

**DUMPTON SCHOOL**  
**21 – HEALTH AND SAFETY POLICY**

<b>Person(s) responsible:</b>	<b>Bursar/ Maintenance and Estate Manager/Head</b>
<b>Last updated:</b>	<b>September 2023</b>
<b>Review period:</b>	<b>12 months</b>
<b>Next review:</b>	<b>September 2024</b>

**General Statement**

1. Under the Health and Safety at Work Act 1974 Dumpton School (the School), as employer, is ultimately responsible for the health, safety and welfare at work of everyone involved in or affected by the School's activities, this includes staff, pupils, visitors or anyone else affected by the School's activities.
2. On behalf of the School, the Governors and Headmaster, duly recognise that one of their foremost duties and responsibilities to the children in their care, and to their employees, is the need to provide and maintain safe, healthy and hygienic working conditions and practices.
3. It is essential that all staff have an individual responsibility to comply with health and safety legislation and guidance and to adhere to the safety rules and regulations in School publications. All staff are to support and co-operate with the Headmaster in maintaining the highest standards of health and safety. It must be noted that H&S is on-going and not restricted to “checks” done annually – staff must constantly watch out for H&S issues and report them immediately. This over-arching policy is supported by separate, but related policies listed at Annex A. Furthermore:
  - The School will identify the hazards to staff and other persons who may be affected by our activities, and control the attendant risks adequately.
  - The School will maintain healthy and safe working conditions, including the provision of safe equipment.
  - Each member of staff will be given such training as is necessary to enable them to competently carry out their work activities safely.
  - The School will work through continuous improvements to prevent accidents and work related ill health.
  - Our aim is to ensure the safe storage, handling and use of articles or hazardous substances.
  - Competent people will be appointed to assist us in meeting our statutory duties including, where appropriate, specialists from outside the School.
  - Every member of staff must co-operate with us to enable all statutory duties to be complied with; the successful implementation of this policy requires total commitment from all levels of staff.
  - The School will consult with staff on health and safety issues affecting their well-being, giving them necessary information, instruction and supervision.

- This policy will be regularly monitored to ensure that the objectives are achieved. It will be reviewed and, if necessary, revised in the light of legislative or organisational changes.

## **HEALTH AND SAFETY ORGANISATION AND RESPONSIBILITIES**

### **The Governing Body**

The Governing Body has responsibility for oversight of the management of health and safety at the School. It should seek to ensure as far as practicable the provision of all necessary resources for the management of health, safety and welfare.

A report on health and safety is tabled at each term's Finance and General Purposes Committee which is then presented to the Governing Body for approval. The report covers: statistics on accidents to pupils, staff and visitors, staff training, fire practices, and all new or revised policies or procedures. Minutes of the Health and Safety Committee's meetings are tabled at each meeting.

### **Head**

The Head working closely with the SLT and the Health and Safety Committee is jointly responsible with the Bursar to the Governing Body for the safe functioning of all school activities. The Head has a particular focus on the academic, pastoral and extra curricular aspects of health and safety.

### **Bursar**

The Bursar, supported by the SLT and the Health and Safety Committee, is jointly responsible with the Head to the Governing Body for the safe functioning of all school activities. The Bursar has a particular focus on buildings, grounds, service facilities and administrative aspects of health and safety.

The Bursar role is:

- Seek to ensure that the fabric of the School, its plant, equipment and systems of work are surveyed and inspected as and when necessary.
- Consider the findings of the surveys and inspections and seek to ensure resulting recommendations are adequately accommodated as part of the of the School's maintenance programmes.
- Seek to ensure that the School has a fire risk assessment, carried out by a Competent Person, which is reviewed annually, or more frequently if significant changes are made to the interior of buildings, or new buildings are added.
- Seek to ensure the School's adherence to health and safety in catering and cleaning of the food preparation and eating areas; including that the Catering Manager has obtained an annual independent hygiene and safety audit of food storage, meal preparation and food serving areas, together with regular external deep cleaning and pest control services.
- Seek to ensure that at appropriate intervals external health and safety consultants deliver training and review the overall arrangements for health and safety, including fire safety, the general state of the School, and provide reports on actions required with recommended timescales. This includes that the School has a professional risk assessment for legionella and asbestos, which is amended as necessary, and reviewed periodically.
- Seek to ensure that the School has a comprehensive policy in place for the training and induction of new staff in health and safety related issues, which includes basic Manual Handling training. Health and safety training that is related to an individual member of staff's functions, such as Science Technician, will be provided in addition to the "standard" induction training. First Aid

training and minibus driver training are offered to any member of the teaching staff who is involved with trips and visits.

- Monitor the effectiveness of procedures concerning health and safety, with authority to modify policy where appropriate.
- Report back to Council on all these aspects as appropriate

### **The Senior Leadership Team**

SLT have responsibility for strategic planning, leadership and delivery of health and safety performance in accordance with this Policy at the School.

### **Staff in Charge**

Heads of academic and support departments, together with Staff in Charge of games/extracurricular activities/off site visits have day-to-day responsibility for:

- Exercising general responsibility for the implementation of the School's Health and Safety policy, its associated policies and guidance, and the Fire Safety Policy and Procedures.
- Establishing and maintaining safe working procedures.
- Conducting Risk Assessment and COSHH Assessments and reviewing these at least annually.
- The equipment, necessary for the work of the department, game or activity is maintained in compliance with current regulations, and that appropriate hazard notices are displayed.
- Resolving, where possible, health and safety problems or reporting them to the Bursar or SLT
- Carrying out appropriate safety inspections and audits as necessary.
- Providing sufficient information, instruction, training and supervision to enable other members of staff, pupils and members of the public to contribute positively to their own safety and/or health at work and to be in a safe environment.
- Seeking to ensure the health and safety of staff, pupils and others, especially visitors who are unfamiliar with the school, those who are disabled, or who have special educational needs.

### **Fire and Building Marshals**

Fire and Building Marshals are trained fire wardens. They are responsible for:

- Ensuring staff and pupils are aware of and follow fire procedures and do not compromise fire safety.
- Carrying out termly fire drills and co-ordinating evacuations.
- Carrying out Section 5 weekly fire checks or delegating these to a competent member of staff.
- Championing fire safety within their building.

### **All Staff and Employees**

All staff and employees are responsible for the safety of pupils. The safety of pupils whilst under the supervision of staff, and those engaged in games/extra-curricular activities/off site visits, is the immediate responsibility of the member of staff or teacher in charge. It is the duty of every employee at work to:

- Take responsible precautions in safeguarding the health and safety of themselves and others.
- Observe all health and safety rules and procedures as laid down by the School and use all safety equipment provided.
- Alert management to any potential hazard or defect that has not been adequately guarded against, that they have noticed; and report all accidents, near misses and dangerous occurrences that have led to or may lead to injury, loss or damage.

- Not to intentionally or recklessly interfere with or misuse anything provided in the interests of health and safety or welfare in pursuance of any of the relevant statutory provisions.
- To cooperate with the Bursar, HOD and SLT in matters relating to H&S.

### **Pupils**

Pupils are responsible for:

- Looking after their own health, safety and welfare and that of others who may be affected by what they have or have not done.
- Following health and safety instructions, and practices and procedures of which they have been made aware.

## **HEALTH AND SAFETY ARRANGEMENTS AND PROCEDURES**

### **Committee**

1. The Health and Safety Committee is to meet each term, with additional meetings held as decided by the Bursar.

### **Budget**

2. The School will budget for improvements to H&S around the School, including resourcing outside expertise to carry out certain functions such as fire alarm maintenance, appliance testing and road safety training.

### **Accident Prevention**

3. All members of staff are to inspect their working areas to identify potential hazards. Remedial action is to be taken, if possible; otherwise, the hazard is to be reported to the Maintenance and Estate Manager immediately. If the remedial work is beyond the scope of the Maintenance and Estate Manager, he is to report the problem to the Bursar.

### **Risk Assessments (RA's)**

4. Risk Assessments are to be carried out annually or as necessary when the activity changes, whichever is soonest for the following (those responsible in brackets):
  - Off-Site Activities for all off-site trips (Staff organising the trip).
    - For the use of all potentially dangerous equipment, including maintenance tools, kitchen equipment, DT, Art and Science equipment. All must be recorded and signed by those responsible as listed below:
      - i. Maintenance and Grounds (Maintenance and Estate Manager)
      - ii. Science Laboratories (Head of Science)
      - iii. Kitchen (Catering Manager)
      - iv. Swimming Pool (Head of PE / *Maintenance and Estate Manager for chemicals*)
      - v. DT (Head of DT)
      - vi. Art (Head of Art)

vii. Sports Equipment (Director of Sport and Head of PE)

Only members of staff attached to these departments are to operate machinery belonging to these departments, and then only after having received adequate instruction/training (signed copies held by the Bursar). Any problems concerning the state of any piece of machinery is to be reported to the Bursar immediately and the machine made inoperable until the problem is rectified. Equipment used by the above should be recorded in the Risk Assessment Registers every year and any faults subsequently must be reported to the Bursar.

### **Sports Equipment and Games**

5. The Director of Sport is responsible for the co-ordination of all sporting activities within the School.
6. Each teacher in charge of a specific sport is responsible for ensuring that the sports equipment in his/her care is checked regularly for defects and potential hazards also they are responsible for taking the necessary action to rectify any problem.
7. All staff are to ensure that dangerous practices are not permitted in any game or sport. Gum shields should be fitted and worn for certain sports such as hockey and rugby. This must be strictly enforced. For all sports that do require safety equipment, this must be worn.
8. First aid boxes are to be taken for all sports (collected by the coach from the matron's room on the morning of the match – provided by Duty Matron).
9. Particular care is to be taken with all activities concerning the swimming pool, where responsibility lies as follows:
  - **Maintenance and Estate Manager:** Pool heating equipment, electrical fittings, water quality control, the material upkeep of the pool and its surrounds including COSHH regulations for pool hygiene.
  - **Head of PE:** All activities in the pool, access to the pool and control of staff, children and spectators within the area of the pool. Additionally he/she should provide generic risk assessments of each activity so that any/all staff are aware of any risks that appertain to that sport. The Head of PE must ensure that signs are maintained providing the code of conduct at the pool.
10. The Head of PE must ensure Gym equipment is checked regularly and that it is safe to use. Where there is any doubt the equipment must be removed from use until fixed or discarded.

### **Accidents**

11. Members of staff, Dumpton pupils, visitors, staff and children from other Schools who have accidents that require medical attention are to report to or be escorted to the Sick Room – phone Ext 204, if possible, to warn of the event. The Matrons are to enter details of the accident and treatment given in the Accident and/or Treatment Book.
12. An accident report is to be completed in the case of an accident which results in a member of staff or child being:

- Sent home.
- Taken to a doctor.
- Taken to hospital.
- If the accident comes within the definition of “reportable” to the local Health and Safety Executive (HSE) a RIDDOR form (Reporting of Injuries, Diseases and dangerous Occurrences Regulations) must be completed. The Head of EYFS would also inform Ofsted or the local safeguarding authority (if appropriate).

The accident report form is completed by one of the Matrons and the member of staff who attended the accident, or if no one was present, by the member of staff first on the scene. The Bursar will complete any other details as required. The Bursar should be sent the completed forms as soon as possible after the incident. In every case where the action required is listed in this paragraph, the Bursar should be informed immediately.

13. An accident report form is also to be completed if a member of staff or a child is injured on a School activity or sports fixture away from School.

### **Reports and Records**

14. If an accident defined as “reportable” occurs, the Bursar and Headmaster are to be notified as quickly as possible by matron and member of staff concerned. The Bursar will make an immediate RIDDOR report.
15. If an accident should occur which, by definition, is “non-reportable” but it falls within categories listed in paragraph 12 above, the Headmaster and Bursar are to be informed by the Matrons and the member of staff involved.
16. Records are to be kept for three years if the accident involves a member of staff or until a child reaches the age of 21, even if the child or member of staff involved has left the School.
17. All EYFS injuries including serious accidents, illness or serious injury to, or death of, any child whilst in our care and the action taken in respect of, must be reported to Ofsted as soon as is reasonably practical but within 14 days of the incident occurring. As an EYFS provider, we must notify local child protection agencies of any serious accident or serious injury to, or the death of, any child whilst in our care and act on any advice given.

### **Dangerous Occurrences**

18. Dangerous situations can occur such as an explosion, collapse of a structure or accidental spillage of chemicals, which do not cause injury. Such occurrences are to be reported immediately to the Bursar who will record the details, report the matter to the Headmaster and, if the nature of the occurrence demands, will report it to the local Health and Safety Executive.
19. The Matrons are to report to the Bursar any reportable diseases in accordance with the guidelines issued by the Health and Safety Executive. The Bursar will then report this occurrence to the Health and Safety Executive.

### **Off-Site Activity**

20. Offsite activity is covered under a separate School Policy and all staff must refer to it when taking such an activity including filling out the necessary risk assessments proforma for the event. As well as checking with Matron, that all children and staff attending are fit to do so e.g. avoidance of exposure to substances/materials that would cause an allergic reaction or specific dietary requests. This detail should be cross-referenced with the Parent/School Contract Standard Terms & Conditions, signed forms of acceptance and trip permission slips.

### **Crisis Management Plan**

21. Health and Safety at the School extends to the need to address a number of contingencies, which although rare, may affect the School. These are categorised at three levels, increasing in severity such as a burst pipe at Level 1, which can be dealt with in-house and up to Level 3 for a major fire that requires the setting up of a Crisis Management Team by the Bursar along with any outside agencies.

### **Workplace Safety**

22. The School will ensure that the School premises are safe and in good repair and are kept free of reasonably avoidable safety hazards.
23. The School will take all reasonable steps to ensure that the School premises are maintained in such a way (to include ensuring that all traffic routes are of suitable construction, free from defects and obstructions and are adequately lit) to reduce the risk of slips and trips to employees, pupils and other users of School premises. As well as ensuring the school complies with its obligations under the Workplace (Health, Safety and Welfare) Regulations 1992 (SI 1992/3004).
24. The School recognises the potentially damaging effect on an employee's well-being of all categories of violence - actual physical attack, the threat of violence and verbal abuse. It regards all types of violence as unacceptable and will take effective action to deal with violent incidents.
25. The Maintenance and Estate Manager will arrange a regular survey of the School premises and the maintenance and repair of School premises.
26. The School will promote effective infection control by ensuring that the School premises are kept clean and tidy.

### **Play Areas**

27. School staff on duty should ensure that children play safely at break and lunchtime in the designated play areas in line with the Duty Staff roster issued by the Deputy Head. If an area becomes unsafe, it must be placed out of bounds and reported immediately to the Maintenance and Estate Manager or Bursar.

### **Safe Handling and Use of Substances**

28. It is the School's policy to comply with the law as set out in the Control of Substances Hazardous to Health Regulations 2002 (COSHH). Staff should ensure that exposure of pupils to substances hazardous to health is removed/minimised and adequately controlled in all cases.

29. The Head of Science will be responsible for ensuring COSHH risk assessments are undertaken for the Science labs. The assessment will be based on manufacturers and suppliers' health and safety guidance and our own knowledge of the work process.
30. All staff must work strictly in line within the information provided under COSHH. If any person is unsure about any symbol or sign, they must ask how to handle it. Where substances have to be controlled procedures are as follows having confirmed:
- Prevention or control measures.
  - Maintenance of control measures.
  - Carry out instruction and training as required including use of PPE and Emergency procedures.

### **Asbestos**

31. The School recognises that all types of asbestos are dangerous and will manage the risks presented by asbestos containing materials (ACM) or presumed ACMs on the School premises by complying with the Control of Asbestos Regulations 2012 and in particular by:
- ensuring that the School complies with its duties in relation to licensed and non-licensed work, including notifying the relevant enforcing authorities in relation to non-licensed work, where appropriate. Detailed guidance can be found in the Asbestos essentials: advice on work on non-licensed work with asbestos (A01) (04/12) at <http://www.hse.gov.uk/pubns/guidance/a0.pdf>;
  - preparing and keeping up to date a record of the location and condition of ACMs or presumed ACMs;
  - carrying out a written assessment of the risks presented by ACMs and presumed ACMs;
  - preparing and implementing a written plan of action for managing the risks posed by ACM or presumed ACMs known as an Asbestos Management Plan;
  - regular inspections, reviews and / or monitoring, as appropriate;
  - ensuring that adequate records are kept in relation to non-licensed work done on ACM or presumed ACM at the School;
  - ensuring that all employees who may come into contact with ACM or presumed ACM are adequately trained;
  - ensuring that information about the location and condition of ACMs or presumed ACMs is passed on to anyone who is likely to disturb it and to the emergency services in the event of an emergency.
  - ensuring that ACM or presumed ACM is not be disturbed unless prior agreement has been given by the Bursar and there are appropriate control measures in place to ensure that staff, pupils or any other users of the School premises are not exposed to asbestos;
  - ensuring that only authorised staff and / or fully licensed contractors are permitted to carry out any work in the relation to ACM or presumed ACM.
32. If anyone disturbs or suspects that they have disturbed ACM they should:
- not disturb it further under any circumstances;
  - ensure that access to the affected area is restricted and put up a warning sign stating "possible asbestos contamination";
  - immediately report it to the Maintenance and Estate Manager who will take appropriate action;



- ensure that any clothing which has been covered in dust or debris is appropriately disposed of.

### **Fire Safety**

33. All persons employed by the School have a duty to conduct their work in such a way as to minimise the risk of fire. This involves not smoking, keeping combustible materials separate from sources of ignition and avoiding unnecessary accumulation of combustible materials and waste. The Bursar is responsible for ensuring a suitable and sufficient fire risk assessment is undertaken and implemented every 12 months. Every member of the H&S Committee is responsible for:
- Checking escape routes for conformity every week
  - Any other actions detailed in the fire risk assessment
34. Firepoint Ltd will check the fire extinguishers annually and replace those that are faulty. The School also uses Chubb to maintain the fire alarm system throughout the School, which is tested every Tuesday morning at 10.35am. Any faults are to be reported to the Bursar immediately.
35. Practice fire drills and emergency evacuations will be conducted every term to ensure familiarity with emergency evacuation procedures – these are recorded in the Fire File. The Bursar will monitor compliance with the above, advising the nominated fire wardens of the relevant date and maintaining a central file detailing any such drills/evacuations. Details are published in the Crisis Management Policy, however on finding a fire the following should be done:
- Sound the FIRE ALARM by breaking the glass in the alarm activation boxes.
  - If safe to do so, close all doors and windows, including any doors separating sections of the building and at stairwells, to confine the fire.
  - Evacuate the building immediately by the nearest exit to the Assembly Area (All Weather Pitch). Do not stop to collect personal belongings.
  - Duty teacher takes the roll.
  - Render first aid as necessary.
  - Notify utility companies of a break or suspected break in lines which might present an additional hazard.
  - Keep access roads open for emergency vehicles.
  - Have fire brigade officials declare the area safe before allowing students/staff to return to School.
  - Remain calm.
36. There is a separate Fire Policy file, which covers the Fire Risk Assessment and record of fire drills and fire tests carried out at the School.

### **Site Security**

37. CCTV cameras have been deployed on a continuous loop survey and the School has taken other measures to ensure the security of the School site, including additional fences and gates to deter unauthorised access. It is the duty of all staff to question someone on the property if they are unsure of their right to be in the School.
38. ID cards are to be worn by all contractors on site and all visitors will be issued with a pass (from the Reception desk). Anyone walking around the School, who is not recognised and is not wearing such a badge, should be challenged politely.

## **Personal Protective Equipment**

39. The School is committed to ensuring the health and safety of its employees through the provision of suitable and sufficient personal (and respiratory) protective equipment where identified risks cannot be eliminated at source or to an acceptable minimum.
40. All staff and pupils must use all personal protective equipment (PPE) provided to them in accordance with the training and instruction given to them regarding its use.
41. Employees who have been provided with personal protective equipment must immediately report any loss of, or obvious defect in any equipment provided.
42. The Maintenance and Estate Manager and teaching staff will endeavour to ensure that any personal protective equipment issued to other staff and pupils is used properly.

## **Manual Handling**

43. The School seeks to avoid the need for manual handling (defined for the purpose of this policy as the transporting of loads by hand or using bodily force) wherever possible.
44. Where manual handling cannot be avoided, the School will seek to reduce the risks related to manual handling by providing training and guidance in manual handling techniques in accordance with the Manual Handling Operations Regulations 1992.

## **Machinery & Plant**

45. Maintenance on all School equipment is to be carried out routinely. Inspections and checks to be carried out are:
  - Daily inspection of Guards and Mechanical Equipment by Maintenance Staff and Teaching staff
  - Weekly checks of the Fire Alarm System
  - Weekly checks on minibus oil, water and tyres
  - Termly checks on Kitchen equipment
  - Quarterly Fire Alarm Service checks
  - Annual Service of Fire Equipment
  - Six monthly service and safety checks of gas boilers
  - Annual Service of Minibuses and interim (weekly) safety checks
  - Termly garage safety check on vehicles
  - Annual Portable Appliance Testing

## **Vehicles on Site/Car parking**

46. There are a large number of vehicles on site ranging from School minibuses, teachers' cars, contractor's vehicles to parents' cars. Every driver must drive responsibly and keep speed down to a minimum. There are three speed humps within the School to slow drivers down. Additionally:
  - Care must be exercised on all roads, particularly crossing points – from the all-weather pitch car park and between the School and the all-weather pitch at games lessons. Staff must ensure that all pupils are properly supervised.

- Parking must be in the designated areas only and as per the parking plan issued by the Bursar.
- Additional measures will be introduced as and when required such as match days and the first day of the term.
- The area adjacent to the kitchen is not for parking cars – it is for pick up/drop-off of children from/to the School from minibuses and for deliveries. At all other times it must be left clear.

### **School Minibuses**

47. There is a School Minibus Policy. However, the following must be noted:

- All School minibuses are regularly serviced and safety checked – organised by the Bursar.
- Petrol, oil, water and tyre wear are to be checked weekly by the maintenance staff and recorded on the record sheet in the vehicle. All drivers should carry out a cursory check to ensure the vehicle is serviceable and in good order. Any repairs required should be brought immediately to the attention of the Maintenance and Estate Manager.
- Lists of all passengers are to be prepared before every journey. One is to be left in the Bursar's Office. The list is to be kept up to date and amended should out-going passengers not be returning on the bus.
- A mobile phone is to be taken on every journey and the number must be recorded on the passenger list left in the Bursar's Office. The mobile phone is to be kept switched on and is to remain with the person in charge of the journey until returning to School.
- Drivers are to ensure that all loose items of equipment are safely stowed.
- **Seat belts must be worn at all times and the driver is to ensure that all passengers are wearing seatbelts before setting off. Booster seats are available.**
- No food or drink is to be consumed at any time whilst the bus is in motion. At the driver's discretion, sweets may be consumed.
- No one is to drive the minibuses unless they have been certified to do so by an Advanced Driving Instructor appointed by Dorset County Council and are listed on the School list of authorised drivers held by the Bursar.
- ***Under no circumstances is the driver to use a mobile phone including when used with a hands free device, whilst the vehicle is in motion***
- The first aid kit and fire extinguisher carried in each vehicle is for emergency use only. Drivers are to record any item that is removed.

### **Work-related Road Safety**

48. The School is committed to ensuring the safety of those persons employed for work-related driving as we recognise that health and safety applies to on-the-road work activities as it does to all work activities. The School will ensure that any vehicles provided for work-related driving activities are suitable and sufficient for their intended use and any such vehicles will be regularly maintained in

line with the manufacturer's guidelines with the relevant schedules. The Bursar keeps a record of due service dates and MOTs as (as applicable) for the School minibuses.

49. It will be the responsibility of the Bursar to ensure that persons employed for work-related driving hold a licence valid for the type of vehicle they will be required to drive and that this licence is checked at 12 monthly intervals. Moreover, every member of staff who wishes to drive a minibus must have a group D licence and have passed a Council sponsored driving aptitude test by a qualified instructor. If staff passed their normal driving test after 1997 they will need to pass a PSV Test additionally before they can drive minibuses.
50. All staff involved in work-related driving are reminded of the need for compliance with Road Traffic Law to ensure the safety of themselves and other road users. Additionally any fines or prosecutions resulting from a breach of Road Traffic Law must be reported to the Bursar as soon as possible.
51. All drivers have a responsibility to complete regular safety checks of their vehicles in order to ensure general roadworthiness. Any defects noticed must be brought to the attention of the Bursar or Maintenance and Estate Manager.

### **Display Screen Equipment**

52. The following applies to Display Screen equipment:

- Adapt the furniture to fit your body. The lower back needs support; adjust the backrest if necessary. Place feet flat on the floor or use a footrest and use a document holder if necessary.
- Adjust the VDU to increase your comfort. The top should be just below eye level.
- Contrast and brightness may be adjusted for your individual preference. Position the VDU at a 90° angle to windows if possible.
- Dim the lights or adjust blinds/curtains if necessary but do not make the room too dark.
- Avoid wearing light coloured clothing that can reflect light on to the screen.
- Look into the distance periodically – at something at least 20 feet away.
- Vary your routine. Take a few minutes away at regular intervals to organise materials or files or to deliver completed work.
- Do some stretching exercises during the day (neck, shoulder, back, wrists, hands and fingers)

### **Environmental Control**

53. **Classrooms/Indoor Facilities:** Classrooms and indoor facilities such as the Gym are to be monitored regularly by Form Tutors and Heads of Departments to ensure that the temperature, ventilation and lighting are adequate for the purposes of the lessons being taught. The School endeavours to keep in line with the rest of the educational sector.
54. **Science Labs:** Science labs are to be monitored to ensure they do not become contaminated when using substances that may be controlled under the COSHH 2002. All these areas must be sufficiently ventilated.

55. **Noise Control:** The School takes the issue of noise seriously and in order to minimise its effect:

- Installations and equipment are selected to keep noise to a minimum and where not possible will be isolated, damped or insulated to reduce effect.
- Mowing of grass near classes is carried out outside lesson times, where possible, to avoid undue noise.
- Heads of Departments should provide hearing protection for maintenance staff, staff and pupils who operate noisy machinery.

### **Catering**

56. The School kitchens are the responsibility of the Catering Manager. The Catering Manager should ensure that activities are undertaken in line with the Food Hygiene (England) Regulations 2006. The following records and checks must be undertaken:

- Cleaning schedules to be established and details recorded.
- Equipment temperature checks carried out daily and recorded.
- Food temperatures taken and recorded as it comes out of the oven and prior to serving.
- A full Management System for Food Hazards Analysis and Critical Control Point should be implemented.
- Kitchen staff health to be monitored and wearing of jewellery, other than wedding rings, is forbidden.
- New personnel are to receive induction training to ensure they understand the personal hygiene requirements.
- Any EHO recommendations should be carried out immediately.
- Kitchen staff are to have been trained in food handling.
- The EYFS contact at the School must notify Ofsted of any food poisoning affecting two or more children within 14 days of the incident occurring. The Catering Manager must liaise with the EYFS contact on site to ensure this notification is carried out.

### **Visitors, Members of the Public & Contractors**

57. We are committed to ensuring the health and safety of all persons on, near to, or affected by their work premises. Therefore, all visitors (including trainees and contractors) must report to reception where they must then be signed in on arrival and signed out on departure.

58. In the event of an emergency evacuation, it is the responsibility of the fire warden or Reception/Head's Secretary to remove the visitor log when leaving the premises. Evacuation of visitors can then be ensured by roll call.

59. It will be the responsibility of the Bursar to ensure, so far as is reasonably practicable, that the general public are protected from anything likely to endanger their health and safety as a result of the School's (or its contractor's) activities. However, it is incumbent on visiting Schools, lets and other users to ensure that their personnel are insured for any activity within this School and are briefed properly.
60. The Bursar is responsible for maintaining an accurate and valid Approved Contractors' file for any contractors that may be employed by the School. Moreover, it will be his responsibility to ensure that all contractors are familiar with the relevant contents of this health and safety policy. As such they will be issued relevant health and safety information for which they must return a completed receipt form that is to be included on the Approved Contractors' file.
61. All contractors, delivery persons, inspectors and other trades people will be expected to comply with the requirements of the School's Health and Safety Policy and Rules while on the School's premises in line with CDM Regulations 2007. In order to ensure that activities are to be undertaken in the correct manner, the School adopts the following procedures:

**Identification of suitable bidders:** The following items will be taken into account:

- Adequacy of Health and Safety Policy.
- Control Structure.
- Safe Systems of Work in Operation.
- Training Standards.

**Identification of hazards in the specification:** The Contractor will be required to demonstrate that these hazards have been adequately taken into account. Apart from normal site hazards, the following will also be considered:

- Special Hazards applicable - e.g. Asbestos, Height.
- Safe Access to/egress from the site.
- Confined Space Entry.
- Chemical Storage.
- Occupational Health Risks including Noise.
- Activities for which a Permit to Work is required.

Further details are available in the separate School Contractor's H&S Policy.

### **Safe Code of Conduct (as in the Staff Handbook)**

62. The following is in the Staff Handbook but is re-iterated here. Staff should:
- Conform to the health and safety at work policy, all health and safety rules and signs, fire precautions and emergency procedures.
  - Ensure that they understand and follow the safe operation of their duties; ask if they do not understand any aspect of these.
  - Report all accidents, near misses, potential hazards and damage immediately.
  - In the event that personal protective equipment or clothing is provided, it must be used and properly looked after.

- Not interfere with or misuse anything provided for the health and safety of employees.
- Not act in a way that could endanger themselves or others; do not play practical jokes.
- Not run, especially on stairs or steps. Use handrails; never read while walking.
- Keep their work area tidy and clear of obstructions; do not leave things lying around.
- Clean up any spilt liquids, tracked in rain etc. immediately.
- In the event of staff being called upon to handle bulky or heavy objects, they should only lift or move what they can easily manage; always bending their knees and keep their back straight – take the stress in their legs, not their back. GET ASSISTANCE if in doubt.
- Not overreach; not climb on anything not meant for the purpose; use a ladder, ensuring that it is good condition.
- Ensure electrical equipment is regularly checked and is normally safe when properly used.

**BUT:**

- never touch electrical equipment with wet hands
- always disconnect electrical equipment before moving it
- never attempt electrical repairs unless authorised
- always keep electrical supply cables and wires away from wet areas or from where they could be walked over etc.
- always switch off equipment if not in use; disconnect from the mains outside normal working hours unless instructed otherwise

63. Information on any specific hazards and precautions (e.g. COSHH, DSE) will be issued as appropriate and is available from the executive responsible for health and safety. Training in dealing with hazards will be conducted as appropriate.

**Training**

64. The Bursar is to be responsible for all aspects of health and safety training. Fire drills are to be carried out at least once every term both during the working day and at night. Staff are to be instructed in evacuation procedures and the use of fire appliances (normally on an Inset Day at the start of term – attendance is compulsory). Furthermore should it be necessary staff will attend HSE approved courses to ensure that the School is current with H&S good practice.

**Conclusion**

65. This policy is a working document and shall be reviewed and updated to ensure best practice.

66. It is the duty of each and every member of staff to read this document fully and to identify any areas in which they are unclear. Any such areas will be drawn to the attention of the Bursar who may arrange for further information, instruction, supervision, and training.

67. The Bursar will ask staff to sign a document stating that they have read and understood their responsibilities and duties regarding health and safety at Dumpton School, outlined in this policy statement.
68. The Bursar will ensure that any new or temporary member of staff receives a copy of this policy document and signs a declaration of their understanding on their first day of duty and before they commence their work role.

**ANNEX A TO  
DUMPTON SCHOOL  
H&S POLICY 2022/2023**

**LIST OF SUPPORTING POLICIES/DOCUMENTS THAT MUST BE READ IN SUPPORT OF THE  
HEALTH & SAFTY POLICY**

Fire Policy - reviewed October 2022

First Aid Policy - reviewed October 2022

SENDA Policy – reviewed September 2023

Animal in the Grounds Policy - reviewed September 2023

Minibus Policy - reviewed September 2023

Crisis Management Policy - reviewed September 2023

Lockdown Procedure 2023

Off-Site Educational Visits Policy including EYFS - reviewed September 2023

Science Department H&S Policy 2023/24 (Head of Science) - reviewed September 2023

Risky Areas Policy 2023

Risk Assessments Files



**ANNEX B TO  
DUMPTON SCHOOL  
H&S POLICY 2023/2024**

**Deputy Head and Heads of Department and Governors**

- The Deputy Head, Heads of Departments and Governors will:
- Familiarise themselves with the H&S Policy and Statutory Instruments and Regulations, which will be issued from time to time. They should not rely solely on the Bursar for current information.
- Draw up safe methods and procedures where appropriate, for operations within their departments i.e. Science H&S Policy.
- Ensure that their classroom/work areas are safe before they are used by any person.
- Ensure equipment is safe before it is used by any person and, moreover, will have explanatory signs informing pupils of how to use the equipment safely.
- Ensure that protective equipment, where appropriate (such as glasses in DT) is used at all times.
- Report any hazardous or dangerous conditions of situations to the Bursar immediately.
- At all times endeavour to ensure the Health and Safety and Welfare for all persons within their control.
- **For Head of Science – see separate Science Dept. H&S Policy 2023-24**

**Matron**

Matron will:

- Familiarise herself with the H&S Policy and Statutory Instruments and Regulations, which will be issued from time to time. She should not rely solely on the Bursar for current information.
- Ensure that all personnel under her control have adequate training.

- Be responsible for treating injuries and illness within the School so far as it is within her jurisdiction and training, using outside medical authorities as necessary.
- Ensure that the Accident Book is kept up-to-date and that First Aid records are maintained.
- Ensure the security of all medicines within the Sick Room.
- Ensure that all teams playing home and away have a properly equipped First Aid pack.
- Ensure that pupils' medicines are administered as required.
- Ensure that drivers are provided with an up-to-date going home list on the minibuses.
- Ensure that the off-site activity coordinator is made aware of any medical issues pertinent to those children on the trip.
- Ensure that parents are informed in the event of an accident or when a child has been in sick bay.

### **Teaching Staff & Assistants**

Teaching staff will:

- Familiarise themselves with the H&S Policy of the School and sign a declaration that they have read and understood the contents and their role within the School. This is also covered in the Staff Handbook (on the intranet and issued to all new staff).
- Ensure that all safe methods and procedures are followed, where appropriate, at all times.
- Ensure that classroom areas are safe before use by any person.
- Ensure that protective equipment, where appropriate is used at all times. This is particularly important for science, art and DT.
- Ensure that each child is briefed on how to use equipment before use and ensure that warning signs and explanatory signs are clearly visible and accessible.
- Report any hazardous or dangerous conditions to the Head of Department, Maintenance and Estate Manager or Bursar immediately.
- Abide by the Off-Site Policy when taking children out of School on any trip, however mundane and ensure that a risk assessment has been completed and handed into the Bursar.

### **Maintenance and Estate Manager**

The Maintenance and Estate Manager will:

- Familiarise himself with the H&S Policy and Statutory Instruments and Regulations, which will be issued from time to time. He should not rely solely on the Bursar for current information.
- Ensure that he maintains Risk Assessments on all equipment used by the maintenance team, updating as and when new equipment is brought into service.

- Complete the annual Risk Assessment in conjunction with the above.
- Ensure that all equipment being operated on is serviceable and report any damage/faults immediately.
- Take out of service any faulty equipment until fixed.
- Ensure that equipment is maintained and tested regularly, for which records should be kept.
- Apply COSHH regulations for any hazardous substances used, particularly the Swimming Pool.
- Check the faults book daily to check for H&S issues and act on them immediately.
- Carry out a weekly check on School minibuses for oil, water and tyre pressure at least.
- Ensure that the correct PPE is worn whilst operating equipment and machinery.
- With the Bursar, carry out a fire test each Tuesday morning at 10.45am.
- Continually monitor H&S around the School as part of his daily routine making good any problems and reporting them to the Bursar.
- Ensure that the plans for emergency cut offs and fuses are kept up-to-date and any changes noted.
- Assist in providing advice on H&S matters to contractors working on site.
- During any long-term absence of the Bursar, report any incidents to the Finance Bursar.

### **Catering Manager**

The Catering Manager will ensure:

- That all activities are undertaken in line with the Food Safety (General Food Hygiene) Regulations 1995.
- That cleaning schedules are established and details recorded.
- That equipment temperature checks are carried out daily and recorded.
- That the temperature of food is taken and recorded for each item when it comes out of the oven and prior to serving.
- That equipment is maintained.
- That a full Management system for Food Hazard Analysis and Critical Point control has been implemented.
- That the health of personnel within the kitchens is monitored and the wearing of jewellery on hands, except wedding rings is not permitted.

- That Induction training for all new personnel is carried out.
- That general hygiene inspection is carried out on a regular basis.
- Any EHO's recommendations through the Bursar are carried out without delay.
- That in conjunction with the Matron will ensure that those with special dietary needs are given the appropriate diet.

### **All Other Staff**

All other staff will:

- Make themselves familiar with the H&S Policy, especially those sections relevant to them.
- Observe H&S Rules at all times.
- Report accidents, damage, hazardous or dangerous conditions or situations to their Head of Department, Bursar or Headmaster.
- Ensure that working areas are kept safe and clean.
- Make sure any equipment they are about to use is safe.
- Be familiar with First Aid procedures, fire procedures, and any other policy which may affect their daily work, such as Off-Site Policy and Playground Risk Assessments.