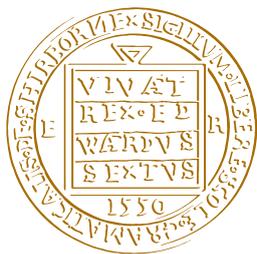


Date: June 2019  
Author: Health and Safety Advisor  
Owner: Health and Safety

Document No: SS\_SI\_H&S\_013  
Version: 011



SHERBORNE



SHERBORNE  
INTERNATIONAL

# HEALTH & SAFETY POLICY

June 2019

Date: June 2019  
Author: Health and Safety Advisor  
Owner: Health and Safety

Document No: SS\_SI\_H&S\_013  
Version: 011

#### 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

## 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.....	22
ANNEX B – Induction Check List.....	23
ANNEX C – Accident Report and Review Form.....	29
ANNEX D – Display Screen Equipment .....	31
ANNEX E – Electrical Safety in the Workplace .....	33
ANNEX F – Employee Responsibilities - .....	35
ANNEX G – Risk Assessment Form.....	37

## **PART 1 - STATEMENT OF GENERAL POLICY**

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

- 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 work places 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, Housemasters/Housemistresses, Housekeepers/Matrons, Heads of Department, Heads of Sport, Director of Sport and non-academic Heads of Department, who in turn shall communicate the contents of this document to all members of staff. A full distribution list is held by the School Safety Officer.

## **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. 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, 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.
- 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 Principal. 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 **Assistant Bursar.** The Assistant Bursar's role in Health and Safety is;

- a. To assist the Safety Officer with the day to day management and implementation of the Health and Safety Policy at Sherborne School and Sherborne International

2.2.5 **Estates Bursar.** The Estates Bursar's role in Health & Safety is twofold:

- a. Fire Officer. The Estates Bursar is appointed Fire Safety Officer for the School. The duties of the Fire Safety Officer are at **Annex A**.
- b. Fabric and Building Systems and Estates and Services staff working procedures. The Estates Bursar is responsible to the School Safety Officer for ensuring that the fabric and building systems within the School meet the appropriate Health & Safety standards. This will include making adequate arrangements to ensure high standards of Health & Safety in carrying out the work of his department, including contractors. The Estates Bursar is also responsible to the School Safety Officer for ensuring that all the work of the Estates and Services department is carried out in accordance with statutory requirements, including health and safety legislation.

2.2.5 **Events Manager.** The Events manager is responsible to the School Safety Officer for ensuring that appropriate arrangements are in place for all events within her responsibility.

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

**2.2.9 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 systems.

**2.2.10 Housemasters/Housemistresses.** All have similar responsibilities for Health & Safety to those of Heads of Department at clause 2.2. 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 her representatives.

**2.2.10 Sports Centre Manager.** The Sports Centre Manager is responsible to the School Safety Officer to manage all health and safety aspects of the Sports Centre and related areas.

2.2.12 **Employees.** For the purpose of Health & Safety, a 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.

2.2.13 **Health and Safety Advisor.** The Advisor is employed by the School 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 and Heads of Department on the implementation of the Health & Safety Policy and the compilation of risk assessments.

2.2.14 **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:

Chairman, School Safety Officer  
Headmaster/Chief Executive Officer's Representative  
Director of Operations  
Sherborne International Principal's representative  
Director of Sport  
Sherborne International Head of Sport  
Housemaster (nominated annually)  
Sherborne International Director of Pastoral Care  
Science Administrator  
School Fire Safety Officer  
Events Manager  
Educational Visits Co-ordinator  
Assistant Bursar  
Health Centre Nurse Manager  
Head of HR  
Accident Report Record Keeper  
Health and Safety Advisor  
Head of D&T/Head of Art (Alternating annually)

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

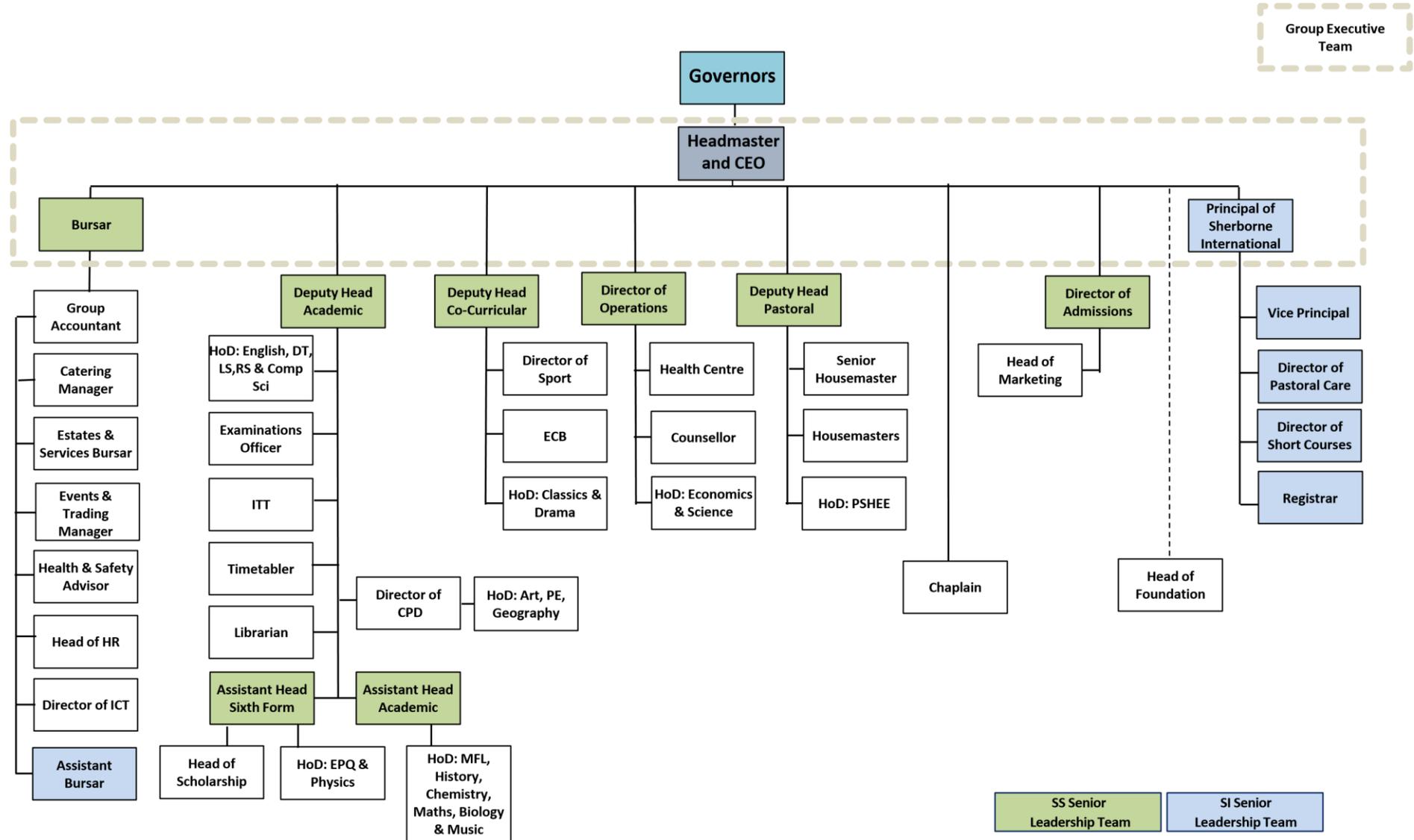
Date: June 2019  
Author: Health and Safety Advisor  
Owner: Health and Safety

Document No: SS\_SI\_H&S\_013  
Version: 011

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

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

Sherborne School Group –Organisational Chart April 2019



## **PART 3 - STANDARD PROCEDURES**

### **3.0 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.

### **3.1 ACCIDENT OR INCIDENT REPORTING**

When an accident occurs the Head of Department or School Activity Coordinator must be informed immediately; for all other incidents, they must be told during the same day.

Every accident involving personal injury, whether to employees, pupils or others, must be recorded on an Accident or Incident Report form, **Annex C**. This form follows the format of the 'accident book' and as such is compliant with the Data Protection Act. The Head of Department or School Activity or Health Centre, as appropriate, must ensure that a completed form is passed to the Bursar's PA within 48 hours. The School also requires that 'near misses' are reported to the Bursar's PA on these forms in order to identify hazards and prevent more serious incidents from occurring.

The Bursar's PA will report accidents in accordance with the Reporting of Injuries Diseases and Dangerous Occurrences Regulations (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 PA 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.

### **3.2 ADVICE AND INFORMATION**

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

### **3.3 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 and Sherborne School CDM 2015 guidance document.

Contractors are the responsibility of the Department for whom they are working however IN EVERY INSTANCE contractors must sign in to Sherborne School Estates 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 the Bursary, 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 School Safety Officer or Estates Bursar 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 (FAQ's) 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 and staff are regarded by the Health & Safety Executive as hazardous to health. With the exception of lead and asbestos (for which other regulations apply) all of these substances are in scope of the provisions of the Control of Substances Hazardous to Health (CoSHH) Regulations 2002. Heads of Departments 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. Generic risk assessments from recognised bodies such as Cleapps may be used but only after the assessments have been checked by the Head of Department 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 in on the Schools intranet systems.

### 3.5 CRITICAL INCIDENTS

The Director of Operations is responsible for maintaining the Critical Incident Plan for Sherborne School and The Principal is responsible for maintaining the Critical Incident Plan at 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. 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.

### 3.8 ELECTRICITY AT WORK REGULATIONS 1989

**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 Estates Bursar. Work on electrical systems may only be carried out by properly qualified persons. All 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. Please refer to the documents Electrical User Checks Guidelines and Visual User Checks Guidelines held on the Schools intranet system.

- 3.8.2 **Electrical Safety in the Workplace.** All staff are to be familiar with "Electrical Safety in the Workplace" at **Annex E**, and this Annex is to be displayed in all workplaces.
- 3.8.3 **Electrical Appliances brought into the School by Pupils.** In accordance with School Rules, pupils may bring into Boarding Houses personal hi-fi equipment, a table lamp, a personal computer (may also include a Tablet or Laptop computer), hairdryer and a mobile phone. All other electrical appliances, such as kettles and toasters, will be supplied by the School and must only be used in the specified areas provided. All electrical appliances, including international power adaptors, must comply with UK electrical safety regulations.
- 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 email or by calling on 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 Manager 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 6-7-month intervals.

3.10.3 **Classroom Areas.** The Director of Operations will arrange an annual programme of fire drills for classrooms and assembly areas (The Principal will manage these arrangements at Sherborne International). A Fire Plan of Action for teaching staff in classroom areas is to be retained at all times.

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).

## **FIRST AID**

3.11.1 Every member of the full-time teaching staff, Housemasters/Housemistress/Housekeepers and all Matrons must receive first aid training including refresher training as necessary. Other Departments must ensure that they have access to suitable and sufficient first aid assistance and have a suitably stocked first aid box, determined by risk assessment. Please refer to the First Aid at Work Policy held on the Schools intranet systems.

First aid training is provided by External trainers, and first aid training records are kept by the Head of HR in the Bursary, who co-ordinates training requirements in conjunction with the Health and Safety Advisor.

## **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 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 Events 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.

### 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.

### 3.19 **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. A risk assessment will be carried out by the Health and Safety Advisor as soon as the employee has made the School aware of her 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.

### 3.20 **NEW STAFF**

See Induction clause 3.14 above.

### 3.21 **OCCUPATIONAL HEALTH**

All employees have a shared responsibility to report to their line manager any occupational health matters. Line managers are responsible to identify by risk assessment the occupational health issues associated with their department and the appropriate control measures. They are to report occurrences to the 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 Task, 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 in the Workplace, 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.

### 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.

### 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:

Minibus Driving	Head of HR/International Bursar
Fire and Electrical	Estates Bursar/Health and Safety Advisor
Health & Safety and Environmental Health within Kitchens and Dining areas	Catering Manager
First Aid	Head of HR
Manual Handling	Health and Safety Advisor/Estates Office Manager
Display Screen Equipment	Health and Safety Advisor

Training will also be monitored by the Health and Safety Advisor and additional training organised whenever a need arises.

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

Minibus training	HR department
First Aid	HR department
Manual Handling	Head of HR/Estates Office

### 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

### 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 JUNE 2018

### **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 Estates Bursar is appointed as School Fire Safety Officer to 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 and Rescue Service and maintain the Fire Safety manual in accordance with their recommendations and all relevant legislation. Their 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 Dorset and Wiltshire Fire and Rescue Service (DWFRS).

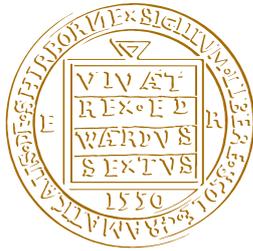
Particular duties of the School Fire Safety Officer are:

- In the event of a fire to appoint a member of their team as Fire Incident Controller to organise assistance and provide salvage advice to DWFRS;
- 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, 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 School 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/Chief Executive Officer is informed on Fire Safety matters;
- To view and audit records of Fire Log books, drills and inspection, maintenance and testing documents.

To ensure that;

- All building work, by their 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**



**SHERBORNE**  
 INTERNATIONAL

**SHERBORNE**

**INDUCTION PROGRAMME**

<b>EMPLOYEE NAME:</b>				
<b>DEPARTMENT:</b>			<b>LINE MANAGER:</b>	
			<b>LINE MANAGER (Initials)</b>	<b>Date</b>
<b>INTRODUCTION</b>				
		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		
<b>THE SCHOOL</b>			<b>INITIALS</b>	<b>DATE</b>
	<b>School structure</b>			
		Departmental Organisation and reporting lines		
		School/Bursary organisation		

THE SCHOOL'S POLICIES		INITIALS	DATE
	<b><i>Health and Safety</i></b>		
	Advise where Health and Safety policy can be found (Staff notice board or intranet N: drive)		
	Health & Safety Notices can be found		
	Fire Exit and what the fire alarm sounds like		
	Fire Assembly Point and actions to be taken in event of a fire		
	Fire Marshal		
	Fire Action Notices must be read, employee should be aware to 'sweep' the building (an up to date version will be on the n: drive)		
	Accident, Incident and near miss Reporting		
	First Aid Box		
	Department First Aiders		
	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&amp;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		
	<b><i>Employee Handbook (issued to staff at offer of appointment)</i></b>	<b>INITIALS</b>	<b>DATE</b>
	Check received		
	Advise latest copies of policies can be obtained from HR or found on the n: drive		

		Any concerns/questions – Disciplinary and Grievance procedure		
		Equality and Diversity Awareness		
		<b>Safeguarding</b>	<b>INITIALS</b>	<b>DATE</b>
		Ensure employee has Child Protection 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).		
		<b>FACILITIES</b>		
		<b>Breaks</b>	<b>INITIALS</b>	<b>DATE</b>
		Confirm location, allocated break times, tea/coffee facilities		
		WC location		
		<b>Lunch</b>	<b>INITIALS</b>	<b>DATE</b>
		Confirm times		
		<b>PC/Fax/Telephone</b>	<b>INITIALS</b>	<b>DATE</b>
		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 n: drive location		
		Personal use of computers /internet is subject to the Computer User Policy as issued upon offer of appointment		
		Use of mobile phones during working hours		

		<b><i>Sports Centre Membership</i></b>	<b>INITIALS</b>	<b>DATE</b>
		Advise on Sports Centre membership.		
		<b><i>Library</i></b>	<b>INITIALS</b>	<b>DATE</b>
		Advise on Library use.		
<b>THE JOB</b>				
		<b><i>Explain areas of accountability and responsibility</i></b>	<b>INITIALS</b>	<b>DATE</b>
		Discuss job accountability and specifics in more detail.		
		<b><i>Specific training for the post</i></b>	<b>INITIALS</b>	<b>DATE</b>
		Online Health and Safety Training (log on from HR Dept)		
		First Aid Training		
		Manual Handling		
		Fire Marshal		
		Working at Heights		
		Display Screen Equipment (DSE)		
			<b>INITIALS</b>	<b>DATE</b>
		Identify any other areas of responsibility where employee requires training: (e.g. COSHH, Asbestos, Food Hygiene)		
		Training requirement:		

	<b><i>Use of School logo and font</i></b>	<b>INITIALS</b>	<b>DATE</b>
	Explain the use of the School logo and font together with letter and fax templates.		
		<b>INITIALS</b>	<b>DATE</b>
	<b><i>Hours of work and time sheets</i></b>		
	Confirm hours of work, discuss timesheets and overtime procedures where applicable		
	<b><i>Annual Leave &amp; Bank Holidays</i></b>	<b>INITIALS</b>	<b>DATE</b>
	Confirm annual leave entitlement		
	When holiday year begins		
	Applying for annual leave (holiday record sheet)		
	Bank Holiday entitlements		
	<b><i>Sickness Absence</i></b>	<b>INITIALS</b>	<b>DATE</b>
	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)		
<b>PERFORMANCE</b>			
	<b><i>Appraisal system</i></b>	<b>INITIALS</b>	<b>DATE</b>
	Annual appraisals will be completed with your line manager.		
	<b><i>Review</i></b>	<b>INITIALS</b>	<b>DATE</b>

Date: June 2019  
 Author: Health and Safety Advisor  
 Owner: Health and Safety

Document No: SS\_SI\_H&S\_013  
 Version: 011

	A performance review will be completed in 3 and 6 months.		
	<b><i>Any Questions?</i></b>	<b>INITIALS</b>	<b>DATE</b>
Please sign and date the form to confirm that all of the tasks have been completed and understood:			
<b>EMPLOYEE:</b> <b>PRINT NAME:</b>		<b>DATE:</b>	
<b>LINE MANAGER:</b> <b>PRINT NAME:</b>		<b>DATE:</b>	

May 2018  
 HR Department

**ANNEX C – Accident Report and Review Form**

DATED JUNE 2016

**SHERBORNE SCHOOL – HEALTH & SAFETY**

**Accident or Incident Report and Review Form**

To be completed by the person reporting the accident or incident in the case of any significant accident, including those requiring admission to hospital, and forwarded immediately to the Bursar’s Secretary or to the Health Centre if injured person is taken to Health Centre for treatment. Shaded area of form to be completed by Bursar’s PA, Health and Safety Advisor or EVC

**1) Injured or Affected Person(s)**

Surname:		Forename:	
House/Address:		Age:	Gender: M / F
Phone number:		Job/Title:	

**2) Status; Is the injured person: (tick appropriate box/es below)**

Employee	<input type="checkbox"/>	Pupil	<input type="checkbox"/>	Self-employed and at work	<input type="checkbox"/>
Member of the public	<input type="checkbox"/>	Work Experience	<input type="checkbox"/>	Other (please specify)	<input type="checkbox"/>

**3) Details of Accident, Incident or Near Miss**

Nature (State whether injury, near miss or other):	
Location:	
Date:	Time:
Witnesses*	

If witnesses were present, please provide full details. If necessary, continue on a separate sheet.

**4) Details of Injury (to be completed by a member of staff)**

Nature (if none, write none)			
Part of Body:			
<b>Treatment (tick appropriate box)</b>			
No treatment	<input type="checkbox"/>	Taken to The Health Centre	<input type="checkbox"/>
Sent home	<input type="checkbox"/>	Returned to House/class	<input type="checkbox"/>
First Aid*	<input type="checkbox"/>	Sent to hospital, detained for ..... hours	<input type="checkbox"/>
*If yes, name of First Aider			
*If at Sherborne School, the location where First Aid treatment was given or received			

**To be completed by person reporting incident.**

<b>5) Description of events</b> leading up to the accident or incident (including probable cause)
---

*To be completed by person reporting incident*

<b>6) Description of immediate action taken</b>		
Housemaster/Matron to be advised when students involved in incidents (please circle to confirm advised)	YES	NO

**7) POST INCIDENT ACTIONS AND TREATMENT**

**Review of Health & Safety options and risk assessment to prevent re-occurrence** (to be completed by a member of staff in charge). **Details of treatment and/or medication given, including any medical advice or restrictions if student** (to be completed by first aider or Health Centre Staff)

**7A) POST INCIDENT ACTIONS**

**7B) TREATMENT AND RECOMMENDATIONS**

<b>Name</b>	<b>Signature</b>
-------------	------------------

**Report completed by:**

Name:	Date:
Signature:	
Position:	

**8) Outcome (to be completed by Bursar's PA)**

Not off work/school	<input type="text"/>	Temporary incapacity	<input type="text"/>
Off work/school less than 7 days	<input type="text"/>	Permanent partial disability	<input type="text"/>
Off work/school more than 7 days	<input type="text"/>	Permanent total disability	<input type="text"/>
		Death	<input type="text"/>

**9) Recommendations and actions (to be completed by EVC and/or the H&S Advisor and/or Bursar's PA)**

Review of Health and Safety options and risk assessments			
Reported to Health & Safety Executive?	YES / NO	Date:	Signature
Reported to School's Insurers?	YES / NO	Date:	Signature
Further investigation required?	YES / NO	Date:	Signature

## **ANNEX D – Display Screen Equipment**

DATED JUNE 2017

### **SHERBORNE SCHOOL**

#### **HEALTH AND SAFETY IN CONNECTION WITH COMPUTERS**

##### **1. Introduction**

The Display Screen Equipment Regulations 1992 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. Not everyone who uses a VDU is covered by the Regulations however - only those most likely to be at risk, known as 'DSE users'. The regulations require all DSE users to have their workstation assessed. This assessment can be carried out as part of a computer-based assessment (through online health and safety training) or by the Health and Safety Advisor if necessary. This will be arranged by Heads of Departments and will include training in suitable posture.

##### **2. Information**

The regulations ensure that staff make use of adjustments to the workstation and are able to work in an environment and at a pace which prevents the onset of pains, particularly associated with the neck, back and upper limbs.

For more information on how to sit correctly at your workstation please go to: [www.nhs.uk/Livewell/workplacehealth/Pages/howtositcorrectly.aspx](http://www.nhs.uk/Livewell/workplacehealth/Pages/howtositcorrectly.aspx)

##### **3. Assessment**

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

##### **4. Eye sight**

All staff who habitually use VDU's as a significant part of their normal work are entitled, on request, to have a suitable eye sight test at an Opticians in accordance with the regulations. Please refer to the Schools intranet system for guidance on who is a DSE user for more information before booking an eye sight test. As discussed in this document, where the test then shows that you require glasses solely for VDU use, the School would pay for a basic pair of spectacles (or contribute towards a more expensive pair) but only after HR have had further discussion with the member of staff, the optician and established the requirement.

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 2017

**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](mailto:support@sherborne.org) email or call the helpdesk on 810460
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 2017**

**SHERBORNE SCHOOL**

**HEALTH & SAFETY**

**EMPLOYEE RESPONSIBILITIES**

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

### 1.8 **Health & Safety Notices**

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

Health & Safety Law - What You need to Know  
Fire Safety Notices  
Electricity - Safe Working Practices in the Workplace

### **ACCIDENTS AND EMERGENCIES**

- 1.9 In the unfortunate event that you are involved in an accident you must first ensure the safety of yourself and those involved.
- 1.10 There are notices in your workplace about the action to take in the event of a Fire and where to obtain First Aid. Make sure you understand what to do. The School Health Centre is staffed 24 hours a day during term time.
- 1.11 Following any accident, incident or near miss you must inform your Head of Department or other supervisor. He/she will need to complete an accident/incident/near miss form and take appropriate action to prevent a recurrence. 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.

Date: June 2019  
Author: Health and Safety Advisor  
Owner: Health and Safety

Document No: SS\_SI\_H&S\_013  
Version: 011

**ANNEX G – Risk Assessment Form**  
DATED JUNE 2016

**Sherborne School/Sherborne International Task, Activity or Area Risk Assessment Form (blank – please copy and complete as a separate form)**

Name of Assessor:

Date of assessment:

Activity or area being assessed:

Review date for this risk assessment:

Assessor signature:

<b>What are the hazards?</b>	<b>Who might be harmed and how?</b>	<b>What are you already doing to control/reduce the risks?</b>	<b>What further action is necessary to reduce the risk to an acceptable level?</b>	<b>Action by whom?</b>	<b>Action by when?</b>	<b>Done (Initial here).</b>