



The Duke of York's  
Royal Military School

## Health and Safety Policy

<b>Date of Approval by Interim Chairman on behalf of the Governing Body:</b>	30 September 2020 <hr/>
<b>Signed: Mrs Jenny Lycett</b>	 <hr/>
<b>Position: Interim Chairman</b>	

Reviewed and agreed by the Interim Chairman on behalf of the Board of Governors  
on 30 September 2020

Last reviewed:	February 2014 May 2015 May 2016 May 2017 May 2018 May 2019 Sep 2020
Next review:	Sep 2021

## ETHOS AND BOARDING AIMS

### Ethos

Our aim is to provide all-round education with an academic focus. We will promote the full development of students by providing a secure, professional and caring environment in which each student is encouraged to reach his or her individual potential and is prepared for the opportunities, responsibilities and experiences of adulthood. These goals will be achieved in the context of a learning, spiritual, moral and pastoral ethos, which respects values of Christian and other faith communities, and our unique military tradition.

### Boarding Aims

- To promote the personal student values of courage, discipline, respect, integrity, loyalty and commitment within an environment where learning is at its heart.
- To promote a pastoral environment in which **all** students can live, grow and be happy.
- To develop a sense of community and belonging within our 100% co-educational boarding school.
- To develop and foster supportive relationships between students, parents, staff and other stakeholders.
- To understand and provide for the particular and evolving educational and boarding needs of the military community.
- To promote a respect for the rights of others and their property.
- To promote good manners and develop social skills "*Manners Maketh Dukies*".
- To promote the "student voice" in the discussion of boarding matters.
- To promote and develop the unique military ethos of the School.
- To provide a boarding environment which develops respect for others and where bullying or other forms of harassment are not tolerated.
- To provide students with a range of activities and experiences which will develop their character, resilience and leadership skills, allowing students to make a positive contribution to our School community and beyond.
- To provide the highest quality boarding accommodation, pastoral care and medical care that complies with the National Minimum Standards for Boarding Schools and exceed them wherever possible.

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**1 Introduction**

- 1.01 The School recognises and accepts that every one of its employees, students and visitors to the School is entitled to a safe and healthy environment.
- 1.02 It is the intention of the Governing Body of the School that all appropriate steps will be taken to meet statutory requirements, approved codes of practice and guidance notes in establishing a safe and healthy environment in accordance with the Health and Safety at Work Act 1974 (HSWA) and Management of Health and Safety at Work Regulations 1999.
- 1.03 The overall high quality of the environment will be evidence of a strong ethos of housekeeping, which will permeate the School community and an awareness of the fabric and appearance of the building will be demonstrated by students and employees on a daily basis.
- 1.04 All employees have both a duty and a responsibility to take reasonable care to avoid injury to themselves and others and to co-operate to ensure statutory duties and obligations are fulfilled. The School's Health and Safety Policy can only be successfully implemented with the full co-operation of everyone concerned.

Mrs Jenny Lycett  
Interim Chairman of Governors

## **2 Responsibilities**

### ***Responsibilities of the Governing Body***

- 2.01 In discharging its responsibilities, the Governing Body will:
- i make itself familiar with the requirements of the appropriate legislation and approved codes of practice;
  - ii create and monitor a management structure for Health and Safety;
  - iii ensure that there is an effective and enforceable policy for the provision of health and safety throughout the School, and, that it is implemented;
  - iv periodically assess the effectiveness of the policy and ensure that any necessary changes are made; and
  - v identify and evaluate risks relating to possible accidents and incidents connected with School-sponsored activities, including work experience.
- 2.02 In particular, the Governing Body undertakes to provide as far as is reasonably practicable:
- i a safe place for all users of the site to work, including safe means of entry and exit;
  - ii plant, equipment and systems of work that are safe;
  - iii safe arrangements for the handling, storage and transportation of articles and substances;
  - iv safe and healthy working conditions that take account of appropriate statutory requirements, approved codes of practice and guidance;
  - v supervision, training and instruction so that all staff and students can perform their school-related activities in a healthy and safe manner; and
  - vi provide safety and protective equipment and clothing, with associated guidance, instruction and supervision.

### ***Responsibilities of the Principal***

- 2.03 The Principal has responsibility for the day-to-day development and implementation of safe working practices and conditions for all staff, students and visitors. The Principal will take all reasonably practicable steps to ensure that the Health and Safety policy is implemented.

### ***Responsibilities of the Bursar***

- 2.04 The Principal has designated a member of the Senior Leadership Team to be the School's lead on Health and Safety management. This person is the Bursar.

### ***Responsibilities of the Estates Bursar***

- 2.05 The Estates Bursar is responsible for the day to day implementation of the Health and Safety Policy and is the School's competent person. The Estates Bursar will be the designated contact with the Health and Safety Executive. The Estates Bursar will provide day to day advice to the Principal and Bursar by way of risk assessments, routine facilities checks and legislative updates assisting them to discharge their responsibilities.

### ***Responsibilities of Supervisory Staff***

- 2.06 All supervisory staff will make themselves familiar with the requirements of health and safety legislation and approved codes of practice that are relevant to the work of their area of responsibility.
- 2.07 In addition to the general duties that all employees have, they will be directly responsible for the implementation and operation of the School's Health and Safety Policy within their relevant departments and areas of responsibility.
- 2.08 Responsibility for aspects of Health and Safety are written into the Job Descriptions of School employees
- 2.09 All staff in a supervisory role will take a direct interest in the School's Health and Safety Policy and in ensuring that employees, students and visitors comply with its requirements.

### ***Responsibilities of all members of staff***

- 2.10 All staff are expected to familiarise themselves with the Health and Safety implications of their work and avoid conduct which would put themselves or anyone else at risk.
- 2.11 In particular, members of staff will:
- i be familiar with the Health and Safety Policy and all safety requirements laid down by the Governing Body;
  - ii ensure that employees, students and visitors are applying Health and Safety regulations, rules, routines and procedures effectively;
  - iii undertake plant, machinery and equipment checks, use plant, machinery and equipment only for it's intended purpose and only use plant, machinery equipment for which they have had suitable training;
  - iv use the correct equipment and tools for the task and any protective equipment or safety devices that may be supplied;

- v ensure that toxic, hazardous and highly flammable substances are correctly used, stored and labelled;
- vi report any defects in the premises, plant, equipment and facilities that they observe to the Estates Bursar via the Facilities Management Helpdesk
- vii take an active interest in promoting Health and Safety and suggest ways of reducing risks.

### ***Health and Safety Committee***

- 2.13 The School has a Health and Safety Committee which meets 3 times per year and will monitor Health and Safety issues within the School. The Committee will report to the Governing Body and has formal terms of reference.

### ***Health & Safety Representatives***

- 2.14 The school has nominated H&S representatives indicated on the Health and Safety at Work Posters to allow employees to raise H&S concerns with. These representatives will be included in the H&S Committee and will act as an additional communication channel between the employer and the employees

## **3 Safety Education**

- 3.01 The DfE has published guidance for schools on Safety Education. This guidance shows how the curriculum for Personal and Health Education (PSHEE) and Citizenship can address the issue of accidental injury and death in children and young people.
- 3.02 One of the aims of PSHEE is to enable children to apply personal and social skills to a range of contexts in their lives. Skills in risk assessment learned in relation to preventing accidents are transferable to other issues.
- 3.03 This DfE's guidance also sets out the general teaching requirement for health and safety in relation to science, design and technology, information and communication technology, art and design, and physical education.

## **4 Health & Safety Arrangements**

### ***4.01 Risk assessment***

Good health and safety management is underpinned by effective risk assessment that is accessible and implementable by staff in the course of their working life. The requirement for suitable and sufficient risk assessment is detailed in the Management of Health and Safety Regulations 1999. The arrangement for effective risk assessment include:

- The Estates Bursar will maintain a register of risk assessments undertaken across the site and ensure reviews are made annually following significant change or incident.

- Risk assessments will be undertaken collaboratively between the Estates Bursar, those undertaking the task and anyone with specialist knowledge of the task.
- Risk assessments will be available to all staff that undertake a particular task or use a particular area and communicated with following review.
- Training on undertaking risk assessments and risk awareness will be delivered as necessary to all staff.
- Risk assessments will be signed by assessors and recorded in line with the School's Archive Policy.

#### 4.02 ***Fire Safety***

Fire safety will be managed across the site in line with the Regulatory Reform Fire Safety Order 2005, as well as any other applicable fire safety legislation. Specific arrangements include:

- Independent Fire Risk Assessment undertaken across the site and reviewed annually or following significant change or incident.
- Findings from the Fire Risk Assessment undertaken communicated and actioned.
- Emergency procedures developed, communicated and tested three times per year. Escape routes regularly checked and maintained.
- Fire detection equipment installed and maintained by a competent contractor and tested weekly where practicable.
- Fire fighting equipment provided as per the Fire Risk Assessment, maintained at least annually and checked monthly.
- Fire doors and compartmentation regularly checked and maintained.
- Information, instruction and training provided as necessary.
- Coordination with the emergency services and Fire Officer as required.
- Suitable statutory signage in place for all arrangements.
- Records made and kept in line with the School's Archive Policy.

#### 4.03 ***Electrical Safety***

Electrical installations, electrical equipment and work on electrical installations will be safely managed in line with relevant legislation including Electricity at Work Regulations 1989 and BS7671. Arrangements include:

- Full fixed wiring testing and inspection across the whole site every five years as a minimum and every year for the swimming pool.
- All C1, C2 and FI remedials will be undertaken in line with the recommended timeframes. C3 remedials will be addressed through planned maintenance arrangements.
- All installation work to be completed to BS7671 and suitable certification received and stored.
- Portable electrical equipment will be subject to suitable testing by a competent person no more than every five years for low risk environments (e.g. offices), every two years for medium risk environments (e.g. general classrooms) and every year for high risk environments (e.g. boarding houses and higher risk classrooms).
- PAT equipment will be calibrated annually

- General maintenance staff will be trained in electrical safety awareness suitable to their role and engineers will receive regular training suitable for undertaking their role safely.

#### 4.04 ***Gas Safety***

All gas installations, including but not limited to boilers, catering installations and science labs, will be managed in line with the requirements of The Gas Safety (Installation and Use) Regulations 1998. Arrangements include:

- All domestic and commercial gas installations and infrastructure will be worked on only by competent individuals.
- Contractors employed will be Gas Safe registered and will only work on installations they are qualified and registered to work on (commercial or domestic)
- Engineers employed directly by the school will be trained and the School will maintain their Gas Safe registration requirements.
- Gas safety certification will be obtained for all installation and servicing undertaken and retained on site in line with the School's Archive Policy.
- All gas installations will be inspected annually as a minimum and visually checked at least every three months
- Emergency isolation facilities, procedures and training will be provided, reviewed and communicated as necessary.
- The Estates Bursar will report incidents qualifying for RIDDOR reporting as required.

#### 4.05 ***Water Safety***

Water hygiene at the School presents a particular challenge due to the age of the installations and the number of outlets, especially showers. Arrangements in place to comply with the Approved Code of Practice L8 and HSG274 include:

- Independent water risk assessment undertaken at least every two years, with remedial actions identified undertaken in line with prioritisation.
- Written scheme and management arrangements in place to undertake necessary temperature checks, flushing and descaling to maintain water quality.
- Dosing, tank cleaning and chlorinations will take place as required but no more than every three years.
- Sampling and UKAS accredited testing will take place in line with the requirements of the water risk assessment.
- Employees undertaking roles in the management of water hygiene on site will receive training appropriate to their role as well as the necessary instruction and equipment to be competent.
- Records of all checks, maintenance and sampling reports will be maintained on site in line with the School's Archive Policy.

#### 4.06 ***Asbestos***

Asbestos related diseases remain one of the major causes of work-related death in the UK. Buildings built before 2000 are likely to have been built with asbestos containing materials, the majority of which can be safely managed in situ through

good robust management arrangements as detailed in the Control of Asbestos Regulations 2012. The arrangements at the School include:

- Site wide management survey undertaken by an accredited provider as necessary but no longer than every five years.
- Encapsulation and removal remedials undertaken following the survey by an accredited provider and the survey updated to reflect this along with waste transfer notes demonstrating safe disposal.
- Priority assessment undertaken and management plan produced in collaboration between the Estates Bursar and surveying company reviewed annually, following change or incident.
- Actions, such as regular visual inspections, undertaken as per the management plan and recorded including photographic schedules.
- Asbestos registers provided to contractors prior to works undertaken and proof of receipt recorded.
- Refurbishment and demolition surveys undertaken prior to works as required with works undertaken by accredited contractors and management survey updated.
- Notifications for qualifying works as well as incidents submitted by the Estates Bursar to the Health and Safety Executive.
- Training and information provided to all staff who come in to contact with areas containing asbestos to be provided.

#### 4.07 ***Contractors and Construction (Design and Management)***

Arrangements to ensure contractors are competent to undertake their work and ensure the School complies with the requirements of CDM 2015 include:

- Contractors to provide specific risk assessments, method statements and insurance certificates prior to working on site. These will be proportional to the risk of the works they are undertaking.
- Contractor registrations with affiliate bodies and organisations will be checked. Competency of operatives will be checked through provision of training certificates and any relevant qualifications.
- Equipment used by contractors will be subject to any necessary safety checks and inspections, these will be reviewed according to the level of risk.
- No works will begin on site until the Estates Authorisation to Work process has been completed to ensure checks have taken place and the contractor employees are aware of the risks.
- All contractor employees will sign in with the Estates department and receive a site induction. The induction will be refreshed annually.
- Where work is defined as construction work, the School will nominate a Principal Designer and Contractor and discharge their responsibilities as the Client including ensuring suitable resources and welfare are available and ensure the F10 notification is submitted to the Health and Safety Executive.
- Pre Construction information, a Construction Phase Plan and a Health and Safety File will be produced for the works.
- Working areas will be suitably secured and sign posted as well as checked periodically by the Estates Bursar or nominated deputy.

#### 4.08 ***Display Screen Equipment***

Poor use of display screen equipment can lead to muscular skeletal diseases that can have life changing consequences for employees. In order to reduce the likelihood of such a situation, the School will:

- Provide a DSE self-assessment for all staff to highlight any instances of poor use or equipment.
- Support employees to setup their workstation appropriately including the provision of necessary equipment or work aids and in scheduling their work appropriately to provide DSE breaks.
- Ensure all employees undertake a self-assessment annually or following a change of workstation.
- Provide information and training on the correct use of DSE workstations.
- Provide occupation health support to individuals who are experiencing ongoing discomfort despite measures taken to improve their work area as well as eye tests for DSE users
- Maintain records of DSE self-assessments, remedial action or reported concerns or health issues.

#### 4.09 ***Control of Substances Harmful to Health (COSHH)***

In order to comply with the requirements of COSHH legislation, the School will:

- Seek to use the safest product available to reasonably undertake a task.
- Ensure registers of chemicals used in all departments are held and maintained including material data sheets.
- Undertake COSHH assessments on all chemicals in use or, where considered low risk, capture their safe use through an appropriate risk assessment.
- Store appropriate volumes, in labelled containers securely.
- Provide training and instruction to employees using chemicals including on their storage, dilution, application and disposal.
- Provide access to specialist advice (such as CLEAPSS) for higher risk areas.

#### 4.10 ***Accidents***

The reporting and investigation of accidents, incidents and near misses is an essential aspect of any health and safety management system. The arrangements for reporting and investigating accidents include:

- All staff to be trained on how to report accidents.
- Accident reports to be reviewed by the Estates Bursar and the Assistant Principal for Student Welfare and investigated as required.
- Accidents that meet the criteria for reporting to the Health and Safety Executive under RIDDOR regulations will be made by the Estates Bursar.
- Accident statistics to be produced regularly and reviewed by the Health and Safety Committee.
- Accident reports and investigations recorded and retained in line with the School's Archiving Policy.

#### 4.11 **First Aid**

First aid can save lives and prevent minor injuries becoming major ones. The arrangements for first aid include:

- A first aids need assessment undertaken and reviewed annually or following significant change or incident.
- Training to members of staff willing to be first aiders by a competent provider, refreshed as required.
- Process in place and communicated to all staff if first aid required.
- First aid equipment including AEDs provided, checked and maintained by competent persons.
- Records of first aid administered, checks on equipment and training certs made and kept in line with the School's Archive policy.

#### 4.12 **Hot works**

Hot works present a particular high risk and need additional management controls in order to reduce the risk to an acceptable level. To do this the school will:

- Implement a hot works permit system, placing additional controls and responsibilities on those undertaking hot works to ensure careful management.
- Hot works permits will be issued as required by the Estates department and also closed by the Estates department after the works are completed.

#### 4.13 **Manual handling**

Tasks involving manual handling are widespread and diverse in nature. All employees undertake some level of manual handling throughout the working day. In order to manage the risks associated, the school will:

- Risk assess manual handling activities and communicate findings to employees undertaking the task.
- Provide and maintain equipment to support manual handling activities as identified through risk assessment.
- Where possible, order stocks and supplies in ways that reduce manual handling burdens.
- Provide suitable storage for items to reduce excessive manual handling requirements.
- Provide information and training to staff, particularly those undertaking regular manual handling as a core part of their role.

#### 4.14 **Vehicle use**

Due to the size and nature of the school site, numerous vehicles are employed to support the day to day operation of the school. Regardless of the type and purpose of the vehicle, the following arrangements will apply:

- All drivers will be subject to a check on their licence to identify which vehicles they are qualified to operate and receive familiarisation training before using a vehicle

- Booking of and access to vehicles will be controlled by the Estates department, ensuring these arrangements are in place.
- Pre use and weekly checks will be undertaken by the driver and the Estates department respectively to ensure good working order.
- All vehicles will be suitably insured, serviced and fitted with all necessary safety devices, signs and lights.
- Records relating to these vehicle management arrangements will be held in accordance with the School's Archive Policy.

#### 4.15 ***Young people and new/expectant mothers***

In order to protect more vulnerable persons working on site, the School will:

- Undertake a suitable risk assessment in collaboration with the individual and the HR Manager and make necessary accommodations in the job role to allow the individual to work safely
- Provide and necessary training, instruction and supervision required over and above that given for the role generally.
- Regularly review the arrangements to ensure they are effective and sufficient
- Record assessments, controls and adjustments made in line with the School's Archive Policy

#### 4.16 ***Noise***

Activities or working areas that are considered noisy will be subject to controls in accordance with the Control of Noise at Work Regulations 2005. Such arrangements include:

- Risk assessing employees who undertake noisy work or work in noisy areas.
- Providing and maintaining equipment that can effectively do the work quietly.
- Scheduling work activities to prevent continuous exposure to noise.
- Provide PPE to those working in noisy areas as well as health surveillance to pick up the signs of hearing loss as soon as possible
- Keep associated records in line with the School's Archiving Policy

#### 4.17 ***Lone working***

Lone working is inevitable at the School due to its size and the boarding that takes place. In order to protect employees as far as reasonably practicable, the School will:

- Risk assess activities that include lone working and implement control measures as identified.
- Look to reduce instances of lone working wherever feasible.
- Ensure communication methods are in place proportionate to the risk level of the task being undertaken.
- Provide training, information and instruction to employees who will be working alone on how to keep safe.
- Keep associated records in line with the School's Archiving Policy

#### 4.18 ***Swimming Pool***

The School is fortunate to benefit from its own swimming pool facility. Swimming pools have inherent risks and need additional arrangements to be managed safely. Such arrangements include:

- Maintaining a Pool Safe Operating Procedure which is reviewed, communicated and implemented.
- Limited access to swimming instructors, cleaners and maintenance staff only. No lone working is permitted in the pool area.
- Swimming instructors have necessary qualifications and training to safely conduct lessons.
- Cleaners and maintenance staff are only permitted in pairs and have to use life vests at all times.
- Emergency equipment provided, checked and maintained.
- Pool plant operator training undertaken by maintenance staff undertaking monitoring and dosing. Comprehensive service arrangements to all plant and equipment.
- Records kept of all activities undertaken at the swimming pool in line with the School's Archiving Policy.

#### 4.20 ***Vehicle and pedestrian management***

Due to the nature of the site, a key risk includes the presence and frequent movement of various vehicles. In order to manage this, the School will:

- Maintain road and footways in good order.
- Provide road signage, traffic calming, pedestrian crossing and segregating barriers/bollards as required.
- Enforce a strict 20mph maximum speed on site for all vehicles.
- Make students, staff, visitors, contractors and delivery drivers aware of pedestrian movements around site.
- Educate students in road traffic safety and to use dedicated pathways and crossings only.

#### 4.21 ***Vibration***

Excessive exposure to vibration can cause diseases such as Hand Arm Vibration Syndrome and needs to be managed. The risk arises primarily from the use of equipment and ride on machinery. Arrangements in place include:

- Providing and maintaining equipment that produces minimal vibration but can effectively undertake the task.
- Scheduling work tasks to ensure sufficient breaks are taken from working with vibrating equipment.
- Providing instruction, training and supervision for all staff working with vibrating equipment as well as health surveillance to identify issues early on.
- Keep records in relation to all vibration related arrangements and issues in line with the School's Archive Policy.

#### 4.22 ***Working at height***

The majority of work accidents in the UK are in relation to working at height, primarily because people are unaware of the risk and are willing to utilise poor access arrangements to complete a job quickly. In order to mitigate the risk of injury from working at height, the school will:

- Consider ways for working at height to be eliminated where possible.
- Provide and maintain suitable access equipment for undertaking tasks.
- Provide training, instruction and supervision proportionate to the risk for all employees working at height.
- Communicate arrangements and keep records in line with the School's Archive Policy

#### 4.23 ***Confined Spaces***

A confined space is a place which is substantially enclosed (though not always entirely), and where serious injury can occur from hazardous substances or conditions within the space or nearby (e.g. lack of oxygen). Arrangements to ensure these areas are safely managed include:

- Controlled access, allowing only those suitably trained to access
- No lone working
- Emergency arrangements to allow escape in the event of a situation arising
- Maintained lighting and signage
- Suitable communication method
- Records kept of all arrangements and incidents in line with the School's Archive Policy

#### 4.24 ***Ammunition storage and firing ranges***

Due to the military heritage and ongoing activities of the School, there is on site a 10m and 25m firing range as well as an ammunition store. The safety arrangements for these areas are tightly controlled by trained individuals and include specific risk assessments, orders, training and instruction. These documents are available in location.

The MOD also undertake regular checks and inspections to ensure that suitable arrangements are in place.

#### 4.25 ***School trips***

Arrangements for the safe management of School trips are clearly detailed in the School Trips Policy. Please refer to this document.

#### 4.26 ***Covid-19***

The School will follow Government guidelines as they emerge in order to mitigate the risk of Covid-19 transmission on site between all persons. This includes undertaking and maintaining a Covid Risk Assessment for all activities and implementing appropriate control measures.