



The Duke of York's
Royal Military School

Health and Safety Policy

**Date of Approval by Chairman on behalf of
the Governing Body:**

20 May 2022

Signed: Colonel A Thorne

Position: Chairman

Reviewed and agreed by the Chairman on behalf of the Board of Trustees

Last reviewed:	May 2019 Sep 2020 Sep 2021 May 2022
Next review:	May 2023

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.

Introduction

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.

It is the intention of the Board of Trustees 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.

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.

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.

Responsibilities

Responsibilities of the Board of Trustees

In discharging its responsibilities, the Board of Trustees will:

- make itself familiar with the requirements of the appropriate legislation and
- approved codes of practice
- create and monitor a management structure for Health and Safety
- ensure that there is an effective and enforceable policy for the provision of
- health and safety throughout the School, and, that it is implemented
- periodically assess the effectiveness of the policy and ensure that any
- necessary changes are made
- identify and evaluate risks relating to possible accidents and incidents
- connected with School-sponsored activities, including work experience.

In particular, the Board of Trustees undertakes to provide as far as is reasonably practicable:

- a safe place for all users of the site to work, including safe means of entry
- and exit
- plant, equipment, and systems of work that are safe
- safe arrangements for the handling, storage, and transportation of articles
- and substances
- safe and healthy working conditions that take account of appropriate
- statutory requirements, approved codes of practice and guidance
- supervision, training, and instruction so that all staff and students can
- perform their school-related activities in a healthy and safe manner; and
- provide safety and protective equipment and clothing, with associated
- guidance, instruction, and supervision.

The Chairman of Trustees of The Duke of York's School has delegated day to day responsibility for organising health and safety and welfare to the Principal and the Bursar. That role gives the Principal and the Bursar the responsibility for ensuring compliance with the school's Health and Safety policy. The policy consists of three parts, the General Statement by the Chairman of Trustees, the description of the Organisation for health and safety and, lastly, details of the Arrangements for Health and Safety.

Every Head of Department is responsible for ensuring the health and safety of staff, students, and others (especially visitors who are unfamiliar with the school, those who are disabled or who have special educational needs). Heads of Department and those responsible for specific areas are trained in completing risk assessments when they are given the specific responsibility and refresher training is available.

Some of the Principal's and Bursar's duties have been delegated to other members of staff, but, ultimately, responsibility for health and safety, on which the Principal and the Bursar are answerable to the Chairman of Trustees, rests with them. The areas where duties have been delegated are as follows:

Responsibilities of the Principal

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. The Principal is responsible for:

- overseeing and supporting the Board of Trustees and the Bursar in seeking to establish, promote and maintain a safe working environment for staff, students, visitors, and members of the public on School premises
- ensuring that health and safety matters are taken into account when considering the future plans and directions of the School both academically and in terms of physical growth and development

- putting in place the correct arrangements for planning and organising health and safety within the School
- drafting, implementing, reviewing, and keeping up to date relevant compliance related policies with support from the Bursar
- preparing, documenting, and testing where appropriate the effectiveness of the emergency plans and procedures
- setting an example to all others by acting in accordance with the school's Health and Safety policy and procedures at all times.

The Senior Leadership Team will ensure that:

- plans and procedures for the implementation of the health and safety
- policy are regularly reviewed at the local school level
- they identify and ask in timely manner for adequate resources to be in
- place for the implementation of health and safety policy
- all appropriate statutory law, regulations, and approved codes of practice
- are strictly adhered to and that all statutory registers are maintained
- the local health and safety systems and procedures are published and
- available to staff and pupils
- all risk assessments together with the activities of the support and teaching
- staff are put in place and there are safe systems of work for all activities
- where a significant risk has been identified
- they and all staff and pupils of the school know and undertake them
- responsibilities under the school's Health and Safety Policy and the local
- health and safety controls to work safely and that all staff are adequately
- informed and trained to enable them to carry out their responsibilities under
- such policies
- staff are appointed with specific health and safety responsibilities as
- necessary and that such staff have adequate resources available to enable
- them to carry out their responsibilities and are consulted for their specialist
- knowledge on health and safety matters
- any health and safety matter brought to their attention by staff or pupils is
- given prompt and appropriate attention
- they identify, maintain, and confirm that all training required for the individual
- roles of the teaching staff in the training matrix are completed.

Responsibilities of the Bursar

The Principal has designated the Bursar from the Senior Leadership Team to be the School's lead on Health and Safety Management.

The Bursar is responsible for:

- providing adequate financial, human resource, technology, and infrastructure to maintain compliance and secure the provision of appropriate resources to meet the needs of health and safety issues
- overseeing and reporting regularly on the status of compliance of the school to the Chairman of the Board of Trustees
- supporting the Principal in drafting, implementing, reviewing, and keeping up to date relevant compliance related policies
- putting in place the correct arrangements for monitoring compliance related activities
- implementing and maintaining an effective system for the management and monitoring of external contractors working within the school on a long-term contract agreement
- chairing the Health & Safety Committee
- maintaining current knowledge of planned and approved legislation on all matters concerning the management of the school's buildings.

Responsibilities of the Estates Bursar

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 Bursar by way of risk assessments, routine facilities checks and legislative updates assisting him to discharge his responsibilities.

Responsibilities of Supervisory Staff

- 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.
- 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.
- Responsibility for aspects of Health and Safety are written into the Job Descriptions of School employees
- 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.

Boarding staff

Boarding staff will also have very specific duties as follows:

- ensuring that all pupils in their care are familiar with all emergency procedures and arrangements that are in place in case of fire or other emergencies
- ensuring that all fire doors are kept closed at night and that all fire escape routes are kept clear and free from obstructions at all times
- making arrangements for night-time fire drills to be undertaken at intervals agreed with the school's Fire Officer
- advising the Estates Bursar of any problems associated with fire equipment and or fire escape provision

- ensuring that all electrical equipment within the Boarding Houses appears visually safe for use and has been portable appliance tested where necessary, in accordance with school policies
- report to the Medical Centre any accidents and incidents involving the pupils in their care so that the school can take action where necessary to avoid similar accidents/incidents occurring in the future
- reporting to the Estates Bursar any problems with the fabric or structure within the Boarding Houses which may present a safety hazard
- observe the use of the portable electrical appliances brought in by pupils and report, act appropriately on their misuse and confiscate if they pose a health and safety risk
- setting a personal example by observing all health, safety and welfare rules and working in accordance with the school's Health and Safety policy at all times
- monitoring pupils' food storage in the fridges and freezers within the Boarding Houses to prevent any food contamination; controlling activities undertaken by pupils that compromise health and safety, fire and food safety within the Boarding Houses

Responsibilities of all members of staff

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.

In particular, members of staff will:

- be familiar with the Health and Safety Policy and all safety requirements laid down by the Board of Trustees
- ensure that employees, students, and visitors are applying Health and Safety regulations, rules, routines, and procedures effectively
- undertake plant, machinery and equipment checks, use plant, machinery, and equipment only for its intended purpose and only use plant, machinery equipment for which they have had suitable training
- use the correct equipment and tools for the task and any protective equipment or safety devices that may be supplied
- ensure that toxic, hazardous, and highly flammable substances are correctly used, stored, and labelled
- report any defects in the premises, plant, equipment, and facilities that they observe to the Estates Bursar via the Facilities Management Helpdesk
- take an active interest in promoting Health and Safety and suggest ways of reducing risks

Teaching staff

In addition to the employee responsibilities teachers are responsible for the adoption and implementation of the school policy within their individual areas of control. To achieve this, teachers will ensure that:

- they are familiar with the school's Health and Safety policy and any local safety procedures, and that they apply them within their areas of responsibility
- all pupils in their care are familiar with the emergency procedures and arrangements that are in place in case of fire or other emergencies at their place of teaching
- all fire doors and all fire escape routes are always kept clear and free from obstructions
- appropriate assessments of risks to health and safety have been conducted and that adequate control measures are introduced and maintained for all works that they intend to carry out as part of their teaching programme
- they are competent to operate all equipment, machinery, and any other apparatus that they may make use of during their teaching, and that pupils they ask to use such equipment will be made similarly aware of how to use the items. Pupils will also be provided with any necessary personal protective equipment that may require to be worn during the items use
- whenever protective measures are required during the use of equipment, machinery or other items, collective measures of protection are favoured over the use of individual protective measures
- safe working practices are maintained at all times to ensure the health and safety of pupils, employees and members of the public, including arrangements within academic programs for activities such as research, practical and laboratory work, field work, placements and projects
- adequate and proper supervision is given to pupils at all times.
- advice is sought on any health and safety at work matter for which clarification or assistance is needed or where specialist requirements, including statutory regulations apply
- they report to the Estates Bursar any problems with the fabric or structure of the premises which may present a safety hazard. This can be carried out face to face with the Estates Bursar in the Facilities Management office or use the school portal to access Maintenance Help desk and complete the online form. Similarly, they will report any equipment faults to their department technicians for attention and rectification
- they set a good personal example by observing all health, safety and welfare rules and working in accordance with the school's Health and Safety policy at all times.

Health and Safety Committee

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 Trustee responsible for Health and Safety will attend a minimum of one meeting per year. The Committee will report to the Board of Trustees and has formal terms of reference. The Committee is the school level consultative and advisory body for matters of health and safety. The Committee includes members from all areas of the school's staff, both teaching and support. The Committee is chaired by the Bursar.

The terms of reference for the Committee are:

- To keep under review the measures taken to ensure the health and safety at work of employees and to make necessary recommendations to the Board of Trustees for such action as may be necessary

- To ensure that reasonable steps are taken to promote sound policy and practice and the health and safety of staff, pupils and visitors and members of the public entering school property
- To maintain a watching brief on health and safety legislation and monitor the implementation of health and safety policy and procedures in co-operation with the school's health and safety specialists
- To receive update on activities and findings from the school's specialist health and safety advisers on the reports completed by the external health and safety specialists
- To report through the Bursar on matters of staff and pupil health and safety
- To receive reports on accidents, near misses, dangerous occurrences, and notifiable diseases, and to consider and propose risk reduction/preventative strategies as appropriate
- To monitor the effectiveness of health and safety management, occupational and environmental health arrangements and compliance with the school's Health and Safety policy through consideration of reports and statistics relating to health and safety
- To promote co-operation and communication between the school and its employees and pupils in all matters relating to health and safety at work and to assist in the development of guidance notes and safe systems of work
- To monitor the adequacy of health and safety communication, publicity and training and development in support of the school's Health and Safety policy
- To monitor the implementation of professional advice
- Review the Health and Safety policy guidance and update it when necessary
- To assist in the development of safety rules and safe systems of work
- To actively seek and collect any concerns raised by staff in their departments
- To encourage suggestions and reporting of defects by all members of staff.

Health & Safety Representatives

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

Safety Education

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.

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.

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.

Health & Safety Arrangements

Risk Assessments

The Bursar delegates the responsibility for creation and updating of relevant Risk Assessments for teaching and activities in the following areas:

- Science, including COSHH and flammable materials working in co-ordination with the Head of Science.
- All sport in co-ordination with the Director of Sport.
- Swimming in co-ordination with the Director of Sport.
- Duke of Edinburgh in co-ordination with the DofE Manager.
- Dance and Drama in co-ordination with the Head of Drama.
- Art and DT, including COSHH and flammable materials, in co-ordination with the Head of Art and the Head of Engineering.
- Music in co-ordination with the Head of the Arts Faculty.
- All visits and trips in co-ordination with Educational Visits Coordinator.

The Bursar delegates this responsibility to the Domestic Bursar, the Estates Bursar, the Facilities Manager, and the IT Manager who are responsible as follows:

- Domestic Bursar - catering and cleaning functions, including Hazard Analysis Critical Control Points (HACCP) system of food hazard awareness and Control of Substances Hazardous to Health (COSHH) procedures.
- The Facilities Manager - grounds maintenance, including COSHH.
- Reprographics machines and copiers in co-operation with the school Accountant and IT Manager.
- The Estates Bursar will maintain a register of risk assessments undertaken across the site and ensure reviews are made annually or 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 recorded in line with the School's Archive Policy.

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.
- Firefighting 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.

Fire Safety Manager

The Fire Safety Manager has the necessary authority and powers of sanction to ensure that standards of fire safety are maintained. The main duties of the Fire Safety Manager include:

- managing the school to minimise the incidence of fire (fire prevention); e.g., good housekeeping and security
- producing an Emergency Fire Plan.
- checking the adequacy of fire-fighting equipment and ensuring its regular maintenance
- ensuring fire escape routes and fire exit doors/passageways are kept unobstructed and doors operate correctly
- ensuring, along with the Estates Bursar, that fire detection and protection systems are maintained and tested, and proper records are kept
- ensuring any close-down procedures are followed
- ensure close-down procedures are followed
- include fire safety in the regular health and safety reports to the Board of Trustees.

The Fire Safety Manager ensures that Facilities Management keeps a fire logbook in which to record essential information such as evacuation procedures, tests on fire-fighting equipment, details of training sessions and results of fire drills.

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, maintenance 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.

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 complete any RIDDOR reporting as required.

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.

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.

Contractors and Construction (Design and Management)

Contractors must ensure that up to date procedures and risk assessments (in accordance with the Management of Health and Safety at Work Regulations) are available before undertaking works. The Contractor needs to provide a copy of the risk assessment (dynamic or otherwise) that is relevant to site, or activity undertaken on site where it is applicable.

If the Contractor employs other contractors (sub-contractors) to undertake work on their behalf, it is the Contractor's responsibility to ensure the sub-contractors are sufficiently competent to undertake the assigned work and that they adhere to all health and safety policies and standards.

In general, Contractors working on behalf of or for the school are responsible for adhering to the 'Contractors' Code of Conduct':

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 regularly 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 Facilities 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 Facilities Management 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 by the Principal Contractor.
- 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.

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.

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.

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 through HandSam.
- Accident reports to be reviewed by the Estates Bursar.
- 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.

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 certificates made and kept in line with the School's Archive policy.

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 Facilities department and also closed by the Facilities department after the works are completed.

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 assessment for 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.

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 Facilities Management Department, ensuring all checks have been completed.
- Pre use and weekly checks will be undertaken by the driver and the Facilities Management 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.

Young People and New/Expectant Mothers

In order to protect more vulnerable persons working on site,

- 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

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 discover up the signs of hearing loss as soon as possible
- Keep associated records in line with the School's Archiving Policy

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:

- Risks assess activities that include lone working and implement appropriate control measures.
- 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

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 must 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.

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.

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.

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

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

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.

School trips

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

COVID-19 SUPPLEMENTARY POLICY FOR SCHOOL YEAR 2021 / 22

Introduction

The school recognises the requirements of the Health & Safety at Work Act 1974 (and associated Regulations) and has an existing Health and Safety Policy which sets out how we do this. However, in recognition of the current circumstances due to COVID-19, this supplementary document sets out the arrangements in relation to the health and safety of our children, staff, and the wider school community during this time. This document has been written in accordance with GOV.UK/Coronavirus: guidance and support in relation to managing risk associated with COVID-19.

In order to ensure the school continues to operate in a safe way, thorough risk assessments are undertaken and any necessary adjustments to ensure the safety of children, staff and the wider community are implemented.

Risk assessment

The risk assessment and accompanying action plan cover the following Health and Safety elements:

- Social Distancing
- PPE
- Response to suspected / confirmed Covid-19 cases
- Governance
- Testing

The risk assessment and action plan are dynamic and are regularly reviewed to ensure they meet current need. All appropriate documentation is shared with staff and any necessary training to support implementation of the plan is provided.

Roles and responsibilities

The Board of Trustees will:

- Regularly assess the effectiveness of the policy, risk assessment and action plan
- Ensure all documentation is regularly reviewed to meet current need and any updated guidance from the Government or Local Authority
- Ensure staff have access to any training or instruction required to implement the action plan
- Prioritise the wellbeing of all pupils and staff and ensure there is appropriate support in place

The Principal will:

- Have overall responsibility for the development and implementation of the policy, risk assessment and action plan
- Ensure all documentation is regularly reviewed to meet current need and any updated guidance from the Government or Local Authority
- Prioritise the wellbeing of all pupils and staff and ensure there is appropriate support in place

All staff will:

- Carry out all work in accordance with the policy, risk assessment and action plan, including additional tasks as part of the response to COVID-19
- Take the opportunity to contribute to the risk assessment and action planning process

- Be responsible for reporting any (potential or actual) Health and Safety risks related to COVID-19 to the Bursar
- Undertake any training to support implementation of the action plan and to identify any individual needs, which may affect the delivery of the plan
- Prioritise the wellbeing of all pupils and other staff

Parents will:

- Adhere to any recommendations from the school to help reduce the risk of transmission
- • Ensure their child is aware of any protective measures put in place by the school and to encourage them to comply
- Adhere to government guidance at all times to reduce the risk of transmission

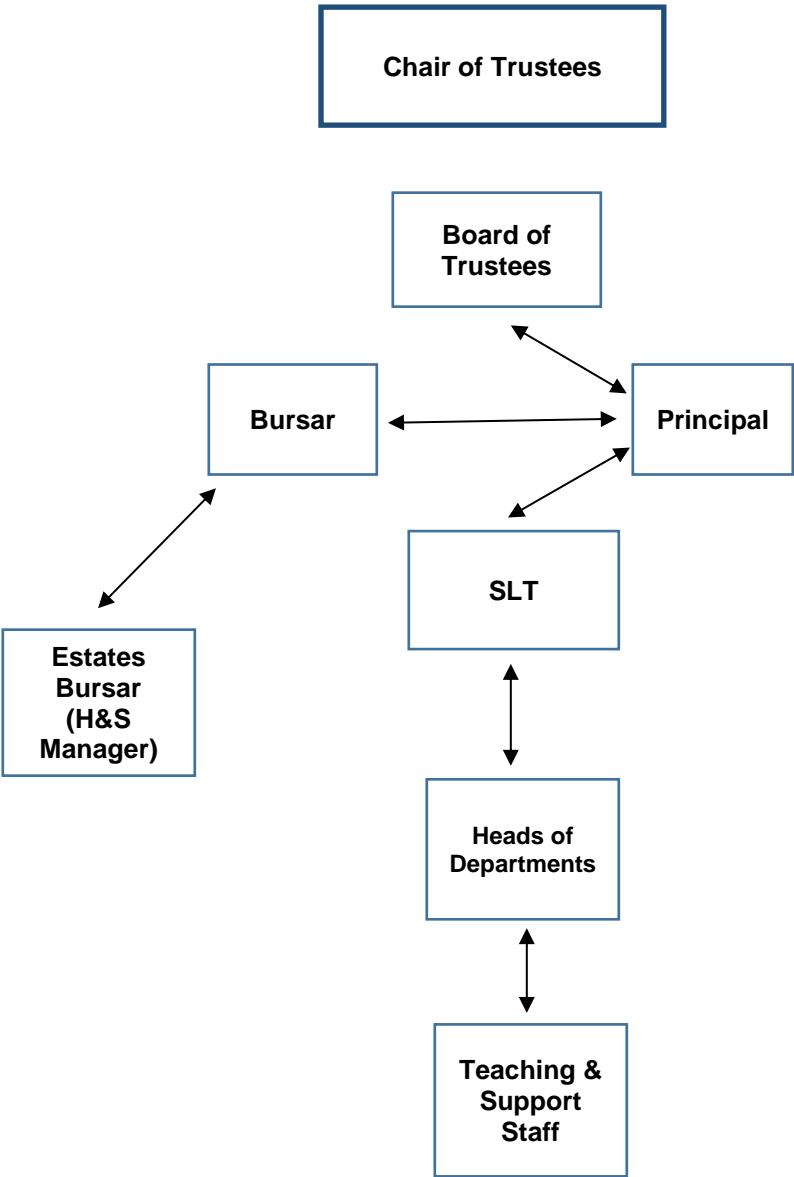
Pupils will:

- Observe the Health and Safety rules of the school, including new arrangements in response to COVID-19.
- Make staff aware if they are feeling unwell
- Report any Health and Safety concerns to a member of staff

All relevant Health and Safety information will be communicated to all staff and the wider school community.

Appendix 1

Organisational Chart



Appendix 2

Members of the Health and Safety Committee

Principal
Bursar (Chair)
Estates Bursar
Domestic Bursar
Head of Site Security
RSM
Head of Student Welfare
Staff Representative x 2
HR Manager

Invited Members:

Trustee with Responsibility for Health and Safety and Fire Safety.

References:

- A. Health and Safety at Work Act 1974 (HSWA) and Management of Health and Safety at Work Regulations 1999.
- B. 'Health and Safety and Welfare at Work', Chapter N of the Bursars' Guide by Pinsent Masons LLP, 2009 www.pinsentmasons.com
- C. 'Health and Safety: Responsibilities and Powers' DCSF (now DfE) Guidance, 2001 www.teachernet.gov.uk
- D. 'Incident Reporting in Schools: Accidents, Diseases and Dangerous Occurrences', HSE Leaflet.
- E. 'Leading Health and Safety at Work', a joint IOD/HSE Guidance document, www.hse.gov.uk
- F. 'Health and Safety for Design and Technology in Schools and Similar Establishments – Code of Practice (British Standard 4163)' British Standards Institute Guidance www.bsi-global.com
- G. GOV.UK/Coronavirus: guidance and support
- H. DfE non-statutory advice '*Managing Asbestos in Your School*' (2015)
- I. HSE advice in '*Sensible Health and Safety Management in Schools*'
- J. Non-statutory advice '*Health and Safety Advice on Legal Duties and Powers*'