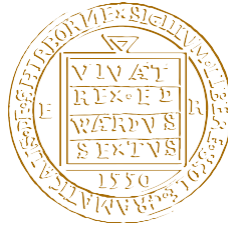


Date: June 2023
Author: Health and Safety
Owner: Health and Safety Advisor

Document Number: SS_SI_H&S_013
Version: 15



SHERBORNE

HEALTH & SAFETY POLICY

June 2023

PREVIOUS EDITIONS / REVISIONS

FIRST EDITION	February 1993
First Revise	April 1997
Amended	September 1998
Second Revise	January 2000
Third Revise	March 2004
Annual Review	March 2007
Annual Review	June 2008
Fourth Revise	March 2011
Fifth Revise	February 2012
Sixth Revise	March 2013
Annual Review	February 2014
Seventh Revise	February 2015
Eighth Revise	June 2016
Ninth Revise	June 2017
Tenth Revise	June 2018
Eleventh Revise	June 2019
Twelfth Revise	June 2020
Thirteenth Revise	October 2021
Fourteenth Revise	June 2022
Fifteenth Revise	June 2023

HEALTH AND SAFETY POLICY DOCUMENT

CONTENTS

Contents

PART 1 - STATEMENT OF GENERAL POLICY	4
PART 2 – ORGANISATION.....	5
PART 3 - STANDARD PROCEDURES.....	11
ANNEX A – School Fire Officer Duties.....	24
ANNEX B – Induction Check List.....	25
ANNEX C – Accident Report and Review Form.....	31
ANNEX D – Display Screen Equipment	36
ANNEX E – Electrical Safety in the Workplace.....	38
ANNEX F – Employee Responsibilities.....	40
ANNEX G – Risk Assessment Form	42

PART 1 - STATEMENT OF GENERAL POLICY

The term Sherborne School includes Sherborne International, Sherborne School (Trading) Ltd, Sherborne School (Leisure) Ltd and Sherborne Preparatory School.

- 1.1 Protecting the health and safety of Pupils 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 pupils, 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 and controllers of premises to meet their statutory duties for Health and Safety. So far as is reasonably practicable, the Governors undertake to provide safe and healthy workplaces and working environments for all the School's employees, pupils, contractors, and visitors 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 involve and consult employees on matters of Health and Safety and 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 pupils and the public, and to co-operate with the Governors in carrying out their responsibilities. Those employees with responsibility for pupils 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 Advisor 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 Group Executive.

**CHAIRMAN OF GOVERNORS
SHERBORNE SCHOOL
JUNE 2023**

PART 2 – ORGANISATION

2.1 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 **Headmaster / Chief Executive Officer.** The Governors direct that the Headmaster / Chief Executive Officer shall promote an active Health & Safety culture within the School(s). He shall be responsible for the formulation and implementation of School Health & Safety policies and intervene as necessary to ensure the promotion of effective Health & Safety policies and procedures. The Headmaster / Chief Executive Officer may delegate day to day management of Health & Safety to the Bursar, as School Safety Officer.

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

The School Safety Officer:

- Shall keep informed of developments in Health & Safety legislation and best practice relevant to the School's activities.
- Shall ensure that necessary training is implemented and that training records are maintained for all employees.
- Is responsible for compliance with environmental legislation so far as it impacts on Health and Safety.
- 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 Headmaster / Chief Executive Officer any significant Health & Safety shortcomings within the School(s)
- Will assist the Headmaster / Chief Executive Officer in his responsibility to obtain from the Governors adequate budgets for the implementation of the School's Health & Safety Policy.

2.2.3 **Group Executive.** The Group Executive is chaired by the Headmaster / Chief Executive Officer and includes the Bursar, and Head of SPS. The Group Executive shall assist the Headmaster / Chief Executive Officer and the Bursar in their responsibilities for implementing the School 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

Headmaster / Chief Executive Officer and Bursar 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 School.

2.2.4 **Operations Bursar.** The Operations Bursar's role in Health & Safety is threefold:

- a. **Fire Officer.** The Operations Bursar (or their designate as identified by the School Safety Officer) is appointed Fire Safety Officer for the School(s). The duties of the Fire Safety Officer are at **Annex A**.
- b. **The Operations Bursar** is to have oversight of the departments who feed into them and is responsible to the School Safety Officer for ensuring that all activity's under their area of responsibility meet the appropriate Health & Safety standards.
- c. **The Operations Bursar** has responsibility 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 the departments, including contractors.

2.2.5 **Commercial Director.** The Commercial Director is to have oversight of the departments who feed into them and is responsible to the School Safety Officer for ensuring that all activity's under their area of responsibility meet the appropriate Health & Safety standards.

2.2.6 **Heads of Department and School Activities.** The Health & Safety duties of Heads of Department, both teaching, including those in charge of games and other pupil-based activities, and non-teaching are to:

- a. Promote high standards of Health & Safety awareness and practice in their areas of responsibility.
- b. Ensure that new staff receive an adequate Health & Safety induction.
- c. Arrange for their staff to be adequately trained, informed, and supervised, including ensuring that all staff have read and understood any risk assessments put in place for their areas of responsibility. It is good practice to evidence this with a staff signature and dating on hard copy risk assessments.
- d. Provide risk assessments for all areas, machinery, and tasks under their control, and implement the control measures required by those assessments (see clause 3.25). In certain departments or for certain tasks it may be appropriate for the Head of Department or activity leader to delegate completion of risk assessments to a more suitable line manager or supervisor under their control. In doing this however, they must:

- Ensure that the line manager or supervisor is competent to carry out the assessment and
 - Understand that the responsibility for risk assessment completion (and any control measures) still lies with the Head of Department / activity leader (refer to 3.25.4)
- e. Ensure that where work for their department or activity is due to be completed by a contractor (such as maintenance of a piece of machinery used and controlled by the department), that any Liaison Person from their department / activity is fully aware of the responsibilities and requirements of their role, including the need for risk assessments from contractors and the need to sign in with Sherborne School Estates before commencing work on site. Please see the section on Contractors below for further information.
- f. Monitor compliance within their department or activity with School Health & Safety Policies and Procedures, and in particular, emergency arrangements, fire, minibuss safety and managing work equipment.
- g. Actively pursue effective consultation with their staff and the Health & Safety Committee.
- h. Personally, investigate and report on accidents in strict accordance with Standard Procedures (clause 3.1).

Represent Health & Safety concerns through Heads of Department Meetings, Sports Committee or directly as appropriate to the School Safety Officer and / or School Health & Safety Committee.

2.2.7 Housemasters / Housemistresses. All have similar responsibilities for Health & Safety to those of Heads of Department at clause 2.2.6 above. Housemasters / Housemistresses are responsible for the Health & Safety of staff and pupils within their House, and that the School Health & Safety Policies and Procedures are observed, and risk assessments provided as appropriate. Housemasters / Housemistresses will receive assistance with the implementation of Health & Safety from the School Fire Safety Officer and the Health and Safety Advisor and may delegate day to day management of Health & Safety within the House to Housekeeper / Matrons. Health & Safety concerns should be represented either at Housemaster / Housemistress Meetings or Housekeeper / Matron Meetings, both of which are attended by the School Safety Officer or his representatives.

2.2.8 Health and Safety Advisor. The Advisor is employed by the School(s) to provide a Health & Safety advice and audit facility and, in that capacity, will promote initiatives in Health & Safety and advise the Headmaster / Chief Executive Officer, School Safety Officer, Operations Bursar and Heads of Department on the implementation of the Health & Safety Policy and the compilation of risk assessments.

2.2.9 **Educational Visits Co-ordinator.** An Educational Visits Co-ordinator is appointed by the Headmaster / Chief Executive Officer to assess all proposals for pupil off-site activities. The EVC Policy can be found on the Schools' intranet system.

In Sherborne Preparatory School educational visits are currently managed by the Deputy Head Co-curricular.

2.2.10 **Services Manager.** The Services Manager is responsible to the Operations Bursar for ensuring that all the work of the Services Department is carried out in accordance with statutory requirements, including health and safety legislation.

2.2.11 **Accommodation Manager.** The Accommodation Manager is responsible to the Operations Bursar for ensuring that all activity's under their area of responsibility meet the appropriate Health & Safety standards.

2.2.12 **Sports Centre Manager.** The Sports Centre Manager is responsible to the Operations Bursar to manage all health and safety aspects of the Sports Centre and related areas.

2.2.13 **Commercial Events and Lettings Manager.** The Commercial Events and Lettings Manager is responsible to the Commercial Director for ensuring that appropriate Health and Safety arrangements are in place for all events and lets within their area of responsibility.

2.2.14 **School Events Lead.** The School Events lead is responsible to the School Safety Officer for ensuring that appropriate Health and Safety arrangements are in place for all School events within their area of responsibility.

2.2.15 **Director of Short Courses (SI).** The Director of Short Courses is responsible to the Commercial Director for ensuring that all activity's under their area of responsibility meet the appropriate Health & Safety standards.

2.2.16 **Retail Manager.** The Retail Manager is responsible to the Commercial Director for ensuring that all activity's under their area of responsibility meet the appropriate Health & Safety standards.

2.2.17 **Employees.** For the purpose of Health & Safety, a School 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. and **ANNEX F**

2.2.18 **Health & Safety Committee Members.** 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 School Safety Officer.

The present members are:

- Chair, School Safety Officer
- Nominated Governor
- Director of Operations

Date: June 2023
Author: Health and Safety
Owner: Health and Safety Advisor

Document Number: SS_SI_H&S_013
Version: 15

- Deputy Head (Co-curricular)
- Operations Bursar
- Commercial Director
- Health and Safety Advisor
- Head of Estates and Facilities Manager
- Director of Sport
- Director of Boarding
- Assistant Bursar, Sherborne Preparatory School
- Head of Science
- Educational Visits Co-ordinator
- School Events Lead
- Health Centre Nurse Manager
- Head of HR
- Accident Report Record Keeper
- Head of D&T
- Head of Art
- Catering Manager (Chartwells Representative)

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

2.3 HEALTH AND SAFETY COMMITTEE MEETINGS

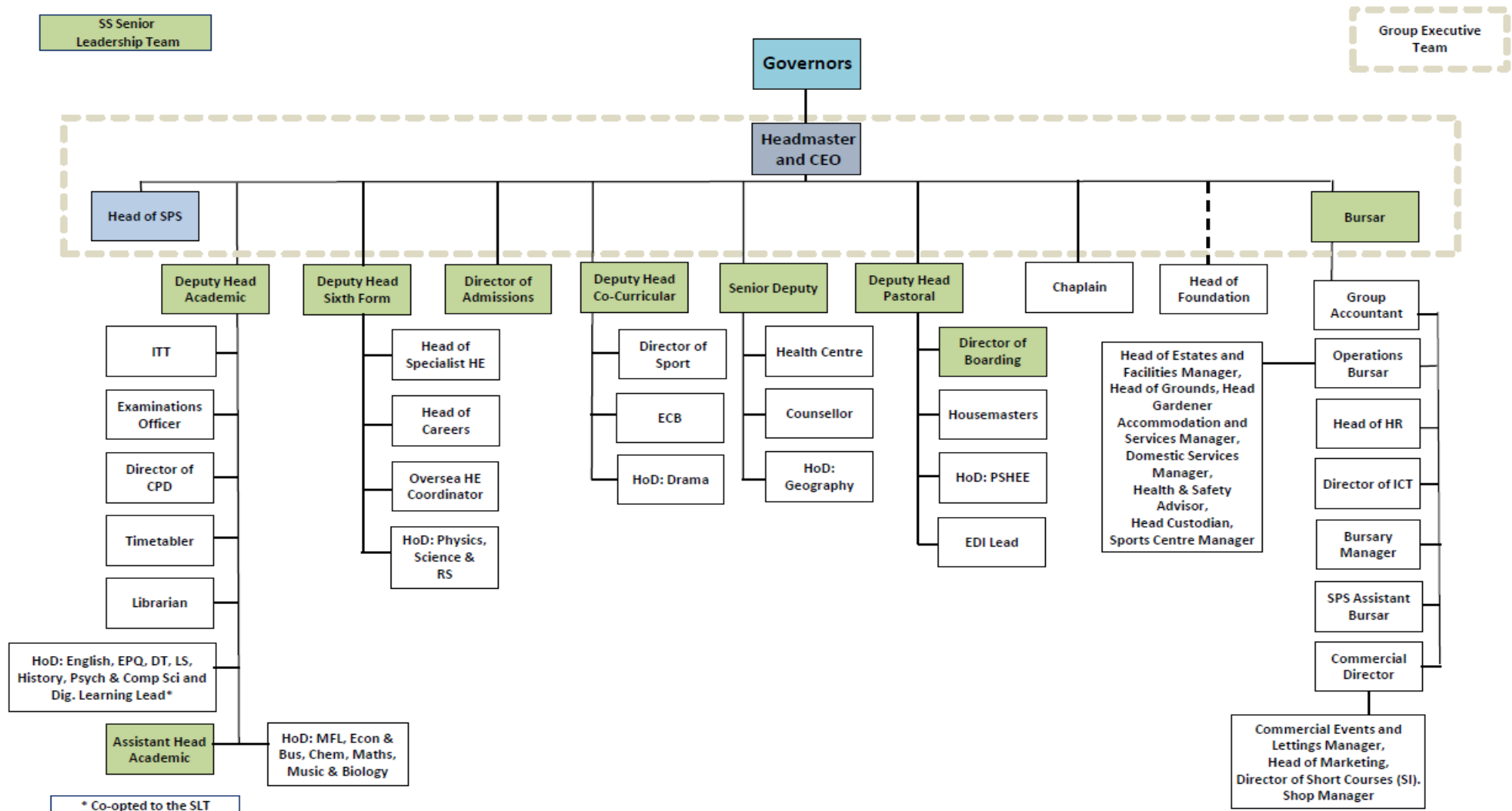
The committee will meet once a term and the Chair will request agenda items in advance from Committee Members; these should be submitted at least 14 days prior to each meeting.

Departmental meetings should take place prior to the submission of agenda items giving all staff the opportunity to raise any concerns or share areas of best practice with the health and safety committee.

The Chair will circulate minutes to the Governors, Headmaster / Chief Executive Officer, Committee Members, and all staff with individual Health & Safety responsibilities, they will also be published on the schools Health and Safety SharePoint page for all staff to view.

Sherborne Preparatory School also holds its own termly Health and Safety Committee meetings, these generally sit one week prior to the Group meeting, with updates provided to the Group committee by the Assistant Bursar.

Sherborne School Group –Organisational Chart



PART 3 - STANDARD PROCEDURES

3.1 ACCEPTABLE BEHAVIOUR

The School maintains robust policies and procedures regarding anti bullying to pupils, the School also adopts a zero-tolerance approach to all form of aggression and violence to staff, pupils, and visitors.

3.2 ACCIDENT OR INCIDENT REPORTING

When an accident occurs the Head of Department, Line Manager or School Activity Coordinator must be informed immediately; for all other incidents, they must be told during the same day. It is the Head of Department, Line Manager or School Activity Coordinators responsibility to review all accidents / incidents submitted by staff that relate to their area of responsibility.

The School utilises EVOLVE an online accident / incident reporting system which is compliant with the Data Protection Act. The EVOLVE accident book can be accessed through the school's intranet by selecting the relevant school. It is very important that all accidents / incidents whether to employees, pupils or others are reported to the through the Evolve accident book within 48 hours. Dependent on circumstance the online submission will also trigger an automatic notification to the Schools Health Centre and / or the Health and Safety Advisor.

The School also requires that 'near misses' are reported to the Bursar's Secretary / Bursary Manager in the same way in order to identify hazards and prevent more serious incidents from occurring.

Note: Where access to the internet is problematic the paper-based "Accident or Incident Report and Review Form" can be used, **Annex C**. This form mirrors the online reporting system. It is essential that in the case of any significant accident, including those requiring medical treatment and / or admission to hospital, it is forwarded immediately to the Bursar's Secretary / Bursary Manager or to the Schools Health Centre if the injured person is taken there for treatment.

The Bursar's Secretary / Bursary Manager will report accidents in accordance with the Reporting of Injuries Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR), as necessary to the enforcing authorities, Health and Safety Advisor and the School Safety Officer and will also ensure that accident/incident forms are held confidentially.

The Bursar's Secretary / Bursary Manager will analyse accident trends and report to the Health & Safety Committee. If a serious accident occurs the School Safety Officer may call for a special meeting of the Health & Safety Committee.

In Sherborne Preparatory School accident and incident reporting is managed through its Health and Safety Policy, available at <https://www.sherborneprep.org/useful-information/policies> Every accident involving personal injury, whether to employees, pupils or others, must be recorded using the SPS accident or incident form available from the same link above.

Following merger of the Schools, specific policies, and arrangements at SPS will be considered at their next scheduled review point as to whether subsumed into this overarching policy or retained under local arrangements.

3.3 **ADVICE AND INFORMATION**

Employees may obtain advice and information about Health & Safety through their immediate supervisors, through the School Safety Officer through the Operations Bursar or through the Health and Safety Advisor. A comprehensive list of School policies is held on the Schools intranet systems.

3.4 **CONTRACTORS**

General. The Health and Safety Executive require organisations who make use of contractors and 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 School. Where appropriate, contractors must have a valid risk assessment and safe system of work for all work being carried out on the Schools behalf. 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.

All work deemed to be construction work under the terms and definitions within the Construction, Design and Management Regulations (CDM) 2015 must be notified to the Estates department who will manage the project in accordance with the current CDM regulations.

Contractors are the responsibility of the Department for whom they are working however IN EVERY INSTANCE contractors must sign at Sherborne School Estates office before commencing work on the School's behalf. Contractors will be briefed by Sherborne School Estates to ensure that all relevant checks have been carried out and systems for safe working, so far as is under Estates control, are in place.

N.B. This does not reduce or remove the responsibilities of the Liaison Person – see below.

3.3.1 **Liaison Person's Duties.** The Liaison Person must meet the contractor on his first arrival and ensure that (following signing in and briefing at Sherborne School Estates) the contractor's staff on site have an appropriate level of understanding of School safety arrangements, in particular:

- a. Safeguarding, welfare, fire, first aid, asbestos, accident reporting, protecting others affected by their work and School Permits to Work (Confined Spaces, Roof Work, Hot Work).
- b. Accident reporting - the contractor must report any accident to the Liaison Person and in turn the Liaison Person must then report the accident in line with School arrangements.
- c. Be advised by the contractor of any subcontracting in advance.
- d. Ensure that Visitors passes have been issued. (Passes are available from Estates Reception, School Office, Music Department and Sherborne International Reception).

- e. Monitor the safety performance of the contractor.
- f. Immediately STOP the work and advise the Operations Bursar or Head of Estates and Facilities Management if they are concerned that the contractor is failing to manage health and safety adequately.

All of these duties require the Liaison Person to have an understanding of the work being carried out by the contractor, an understanding of the risks involved in that work and of the control measures being used to ensure safety. The Liaison Person should therefore have a copy of the contractor's risk assessment BEFORE work is commenced. Where necessary, the Liaison Person should discuss any issues or queries with their Head of Department or the Health and Safety advisor before commencing their role.

3.3.2 **Asbestos.** Some buildings within Sherborne School have materials within them that contain asbestos. The School holds a register of all of these sites and controls work within these areas to ensure that staff, pupils, contractors, and visitors are not put at risk. Please refer to the Asbestos Policy Statement and the Frequently Asked Questions (FAQs) held on the Schools intranet systems.

3.4 **CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH (COSHH) REGULATIONS 2002**

Many of the substances used and encountered by School employees 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 (COSHH) Regulations 2002 (as amended). The school follows as far as reasonably practicable the HSE Approved Code of Practice and guidance "Control of substances hazardous to health" sixth edition published in 2013.

Heads of Department, leaders of activities have a duty to carry out risk assessments for all tasks / areas within their remit and ensure that staff, pupils, or visitors are not put at risk, this includes identifying any substances that they use that may be hazardous. They are to ensure that up to date Material Safety Data Sheets are obtained, or other appropriate information on such substances. A risk assessment for all such substances must then be carried out in accordance with the regulations and ACoP.

Generic risk assessments from recognised bodies such as Consortium of Local Education Authorities for the Provision of Science Services (CLEAPSS) may be used but only after the assessments have been checked to ensure that they identify and address all specific issues presented by their specific area and tasks. At risk individuals must also be considered separately (please refer to the COSHH risk assessment form held on the Schools intranet systems). Assessments and safeguards must be explained and made readily available to all persons at risk. Please refer to the Control of Substances Hazardous to Health Policy held on the Schools intranet systems for further guidance.

3.5 CRITICAL INCIDENTS

The Director of Operations is responsible for maintaining the Critical Incident Plan for Sherborne School, the Assistant Bursar for Sherborne Preparatory School and the Director for Short Courses for Sherborne International. The critical incident plan can be accessed on the Schools intranet systems.

3.6 DISPLAY SCREEN EQUIPMENT

Advice on Health & Safety in the use of display screen equipment is at **Annex D**. An employee who habitually uses DSE as a significant part of their normal work may request an eyesight test to be paid for by the School, subject to certain conditions. Prior notification of the intention to undergo such a test must first be given to the Head of HR, who will ensure that the employee is entitled and then arrange for a test. Further guidance can be found in the document Sherborne School Guidance on Who is a DSE User which is held on the School intranet systems.

3.7 EDUCATIONAL VISITS AND FIELD TRIPS

All educational visits and field trips and other pupil-based activities not on School property are classified as off-site activities. The Educational Visits Coordinator is appointed by the Headmaster / Chief Executive Officer 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. Further guidance can be found in the School Policy Document for Off-Site Visits which is held on the Schools intranet systems.

In Sherborne Preparatory School Educational Visits are managed by Deputy Head Co-curricular, through its Off-Site Visits Policy Document which is held on SharePoint. Following merger of the Schools, specific policies, and arrangements at SPS will be considered at their next scheduled review point as to whether subsumed into this overarching policy or retained under local arrangements.

3.8 ELECTRICITY AT WORK REGULATIONS 1989

3.8.1 General. The Electricity at Work Regulations 1989 are wide ranging and include both fixed and portable electrical appliances used by staff. The Regulations involve frequent inspection and testing of all School owned portable electrical appliances to ensure that they are safe to use.

This work will be undertaken by a combination of Sherborne School Estates (or designated competent contractor), certain competent persons within the School and staff users in general. A competent person is a person trained specifically and certified under arrangements made by the Head of Estates and Facilities Management. 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**, staff are expected to carry out visual user checks on portable electrical equipment to ensure that the items which they and their pupils are using are safe and free from obvious fault, in accordance with the guidance provided in the Electrical User Checks Policy held on the Schools intranet system.

3.8.3 **Electrical Appliances brought into the School by Pupils.** In accordance with School Rules, pupils may bring into Boarding Houses certain personal electrical appliances such as laptop computers, Mobile devices (phones, iPods, iPads etc.) and Portable audio equipment. All electrical appliances, including international power adaptors must comply with UK electrical safety regulations. Other electrical appliances, such as kettles and toasters, will be supplied by the School and must only be used in the specified areas provided. Further information on what pupils can and cannot bring into school is provided in the Electrical safety within Boarding Houses guidance held on the Schools intranet system.

3.8.4 **Suspected Electrical Defects.** Suspected electrical defects are to be reported immediately to the appropriate supervisor, e.g. teacher in charge or Head of Department, who in turn is to report the defect to Sherborne School Estates via, support@sherborne.org or by calling on 01935 810460. In the meantime, the suspect equipment is not to be used.

3.9 FOOD SAFETY AND HYGIENE

All food prepared within or for the School shall comply with all relevant aspects of food safety and hygiene Legislation under the Food Safety Act 1990, in particular the training requirements. Housemasters / Housemistresses, Housemistress`, Housekeepers and other line managers organising food in connection with the School should contact the Catering Director (Chartwells) or Health and Safety Advisor for advice and assistance regarding legislation and training to ensure compliance.

3.10 FIRE SAFETY

3.10.1 **General.** All staff are to be familiar with the Fire Safety Manual, in so far as it applies to their particular House or Department. Individual fire instructions are issued by the School Fire Safety Officer to each Housemaster / Housemistress and to other Teachers / Supervisors responsible for specified areas of the School.

The School Fire Safety Officer is responsible for training and for the monitoring of fire safety throughout the School. Housemasters / Housemistress` or individual teachers have the responsibility for instructing Pupils and staff in their care on appropriate action in the event of a fire. No smoking is permitted on School Premises, except in the designated smoking area.

3.10.2 **Boarding Houses.** Each Housemaster / Housemistress / Houseparent is to hold a fire drill at least once a term within the first three weeks of term, one of which each year must be during the hours of darkness. Each Housemaster / Housemistress / Houseparent will also ensure that a fire log of the House is maintained which will be inspected by the School Fire Officer or Health and Safety Advisor at 6 monthly intervals.

3.10.3 **Other School Buildings.**

The Director of Operations and the Assistant Bursar (for SPS) / Director of Short Courses (SI)

will ensure that fire drills are conducted to a predetermined programme agreed with the School Fire Safety Officer. A Fire Plan of Action for teaching staff in classroom areas is always to be retained.

- 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 Safety Officer.** The School Fire Safety Officer is to maintain a close liaison with Dorset and Wiltshire Fire and Rescue Service (DWFRS).

In Sherborne preparatory School, Fire Safety is managed through its Fire and Fire Prevention Policy, available at: <https://www.sherborneprep.org/useful-information/policies>

Following the merger of the Schools, specific policies, and arrangements at SPS remain under review as to whether best subsumed into this overarching policy or retained under local arrangements.

3.11 FIRST AID

- 3.11.1 It is Sherborne School Group policy to ensure that appropriate first aid arrangements are in place for our pupils, staff and any visitors to Sherborne School and Sherborne International premises (for SPS see para 3.11.2). This includes providing sufficiently trained employees for our business needs and maintaining an adequate supply of first aid equipment. It also involves providing enough information to staff to enable first aid assistance to be sought during normal working hours. Where work is regularly undertaken outside these hours, then adequate first aid cover will be provided.

First aid training is provided by suitably qualified external trainers, Heads of Department / Line Managers are responsible for identifying those staff that need initial and refresher training and where necessary will be expected to re-organise working hours to enable staff to attend.

The level of training and equipment required for each department has been determined by an assessment of the level of risk involved. Please refer to the First Aid at Work Policy held on the Schools intranet system for specific details.

The HR department along with the Health and Safety Advisor will co-ordinate the booking and delivery of the training and will add a copy of certification to the staff members personnel file once the training is complete.

- 3.11.2 In Sherborne Preparatory School First Aid is managed through its First Aid and Medical Policy.

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. (Volunteers will be regarded as having the status of employees with regard to the Health and Safety arrangements of Sherborne School). Employees shall:

- Take reasonable care for their own health and safety.
- Take reasonable care for the health and safety of:
 - Pupils
 - Visitors
 - Other employees
 - Anyone else who may be affected by their acts or omissions
- Understand and fully comply with all of the safety rules of the School.
- Use and take good care of safety equipment.
- Report health and safety defects to the appropriate supervisor.

All new employees will receive an `Employee Handbook` which contains information regarding employee health and safety responsibilities. Employees' responsibilities and information for employees are listed in the document entitled 'Employee responsibilities and Information' at **Annex F**.

3.13.2 **Supervisors.** All 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 leading personal example.
- Report all defects, accidents, incidents and near misses.
- Identify the training needs of employees, make arrangements for training, and ensures the employee undertakes and completes 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 ensure that appropriate controls are 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 Coordinators 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 Head of HR in the Bursary by no later than 30 days of commencing employment with the School.

3.15 LETTING / HIRING OF SCHOOL FACILITIES

The Commercial Events and Lettings Manager 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 and the appropriate property managers consulted.

3.16 MACHINERY

See Work Equipment at clause 3.29.

3.17 MANUAL HANDLING

No employee or pupil is to be required to lift or move anything which in so doing they believe 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. Theory training is delivered via the Schools online iHasco training platform, practical training required on any manual handling aids provided by the school is completed at departmental level, by a suitably competent person.

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 School. Day to day guidance on the control of medicines is the responsibility of the Health Centre Nurse Manager who will also audit matrons / Boarding Houses termly against the standards set down by the school.

3.18.2 **Allergies.** Where the health of a pupil is potentially at risk, e.g. those 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 Health Centre Staff. Guidance is provided within the Management of Food Allergies Policy held on the Schools intranet systems.

3.18.3 **Infectious Diseases.** The Health Centre Nurse Manager is responsible for alerting the Headmaster / Chief Executive Officer to the presence of infectious diseases.

3.18.4 In Sherborne Preparatory School Medical Conditions are managed through its Medication Policy, available at: <https://www.sherborneprep.org/useful-information/policies>

3.19 NEW AND EXPECTANT MOTHERS

Supervisors must give due consideration to new and expectant mothers by ensuring that their allocated duties are compatible with their condition. It is the responsibility of the employee to ensure that the School is made aware of their condition so that all appropriate measures can be put into place.

A risk assessment should be carried out, discussed, and agreed by the relevant Head of Department / Line Manager as soon as the employee has made the School aware of her condition. Assistance and guidance will be provided by the Health and Safety Advisor where required.

3.20 NEW STAFF

See Induction clause 3.14 above.

3.21 OCCUPATIONAL HEALTH

Occupational Health Assessments are completed annually for those staff that require them as determined by the level of risk identified. Heads of Department are responsible for identifying by risk assessment the occupational health issues associated with their department and the appropriate control measures required, as well as identifying any new staff that require to be added to the assessment programme.

The assessments are coordinated by the Health and Safety Advisor and completed by the Schools external occupational health provider. Heads of Department / Line Managers will be expected to re-organise working hours to enable staff to attend the assessments.

All employees have a shared responsibility to report to their line manager any occupational health matters. Who in turn are then required to report occurrences to the HR department who will co-ordinate an appropriate response.

3.22 PERSONAL PROTECTIVE CLOTHING AND EQUIPMENT

3.22.1 **Teaching Staff.** Protective clothing and equipment required for pupil-based activities will be provided under Department / Activity arrangements and must comply with current legislation. When such equipment is supplied for School 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 **Support Staff.** All Personal Protective Clothing and Equipment for Support departments must be purchased through Sherborne Schools Estates and, 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, maintenance and correct use of PPE to individual users.

3.23 PREMISES

Sherborne School recognises its responsibility to ensure that the premises are a safe and secure environment for staff, pupils, and visitors. The School has taken reasonable measures to prevent

unauthorised access to the school buildings. 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. The School will give due regard to these regulations to ensure the Health, Safety, and welfare of all employees, students, and visitors. Defects should be reported immediately to a supervisor, and then to Sherborne Schools Estates, via the support@sherborne.org email or by calling on 810460.

3.24 PURCHASING

- 3.24.1 The Head of Department or School 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 School Activity may need to carry out a risk assessment prior to the purchase of items in order to establish the relevant safety criteria, including proper commissioning of the equipment.
- 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. The school is committed to ensuring the health, safety and welfare of all staff, pupils and visitors, risk assessments will routinely identify and include day to day hazards such as slips, trips and falls, fire safety and working at height. Other regulations require the risks associated with computers, hazardous substances, noise, asbestos, lead, first aid, personal protective equipment, manual handling operations etc. to be assessed. Those responsible for pupils 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. Fire Risk Assessment arrangements are managed through the Fire Safety Manual.
- 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. Please refer to the Risk Assessment Policy held on the Schools intranet systems.
- 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, pupils, contractors and visitors are aware of the risks identified in the assessment and the preventative measures.
- 3.25.6 There is a Sherborne School Activity or Area Risk Assessment Form shown in **Annex G**, which is held on the Schools intranet systems. This form should be used by staff to complete their required risk assessments in line with point 2.2.8d of this document.
- 3.25.7 Original risk assessments are held in each department, with soft copies for most departments held on the Schools intranet systems. Some departments such as DT and the Sciences, use only hard copy risk assessments and hence do not have them placed on the Schools intranet systems.
- 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, for example; Fire Action, Fire Extinguisher instructions, Name of First Aider and location of First Aid kit, Health & Safety What you need to know poster, Electrical Safety Notices, and Employer's Liability Insurance. Every department will also have a selection of useful information relevant to their area of responsibility.
- 3.25.9 Risk Assessments will be monitored by the Health and Safety Advisor, and where relevant the Assistant Bursar (SPS) and the Short Course Director (SI)

3.26 **SPORT**

The Health and Safety of pupils, visitors and all coaching or supervisory staff is the responsibility of the Director of Sport / Head of Sport. The Director of Sport / 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 the School Swimming Pool will be governed by the Normal Operating Procedures and Emergency Operating Procedures as laid down by the Sports Centre Manager.

In Sherborne Preparatory School risks associated with sport are currently managed by the Deputy Head Co-curricular.

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 School's Health & Safety Policy as it applies in that Department / Activity and that training

is given as appropriate. Training records will be maintained in each Department and for each activity. The Head of HR in the Bursary 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:

- Manual Handling HR / Health and Safety Advisor
- Fire Awareness in Education HR / Health and Safety Advisor
- Fire Warden in Education HR / Health and Safety Advisor
- Display Screen Equipment HR / Health and Safety Advisor
- Health & Safety Basics & Essentials HR / Health and Safety Advisor
- First Aid HR / Health and Safety Advisor
- COSHH HR / Health and Safety Advisor
- Working at Height / Ladder Safety HR / Health and Safety Advisor
- Food Hygiene Level Two HR / Health and Safety Advisor
- Electrical Safety Head of Estates / FM / Health and Safety Advisor
- Minibus Driving Head of HR / Transport and Travel Officer

NOTE: Although training may be organised centrally it is the responsibility of the Head of Department / Line Manager to identifying those staff that need initial and refresher training and where necessary will be expected to re-organise working hours to enable staff to attend.

3.27.3 The following departments organise additional training, such as

- Asbestos Awareness Estates
- Safe use of Hand power tools Design and Technology - Welding, Lathe work and Milling.

This list is not exhaustive, departments will carry out other training to cover specific risks identified as appropriate.

3.27.4 HR keep a comprehensive file for each employee with copies of training certificates and qualifications. It is important that when departmental training is completed a copy of the certificate is passed to HR for file if not stored electronically within IHASCO

3.27.5 In Sherborne Preparatory School Health and Safety Training is managed in accordance with Section 46 of its Health and Safety Policy, available at:
<https://www.sherborneprep.org/useful-information/policies>

3.28 VEHICLES

The use of vehicles for and around the School represents a significant risk. All staff must ensure that Pupils take suitable precautions. The School 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. In accordance with the School Driving Policy.

Staff driving a School minibus must have been assessed within the previous three years. Staff are personally responsible for the safety of the vehicle and the safety of passengers.

Further information on the use of vehicles at School is held in the School Policy Document for Off- Site Visits and Sherborne International staff manuals, available on the Schools intranet systems

In Sherborne Preparatory School the use of School Minibuses are managed through its Minibus & Supervision of School Journeys Policy, available at:

<https://www.sherborneprep.org/useful-information/policies>

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 1998 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. The use of work equipment will be subject to a suitable risk assessment being completed.

3.30 WORKING AT HEIGHT

No work is to be carried out where any person could fall from height, even if it is below ground level, without a risk assessment being in place, or if necessary, newly completed and issued by the appropriate Head of Department or other supervisor. Any height capable of causing personal injury should be included, such as working from a kick-stool or ladder. The responsible person 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, except where it has been deemed as unnecessary by the risk assessment.

Advice is available from Sherborne School Estates or the Health and Safety Advisor.

3.31 WORKING ALONE

The risks associated with working alone are to be risk assessed and controlled appropriately by each Head of Department. Advice is available from the Health and Safety Advisor.

ANNEX A – School Fire Officer Duties - Dated September 2022

SCHOOL FIRE SAFETY OFFICER DUTIES

The Chairman of the Board of Governors shall, for the purpose of compliance with the Regulatory Reform (Fire Safety) Order, take the role of `Responsible Person`.

The Operations Bursar is appointed as School Fire Safety Officer to Sherborne School ; they will promote an active and effective fire safety culture in the School. They have executive authority within the School and are responsible to the School Safety Officer. In practice this means that the School Fire Safety Officer can take action to prevent danger when there is an immediate serious risk to life or property.

They shall liaise with the Fire Service and maintain this manual in accordance with their recommendations and all relevant legislation. The Estates department will maintain up to date scale drawings of all premises showing fire safety arrangements and ensure that fire risk assessments are prepared and regularly reviewed (as suitable to risk level and use) for all School Buildings, to satisfy the needs of the Fire Service.

Particular duties of the School Fire Safety Officer are:

- In the event of a fire to appoint a member of his team as Fire Incident Controller to organise assistance and provide salvage advice to the Fire Service.
- To prepare a fire safety training syllabus and training programme for all School Staff, and to see that it is delivered.
- To arrange and control adequate means of detection, alarm, escape, firefighting equipment, emergency lighting and signs on all School premises. These arrangements are to be inspected, maintained, and tested in accordance with the requirements of the School insurers, best practice, and the relevant British Standards. (Copies of these standards are kept at Sherborne Schools Estates)
- To nominate other persons to take fire safety responsibilities.
- To provide reports on fire safety to the Health & Safety Committee and ensure that the Headmaster is informed on Fire Safety matters.
- To view and audit records of Fire Logbooks, drills, and inspection, maintenance, and testing documents.

The Fire Safety Officer is also to ensure that.

- All building work carried out by the Estates department or contractors is carried out without causing fire.
- All hot work is controlled through use of a hot works permit.
- Adequate fire safety measures are taken during special events and lettings
- Building work complies with the Fire Safety requirements of the Building Regulations by consultation with West Dorset Building Control and Building Completion Certificates issued by them.

ANNEX B – Induction Check List - Dated July 2023



SHERBORNE

INDUCTION PROGRAMME

(to be completed in the first month of employment unless otherwise stated.)

EMPLOYEE NAME:			
DEPARTMENT:		LINE MANAGER:	
INTRODUCTION		LINE MANAGER INITIALS	DATE
	Welcome new person and introduce to staff.		
	Provide map of School and tour.		
	Car Parking facilities		
	Swipe card access/codes/keys		
	Dress code (uniform/safety/PPE clothing/work attire)		
	Location of Staff Notice Boards		
	IT log-on and induction completed		
THE SCHOOL			
School structure		LM INITIALS	DATE
	Departmental Organisation and reporting lines		
	School/Sherborne Group/Sherborne School Bursary organisation		

THE SCHOOL'S POLICIES		
<i>Health and Safety</i> (to be completed within the first week of employment)	LM INITIALS	DATE
Advise where Health and Safety policy can be found ('Policies' in School Links on SharePoint)		
Health & Safety Notices can be found		
Fire Exits and what the fire alarm sounds like		
Fire Assembly Point		
Who the department Fire Marshals are		
Fire Action Notices must be read, employee should be aware of the actions in the event of a fire		
Accident, Incident and near miss Reporting – How to use Evolve		
Where the nearest First Aid Box is located		
Who the department First Aiders are		
Check with new staff member if they have any health issues, allergies or medication that would need to be passed onto an attending first aider or paramedic. <i>(Line Manager to discuss with the individual who else might need to be aware of information received (to include HR, H&S Advisor, or deputy/supervisor etc) – written information to be kept securely in a locked cabinet).</i>		
Smoke Free policy (no smoking on school premises)		
Signing in procedure for Visitors and Contractors		
<i>Employee Wellbeing</i>	LM INITIALS	DATE
Employee Care App (Access)		
Wellbeing Provision for Staff (Policy in School Links, SharePoint)		
<i>Employee Handbook (issued to staff at offer of appointment)</i>	LM INITIALS	DATE
Check received		
Advise latest copies of policies can be obtained from HR or found in the 'policies' section in School Links on SharePoint		
Any concerns/questions – Disciplinary and Grievance procedure		

	Equality and Diversity Awareness		
Safeguarding		LM INITIALS	DATE
	Ensure employee has Safeguarding and Prevent Training		
	Ensure employee aware of incident reporting procedure		
	Ensure employee aware of the Designated Safeguarding Leads (DSL) and the ways in which they can be contacted (including where their offices are based).		
FACILITIES			
Breaks		LM INITIALS	DATE
	Confirm location, allocated break times, tea/coffee facilities		
	WC location		
Lunch			
Lunch		LM INITIALS	DATE
	Confirm times		
	Advise on School policy not to take food out of Dining Hall		
PC/Fax/Telephone/Staff Directory			
PC/Fax/Telephone/Staff Directory		LM INITIALS	DATE
	Advise location and use of online Staff Directory		
	Confirm direct dial numbers and external prefix for telephone use – location of staff telephone directory if appropriate		
	Confirm direct dial numbers and external prefix for Fax machine		
	PC – confirm log-in, password security and location of School Links on SharePoint		
	Personal use of computers /internet is subject to the Acceptable User Policy as issued upon offer of appointment		
	Use of mobile phones during working hours		
Sports Centre Membership		LM INITIALS	DATE
	Advise on Sports Centre membership.		
Library		LM INITIALS	DATE
	Advise on Library use.		

THE JOB		
<i>Explain areas of accountability and responsibility</i>	LM INITIALS	DATE
Discuss job accountability and specifics in more detail.		
<i>Generic training for the post</i>	LM INITIALS	DATE
Introduction to IHASCO Online Training System (log on from HR Dept)		
Fire Awareness (unless selected as a Fire Warden/Marshal)		
Manual Handling (Unless selected to do Health and Safety Essentials only)		
<i>Specific training for the post</i> Line Manager to mark those not applicable, if in doubt please contact HR or the Health and Safety Advisor for advice	LM INITIALS	DATE
Display Screen Equipment (DSE)		
First Aid Training		
Fire Warden/Marshal		
Working at Heights		
iSAMS		
Evolve (for events/catering bookings, risk assessments etc)		
<i>Additional training for post</i> Line Manager to Identify any other areas of responsibility where employee requires training: (e.g. COSHH, Asbestos, Food Hygiene) if in doubt please contact HR or the Health and Safety Advisor for advice.	LM INITIALS	DATE
Training requirement:		
Training requirement:		
Training requirement:		
Training requirement:		
Training requirement:		
<i>Marketing & School branding</i>	LM INITIALS	DATE
Explain the use of the School logo and font together with letter templates and general branding requirements		
Explain and set-up email signature block		

Date: June 2023
 Author: Health and Safety
 Owner: Health and Safety Advisor

Document Number: SS_SI_H&S_013
 Version: 15

Hours of work and time sheets		LM INITIALS	DATE
	Confirm hours of work, discuss timesheets and overtime procedures where applicable		
Annual Leave & Bank Holidays		LM INITIALS	DATE
	Confirm annual leave entitlement		
	When holiday year begins		
	Applying for annual leave (holiday record sheet)		
	Bank Holiday entitlements		
Sickness Absence		LM INITIALS	DATE
	Reporting absence		
	Absence statements		
	Statements of Fitness for Work (i.e. medical certificates - required for absence of 7 days or more which includes days that you would not normally work)		
PERFORMANCE			
Probationary period and Appraisal system		LM INITIALS	DATE
	Confirm probationary period		
	Annual appraisals will be completed with your line manager.		
Review		LM INITIALS	DATE
	A performance review will be completed in 3 and 6 months.		
Any Questions?		LM INITIALS	DATE
Please sign and date the form to confirm that all above tasks have been completed and understood:			
EMPLOYEE:		DATE:	
PRINT NAME:			
LINE MANAGER:		DATE:	
PRINT NAME:			

JULY 2023 HR/H&S

ANNEX C – Accident Report and Review Form - Dated January 2022

SHERBORNE SCHOOL – HEALTH & SAFETY

Accident or Incident Report and Review Form

This form mirrors the online reporting system and should only be used when you are unable to access the internet. Please read the examples and notes in each section and provide as much detail as possible. This greatly assists in identifying the root causes and the actions required to prevent/reduce any further accidents and incidents, as well as fulfilling the school’s legal requirements under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013.

Please answer the following questions about the incident using the best information & knowledge that you have at this current time.

1) Who was Involved (Injured or Affected Person(s))	
Type Choose... Is the injured person: (cross appropriate box/es below)	
Pupil <input type="checkbox"/> Staff <input type="checkbox"/> Visitor <input type="checkbox"/> Contractor <input type="checkbox"/>	
Other <input type="checkbox"/> (<i>please specify</i>)	
Surname:	Forename:
House / Address:	Date of Birth:
Phone / Email	
2) When did it happen?	
Date:	Time:
3) Where did it happen?	
Location Choose... (cross appropriate box/es below)	
Boarding House <input type="checkbox"/> On- site <input type="checkbox"/> Off-site <input type="checkbox"/> Sports Centre <input type="checkbox"/> Sports Field <input type="checkbox"/>	
Other <input type="checkbox"/> (<i>please specify</i>)	
Location Details (e.g. Doorway to boys’ toilet in the main building)	
Subject Choose... (cross appropriate box/es below, information used for trend analysis)	
Academic <input type="checkbox"/> Co-curricular <input type="checkbox"/> Informal Sports/Training <input type="checkbox"/> Sports Fixture <input type="checkbox"/> Support Services <input type="checkbox"/>	
Other <input type="checkbox"/> (<i>please specify</i>)	

Activity Choose... (cross appropriate box/es below, information used for trend analysis)

Catering or Cleaning Classroom based Driving Lab or Workshop based Maintenance or Construction
Office based Outside Sport and Leisure Other (*please specify*)
.....



4) What happened? (Details of Accident, Incident or Near Miss)

Incident Type Choose... (cross appropriate box/es below)

Accident Behaviour Pre-existing condition New Illness Theft or Loss of Property

Incident Severity Choose... (cross appropriate box/es below)

Major A major injury is any injury that could potentially lead to death, prolonged disability, or permanently diminished quality of life. The following are examples of major injuries that should receive immediate attention.

- Compound fractures
- Any type of head or eye injury
- Deep lacerations or stab wounds
- Gunshot wounds
- Severe or extensive burns
- Injures accompanied by chest pain, paralysis, confusion, severe bleeding, or unconsciousness

Minor Minor injuries are injuries that don't threaten life, mobility, or long-term survival. Examples of minor injuries include the following.

- Shallow cuts or abrasions
- Sprains and muscle strain
- Bruises and skin lesions
- Minor burns covering only a small area of skin

Near Miss An event not causing harm, but has the potential to cause injury or ill health

Accident Category if you selected Accident as the Incident type choose... (cross appropriate box/es below)

- Contact with moving machinery or material being machined
- Struck by moving including flying or falling object
- Struck by moving vehicle
- Struck against something fixed or stationary
- Injured whilst handling lifting or carrying
- Slip trip or fall on same level
- Fall from height (please specify distance through which person fell)
- Trapped by something collapsing or overturning
- Drowning or asphyxiation
- Exposure to or contact with a harmful substance
- Exposure to fire
- Exposure to explosion
- Contact with electricity or electrical discharge
- Injured by an animal
- Other kind of accident (please give details below)

Date: June 2023
Author: Health and Safety
Owner: Health and Safety Advisor

Document Number: SS_SI_H&S_013
Version: 15

Incident Description (e.g. collided with another pupil whilst running)
Is the person exhibiting COVID-19 symptoms? Choose... (cross appropriate box below) Yes <input type="checkbox"/> No <input type="checkbox"/>
Did the person sustain any physical injuries? Choose... (cross appropriate box below) Yes <input type="checkbox"/> No <input type="checkbox"/>
If Yes identify body part / parts below (e.g. Fingers (Right Hand). Lower Back, Knee (Left))
Injury Description (e.g. Nosebleed and small cut to left cheek)
Did the injured Person Choose... (cross appropriate box below) Become unconscious Yes <input type="checkbox"/> No <input type="checkbox"/> Need resuscitation Yes <input type="checkbox"/> No <input type="checkbox"/> Remain at hospital for over 24 hours Yes <input type="checkbox"/> No <input type="checkbox"/>
Is the injury likely to cause absence? Choose... (cross appropriate box below) Yes <input type="checkbox"/> No <input type="checkbox"/>
If Yes Dates Absent (if known)
5) Action Taken:
Referred by (Name of staff member reporting actions taken if different from individual submitting the form)
Confirm that the relevant Housemaster/Housemistress, Line Manager or Activity Leader has been informed of the incident Choose... (cross appropriate box below) Yes <input type="checkbox"/> No <input type="checkbox"/>
Treatment (cross appropriate box/es below) First Aid Yes <input type="checkbox"/> No <input type="checkbox"/> Advised to see GP Yes <input type="checkbox"/> No <input type="checkbox"/> Sent Home Yes <input type="checkbox"/> No <input type="checkbox"/> Referred to Hospital Yes <input type="checkbox"/> No <input type="checkbox"/> Head Injury Assessment (HIA) Yes <input type="checkbox"/> No <input type="checkbox"/>

How was the incident managed? (Describe in detail how the incident was managed)

Note one: Include details of initial and ongoing treatment and/or medication given, including any medical advice or restrictions placed upon the individual and state the name of those administering any First aid or Medical treatment.

Note two: This section should also include a description of events leading up to the accident or incident (including probable cause).

Note three: A description of immediate actions taken to prevent further injury and or to make the area safe should also be included.

Action taken to prevent recurrence (Provide details of action to prevent recurrence) **to be completed by relevant Head of Department / Line Manager / Activity Leader**

Note one: Post incident considerations should include a review of relevant policy and procedures including any associated risk assessments and safe systems of work to help prevent re-occurrence. List actions taken, amendments required or recommendations to reduce the risks further. If no issues are identified after the review, then make a statement to that effect below.

Note two: Any gaps in training or competence should also be identified and actions required to rectify them detailed along with target dates for completion.

Note three: Any changes to current practices that are introduced need to be communicated to all relevant staff, a statement that this has been completed or a target date for completion should also be detailed in this section.

6) Attachments (e.g. supporting documents such as pitch side paramedic form or photographs of specific hazard/hazard area.

7) Additional Notes (e.g. If witnesses were present, please provide full details)

Note one: This section can also be used by Health Centre Staff to provide updates on further treatment, medication, and restrictions such as off games for pupils.

Note Two: The Bursars Secretary / Bursary Manager will also record the outcome of any absence or incapacity as a result of the accident/incident in this section.

8) Report completed by:

Name: _____ Date: _____
Signature: _____
Position: _____

9) Investigation Notes: (only visible to 'Manager' accounts)

Note one: This section is completed by the **EVC** and / or the **H&S Advisor** with the support of the **Bursar's Secretary / Bursary Manager**.

Note two: Accident and Incident forms are reviewed on a weekly basis, an investigation may be opened to seek clarity and assurance that the preventative measures put in place by the Head of Department/ Line Manager or Activity Leader are sufficient to prevent as far as reasonably practicable any recurrence. In addition, it also allows for lessons to be learnt and best practice to be shared across the Schools.

RIDDOR This section is completed the **Bursar's Secretary / Bursary Manager**; the School is required by law to report and keep records of:

- Work-related accidents which cause deaths
- Work-related accidents which cause certain serious injuries (reportable injuries)
- Diagnosed cases of certain industrial diseases; and
- Certain 'dangerous occurrences' (incidents with the potential to cause harm)

ANNEX D – Display Screen Equipment - Dated January 2023

SHERBORNE SCHOOL

Sherborne School Guidance on who is a DSE ‘user’ under the Display Screen Equipment Regulations 1992

1. Introduction

The Display Screen Equipment Regulations were brought in to protect the health, safety and welfare of employees who must use computers for a significant part of their everyday working life. The Regulations apply where there are employees who ‘habitually use display screen equipment as a significant part of their normal work’. So, not everyone who uses a visual display unit (VDU) is covered by the Regulations - only those most likely to be at risk.

People using a VDU more or less continuously on most days will be covered by the Regulations.

So, usually, are others who normally use a VDU for:

- continuous or near-continuous spells of an hour or more at a time; and use it in this way more or less daily; and have to transfer information quickly to or from the display screen equipment.
- and also need to apply high levels of attention and concentration; or are highly dependent on VDUs to do the job or have little choice about using them; or need special training or skills to use the equipment.

This does not mean that persons who use computers less frequently are not important to employers, simply that the precautions to be taken for these workers are less prescriptive and based upon the employer’s own risk assessments for VDU use.

The regulations require all DSE users to have their workstation assessed. The School utilises its iHasco online training platform to complete initial Display Screen Equipment Training and Assessments. This will be arranged by Heads of Departments and will include training in suitable posture.

Note: Heads of Departments who have staff working from home for extended periods will need to consider whether they fall under the DSE Regulations, and if so, they must comply with this guidance as if they were working on-site. Further information on this can be found within SS_SI_H&S_017 “Home-Working Safely Policy”. This policy sets out the arrangements and processes in place to facilitate staff working from home in a manner that is safe and compliant.

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. For more information on how to sit correctly at your workstation please log into your online iHasco MyLMS account and select resources from within the training module.

3. Training and Assessment

The initial interactive training module takes around 30 minutes to complete which is then followed by a separate online self-assessment which consists of approximately 50 questions.

RESULTS & COURSES							With results and/or access
Course title	Status	Date	Expiry	Score			
Manage enrolments...							
Display Screen Equipment	Not started	-	-	-	-	...	

ASSESSMENTS			
Type	Label	Status	
Display Screen Equipment Workstation Assessment	-	Not started	...

The results of the assessment are to be discussed with the individuals Head of Department/Line Manager who can offer 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. Where any significant issues are identified that cannot be resolved by the Head of Department / Line Manager they should contact the schools Health and Safety Advisor for further advice. For individuals who are spending sufficient time on the workstation the assessment will be specific, for multiple user workstations the assessment will be generic.

Refresher training is completed annually as part of the Health and Safety Essentials Module, a new self-assessment should be completed if the individual moves permanently to a new workstation of a different type.

4. Eyesight

If you are classed as a DSE user, you are entitled to request an eye and eyesight test which Sherborne School will pay for. You should contact the HR department and they will give you a purchase order number for an eye test at Scrivens Opticians in Sherborne (the School will not cover the cost of an eye test at any other opticians). If the test shows that you need glasses specifically for your VDU work, we will pay for a basic pair of frames and lenses from Scrivens Opticians (although you would be expected to pay any added cost over and above the most basic pair) In every instance where payment of glasses is suggested by the employee, the school will contact Scrivens Opticians to discuss further. If your regular pair of glasses are suitable for VDU work however, the School would not cover the cost of them or contribute towards them.

Please note that the School cannot reimburse staff the cost of the appointment if they pay Scrivens directly and do not obtain a Purchase Order number prior to having their eyes tested.

Users are entitled to further tests at regular intervals after the first test, and in between if you are having visual difficulties which may reasonably be considered to be caused by your VDU work.

Note: VDU work does not cause permanent damage to eyes or eyesight. Eye tests are provided to ensure that users can comfortably see the screen, to work effectively without visual fatigue.

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. Pupils

It is important that the guidance on safe working with computers is cascaded by staff to every pupil.

ANNEX E – Electrical Safety in the Workplace - Dated June 2022

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.
 - e. Signs of overheating or blackening
2. **Look for potential dangers in the way appliances are used:**
 - a. Convector fires too near flammable material, e.g. Coat stands
 - b. Long trailing lead to appliances
 - c. Appliances operating near water, i.e. Kettles on draining boards.
 - d. Use of multiplugs or non-CE rated connectors
3. **Switch off / unplug appliances before working on an appliance, e.g.:**
 - a. Changing bit in electric drill
 - b. Clearing a paper jam from a photocopier
 - c. Filling a coffee maker or kettle
4. **Reporting faults** - There is a clearly established channel of communication, use the support@sherborne.org 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. **Check** for and 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.

ANNEX F – Employee Responsibilities - Dated June 2022

HEALTH & SAFETY

EMPLOYEE RESPONSIBILITIES AND INFORMATION

- 1.1 You are employed by Sherborne School.
- 1.2 Sherborne School places the greatest importance on health and safety matters and undertakes its operations in such a way as to ensure the health and safety of employees, pupils, visitors, and the general public.
- 1.3 All those with responsibility for the management or supervision of staff will promote positive attitudes towards health and safety. They must ensure that the tasks carried out by their subordinates are performed with the utmost regard for the health and safety of all involved.
- 1.4 Employees have a responsibility to do all they can to prevent any injury to themselves, their colleagues and others affected by their actions or omissions at work and co-operate with the school on matters of health, safety, and welfare.
- 1.5 All employees are required to observe all safety directions, rules, and procedures of the School. These are set out in other forms, including the full Health and Safety Policy, and you will be introduced to them by your Head of Department or another Supervisor.
- 1.6 It is an offence under Health and Safety law to ignore School procedures or to misuse anything provided for health and safety. Please pay close attention to the training provided and the day to day safety instructions given to you. Ensure that you understand and follow the safe operation of your duties; ask if you do not understand any aspect of these.
- 1.7 Some, if not most, aspects of your work may have an effect on the safety of pupils. In this regard, we are all required to exercise a higher standard of health and safety than for adults. If you become aware that pupils' safety is endangered, you must take appropriate and immediate action.
- 1.8 The School benefits from and welcomes your views on Health and Safety, which can be passed to your immediate supervisor or, if you prefer, to the Head of HR in the Bursary, or to a member of the Health and Safety Committee.
- 1.9 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 activities. 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 Head of HR in the Bursary.

- 1.10 In the unlikely event that you are involved in an accident, you must first ensure the safety of yourself and those involved before taking any other action.
- 1.11 You are expected to advise your Line Manager of any particular health issue, allergies or if you are taking any medication that would need to be passed on to an attending First Aider or Paramedic in the event that you become unwell or have an accident / injury at work. Your Line Manager may need to pass this information onto relevant School Staff (First Aid trained personnel, the HR Department and Health and Safety Advisor) in order to manage your Health and Safety in the workplace. Any written information will be kept securely in a locked cabinet in accordance with School Policy. Such information will not be retained electronically.
- 1.12 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 School Health Centre is staffed 24-hours a day during term time.
- 1.13 Following any accident or incident you must inform your Head of Department or other supervisor. He / she will ensure an accident / incident report is completed and submitted to the Bursar's Secretary / Bursary Manager. This is not intended as a means of apportioning blame. It is vital that lessons are learned from accidents and near misses if the School is to be made a safer place.

1.14 **Health and Safety Notices**

Please read, pay attention, and conform to Health and Safety notices posted in your workplace, in Particular:

- Health and Safety Law – What you Need to Know.
- Fire Safety Notices.

Date: June 2023
 Author: Health and Safety Advisor
 Owner: Health and Safety

Document No: SS_SI_H&S_013
 Version: 015

ANNEX G – Risk Assessment Form

Dated September 2022

Sherborne Schools Activity or Area Risk Assessment Form

Name of Assessor: Insert Name or Names			Date of Assessment: Insert Date			
Review date for this assessment: Insert Date , or as and when required dependent on any changes to UK Gov or other Statutory Body guidance.						
Activity/Area being assessed: Insert Details						
<p>Scope: This assessment examines the hazards, risks and control measures relating to the specific activity/area being assessed to reasonably assure the health, safety, and welfare of those involved. It should be considered in conjunction with the relevant sections of Sherborne Schools Generic Risk Assessment 1.2 Activities Within School Buildings which assess the generic issues which maybe present from the structure, contents or tasks undertaken within a building and Sherborne Schools Generic Risk Assessment 1.1 Whole School Risk Assessment which assess the issues which may be present from, the infrastructure, the environment and the people within and around the schools premises, grounds and Sherborne town.</p>						
<p>Summary: The following risk assessment captures the universal control measures already in place within the School to reasonably assure the health, safety, and welfare of all. In addition, it Includes some additional requirements that will remain in place to ensure the risk to Staff, Pupils and Visitors is reduced as far as reasonably practicable whilst COVID-19 remains a virus of concern.</p>						
<p>Note: The use of the term ‘Visitors’ in this assessment captures groups such as, Parents, Teachers from other Schools, Contractors, Volunteers, Members of the Public or anyone else impacted by the School's activities but not directly employed by them.</p>						
What are the hazards?	Who might be harmed and how?	What are you already doing to control/reduce the risks to an acceptable level?	What additional controls, if any, could be implemented in the future to reduce the risk of this activity/area further?	Action by whom?	Action by when?	Done Initial here.
Insert Details	Insert Details	Insert Details	Insert Details	Insert Details	Insert Details	Insert Details
Please add further rows for each hazard as required						

Date: June 2023
 Author: Health and Safety Advisor
 Owner: Health and Safety

Document No: SS_SI_H&S_013
 Version: 015

To be signed by the Assessor			
In completing this risk assessment, to the best of my ability, I have identified the anticipated significant hazards relating to the activity / area and feel that the measures stated above, as far as reasonably practicable, reduce the risk to those affected to an acceptable level.		Signature of the Assessor.	
		Date:	
What remedial action is required? Update table to reflect situation in your Area / Activity			
What additional controls, if any, could be implemented in the future to reduce the risk of this activity / area further?			
Hazard / risk reduction ideas (Copied from assessment above)		Notes / any actions taken (Update on actions, awaiting approval, raised with SLT etc)	
To be completed by the Line Manager. Activities / Areas that are deemed 'low risk' will be approved and signed by the HoD and reviewed and signed by Health & Safety Advisor. For activities that the Health and Safety Advisor deems to be higher risk, the Health and Safety Advisor will pass the form on to a member of SLT to be reviewed.			
Approved by HoD	Name: Signature:	Date:	
Reviewed by H&S Advisor / SLT (where required)	Name: Signature:	Date:	
Reviews: Mark "No Change" or mark "Amended in table below and update what remedial action is required in section above			
No Change			
Amended			
Date			
Signed			
Communication: Signing confirms that you have read, understood, and will comply with the Risk Assessment.			
It is the responsibility of the Activity Leader and those who produce the risk assessment to ensure that it is effectively communicated to all persons who may be affected by or considered in the assessment.			
Note: there is no requirement for Pupils or Visitors to sign the risk assessment as long as they are briefed on the sections that are relevant to them.			

Date: June 2023
Author: Health and Safety Advisor
Owner: Health and Safety

Document No: SS_SI_H&S_013
Version: 015

Print Name	Date	Signed