

INTERNATIONAL COLLEGE SHERBORNE SCHOOL



HEALTH & SAFETY POLICY DOCUMENT

April 2009

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PREVIOUS EDITIONS/REVISIONS
Of the International College Health & Safety Policy

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INTERNATIONAL COLLEGE, SHERBORNE SCHOOL

HEALTH AND SAFETY POLICY DOCUMENT

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INTERNATIONAL COLLEGE, SHERBORNE SCHOOL

The International College (the College) is a separate academic institution for Sherborne School (the School). It is, however, wholly owned by Sherborne School, and in matters of health and safety it follows the general policies approved by the Sherborne School Governors, who have ultimate responsibilities for health and safety at the College, amended only to fit the particular circumstances of the College.

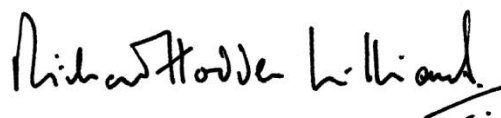
C J Greenfield
Principal
April 2009

HEALTH & SAFETY

PART 1 - STATEMENT OF GENERAL POLICY

(The term Sherborne School includes the International College, Sherborne School, Sherborne School (Trading) Ltd, Sherborne School (Leisure) Ltd and Sherborne School Foundation.)

- 1.1 Protecting the health and safety of Students and Staff is essential and will be led and promoted by the Governors of Sherborne School.
- 1.2 The Governors recognise that they have a special duty of care for students, both those at Sherborne and those visiting from other schools. In addition the Governors recognise the need to ensure that the work of the school does not adversely affect the health and safety of other persons. The Governors of Sherborne School recognise and accept their responsibility as employers to meet their statutory duties for Health and Safety. As far as is reasonably practicable, the Governors undertake to provide safe and healthy work places and working environments for all the School's employees, students and members of the general public, and are committed to ensuring that the School complies with all relevant Health and Safety legislation
- 1.3 No safety policy is likely to be successful unless it actively involves employees themselves. In this connection the Governors remind all employees of their own duties, under Sections 7 and 8 of the Health and Safety at Work Act 1974, to take care in their work for their own safety and that of other employees, for the safety of students and the public, and to co-operate with the Governors in carrying out their responsibilities. Those employees with responsibility for students have a special duty of care for those in their charge.
- 1.4 The Governors will monitor and review the effectiveness of the policy annually. Supplementary statements will be issued as necessary for the work of particular departments or groups of staff.
- 1.5 The organisation for implementing the School's Health and Safety Policy is at Part 2 of this document and standard procedures are at Part 3.
- 1.6 The Governors will access and follow competent expertise and have appointed a Health and Safety consultant to provide Health and Safety assistance and advice to the School,.
- 1.7 The Health and Safety Policy is distributed to all members of the International College's Senior Management Team, Houseparents, Housekeepers, Housematrons, Heads of Department, Heads of Sport and non-academic Heads of Department. A full distribution list is held by the College Health and Safety Officer.



CHAIRMAN OF GOVERNORS
SHERBORNE SCHOOL
JUNE 2008

INTERNATIONAL COLLEGE, SHERBORNE SCHOOL

HEALTH & SAFETY

PART 2 – ORGANISATION

2.1.1 The Board of Governors will review Health and Safety at every board meeting and health and safety management will be integrated in the board's decision making.

2.2 HEALTH & SAFETY APPOINTMENTS

2.2.1 **Principal of the International College.** The Governors direct that the Principal shall promote an active Health & Safety culture within the College. He shall be responsible for the formulation and implementation of College Health & Safety policies and intervene as necessary to ensure the promotion of effective Health & Safety policies and procedures. The Principal may delegate day to day management of Health & Safety to the College Health and Safety Officer.

2.2.2 **The Bursar of Sherborne School as School Health and Safety Officer.** The School Health and Safety Officer is responsible for the day to day management of Health & Safety within the School, the implementation of the School's Health & Safety Policies and shall appoint members of the School's Health & Safety Committee as appropriate.

2.2.3 **The Health and Safety Officer of the International College.** The College Health and Safety Officer shall keep informed of developments in Health & Safety legislation and best practice relevant to the College's activities.

The College Health and Safety Officer shall ensure that necessary training is implemented and that training records are maintained for all employees.

The College Health and Safety Officer is responsible for compliance with environmental legislation so far as it impacts on Health and Safety; and for working with the Principal to ensure security of staff and students (in conjunction with the Assistant Bursar).

The College Health and Safety Officer is to keep records of discussions and decisions which relate to Health & Safety. Shall ensure adequate monitoring of Health & Safety and report immediately to the Principal any significant Health & Safety shortcomings within the College. Will assist the Principal in his responsibility to obtain from the Governors adequate budgets for the implementation of the College's Health & Safety Policy.

2.2.4 **Senior Management Team of the International College.** The Senior Management Team comprises the Principal, Vice Principal, Director of Studies, Senior Housemaster, Director of Intensive Courses and Staff Development Officer. The Senior Management Team shall assist the Principal and the College Health and Safety Officer in their responsibilities for implementing the College's Health & Safety Policy. They are to ensure the adequate provision of resources to those with specific Health & Safety responsibilities and, in their individual roles, they will ensure that the Principal and the College Health and Safety Officer are well informed of:-

Current Health & Safety priorities;

Progress and implementation of improvements;

Conflict within Health & Safety and academic and other demands;

Uniformity of approach to Health & Safety throughout the College.

- 2.2.5 **Estates Bursar at the Estates Office.** The Estates Bursar's role in Health & Safety is twofold:
- a. Fire Officer. The Estates Bursar is appointed Fire Officer for the School. The duties of the Fire Officer are at **Annex A**.
 - b. Fabric and Building Systems. The Estates Bursar is responsible to the Bursar as School Health and Safety Officer for ensuring that the fabric and building systems within the School meet the appropriate Health & Safety standards. This will include making adequate arrangements to ensure high standards of Health & Safety in carrying out the work of his department, including contractors.
- 2.2.6 **Assistant Bursar of Sherborne School.** The Assistant Bursar is responsible to the School Safety Officer for College security of students and staff (in conjunction with the Principal and the College Health & Safety Officer).
- 2.2.7 **Housekeeping Supervisor of Sherborne School.** The Housekeeping Supervisor is responsible to the Principal for ensuring the College buildings are of a high standard of cleanliness. As a line manager the Health and Safety of all cleaning staff is the responsibility of the Housekeeping Supervisor.
- 2.2.8 **Heads of Department of the International College and College Activities.** The Health & Safety duties of Heads of Department, both teaching and non-teaching, including those in charge of games and other student based activities, are to:
- a. Promote high standards of Health & Safety awareness and practice in their areas of responsibility.
 - b. Ensure new staff receive adequate Health & Safety induction (see clause 3.14 and **Annex B**).
 - c. Arrange for their staff to be adequately trained, informed and supervised.
 - d. Provide risk assessments for all areas under their control, and implement the control measures required by those assessments (see clause 3.25).
 - e. Monitor compliance within their department or activity with School Health & Safety Policies and Procedures, and in particular, emergency arrangements, fire, minibus safety and managing work equipment.
 - f. Actively pursue effective consultation with their staff and the Health & Safety Committee.
 - g. Personally investigate and report on accidents in strict accordance with Standard Procedures (clause 3.1).
 - h. Represent Health & Safety concerns through Heads of Department Meetings, Sports Committee or directly as appropriate to the College Health and Safety Officer.
- 2.2.9 **Educational Visits Co-ordinator.** An Educational Visits Co-ordinator is appointed by the Principal to vet all proposals for Student off-site activities, the College Health and Safety Officer takes on this role.
- 2.2.10 **Houseparents of the International College.** Houseparents have similar responsibilities for Health & Safety to those of Heads of Department at clause 2.2.8 above. Houseparents are responsible for the Health & Safety of staff and students within their House, and that the College Health & Safety Policies and Procedures are observed and risk assessments provided as appropriate. Houseparents will receive assistance with the implementation of Health & Safety from the School Fire Officer and the Assistant Bursar, and may delegate day to day management of Health & Safety within the House to Housekeepers. Health & Safety concerns should be represented either at Houseparent' Meetings or Housekeepers' Meetings, both of which are attended by the Bursar as School Health and Safety Officer or her representative.

- 2.2.11 **Sports Centre Manager of Sherborne School.** The Sports Centre Manager is responsible to the Bursar as School Safety Officer to manage all health and safety aspects of the Sports Centre and related areas.
- 2.2.12 **Employees.** For the purpose of Health & Safety, a College employee is defined as any person who is paid by the School, whether full-time or part-time, in whatever capacity. The duties of employees are set out in Part 3 of this Policy document, clause 3.13.
- 2.2.13 **Health and Safety Advisor at the Estates Office.** The Advisor is employed by the School to provide a Health & Safety advice and audit facility to the School and, in that capacity, will promote initiatives in Health & Safety and advise the Headmaster, the Bursar as School Health and Safety Officer and the International College Health and Safety Officer on the implementation of the Health & Safety Policy and the compilation of risk assessments.
- 2.2.14 **Health & Safety Committee Members of Sherborne School.** Members of the Health & Safety Committee are appointed to attend meetings of the Committee to consider Health & Safety and, where appropriate, Environmental Health matters. They will be appointed by the Bursar as School Health and Safety Officer. The College is represented on the School Health & Safety Committee by the College Health and Safety Officer.

The present members are:

Chairman, School Health and Safety Officer
Headmasters Representative
Director of Sport
Domestic Staff Representative
Science Safety Officer
School Fire Officer
Educational Visits Co-ordinator
International College Health and Safety Officer
Sanatorium Sister
Personnel Manager
Accident Report Record Keeper
Secretary

Meetings will be attended by others to present reports or advice at the invitation of the Bursar as School Health and Safety Officer.

The Committee members are a vital link with School organisations and must meet at least once a term. They are to ensure that Health & Safety matters are progressed in the School by individuals, departments and through the other committees on which they sit. (Senior Management Team, Heads of Department, Housemasters, Sports Committee and Housekeepers).

The Chairman will request agenda items in advance from Committee Members; these should be submitted at least 14 days prior to each meeting. The Chairman will circulate minutes to the Governors, Headmaster, Committee Members, all staff with individual Health & Safety responsibilities and to the Senior Common Room.

Please read on, over.

INTERNATIONAL COLLEGE, SHERBORNE SCHOOL

HEALTH & SAFETY

PART 3 - STANDARD PROCEDURES

3.1 ACCIDENT REPORTING

When a significant accident occurs the Head of Department or College Activity must be informed immediately; for all other accidents, they must be told during the same day.

Every accident involving personal injury must be recorded on an Accident or Incident Report form, **Annex C**. The Head of Department or College Activity or Sanatorium, as appropriate, must ensure that a completed form is passed to the College Health and Safety Officer within 48 hours.

All accidents involving personal injury to employees must be entered on an Accident Form and given to the College Health and Safety Officer, who will report it to the Bursar's Secretary. The Bursar's Secretary will report to the enforcing authorities and the Bursar as the School Safety Officer.

The College Health and Safety Officer will analyse accident trends and report to the Health & Safety Committee. If a serious accident occurs the Bursar as the School Safety Officer may call for a special meeting of the Health & Safety Committee.

3.2 ADVICE AND INFORMATION

Employees may obtain advice and information about Health & Safety through their immediate supervisors, through the College Health and Safety Officer or through the Estates Bursar via the Works Department.

3.3 CONTRACTORS

General. The Health and Safety Executive require organisations who make use of subcontractors to ensure that they work safely. Only contractors able to demonstrate adequate and effective mechanisms for the management of health and safety are permitted to work for the College.

Where appropriate contractors must have a valid risk assessment and safe system of work. If appropriate the document "General Requirements for Building Work" will be sent. All contractors must be allocated a Liaison Person when they are awarded a contract.

3.3.1 Liaison Person's Duties. The Liaison Person must meet the contractor on his first arrival, and ensure that the contractor's on site staff have an appropriate level of understanding of College safety arrangements, and in particular:

- a. Welfare, fire, first aid, accident reporting, protecting others affected by their work and School Permits to Work (Confined Spaces, Work at Heights, Hot Work).
- b. Accident reporting - the contractor must report any accident to the Liaison Person.

- c. Notification of any subcontracting in advance.
- d. Arrangements for passes and permits.

The Liaison Person is to monitor the Health & Safety performance of the contractor and immediately advise the Estates Bursar or the College Health and Safety Officer of any inadequacies.

3.4 **CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH 1994 (COSHH)**

Many of the substances used and encountered by College employees and staff are regarded by the Health & Safety Executive as hazardous to health. With the exception of lead and asbestos (for which other regulations apply) all of these substances are in scope of the provisions of the Control of Substances Hazardous to Health Regulations. Heads of Departments are to ensure that up to date Material Safety Data Sheets are obtained, or other appropriate information on such substances. Exposure and risks are to be assessed. Where necessary, in accordance with the regulations, a formal assessment should be made or obtained (eg Cleapps). Assessments and safeguards must be explained and made readily available to all persons at risk.

3.5 **CRITICAL INCIDENTS**

The Bursar as the School Safety Officer is responsible for maintaining the Critical Incident Plan.

3.6 **DISPLAY SCREEN EQUIPMENT**

Advice on Health & Safety in the use of display screen equipment is at **Annex D**. Any employee who considers that the use of visual display equipment during the course of their employment is adversely affecting their eyes, may arrange an eyesight test at the College's expense. Prior notification of the intention to undergo such a test must first be given to the College Financial Administrator.

3.7 **EDUCATIONAL VISITS AND FIELD TRIPS**

All educational visits and field trips and other students based activities not on School property are classified as off-site activities. The College Health and Safety Officer is appointed by the Principal to provide advice, arrange procedures, and ensure that every off-site activity is managed in accordance with best practice, DfES guidance and the recommendations of the relevant establishment or its governing body. See Guidelines and Regulations for Trips out of School in the Teaching and Care Staff Manual.

3.8 **ELECTRICITY AT WORK REGULATIONS 1989**

3.8.1 **General.** The Electricity at Work Regulations 1989 are wide ranging and include all portable electrical appliances used by staff. The Regulations involve frequent inspection and testing of all portable electrical appliances to ensure that they are safe to use. This work will be undertaken by a combination of the Works Department and competent persons within the College. A competent person is a person trained specifically and certified under arrangements made by the Estates Bursar. Work on electrical systems may only be carried out by properly qualified persons.

3.8.2 **Electrical Safety in the Workplace.** All staff are to be familiar with "Electrical Safety in the Workplace" at **Annex E**, and this Annex is to be displayed in all workplaces.

3.8.3 **Electrical Appliances brought into the College by Students.** In accordance with College Rules, students may bring into Boarding Houses personal hi-fi equipment, a table lamp and a personal computer. All other electrical appliances, such as kettles and toasters, will be supplied by the College and must only be used in the specified areas provided.

3.8.4 **Suspected Electrical Defects.** Suspected electrical defects are to be reported immediately to the appropriate supervisor, eg teacher in charge, Housekeeper, Head of Department, who in turn is to report the defect to the Works Department, via the Green Chit system. In the meantime, the suspect equipment is not to be used.

3.9 **FOOD HYGIENE**

All food prepared within or for the College shall comply with all relevant aspects of food safety legislation under the Food Safety Act 1990, in particular the training requirements. Houseparents, Housekeepers and other line managers organising food in connection with the College should contact the Catering Manager for advice and assistance to ensure compliance.

3.10 **FIRE SAFETY**

3.10.1 **General.** All staff are to be familiar with the Fire Safety Procedure, in so far as it applies to their particular House or Department. Individual fire instructions are issued by the School Fire Officer to each Houseparent and to other Teachers/Supervisors responsible for specified areas of the College. The School Fire Officer is responsible for training and for the monitoring of fire safety throughout the College. Houseparents or individual teachers have the responsibility for instructing students and staff in their care on appropriate action in the event of a fire. No smoking is permitted on College Premises.

3.10.2 **Boarding Houses.** Each Houseparent is to hold a fire drill at least once a term, one of which each year must be during the hours of darkness, and is to maintain a fire log which will be inspected by the School Fire Officer at the end of each term.

3.10.3 **Classroom Areas.** The College Health and Safety Officer will arrange an annual programme of fire drills for classrooms and assembly areas. A Fire Plan of Action for teaching staff in classroom areas is to be retained at all times with class lists.

3.10.4 **Reporting.** All staff are responsible to alert their line manager immediately of any shortcomings in the provision for fire safety that they become aware of.

3.10.5 **School Fire Officer.** The School Fire Officer is to maintain a close liaison with Dorset Fire and Rescue Service.

3.11 **FIRST AID**

3.11.1 Every member of the full time teaching staff and all Matrons must receive first aid training including refresher training as necessary. Other Departments must ensure that at least one member of the Department is first aid trained.

3.11.2 First aid training is given by an external provider, and first aid training records are kept by the College Health and Safety Officer, who will co-ordinate training requirements.

3.12 **HAZARDS**

All staff must report hazards which they believe are not adequately managed. Accidents can be prevented by timely intervention. In some instances this may require a revision of the relevant risk assessment.

3.13 **INDIVIDUAL HEALTH & SAFETY RESPONSIBILITIES**

3.13.1 **Employees.** Employees have responsibilities under the Health and Safety at Work Act 1974.

Employees shall :

Take reasonable care for their own health and safety.

Take reasonable care for the health and safety of:

students

visitors

other employees.

Understand and obey fully all the safety rules of the College.

Use and take good care of safety equipment.

Report health and safety defects to the appropriate supervisor.

All employees will receive a safety card with further information “Employee Responsibilities and Information” from their line manager.

Employees’ responsibilities and information for employees are listed in the document entitled ‘Employee Responsibilities and Information’ at **Annex F**, and each employee will have a copy.

3.13.2 **Supervisors.** All academic and non-academic employees with supervisory duties are regarded as line managers. Line managers have a primary responsibility under the Health and Safety at Work Act 1974 section 2 to ensure that employees work to safe systems of work without risk to health and safety.

Line Managers shall:

Set a personal example.

Report all defects, accidents and incidents.

Arrange for employee training.

Ensure compliance with safety rules, by checking and insisting on high standards of health and safety.

Prepare formal risk assessments before undertaking work with significant risk and appropriate controls put in place.

3.14 **INDUCTION**

New employees will need to be informed of the Health & Safety arrangements at an early stage. Heads of Department and School Activities are to ensure that a suitable induction is undertaken and recorded on the Induction checklist at **Annex B**, a copy of which must be forwarded to the Health and Safety Officer by no later than 30 days of commencing employment with the School.

3.15 **LETTING/HIRING OF COLLEGE FACILITIES**

The Principal is to be notified of all proposals for the letting or hiring of School facilities so that Health & Safety implications can be considered in advance.

3.16 **MACHINERY**

See Work Equipment at clause 3.29.

3.17 **MANUAL HANDLING**

No employee or student is to be required to lift or move anything which in so doing they believe is likely to cause them injury. Training in manual handling will be given to those groups of employees identified by their line managers as being at risk.

3.18 **MEDICAL**

3.18.1 **Medicines.** The safeguarding, dispensing, recording and disposal of medicines will be in accordance with the protocols set down by the College doctors. Day to day control of medicines is the responsibility of the Sanatorium Sister who will also provide guidance to Matrons, who will keep a record of all medication given within Boarding Houses. Regular inspection of House medical records will be carried out by the Sanatorium staff.

3.18.2 **Allergies.** Where the health of a student is potentially at risk, eg students who have nut allergies, key staff should be formally trained and informed on how to deal with an emergency. This is a principal responsibility of the Sanatorium Staff.

3.18.3 **Infectious Diseases.** The Sanatorium Sister is responsible for alerting the Principal to the presence of infectious diseases.

3.19 **NEW AND EXPECTANT MOTHERS**

Supervisors must give due consideration to new and expectant mothers by assuring that their allocated duties are compatible with their condition.

3.20 **NEW STAFF**

See Induction clause 3.14 above.

3.21 **OCCUPATIONAL HEALTH**

All employees have a shared responsibility to report to their line manager any occupational health matters. Line managers are responsible to identify by risk assessment the occupational health issues associated with their department and the appropriate control measures. They are to report occurrences to the College Health and Safety Officer who will report to the Personnel department as appropriate.

3.22 **PERSONAL PROTECTIVE CLOTHING AND EQUIPMENT**

3.22.1 **Academic.** Protective clothing and equipment required for student based activities will be provided under Department/Activity arrangements and must comply with current legislation. When such equipment is supplied for College activities it is the responsibility of the teacher in charge to ensure that it is worn/used in accordance with the appropriate instructions.

3.22.2 **Non Academic.** All Personal Protective Clothing and Equipment for non-academic departments must be purchased with the advice of the College Health and Safety Officer who will generally use the Works Department. When made available, must be used in accordance with instructions given by Line managers who are to give appropriate instruction on the limitations, replacement arrangements, defect reporting and correct use of PPE to individual users.

3.23 **PREMISES**

The Workplace Health, Safety and Welfare Regulations 1992 cover the environment within the workplace including Ventilation, Temperature, Cleanliness, Workstations, Seating and the fabric of the building both internal and external. Defects should be reported immediately to a supervisor, and then to the Estates Bursar, via the Green Chit system.

3.24 **PURCHASING**

3.24.1 The Head of Department or College Activity is responsible for ensuring that orders placed for equipment contain a full specification of requirements to meet current Health & Safety legislation. These requirements apply whatever the country of origin and whether the equipment is new or second hand. The Head of Department or College Activity may need to carry out a risk assessment prior to purchase to establish the safety criteria.

3.24.2 Following delivery, the Head of Department must ensure that a pre use inspection is made, to ensure that the equipment is to specification, and that the equipment is, so far as is reasonably practicable, without risk to Health & Safety. See also clause 3.29 entitled Work Equipment.

3.25 **RISK ASSESSMENT**

3.25.1 Risk assessment is the first step taken when determining appropriate safe working practices. The Management of Health & Safety at Work Regulation 3 requires every employer to assess general risks and record significant findings. Other regulations require the risks associated with computers, hazardous substances, noise, asbestos, lead, first aid, personal protective equipment and manual handling operations to be assessed. Those responsible for students have a special responsibility to ensure risks are properly identified, recorded and brought to the attention of those likely to be affected by the risk.

3.25.2 The important issue to remember is that the assessment is not an end in itself, but must lead to the implementation of appropriate controls, and periodic review to maintain validity; for example, following an accident or near miss. Risk assessments also ensure that the preventative measures are in proportion to the risk, and that they are sufficient to comply with legislation.

3.25.3 The method for carrying out the risk assessment ensures that any hazardous activity is given comprehensive scrutiny to make sure that the activity can be carried out safely.

3.25.4 The duty to carry out suitable and sufficient risk assessments may be delegated by the Head of Department, but the assessment must be approved by him/her when completed.

3.25.5 The Head of Department or School Activity must ensure that all staff and, where appropriate, students are aware of the risks identified in the assessment and the preventative measures.

3.25.6 The use of the College Risk Assessment form **Annex G** requires training which can be arranged through the College Health and Safety Officer who is also able to obtain advice on technical matters or the content of relevant legislation.

3.25.7 Original risk assessments are held in each department. Copies are also kept by the College Health and Safety Officer who will send the Estates Bursar a regular update or an index of the risk assessments held by the College.

- 3.25.8 Safety Notices and Information: Heads of Department are responsible for ensuring that sufficient of the following notices are displayed in their area of responsibility; Fire Action, Fire Extinguisher instructions, Name of First Aider and location of First Aid kit, Health & Safety What you should know poster, Electrical Safety in the Workplace, Employer’s Liability Insurance.
- 3.25.9 A library of current Health & Safety information is held by the College Health and Safety Officer and the Estates Office. Every department also has a selection of useful information relevant to their area of responsibility. All of these documents are available for consultation.
- 3.25.10 Risk Assessments will be monitored by the Estates Office.

3.26 **SPORT**

The Health and Safety of students, visitors and all coaching or supervisory staff is the responsibility of the College Head of Sport. The College Head of Sport will ensure that those with particular responsibilities for each sport prepare codes of practice and risk assessments for each sport and the implementation of appropriate controls including minimum standards of safety equipment in accordance with national guidelines. In particular, use of Sherborne School Swimming Pool will be governed by the Normal Operating Procedure as laid down by the Sports Centre Manager.

3.27 **TRAINING**

3.27.1 Health & Safety training is the responsibility of the person in charge of each Department and/or Activity. It is incumbent upon that person to ensure that every member or participant in his/her Department/Activity is familiar with the requirements of the College's Health & Safety Policy as it applies in that Department/Activity and that training is given as appropriate. Training records will be maintained by the College Principal’s Assistant. The College Health and Safety Officer will advise and assist with training needs and records, and must be the first point of contact in this respect.

3.27.2 Certain training is organised centrally namely:

- Minibus Driving College Health and Safety Officer
- Fire and Electrical Estates Bursar
- Health & Safety and Environmental health within Kitchens and Dining areas College Catering Manager
- First Aid College Health and Safety Officer
- Manual Handling Estates Bursar

3.27.3 The following departments keep a comprehensive file for each employee with copies of all training certificates and qualifications.

- Minibus training and First Aid..... Health and Safety Officer
- Manual Handling Estates Office

3.28 **VEHICLES**

The use of vehicles for and around the College represents a significant risk. All staff must ensure that students take suitable precautions. The College Health and Safety Officer will review parking and other traffic management plans to ensure risks are minimised.

Staff using their own vehicle for work must ensure that they are qualified, fit to drive and that their vehicle is roadworthy.

Staff driving a College minibus must have been assessed within the previous four years. Staff are personally responsible for the safety of the vehicle and the safety of passengers. The use of the minibuses is regulated by the document Minibus Guidelines and Regulations. Further information on the operation of the minibuses is available from the College Health and Safety Officer.

Safety in connection with the use of coaches by the College is contained within the document Coach Rules.

3.29 **WORK EQUIPMENT**

Work equipment is defined as any machinery, appliance, apparatus tool or installation for use at work. The Provision and Use of Work Equipment Regulations requires evidence that the equipment is suitable for use, adequately maintained and where the failure of a part could lead to danger, that such parts are regularly inspected. Users must be provided by their supervisor with adequate supervision and training and this should include access to instruction manuals. In addition specific statutory codes of practice apply to lifting equipment, pressure systems and woodworking machinery.

3.30 **WORKING ABOVE GROUND LEVEL**

No work is to be carried out where any person could fall more than 2 metres, without a permit issued by the appropriate Head of Department or other supervisor who should check that all reasonable precautions have been taken to provide a safe working platform. Ladders should be securely tied or held by a second person. Advice is available from the Estates Office.

3.31 **WORKING ALONE**

The risks associated with working alone are to controlled appropriately by each Head of Department.

FIRE SAFETY

SCHOOL FIRE OFFICER DUTIES

The School Fire Officer is appointed to promote an active and effective fire safety culture at the College and ensure adherence to The Regulatory Reform (Fire Safety) Order 2005. He has executive authority within the School and is responsible to the Bursar as School Safety Officer, who will provide the resources and carry out disciplinary measures for any breach of Section 7 of the Health & Safety at Work Act. In practice this means that the School Fire Officer can take action to prevent danger when there is an immediate serious risk to life or property. He shall liaise with the Dorset Fire and Rescue.

His duties are:

- a. To prepare a fire safety training syllabus and training programme for all College staff, and to see that it is delivered.
- b. To arrange and control adequate means of detection, alarm, escape, fire fighting and emergency lighting and that signs are available on the College premises. These arrangements must be inspected, maintained and tested in accordance with the requirements of the College insurers, best practice and the relevant British Standards.
- c. To nominate other persons to take fire safety responsibilities.
- d. To ensure that:
 - i. All building work is carried out without causing fire.
 - ii. All contractors working for the College take adequate fire precautions including compliance with the Hot Works permit.
 - iii. Adequate measures are taken by staff during special events.
- e. To present an annual fire safety report to the Bursar as School Safety Officer.

International College, Sherborne School
Health and Safety Induction

Every new employee is to be inducted by the College Health and Safety Officer using this form as a checklist and record. This induction is to be repeated as often as necessary: -

Health and Safety Policy

Documents existence, lines of communication, my role. If the employee has supervisory responsibilities, issue a copy. Explain the relevant parts of the policy, particularly part 3.

Fire and Emergency Arrangements

Fire routine notices, evacuation procedures, assembly points, fire doors. What to do on discovering a fire. Fire extinguishers. Fire prevention, use of wedges, clear fire exits. Fire logbooks and fire panels.

Electrical

Electricity safety in the workplace poster (Annex E), duty of care, user checks, PAT testing, correct adapters, low wattage equipment, kettles.

First Aid

First aid kits, including use of vent-aids and disposable gloves. Matrons and other first aiders, School Sanatorium. Body fluid spill kits, HIV and Hepatitis, accident reporting (Annex C).

Risk Assessments

Risk assessments, COSHH, careful handling and storing of chemicals, gloves. Risks for the Department relevant to the employee and rules for safe working. Off-site visits. Sport. DSE.

Manual Handling

Not to lift, training for those at risk.

Working Above Ground Level and Working Alone

No work above 2 metres, use of kikstools. Risks associated with working alone.

Minibus Drivers and Private Vehicle Use

Various forms to sign.

New and Expectant Mothers

Inform supervisors, risk assessment.

General

Posters (What you Should Know, Electrical Safety and other information). Issue a copy of the Employees Responsibilities Card, give examples of section 1.5. Welfare facilities and a chance to ask me any questions and suggestions.

Employee Record of Induction

I confirm the items listed above have been explained to me: Signed:

Name Date

**INTERNATIONAL COLLEGE, SHERBORNE SCHOOL
ACCIDENT REPORT**

DATED APRIL 09

Injured or Affected Person

Surname:	Forename(s):
Age:	Status:
Gender:	

Details of Accident

Date:	Time:
Location:	Witnesses (preferably Staff):

Details of Injury

Nature (if none, write none):	Part of Body:
Treatment (tick boxes): <input type="checkbox"/> No Treatment <input type="checkbox"/> Returned to House/Class/Home <input type="checkbox"/> First Aid	<input type="checkbox"/> Sent to Matron/Assistant Matron <input type="checkbox"/> Sent to Sanatorium <input type="checkbox"/> Sent to Hospital <input type="checkbox"/> Detained for hours

Description of Events Leading up to Accident

Description of Immediate Actions

Name of Person Reporting the Accident Status.....

Signed Date

Please hand the signed copy to the Health and Safety Officer who will copy as appropriate

Copies sent to:	<input type="checkbox"/> Sanatorium
<input type="checkbox"/> Matron	<input type="checkbox"/> Housemaster/Housemistress
<input type="checkbox"/> Westcott Matron	<input type="checkbox"/> Other

Recommendations (to be completed by the Health and Safety Officer)

INTERNATIONAL COLLEGE, SHERBORNE SCHOOL

HEALTH AND SAFETY IN CONNECTION WITH COMPUTERS

1. Introduction

Amendments to the DSE regulations 1992 now require all workstations to be assessed. This assessment will be arranged by College Health and Safety Officer and will include training in suitable posture.

2. Information

The regulations ensure that staff make use of adjustments to the workstation and are able to work in an environment and at a pace which prevents the onset of pains, particularly associated with the neck, back and upper limbs. The booklet "Working Safely with Display Screens" is available to all staff from the College Health and Safety Officer.

3. Assessment

The assessment of the workstation does not take long. For individuals who are spending sufficient time on the workstation the assessment will be specific. For multiple user workstations the assessment will be generic, and individuals should refer to their Head of Department for advice on making adjustments which may involve the provision of more space, cable management, footrests, document holders, changes to chairs or desks, window coverings, lighting and pace of work.

4. Eye sight

All staff who use computers are entitled, on request, to have a suitable eye sight test in accordance with the regulations. This test will be paid for by the College provided it is taken at a College approved optician. For details the College Financial Administrator should be contacted. The test should be repeated at regular intervals as determined by the optician. The test is provided to determine whether the user requires corrective glasses solely for computer work. Where this need is established by the optician members of staff will be provided with glasses at no charge provided they are selected from an approved range.

5. Taking breaks away from the screen

Failure to move around and promote adequate flow of blood is a significant factor in discomfort. Staff are entitled to take many short breaks if working on the computer for extended periods.

6. Students

It is important that the guidance available is cascaded by staff to every student.

INTERNATIONAL COLLEGE, SHERBORNE SCHOOL

ELECTRICAL SAFETY IN THE WORKPLACE

The responsibility of an Employee

The Electricity at Work Regulations 1989 require two things of you as an employee. Firstly, that you should co-operate with your employer to ensure that health and safety policies are carried out, and secondly, that you take whatever steps are necessary to ensure safety in matters within your control.

1. **Look for signs of danger in electrical appliances, such as:**
 - a. cracks or splits in the lead
 - b. leads not securely fastened at either end
 - c. broken outer casing
 - d. incorrectly operating switches.
2. **Look for potential dangers in the way appliances are used:**
 - a. convector fires too near flammable material, eg coat stands
 - b. long trailing lead to appliances
 - c. appliances operating near water, ie kettles on draining boards.
3. **Switch off/unplug appliances before working on an appliance, eg:**
 - a. changing bit in electric drill
 - b. clearing a paper jam from a photocopier
4. **Reporting faults** - there is a clearly established channel of communication, use the 'Green Chit' system.
5. **Action in the event of an emergency.** Do you know where the mains switch and first aid kits are situated? Do you know the procedure for reporting accidents?
6. **Action in the event of power failure:** Switch off. Unless appliances are switched off, they may start up unexpectedly when the power comes back on.

Summary

Your duties as an employee are to:

- a. operate electrical equipment responsibly, so as to avoid danger
- b. report all potentially dangerous defects to your immediate supervisor
- c. use any safety equipment supplied according to your employer's instructions
- d. ensure that you know what to do in the event of an accident.

INTERNATIONAL COLLEGE, SHERBORNE SCHOOL

HEALTH & SAFETY

EMPLOYEE RESPONSIBILITIES

- 1 You are employed by the Governors of Sherborne School at International College.
- 1.1 As employers, the Governors will provide resources to ensure that all activities of the International College are safe and, so far as is reasonably practicable, without risk to the Health & Safety of employees, students, visitors and others.
- 1.2 As an employee, you have a duty under the Health & Safety at Work Act 1974 (Sections 7 and 8) to take reasonable care for your own Health & Safety and for the Health & Safety of other persons who may be affected by what you do or what you fail to do.
- 1.3 All employees are required to observe all safety directions, rules and procedures of the School and the International College. These are set out in other forms, including the full Health & Safety Policy, and you will be introduced to them by your Head of Department or other Supervisor.
- 1.4 It is an offence under Health & Safety law to ignore School or College procedures or to misuse anything provided for Health & Safety. Please pay close attention to the training provided and the day to day safety instructions given to you.
- 1.5 Some, if not most, of the aspects of your work may have an effect on the safety of students. In this regard, safety law requires us to exercise a higher standard of Health & Safety than for adults. If you become aware that students' safety is endangered you must take appropriate and immediate action.
- 1.6 The College benefits from and welcomes your views on Health & Safety, which can be passed to your immediate supervisor or, if you prefer, to the College Health and Safety Officer, or the Principal/Vice-Principal and you will be consulted before changes are made to policies and procedures.
- 1.7 Your Head of Department or other supervisor will highlight the hazards of your work or activity for which there will be risk assessments. The assessments will be reviewed periodically. Make sure you understand the risks and the specific rules for your work or activity. You should also understand the arrangements for working at heights, handling substances hazardous to health, manual handling and electrical and fire safety. If you think that work is adversely affecting your health inform your Head of Department or other supervisor without delay. You may also take your concerns directly to the Health and Safety Advisor or Personnel Manager at Sherborne School.

1.8 **Health & Safety Notices**

Please read and pay attention to Health & Safety notices posted in your workplace, in particular:

Health & Safety Law - What You Should Know

Fire Safety Notices

Electricity - Safe Working Practices in the Workplace

Please note that smoking is prohibited in all College buildings and grounds.

Accidents and Emergencies

- 1.9 In the unfortunate event that you are involved in an accident you must first ensure the safety of yourself and those involved.
- 1.10 There are notices in your workplace about the action to take in the event of a Fire and where to obtain First Aid. Make sure you understand what to do. The Sherborne School Health Centre is staffed 24 hours a day during term time (Tel: 810359).
- 1.11 Following any accident or incident you must inform your Head of Department or other supervisor. He/she will need to take appropriate action to prevent a recurrence and may need details for the College Health and Safety Officer. This is not intended as a means of apportioning blame. It is vital that lessons are learned from accidents and near misses if the College is to be made a safer place.

INTERNATIONAL COLLEGE, SHERBORNE SCHOOL, RISK ASSESSMENT
For

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Hazards and Risks Involved	Risk Rating	Existing Controls	Language Issues	Action Required

Signed

Date

Signed by Group Leader

Date