



MILTON ABBEY

HEALTH & SAFETY POLICY

October 2020

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MILTON ABBEY

HEALTH & SAFETY POLICY

INTRODUCTION

Every single Milton Abbey employee (including Governors) has a role to play in the management of health and safety within the School. This policy statement makes clear the commitment of Milton Abbey to provide and maintain, so far as is reasonably practicable, a safe and healthy working environment and to enlist the support of employees towards achieving these goals.

The policy explains how the School implements the management of health and safety and, when reading this document, employees should take particular note of the sections that apply to their specific environment. With regard to pupil health and safety this policy should be read in conjunction with the Pupil Handbook.

1. STATEMENT OF INTENT

The Governors of Milton Abbey School acknowledge their responsibility for taking all reasonable measures to protect and promote the health, safety and welfare of pupils, staff and others whilst using the School site.

The School will, so far as is reasonably practicable:

- comply with all legal obligations and follow best working practices;
- provide adequate resources for the management of health, safety and welfare;
- provide information, instruction and supervision to all employees and pupils with regard to safe working practices;
- ensure workers are competent in their area of work and provide appropriate training;
- consult and work with employees, pupils and their representatives on health, safety and welfare matters;
- actively manage and supervise health and safety at work;
- identify health and safety hazards and manage subsequent risks through risk assessment and safe systems of work;
- provide and maintain safe plant and equipment;
- ensure the safe storage, handling and use of substances;
- prevent accidents and work related illnesses, and investigate when these occur;
- establish and maintain suitable emergency procedures;
- have access to competent advice;

- strive to continuously improve health and safety standards through audits and workplace checks;
- manage and cooperate with other employers, including contractors, and their workforce when they are on our site;
- regularly review and update this policy - at least annually.

Health and Safety is everyone's responsibility and all employees and pupils must do all that is reasonably practicable to prevent injury to themselves and other persons who may be affected by their acts or omissions. A copy of the Health and Safety Policy is held on the School Network. The original signed Statement of Intent is held by the Head of Operations. All employees are informed of the contents of the Health and Safety Policy during their induction and any subsequent revisions are notified to all staff through line management.

A handwritten signature in blue ink that reads "Ian G Bromilow". The signature is written in a cursive style.

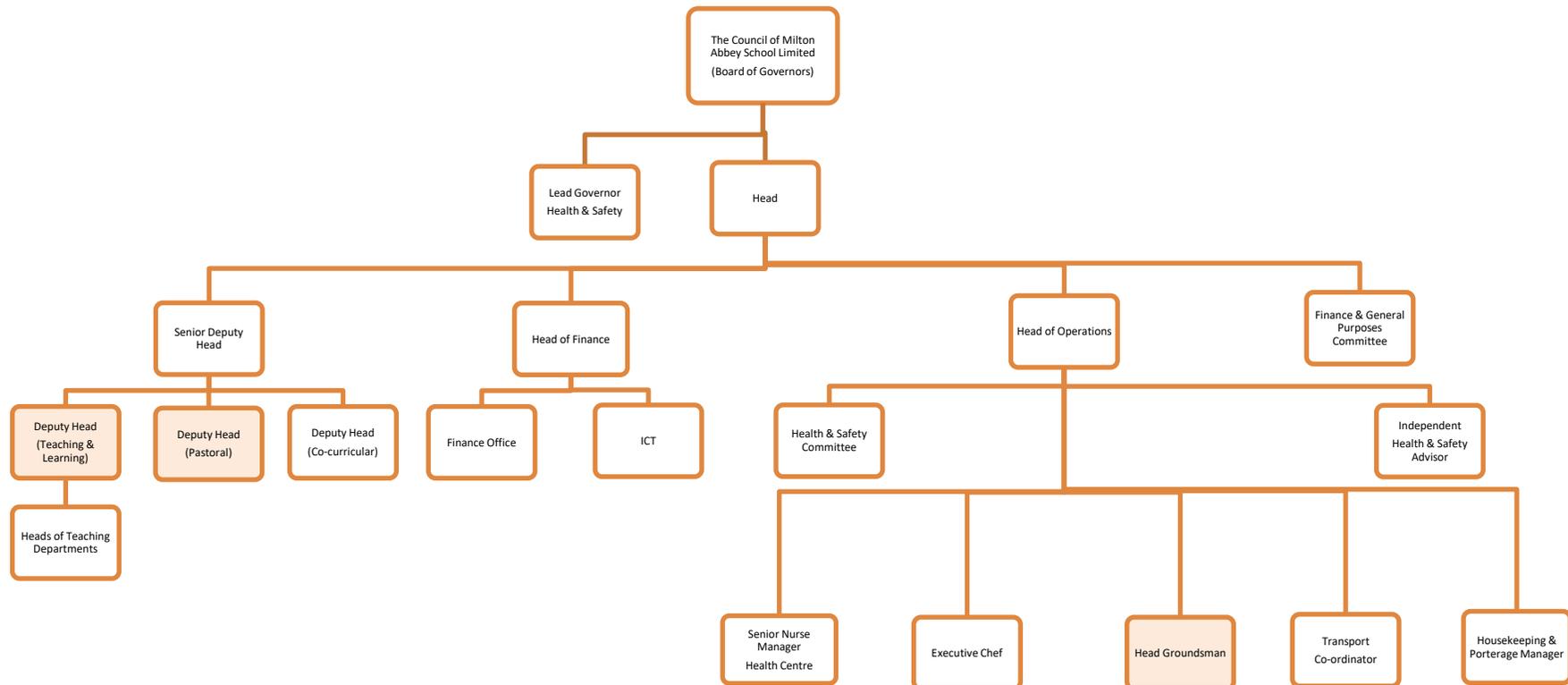
Ian G Bromilow MSc PhD
Chair of Governors

Date: October 2020

2. STATEMENT OF ORGANISATION – PEOPLE AND RESPONSIBILITIES

This section details the principal responsibilities for managing health and safety at Milton Abbey. The full Organisational Structure for the School can be found in the Employment Manual.

Health and Safety Management Structure for Milton Abbey



The Council of Milton Abbey School Limited (Board of Governors)

The Board of Governors will ensure compliance with legislation and follow best practice by overseeing the implementation of the Health & Safety Policy and associated procedures across the School. Governors will monitor and review the effectiveness of the Health & Safety Policy either through direct observation or via discussions during the Governors' meetings.

Lead Governor for Health & Safety

He/she will ensure that:

- health and safety matters are regularly and appropriately reported and considered by Governors;
- the Head, Head of Operations and senior staff are effectively developing and implementing the School's Health & Safety Policy in such ways as the Governors may require;
- Governors are apprised of their responsibilities and obtaining or authorising such professional assistance as may be required.

Finance & General Purposes Committee

Membership includes the Lead Governor for Health & Safety, the Head and the Head of Operations.

The Finance & General Purposes Committee will:

- take forward the Health & Safety strategy across the School;
- keep under review the work of the Health & Safety Committee;
- ensure that policies are up to date;
- ensure that job descriptions are up to date including those with specific responsibilities for management of health and safety within the School;
- seek specialist advice as necessary for the management of health and safety where the skills, knowledge and experience are not available from School personnel;
- interview staff as necessary to review health and safety matters for which they are responsible.

The Clerk to the Governors will act as Secretary to the Finance & General Purposes Committee. The minutes of the Finance & General Purposes Committee are held by the Clerk to the Governors and minutes circulated accordingly.

Health & Safety Committee

The Health & Safety Committee forms an integral part of the management of health and safety for Milton Abbey School. The membership of the H&S Committee includes the Senior Deputy Head (Chairman), Lead Governor for Health and Safety, Independent Health & Safety Advisor and representatives from departments across the School. Full membership is listed in an appendix to this policy.

The Health & Safety Committee will:

- meet at least once a term to discuss and review the effectiveness of the School's arrangements;
- assist and encourage the taking forward of good practice in health and safety;
- assist in the implementation and monitoring of action points arising from matters raised by the Finance & General Purposes Committee, action points agreed by the Health & Safety Committee, external safety audits and internal monitoring;
- act as a channel of communication for members of staff wishing to raise issues of strategic concern beyond those for which routine reporting procedures are appropriate;
- raise and discuss health and safety issues of strategic concern that have not been dealt with through the routine reporting procedure;
- inform and consult with all staff on health and safety matters and ensure that its minutes are distributed to all staff;
- ensure up to date copies of the minutes of the Committee are on display and accessible for staff to read and to remind staff to do so;
- promote good health and safety practice in their areas and provide advice and assistance to colleagues.

Head

The Head is responsible for the day-to-day management of health and safety of the School on behalf of the Board of Governors.

The Head will:

- promote a positive health and safety culture throughout the School;
- be responsible for the formulation and implementation of School health and safety policies;
- intervene as necessary where School health and safety policies are being compromised.

The Head delegates the day-to-day management operations for health and safety to the Senior Deputy Head and Head of Operations.

Senior Deputy Head

The Senior Deputy Head has a day-to-day role in managing health and safety across the School, in particular within the academic area. The duties include:

- support and advice for all Heads of Department, Teachers and Technicians in their management of health and safety matters, in conjunction with the Head of Operations;
- communication of safety matters to academic staff (including part-time), pupils and parents;
- approving School visits and expeditions in conjunction with the Educational Visits Coordinator (EVC), note responsibility for the EVC role currently stands with the Deputy Head (Co-Curricular);

- monitoring personnel matters for academic staff including illness, working arrangements and deployment in relation to their health and safety;
- maintaining an oversight and organisation of all health and safety training for academic and support staff in conjunction with the Head of Operations;
- acting as Fire Warden in the event of the fire alarm sounding;
- ensuring all teaching staff have adequate training for the tasks they are required to perform;
- ensuring all teachers have completed risk assessments for all significant risks associated with their teaching and activities;
- monitoring the House Staff health and safety compliance within the Houses;
- ensuring that House staff have received appropriate training for the preparation and cooking of food within the Houses, and that it is repeated as necessary;
- ensuring that adequate cooking and cleaning equipment and supplies are available for the safe preparation of food within Houses;
- monitoring personnel matters for support staff including illness, working arrangements and deployment in relation to their health and safety;
- management of trained first aiders in conjunction with the Senior Nurse Manager (Health Centre);
- chairing the Health & Safety Committee;
- undertaking an annual audit of the health and safety management throughout the School in conjunction with the Head of Operations;
- overseeing the health and safety induction of new staff.

Head of Operations

The Head of Operations has a day-to-day role in managing the health and safety across the School. The duties include:

- maintaining a strategic oversight of School safety policies including updating of all health and safety policies;
- liaising with enforcing authorities including the Health and Safety Executive (HSE), Fire and Rescue Services, Environment Agency (EA), Police, Ambulance Service and Local Authority;
- liaising with the Board of Governors and in particular the Lead Governor for Health & Safety, keeping them informed of all current or impending issues and concerns that could effect the School or its operation;
- managing site security and workplace safety for staff, pupils and visitors;
- ensuring all incidents as defined in the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 are reported to the Health and Safety Executive within the required timeframe;
- collation and analysis of accident/incident records;
- setting conditions to those using or hiring School premises;
- ensuring regular health and safety audits and fire risk assessments are carried out;
- preparing a termly health and safety report for the Head and Governors;

- support and advice for all Heads of Department, Managers and Supervisors in their management of health and safety matters;
- overseeing the management of contractors working at the School under his/her remit;
- undertaking departmental health and safety reviews in conjunction with the Independent Health & Safety Advisor/Health & Safety Technician;
- responsibility for the design and implementation of the Critical Incident Plan and organisation of any associated training;
- Undertaking the role of Fire Officer within the School; namely will act as the designated 'nominated person' for fire safety, including acting as the Deputy Fire Warden in the event of the fire alarm sounding. He/she will also ensure that the following are maintained:
 - Fire Risk Assessment and its review
 - Fire Safety Policy
 - Fire procedures and arrangements
 - Fire Training records
 - Fire Drill
 - Records for the installation and maintenance of fire-fighting systems and equipment;
 - Ensuring the School buildings and services are maintained;
 - Management of maintenance requests via the online computer system, allocating jobs and monitoring outstanding requests;
 - Day to day management of asbestos, including the use and revision of the asbestos register for visiting contractors and in-house Estates staff;
 - Day to day management of Legionella, including monitoring and testing;
 - Safe practice by contractors working at the School;
 - Management of the maintenance and safety of the swimming pool.

Independent Health & Safety Advisor

The Health & Safety Advisor is an independent accredited person who will provide health and safety advice and assist the Governors, Head, Senior Deputy Head and Estates & Operations Manager in the management of health and safety. The Health & Safety Advisor will:

- bring to the attention of the relevant person any shortfalls in the management of health and safety throughout the School;
- provide specialist information to those in the organisation with specific health and safety responsibilities;
- keep abreast of changes in health and safety requirements and disseminating this information;
- provide support and advice as required;
- maintain an oversight and organisation of all health and safety training for academic and support staff in conjunction with the Senior Deputy Head and Head of Operations;
- investigate all accident and near miss reports and make recommendations where necessary;
- assist in the production of risk assessments where specific risks require additional input;

Deputy Head (Academic)

The Deputy Head (Academic) is responsible for ensuring that health and safety implications are considered when developing the curriculum.

Deputy Head (Co-Curricular) - Educational Visits Coordinator (EVC)

The Educational Visits Coordinator oversees all offsite visits including CCF, educational visits, pastoral visits, trips abroad and Duke of Edinburgh activities. His/her duties include:

- production and management of visit proforma to be completed by all staff taking pupils offsite;
- management of staff in the planning, preparation and approval of educational and pastoral visits off the School site, including the risk assessments;
- approving School visits and expeditions in conjunction with the Senior Deputy Head;
- receiving, storing and archiving all documents relating to School visits and activities, including risk assessments;
- developing expertise in the field and being aware of current legislation and regulation;
- managing the training of staff in first aid ensuring adequate provision across the School;
- managing the storage, use and disposal of guns and ammunition;
- managing the use of the firing range by School pupils, staff and outside groups;
- overall responsibility for staff supervising swimming.

Senior Nurse Manager, Health Centre

The Senior Nurse Manager is responsible for:

- provision of onsite medical support, assessment and treatment or referral of illness and injury during term time;
- maintaining a strategic oversight of the School policies including updating of all First Aid related policies;
- receiving and holding medical record forms about pupils and identifying medical information requiring action;
- informing and advising those staff that are entitled and need to know about risks to be avoided by particular pupils;
- assisting Housemasters and Housemistresses to complete specific risk assessments for pupils where medical condition or injuries require specific arrangements to be in place;
- complete the treatment section of accident reports and forward to the Estates & Operations Manager;
- providing and regularly checking and restocking first aid boxes.

Head of Finance

- ensuring that adequate resources, including funding, are provided for health and safety and associated insurance matters.

Heads of Department/Departmental Managers/Supervisors

- promoting high standards of health and safety awareness and practice in their areas of responsibility;
- identifying and controlling hazards within their areas of responsibility;
- preparing and reviewing as necessary risk assessments and any other assessments and procedures necessary for the areas under their control;
- ensuring that all classrooms, work areas, equipment and machinery are checked before they are used;
- ensuring all staff have adequate training for the tasks they are required to perform, including statutory and mandatory training;
- overseeing the maintenance of machinery and equipment within their area of responsibility;
- ensuring adequate Personal Protective Equipment is provided for staff and where necessary pupils, and that it is worn;
- ensuring that all staff for whom they are responsible have read and understood the School's Health & Safety Policy. A record of confirmation of this should be kept in departments' Health & Safety files.

House Staff

Duties include:

- responsibility for the safety and welfare of boarders and House staff and ensure that evacuation in the event of emergency is carried out effectively;
- reporting any faults, hazards and maintenance issues promptly via a specialist computer system and directly if urgent;
- maintaining the health and safety file in the House, completing and reviewing risk assessments as required (at least annually).

Executive Chef

The Executive Chef will ensure that all School catering undertaken on the site is compliant with School procedures. He/she will maintain the overview for health and safety and ensure that risk assessments are completed as required.

Events Co-ordinator (MASS)

The Events Co-ordinator will ensure that all events undertaken on the site are compliant with School procedures. He/she will maintain the overview for health and safety and ensure that risk assessments are completed as required.

School Operations Co-ordinator

The School Operations Co-ordinator is responsible for:

- the use of vehicles and minibus safety including maintenance and eligibility of staff to drive;
- maintenance of records for vehicle maintenance and weekly checks;
- collation of information from staff including copies of signed driving licences and insurance where necessary;
- signage and onsite traffic management including risk assessments;
- completion and management of risk assessments for use of School vehicles.

Head Groundsman

The Head Groundsman will ensure that all grounds related activities undertaken on the site are compliant with School procedures. He/she will maintain the overview for health and safety and ensure that risk assessments are completed as required.

Employees

All employees have responsibility for their own safety and that of others who they may affect during their work. Along with these general duties employees should also:

- report any hazards promptly via the on line computer system or, if the matter is urgent, immediately to the Head of Operations;
- comply with the requirements of any risk assessments when undertaking any tasks or activities, including School events;
- using everything provided for their use in accordance with training or instructions given. Each employee whilst at work shall make full and proper use of any safe system of work provided for use in compliance with these regulations;
- consider the safety of others, including pupils, when undertaking work activities;
- report all accidents/incidents promptly completing the Accident Form which can be found on the School Network or from the Head of Operations;
- cooperate with all fire evacuation procedures and other specific emergency procedures relevant to the department;
- make proper use of protective clothing and safety equipment provided, in accordance with any training or instruction provided by the School and reporting any loss or obvious defect in that equipment and taking reasonable care of it;
- not intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety or welfare.

3. STATEMENT OF ARRANGEMENTS

Accidents, Incidents and Emergencies

This policy outlines the procedures that are to be adopted when any **pupil, employee, visitor or contractor** experiences an accident, near-miss or dangerous occurrence on the School's premises. It is the policy of Milton Abbey School to identify and investigate accidents, incidents and near-misses, their source and hence their underlying causes. To enable this objective to be achieved it is imperative that all accidents, incidents and emergencies, irrespective of the resulting injury or damage, be reported according to the laid down procedures.

In order to avoid misunderstanding, Milton Abbey School deems an accident/incident and near-miss to be defined thus:

Accident/Incident: “any unplanned event that results in personal injury or damage to property, plant or equipment.”

Near-miss: “an unplanned event which does not cause injury or damage, but could have done so.” Examples include: items falling near to personnel, incidents involving vehicles and electrical short-circuits.

Staff should report the following:

- any accident/incident on School premises;
- any accident/incident away from School or outside School hours if it involves an employee or pupil engaged in a School related activity;
- any serious near-miss, even if no injury is caused;
- any potentially serious incident, such as a fire (however small) or threatened violence.

Any accident or near-miss must be reported using the “REPORT OF AN ACCIDENT OR NEAR MISS” form that can be found on the School Network. It is the responsibility of the member of staff who witnessed the incident, or who is in charge at the time, or who is first on the scene to report the accident. The completed form must be sent to Head of Operations office as soon as possible after the accident/incident and within 24 hours.

Where a serious accident/incident has occurred, this should be communicated by telephone or in person to a member of the SMT without delay even if at an unsocial hour; this is especially important at times when the School is closed.

Where treatment has been given by the Health Centre, the accident report form should be forwarded to them to record any treatment given. Do not delay sending the form to the Estates & Operations Manager; it is better to send a copy of the form with a note to say information is to follow than to retain the form.

The responsibility for reporting accidents/incidents under the **Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR)** rests with the Head of Operations or member of the Senior Management Team on duty.

Certain major injuries and incidents must be reported to the Health & Safety Executive (HSE) within a given timescale so it is imperative that all accidents/incidents are reported promptly to allow the School to comply with its legal duties.

All reports of accidents and near misses are investigated by the Health & Safety Advisor and where necessary, recommendations are made. The Head of Operations issues an annual report on accidents/incidents statistics and trends to the Health & Safety Committee and the Board of Governors for discussion.

All completed accident/incident/near miss forms are held by the Head of Operations.

Animals and Pests

Dogs are allowed onsite as long as the conditions laid down in the Dog Policy are observed. This policy can be found on the School Network.

Animals belonging to pupils that are brought to School, such as horses and ferrets, remain the responsibility of the pupil and their care is overseen by the Director of Land Based Studies.

Pest control of the site is the responsibility of the Estates Team. The Executive Chef will manage pest control in the kitchen and Tuck Shop/ Tea Room areas.

Asbestos

There are some buildings within Milton Abbey School that contain asbestos. A register of all locations affected is held by the Head of Operations who will ensure that any works undertaken in these areas do not put staff, pupils, visitors and contractors at risk. For more information you should refer to the Asbestos Policy available on the School Network.

Building Maintenance

General maintenance is undertaken by the Estates Team. All requests for maintenance, both emergency and planned, should be requested via email to the Head of Operations. The planning of maintenance is done to reduce the risk to staff and pupils and where possible major project work is carried out during holidays.

CCF

The Ministry of Defence strictly regulates the activities of the Combined Cadet Force and stringent procedures are in place to ensure the health and safety of all cadets. The School maintains its own controls over the activities of Milton Abbey CCF, but accepts and follows the MoD CCF procedures and practice.

Child Protection

Milton Abbey School has a Child Protection Policy & Procedures document which is reviewed annually and is available on the School Network.

Consultation & Communication

Milton Abbey School will maintain effective lines of communication with their employees. All members of staff will be kept informed of all health and safety issues relevant to their work activities. This will include the findings of risk assessments. The School will use whatever arrangements are most appropriate including the School Network. It is the responsibility of line managers to inform staff who do not access computers as part of their routine work activities of relevant health and safety issues.

The Health & Safety Committee is the main vehicle for communication with representatives from all significant departments. The Teaching and Non-Teaching Staff are to have a nominated representative who will address their concerns to management. The Senior Deputy Head will nominate staff representatives who will raise concerns with the Committee for discussion and resolution.

Milton Abbey School has a legal responsibility to consult on the following:

- the introduction of any measure which may substantially affect their health and safety at work, eg the introduction of new equipment or new systems of work;
- arrangements for appointing competent people to help them comply with health and safety laws (a competent person is someone who has the necessary knowledge, skills and experience to help an employer meet the requirements of health and safety law);
- the information that must be given to employees on the risks and dangers arising from their work, measures to reduce or get rid of these risks and what employees should do if they are exposed to a risk;
- the planning and organisation of health and safety training; and the health and safety consequences of introducing new technology.

The Head of Operations will keep members of staff updated on information from enforcing authorities relevant to their work area.

Contractors and Visiting Providers

A contractor can be:

- **Academic** – Speakers and lecturers (to both pupils and staff), psychologists, drama production providers, musicians, DJs and groups for Leavers' Ball and events, equipment maintenance contractors, etc.
- **Sports** – speakers and lecturers (to both pupils and staff) coaching one to one or groups, equipment maintenance contractors, etc.
- **Marketing** – signage providers, marquees, photographers, etc.
- **Enterprises** – hire of equipment, speakers, etc.
- **Operations Department** – Transport providers, window cleaners, waste removal, marquees, equipment, taxi drivers, individual tradesmen through to large projects (CDM) servicing equipment, etc.
- **IT Support** – tradesmen, relevant providers.

Before engaging a contractor all staff must ensure they follow the Management of Outside Providers and Contractors. The list of approved contractors is maintained by the Estates department. All visitors and contractors must sign in at Reception and must be escorted whilst on site. The Head of Operations is responsible for the management of maintenance contractors whilst on site. All contractors must report to reception and sign-in on arrival. Reception should contact the School Duty Caretaker to escort the contractors to the Estates Office where they will sign in again and sign the Asbestos Register if necessary. Contractors who arrive prior to Reception opening at 0830 should report to the Estates Office and sign in there.

Staff who engage visiting providers are responsible for ensuring the correct procedure is followed by referring to the “ **Management of Outside Providers & Contractors Procedure**” that can be found on the School Network. All visiting providers must be escorted whilst onsite. In the event of an emergency, visitors should assemble at the front of the main School building where the Reception staff can check them against their list.

Design & Technology

The Design & Technology Department undertakes activities including the use of wood and metal working machinery and equipment. As a consequence, the Director of Design & Technology is expected to have undertaken a comprehensive set of risk assessments in respect of its activities and the use of machinery, equipment and exposure to substances. Where appreciable risks are identified, specific written procedures will be developed and implemented so as to minimise the risks to pupils and staff. The Director of Design & Technology will ensure that effective supervision of all pupil practical work is undertaken so as to ensure the risks are minimised. All machinery will be correctly maintained and statutory inspections of local exhaust ventilation carried out. Records of training and authorisation to use machinery will be kept within the department.

Display Screen Equipment

Line Managers are responsible for ensuring that all staff who use display screen equipment for a significant part of their work have their workstation assessed. A self-assessment form is available for staff to complete. The Line Manager should then review this assessment with the member of staff and complete the front page. Once completed and signed, this should be forwarded to the Estates & Operations Manager. Once it has been checked, it will be returned to be filed in the departmental H&S file. Requests for furniture staff should email their relevant Deputy Head.

Line managers will need to ensure that all new staff have their workstation assessed and existing staff will need further assessment if their work station is moved or changed in any way.

Drugs and Alcohol

The consumption of alcohol and drugs on School premises can only be allowed within the parameters of the **SMOKING, ALCOHOL AND DRUGS POLICY** that can be found in the Employment Manual on the School Network.

Electrical Safety

Portable appliance testing is carried out in-house by the Estates department in line with their testing schedule. Any member of staff requiring an appliance to be tested outside of this schedule should request this on the on line computer system. All records are held centrally by the Estates & Operations Manager and Heads of Department should contact them for information about their specific area. Any unsafe equipment should be removed from use as soon as it is discovered. The item should be labelled 'do not use' and taken to the Estates Office or reported on the on line computer system.

Staff bringing personal electrical equipment to be used at work should be aware that the safety of that equipment becomes the responsibility of the School and will need to be included in the inspection and testing regime.

Fixed electrical systems are tested and Certificates of Periodic Installation Inspections are held in the Estates department. General use areas will be inspected every five years and workshops every three years. 110 volt equipment will be used for external work where battery operated equipment is not suitable. Where 240 or 440 volt equipment is used circuit breakers will be required.

Housemasters/Housemistresses and matrons will be responsible for ensuring pupils use only approved adaptors in their rooms and remove any electrical items that are not on the approved list.

Emergency Planning

A Critical Incident Plan has been prepared to cover any emergency or significant incident. A major Power-out Action Plan gives information on what to do when there is a significant power cut. Both can be found on the School Network.

Extra-curricular Activities

All staff who undertake activities with pupils both on and offsite will ensure that they have undertaken an appropriate risk assessment before the activity takes place. See 'Off site and Overseas Trips' section.

Fire

All staff must familiarise themselves with the fire procedures. In the event of the fire alarm sounding, staff and pupils will assemble in their designated assembly point as described in the 'Fire Evacuation Procedures'. All staff must familiarise themselves with this document which can be found on the School Network. Visitors and contractors will be instructed to assemble at the front of the main building to be checked against the visitors' and contractors' signing in books. Fire drills are carried out at least termly.

Milton Abbey School is committed to maintaining adequate fire safety measures throughout the School. This includes the provision of adequate fire protection and warning systems. No staff or pupil must interfere with any measure provided for the management of fire safety. This includes misuse of fire extinguishers and the propping open of fire doors that are not fitted with automatic closures.

Further information on the management of Fire Safety can be found in the Fire & Fire Prevention Policy and Procedure on the School Network.

First Aid

The law places a duty on employers to provide adequate first aid provision for their employees. At Milton Abbey we also include pupils and visitors in our arrangements. A written assessment of the needs of the School is completed as required under the First Aid at Work Regulations. The management, training and resourcing of first aid is the responsibility of the Senior Nurse Manager (Health Centre).

All staff are instructed that if there is any doubt as to the severity or extent of any injury, and the School Nurse is not immediately available, the first response must be to dial 999. Where you urgently need medical advice and it is not a life threatening situation, dial the NHS 111 service. Where an ambulance has been requested, the Duty Caretaker should be informed immediately to enable him/her to direct the ambulance to the casualty by the safest route.

The number of trained First Aiders required is assessed, including provision during holidays, to ensure there are always trained First Aiders on the premises. The list of current First Aiders is displayed on notice boards throughout the School. Staff should familiarise themselves with who their nearest First Aiders are in the event of an emergency. If staff cannot locate a First Aider, they should contact reception and request them to locate one. Staff who are not trained should not administer first aid to the casualty.

First Aid kits are located throughout the School and are maintained by the Health Centre. These are stocked with the minimum provision, with specialist items such as eye wash and burn spray provided where necessary. Departments should check their first aid kits regularly and request additional items from the Health Centre if necessary. Medicines and tablets **must not** be held in First Aid kits; only Health Centre staff and Matrons/House Staff may issue medicines and tablets. Staff in charge of trips will be responsible for the management and issuing of medicines and tablets to pupils.

The School has one Automated External Defibrillator (AED) located on the wall outside the Head's PA's office.

Arrangements for first aid cover for extra-curricular activities should be discussed with the Educational Visits Coordinator (EVC) (currently the Deputy Head (Co-Curricular)) and form part of the risk assessment for that particular activity or trip.

Food Safety

The Executive Chef is responsible for the implementation of Hazard Analysis of Critical Control Points (HACCP) in the main School kitchen and Tuck Shop. Full information on the system is kept in the Food Safety Policy in the Catering Office.

All food handlers must be trained in food safety commensurate with their work activities. The following is required:

- Staff involved in the management of food – Level 3
- Chefs and Tuck Shop Supervisors – Level 2

- Other food handling and kitchen staff – Level 1
- House staff involved in food preparation in houses including House barbeques – In-house training.

Food safety within the Hospitality department will be managed by the Head of Hospitality. They will be responsible for the completion of HACCP documentation. Hospitality teachers and technicians will be trained to Level 3.

Where outside contractors are used to provide food during events held on School grounds, the “Food Safety Checklist” must be sent to the company and the completed form received and checked by the Health & Safety Advisor before the event.

Gas

There is no mains gas supply to Milton Abbey. The School uses Liquid Petroleum Gas (LPG) for cooking in the main kitchens, some heating and portable bottles for heating and barbeques. All gas appliances are regularly maintained and serviced by Gas Safe Registered engineers. Records of all tests are kept in the Estates Office and the Catering department.

Hazard Reporting

Where any hazard is identified by, or reported to, a member of staff, then the hazard must be drawn to the attention of the Estates department or Head of Operations. If the hazard is severe, this should be done in person or by telephone and followed up by an email. Hazards that fall under the remit of maintenance should also be reported via email. Where a hazardous act is being undertaken and the member of staff feels that injury is imminent, they should stop the activity and seek further advice from the Estates department, Head of Operations or Operations Coordinator.

Hazardous Substances

Hazardous substances can be defined as any substance that can cause harm. They can be a liquid, solid, dust, fume, gas, vapour, mist or biological agent.

It is preferable that the use of hazardous substances is kept to a minimum and a safer alternative should be sought if possible. However, there will still be a requirement to use hazardous substances and it is a requirement under the Control of Substances Hazardous to Health (COSHH) that exposure to hazardous substances is managed. Hazardous substances include chemicals labelled as hazardous, some dusts and fumes and biological hazards such as bodily fluids and animal waste. When purchasing hazardous chemicals the purchasing member of staff should request the Safety Data Sheet from the supplier; these are usually available on-line as well. A COSHH assessment should then be completed and the results of the COSHH assessment conveyed to all staff who may be affected by the substance. For dusts, fumes and biological hazards you may need assistance in finding the relevant information and advice should be sought from the Health & Safety Advisor. The standard form for the completion of COSHH assessments is available on The School Network.

Where PPE is required to protect against the hazardous substance, it is important that the correct grade/type is purchased. This information should be found on the relevant Safety Data Sheet. Spill kits should be available for the handling of bodily fluids and spilt chemicals.

Training for the completion of COSHH assessments will be offered to staff on a regular basis. Any Head of Department who requires further help should contact the Health & Safety Advisor for additional assistance.

Hazardous Waste

The disposal of hazardous waste is managed by the Grounds Department. All hazardous waste will be disposed of through authorised hazardous waste carriers with waste transfer certificates and copies of carriers' licences held on file.

Health Centre

The Health Centre is responsible for the management of injuries and sickness amongst pupils during term time. They also provide information to staff with regard to specific pupils when organising offsite trips. No member of staff should dispense any treatment, tablets or medicines to pupils unless they have been directed to by the Senior Nurse Manager.

Induction

It is the responsibility of the Director/Head of Department of a curriculum area to ensure an adequate induction is provided to all pupils at the beginning of their course and when embarking on a new topic within the course, as appropriate.

A personal Health and Safety briefing is available from the Head of Operations on request.

Legionella

The School implements a rigorous monitoring of the water system to reduce the risk from Legionella. This includes monitoring temperatures of stored and supplied water and flushing of outlets. More information can be found in the Legionella Policy on the School Network.

Lone Working

Where possible, staff should not work alone. Staff working on their own across the School site, such as Grounds staff, should be provided with a radio. Staff undertaking visits offsite should ensure that procedures are in place to confirm they have returned to the office or home. Line managers will include the risk from lone working in risk assessments and suitable control measures implemented. Academic staff who return to School during holiday periods should sign in at Reception so that in the event of an emergency they can be properly accounted for.

Manual Handling

It is a requirement that Milton Abbey School takes appropriate measures to protect staff, pupils and others from injury created by manual handling activities. Manual handling includes lifting, carrying, pushing and pulling loads. Where possible, equipment such as trolleys should be used to move loads.

All manual handling activities should be assessed by Heads of Department as part of the risk assessment process, taking into account the individuals who will be undertaking the task and their own individual capabilities. If the load is too heavy or awkward for one person, then either mechanical assistance or additional manpower should be used. No one should undertake any manual handling task they feel unable to do. They should contact their line manager for assistance or request that the Estates team undertake the task; this should be requested on the on line computer system.

Staff who regularly undertake manual handling tasks will be offered manual handling training.

Milton Abbey School Services (MASS)

Milton Abbey School Services include events such as lettings, weddings, provision of the Tea Rooms and external theatre productions. These are managed by the relevant staff member where the activity is taking place. Responsibility for health & safety issues with regard to MASS events rests with the Events Co-ordinator in conjunction with the Head of Operations.

Minibuses

The School is responsible for ensuring that the minibus fleet is managed in line with all legal transport and health and safety responsibilities. Full details on the management of minibuses can be found in the 'Statement of Responsibilities and Requirements on Operating a School Minibus' to be found on the School Network.

Monitoring of Health & Safety

On a periodic basis Milton Abbey School will undertake an audit or review of health and safety performance across all departments. The audit will provide a comprehensive overview of organisational structures and arrangements and will also examine operational practices. This report will be presented to the Governors for consideration.

Departments will be expected to undertake yearly inspections of their department to ensure they are complying with School health and safety procedures, undertaking risk assessments and compliance with legal requirements where relevant.

New and Expectant Mothers

The School has a duty to ensure that all new and expectant mothers are not put at risk from their work activities. Line Managers should refer to the document 'Health & Safety - New and Expectant Mothers Check-list', available on the School Network, for guidance on how to carry out the risk assessment and the monitoring of the member of staff throughout their pregnancy and subsequent return to work. This should be done as soon as the employee has notified the School in writing that they are pregnant. It is the responsibility of the employee to notify the School as soon as possible to ensure the appropriate measures can be put in place.

Noise

Staff and pupils must be protected from exposure to excessive noise that can lead to damage to hearing. Heads of Department should take into account the noise levels of plant, machinery and equipment before purchasing new items. Advice should be sought from the Head of Operations where necessary.

Exposure to noise should be assessed as part of the risk assessment process and where possible the noise should be reduced. Where noise levels are still too high, hearing protection must be provided. The protection must be the correct attenuation level to ensure adequate but not excessive protection. Purchasing of noise reduction protection should be made through the Estates department who will consult our nominated supplier for advice on the correct personal protective equipment to purchase.

The Head of Operations will undertake a measurement of noise to assist in the assessment of exposure to noise and the controls required. Where a formal noise survey or specialist advice on noise reduction is required, an external company will be appointed to complete this.

Occupational Health

Line managers should identify, through the risk assessment, any occupational health screening necessary for their team. This will include lung function, hearing and hand-arm vibration screening. Employees should report any concerns to their line manager.

Offsite and Overseas Trips

When planning an offsite trip the document 'Considerations' that can be found on the School Network under 'School trips' should be implemented. The flow chart will lead you through the process and ensure that you complete all the necessary documentation and permissions.

The document 'How to fill out a School trip risk assessment' can be found under shared documents on the School Network.

Transport should be ordered through the School Operations Co-ordinator – see Minibus section for information on the authorisation and use of minibuses.

Where staff take pupils offsite to attend an activity or sport that they themselves will supervise, they must hold the appropriate recognised qualifications and relevant experience. Where staff do not have the experience and qualifications they should not allow the activity to continue or seek another member of staff who has, or an external competent person instead. Proof of competence should be given and copies held in the department health and safety file. A risk assessment must be completed for all activities supervised by School staff.

Where pupils attend an externally organised activity it is the responsibility of the host organisation to undertake risk assessments for the activities they offer. Staff will need to consider getting to and from the venue when undertaking their own risk assessment.

When planning an activity involving caving, climbing, trekking, skiing or water-sports, staff must check that the provider holds a licence as required by the Adventure Activities Licensing Regulations 2004.

Permits to Work

Permits to work are issued for hazardous activities including work on roofs, hot works, work in loft spaces and confined spaces. This system is for School employees only. Contractors are expected to control their own operations using their own systems. However there is still a responsibility for Milton Abbey School to ensure that contractors' systems are appropriate and that they are followed.

Personal Protective Equipment (PPE)

Personal protective equipment, eg hard hat, gloves, masks, will be supplied to all employees where the risk assessment has identified it as necessary to reduce the risk to the member of staff. All PPE will be supplied at the School's expense. Wearing of PPE is compulsory where the risk assessment has identified its use.

Project and Construction Work

The School recognises and accepts its duties under the Construction, Design and Management Regulations (CDM). Where notifiable projects are undertaken, a Principal Designer and Principal Contractor will be appointed. The School will ensure that those they appoint are competent and have adequate resources available to carry out their duties competently. No such appointments will be made until the School is satisfied that the requirements and checks have been undertaken.

The School will ensure that the Principal Designer is provided as soon as reasonably practicable with all information about the condition of any premises under its control at or on which construction work is to be or intended to be carried out.

Radiation Protection

The Science Department undertakes activities using low level radio-active materials as part of pupils' coursework. The School undertakes to ensure that the management of this material is in accordance with the Ionising Radiation Regulations by appointing a Radiation Protection Supervisor, usually the Head of Science, to oversee the procurement, storage, use and disposal of radio-active materials.

The Head of Science will ensure that suitable risk assessments are undertaken for all activities involving low-level radio-active materials.

RIDDOR

Compliance with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations rests with the Estates & Operations Manager. This includes reporting major injuries, significant illness contracted whilst at work such as Legionellosis and occupational asthma, and dangerous occurrences such as the overturning or failure of lifts and lifting equipment. The full list of reportable incidents can be found via the HSE web site <http://www.hse.gov.uk/riddor/index.htm>. Further information can be found on The School Network under Staff/Documents/Policy Documents: 'RIDDOR Reporting Guidelines'.

Risk Assessment

It is the responsibility of Heads of Department to ensure risk assessments are undertaken for their specific areas. A standard format for the completion of risk assessments is available on the School Network, along with some sample generic risk assessments. These should be used for all risk assessments unless there is a specific reason not to, such as submitting risk assessments to the MoD on its specific documentation for CCF related activity.

Training for the completion of risk assessments will be offered to staff on a regular basis. Any Head of Department who requires further help should contact the Estates & Operations Manager Estates & Operations Manager for additional assistance.

The Head of Department must ensure that risk assessments are adhered to at all times. All control measures identified on the risk assessment must be implemented. Where the Head of Department is unable to implement all controls required, they should contact their line manager for further assistance and advice.

Risk assessments should be reviewed routinely, at least annually, and following an accident, incident, near miss or change in equipment, procedure or system. The Head of Department should sign off the review and document any changes made.

Further information is provided in the Risk Assessment Policy available on the School Network. Instructions to staff on the completion of risk assessments are also available.

Road Traffic

The movement of vehicles on site pose a significant risk to pupils, staff and visitors. All staff and visitors must obey the one-way system operating in the School site. The speed limit of 5 mph should be observed at all times. Staff and visitors should only park in designated parking areas and adhere to yellow lines at all times. Staff and visitors should be aware of pupils at all times whilst driving on the School site.

New staff must ensure they give details of all vehicles they are likely to use on the School site to the HR Administrator. Existing staff should ensure this information is updated when they change or add additional vehicles for their own use.

The salting of School roads during bad weather is the responsibility of the Grounds Team and is done in accordance with the Snow & Ice Clearance Policy which can be found on the School Network.

Safe Systems of Work

Where specific risks are identified, following risk assessment, which would be effectively addressed by means of procedural measures, the School will develop and implement appropriate written safety procedures or 'safe systems of work'. These are particularly helpful for maintenance and construction work. Advice on the writing of safe systems of work should be sought from the Head of Operations.

Science

The Physics, Chemistry and Biology sectors undertake projects and experiments which may give rise to particular risks. As a consequence, the Head of Science is expected to have undertaken a comprehensive set of risk assessments in respect of its activities and of the physical, chemical and biological agents that they may use. Where appreciable risks are identified, specific written procedures will be developed and implemented so as to minimise the risks to pupils and staff. The Head of Science will ensure that effective supervision of all pupil practical work and experiments is undertaken so as to ensure the risks are minimised.

Fume cabinets will be maintained in efficient working order and will be used on all occasions when required.

Hazardous substances will be stored in secure places when not in use. Storage will be designed to minimise the likelihood of incompatible substances coming into contact.

Security

All visitors to the School are instructed to sign in at Reception and obtain a lanyard and card. Anyone who has not received DBS clearance is always escorted throughout the site.

The Milton Abbey School grounds include the Abbey which is owned and run by the Diocese of Salisbury. Therefore, on occasions there will be visitors to the Abbey who are not visiting the School. The staff and Caretakers in particular are instructed to be vigilant and to challenge anyone on site who is not wearing a visitor's lanyard.

Access to School buildings is via a card system and buildings are locked in the evenings. The Caretakers make a regular check of all buildings and grounds and report any issue of concern.

Slips and Trips

Slipping or tripping is one of the most frequent causes of injury in the work place, and probably one of the most avoidable. The most common reasons why these accidents occur are: wet walkways, floor surfaces that are in disrepair, weather hazards (ice, rain, snow) and inappropriate footwear. Slips and trips can be easily avoided through good housekeeping (cleaning spills immediately, clearing debris, covering cables etc), having appropriate flooring (recoating or replacing floors, installing mats, pressure-sensitive abrasive strips or abrasive-filled paint-on coating) and through staff education.

All internal corridors are cleaned regularly and checked for obstructions as part of the weekly fire checks. During bad weather the 'Snow & ice clearance policy & procedure' is implemented. Cleaning staff are instructed to place signs in corridors during cleaning activities. Where identified through the risk assessment process, work shoes are provided. Staff undertaking physical work such as cleaning should wear a full supportive shoe. Sandals can be worn by office staff provided they are not undertaking any physical work such as lifting and carrying.

Staff should remain vigilant to possible slip and trip hazards both inside and outside throughout the School site and report these immediately via the on line computer system and by telephone if urgent.

Sport

All School sports' provision will be maintained in a good and safe condition. A programme of regular condition surveys will be undertaken and where defects are detected or anticipated measures will be taken to make repairs or replace items. Staff identifying any shortfall in the equipment should report this to their line manager or the Director of Sport. Damage to sports facilities should be reported to the Head of Sport.

All sports and activities should be undertaken within the rules or codes of practice of the governing sports body.

All lessons, matches and competitions should be managed in a manner as to minimise risks of injury so far as is reasonable and within the power of the member of staff officiating.

Stress

The School will take appropriate measures to protect staff and others from damage to health arising from work induced stress. Further information is available in the Employment Manual.

Swimming Pool

Milton Abbey School will manage the Swimming Pool in line with the requirements detailed in HSG179 Managing health and safety in swimming pools. The Estates Department is responsible for the overall running and maintenance of the swimming pool and managing the day-to-day upkeep and maintenance through designated operatives.

All staff undertaking maintenance tasks will be trained and hold relevant qualifications.

The Pool Safety Operating Procedure which consists of the Normal Operating Plan and the Emergency Action Plan is documented and held on the School Network. All staff operating within the pool will be trained to work in accordance with these documents.

The emergency instructions are displayed within the swimming pool building and must be followed in the event of an incident.

Visiting Schools and clubs who use the pool will be made aware of the contents of these documents.

Staff who do not obey these rules will be subject to disciplinary action.

Theatre

Suitable specific evacuation procedures are maintained in respect of the theatre. All productions are required to produce a risk assessment to identify where additional risks may be created to the audience or performers. This is in addition to the risk assessments undertaken in respect of lessons delivered within the Theatre.

Training

All new staff will be given an induction on health and safety within Milton Abbey School and issued with a copy of the Health and Safety Staff Booklet that can also be found on the School Network. Further specific training on topics such as Legionella, manual handling and risk assessment are offered to appropriate staff as necessary.

Vehicles and Transport

The School Operations Co-ordinator oversees the management of School vehicles, including minibuses, cars and vans. On employment, staff will be asked to present their driving licence to the School Operations Co-ordinator for a copy to be held on file. Staff must bring any subsequent driving convictions, endorsements or penalties to the attention of the School Operations Co-ordinator immediately. Staff are only authorised to drive School vehicles if they have completed the relevant training.

Transport booking and operating arrangements can be found on the School Network.

The School Operations Co-ordinator is responsible for writing and reviewing the generic 'Use of minibus' risk assessment. Staff driving and/or responsible for an offsite trip using a minibus must adjust the generic risk assessment for their own trip.

The School Operations Co-ordinator oversees all liaison and communication with transport contractors, ie minibus providers and coach and taxi companies.

Violence

The pupil Behaviour Policy and the Pupil Handbook set out the standards of behaviour expected from all pupils and any contravention will be dealt with in line with the Sanctions Policy.

The staff Employment Manual sets out the expected behaviour for staff and any act of violence is considered ***gross misconduct***.

Visitors

All visitors to the School are required to report to reception on arrival and will be issued with a visitor's pass. The host member of staff must ensure they are accompanied at all times whilst on School grounds. Staff observing anyone on site not wearing a pass should enquire as to the reason for their presence on site and accompany them to reception to sign in. Any suspicious behaviour should be reported immediately to the duty Caretaker and the Head of Operations.

Windows and Glazing Safety

Milton Abbey School aims to ensure that windows or glazed panels in walls, partitions and doors should, where necessary for reasons of health and safety, be made of safety material or be protected against breakage.

Work at Height – including ladders and step ladders

Work at height means work in any place where, if there were no precautions in place, a person could fall a distance liable to cause personal injury.

For example you are working at height if you:

- are working on a ladder or a flat roof;
- could fall through a fragile surface;
- could fall into an opening in a floor or a hole in the ground.

Where work at height cannot be avoided it must be planned to prevent the risk of falling or minimise the distance and consequences of a fall.

No work should be undertaken at height until a risk assessment has been completed. Work on roofs will require a permit to work to be issued by the Estates Office.

Any contractors engaged to undertake work at height will be required to submit their risk assessments, and where appropriate method statements, before work can commence.

Where scaffolding is required, a competent scaffolding contractor will be used to erect, maintain and take down the scaffolding.

The tower scaffold can only be erected and dismantled by staff who have been trained and hold a current valid certificate with a copy held in the department's health and safety file.

All ladders and step ladders used throughout the School must be recorded on the School Register of Ladders, undergo regular inspection and maintenance under the supervision of the Health & Safety Technician. Ladders will only be used for short duration work lasting no longer than 30 minutes, or as access to a working platform. No ladder should be used unless it is safely secured to the building to prevent it slipping or falling. Step ladders should be sufficiently high enough to prevent users stepping above the third from the top step. Users should maintain three points of contact at all times when using steps and ladders.

Mobile Elevating Work Platforms (MEWPs) are the preferred method for working at height. These can only be used by staff who are trained operatives and hold a current valid certificate with a copy held in the department's health and safety file.

Work Equipment and Machinery

The School will ensure that all work equipment purchased, leased or hired is suitable for the intended use and is maintained in safe working order. Heads of Department must ensure that all staff are trained in the use of equipment and machinery before using it; this may be a formal training course or in-house training from a competent person. All training on equipment and machinery must be documented and recorded in the departmental health and safety file, as well as sending the information to the HR Administrator for individuals' personal files.

All equipment and machinery will be maintained in good working order and maintenance records completed and held in the departmental health and safety file. Where equipment and machinery require statutory independent examinations and inspections, such as lifting equipment, equipment working under pressure and hazardous substance extraction systems, this will be carried out by an external company appointed by the School. This is normally managed by the Estates department. The MoD has its own arrangement for equipment they supply to the School for CCF related activities.

Work Placements

Some pupils are required to undertake work placements. This can be as a mandatory part of their course such as that required in vocational subjects or as part of their development and preparation for leaving School.

Milton Abbey recognises its responsibility for ensuring that all reasonable checks are made on prospective employers who offer work placements. This includes ensuring that they are adequately assessing the risks to the safety and health of pupils whilst under their supervision.

Further information can be found in the Work Placement Policy available on the School Network.



**Ian G Bromilow, Chair of Governors &
Chair, Finance & General Purposes Committee**

Appendix: List of Health & Safety Committee Members



Appendix to Health & Safety Policy

HEALTH & SAFETY COMMITTEE MEMBERS

Committee Member	Role	Initials
Matthew Porter	Senior Deputy Head	MJP
Oliver Chamberlain	Lead Governor – Health & Safety	OJHC
Nick Anderson	Head of Science	NA
Rob Drake	Health & Safety Technician	RD
Tracey Edwards	Head of Operations	TAE
Chris Barnes	Deputy Head (Co-Curricular)	CJB
Michelle Brown	School Operations Co-ordinator	MB
Sam Brown	Housekeeping & Portering Manager	SB
Steve Lane	Head of Finance	SBL
David Bennetts	Senior Nurse Manager, Health Centre	DB
Sara Burton	Head of Art & Photography	SBu
Ruth Butler	Deputy Head (Pastoral)	RJBu
Jamie Wrightson or Chris Beckett	Duty Caretaker	SR/CB
Lissy Carr	Director of Land Based Studies	LAC
Joe Cooper	Head Groundsman	PJC
Ben Lawes	Director of Sport	BJL
Anne Litchfield	MASS Events Co-ordinator	AL
Leonie Monaghan	Head of Hospitality	LSM
James Ratcliffe	Director of Design & Technology	JDR
Ade Stonier	Executive Chef	RAS
Louisa Thompson	Theatre Technician	LT

Appendix to Health & Safety Policy/H&S Committee Membership