>• Science Staff</li> <li>• Estates team</li> </ul>	Approved contractor	14 monthly (max) Records of these examinations must be kept for a five year period.
Technology Equipment	Head of Tech	Technology Staff	Approved contractor	Yearly
Art/Design Equipment	Head of Art	Art Staff	Approved contractor	Compressors annual Kilns School to determine based on use
Portable electrical equipment	Works Foreman	All	Technicians and Works Department	Yearly
Lifts/lifting equipment	Estates Manager	All Staff	Approved contractor	Lifts annually Hoists/slings for people – six monthly

## SEDBERGH SCHOOL HEALTH AND SAFETY POLICY

### APPENDIX 8

#### FLAMMABLE AND HAZARDOUS SUBSTANCES

Within curriculum areas (in particular Science, DT and Art) then **Heads of Department** are responsible for the control of substances hazardous to health and ensuring that model risk assessments contained in the relevant national publications (CLEAPSS, Association for Science Education's "Topics in Safety" etc.) are in place.

Every attempt will be made to avoid, or choose the least harmful of, substances which fall under the ***"Control of Substances Hazardous to Health Regulations 2004"*** (the "COSHH" Regulations).

In all other areas where COSHH substances are used, the relevant manager is responsible for their safe use in accordance with regulations.

They shall ensure:

- An inventory of all hazardous substances used on site is compiled and regularly reviewed.
- Material safety data sheets are obtained from the relevant supplier for all such materials.
- Risk assessments are conducted for the use of hazardous substances (generic risk assessments are available for products purchased from Hertfordshire Supplies, these are adapted to suit specific use of material on site)
- All chemicals are appropriately and securely stored out of the reach of children
- All chemicals are kept in their original packaging and labelled ( no decanting into unmarked containers)
- Suitable personal protective equipment (PPE) has been identified and available for use

PPE is to be provided free of charge where the need is identified as part of the risk assessment.

#### RADIOACTIVE SOURCES

The School follows CLEAPSS guidance in Managing Ionising radiations and radioactive sources.

The member of staff in charge of radioactive sources (RPS) is **the Head of Science** who responsible for ensuring all records pertaining to radioactive sources are maintained. The Head of Science will be responsible for appointing a competent person to inspect all radioactive substances in accordance with CLEAPSS and the Managing of Ionising Radiation and Radioactive Materials Regulations (1999).

The Head of Science has a separate Departmental Health and Safety Policy to ensure safe working practices and procedures in the Science departments (Physics, Chemistry and Biology).

## SEDBERGH SCHOOL HEALTH AND SAFETY POLICY

### APPENDIX 9

#### LIFTING AND HANDLING

This document sets out the commitment of Sedbergh School to meeting the requirements of the Manual Handling Operations Regulations 1992 (as amended). It requires that the potential for harm to staff and pupils as a result of undertaking manual handling operations is either prevented, or where that is not reasonably practicable, is adequately controlled.

To achieve compliance with the requirements of this Policy and Procedure, the School recognises the importance of its role in placing day-to-day responsibility with each head of department.

The requirements of this Policy are based on the principle that staff and/or pupils shall not undertake manual handling tasks having the potential to cause harm, unless they have, in the first instance, been risk assessed. Where the risk assessment identifies it to be necessary, prior to an activity being undertaken, appropriate training shall be provided, together with any essential manual handling and personal protective equipment being available.

It is not the purpose of this document to provide a comprehensive guide to the Manual Handling Operations Regulations. It does, however, provide an outline of their requirements and the action to be taken. Supplemented with the training that will be available to those designated to undertake the manual handling risk assessment process, it will enable comprehensive management action to be taken to control potential hazards and risks at the departmental level.

#### **1 – What Is Manual Handling?**

Manual Handling is the term used to describe the movement of loads by human effort being applied either directly to a load or indirectly by means such as hauling on a rope or pulling a lever. It includes transporting a load that may be moved or supported by the hands or any other part of the body such as the shoulder. It also includes the intentional dropping or throwing of a load. Mechanical assistance, such as the use of a sack truck, may reduce but not eliminate manual handling since effort will still be required to move, steady or position a load.

Manual handling does, therefore, cover all aspects of the physical effort involved in the lifting, pushing and pulling of loads.

#### **2 – What is required under the regulations and what do managers need to do?**

Where staff and/or pupils are required to undertake manual handling activities, ensure that the following hierarchy of risk control measures is in place as required under the Regulations:

- (i) Eliminate or avoid the need for hazardous manual handling

Undertake a review of manual handling tasks to establish, in the first instance, whether these need to be undertaken or whether less hazardous options are available. For the tasks remaining, identify who might be harmed in undertaking them, how, and the harm that may be caused.

- (ii) **For those manual handling activities that remain, assess the risk of injury**

Departmental assessments shall be conducted by those trained to do so (such training normally being provided by a Consultant trainer). Further guidance on the risk assessment process can be found in **Appendix 9A** to this document. Risk assessment templates can be found on the S drive.

Most assessments will require just a few minutes observation to identify ways to make an activity easier and less risky, i.e. less physically demanding. In doing so they will also identify any existing controls and whether these are adequate.

Ensure that staff undertaking manual handling activities are involved in this risk assessment process.

- (iii) **From the information gathered from the assessment, reduce the risk of injury**

Take such action as is identified to be necessary from the risk assessment. This will include:

## SEDBERGH SCHOOL HEALTH AND SAFETY POLICY

- The provision of information, instruction and training to those required to undertake manual handling tasks;

It may include:

- The provision of such equipment (e.g. sack truck) as may be identified to be necessary to reduce the risk of injury, so far as that is reasonably practicable.
- Ensuring that 'safe systems of work' are in place;

#### **(iv) Review the assessment and revise it if necessary**

Having implemented the controls, ensure that they are periodically reviewed and revised.

Where the risk assessment establishes that funding is required to implement improvements they shall be met from the departmental budget. In the event that financial resources do not permit such action, the matter must be referred without delay, to the next level of management.

### **3 - Staff/Pupil Responsibilities**

Staff and students have a responsibility not to undertake any manual handling activities that may cause themselves or others harm and adhere to the information, instruction and training provided. They must immediately bring instances having the potential to cause harm to the attention of their immediate line manager.

### **4 – Manual Handling Risk Assessments and Training**

Managers & Heads of Departments shall ensure that no member of their staff undertakes risk assessments until trained to do so and that personnel undertaking manual handling duties are provided with sufficient information, instruction and training and, where appropriate, equipment to undertake tasks safely.

The Estates Manager, Works Foreman and School Staff Instructor (SSI) are available to assist with the identification of the need for, and the undertaking of, risk assessments and wherever possible, provide the training identified to be necessary. They shall also provide advice and assistance to managers and those undertaking risk assessments, on the action they need to take to ensure the safe execution of manual handling activities undertaken by them, or on their behalf.

### **Section 5 – Monitoring Compliance with the Requirements of this Policy**

The duties prescribed under this Policy are designed to ensure the safety of personnel. All staff have an absolute duty to comply with any Health and safety Policy

#### **'Safe System of Work'**

This will include the requirement for information, instruction and training and may also include elements such as are identified below which may only be possible to determine in the light of the actual situation, on the spot, at the relevant time:

- A physical environment that is 'safe' in which to undertake specific tasks.
- The sequence in which tasks may need to be undertaken.
- The provision of an adequate level of supervision.
- The provision of written instructions.
- The provision of the correct equipment.
- Such other measures as may be appropriate based on the level of risk involved.

## SEDBERGH SCHOOL HEALTH AND SAFETY POLICY

### Appendix 9A

#### GUIDANCE ON CONDUCTING A MANUAL HANDLING RISK ASSESSMENT

##### Introduction

This Appendix to the School Manual Handling Policy and Procedure explains how to conduct a manual handling risk assessment. The text is largely taken from the Health and Safety Executive's publication *Manual Handling (Manual Handling Operations Regulations 1992) – Guidance on the Regulations*.

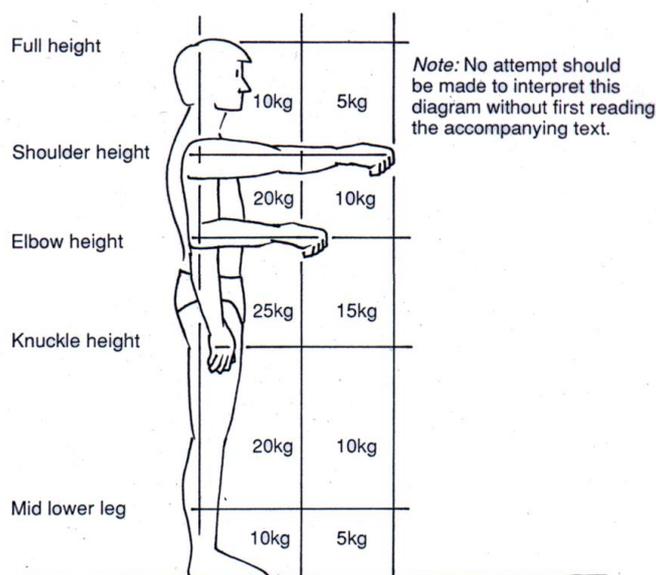
Although this information will enable straightforward manual handling risk assessments to be undertaken, reference should be made to the HSE publication in the event of a detailed or complicated assessment needing to be completed. Copies of the HSE publication are available from the Estates Manager.

##### Undertaking Risk Assessments – the Stages

You must firstly identify the manual handling operations that cannot be avoided and which present the potential to place staff and/or students at risk. This does not mean that every task needs to be assessed and the Health and Safety Executive have developed a filter to screen out straightforward cases. The filter (Figure 1) is based on a set of numerical guidelines that provide an approximate boundary within which a load is unlikely to create a risk of injury sufficient to warrant a detailed assessment. It is believed that the use of the guidelines will provide a reasonable level of protection to around 95% of men and women. However, even those operations lying within the boundaries identified should be avoided or made less demanding wherever it is reasonably practicable to do so.

**Figure 1**

##### Guidelines for lifting and lowering (refer to Figure 1)



The guidelines assume that the load is easy to grasp with both hands and that the operation takes place in reasonable working conditions with the handler in a stable body position. They take into consideration the vertical and horizontal position of the hands as they move the load during the handling operation, as well as the height and reach of the individual handler. For example, if a load is held at arm's length or the hands pass above shoulder height, the capability to lift or lower is reduced significantly.

The basic guideline figures for identifying when manual lifting and lowering operations may not need a detailed assessment are set out in Figure 1. If the handler's hands enter more than one of the box zones during the operation, the smallest weight figures apply. It is important to remember, however, that the transition from one box to another

## SEDBERGH SCHOOL HEALTH AND SAFETY POLICY

is not abrupt; an intermediate figure may be chosen where the handler's hands are close to a boundary. Where lifting or lowering with the hands beyond the box zones is unavoidable, a more detailed assessment should always be made.

The basic guideline figures for lifting and lowering are relatively infrequent operations – up to approximately 30 operations per hour. The guideline figures will have to be reduced if the operation is repeated more often. As a rough guide, the figure should be reduced by 30% where the operation is repeated once or twice per minute, by 50% where the operation is repeated around five to eight times per minute and by 80% where the operation is repeated more than 12 times per minute.

Even if the above conditions are satisfied, a more detailed risk assessment should be made where:

- (a) the worker does not control the pace of work;
- (b) pauses for rest are inadequate or there is no change of activity which provides an opportunity to use different muscles;
- (c) the handler must support the load for any length of time.

### Guidelines for carrying

Similar guideline figures apply to carrying operations where the load is held against the body and is carried no further than about 10m without resting. If the load is carried over a longer distance without resting or the hands are below knuckle height then a more detailed risk assessment should be made.

Where the load can be carried securely on the shoulder without first having to be lifted (as for example when unloading sacks from a lorry) the guideline figures can be applied to carrying distances in excess of 10m.

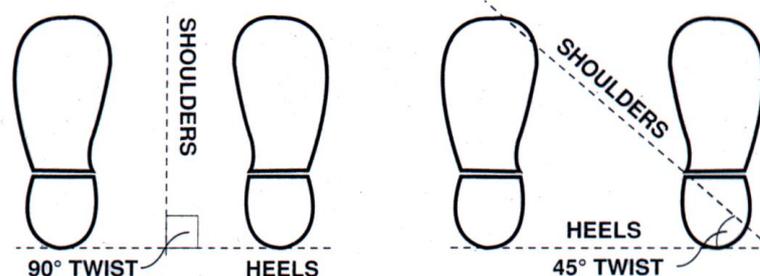
### Guidelines for pushing and pulling and for handling while seated.

In the event of operations involving the pushing, pulling or handling of loads while seated needing to be risk assessed, then information on the guidelines applicable to these operations is available from the Estates Manager.

### Other considerations: Twisting

In many cases, manual handling operations will involve some twisting (see Figure 2) and this will increase the risk of injury. Where the handling task involves twisting and turning, therefore, a detailed risk assessment should normally be made. However, if the operation is relatively infrequent, and there are no other posture problems then the filter can be used. In such cases, the basic guideline figures shown above should be reduced if the handler twists to the side during the operation. As a rough guide, the figures should be reduced by about 10% where the handler twists through 45°.

Figure 2



## **SEDBERGH SCHOOL HEALTH AND SAFETY POLICY**

**Remember:** The use of the guidelines does not affect the employer's duty to avoid or reduce risk of injury where this is reasonably practicable. The guideline figures should not, therefore, be regarded as safe weight limits for lifting. They are an aid to highlight where detailed risk assessments are most needed. Where doubt remains, a more detailed risk assessment should always be made. Even for the majority of fit, well-trained individuals working under favourable conditions, operations which exceed the guideline figures by more than a factor of about two may represent a serious risk of injury. Such operations should come under very close scrutiny.

## **SEDBERGH SCHOOL HEALTH AND SAFETY POLICY**

### **APPENDIX 10**

#### **HEALTH AND SAFETY MONITORING AND INSPECTION**

A general workplace inspection of the site will be conducted termly and be undertaken/co-ordinated by the **Works Foreman** or **Estates Manager**, or **Grounds & Gardens Manager**.

Monitoring inspections of individual departments will be carried out by Heads of Department and a termly report made to the Health & Safety Committee.

Responsibility for following up items detailed in the self-audit report will rest with the relevant Head of Department, reporting to the Health & Safety Committee.

ISI inspectors are our inspecting body; these inspections occur at least every six years.

A named Governor will be involved to undertake inspections on an annual basis and report back to the Governing Body.

## SEDBERGH SCHOOL HEALTH AND SAFETY POLICY

### APPENDIX 11

#### ASBESTOS

The Control of Asbestos Policy is held in the Bursary in accordance with The Control of Asbestos Regulations 2012 (CAR2012).

The asbestos register is also held in the **Bursary Reception** and will be made available to all staff and visiting contractors. All contractors must, prior to **any** work commencing on the fabric of the building or fixed equipment read and acknowledge by signature that they know the location of any identified asbestos and the procedures should they locate new or suspected asbestos.

The School's Asbestos Authorising Officer is the **Estates Manager**.

The **Estates Manager** shall ensure:

- The asbestos log is maintained and that any changes are notified and the Register amended.
- **All** work on the fabric of the building or fixed equipment is entered in the permission to work log and signed by those undertaking the work.
- An annual visual inspection of asbestos containing materials on site is conducted and recorded in the asbestos log.

Please note that even drilling a hole or pushing a drawing pin into asbestos containing materials may result in the release of fibres into the air.

**Under no circumstances must staff drill or affix anything to walls without first obtaining approval from the Asbestos Authorising Officer or Works Foreman**

Any damage to materials known or suspected to contain asbestos should be reported to the **Estates Manager**.

Any contractor who is suspected to be carrying out unauthorised work on the fabric of the building should be reported to the **Estates Manager**.

## SEDBERGH SCHOOL HEALTH AND SAFETY POLICY

### APPENDIX 12

#### RISK ASSESSMENTS

##### General Risk Assessments

The School risk assessments will be co-ordinated by the **Heads of Departments**. Examples and previous risk assessments for all academic activities can be found on the S drive\Staff\Risk Assessments Guide-examples.

All workplace activities, teaching and non-teaching (eg caretaking), premises and one off activities must be assessed by the **Estates Manager, Heads of Departments, Second Master or Prep School Headmaster**.

All risk assessments should be communicated to the persons who are at risk, eg warn pupils of dangerous water. All members of staff who are involved in supervising an activity must read the risk assessment, and initial and date it to acknowledge that they have done so. A record of this should be kept by the person in charge of the activity in case of a claim. It is important to have proof that staff have carried out all that was reasonably practicable to mitigate risk.

Department heads are responsible for keeping their own risk assessments and updating them annually or when the work activity changes, whichever is the soonest and staff must be made aware of any changes to risk assessments relating to their work.

##### Pregnancy Risk Assessment

Assessments on new and expectant mothers will be undertaken by their **Line Manager**.

It is the responsibility of staff to inform their line manager as soon as they know they are (or are no longer) pregnant.

The risk assessment will be reviewed on a regular basis as the pregnancy progresses.

##### Curriculum Activities

Risk Assessments for Curriculum activities will be carried out by relevant Heads of Department and subject teachers using relevant Health and Safety Codes of Practice for Design & Technology, Science, Art and PE, etc.

Rules for off site visits are given at **Appendix 13**.

## **SEDBERGH SCHOOL HEALTH AND SAFETY POLICY**

### **APPENDIX 13**

#### **OFFSITE VISITS**

See separate **Educational Visits Policy**.

## SEDBERGH SCHOOL HEALTH AND SAFETY POLICY

### APPENDIX 14

#### WORK AT HEIGHT

Work at height activities from where a person could fall a distance liable to cause personal injury present a significant risk, all such activities should be avoided where it is reasonably practicable to do so.

Where this is not possible a risk assessment must be conducted and the risk reduced as far as is reasonably practicable. A copy of this assessment will be provided to employees authorised to work at height.

The School's nominated persons responsible for work at height is the Estates Manager and Works Foreman

The nominated person(s) shall ensure:

- all work at height is properly planned and organised;
- the use of access equipment is restricted to authorised users;
- all those involved in work at height are trained and competent to do so;
- the risks from working at height are assessed and appropriate equipment selected;
- a register of access equipment is maintained and that ladders are checked every six months;
- all access equipment is inspected and maintained;
- The risks from fragile surfaces are properly controlled; and
- a Safe System of Work is submitted for all tree, scaffold and cherry picker work.

Work at height is classed as any work where you require something to stand on to carry out a task. Only authorised step ladders/ladders/tower scaffolds or cherry pickers should be used. **Under no circumstances should chairs or other items be used to work at height.**

**NO MEMBER OF STAFF OR PUPIL SHOULD ATTEMPT TO WORK AT HEIGHT WITHOUT FIRST BEING FORMALLY TRAINED**

## **SEDBERGH SCHOOL HEALTH AND SAFETY POLICY**

### **APPENDIX 15**

#### **DISPLAY SCREEN EQUIPMENT (DSE)**

It is the policy of Sedbergh School to provide a safe and healthy working environment for employees, including particular measures to protect their health and safety when they are working with Display Screen Equipment (DSE)

The School will fulfil its obligations by:

- a) the assessments of workstations, using a self-assessment approach using the form below supported by the Estates Manager;
- b) the provision of suitable work equipment;
- c) the provision of information and training for users;
- d) the provision of eye testing for users and the provision of spectacles where they are required solely and specifically for DSE work; and
- e) making arrangements for regular breaks for employees working with DSE.

The main legislation which is relevant to this subject is the Health and Safety (Display Screen Equipment) Regulations (amended 2002)

#### **Workstation Assessment/Self-Assessment**

Workstation assessment should be carried out by all staff that spend a considerable time using Display Screen Equipment, occasional users are not covered under the Regulations. The self-assessment form is self-explanatory and assistance can be provided by the Estates Bursar in filling this form out.

The assessment shall be reviewed if major changes are made to equipment or furniture; if workstations are relocated; if the nature of the work changes; or if the health of the user changes. Good practice would be to review the assessment every one to three years.

#### **Minimum Requirements of Workstations**

Workstations and equipment must comply with specific minimum requirements as laid down in the DSE Regulations. These include, for example, a chair with seat height adjustment, seat back adjustment and a stable base (usually 5 wheels/ castors); a desk which provides adequate space; a monitor which tilts and swivels and has a clearly readable screen.

There are minimum standards which apply to all elements of the workstation, including the keyboard, the mouse, the environment and the software. These are summarised below:

- a) The display screen should have well defined characters of adequate size, stable image, easily adjustable brightness and contrast. The screen should be easily tilting and swivelling with no reflective glare.
- b) The keyboard should be tiltable and separate from the screen; sufficient space in front of the keyboards; matt surface; easy to use; adequate and contrasting symbols on keys. The mouse should be suitable for the task.
- c) The work surface must be sufficiently large and low reflecting, and allow a flexible arrangement of equipment and adequate space.

## **SEDBERGH SCHOOL HEALTH AND SAFETY POLICY**

- d) The work chair should be stable allowing the user easy movement and a comfortable position. It should have adjustable height (seat); adjustable height and tilt (seat back). Footrests should be available on request.
- e) There should be space necessary for the operator to change positions.
- f) The lighting should be satisfactory with appropriate contrast between screen and background; prevention of glare through positioning of artificial light.
- g) Positioning must prevent sources of light such as windows causing distracting reflections on the screen.
- h) Noise must not cause distraction of attention or disturbance of speech.
- i) Heat must not be excessive such as to cause discomfort and an adequate level of humidity should be established and maintained.
- j) The software systems must be suitable for the task, easy to use, and adaptable to the level of the user's knowledge.

### **Responsibility of Users**

It will be the responsibility of all DSE users to:

- a) carry out self-assessment;
- b) seek advice from the Estates Bursar; and
- c) repeat self-assessment as and when changes occur as given above.

### **Eyesight Testing**

The School will pay for eye testing for all employees identified as DSE users.

### **Laptop Computers**

Laptops must comply with the regulations where they are in prolonged use (eg for periods of 1 hour or more and on most days. Because the regulations state that the keyboard and screen must be separate, specific modifications will be required to lap tops in prolonged use, there are several options

- a) Place a laptop on a specially made platform and use a separate mouse and keyboard
- b) Use the laptop with a separate monitor
- c) Use the laptop with a docking station
- d) Connect the laptop to a desktop using a keyboard video mouse (KVM)

### **Responsibilities of the Employer**

- a) Ensure that all employees receive adequate information and training for DSE workstations

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- b) Provide eye tests to nominated DSE users
- c) Carry out risk assessments for DSE users

Further information and guidance can be obtained from [www.hse.gov.uk/pubns/indg36.pdf](http://www.hse.gov.uk/pubns/indg36.pdf).

## SEDBERGH SCHOOL HEALTH AND SAFETY POLICY

### Appendix 15A

#### Display Screen Equipment Self-Assessment



#### SEDBERGH SCHOOL DSE WORKSTATION ASSESSMENT

For Assessor use:

Workstation location and number (if applicable)	
User:	
Checklist completed by:	
Date of assessment:	

For follow up use:

Assessment checked by:		
Any further action needed?	Yes	No
Follow-up action completed on:		

This checklist can be used as an aid to risk assessment and to help comply with the Schedule to the Health and Safety (Display Screen Equipment) Regulations.

Work through the checklist, ticking either the 'yes' or 'no' column against each risk factor:

- 'Yes' answers require no further action
- 'No' answers will require investigation and/or remedial action by the workstation assessor and Estates Manager. Any decisions should be recorded in the 'Action to take' column. Assessors should check later that actions have been taken and have resolved the problem.

The checklist only covers the workstation and the physical and work environment. Consideration has to be given to the working task including the duration of work at the workstation, work patterns, pattern of rest/breaks, electrical safety, etc. You also need to make sure that risks from other aspects of the work are avoided, for example by giving users health and safety training, and providing for breaks or changes of activity.

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RISK FACTORS	Tick Answer		THINGS TO CONSIDER	ACTION TO TAKE
	Yes	No		
<b>1 – Display Screens</b>				
Are the characters clear and readable?			Is the screen clean? Check text and background colours compatible.	
Is the text size comfortable to read?			Software settings may need adjusting to change text size.	
Is the image stable? i.e. is free of flicker			Try different screen colour to reduce flicker. If problems still exist: get the set-up checked.	
Is the screen's specification suitable for its intended use?			Certain intensive work or work requiring fine attention to small details may require large display screens.	
Are the brightness and/or contrast adjustable?			Separate adjustment controls are not essential, provided you can read the screen easily at all times.	
Does the screen swivel and tilt?			Swivel & tilt may not need to be built in. You may need to replace the screen if swivel/tilt is absent or unsatisfactory, work is intensive, and/or you have problems getting the screen to a comfortable position.	
Is the screen free from glare and reflections?			Use a mirror placed in front of the screen to check where reflections are coming from. You might need to move the screen or even the desk and/or shield the screen from the source of reflections.	
Are adjustable window coverings provided and in adequate condition?			Check that blinds work. Blinds with vertical slats can be more suitable than horizontal ones.	
<b>2 - Keyboards</b>				
Is the keyboard separate from the screen?			This is a requirement unless the task makes it impractical.	
Does the keyboard tilt?			Tilt need not be built in.	
Is it possible to find a comfortable keying position?			Try pushing the display screen further back to create more room for the keyboard, hands & wrists. If you have a thick, raising keyboard, you may need a wrist rest.	
Do you have good keyboard technique?			Training can be used to prevent hands bending up at wrist, hitting the keys too hard or overstretching the fingers.	
Are the characters on the keys easily readable?			Keyboards should be kept clean. If characters still can't be read the keyboard may need modifying or replacing. Matt keyboards reduce glare and reflection.	
<b>3 – Mouse, trackball etc.</b>				
Is the device suitable for the tasks it is used for?			The mouse and trackball are general purpose devices suitable for many tasks, and are available in a variety of shapes and sizes.	

## SEDBERGH SCHOOL HEALTH AND SAFETY POLICY

RISK FACTORS	Tick Answer		THINGS TO CONSIDER	ACTION TO TAKE
	Yes	No		
Is the device positioned close to you?			Most devices are best placed as close as possible eg right beside the keyboard. Training may be needed to prevent arm overreaching, try not to leave your hand on the device when it is not being used and try to keep your arm relaxed and wrist straight.	
Does the device work smoothly at a speed that suits you?			See if cleaning is required (e.g. of mouse, ball and rollers). A mouse mat may be needed.	
Can you easily adjust software settings and accuracy of pointer?			Ask if you need training in how to adjust device speed settings.	
<b>4 - Software</b>				
Is the software suitable for the task?			Software should help you carry out your tasks, minimise stress and be user-friendly. Training may be available. Software should respond quickly and clearly to user input, with adequate feedback, such as clear help messages.	
<b>5 - Furniture</b>				
Is the work surface large enough for all the necessary equipment, papers etc?			Can files/printers be moved to make more room? New phone/power sockets may enable equipment to be moved. There should be scope for rearrangement.	
Can you comfortably reach all the equipment and papers you need to use?			Is there scope for rearrangement to avoid discomfort. A document holder may be needed, positioned to minimise uncomfortable head and eye movements.	
Are surfaces free from glare and reflection?			Consider mats or blotters to reduce reflections and glare.	
Is the chair suitable and stable? Does the chair have a working: <ul style="list-style-type: none"> <li>• Seat back height &amp; tilt adjustment?</li> <li>• Seat height adjustment?</li> <li>• Swivel mechanism?</li> <li>• Castors or glides?</li> </ul>			The chair may need repairing or replacing if you are uncomfortable, or cannot use the adjustment mechanisms.	
Is the chair adjusted correctly?			Move any obstructions from under the desk to enable you to work sitting comfortably. Chair arms can stop you getting close enough to use the equipment properly. Consider removing them.	
Is the small of the back supported by the chair's backrest?			You should have a straight back, supported by the chair, with relaxed shoulders.	
Are forearms horizontal and eyes roughly the same height as the VDU?			Adjust the chair height to get your arms in the right position, then adjust the VDU height, if necessary.	

## SEDBERGH SCHOOL HEALTH AND SAFETY POLICY

RISK FACTORS	Tick Answer		THINGS TO CONSIDER	ACTION TO TAKE
	Yes	No		
Are feet flat on the floor, without too much pressure from the seat on the backs of the legs?			If not, a foot rest may be needed.	
<b>6 - Environment</b>				
Is there enough room to change position and vary movement?			Space is needed to move & stretch. Cables should be tidy and not a trip or snag hazard.	
Is the lighting suitable, e.g. not too bright or too dim to work comfortably?			You should be able to control light levels. Consider shading or repositioning light sources or providing local lighting, e.g. desk lamps.	
Does the air feel comfortable?			VDU's and other equipment may dry the air therefore circulate fresh air if possible. Plants may help. Consider a humidifier if discomfort is severe.	
Are levels of heat comfortable?			More ventilation or air conditioning may be required if there is a lot of electronic equipment in the room. Can the workstation be moved away for the heat source.	
Are levels of noise comfortable?			Consider moving sources of noise, e.g. printers, away from your workstation.	

### 7 – Final questions

If you have other problems with your VDU workstation that are not addressed above then mention them below.

Have you experienced any discomfort or other symptoms which you attribute to working with the VDU?

Are you aware of the entitlement to eye and eyesight testing?

Do you ensure that you have regular breaks working away from DSE's?

If you experience any ill health, that you feel is attributable to the use of the DSE, it may indicate that reassessment is required. Highlight this to the Estates Manager who will arrange for a reassessment to be undertaken.

## SEDBERGH SCHOOL HEALTH AND SAFETY POLICY

### APPENDIX 16

#### VEHICLES ON SITE

##### Parking

Sedbergh School is spread over 150 acres and has the following designated car parking areas:

<b>Location</b>	<b>Purpose</b>
• School Buildings	Teaching staff and visitors including to Powell Hall events
• Bursary & Queen's Hall	Bursary staff, QH staff and visitors, hirers of sports hall and pool
• Design Centre	DC staff, Arden Theatre performances & overspill for sports events
	Minibus parking area
• Boarding House service areas	House staff

On special occasions Hart, School and Sedgwick House yards may be used for the overspill of cars from visiting parents and visitors for large events such as, open and speech days.

Casterton, Sedbergh Prep School has a 25 acre site with the following designated car parking areas:

<b>Location</b>	<b>Purpose</b>
• Beside main front door	Visitors
• Hollybush area	Parents and visitors
• Car park beside kitchen door	Staff
• South of gymnasium	Staff and minibus parking

Contractors will be advised as to where they are permitted to park depending on where they are working. The **Works Foreman** will take control of all contractor parking.

##### Speed Limit

The on-site speed limit across the Sedbergh School and Prep School campuses is **5mph**.

##### Vehicle Movement Around Staff & Pupils

All staff are to be aware of the dangers posed by moving vehicles around pupils and staff: key risk areas are:

- School drive and car park adjacent School buildings
- Queen's Hall, delivery vehicles and Bursary/QH staff reversing
- the Bursary entrance

All reversing large goods vehicles (LGVs) must have a "**Banksman**" and any major contracted works where LGVs are on the premises must have a safe system of work with a strict control policy. The person responsible for supervising works where LGVs are involved must ensure that deliveries are avoided at peak times, ie when pupils are leaving and returning to Boarding Houses.

##### Prep School Campus

Pupils on the Prep School campus are classed as young and vulnerable, therefore, great care needs to be exercised when driving on campus at Casterton.

## **SEDBERGH SCHOOL HEALTH AND SAFETY POLICY**

Key risk areas are:

1. Driving around the one way circuit of Beale House and the Science block, gym building, Art and stables block.
2. LGVs being on site, bin lorries and delivery vehicles etc, should have a banksman and be controlled.
3. All other safety principles apply as per the Sedbergh site.

## SEDBERGH SCHOOL HEALTH AND SAFETY POLICY

### APPENDIX 17

#### CONTRACTORS/VISITORS

All contractors must report to **The Bursary on Loftus Hill**, where they will be asked to sign the visitors' book and wear an identification badge. Contractors will be issued with guidance on safeguarding children, fire procedures, local management arrangements and vehicle movement restrictions. Visitors' ID badges must be returned to the Bursary when contractors leave the site at the end of the working day. All regular Contractors must hold a current DBS.

The **Works Foreman** is responsible for monitoring areas where contractors work that may directly affect staff and pupils.

All contractors must be accompanied by the Works Foreman or Estates Manager to the area where they are to carry out works and introduced to the Matron, Housemaster/mistress, Tutor or Head of Department. If contractors are working in pupil sleeping accommodation then they should be accompanied, either by a member of the House staff, or the maintenance team. Contractors can work in boarding house common areas unaccompanied if they hold a DBS. If a contractor does not have a DBS then a risk assessment has to be carried out and they must be accompanied at all times.

All Contractors/workers must see the Asbestos Register and sign to say that they acknowledge the rules relating to working near asbestos and the exact location of any asbestos containing materials.

Prior to works commencing where there is deemed to be a significant hazard, a full risk assessment and method statement will be required, either written or electronic.

Works will not be permitted in term time where there is a significant risk to staff and pupils

The person responsible for hosting the visitors must ensure that they receive the necessary induction to comply with the Health and Safety at Work Act, etc, 1974. The key issues are:

- Fire evacuation procedures and means of escape
- Child protection and safeguarding
- Hot works permits
- Notified of any specific hazards which may cause them harm

The Estates Manager holds a full set of rules for contractors.

## SEDBERGH SCHOOL HEALTH AND SAFETY POLICY

### APPENDIX 18

#### MINIBUSES

The nominated member of staff from the site team (**appendix 21**) is responsible for the undertaking checks on and the operation of minibuses following guidance contained in the **School Transport Policy**, a copy of which is held in each vehicle, Common Room and Bursary. The person with overall responsibility for transport is the **Support Services Manager**.

He is responsible for the maintenance and yearly road tests required, including tax, MOT and servicing.

Staff requesting to use a Minibus should book this with the **Transport Administrator**. They must ensure that they check the vehicle for damage and that it has the correct amount of oil and fuel required for their journey. You must enter your name, department and the intended purpose of your journey in the Green log book located in the minibus.

Any defects must be logged and reported to the **Transport Administrator** as soon as possible.

Minibus driving training is available on request. Staff should contact the Support Services Manager if they wish to receive this training.

Any person who has passed their test post 1997 will be required, by law, to undertake the PCV driving test.

The procedure for accidents and emergencies, ie breakdowns, etc is clearly laid down in the **School Transport Policy** and the emergency rescue details are displayed on each vehicle windscreen.

Before setting out on a journey each driver should ensure that there is:

- A first aid kit
- A warning triangle
- Torch
- No obvious defects, worn/damaged tyres, all lights, horn and indicators work
- Sufficient fuel
- Seatbelts are in working order

Drivers are reminded that seat belts must be worn by all passengers, this is a legal requirement and a driver responsibility.

All drivers should take particular care in the event of a breakdown when carrying passengers, especially on a motorway.

# SEDBERGH SCHOOL

## HEALTH AND SAFETY POLICY

### APPENDIX 19

#### STRESS

##### Introduction

Sedbergh School is committed to protecting the health, safety and welfare of all employees. We recognise that workplace stress is a health and safety issue and acknowledge the importance of identifying and reducing workplace stressors.

This policy will apply to everyone in the School. Heads of Departments are responsible for implementation and the school is responsible for providing the necessary resources.

##### Definition of stress

The Health & Safety Executive defines stress as “the adverse reaction people have to excessive pressure or other types of demand placed on them”. This makes an important distinction between pressure, which can be a positive state if managed correctly, and stress which can be detrimental to health.

##### Policy

- The School will identify all workplace stressors and conduct risk assessments to eliminate stress or control the risks from stress. These risk assessments will be regularly reviewed.
- The School will consult with all staff on all proposed action relating to the prevention of workplace stress.
- The School will provide training for all managers and supervisory staff in good management practices.
- The School will provide confidential counselling for staff affected by stress caused by either work or external factors.
- The School will provide adequate resources to enable managers to implement the School’s agreed stress management strategy.

##### Responsibilities

##### Managers & Heads of Departments

- Conduct and implement recommendations of risks assessments within their jurisdiction.
- Ensure good communication between management and staff, particularly where there are organisational and procedural changes.
- Ensure staff are fully trained to discharge their duties.
- Ensure staff are provided with meaningful developmental opportunities.
- Monitor workloads to ensure that people are not overloaded.
- Monitor working hours and overtime to ensure that staff are not overworking. Monitor holidays to ensure that staff are taking their full entitlement.
- Attend training as requested in good management practice and health and safety.
- Ensure that bullying and harassment is not tolerated within their jurisdiction.
- Be vigilant and offer additional support to a member of staff who is experiencing stress outside work eg bereavement or separation.

##### Human Resources

- Give guidance to managers on the stress policy, including supporting managers in implementing stress risk assessments.
- Help monitor the effectiveness of measures to address stress by collating sickness absence statistics.
- Advise managers and individuals on training requirements.
- Encourage referral to occupational workplace counsellors where appropriate.
- Support individuals who have been off sick with stress and advise them and their management on a planned return to work.
- Refer to workplace counsellors or specialist agencies as required.

## **SEDBERGH SCHOOL HEALTH AND SAFETY POLICY**

- Monitor and review the effectiveness of measures to reduce stress.
- Inform the employer and the Health & Safety Committee of any changes and developments in the field of stress at work.

### **Employees**

- Raise issues of concern with your Safety Representative, line manager or occupational health.
- Accept opportunities for counselling when recommended.

### **Safety Representatives**

- Safety Representatives must be meaningfully consulted on any changes to work practices or work design that could precipitate stress.
- Safety Representatives must be able to consult with members on the issue of stress including conducting any workplace surveys.
- Safety Representatives must be meaningfully involved in the risk assessment process.
- Safety Representatives should be allowed access to collective and anonymous data from HR.
- Safety Representatives should be provided with paid time away from normal duties to attend any training relating to workplace stress.
- Safety Representatives should conduct joint inspections of the workplace at least every three months to ensure that environmental stressors are properly controlled.

## **SEDBERGH SCHOOL HEALTH AND SAFETY POLICY**

### **APPENDIX 20**

#### **LEGIONELLA**

The School complies with advice on the potential risks from Legionella as identified in the **Health & Safety Guidelines L8 document**.

**The maintenance team** will be responsible for identifying and flushing rarely used outlets on a monthly basis and after School holiday periods. Water temperature checks will be undertaken on a monthly basis in accordance with L8.

The nominated member of the site team (**appendix 21**) will ensure, in conjunction with **Western Environmental Services** that any showers or other areas where water droplets are formed are disinfected and de-scaled on a quarterly basis.

The School has a planned preventative maintenance programme in place to monitor Legionella and the Estates Manager and Works Foreman are responsible for the implementation of the management plan to control Legionella.

## SEDBERGH SCHOOL HEALTH AND SAFETY POLICY

### APPENDIX 21

#### KEY ADVISORS IN SPECIALIST AREAS FOR HEALTH AND SAFETY

Peter Marshall	Bursar
Justine Mahon	Nursing, caring for sick pupils and medication
Glen Dugdale	Estates Manager – accident and near miss reporting, work at heights, Legionella, asbestos, fire
Alasdair McMeechan	Head of Science – Science
Simon Arnold	Head of Design – DT
Peter Kliszat	Works Foreman – building repair, general maintenance, fire & pool
Mike Wilson	School Electrician – School electrical rules, fire & security alarms
Graham Staveley	Foreman Joiner – maintenance
Martin Airey	Support Services Manager – transport and cleaning products
Katie Sawyer	Hospitality Manager – food hygiene
Ian Christy – CCF	SSI – weapons and ammunition
Jim Fisher	Director of Adventure Activities – outdoor activities
Rev Paul Sweeting	Chaplain – pastoral care

#### Trained First Aid staff:

	<u>Expiry Date</u>	
Diane Airey	October 2017	Prep School
Chris Allinson	February 2019	Music/School House
Joy Anderson	October 2017	Carus
Jordan Annett	June 2018	PE/Sedgwick
Mark Appleton	October 2017	Physics/Winder
David Armitage	October 2017	Physics
Simon Arnold	October 2019	Design
Abi Astin	October 2018	Art
Izzy Beighton	October 2019	Sport
Debs Baines	September 2017	Prep School
Faye Barker	September 2019	Prep School
Catherine Bettney	October 2018	EAL
Timothy Bolderstone	February 2019	MFL/Winder
Lisa Cash	February 2019	Brown of Sedbergh Shop
Kathy Catto	May 2019	Winder
Hayley Christy	April 2019	EAL/Robertson
Steve Cooling	February 2019	Geography
Mel Corrigan	October 2017	Learning Support
Haydn Davies	June 2018	Maths
Katy de la Riviere	March 2018	Archives
James Doherty	October 2018	Prep School
Katy Douglas	December 2018	Prep School
Paul Fairclough	February 2019	History/Politics
Amanda Ferguson	October 2018	Registrar's dept
Jim Fisher	October 2018	Geology
Emily Fitzherbert	March 2018	Biology/Carus
Anne Fleck	November 2018	Headmaster's spouse
Dick Gorst	September 2019	Prep School
Amy Grace	May 2019	Marketing
Colin Gunning	June 2018	Chemistry/Carus
Tracey Gunning	March 2017	Business Studies/Carus

## SEDBERGH SCHOOL HEALTH AND SAFETY POLICY

	<u>Expiry Date</u>	
Cate Hall	October 2017	Maths
Lizzie Harrison	November 2018	Registrar's dept
Chris Hattam	November 2017	RS/Shoot/School House
Nichola Hetherington	October 2018	Chemistry
Nick Hind	October 2019	Sport/Powell
Luke Hollis	October 2018	Prep School
Matt Holyland	September 2019	Prep School
Phil Hoskin	September 2019	Prep School
Patricia Hoad	March 2018	Evans
Rebecca Hubbard	May 2019	Physics
Miranda Jarrett	September 2019	Prep School
Ed Kearton-Gee	November 2018	Art
Alexia Killgren	Nov 2018	English
Monika Kinder	May 2019	Hart
Elaine Lewis	October 2019	Learning Support
Iwan Lewis	Nov 2018	Mathematics
Paul Lucas	October 2019	Psychology
Jenny Macdonald	October 2018	Chemistry
Chris Mahon	June 2018	PE
Amy Marnoch	May 2017	Prep School
Lauren Marshall	April 2019	Prep School
Alisdair McMeechan	June 2018	Biology
Anastasia Micklethwaite	May 2019	Prep School
Nicky Millington	March 2018	SSDL
Eleanor Moore	September 2019	Prep School
Sam Moore	February 2019	Grounds
Caroline Morgan	Nov 2018	Mathematics
James Morgan	October 2018	Geography
Stuart Oliver	May 2019	PE/Sedgwick
Richard Parker	June 2019	Design
Susan Perkin	December 2017	Prep School
Howard Pimblett	March 2018	Biology
Sian Pittman	March 2018	Design
Philippa Prall	November 2018	History
Aidan Rhatigan	February 2019	MFL
Jon Richardson	October 2018	Geog/Running
Claire Robinson	April 2019	Prep School
Julia Rollings	September 2019	Prep School
Helen Rowland	March 2017	Geography
Ros Sanders	October 2019	Relief Matron
Will Scarr	October 2017	Design
Lucia Sdao	March 2018	Sport
Mark Shopland	June 2018	PE
Martin South	Nov 2018	Grounds
Martin Speight	June 2018	Games
Amy Shaw	March 2018	Prep School
Chris Swainson	June 2018	Physics/Maths
Paul Sweeting	January 2019	RS
David Thompson	May 2019	SSDL
Jill Tiffin	May 2019	Lupton
Daniel Tuson	February 2019	Grounds

## SEDBERGH SCHOOL HEALTH AND SAFETY POLICY

	<u>Expiry Date</u>	
Jane Tulloch	March 2018	Evans
Val Varley	October 2017	Relief Matron
Charles Vereker	March 2019	Prep School
Anne Waller	June 2018	Robertson
Ellie Wallis	March 2018	Prep School/Carus
Cathy Want	October 2018	Drama
Brian Williams	February 2019	Chemistry/Sedgwick
Angela Wilson	November 2018	HM's Office
Mike Wilson	May 2019	Maintenance
Emma Wood	June 2018	Biology
Andrew Worgan	November 2018	Chemistry
Michelle Wright	February 2019	Bookroom
Kate Wright	February 2019	MFL
Lotte Wright	November 2017	English/Lupton

The undermentioned have completed the RFU Immediate Care in Sport Course, a qualification which is annually updated –

Justine Mahon  
Jess Hattam

## **SEDBERGH SCHOOL HEALTH AND SAFETY POLICY**

### **KEY MEMBERS RESPONSIBLE FOR HEALTH AND SAFETY**

#### **Members of the Health and Safety Committee:**

Peter Marshall, Bursar  
Toby Lehmann, Deputy Bursar (Chairman)  
Glen Dugdale, Estates Manager  
Scott Carnochan, Prep School Headmaster  
Dan Harrison, Second Master  
Colin Gunning, Deputy Head (Pastoral), Chemistry  
Stuart Oliver, Director of Sport & Extra-Curricular  
Simon Arnold, Head of Design Department  
Jim Fisher, Director of Adventure Activities  
Nicky Millington, Commercial Manager  
Mark Appleton, Physics  
Alisdair McMeechan, Biology  
Justine Mahon, School Nurse  
Martin South, Grounds Manager  
Ian Christy, CCF SSI

## SEDBERGH SCHOOL HEALTH AND SAFETY POLICY

### APPENDIX 22

#### HIRERS, CONTRACTORS AND OTHERS

When the premises are used for purposes not under the direction of the Headmaster or Bursar (as appropriate) then the principal person in charge of the activities for which the premises are in use will have responsibility for safe practices as indicated in paragraph three of this document.

The Headmaster, or Bursar (as appropriate) will seek to ensure that, so far as is reasonably practicable, hirers, contractors and others who use the School's premises conduct themselves and carry out their operations in such a manner that all statutory and advisory safety requirements are met at all times.

When the School's premises or facilities are being used out of normal School hours for a School-sponsored activity then, for the purposes of this policy, the organiser of that activity, even if an employee, will be treated as a hirer and will comply with the following requirements of this section.

When the premises are hired to persons outside the employ of the Governors, it will be a condition for all hirers, contractors and others using the School's premises or facilities that they are familiar with this policy, that they comply with all safety directives of the Governors and that they will not without the prior consent of the Governors.

- a) introduce equipment for use on the School premises
- b) alter fixed installations
- c) remove fire and safety notices or equipment
- d) take any action that may create hazards for persons using the premises or the staff or pupils of the School.

All contractors who work on the School premises are required to be competent in their work and to ensure safe working practices by their own employees under the provisions of the Health and Safety at Work, etc, Act 1974 and must pay due regard to the safety of all persons using the premises in accordance with the Health and Safety at Work, etc, Act 1974.

In instances where the contractor creates hazardous conditions and these are known to the Headmaster or Bursar (as appropriate) and refuses to eliminate them or to take action to make them safe the Headmaster or Bursar (as appropriate) will take such actions as are necessary to prevent persons in his or her care from risk of injury.

The Governors draw the attention of all users of the School premises (including hirers and contractors) to S.8 of the Health and Safety at Work, etc, Act 1974, which states that no person shall intentionally or recklessly interfere with or misuse anything which is provided in the interests of health, safety or welfare in pursuance of any of the relevant statutory provisions.

For the avoidance of doubt, a copy of this School policy is made available to each contractor who, in turn, will furnish the School with a copy of their own Health & Safety Policy.

All hirers must receive induction and essential information on fire & evacuation procedures and contact telephone numbers in case of emergency, ie maintenance issues etc. It will be the Commercial Manager's responsibility to prepare a written brief of these details in accordance with **appendix 26**.

## SEDBERGH SCHOOL HEALTH AND SAFETY POLICY

### CONSTRUCTION (DESIGN & MANAGEMENT) REGULATIONS 2015 (CDM)

The School has a duty under the Construction (Design & Management) Regulations 2015 (CDM) to make suitable and sufficient arrangements for managing construction projects and ensuring that sufficient time and resources are allocated. Regulation 4 & 5 of the regulations are applicable to the School as client and can be found at: <http://www.hse.gov.uk/pubns/priced/l153.pdf>

Regulation 6 of the CDM 2015 states the trigger for CDM is:

1. Works lasting longer than 30 days and have more than 20 workers
2. Works exceeding 500 person days

Where works fall into this category then the HSE have to be notified by completing and submitting an F10 form. The culmination of **all works** (including industrial cleaning and catering installations are to be accounted for within the above trigger for CDM).

The School management must ensure that when they appoint key personnel on CDM projects (Principal Designer, Principal Contractor) that they are competent to carry out the role and have the necessary:

- skills
- knowledge
- experience
- training

If School staff are engaged in any works under CDM, ie cleaners, in house maintenance, etc, then they require the relevant induction, with the necessary skills, knowledge, experience and training.

## SEDBERGH SCHOOL HEALTH AND SAFETY POLICY

### APPENDIX 23

#### POOL

The pool is run and operated within the guidelines of the HSE document “Managing Health and Safety in Swimming Pools” and each School has its own **Pool Operating Procedures**.

**[Click here for senior school](#)**

**[Click here for prep school](#)**

Guidance within the Pool Operating Procedures includes:

Lifeguard requirement

Supervision

Pool security

Lone swimming – **THIS IS NOT ALLOWED UNDER ANY CIRCUMSTANCES**

First Aid

Emergency Action Plan

Contact Numbers

Rules for outside users (hirers)

## SEDBERGH SCHOOL HEALTH AND SAFETY POLICY

### APPENDIX 24

#### EMERGENCY PLANS

The Headmaster and Bursar will ensure that an emergency plan is prepared to cover all foreseeable major incidents which could put at risk the occupants or users of the School. This plan will indicate the actions to be taken in the event of a major incident so that everything possible is done to:

- a) save life
- b) prevent injury
- c) minimise loss.

This sequence will determine the priorities of the emergency plan.

The plan will address such foreseeable incidents as fire, explosion, suspicious package, telephone warning and unauthorised intrusion, be agreed by the Governors and be regularly rehearsed by staff and pupils. The result of all such rehearsals will form part of the regular risk assessment survey and the outcome will be reported to the Governors.

A separate disaster recovery plan is held in the Bursary and Headmaster's office, and in the homes of all SLT members, which covers the above issues, and can also be found by clicking on this [link](#).

# SEDBERGH SCHOOL

## HEALTH AND SAFETY POLICY

### APPENDIX 25

#### SECURITY ARRANGEMENTS

##### SENIOR SCHOOL

###### Boarding Houses

Housemasters/Mistresses, House Tutors and Matrons are collectively responsible for the security of their boarding houses and in conjunction with the Second Master they must implement rules for pupil movement to and from the boarding houses for child protection measures.

Building security is controlled by coded key pad entry on all external doors, all ground floor windows should be secured at night time and have window opening restrictors to prevent intruders and pupils absconding.

Girls' boarding houses have installed intruder alarm systems on all ground floor bedrooms and have CCTV coverage on main entrances.

###### Securing of School Buildings

The School Security team member (managed by the **Support Services Manager**) is responsible for securing of buildings after each day's events; however, all staff should take responsibility for their own department at the end of a working day, ie shutting windows, turning lights out and locking up.

###### Security Patrols

The School Security team member (on a rota) will carry out a final lock up patrol between 21.00hrs and 23.00hrs, during the lock up the Security Team member will complete a security check sheet and note any security breaches; these breaches of security will be reported to the **Support Services Manager** the next working morning.

##### PREPARATORY SCHOOL

###### Boarding Houses

Housemasters/Mistresses and Matrons are collectively responsible for the security of their boarding houses and must implement rules for pupil movement to and from the boarding houses for child protection measures.

Building security is controlled by coded key pad entry on all external doors, all ground floor windows should be secured at night time and have window opening restrictors to prevent intruders and pupils absconding.

All boarding houses have installed intruder alarm systems on all ground floor bedrooms and have CCTV coverage on main entrances and other key areas.

###### Securing of School Buildings

The securing of School buildings is undertaken by specific School personnel on a rota basis. These personnel report directly to the **Prep School Headmaster**. They are responsible for securing of buildings after each day's events; however, all staff should take responsibility for their own department at the end of a working day, ie shutting windows, turning lights out and locking up.

## **SEDBERGH SCHOOL HEALTH AND SAFETY POLICY**

### **Locking Up Procedure (School Buildings Only)**

The School lock-up personnel (on a rota) will carry out a final lock-up patrol between 22.00hrs and 23.00hrs. The member of staff will secure all windows, doors and turn off any lights before finally setting the School buildings alarm. Any breaches of security will be reported to the **Prep School Headmaster** the next working morning.

## SEDBERGH SCHOOL HEALTH AND SAFETY POLICY

### APPENDIX 26

#### REPORTING OF DEFECTS

In order to maintain a safe and healthy environment the School has installed an electronic reporting system for all building related defects which operates over the School intranet.

This "Help Desk" can be accessed on the intranet by clicking "**Help Desk**". Entering a new defect is simple, just log in (using network log-in details), click on "new ticket", then "works", and fill in all the details on the form. Items asterisked are mandatory.

There are three priority categories, category one is the one to choose if the defect is a health and safety immediate priority, category three is routine.

Out of hours defects which are of a health and safety/life or death nature should be reported to the School's duty member of staff on the emergency telephone number **07795 331557**: staff should note that this number is for extreme emergencies only.

Should any of the above systems fail, especially out of hours callouts, then staff may contact our nominated Contractors, **but only in extreme circumstances**.

#### List of approved Contractors

##### Electrical Problems

CBS Electrical	07834 284838
Howsons Electrical	07813 877548

##### Plumbing & Heating

David Fairclough	01524 770932
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##### Fire Alarms

FTS	015397 267733
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##### Building Issues & Blocked Drains

George Baines	07977 514229
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## **SEDBERGH SCHOOL HEALTH AND SAFETY POLICY**

### **APPENDIX 27**

#### **ELECTRICAL RULES FOR PUPILS**

**Electrical faults and equipment are the biggest cause of fires in occupied buildings.**

The following rules have therefore been prepared solely for the safety of everyone living and working in our boarding houses:

1. Portable heaters are not allowed in boarding accommodation unless they have been supplied and authorised by the Estates Manager.
2. Electrical devices that produce heat such as kettles, toasters, fridges, etc are not allowed in bedrooms or studies.
3. Only one 4-gang electrical extension lead of no more than 2m in length and fitted with a UK 13amp plug is allowed per pupil.
4. All electrical appliances must be fitted with a fuse of no more than 5 amps.
5. Desk lamps must have a maximum of 9 watt low energy bulb and not exceeding the wattage marked on the desk lamp itself.
6. Multi-way adaptors, multi-sockets and mains fairy lights are not allowed.
7. Defective or damaged sockets, switches, cables and electrical appliances must not be used and immediately reported to Matron or Housemaster/mistress.
8. Do not use drawing pins, nails, staples, etc in walls as there are buried electric cables beneath.
9. Do not tamper with the covers of electrical distribution boxes, switches, sockets, electrical appliances or any other part of the School's electrical system.

#### **SEDBERGH SCHOOL ELECTRICAL GOOD PRACTICE**

1. Chargers and heated hair styling appliances should be switched off at the socket when not in use.
2. Do not cover any part of electrical appliances, cables, sockets or switches as they may overheat.
3. Switch off electrical appliances when they are not in use.
4. Keep combustible material (eg paper and curtains) away from electrical appliances.
5. Do not move furniture from its designated position as it may be hard wired into the mains.
6. Keep electrical appliances and cables away from sources of heat such as radiators and heating pipework.

The Works Foreman or School Electrician accompanied by the Matron and or Housemaster/mistress will carry out a termly inspection of pupil boarding accommodation to enforce the Electrical Rules for Pupils. Any equipment which breaches the above rules will be removed and given to Housemasters/mistresses.

If in doubt, please ask your Housemaster/Housemistress, who can obtain advice from the School Electrician.

## SEDBERGH SCHOOL HEALTH AND SAFETY POLICY

### APPENDIX 28

#### WASTE DISPOSAL

In the interest of the health and safety of the School community, parents and visitors, as well as the School's moral and legal obligations to preserve the environment, all waste generated on the School site must be disposed of in accordance with The Environmental Protection Act 1990, "The Controlled Waste (England & Wales) Regulations 2012, The Hazardous Waste Regulations 2005, The Waste Electrical Equipment Directive 2006, The Ionising Radiation Regulations 1999 and other such regulations.

Every time a consignment of waste is removed from site it must only be removed and disposed of by a "Licenced Registered Waste Carrier, and that waste carrier must have a licence which is issued by the Environment Agency (EA). Licenced registered waste carriers are issued with a certificate by the EA which has an expiry date and duly signed for and behalf of the Secretary of State. Great care must be taken to check the waste carriers details are bona-fide and to ensure that identities and addresses are checked. A copy of all waste carriers certificates should be handed to the Support Services Manager.

The School currently disposes of the following waste:

1. Commercial / domestic (general refuse)
2. Recycling – cardboard, paper, tin, plastic, glass, wood
3. Builders' waste
4. Asbestos (via a licenced Asbestos Contractor)
5. Chemicals (cleaning materials)
6. Electrical, IT equipment, fridges, light fittings etc
7. Scrap metals
8. Clinical
9. Curriculum chemicals
10. Sludge
11. Cooking oils
12. Vehicle and machine oils
13. Herbicides
14. Radioactive materials
15. Feminine hygiene
16. Vehicle and small batteries

**The under mentioned personnel are responsible for the legal disposal of waste**

<b>Type of Waste</b>	<b>Person Responsible</b>
Commercial/domestic	Support Services Manager
Recycling	Support Services Manager
Sludge (septic tanks)	Estates Manager
Vehicle and machine oils	Department manager
Wood	Works Foreman
Builders waste	Works Foreman
Electronic waste	Works Foreman
Scrap metals	Works Foreman
Vehicle batteries	Department manager
Curriculum chemicals	Head of Chemistry

## SEDBERGH SCHOOL HEALTH AND SAFETY POLICY

<b>Type of Waste</b>	<b>Person Responsible</b>
Cooking oils	Hospitality Manager
Small batteries (torches etc)	School Shop
Herbicides/grounds care chemicals	Grounds Manager
Cleaning chemicals	Cleaning Supervisor
Feminine hygiene	Cleaning Supervisor
Clinical waste	Nurse
Radioactive materials	Head of Physics

Occasionally scrap metal dealers call at the School wanting to buy scrap for cash, employees are forbidden to deal with any waste carrier for cash deals. All waste must be disposed of through a licenced waste carrier and all payments must be processed through the accounts department.

The Support Services Manager is the coordinator of the appointment of all waste carriers/contractors and he will keep all records of waste carriers. After each waste disposal consignment a waste consignment note should be produced by the person taking the waste from site, this note has to be kept for five years by the person responsible and produced on request from the EA.

## SEDBERGH SCHOOL HEALTH AND SAFETY POLICY

### APPENDIX 29

#### SUPPORTING EVIDENCE FORM FOLLOWING A RIDDOR EVENT

1. **Name of person completing this form (& role):**
2. **Date & time of accident/incident:**
3. **Weather conditions:**
4. **Location of accident/incident:**
5. **Name of injured person:**
6. **Is the injured person a pupil/member of staff of Sedbergh School?:**
7. **House or Address of injured person:**
8. **Type of injury:**
9. **Was the injured person taken directly to hospital as a result of the injury?:** Yes/No  
**If yes, which hospital:**
10. **List of witnesses:** (names, addresses and telephone numbers – including other staff at the event)

(if sport, list supervising members of staff, referee, coaches and medical staff)

11. **Summary of events:** (as much detail as possible)

Signed: .....Print Name: ..... Date: .....

Once completed, please submit this form to the Estate Manager

**SEDBERGH SCHOOL  
HEALTH AND SAFETY POLICY**

**APPENDIX 30**

**SIGNIFICANT IDENTIFIED RISKS – PREP SCHOOL SITE**

H&S Significant Risks\CSPS Significant Risks Identified Nov '16.docx

**SEDBERGH SCHOOL  
HEALTH AND SAFETY POLICY**

**APPENDIX 30 A**

**SIGNIFICANT IDENTIFIED RISKS – SENIOR SCHOOL SITE**

H&S Significant Risks\Senior School Significant Risks Identified Aug '16.docx