



All policies carrying the Bryanston logo apply equally to any other brands or operations of Bryanston including Bryanston Prep

HEALTH AND SAFETY POLICY

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PART ONE

Scope

This policy applies to all staff, pupils, visitors and contractors working for The School and Bryanston Enterprises.

HEALTH & SAFETY POLICY STATEMENT

Bryanston School (“The School”) fully recognises its responsibility for providing a safe and healthy school for all its employees, pupils and visitors. We attach a high priority in seeking to ensure that all the operations within the school environment, both educational and support, are delivered in a manner that is safe and healthy for all. We are committed to promoting the welfare of all in our community so that effective learning can take place. The Governors are committed to the provision of adequate resources for the management of health, safety and welfare.

The School’s Health & Safety objectives are:

- To comply fully with all Health & Safety laws
- To establish and maintain a safe and healthy environment throughout the school
- To establish and maintain safe working procedures among staff and pupils
- To seek to ensure the provision of sufficient information, training, instruction, and supervision to enable all staff to reduce exposure to hazards and contribute positively to their own safety and health at work and to the safety & health of pupils and visitors
- To make arrangements to seek to ensure safety and managing risks to health in connection with the use, handling, storage and transport of articles and substances hazardous to health (COSHH)
- To ensure that all plant & equipment is maintained properly, and adequate training is provided
- To maintain a safe and healthy place of work and safe access and egress from it
- To formulate effective procedures for fire and other emergencies for the school premises
- To lay down procedures to be followed in case of an accident
- To provide and maintain adequate welfare facilities and ensure the wellbeing of staff.

Health & Safety is a shared responsibility, although we recognise that there are specific levels of responsibility and accountability. Everyone plays a part, and all employees are required, as a condition of their employment, to comply with Bryanston’s policies and procedures.

All members of staff are responsible for taking reasonable care of their own safety, that of pupils, visitors, temporary staff, volunteers and contractors. They are responsible for cooperating with the Head, the Chief Operating Officer (COO), Head of Health & Safety and other members of the Exco in order to enable the School to comply with its health and safety duties. Finally, all members of staff are responsible for reporting any hazards or defects that have not been adequately guarded against to their Head of Department, copied to the Head of Health & Safety, Senior Deputy Head and the COO.

All employees are made aware that copies of the Health & Safety Policy, including this statement, can be obtained on the school's website. They will be advised as and when it is reviewed, added to, or modified. The policy document consists of three parts; the Health & Safety Policy Statement, the description of the Organisation and Responsibilities for Health & Safety and the Arrangements for Health & Safety.

A handwritten signature in black ink, appearing to read 'Eric Benedict', written over a horizontal line.

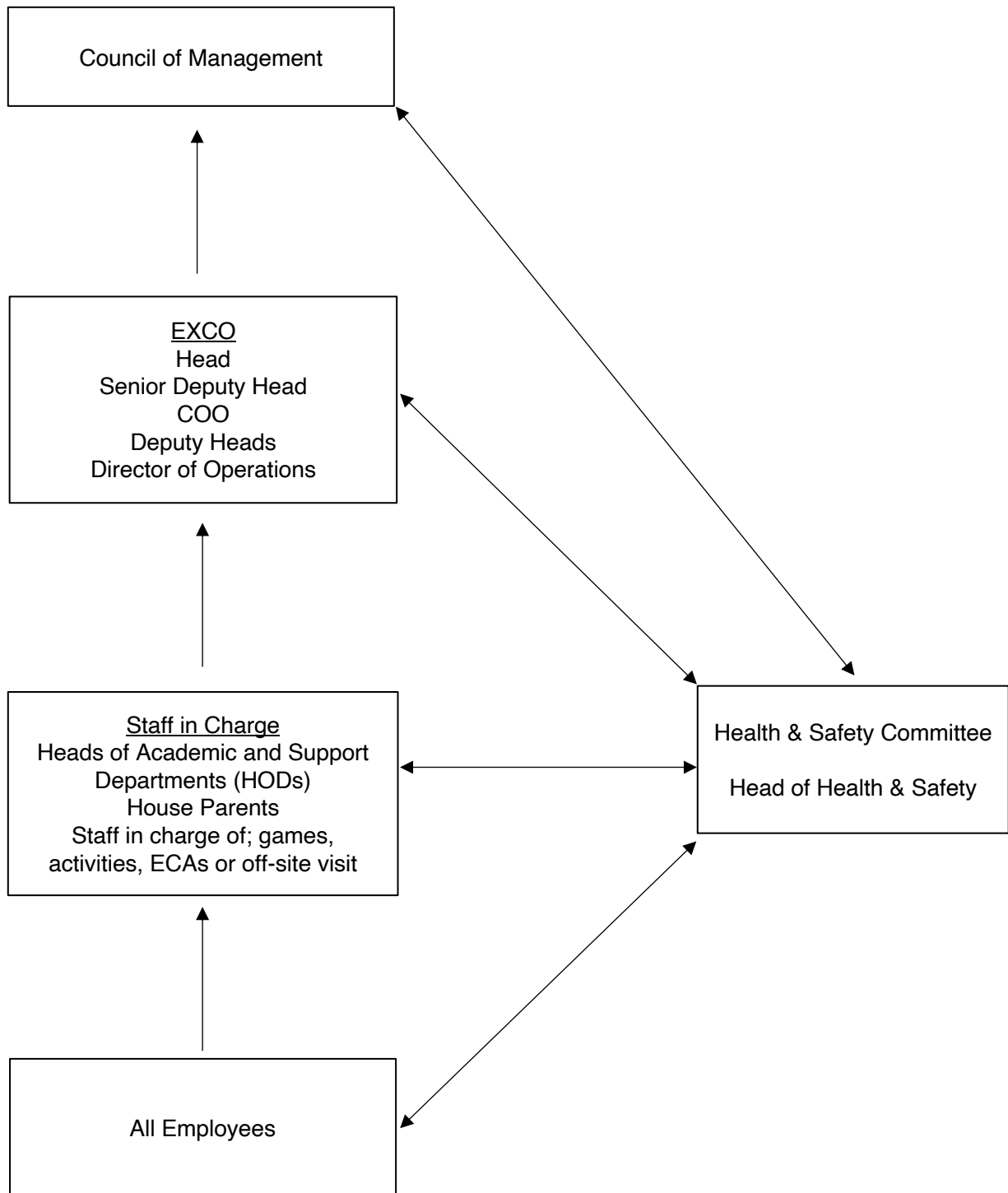
Eric Benedict
Chair of Governors
Sept 2024



PART TWO

ORGANISATION AND RESPONSIBILITIES

2.1 ORGANISATIONAL CHART





2.2 RESPONSIBILITIES

Every member of the Bryanston community has a role to play in supporting the school in its H&S objectives and legal obligations. Certain staff will have more unique management responsibilities to enable effective H&S systems and controls within their own areas of control, HODs for example. Nevertheless, every member of staff has a duty under the Health and Safety at Work Act 1974 and any individual can be held liable following an incident, for a failure to manage H&S effectively, and where individuals are put at risk.

Council of Management

The Governing Body's Council of Management has responsibility for oversight of the management of health and safety at the School and Bryanston Enterprises, and sets out direction seeking effective health and safety management. It will seek to ensure, so far as reasonably practicable, the provision of all necessary resources for the management of health, safety and welfare.

One of the Governors takes on a liaison role, assisting the Council of Management by reporting back on H&S matters. This Governor (or a representative) attends the termly meetings of the School's Health & Safety Committee and receives copies of all the relevant paperwork. A report on H&S is tabled at each term's Council meeting and covers various aspects of H&S development, incident reports and reviewed Policies. Minutes of the Health & Safety Committee meetings are tabled at each meeting of Council, together with any other issues on H&S that the COO wishes to bring to Council's attention.

Head

The Head, supported by the Senior Deputy Head and working closely with Exco and the Health & Safety Committee, is jointly responsible with the COO for the safe functioning of all school activities. The Head has a particular focus on academic, pastoral and co-curricular aspects of health & safety.

COO

The COO, working closely with Exco and the Health & Safety Committee, is jointly responsible with the Head and the Council for the safe functioning of all school activities. The COO, supported by the Head of Health & Safety, has a particular focus on buildings, grounds, service facilities, Bryanston Enterprises and administrative aspects of H&S.

The COO will:

- Ensure there is an effective H&S Policy and be responsible for its implementation. This will include any resources required to meet statutory requirements and best practice.
- Seek to ensure that the external 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 that resulting recommendations are adequately accommodated as part 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 independent hygiene and safety audit of food storage, meal preparation and food serving areas three times a year, 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, fire and asbestos, which is amended as necessary and reviewed periodically.
- Seek to ensure that the School has a comprehensive process in place for the training and induction of new staff in health and safety related issues. Health & Safety training that is related to an individual member of staff's functions, such as Science Technicians, will be provided in addition to the "standard" induction training. Minibus driver training is offered to any member of staff who is involved with trips and visits. All members of staff have the option to undertake First Aid training.
- 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.

Exco

Exco members have responsibility for strategic planning, leadership and delivery of health & safety performance in accordance with this Policy at the School and for Bryanston Enterprises. Exco members will ensure staff under their care, and departments under their control, follow this H&S policy, any other related policies and guidance documents. Exco lead and ensure a positive culture towards H&S is adopted, ensuring all staff know their individual responsibilities towards H&S and are supported where needed.

Head of Health & Safety

The Head of H&S is responsible for supporting the COO, the Head, Exco, and the Health & Safety Committee, in the implementation of health & safety measures at the School and for Bryanston Enterprises; as well as providing direction, guidance and the co-ordination and promulgation of health and safety policies and procedures.

The Head of Health & Safety will stay reasonably up to date with relevant legal requirements & standards, and seek to ensure that any relevant areas of competence in guiding the School on health & safety matters is provided either by himself or by suitably competent specialist contractors.

The Head of Health & Safety receives and reviews copies of risk assessments, except for Off Site Visits which are received and reviewed by the Educational Visits Coordinator.

Health & Safety Committee

The H&S Committee meets termly and is responsible for monitoring and reviewing the school's H&S policy at least annually. It provides a forum to review aspects of the policy, promotes H&S awareness, identifies, implements, reviews and responds to areas of specific concern.



The COO chairs the H&S Committee. The H&S Committee considers fire safety termly, where the Fire Policy is reviewed at least annually by the School Fire Officer with changes endorsed by the H&S Committee.

Staff in Charge / Heads of Departments (HODs) / House Parents)

Heads of academic and support departments, House Parents, together with Staff in Charge of games/extra-curricular activities/off site visits, have day-to-day accountability for:

- Exercising general responsibility for Health and Safety management within their areas of responsibility. Including implementation of the H&S policy, it's associated policies and guidance, including the Fire Safety Policy and Procedures, and to ensure all staff under their control have understood these.
- Establishing and maintaining safe working procedures.
- Conducting Risk Assessment, including employee specific/disability, COSHH Assessments, and ensuring these are reviewed at least annually, ensuring effective controls are in place.
- The equipment, necessary for the work of the department, game or activity, is maintained in line with relevant standards/regulations, and that appropriate hazard notices are displayed where required.
- Resolving, where possible, health & safety problems and reporting them to the Head of Health & Safety or Senior Deputy Head where required.
- Carrying out appropriate safety inspections and audits as necessary, ensuring their respective workplace and any equipment is safe and fit for purpose.
- Provide sufficient information, instruction, arrange training (including their own training needs) and ensure supervision to enable other members of staff, pupils and members of the public to contribute positively to their own safety & health at work and to ensure a safe environment.
- Seeking to ensure the health & safety of staff, pupils and others, especially visitors who are unfamiliar with the school, those with disabilities, or who have special educational needs, to protect them from harm.

School Fire Officer

The Head of Health & Safety is the designated School Fire Officer, and is responsible, together with the COO and Health & Safety Committee, for ensuring that:

- The fire safety policy is kept under regular review by Governors and Exco.
- The fire safety policy is promulgated to the school community.
- Everyone in the school (including visitors and contractors) are given clear fire action instructions.
- Records are kept by HR of fire training given to new and existing staff.
- Procedures and arrangements for emergency evacuation are regularly tested and lessons learned with records kept of all fire drills.
- Fire procedures and risk assessments are regularly reviewed and updated, including where a building is altered, extended or rebuilt, or when new buildings are acquired.
- Fire prevention measures are understood and followed.
- Certificates for the installation and maintenance of fire-fighting systems and equipment are kept by the Estates Department.



Fire & Building Marshals

Fire & Building Marshals are trained 'fire marshals'. They are responsible for, but not limited to:

- Communicating, with all relevant staff, the detail of the Fire & Building Manual
- 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
- Ensuring effective implementation of the Fire Safety Policy within their areas of responsibility
- Championing fire safety within their building
- Supporting the HOD/House Parent in general H&S matters in their building.

Further details on F&B Marshals and their responsibilities are contained within the *Fire Safety Policy & Procedures*.

All Staff and Employees

It is the duty of every employee at work to:

- Take reasonable care for the health & safety of themselves and of other persons who may be affected by their acts or omissions at work
- Be familiar with the H&S Policy, related policies and guidance documents, and risk assessments relating to their area of work, and ensure these are complied with
- Complete any required training as directed
- Observe all health & safety rules and procedures as laid down by the School and use all safety equipment provided in line with training received
- Alert their HOD/Line Manager to any potential hazard, or defect that has not been adequately guarded against, that they have noticed
- Report all accidents, near misses and dangerous occurrences that have led to, or may lead to injury, loss, or damage to property
- 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
- Cooperate with Exco, HODs and the Head of H&S in matters relating to H&S.

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 of that respective activity.

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 & safety instructions, practices and procedures of which they have been made aware of by their House Parent and teachers
- Report, to their teachers/House Parent, any accident or incident they are involved in.



PART THREE

ADMINISTRATIVE ARRANGEMENTS AND PROCEDURES

3.1 HEALTH & SAFETY COMMITTEE

Bryanston has a Health & Safety Committee (the Committee) which meets once a term, usually after half term.

The Committee is made up of seven members:

1. COO (Chair)
2. Governor
3. Director of Operations
4. Senior Deputy Head
5. Director of HR
6. Head of Health & Safety
7. Compliance Officer

The Committee is supported by two Working Groups. These groups meet termly ahead of the Committee. The chair of each group is a member of the Committee and reports the detail of Working Group meetings to this Committee.

The Working Groups are:

1. Health & Safety - Educational & Pastoral
2. Health & Safety - Operations & Infrastructure

See *Health & Safety Committee Terms of Reference* for further information.

There is a clear agenda published in advance by the Chair for each meeting, and the minutes are carefully recorded and available for all staff to read. Information about these meetings is made available to employees through their representative committee member. Employees are welcomed and encouraged to bring forward a concern through their departmental head to these meetings.

3.2 PROMULGATION

The Head of Health & Safety is responsible for:

- Promulgating advice on the practical implementation of the Health & Safety Policy, and for updating this Policy annually.
- Bringing Health & Safety policies and procedures to the attention of staff and ensuring that relevant instructions/guidance is issued. See Appendix A.

Exco, HODs, House Parents, and Staff in Charge of games/extra-curricular activities/off site visits and Department Heads, together with members of the Health & Safety Committee, are responsible for the promulgation of information within their department/area of activity.



Announcements are made at the weekly Common Room and support meetings of scheduled Health & Safety Committee and Working Group meetings. This information is promulgated to staff, not in attendance, by HODs.

3.3 CONSULTATION WITH STAFF

Staff are consulted with directly in compliance with the ‘*Health and Safety (Consultation with Employees) Regulations 1996*’. This is achieved through regular meetings, newsletters, surveys, noticeboards and electronic distribution of materials (e-mail and StaffHub) as well as through training and inset days.

3.4 FIRE

Bryanston School recognises the need to have detailed fire safety precautions and procedures in place in accordance with the ‘*Regulatory Reform (Fire Safety) Order 2005*’ to reduce the risk from any potential fire and explosion.

Exco is responsible for the fire organisation and procedure for the school. The Health & Safety Committee monitors and reviews these procedures and make recommendations to Exco. The School Fire Officer co-ordinates this on behalf of the Health & Safety Committee. See 2.2 School Fire Officer.

See *Bryanston Fire Safety Policy and Procedures* for further information.

3.5 EMERGENCY PROCEDURES

MAJOR EMERGENCIES – Including Overnights requiring evacuation
Facilities are made available overnight (Sports Centre, Main Building) to house boarders in the event of an overnight emergency requiring evacuation.

Please refer to the Incident Management Plan (IMP) for full details, a copy of which is held in (but not limited to): Boarding Houses, Gatehouse, Support HODs and with IMP members.

For more details around ‘Run Hide & Tell’, please refer to the respective Procedure.

UTILITIES EMERGENCIES

Please call Estates in the first instance. In the event of emergencies outside of the normal working day, contact the Gatehouse.

INTRUDERS

Suspicious or threatening behaviour in the school grounds should be reported to the Gatehouse/Security or the Police. If it is believed that there is an immediate threat to persons or property, the matter should be reported directly to the Police and the Gatehouse informed.

EMERGENCY SERVICES (9) 999

GATEHOUSE 07843 355 180 or Ext 4545



3.6 MEDICAL AND FIRST AID

Bryanston will ensure, so far as is reasonably practicable, that first aid arrangements will be managed in compliance with the '*Health and Safety (First-Aid) Regulations 1991 (as amended)*'.

Further information is contained in the *First Aid Policy*.

3.7 REPORTING OF ACCIDENTS AND NEAR MISSES

All accidents and near misses must be reported using the online form. Sporting injuries are recorded in the Sporting Injuries Book held at the Medical Centre.

The Head of Health & Safety is responsible for reviewing the Accident and Near Miss reports.

The Sporting Injuries Book is reviewed termly by the Director of Sport.

All reports submitted are reviewed so that patterns can be identified, and improvements can be made. In the event of an accident the employee/Staff in Charge is interviewed. All accidents or near misses of more than a minor nature are to be reported immediately to the Head of Health & Safety. All incidents are reported to relevant Health & Safety Working Groups termly.

The School will arrange for all accidents and near misses of more than a minor nature to be investigated to determine the need for any remedial action and, in appropriate cases, where litigation is anticipated to arise. The dominant purpose may be to act upon legal advice and investigate in order to prepare for the conduct of such litigation. The person responsible for deciding who shall carry out the investigation is the COO. For serious incidents, the COO should obtain specialist health & safety legal advice before commencing any investigation. In appropriate cases, the specialist lawyer will commission an investigation and report for the dominant purpose of the conduct of anticipated litigation. Such reports will be protected by legal privilege and circulation of the full report will need to be restricted, although details of any remedial actions may be circulated more widely as appropriate.

The Head of Health & Safety is responsible for recording and reporting of incidents in accordance with the '*Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013*'. See Summary of Reporting Requirements of RIDDOR for further information. The School's insurers are informed of all RIDDOR reportable incidents.

3.8 RISK ASSESSMENTS / METHOD STATEMENTS / SPECIFIC SAFETY POLICIES

Risk Assessments must be carried out, in accordance with Regulation 3 of the '*Management of Health and Safety at Work Regulations 1999*', by Staff in Charge/HODs, in order to assess the risks to all persons who could be affected by activities within their area of control.

Assistance is available from the Head of Health & Safety in the completion of Risk Assessments.



Bryanston Risk Assessment Forms and guidance on the completion of assessments are available on the Staff Hub.

Where deemed necessary, by the School's Health & Safety Committee, separate Health & Safety Policies will be produced for identified high-risk activities.

Method statements are prepared by Staff in Charge/HODs where required to ensure identified risks are adequately managed.

Further information is contained in the *Risk Assessment Policy*.

3.9 TRAINING

All staff receive a Health & Safety Induction, see section 3.10.12.

HODs/Staff in Charge are responsible for identifying training needs and arranging training for their staff. Training records and requirements are reviewed at least annually as part of the risk assessment process. Training will be given either by qualified school staff or by external training providers, as is necessary, for members of staff to carry out their duties safely.

Mandatory training is required where specified under the relevant policy. For example, all staff are required to undertake Fire Awareness training every 3 years.

A training register is maintained by the HOD/Staff in Charge, and copies of training certificates are given to HR. Details are input onto MyBry.

3.10 GENERAL H&S ARRANGEMENTS

3.10.1 Personal Protective Equipment (PPE)

PPE is provided in accordance with 'The Personal Protective Equipment at Work Regulations 1992'. It is provided and maintained free of charge to all employees where deemed necessary as a result of a risk assessment being undertaken by the Staff in Charge or the Head of Health & Safety. Staff may be required to pay the difference in costs for PPE where they wish to obtain an item of PPE that exceeds the required standards of PPE needed. Appropriate instruction will be given on its use and storage by the Staff in Charge. The Staff in Charge is responsible for periodic checking of the equipment and for ensuring the equipment is worn by the employee when required. PPE that is provided for use by pupils in lessons, e.g., in Science, D&T, Art, will be periodically checked by the Staff in Charge. See *PPE Guidance* for further information.

3.10.2 Manual Handling

Bryanston recognises that manual handling can cause injury at work and every effort is made to prevent this. The School undertakes to comply with the 'Manual Handling Operations Regulations 1992'.

Manual Handling awareness training is provided to relevant staff as part of their Induction Programme. See *Manual Handling Operations Policy*.



Additional training and refresher training is available to those who carry out manual handling as a regular part of their job and can be arranged through the Head of Health and Safety. It is the responsibility of the Staff in Charge/HODs to identify any additional training required as part of the risk assessment process.

3.10.3 Work Equipment

Work Equipment is provided and maintained in accordance with the '*Provision and Use of Work Equipment Regulations 1998*'.

All employees receive guidance on using portable electrical equipment safely as part of their induction and are issued with a guidance document.

All employees are required to carry out user checks prior to use. For electrical appliances these are to include checking for:

- a valid Portable Appliance Testing (PAT) label
- damage to the lead (fraying, cuts or heavy scuffing, e.g. from floor box covers)
- damage to the plug, e.g. to the cover or bent pins
- tape applied to the lead to repair/join leads together
- coloured wires visible where the lead joins the plug
- damage to the outer cover of the equipment, including loose parts or screws
- signs of overheating, (burn marks or staining on the plug, lead or equipment)
- equipment that has been used or stored in unsuitable conditions, such as wet or dusty environments or where water spills are possible; and cables trapped under furniture or in floor boxes.

Any issues identified during user checks or whilst using equipment must be reported to the Staff in Charge immediately, and the equipment put out of use.

HODs/Staff in Charge are required to ensure:

- a suitable and sufficient risk assessment has been carried out prior to the use of such equipment. It is their responsibility to arrange for maintenance of equipment in accordance with manufacturer's instructions, and keep records
- Estates are consulted with, before the purchase of substantial electrical equipment
- equipment within their department is used appropriately in accordance with the manufacturer's instructions and training is provided
- the equipment is suitable for the job
- that users undertake visual inspections and report any issues identified.

Employees must not tamper with work equipment. Only competent persons should carry out any repairs or alterations to equipment.

Employees must not provide their own work equipment, unless discussed with their HOD and where an appropriate assessment has been made. Equipment brought from home has the potential to increased risk to the user and others, due to potential for poor/lack of maintenance and expected use. Such work equipment includes, but is not limited to: heaters, maintenance/power tools, kitchen equipment etc. Note: this does not affect BYOD.



A register of all portable appliances is kept in Estates, together with a programme for testing. All portable appliances owned by the School will be tested prior to first use, after repair, and at regular intervals taking into consideration HSE guidance. As part of this process there will be a visual inspection.

Staff in Charge/HODs are required to ensure any new electrical equipment purchased is tested by Estates before it is used.

Pupil electrical equipment is visually inspected termly, in all boarding houses pupil equipment receives full combined inspection & test annually.

Extension leads should be avoided where possible, and only used as a temporary measure. A maximum of one four-way slab adapter may be used.

Pupils will be instructed and appropriately supervised when using work equipment in lessons, e.g., in Science, D&T and Art. Risk Assessments will be in place.

3.10.4 Woodworking Machinery

The provision and use of all woodworking machinery will be in accordance with the 'Provision and use of Work Equipment Regulations 1998'.

It is the responsibility of the relevant HOD/Staff in Charge to manage and control the woodworking machinery in their department and arrange suitable service and maintenance. Equipment must only be used by suitably trained staff. Appropriate guarding will be fitted, and emergency stop buttons will be provided adjacent to all woodworking machines.

Adequate ventilation will be provided to all woodworking machines. Dust extraction equipment, where required, will be provided, and maintained, and information will be given on the dust produced from various different materials. Risk Assessments and COSHH assessments are to be carried out by the HOD/Staff in Charge.

3.10.5 Lifting Apparatus

In accordance with the *Lifting Operations and Lifting Equipment Regulations 1998* (LOLER), Bryanston will ensure that lifting equipment provided for use at work is:

- strong and stable enough for the particular use and marked to indicate safe working loads
- positioned and installed to minimise any risks
- used safely, i.e., the work is planned, organised, and performed by competent people
- subject to ongoing thorough examination and, where appropriate, inspection by competent people.

Estates arrange for a specialist company to carry out examinations in accordance with the statutory requirements and keeps records of these examinations in all areas, with the exception of Coade Hall where this is arranged by the Coade Hall Technical Manager.

HODs/Staff in Charge must inform Estates if they purchase any lifting equipment, so that it can be added to the equipment register.



3.10.6 Noise

Bryanston will comply with the 'Control of Noise at Work Regulations 2005'. Bryanston aims to prevent the risk of hearing damage from unwanted sound by controlling exposure to noise.

Staff in Charge are responsible for carrying out the required risk assessments within their department and introducing controls to ensure noise exposure is reduced as much as is reasonably practicable, and that exposure does not exceed statutory exposure limits; and for consulting with the Head of Health & Safety as necessary.

For events, the member of staff with overall responsibility for the event is required to ensure that appropriate arrangements are in place and that noise levels are measured and monitored.

3.10.7 Vibration

Bryanston will comply with '*The Control of Vibration at Work Regulations 2005*' and prevent or control exposure to vibration.

HODs/Staff in Charge are responsible for carrying out the required risk assessments within their department and introducing controls to ensure vibration exposure is reduced as much as is reasonably practicable, and that exposure does not exceed statutory exposure limits.

3.10.8 Hot Works

All hot works must be authorised, in advance, by Estates. They must be properly planned and the permit to work system is to be followed. The School's insurers must be notified in advance.

3.10.9 Work at Height

'*The Work at Height Regulations 2005*' apply to all work where there is a risk of a fall liable to cause personal injury.

Bryanston undertakes to comply with '*The Work at Height Regulations 2005*'.

Further information is contained in the '*Work at Height Policy*'.

3.10.10 Display Screen Equipment

Bryanston undertakes to comply with the '*Health and Safety (Display Screen Equipment) Regulations 1992*'. Bryanston will, for all users and operators, as defined by the regulations:

- Analyse workstations to assess and reduce risks
- Ensure that workstations meet specified minimum requirements
- Plan work activities so that they include breaks or changes of activities
- Provide eye and eyesight tests for 'users' and special glasses where required
- Provide information and training.

HODs are required to ensure that 'users', in their department, have undertaken a workstation self-assessment where required.

Further Information is contained in the '*Display Screen Equipment Policy*'.



3.10.11 Recruitment and Safeguarding

Bryanston School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

The recruitment process is governed by the School's principles of non-discrimination and is designed to achieve the best match between, on the one hand, the individual's knowledge and skills, experience and character and, on the other hand, the requirements of the vacant post, recognising the need for flexibility to respond to changing conditions.

Further information is contained in the *Safer Recruitment Policy* and in the *Safeguarding Policy & Child Protection Procedures*.

3.10.12 New Joiner Induction

Bryanston recognises the need for a comprehensive induction for new staff. There is a formal induction procedure for all new employees.

The Health & Safety induction covers, among other things:

- Health & Safety Policy
- Employer and employee responsibilities
- Fire Action Procedures
- Emergency Procedures
- First Aid procedures and facilities
- Accident Reporting
- The Provision and Use of Personal Protective Equipment
- Risk Assessment and COSHH Assessments awareness
- Manual Handling Awareness
- Electrical Safety Awareness
- Working with Display Screen Equipment
- Off Site Visits (carried out formally by the EVC for relevant staff).

HODs/Line Managers are responsible for providing a 'local induction' relevant to their department areas, incl, but not limited to: local fire procedures, risks assessments, emergency and safety systems, and any local reporting procedures. The HOD/Line Manager is also responsible for undertaking a new joiner risk assessment where required, based on the employee's needs. See 3.10.15/16.

3.10.13 Lone Working

Bryanston acknowledges that there will be occasions when staff work alone and aims to reduce these risks to as low as is reasonably practicable. Examples of lone workers may include minibus drivers, cleaning, maintenance and security personnel. The Staff in Charge is responsible for carrying out a lone working risk assessment which will include: identifying hazards of the work, identifying who may be harmed and how, assessing the risks involved, and putting measures in place to avoid or control the risks. Further Information is contained in the *Lone Working Policy*.



3.10.14 New and Expectant Mothers

Bryanston recognises that it has a legal duty under the ‘*Management of Health and Safety at Work Regulations 1999*’ to protect the health of new and expectant mothers.

HODs are responsible for conducting an individual risk assessment for new/expectant mothers and should seek advice from the Head of H&S where required. Expectant mothers should inform the school, in writing, upon confirmation of their pregnancy to enable the above process.

3.10.15 Disabilities

Any disability affecting staff or pupils must be considered by their HOD/Staff in Charge/House Parent and changes made to the relevant risk assessments to reflect the individual circumstances. This includes temporary conditions and disabilities.

Bryanston will:

- assess and manage the work risks to everyone
- include workers in any health and safety information and training
- consult with workers in determining whether their disability affects workplace health & safety and, if so, to what extent. This is so both parties can work together to find the best outcome, for instance ‘reasonable adjustments’ that overcome risk
- involve others, such as specialists, occupational health, or the worker’s representative, if needed, to understand the effects on workplace health & safety of a disability or long-term health condition
- ask for the worker’s consent before approaching specialists or their GP (doctor) who can advise on options for workplace adjustment
- be sensitive and timely about making suitable adjustments, if these are needed
- make other short-term arrangements to support workers when delay cannot be helped (for instance, if waiting for an Access to Work grant)
- create a working environment that allows workers to feel comfortable when talking about their disability or long-term health condition.

Generic risk assessment templates for these workers are available for HODs to use.

3.10.16 Young Persons (employed)

A young person is anyone under 18 years of age. Bryanston will conduct risk assessments that take into account certain features which apply to young people before employment commences and notify their parents/carers of any risks and controls. This is the responsibility of the Head of Department.

The risk assessment will take these specific factors into account:

- the fitting-out and layout of the workplace and the site where they will work
- the nature of any physical, biological, and chemical agents they will be exposed to, for how long and to what extent
- what types of work equipment will be used and how this will be handled
- how the work and processes involved are organized
- level of health and safety training given to young people
- risks from the particular agents, processes and work.



Bryanston will not employ young persons to do work which:

- is beyond their physical or psychological capacity
- exposes them to substances chronically harmful to human health, e.g., toxic or carcinogenic substances, or effects likely to be passed on genetically or likely to harm an unborn child
- exposes them to radiation
- involves a risk of accidents which they are unlikely to recognise because of e.g., their lack of experience, training, or attention to safety
- involves a risk to their health from extreme heat, noise, or vibration.

Generic risk assessment templates for young persons are available for HODs to use.

3.10.17 Work-related Stress

Bryanston recognises its common law duty to ensure that the health of staff is not placed at risk through excessive and sustained levels of stress arising from the way work is allocated and arranged, the way people deal and interact with each other, and the day-to-day demands placed on staff.

Bryanston aims to maintain a well-managed work environment, in which all reasonably practicable steps will be made to keep work related stress to a minimum.

Where stress related problems do occur, occupational stress will be treated in the same way as ill-health due to physical hazards in the workplace. Its root causes should be identified assessed and then either eliminated or, if that is not possible, properly and effectively controlled.

A counselling service is provided to staff where there is a need.

3.10.18 Occupational Health Services

HODs/Staff in Charge should identify, through the risk assessment, any occupational health screening necessary for their staff. This may include lung function tests, hearing tests and hand-arm vibration screening, as well as consultation for disabilities. Employees should report any concerns to their HOD/Staff in Charge.

3.10.19 School Security

Bryanston is aware of its responsibility to ensure that it is a safe and secure environment for staff, pupils and visitors and has taken reasonable steps to prevent unauthorised entry to its premises.

The Security Team operate at all times with a minimum of 2 guards on duty. Regular patrols of the buildings and grounds are undertaken. All boarding houses have access controlled using biometrics. The Main Building is locked at night.

A CCTV system (with number plate recognition) monitors the three-vehicular entry and exit routes to the site. This is monitored by Security in the Gatehouse.

All visitors are required to report to the Gatehouse, where they are issued with a visitors badge which must be returned by the visitor upon departure.

Further information is contained in the *Security and Access Control Policy*.



3.10.20 Control of Access to Risky Areas

Bryanston makes every effort to ensure that all potentially dangerous areas are, wherever possible, made secure and with warning signage as appropriate.

Arrangements are in place for controlling or denying unauthorised access by persons to potentially dangerous or risky areas of the School buildings and grounds, including roof areas. Appendix 2 of the *Security and Access Control Policy* details these.

The Senior Deputy Head and House Parents brief regularly the Out of Bounds areas to pupils. They are informed and reminded regularly by boarding and teaching staff of the dangers of entering risky areas.

Departmental/Boarding House risk assessments consider the risks associated with these identified areas and identify and implement controls.

3.10.21 Violence to Staff

The Code of Conduct gives clear guidance on the standards of behaviour all school staff are expected to observe.

3.10.22 Slips and Trips

Bryanston is committed to ensuring that floors, surfaces and traffic routes are suitable for the purpose for which they are used, are properly constructed and maintained for safe usage. This is achieved by good design, regular inspections, maintenance, and good housekeeping.

Staff should report all hazardous slip/trip conditions, whether they can resolve themselves or not.

3.10.23 Bonfires

Bonfires within the grounds of Bryanston School are only permitted by the grounds team when burning items of plant waste, waste bark and wood, and sawdust, shavings and cutting from untreated wood and by construction staff when burning these items as a result of the initial clearing of vegetation from a construction site. A D7 permit must be applied for.

For further information please see the document *Guidance on Bonfires on Site*.

3.10.24 Monitoring

Periodic inspections of the buildings and environment take place regularly, to ensure adherence to the policy and to monitor its effectiveness. Inspections are undertaken by the Head of H&S and the Compliance Officer, in consultation with HODs where appropriate.

HODs/House Parents can also utilise the 'H&S Checklist' form to undertake regular checks within their own department.

The Head of H&S is afforded unrestricted access to all areas of Bryanston grounds and premises for the purposes of monitoring and inspection.



3.10.25 Firearms/Offensive Weapons – Zero Tolerance

No firearm (including air pistols and rifles) or offensive weapon (such as, but not limited to, swords and hunting knives etc) is permitted on the school grounds, including resident accommodation and/or vehicle, regardless of where any licence is held. Where any doubt is raised as to the type of article being held, or requires obtaining, immediate advice should be sought.

3.11 **WASTE/HAZARDOUS SUBSTANCES**

3.11.1 Waste Management

Waste is managed by the Housekeeping Team. Bryanston is aware of its duty of care and seeks to comply with the Environmental Protection Act 1990 by:

- keeping waste to a minimum by doing everything it reasonably can to prevent, reuse, recycle or recover waste (in that order)
- sorting and storing waste safely and securely
- completing a waste transfer note for each load of waste that leaves your premises
- checking waste carriers are registered to dispose of waste
- not allowing waste carriers to dispose of waste illegally

3.11.2 COSHH

COSHH risk assessments are to be undertaken by the Staff in Charge/HODs and are to be reviewed annually. Wherever possible control systems must be implemented which eliminate/prevent exposure to substances. Where this is not possible, systems are to be put in place to minimise exposure.

Safety Data Sheets must be provided by all suppliers at the time of purchasing substances hazardous to health.

Within the COSHH assessment the emergency procedures must be included. All staff handling substances must be fully trained and be aware of precisely where the COSHH assessments are kept, and all emergency procedures connected with the substances. For additional information see the Bryanston School COSHH Guidance. Science and Art control hazards via the CLEAPPS hazard system.

3.11.3 Storage

Storage of individual substances is to be included within the COSHH assessments and further considered with other materials to be stored in the same area. In particular all inflammable materials should be stored externally or within fireproof cabinets.

3.11.4 Disposal

Disposal of controlled waste will be carried out by a licensed waste management contractor through Housekeeping. A list/ register of chemicals to be disposed of will be kept with the materials and part two of the licence waste management contract as part of the transfer note.

3.11.5 Control of Asbestos

Bryanston recognises its responsibility to comply with the Control of Asbestos Regulations 2012. Bryanston has an Asbestos Management Plan which is held in the Estates Department. The Asbestos Coordinator is the Head of Estates & Operations.



3.11.6 Radioactive Materials

The use of radioactive materials will comply with the Ionising Radiation Regulations 2017 and DfEE rules for use, storage and disposal. Bryanston has an appointed Radiation Protection Supervisor within Science and engages the services of the Dorset Council Radiation Protection Officer. As required by these Regulations, Bryanston has registered with the HSE.

In addition, Bryanston recognises its responsibility to comply with the legal requirements in relation to Radon. Further information is contained within the *Radon Policy*.

3.12 **SCHOOL TRIPS**

Bryanston has adopted the national guidance provided by the DFE Advice on Health and Safety in Schools and the Outdoor Education Advisers' Panel.

A risk assessment must be undertaken before any trip takes place, and approval sought from the Educational Visits Co-ordinator (EVC).

Guidance for all those involved in taking school trips is contained within the Educational Visits Policy, and the associated risk assessment templates.

3.13 **VEHICLES/ON-SITE VEHICLE MOVEMENTS**

All vehicles will be appropriately maintained, serviced, taxed and insured by Bryanston, according to legal requirements.

The Vehicle Policy sets out the requirements for driving a school minibus/MPV, and for driving private vehicles on school business. The Risk Assessment, "Movement of vehicles and pedestrians around the grounds" details the controls in place to ensure the safe movement of vehicles and pedestrians on site.

3.14 **DEFECT REPORTING PROCEDURES**

Whenever an employee becomes aware of a potential Health & Safety hazard or defect that has not been adequately guarded against, that they have noticed, and they are unable to resolve themselves, they should report the matter in the first instance to the appropriate Staff in Charge/HOD. Staff in Charge/HODs should, in turn, organise the necessary remedial action or refer the problem to the Head of Health & Safety as necessary.



3.15 MAINTENANCE

3.15.1 Fire – See Fire Safety Policy for more details.

Fire Fighting Equipment

A monthly inspection is carried out by Bryanston staff to ensure they are in a good state of repair, accessible with no obvious damage. A formal and extended service is carried out at appropriate intervals by a specialist contractor.

Fire Alarms & Detection

A monthly examination of the system to ensure that no damage has occurred and testing of the alarm using a different manual call point or detector every week. Where systems are zoned, these will be tested in strict rotation by Bryanston staff.

Formal servicing and test by specialist contractor are carried out at appropriate intervals and recorded in service books at the fire panels.

Emergency Lighting

A monthly test on all self-contained luminaries by simulating a failure of the normal lighting supply. Carried out by Bryanston maintenance staff. An annual test of self-contained central battery systems by simulating the failure of the normal lighting supply for a continuous period of at least one hour. Carried out by Bryanston maintenance staff.

Automatic Door Releases

Weekly, checked in conjunction with the fire alarm test. Carried out by Bryanston maintenance staff.

Final Exit Doors

Within boarding houses, checked daily (Monday – Saturday only) by Matrons. Within all other buildings, checked by the nominated person.

Reports completed by specialist contractors are kept centrally in Estates. Inspections/testing carried out by Bryanston Staff are recorded in the building's Fire and Building Manual.

3.15.2 Legionella

Bryanston has a written scheme for the Control of Legionella bacteria, and this is in accordance with the Approved Code of Practice HSE L8 (2013). Control measures will be implemented as have been shown necessary by risk assessments carried out on all installations. All records are kept in Estates.

3.15.3 Electricity (also see 3.10.3)

Bryanston aims to comply with the Electricity at Work Regulations 1989.

EICR Inspections are carried out every 5 years. A schedule of installations, and dates of testing are kept in Estates. All new installations will comply with the current IEE wiring regulations. PAT Testing is undertaken by contractor and Estates at appropriate intervals. Employees also undertake visual checks prior to use.



3.15.4 Gas Appliances

Gas appliances (boilers, kitchen equipment, etc.) are regularly maintained and serviced annually by Gas Safe Registered engineers. Records of all tests are kept in Estates. Landlord's Gas Safety Certificates are held in Estates for all school resident accommodation.

3.15.5 Local Exhaust Ventilation Equipment

All LEV equipment is maintained in an efficient state, good working order, and in good repair by the Estates department. It is examined and tested at least once every 14 months and a record of this examination and test is kept for at least 5 years. Testing and examination is arranged by Estates and is undertaken by a specialist contractor. A register of LEV equipment and all records are kept by Estates. Users are required to visually check this equipment before use, and any replacement parts required e.g., filters/damage to/failure of ventilation equipment must be reported immediately to the Staff in Charge or to Estates.

3.15.6 Pressure Systems

Bryanston recognises the need to ensure that any pressure systems on its premises are safe and comply with the Pressure Equipment Regulations 1999 and Pressure Systems Safety Regulations 2000. A register of all pressure vessels on site is kept by Estates. These are examined by a competent person in accordance with their Written Schemes of Examination.

3.15.7 Windows and Glazing Safety

Bryanston aims to comply with BS6202 1981 (now European Standard EN12600) to ensure that windows or glazed panels in walls, partitions and doors should, where necessary for reasons of health and safety, be made of safety material or be protected against breakage. The Window Restrictor Policy details controls in place to restrict access and egress.

3.15.8 Work/Plant Equipment

All equipment used/purchased must be fit for the task in question. Staff are required to visually inspect equipment, prior to use, for obvious signs of defect. Any defect should be reported, and the equipment removed from service. Work equipment must not be tampered with and only repaired by competent persons.

Maintenance of plant (gas appliance, boilers, catering equipment etc.) is carried out by contractors at prescribed times and managed by respective HODs.



3.16 SELECTING AND MANAGING CONTRACTORS

Bryanston recognises its legal responsibility as an occupier of premises to all who have access to the premises, including contractors and consultants undertaking any works. It has adopted the HSE guidance, *Managing Contractors A Guide for Employers HSG159*. A contractor is anyone who would conduct work for Bryanston, who is not an employee.

It is the responsibility of the member of staff, with responsibility for selecting and appointing contractors, to ensure that the following documents are complied with:

- Contractors, visitors & volunteers at Bryanston: Detailed Information for HODs
- Managing Contractors Policy
- Contractor Pack
- Contractor Site Induction Pack.

3.17 CHILD PROTECTION

The school will ensure that safe recruitment practices are followed in order to check on the suitability of staff who apply to work with children. Appropriate safeguarding checks are undertaken on all staff (including visitors, volunteers, contractors, and governors) as required by the statutory guidance *“Keeping Children Safe in Education”* (2023), or they will be accompanied by a member of staff.

The school has a designated member of staff responsible for child protection, who has received appropriate training for this role. In addition, there is a nominated governor who sits on the school’s Child Protection Advisory Committee. Appropriate training will be provided for staff at regular intervals and effective links will be developed with appropriate Child Protection Agencies.

Detailed information is contained in the document *“Bryanston School Safeguarding Policy and Child Protection Procedures”*.

3.18 BRYANSTON ENTERPRISES

The Director of Operations is responsible for ensuring the provision of all relevant health and safety information to external lettings groups, and for ensuring that the appropriate risk assessments are in place. The Director of Operations is responsible for ensuring that fire evacuation drills are undertaken before the first night for residential events.



3.19 CDM (Construction Design & Management Regulations)

Bryanston is aware of its obligations under the CDM regulations. Where projects apply under these regs, Bryanston as the client will carry out the following:

- Select and appoint appropriate contractors (See Managing Contractors Policy)
- Ensure adequate H&S arrangements/plans are in place prior to the commencement of works
- Ensure premises information is passed to contractors where required
- Ensure a H&S file is prepared on completion of the project where required.

In line with regulation 4, Bryanston may elect an agent to act on their behalf when projects involving these regulations apply.

On projects/works where CDM regs do not apply, Bryanston will exercise control over contractors as outlined in the 'Managing Contractors Policy'.

3.20 VIOLENCE

Bryanston will not accept any form of violence towards any member of its community. Any situation will be thoroughly investigated by a member of Exco. Where a situation is severe enough to warrant police intervention, this will be actioned by a member of Exco.

Any such incident where the cause is by a member of staff, disciplinary procedures will be activated. This may lead to immediate suspension during investigation.

Pupil related violence will be dealt with as per the Behaviour Policy.

This should be read in line with 3.10.25

END



APPENDIX A

SUPPORTING DOCUMENTS:

- Asbestos Management Plan
 - Bonfires on Site
 - Control of Substances Hazardous to Health Guidance
 - Display Screen Equipment Policy
 - Educational Visits Policy
 - Fire & Building Manual
 - Fire Safety Policy and Procedures
 - First Aid Policy
 - Health & Safety Committee Terms of Reference
 - Lone Worker Policy
 - Managing Contractors Policy
 - Manual Handling Operations Policy
 - Noise at Work Policy
 - Personal Protective Equipment Guidance
 - Radon Policy
 - Risk Assessment Policy
 - Safeguarding Policy and Child Protection Procedures
 - Safer Recruitment Policy
 - Security & Access Control Policy
 - Summary of Reporting & Recording Requirements of RIDDOR
 - Vehicle Policy
 - Window Restrictor Policy
 - Work at Height Policy
 - Written Scheme for the Control of Legionella Bacteria
- Plus, further Bryanston Guidance documents on various H&S arrangements.

**DOCUMENTS REFERRED TO ARE AVAILABLE FROM THE H&S SECTION OF THE
STAFF HUB AND THE HEAD OF HEALTH & SAFETY**