



St Andrew's
BERKSHIRE

The Staff Handbook Part 4

Health & Safety Policies and Procedures



St Andrew's School

HEALTH AND SAFETY POLICY

Taken from the H&S Policy for the

St. Andrews Bradfield Group

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BRADFIELD COLLEGE

HEALTH AND SAFETY POLICY STATEMENT

PART 1

It is the Policy of the Warden of St Andrews Bradfield to comply with the terms of the Health and Safety at Work etc. Act 1974 (HSAW), Regulations made under this Act, Approved Codes of Practice and Guidance.

The Warden and Council of St Andrews Bradfield will ensure that the following are carried out via the operational staff and management team of the College to:

- Protect, as reasonably practicable, the safety of students, employees, contractors, visitors, and public who might be affected by our operations;
- Provide employees with appropriate resources, information, supervision, instruction and training as is necessary to implement this policy;
- Support the development of a safe culture amongst everyone at St Andrews Bradfield;
- Establish programs and procedures that ensure all of the St Andrews Bradfield operations comply with relevant health and safety laws, regulations, guidelines and 'best practice';
- Establish procedures to record and investigate all injuries, incidents and near misses, reviewing safety in order to reduce accidents and ill health;
- Provide effective consultation and communication on health and safety;
- Reduce risks as low as reasonably practicable through sensible and effective risk assessment;
- Monitor, review and improve policies, particularly when operational or regulatory changes occur.

Employees will:

- Be accountable for their own safety and the safety of those who could be affected by their actions;
- Be alert to risks and hazards and plan work carefully and responsibly, immediately reporting any situation which could jeopardise the well-being of themselves or other persons;
- Be mindful of the risks inherent in the management, care and education of children and take all reasonable steps to identify, minimize and manage those risks;
- Supervise pupils to a high safety standard whilst on site, on trips or during activities to ensure that the pupils conduct themselves in accordance with all health and safety requirements and encourage them to be alert to risks and hazards;
- Make themselves familiar with the content of the safety policies, paying particular attention to the sections which relate to their areas of responsibility and operation;
- At all times apply the Health and Safety Policy and all relevant procedures, seeking further information on matters that are unclear and communicating to management areas where improvements can be made.

The organisation and management arrangement that supports this policy statement are given in the safety policies published on the St Andrews Bradfield Health and Safety Webpage.

I strongly urge you to ensure that you are alert to your responsibilities and diligent in playing your part in making the College a safe and healthy place.

Tom Beardmore Gray is the Warden for and on behalf of St Andrews Bradfield Council

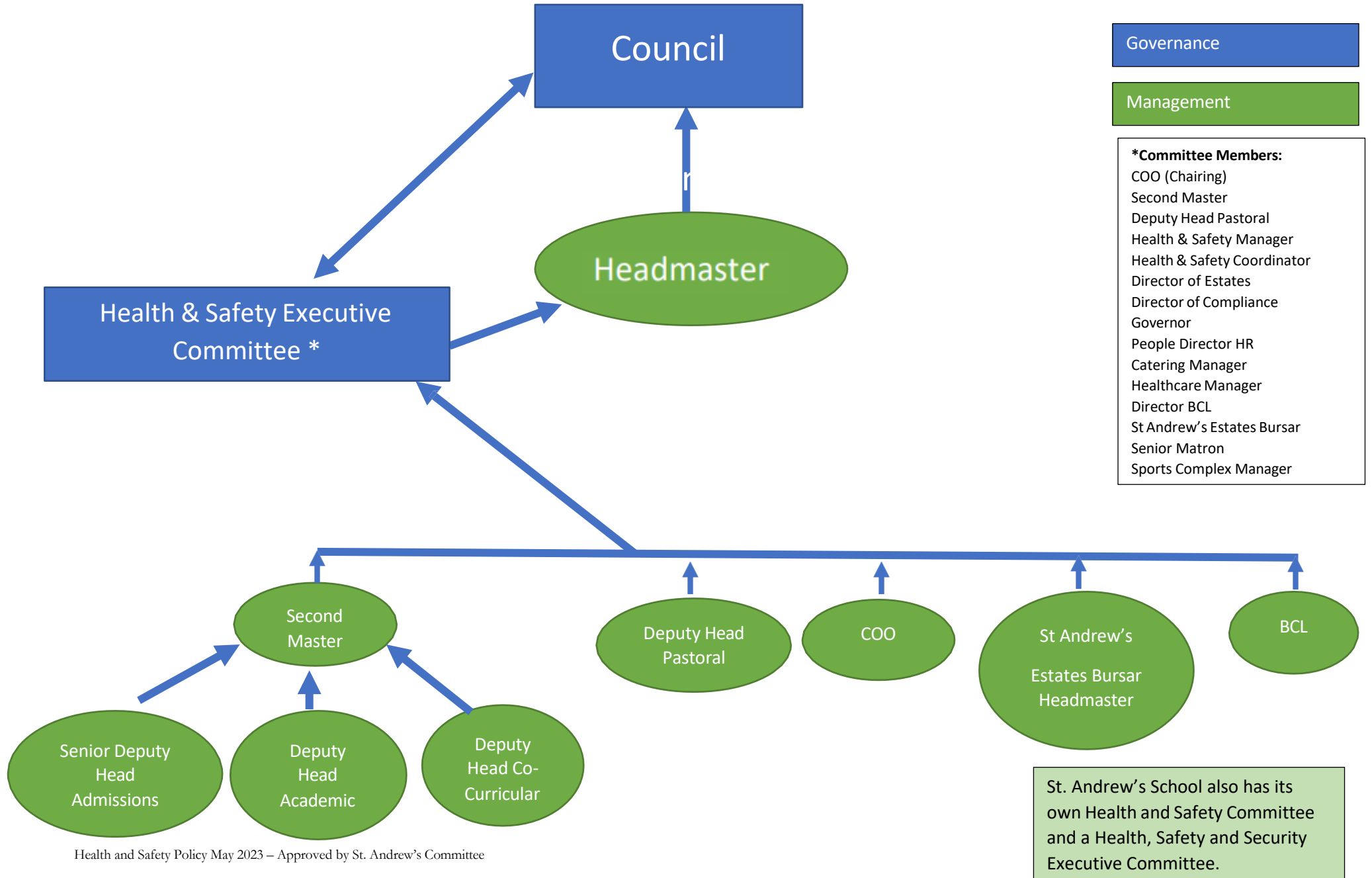
Signed 

Toby Hornett, Council Member, with responsibility for reporting on health and safety.

Signed 

(September 2023)

Organisational Structure of Health and Safety's Governance and Management



ORGANISATION AND RESPONSIBILITIES

Part 2

INTRODUCTION

This document confirms the responsibilities for the implementation of the Health and Safety Policy of St Andrews Bradfield. The Council of St Andrews Bradfield have collective responsibility for health and safety within St Andrews Bradfield, including Bradfield College and St Andrew's School. The Council Member with specific responsibility for reporting to the Council on health and safety matters is Toby Hornett

MANAGEMENT OF HEALTH AND SAFETY

St Andrews Bradfield has developed Health and Safety Management Systems to ensure high health and safety standards are achieved whilst meeting the educational, community and commercial needs of the Pupils attending both Schools. Details of the organisation and responsibilities are contained within this section and cover the following:

- The responsibilities of all staff;
- The responsibilities of the Group bodies or committees, including the Council, the Health and Safety Executive Committee;
- The responsibility of individuals, including various levels of management.

By assessing items of the Health and Safety Management System on a regular basis and acknowledging the status of each item, the Group will ensure momentum is maintained and continuous improvement sought.

STRATEGIC HEALTH AND SAFETY MANAGEMENT PLAN

St Andrews Bradfield is required to prepare a Strategic Health and Safety Management Plan for the management and implementation of health and safety compliance. These plans incorporate all strategic recommendations from annual audits as well as all relevant data from specific departmental inspections. It also includes the actions arising from key risk assessments, incident investigations and changes to operating procedures.

The plans identify:

- The recommendations with priorities;
- The proposed action and the person assigned to implement the action;
- Proposed completion dates.

The plans are updated when recommendations are implemented and are reviewed regularly by the Bradfield College Health and Safety and Security Manager and the Estates Bursar at St Andrews School. The Health and Safety Executive Committee will ensure that recommendations are progressed and amend the actions and timescales where appropriate.

ORGANISATION

The organisational arrangements for managing health and safety are described in the following pages of this document. A flow diagram showing responsibility for health and safety management precedes this section.

RESPONSIBILITIES OF ALL STAFF

All employees have a legal duty to look after their own health and safety and that of others who may be affected by their acts or omissions. They also have legal duties to co-operate with St Andrews Bradfield as their employer to enable compliance with any imposed duties and to properly use anything provided in the interests of health, safety, and welfare.

All employees have the following specific duties:

- To read and understand the Group Health and Safety Policy and comply with the prescribed arrangements and objectives;

- To read and understand the specific health and safety requirements for the areas where they undertake their work;
- To take reasonable care of their own safety and the safety of others;
- Not to interfere with or misuse, intentionally or recklessly, anything provided in the interests of safety;
- To co-operate with management to ensure compliance with health and safety legislation and best practice;
- To use any machinery, equipment, substances, vehicles or safety devices in accordance with any training in the use of the equipment and instructions;
- To report all accidents and incidents, hazards, dangerous occurrences and damage to plant, equipment etc., which they consider to be a serious and immediate danger to health and safety to their Line Manager or the Health, Safety and Security Manager; or the Estates Bursar at St Andrews
- To use the necessary protective clothing and equipment;
- To observe and follow all safe working practices;
- To be actively involved in the employee consultation process.

DUTIES OF THE WARDEN AND COUNCIL

The Warden and Council have collective responsibility for health and safety within St Andrews Bradfield. They will monitor the effectiveness of the implementation of the Health and Safety Policy and the Health and Safety Management System and will direct that it should be revised as and when necessary. The Warden and Council have important roles in providing health and safety leadership within St Andrews Bradfield and will ensure all decisions reflect the commitment to provide a safe environment for all and will seek the active participation of employees and pupils in improving health and safety.

The aims of the Warden and Council are to:

- Prevent accidents and ill-health arising from any of the St Andrew's Bradfield activities, so far as is reasonably practicable;
- Carry out an annual review of the Health and Safety Policy, to ensure compliance with all relevant health and safety legislation and its suitability;
- Ensure a safe environment is provided for all users of premises;
- Actively promote and be fully involved in continuously improving health and safety.

In particular, the Warden and Council will ensure so far as is reasonably practicable that:

- Sufficient and appropriate financial and other necessary resources are made available to meet health, safety and welfare requirements;
- Health and safety is duly considered when making senior management appointments;
- A Council member is appointed with specific responsibility for reporting to them on health and safety;
- Health and safety receives as much attention and strategic importance as any other aspect of the Group's management;
- The Senior Management Team and the St Andrews Senior Leadership Team are aware of their role and responsibilities in the effective management of health and safety and in providing leadership in their respective environments;
- The Senior Management Team and the St Andrews Senior Leadership Team have suitable training and instruction to enable them to take immediate action to prevent breaches in health and safety;
- Arrangements are in place to ensure employees are given adequate information, instruction, training, and supervision to allow them to carry out their tasks safely.

GROUP HEALTH & SAFETY EXECUTIVE COMMITTEE

This Committee comprises the Chief Operating Officer (Chair), the Second Master, the Director of Compliance, the Deputy Head (Pastoral), the Health, Safety and Security Manager, the Estates Director, the People Director, The BCL Director, the Catering Manager, the Health Care Manager, the Estates Bursar (St Andrew's School). The Committee will meet monthly or more frequently if required.

The duties of the Committee include:

- Overseeing the implementation of all safety policies and assessing their performance in controlling risks so far as is reasonably practicable;
- Assessing and leading the development of the safety culture of the organisation, encouraging in particular an understanding of the importance of health and safety and personal responsibility;
- Agreeing priorities, plus responsibilities, timescales and resources required for the development of the Management System in order to comply with legislation and the promotion of best practice throughout the organisation;
- Directing and co-ordinating developments and revisions to the Health and Safety Management System;
- Overseeing, guiding and supporting the work of the Bradfield College Health, Safety and Security Manager and St Andrews Estates Bursar;
- Identifying matters that should be discussed at the Estates Committee and following up on the outcomes from those committee discussions.

HEALTH AND SAFETY WITHIN EACH OPERATIONAL SCHOOL

Bradfield College and St Andrew's School will ensure health and safety is managed effectively within their respective environments. All activities, locations and facilities will be subject to departmental specific risk assessments in order to identify hazards and confirm control measures needed to manage and minimise risk. Risk registers will be prepared in order to highlight risk levels within each respective environment and regular reporting will be made to the respective committee to confirm how risks are being managed and reduced.

The Health and Safety Executive Committee will appoint resource to increase impetus wherever this may be required.

HEALTH AND SAFETY WITHIN DEPARTMENTS

Each Department will hold regular meetings throughout the academic year, led by the respective Head of Department. The Bradfield Health, Safety and Security Manager is available to attend meetings with each Bradfield department throughout the year to discuss relevant health and safety topics.

The St Andrews Estates Bursar is available to attend meetings with each St Andrews department throughout the year to discuss relevant health and safety topics.

Where health and safety issues require discussion across several departments or disciplines, the Health and Safety Executive Committee will appoint a discussion group to undertake the necessary discussions and to report back to the Committee as appropriate.

INDIVIDUAL RESPONSIBILITIES

GOVERNOR RESPONSIBLE FOR REPORTING ON HEALTH AND SAFETY

The Appointed Council Member responsible for reporting directly to the Council of St Andrews Bradfield on health and safety is Toby Hornett. The responsibilities of the Governor responsible for reporting on health and safety on behalf of the Council include, so far as is reasonably practicable, the following:

- Seeking to ensure that health and safety is given priority and importance by the Council in its deliberations;
- Consulting with the Headmaster and Chief Operating Officer; and the St Andrews Estates Bursar.
- Attending the St Andrews Bradfield Health and Safety Executive Committee and seeking to ensure the

Committee is working effectively to fulfil its responsibilities;

- Receiving copies of all RIDDOR and major incidents and accident reports and monitoring that appropriate action has been taken by the Group;
- Monitoring the St Andrew's Bradfield Health and Safety Management System to ensure it is operating effectively and as described.

BOARD OF GOVERNORS

The Board of Governors, comprising the Headmaster has a strategic role in the running of the College including the management of health and safety.

The Board of Governors will ensure that:

- They provide a lead in developing a positive health and safety culture throughout Bradfield St Andrews
- Any decisions reflect its health and safety intentions
- Adequate resources are available for the implementation of health and safety
- An effective management structure for the implementation of health and safety is established
- They will promote the active participation of employees in improving health and safety performance
- They review the health and safety performance of the Group annually and support safety improvements for the following year
- Standards of health and safety are set across all areas
- A health and safety plan of continuous improvement is created and monitored for progress
- A risk management programme is developed and implemented across the Group.
- Senior management are competent to fulfil their health and safety responsibilities and that effective training programmes have been put in to place
- A system of communication and consultation with employees is established via the health and safety executive committee
- Matters raised by the health and safety executive committee are considered for action
- Monitoring systems are in place to monitor the effectiveness of the Groups risk control
- Health and safety policies and procedures are reviewed in light of the results of internal and external audits
- Actions required by enforcing authorities are programmed and included within health and safety plans to ensure legal compliance.
- Reviewing any major/ serious accidents or incident within the Group.
- Receiving reports from and making enquiry from senior managers, including the St Andrews Bradfield Designated safeguarding leads, to ensure the groups child protection obligations are being satisfied.
- Receiving reports from the Bradfield College Health, safety and Security Manager or St Andrews Estates Bursar.
- Receiving the annual audit report from the external Health and Safety Adviser.
- Responsibility for overseeing investigations into potential instances of concern and seeking professional advice as considered necessary.
- Review annually the Health and Safety Policy and recommend the policy to the Warden for approval and signature.
- Review the groups Health and Safety priorities and monitoring progress of the strategic Health and Safety Management plan.

HEADMASTERS of BRADFIELD COLLEGE and St ANDREWS SCHOOL

The Headmasters are appointed by the Warden and Council as having oversight for health and safety in all academic, pastoral and co-curricular elements of their respective teaching environments and will work closely with the Chief Operating Officer to seek to ensure the successful day-to-day management of health and safety.

The Headmasters' responsibilities include, so far as is reasonably practicable:

- To read and understand the Health and Safety Policy and comply with the prescribed arrangements;
- Promoting a proactive and continuing interest in health and safety matters Throughout their school.
- Providing positive and visible leadership to establish a strong health and safety culture throughout the organisation;
- Consulting with their respective Deputy Head Pastoral or DSL;
- Seeking to ensure the co-operation of all staff at all levels in regards to working with this Policy;
- Seeking to ensure that any changes in curriculum and also changes in systems of work on the pastoral side are considered for health and safety implications.

CHIEF OPERATING OFFICER

The Chief Operating Officer has been assigned by the Board of Governors executive responsibility to oversee health and safety management on a day-to-day basis, reporting directly to the Governor responsible for reporting on health and safety to the Council. The Chief Operating Officer (COO) takes responsibility for ensuring adequate resources are made available to ensure the College is compliant with all current and applicable Health and Safety legislation.

The Chief Operating Officer responsibilities include so far as is reasonably practicable:

- To read and understand the St Andrew's Bradfield Health and Safety Policy and comply with the prescribed arrangements;
- Working closely with both Headmasters, Second Master and Estates Bursar seeking to ensure risk reduction is promoted in all areas and disciplines of St Andrews Bradfield;
- Chairing the Health and Safety Executive Committee;
- As Line Manager for the Bradfield College Health, Safety and Security Manager and St Andrews Estates Bursar, providing support and guidance to assist that person in fulfilling their responsibilities;
- As Line Manager for the Estates Director, supervising the operation of health and safety practices in those areas, including seeking to ensure that those managers understand and accept their responsibilities for health and safety management;
- Monitoring the effectiveness of the management system as regards to both estates and administrative work;
- Ensuring risks are properly managed in order to minimise the Liabilities to St Andrews Bradfield;
- Seeking to ensure that the Bradfield College Health, Safety and Security Manager and St Andrews Estates Bursar has the necessary competence, resources and support of other management and operational personnel;
- To ensure the responsibilities for the Bradfield College Health, Safety and Security Manager are fully understood and implemented;
- Seeking to ensure that health and safety responsibilities are clearly defined and allocated to the appropriate levels within St Andrews Bradfield;
- As a Director of BCL, liaising with the Commercial Director with respect to health and safety implications for external hirers to ensure sufficient knowledge of St Andrews Bradfield safety systems is communicated with all concerned;
- Seeking to ensure in conjunction with the Bradfield College Health, Safety and Security Manager and St Andrews Estates Bursar that the Health and Safety Policy is reviewed and updated on a regular basis, and that the document is available to employees;

- Ensuring health and safety is discussed by the Estates Committee at every meeting;
- Seeking to ensure employees are adequately trained and experienced to carry out their Health and Safety responsibilities;
- Ensuring liabilities are adequately covered by both Public and Employers Liability Insurance;
- To inform the Warden and Council before any significant hazards are introduced or when significant hazards are identified;
- Approving draft safety policy documents as produced by the Bradfield College Health and Safety and Security Manager and St Andrews Estates Bursar.

ESTATES BURSAR (St. Andrew's School)

The Estates Bursar reports to the Chief Operating Officer and the Head Master of St. Andrew's.

The main responsibilities include:

- To read and understand the Health and Safety Policy and comply with the prescribed arrangements;
- Being the St. Andrew's 'Competent Person' for specified areas of health and safety management and ensuring that suitable 'competent persons' are in place for other areas as necessary;
- Advising and supporting the Governor responsible for reporting on health and safety, the Chief Operating Officer, the St. Andrew's Head Master and other senior managers at St. Andrew's to assist them in fulfilling their responsibilities for health and safety management; -
- Communicating the importance of health and safety, generating support for the health and safety agenda and reinforcing positive behaviour amongst staff, pupils and contractors;
- Assessing and further strengthening the safety culture within the School and promoting the continuous improvement of practices in a proactive manner;
- Reviewing, monitoring and reporting on accidents, near misses and damage to the School property and investigating accordingly;
- Seeking to ensure that the people responsible for particular health and safety duties are clearly identified in a coordinated manner and that staff understand their responsibilities;
- Identifying training needs, developing a health and safety training plan and, in co-operation with the HR People Director, arranging delivery mechanisms to seek to ensure that all employees, receive adequate information, instruction, training and supporting communications;
- Advising departments with management arrangements, risk controls and workplace precautions which are practical, effective and proportionate to the needs, hazards and risks of the School;
- Ensuring the School Health and Safety Policy is kept up-to-date on the intranet and monitoring that the maintenance department records of compliance/testing are kept up-to-date and are available for inspection as required;
- Supporting departments to ensure that risk assessments are reviewed on an appropriate basis and that changes following those reviews are communicated to relevant personnel;
- Implementing and operating the system for the approval of contractors;
- Seeking to ensure that the School is kept up-to-date with new legislation, related HSE guidance and any other developments that affect the School's management of health and safety;
- Providing competent guidance and advice to management and staff on all health and safety matters;
- Monitoring compliance with current legislation and best practice, plus assessing how effectively risks are being controlled, through the development and operation of active and reactive monitoring systems;
- Working with the Chief Operating Officer to use the results of audits and monitoring systems to review performance and contribute to decisions about actions necessary to remedy deficiencies;
- Advising the Head Master and Senior Leadership Team at St Andrew's School on safety standards;
- Ensuring the Strategic Health and Safety Management Plan is regularly updated as a 'live document' on a

regular basis, agreeing priorities with the Health and Safety Executive Committee and both driving and monitoring progress in the completion of actions;

- Assisting the Chief Operating Officer in assessing the effectiveness of the current Health and Safety Policy by reporting the outcomes from proactive monitoring and supervising the ‘close out’ of identified issues;
- Assisting the Chief Operating Officer in reactive monitoring by investigating significant accidents and incidents as requested;
- Leading regular discussions amongst department teams regarding potential health and safety issues and resolving or reporting matters as appropriate;
- Management of the Asbestos Policy, with delegated responsibilities to other competent persons.
- Chairing the School’s own Health, Safety and Security Executive Committee and the School’s Health and Safety Committee.
- Monitoring the quality of documented procedures in relation to Health, Safety and Security (ISSRs Parts 3 and 5), to ensure procedures and practices reflect legal compliance as a minimum;
- Ensure that the Lead Matron, Head of Pre-Prep, Matrons and other relevant staff understand their medical/medication care responsibilities and support their education as required.
- Responsible person for ensuring the effective controls are in place for the safe administering of all pupil medications.
- Report any medical audit findings, medical risk/serious errors or incidents into the Group Health and Safety Executive Committee meetings as appropriate, alongside any subsequent recommendations.
- Appointing and liaising with the Principal Designer (internal or external) on major projects;
- Contributing to the general compliance of the Estate by ensuring all projects are adequately planned, managed and supervised taking into account all necessary health and safety considerations;
- Ensure Grounds and Maintenance managers at St Andrews are undertaking and reviewing risk assessments and designing appropriate risk control systems (e.g. safe systems of work) for all work activities, including areas such as use of machines and work equipment, COSHH, Noise, Hand Arm Vibration, Manual Handling, Working at Height;
- Ensure Estates staff at St. Andrew’s receive information, instruction and training to make sure in particular that they understand their responsibilities for health and safety;
- Monitoring the activities of staff to seek to ensure they are complying with School policies and safe working practices and monitoring the operation of control measures within operations departments;
- Ensure the activities of contractors are planned and monitored to comply with the School’s and statutory requirements;
- Ensuring that regular recorded discussions are conducted within the Grounds and Maintenance Teams regarding potential health and safety issues and resolving or reporting matters as appropriate.

The Estates Bursar will be a member of the Group Health and Safety Executive Committee and is also required to attend the Estates Committee.

DEPUTY HEAD – PASTORAL and DESIGNATED SAFEGUARDING LEAD (St. Andrew’s School)

The Deputy Head – Pastoral is responsible to the St. Andrew’s Headmaster for the implementation of the Health and Safety Policy relating to pastoral activities, which includes:

- To read and understand the St Andrew’s Health and Safety Policy and comply with the prescribed arrangements;
- Monitoring the effectiveness of the Health and Safety Management System in relation to pastoral and safeguarding activities and reporting to the Head Master and Estates Bursar as appropriate;
- Consulting with the Estates Bursar and recommending changes as appropriate in the Health and Safety Policy

- and Procedures relating to pastoral and safeguarding matters;
- Leading the School's implementation of safeguarding requirements;
- Ensuring that all staff, volunteers and contractors receive Safeguarding training at the earliest opportunity after the commencement of employment;
- Ensure that all staff understand their safeguarding responsibilities and are given both the time and the encouragement to pursue them;
- Monitoring the quality of documented procedures in relation to Safeguarding (ISSRs Parts 3 and 4) to ensure procedures and practices reflect legal compliance as a minimum;
- Working closely with the Head Master and the Head of Boarding to ensure the National Minimum Standards are successfully implemented throughout the School;
- Working closely with the Heads of Seniors/Middles/Juniors, Form Tutors, Head of Boarding and the Lead Matron to identify issues of welfare on an ongoing basis and to ensure appropriate levels of support are given;
- Working with the Estates Bursar and others to ensure a healthy, safe and secure environment is created and maintained in all areas.

DEPUTY HEAD - ACADEMIC (St. Andrew's School)

The Deputy Head - Academic is responsible to the St. Andrew's Head Master for the implementation of the Health and Safety Policy relating to academic activities, which includes:

- To read and understand the St Andrew's Health and Safety Policy and comply with the prescribed arrangements;
- Monitoring the effectiveness of the SMS in relation to academic activities and reporting to the Head Master and Estates Bursar as appropriate;
- Consulting with the Estates Bursar and recommending changes as appropriate in the Health and Safety Policy and Procedures;
- Seeking to ensure the co-operation of all academic staff at all levels in regards to the management system;
- Completing an annual review of health and safety in each of the Departments (in conjunction with the Estates Bursar);
- Seeking to ensure that all Heads of Department and all Academic Staff understand their responsibilities and are given both the time and the encouragement to pursue them;
- Seeking to ensure that all academic activities are carried out safely using the processes in the management system, especially including the pro-active use of risk assessments.

HEAD OF PRE-PREP (St. Andrew's School)

This role is responsible to the St. Andrew's Head Master for the implementation of the Health and Safety Policy relating to Pre-Prep activities, which includes:

- To read and understand the St Andrew's Health and Safety Policy and comply with the prescribed arrangements;
- Monitoring the effectiveness of the SMS in relation to Pre-Prep activities and reporting to the Head Master and Estates Bursar as appropriate;
- Consulting with the Estates Bursar and recommending changes as appropriate in the Health and Safety Policy and Procedures;
- Seeking to ensure the co-operation of all Pre-Prep staff at all levels in regards to the safety management system;
- Completing an annual review of health and safety in the Pre-Prep (in conjunction with the Estates Bursar);

- Seeking to ensure that all Pre-Prep staff understand their health and safety responsibilities and are given both the time and the encouragement to pursue them;
- Seeking to ensure that all Pre-Prep activities are carried out safely using the processes in the management system, especially including the proactive use of risk assessments.
- Monitoring the quality and implementation of documented procedures in relation to ISSRs for the Early Years Foundation Stage to ensure procedures and practices reflect legal compliance as a minimum;
- Carrying out the role of Educational Visits Coordinator for the Pre-Prep.

HOUSEMASTERS AND HOUSEMISTRESSES / HOUSEPARENT AT ST. ANDREW'S

Have responsibility for the health and safety arrangements within their Houses, reporting directly to the Second Master (Head Master at St. Andrew's). Their duties include:

- To read and understand the Health and Safety Policy and comply with the prescribed arrangements;
- Ensuring that House (activity and area) risk assessments are regularly reviewed and they are suitable, sufficient, and that they are available to all house staff.
- Actively promoting hazard awareness and safe working practices amongst pupils and house staff;
- Leading regular discussions amongst the house staff regarding potential health and safety issues and reporting matters as appropriate (for instance to the Estates Bursar or Maintenance Team);
- Carrying out all necessary precautions and control measures regarding fire safety e.g. instructing pupils and house staff about alarm systems and evacuation procedures, having evacuation practices at the agreed frequency, checking that fire doors are kept closed at night and that escape routes are unobstructed at all times;
- Monitoring dormitories and the kitchen to ensure the correct use of electrical equipment;
- Undertaking and reviewing risk assessments, implementing suitable control measures for off-site house trips and liaising with appropriate staff to ensure that any issues are addressed;
- Assisting the Estates Bursar in investigating and reporting on accidents and incidents;

LEAD MATRON (St. Andrew's School)

- To read and understand the Health and Safety Policy and comply with the prescribed arrangements.
- Ensuring the School's medical policies and SOPs are kept up-to-date to guide safe pupil care for the practice of Matrons and for guiding the acute decision making from the boarding house staff .
- Regularly audit and monitor the compliance of the standard procedures and take necessary actions to remedy discrepancies/issues. Report audit findings to Estates Bursar and DH(P) as appropriate.
- Work with the Matrons to ensure the School provides safe, effective, caring and responsive pupil healthcare in line with legal requirements and good practice in the preparatory sector, particularly regarding matters such as the storage and administration of controlled medications.
- Establish procedures to ensure that the Matrons communicate Child Protection and safeguarding concerns to the relevant Pastoral leads.
- Promote and develop a culture where medical care is delivered safely and diligently, a culture where harm/potential harm (near-miss) medical incidents are reported without blame and focus on future learning and risk mitigation, with the overall development of improved pupil safety standards.
- Report any higher medical risk/serious errors or incidents to the Estates Bursar and DH (P) as appropriate, alongside any subsequent recommendations.
- Lead on developing the First Aid engagement amongst all staff on the School site, ensuring mechanisms are in place for staff to receive adequate information about local on-site equipment, and clarifying decision-making processes for any first responders. Work with the Estates Bursar, HR Advisor and DH(P) to promote an enhanced awareness of department/individual staff responsibilities.

MATRONS (St. Andrew's School)

- To read and understand the St Andrews Bradfield Health and Safety Policy and comply with the prescribed arrangements.
- To provide safe, effective, caring and responsive pupil healthcare.
- Offer support and first aid assistance onsite in emergencies whilst awaiting a 999 response.
- Ensure all onsite cardiac automated external defibrillators (AEDs) are checked on a fortnightly basis, to ensure all batteries and pads are replaced as necessary.
- Ensure that the first-aid boxes are in place and re-stocked as required.
- Perform routine checks on equipment within the Lobby facility to ensure fit-for-purpose, safe, and maintained as required.
- Advise the Estates Bursar of any occurrences where a significant pupil or staff injury has occurred because of an accident at the School.
- Advise the Estates Bursar of any medical near miss incidents where harm could have been caused to a pupil which could have been prevented.
- Advise the Lead Matron and Estates Bursar of the occurrence of any infectious disease/other condition likely to affect the welfare and safety of others in the organisation.

HEAD OF MAINTENANCE (St. Andrew's School)

- To read and understand the St Andrews Bradfield Health and Safety Policy and comply with the prescribed arrangements;
- Actively promoting hazard awareness and safe working practices;
- Ensure that risk assessments and appropriate risk control systems (e.g. safe systems of work) are reviewed and in place for all work activities, including areas such as use of machines and work equipment, COSHH, Noise, Manual Handling, Working at Height;
- Ensure the activities of contractors are planned and monitored to comply with School and statutory requirements;
- Arranging Planned Preventative Maintenance activities to ensure compliance with regulations, maintaining records of checks and servicing that is undertaken and following up to ensure remedial actions are completed as necessary.

CHEF MANAGER (St. Andrew's School)

As manager of the Catering team and reporting to the Estates Bursar, the health and safety responsibilities of this role include:

- To read and understand the St Andrews Health and Safety Policy and comply with the prescribed arrangements;
- Actively promoting hazard awareness and safe working practices;
- Ensure that risk assessments and appropriate risk control systems (e.g. safe systems of work) are reviewed and in place for all work activities, including areas such as use of machines and catering work equipment, COSHH, Noise, Manual Handling;
- Ensure staff receive information, instruction and training to make sure in particular that they understand their responsibilities for health and safety;
- Responsibility for food safety related statutory training e.g. Food Hygiene, Allergen Awareness and Health and Safety in Catering.

- Monitoring the activities of staff to seek to ensure they are complying with School policies and safe working practices and monitoring the operation of control measures within the department;
- Ensure the activities of contractors are planned and monitored to comply with School and statutory requirements;
- Leading regular discussions within the Catering Team regarding potential health and safety issues and resolving or reporting matters as appropriate;
- Responsible for compliance with the following: Food Safety Act 1990, Food Standards Act 1999 and Food Information Regulations 2014. School Food Regulations 2014 & The Food Information Regulations Amendment 2021;
- Lead contact with Environmental Health Agency in matters relating to food safety and audit;
- Lead contact with the Food Standards Agency;
- Responsible for the School's Food Safety Procedure and HACCP Process implementation.

PEOPLE DIRECTOR

Reporting to the Chief Operating Officer, but also working closely with the Second Master and Director of Compliance. The specific health and safety responsibilities of this role include:

- To read and understand the St Andrews Bradfield Health and Safety Policy and comply with the prescribed arrangements;
- Operating the systems for undertaking 'Safer Recruiting' checks on all employees and appropriate contractors;
- In liaison with the Health, Safety and Security Manager, and St Andrews Estates Bursar identifying health and safety training needs and seeking to ensure that staff receive the appropriate information, instruction and training, especially on induction;
- Maintaining the Training Database to record the provision of training and the updating of relevant qualifications;
- Maintaining the register for Child Protection training.
- Along with the H&S manager, maintaining the Policy and funding for DSE assessments for all higher-level screen users.

EDUCATIONAL VISITS CO-ORDINATOR (St. Andrew's School)

Reporting to the St. Andrew's Head Master, the health and safety responsibilities of this role include:

- To read and understand the St Andrew's Health and Safety Policy and comply with the prescribed arrangements;
- Scrutinising proposed educational visits and risk assessments for agreed educational visits;
- Reviewing policies and procedures for educational visits and publicising updates to staff.

HEADS OF ACADEMIC DEPARTMENTS

Heads of Academic Departments have an overall responsibility for the health and safety arrangements in their departments, reporting to the Deputy Head (Academic) regarding health and safety matters.

Their duties include:

- To read and understand St Andrews Bradfield Health and Safety Policy and comply with the prescribed arrangements and ensure the Health and safety rules are followed by staff and pupils
- Any safety issues that cannot be dealt with are referred to the health, safety and security manager for action
- Actively promoting hazard awareness and safe working practices in the classrooms;
- Setting a good example on health and safety matters. Identifying and reporting Health and Safety related problems;
- Inform pupils, staff and visitors as to their own personal safety and makes sure they are aware of the health and safety procedures in place
- Providing information, instruction and training to staff, seeking to ensure in particular that they understand their responsibilities for health and safety;
- They communicate and consult with their staff on health and safety issues and encourage staff to report hazards and raise health and safety concerns
- Issues raised by anyone concerning safety are thoroughly investigated and, when necessary, further effective controls implemented
- They perform regular health and safety inspections within their department as required by the Deputy Head Academic
- Monitoring premises and work equipment, reporting faults where necessary
- Seeking to ensure there is readily available information on possible hazards and the safety precautions to be observed by staff and pupils, with appropriate warning notices displayed where necessary;
- Supervising the activities of staff to seek to ensure they are complying with policies and safe working practices and monitoring the operation of control measures within the department, including ensuring that escape routes are kept clear at all times;
- Leading regular (at least monthly) discussions within the department regarding potential health and safety issues and resolving or reporting matters to their line manager as appropriate;
- Safety training for staff is identified, undertaken and recorded to ensure staff are competent to carry out their work in a safe manner
- Undertaking and reviewing risk assessments for teaching practices and equipment as required by changes in legislation and at a minimum period of every twelve months; including equipment and substances; that any general advice on safety matters given by the DFE, local authority and other relevant bodies in relation to the College are implemented, that this is then translated into written safe methods of working practice
- Accidents, ill health and 'near miss' incidents at work are recorded, investigated and reported to the to the head of department/and or the H&S manager
- Equipment is maintained in a safe condition, Statutory examinations are planned, completed and recorded
- Personal protective equipment is provided and worn by staff and pupils, and that staff and pupils are instructed in its use
- Hazardous substances are stored, transported, handled and used in a safe manner according to manufacturers' instructions and established rules and procedures
- Agreed safety standards are maintained, particularly those relating to housekeeping
- All relevant safety documents including DFE guides, etc. are maintained and made available to all department staff

- Ensuring that all specialist departmental contractors are only employed after clearing the St Andrews Bradfield approved contractor checks
- Assisting the Bradfield Health and Safety and Security Manager or St Andrews Estates Bursar in investigating and reporting on accidents and incidents;
- Inform pupils, staff and visitors as to their own personal safety and makes sure they are aware of the health and safety procedures in place

OTHER FUNCTIONAL MANAGERS

This section refers to the managers of functions not specified above.

Their health and safety responsibilities include:

- To read and understand St Andrews Bradfield Health and Safety Policy and comply with the prescribed arrangements;
- Actively promoting hazard awareness and safe working practices within their Departments and teams;
- Undertaking and reviewing risk assessments and designing appropriate risk control systems (e.g. Safe Systems of Work) for all work activities;
- Providing information, instruction and training to staff, seeking to ensure in particular that they understand their responsibilities for health and safety;
- Supervising the activities of staff seeking to ensure they are complying with policies and safe working practices and monitoring the operation of control measures within the department;
- Leading regular discussion amongst their team regarding potential health and safety issues and resolving or reporting matters as appropriate;
- Ensuring that all specialist departmental contractors are only employed after clearing the St Andrews Bradfield approved contractor checks.
- Following safe policies when working with contractors. (e.g. Construction Design Management);
- Identifying training needs of their employees and recording all training;
- Ensuring that safe systems of work are implemented;
- Ensuring suitable personal protective equipment is provided;
- Monitoring premises and work equipment, reporting faults where necessary;
- Identifying and reporting Health and Safety related problems;
- Assisting the Bradfield Health and Safety and Security Manager or St Andrews Estates Bursar in investigating and reporting on accidents and incidents;
- Setting a good example on health and safety matters.

TEACHING STAFF

Teaching Staff will be responsible for ensuring that all agreed and necessary health and safety measures are observed and applied.

In addition to their normal supervisory role they will have specific duties to:

- Read and understand St Andrews Bradfield Health and Safety Policy and comply with the prescribed arrangements;
- Inform, instruct and train pupils as necessary in the identification and avoidance of hazards and the safe performance of their work;
- Seek to ensure that health and safety rules and procedures are, where appropriate, observed e.g.: use of guards and other safety equipment, wearing of protective clothing, safe handling of hazardous substances including observing COSHH Assessments;
- Seek to ensure that any unsafe practices are identified and appropriate remedial action is taken;

- Recommend any necessary improvements or changes to seek to eliminate hazards and to seek to identify and eliminate potential accidents;
- Continually stimulate a knowledge, interest and awareness of health and safety by discussions with colleagues and pupils;
- Identifying and reporting Health and Safety related problems;
- Setting a good example on Health and Safety matters.

FIRE MARSHALS (St. Andrew's School)

Responsibilities include:

- Participating in all required fire marshal training;
- Undertaking specific roles for whole school evacuations or the evacuations of particular areas e.g. Boarding, Pre-Prep, Nursery, Music, Drama, Sports Centre; potential roles include: I/C Incident Response, Assembly Marshal (Pupils), Assembly Marshal (Staff), Alarm Activation Investigation Marshal.
- Documenting a review of any evacuation and forwarding this to the Estates Bursar.
- Ensure that all staff and pupils in their area are familiar with their assembly points and nearest escape routes.

FIRST AIDERS

All first aiders must have the necessary training and qualifications, as evidenced by a current first aid certificate issued by a competent body;

It is the responsibility of all first aiders to ensure they hold a valid certificate of competence. The first aider will also keep a record of training and qualifications. The list of first aiders and their locations are displayed on notice boards.

First aiders will:

- Act in accordance with their training at all times;
- Summon further medical help where necessary;
- look after the casualty until recovery has taken place or further medical assistance has arrived;
- Ensure their own safety at all times;
- Record all treatments for which they are responsible, with specific details of the injury or other reason for treatment;
- Ensure that if they are responsible for a first aid box it is appropriately stocked and maintained in a clean, tidy condition, obtaining replacement items as necessary.

Emergency First Aiders are responsible for:

- Taking charge when a person has been injured or falls ill (in the absence of a first-aider);
- Calling an ambulance where necessary;
- Looking after the first aid equipment and ensuring that containers are re-stocked when necessary.

SECURITY GUARDS (Bradfield College Contracted)

- Read and understand St Andrews Bradfield Health and Safety Policy and comply with the prescribed arrangements;
- Responsible for the security of designated areas of St Andrews Bradfield;
- Monitoring the CCTV system at Bradfield College and St Andrews School.
- Daily/ weekly safety checks of the security vehicle and report any concerns;
- Reporting and making safe hazards they encounter on their patrols;

EXTERNAL HEALTH and SAFETY ADVISER

Health and safety advisers act in a purely advisory capacity, communicating directly with the Chief Operating Officer, Health, Safety and Security Manager and SMT as appropriate, also Estates Bursar, Head Master and, Senior Leadership Team at St Andrews. Responsibilities include the following:

- Currently (Worknest for Bradfield College)
- Currently (Culham Consultancy for St Andrews)
- Carrying out a detailed Annual Health and Safety Audit, reporting the results to the Chief Operating Officer.
- Providing competent health and safety advice where requested;
- Liaising directly with the Bradfield Health, Safety and Security Manager or St Andrews Estates Bursar when required;
- Ensuring St Andrews Bradfield is updated with any changes in health and safety legislation;
- Investigating incidents when requested.

STATUTORY REQUIREMENTS

Visits by Enforcing Authorities

The Health and Safety at Work Act is enforced by inspectors appointed by the HSE who have the discretion to visit the Group at any time to confirm that the regulations are being properly applied. It is Group policy that all members of staff co-operate fully with Enforcing Authority Inspectors, affording them such information as is necessary for them to carry out their duties.

Part 3 General Arrangements.

INTRODUCTION

This part of the Health and Safety Policy confirms the general arrangements for the management of health and safety on a day-to-day basis. It also provides guidance to those responsible for formulating specific instructions whether in Boarding Houses, Departments or other areas of St Andrews Bradfield. The following sections provide the information required to enable all staff to successfully implement the required health and safety standards in their respective workplace.

INFORMATION AND INSTRUCTION

Information relating to health and safety matters will be provided in all workplaces. This will include:

- Health and Safety Policy Statement
- Health and Safety Law Poster
- Employer's Liability Insurance Certificate
- Fire safety instructions
- Names of Fire Marshals and First Aiders
- Any other safety instructions relevant to that workplace.

Where a specific issue needs to be raised to all or certain members of staff, a Safety Notice will be prepared to confirm the Group's position on a matter as well as to highlight clearly any action required by those affected.

TRAINING AND COMPETENCE

All members of staff receive appropriate health and safety training to allow them to carry out their responsibilities safely and without risk. Well-trained and competent personnel who undertake work activities decrease the likelihood of accidents and injury. Training requirements for all staff are confirmed on a Training Matrix, administered by the Human Resources Department.

Training will include the following:

Induction Training	<p>Each new member of staff will be given formal training to highlight the key risks associated with St Andrews Bradfield Operations and the need to work in a safe manner. A copy of the key information relating to health and safety will be given in the form of a handout. Additional reference will be made to various department publications including St Andrews Bradfield Standard operating procedures, HsM's Manual, Matron's Manual, Department Procedures (Section 4) etc., as well as general arrangements for dealing with emergencies, fire and road safety.</p> <p>A tour of the relevant working area for each member of staff will also be given by the Head of Department to ensure familiarity with the environment and the key hazards.</p>
Refresher Training	<p>Additional refresher training will be given to all staff on at least an annual basis (at the start of each academic year for Academic staff), which will reiterate the health and safety standards required and update as necessary.</p> <p>This type of training also includes updates due to employees who may be exposed to new or increased risks or through changes in responsibilities, the introduction of new equipment or new work methods.</p>
Task / Operation Specific Training	<p>Where specific training is required in a certain task or operation, this will be arranged by the HoD and / or Human Resources. Training of this nature can be brief, in the form of a toolbox talk or briefing on a given subject, or more in depth where hazards are more complex.</p>
Statutory Training	<p>In certain disciplines, the Group must comply with legislative requirements for training, including first aid and food hygiene. This will often involve members of staff attending external courses to obtain initial, refresher or other specialist training.</p>

SUPERVISION

Whilst information, instruction and training are essential to ensure staff are able to deal with the risks they face in their working environment, management and supervisory staff must primarily ensure that all employees under their control have the appropriate training and experience levels to undertake their allocated tasks.

Depending on the level of risk, appropriate supervision will be given by Line Managers to ensure workers do not deviate from safe working practices.

Human Resources will maintain records of all training provided.

CONSULTATION WITH EMPLOYEES

St Andrews Bradfield is committed to involving all employees in risk management.

St Andrews Bradfield will consult with staff on:

- any changes at the workplace that may substantially affect their health and safety, for example, changes in systems of work or the introduction of new technology
- the arrangements for competent advice on health and safety matters
- the information to be given to employees about risks to health and safety and preventative measures
- the planning and organising of health and safety training

St Andrews Bradfield consults directly with staff on health and safety matters through Departmental Meetings. All members of staff can raise issues through their Line Manager and all matters raised are recorded, as are all relevant actions.

RISK ASSESSMENT AND CONTROL

Management and supervisory staff are required to carry out risk assessments of work activities which pose a significant risk to health and safety to ensure hazards are eliminated or reduced so far as is reasonably practicable, by implementing appropriate control measures and safe systems of work. All those required to undertake risk assessments will be suitably trained and competent.

Risk assessments will identify the range of hazards associated with the work activities, together with any necessary remedial action. The findings of risk assessments will be recorded and where necessary, will be used to develop method statements to ensure safe systems of work. A copy of the risk assessment will be available at the workplace and the findings will be brought to the attention of all employees affected by it. This will be undertaken by way of briefings by Heads of Department to ensure those undertaking the activity understand what they have to do and the control measures to be implemented. These briefings will be recorded for future reference.

Various types of risk assessment are undertaken on a regular basis, including:

- General Workplace Assessments – carried out by Heads of Department
- Fire Risk Assessments – carried out by an external fire risk assessment consultant and for certain areas the Health, Safety and Security Manager
- Activity Risk Assessments – carried out by the Activity Managers for activities on Group premises
- Event Risk Assessments – carried out by Event Managers for each event on Group premises
- Trip and Excursion Risk Assessments – carried out by Trip Activity Leaders detailing the risks associated with each trip of excursion
- Safeguarding Risk Assessments – carried out by HSMs and reviewed by the Director of Compliance

Risk controls will be undertaken using the hierarchy of controls, namely:

- Elimination of risks altogether
- Substitution of hazardous equipment or tasks
- Engineering Controls to reduce potential exposure to hazards
- Providing Warnings, Signage and Barriers to prevent access to hazards
- Personal Protective Equipment to reduce the risk of injury, as a last resort.

All risk assessments will be monitored and reviewed regularly but will be specifically reviewed after an incident, when working practices or equipment change, or when best practice or legislative requirements are amended.

INSPECTION AND AUDIT

All areas and departments of the Group will be subject to regular inspection to ensure hazards are detected and recorded and to confirm that compliance levels are acceptable.

Inspections at St. Andrew's will be undertaken by the Estates Bursar, using the same format as at the College, with each department/building inspected annually. Reports are circulated to the relevant Department Head and the Head Master.

Outstanding actions from recent inspections are discussed at the Health and Safety Executive Committee Meetings (held at least termly). The analysis of any trends that may be apparent are also discussed in order for progress to be monitored and any future policy changes discussed and agreed.

Departmental Audits are also undertaken on a regular basis, depending on the risk level. Audits will involve a full and thorough review of all procedures and operations, as well as an in-depth review of compliance levels.

An external health and safety consultant will also undertake a compliance audit of specific areas on an annual basis and will report progress directly to the Chief Operating Officer and the St Andrews Estates Bursar.

MANAGEMENT OF MAJOR INCIDENTS

Bradfield St Andrews has prepared a detailed Major Incident Management Plan for dealing with major incidents and emergencies. There are several events or incidents that may require the College/School to instigate the procedures, as these may generate a large number of casualties or may place a significant burden on the organisation's ability to deliver normal day to day services. In the event of a major incident being suspected, the Headmaster (or other appointed Deputy) will take responsibility for initiating the Major Incident Management procedures.

Examples of major incidents that could initiate these procedures include:

- Fire on Group premises
- Serious accident to staff or pupil(s)
- Power outage
- Flooding
- Serious adverse weather
- Missing Pupil(s)
- Road traffic accident (near the College)
- Road Traffic accident on a trip or school excursion
- Public allegations of abuse or malpractice
- Emergency action (Lockdown of school)

Flexible plans are in place to deal with a range of situations which are likely to vary in magnitude, duration or complexity, Specialist assistance can also be sought in the event of an unusual incident, e.g., chemical spill, environmental incident, etc.

The Major Incident Management Plan procedures involve a number of key members of staff who are drilled regularly, though tabletop exercises to ensure ongoing familiarity in dealing with an emergency situation.

INCIDENT REPORTING AND INVESTIGATION

All employees, contractors and visitors are required to report accidents resulting in injury to any person to their Line Manager. Near miss incidents, where an incident had the potential to cause harm, injury or damage should also be reported. The goal of all incident management is to allow investigation into the circumstances which may result in measures being taken to prevent a recurrence.

At St. Andrew's there are separate hardcopy books to record accidents and injuries involving pupils (Prep or Pre-Prep) and adults (staff or visitors). Accidents or injuries involving pupils are reviewed and recorded by the Matrons and the Estates Bursar is informed of significant accidents e.g. head injuries. Accident reports for adults are forwarded to the Estates Bursar for review.

All reportable incidents at the School will be investigated by the St Andrews Estates Bursar (or a duly appointed independent health and safety consultant if this is deemed more appropriate). The purpose of the investigation will be to ensure that protective and preventive measures are reviewed and procedures amended or improved as required.

Senior management are required to report serious injuries, incidents or diseases occurring at or as a result of activities at the workplace, as required under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR). The Chief Operating Officer will ensure all necessary accident notifications are made when required. All line managers are required to complete an 'Accident Follow-up Form' as soon as is practicable after an incident and to forward it to the Bradfield College Health, Safety and Security Manager or St Andrews Estates Bursar.

If the follow-up form indicates that actions are necessary to prevent a re-occurrence, then immediate arrangements will be made to initiate the necessary corrective action. This may be a physical change to buildings or facilities, or it could be a change of procedures in boarding houses, academic departments or extra-curricular activities.

The Chair of the Health and Safety Executive Committee will review accident reports, statistics and investigations at each meeting, drawing the Committee's attention to any specific issues requiring action or discussion.

HEALTH AND SAFETY RULES

This section of our health and safety policy specifies the rules laid down for the attention of all employees. These rules are prepared in accordance with legal requirements and acknowledged safe working practices. In addition to the legal duty imposed upon employees to comply with these rules, failure to observe them will be considered to be a breach of the contract of employment and may result in disciplinary action being taken.

Employees are reminded that a breach of health and safety legislation by an employee is a criminal offence and action taken by an enforcing officer against an individual may result in heavy penalties. Safety rules may vary depending upon the nature of work and the circumstances therefore the overriding requirement is that employees are expected to act in a sensible manner and adhere to verbal instructions given by management.

General

- It is the duty of all employees to co-operate with the St Andrews Bradfield Board of Governors in fulfilling our legal obligations in relation to health and safety.
- Employees must not intentionally or recklessly interfere with anything provided in the interests of health, safety or Welfare.
- Employees are required to notify to management of any unsafe activity, item or situation.

Working practices

- Employees must not operate any item of plant or equipment unless they have been trained and authorised.
- Employees must make full and proper use of all equipment guarding.
- Employees must not clean any moving item of plant or equipment.
- Employees must not make any repairs or carry out maintenance work of any description unless authorised to do so.

- Employees must use all substances, chemicals, liquids etc, in accordance with all written instructions.
- Employees must not smoke except in prescribed areas

Hazard / warning signs and notices

- Employees must comply with all hazard/warning signs and notices displayed on the premises.
- Employees must make proper use of all equipment and facilities provided to control working conditions/ environment.
- Employees must keep stairways, corridors, classrooms and work areas clear and in a clean and tidy condition.
- Employees must dispose of all rubbish, scrap and waste materials using the facilities provided.
- Employees must clear up any spillage or liquids in the prescribed manner.
- Employees must deposit all waste materials and substances at the correct disposal points and in the prescribed manner.

Protective clothing and equipment

- Employees must use all items of protective clothing/equipment provided as instructed.
- Employees must store and maintain protective clothing/equipment in the approved manner.
- Employees must report any damage, loss, fault or unsuitability of protective clothing/equipment to their supervisor.

Fire precautions

- Employees must comply with all laid down emergency procedures.
- Employees must not obstruct any fire escape route, fire equipment or fire doors.
- Employees must not misuse any firefighting equipment provided.
- Employees must report any use of firefighting equipment to their supervisor.

Accidents

- Employees must seek medical treatment for work related injuries they receive by contacting a designated first aider. Upon returning from treatment, they must report the incident to their supervisor.
- Employees must ensure that any accident or injury treatment is properly recorded in the accident book.
- Employees must notify management of any incident in which damage is caused to property.

Health

- Employees must report to management any medical condition or medication which could affect the safety of themselves or others.
- Employees must co-operate with the management on the implementation of the medical and occupational health provisions.

Group Transport

- Drivers must carry out prescribed checks of vehicles prior to use and in conjunction with the laid down checking procedure.
- Employees must not drive or operate any vehicles for which they do not hold the appropriate driving licence or permit.
- Employees must not carry unauthorised passengers or unauthorised loads.
- Employees must not use vehicles for unauthorised purposes.
- Employees must not load vehicles above the stated capacity.
- Employees must not drive or operate vehicles whilst suffering from a medical condition or illness, consumed alcohol, that may affect their driving or operating ability.
- Employees must not drive whilst using a mobile phone or any other electronic device.

Rules covering gross misconduct.

An employee will be liable to summary dismissal if they are found to have acted in any of the following ways:

- A serious or wilful breach of safety rules
- Unauthorised removal or interference with any guard or protective device
- Unauthorised operation of any item of plant or equipment
- Unauthorised removal of any item of first aid equipment
- Wilful damage to, misuse of or interference with any item provided in the interests of health and safety or Welfare at work
- Unauthorised removal or defacing of any label, sign or warning device
- Horseplay or practical jokes which could cause accidents
- Making false statements or in any way deliberately interfering with evidence following an accident or dangerous occurrence
- Misuse of any item of equipment, utensil, fitting/ fixture, vehicle or electrical equipment
- Deliberately disobeying an authorised instruction
- Misuse of chemicals or substance

Arrangements Summary (St. Andrew's)

Risk Assessments

Risk assessments will be undertaken by

Academic activities, teaching areas and co-curricular activities	Heads of Department
Maintenance activities	Head of Maintenance
Grounds activities	Grounds Manager
Catering activities and kitchen areas	Chef Manager
Cleaning and Cleaning COSHH	Domestic Services Manager (BC)
Educational Visits	Educational Visits Coordinator / Head of Pre-Prep
Swimming pool activities	Head of Swimming
Water hygiene	External specialist: SafeCare
Fire	External consultant: William Martin Compliance

Consultation with Employees

Health and Safety Committee representatives are:

Estates Bursar (Chair), Head Master, Head of Pre-Prep, Head of Early Years, Heads of Seniors, Middles and Juniors, Lead Matron, Educational Visits Co-ordinator, Director of Sport, Head of Boarding, Head of Science, Head of Maintenance, Facilities Co-ordinator and Swimming Pool Operator, Grounds Manager, Chef Manager, Compliance Coordinator.

Building Plant and Maintenance

Estates Bursar

Asbestos

The responsible person in control of asbestos at the School is:

Estates Bursar

The Asbestos register is held by:

The Estates Bursar

Safe Handling and Use of Substances

The people responsible for identifying hazardous substances and obtaining data sheets are:

Maintenance: Head of Maintenance
Grounds: Grounds Manager
Cleaning: Domestic Services Manager (BC)

Catering: Chef Manager
Art, Science and other academic departments: Heads of Department

Competency for tasks

Induction is the responsibility of

HR Advisor

First Aid and Accidents

First aid boxes can be found

Lobby, Reception office, Pre-Prep, Sports Centre, Boarding

The Accident books can be found:

Lobby (Prep pupils), Pre-Prep (PP pupils), Reception office (adults) and Sports Centre (outside hirers)

The person responsible for RIDDOR notifications:

Estates Bursar

Fire

Escape routes and exits are checked by

Head of Maintenance

Alarms are tested weekly by

Head of Maintenance

Fire Drills are organised termly by

Estates Bursar

Educational Visits

The person responsible for coordinating educational visits is.

Educational Visits Coordinator (Prep) and Head of Pre-Prep

Contractors Safety

The person responsible for approving contractors who work within the School is

Estates Bursar

Part 3b (A-Z) General Arrangements.

1. Accident, incident and ill-health recording, reporting and investigation.

Accident, incident and ill-health recording, reporting and investigation

This policy sets out the procedures that are to be followed when any employee, pupil, visitor or contractor has an accident, near miss or dangerous occurrence on the Groups premises. Employees who develop a work-related illness must also report via these procedures.

Definitions:

An **accident** is an unplanned event that causes injury to persons, damage to property or a combination of both.

A **near miss** is an unplanned event that does not cause injury or damage but could do so.

A **work-related illness** is illness that is contracted by an employee through the course of work as a result of activities carried out by the College.

The accident report forms

All accidents resulting in personal injury must be recorded on the online accident report firefly form at the College or through the appropriate accident report books at St Andrews. Completed accident report forms will be stored to comply with the requirements of the Data Protection

Completed accident reports will be reviewed regularly by the Health and Safety manager/St Andrews Estates Bursar/H&S Executive Committee to ascertain the nature of incidents that have occurred in the College or St Andrews School. This review will be in addition to any investigation of the circumstances surrounding each incident. All near misses must also be reported to the Head of Department/and or the H&S Manager/ St Andrews Estates Bursar as soon as possible so that action can be taken to investigate the causes and to prevent recurrence. Employees must ensure that they are aware of the location of the accident report forms.

Reporting requirements

Certain accidents causing injury, both fatal and non-fatal, certain occupational diseases and certain dangerous occurrences are reportable to the enforcing authority under the reporting of injuries, diseases and dangerous occurrences regulations 2013 (RIDDOR). Specified injuries including the following reportable events must be reported by the quickest means practicable, usually on line:

- Death,
- A specified injury to an employee as detailed in Regulation 4,
- An injury to a non-employee where that person is taken directly to hospital for treatment as a result of their injury,
- Any employee diagnosed by a qualified medical practitioner as suffering from a disease specified in the regulations,
- Any employee diagnosed with a cancer caused by work-related exposure to a known carcinogen or mutagen.
- Incapacitation for work of a person for more than 7 consecutive days as a result of an injury caused by an accident at work must be notified within 15 working days.

To calculate whether the absence classifies as 'over 7-day':

- Exclude the day of the incident if they went home or did not return to work on the day
- Include weekends, bank holidays and weekdays (whether the person would normally work on them or not).

Example: if a person has an accident on Friday and comes back to work the following Friday, then count Saturday, Sunday, Monday and Tuesday etc. but this is still only 6 days; however, if their next day of work is the Monday it would count as 9 days and would be reportable.

Injuries

Major or over 7-day injuries to people at work are notifiable.

Reporting of accidents involving pupils or visitors

If a pupil or visitor has an accident this must be reported if:

- The person involved is killed or taken to hospital and,
- The accident arises out of or in connection with a work activity

Examples of 'in connection with a work activity' are:

- Work organisation – supervision of a field trip
- Plant or substances – lifts, machinery, experiments
- Condition of premises, play grounds, play or pe equipment
- Sports activities as part of the curriculum where there is death or hospitalization
- Playground accidents due the condition of the premises or inadequate supervision.

For further advice on RIDDOR WorkNest advice line. (tel: 0845 226 8393). HSE Tel: 0345 300 9923 (Monday to Friday 8:30am to 5:00pm) Website: www.hse.gov.uk. Information on notifications to the enforcing authority must also be sent to WorkNest. For St Andrews School the contact is The Culham Consultancy info@culhamconsultancy.co.uk

The completed report form should be kept with other accident records and documents on the accident investigation. Forms are kept to advise the insurers of a potential claim and to present to the enforcing authority in the event of an investigation. Records are to be kept for 3 years from the date of the incident.

Investigation

All injury related accidents that are either notified to the enforcing authority or where a serious injury has occurred will be investigated:

- To ensure that all necessary information in respect of the accident or incident is collated
- To understand the sequence of events that led to the accident or incident
- To identify the unsafe acts and conditions that contributed to the cause of the accident or incident
- To identify the underlying causes that may have contributed to the accident or incident
- To ensure that effective remedial actions are taken to prevent any recurrence
- To enable a full and comprehensive report of the accident or incident to be prepared and circulated to all interested parties
- To enable all statutory requirements to be adhered to.

The investigation will include obtaining signed witness statements, photographs and drawings as appropriate.

2. ASBESTOS RESPONSIBILITIES

St Andrews Bradfield acknowledges its responsibilities to ensure the location, type, quantity and condition of all asbestos containing materials (ACMs) are known in order to ensure safe management within all buildings.

PROCEDURES

St Andrews Bradfield has many buildings that were constructed or refurbished during the periods when ACMs were used commonly. All St Andrew's Bradfield buildings are subject to a Management Survey and the records of surveys retained in the online Asbestos Management Registers.

Where work is to be undertaken where disturbance of ACMs may be possible which have not been inspected as part of a survey due to being previously concealed, St Andrews Bradfield will ensure that the materials are examined and where materials are suspected of containing asbestos, or are of unknown construction, samples will be collected and tested by a UKAS accredited surveyor. Before any refurbishment or demolition work is undertaken a refurbishment or demolition survey will be undertaken to detect any potentially inaccessible asbestos before such works take place.

The condition of all asbestos-containing materials is reviewed through ongoing vigilance of the Maintenance team and also formally, on an annual basis by the appointed external Asbestos re inspection survey company.

The asbestos management register and plan are reviewed at least annually and updated when there are changes in the matters to which they relate.

The Register for St Andrew's is available by contacting the Estates Bursar. Any person whose work may disturb the ACMs, is notified of the location of the materials and made aware that no work may be carried out in the immediate vicinity. Adhesive labels are applied to some materials where asbestos is known to be present and could possibly be accidentally disturbed.

Licensed work and notifiable licensed work on ACMs is only carried out by licensed contractors. All of the St Andrew's Bradfield internal Maintenance Staff and regular contractors have received (regular) asbestos awareness training and specific familiarisation with the ACMs in Group buildings.

Arrangements for controlling work on asbestos

Any work on, or removal of, asbestos-containing materials will be controlled to ensure that adequate precautions are taken to prevent the release of asbestos fibers. Work with asbestos and asbestos-containing materials is to be carried out by a licensed contractor (licensed by the HSE) unless the work is exempted from the requirement for licensing.

Selection and control of contractors to work on asbestos-containing materials

When contractors are engaged to work on College premises, adequate steps will be taken to ensure the contractors are competent and have sufficient skills and knowledge to do the job safely and without risks to health. Only contractors licensed by the HSE will be used for the removal of asbestos-containing materials, unless the work involves the removal of materials in which:

- Asbestos fibers are firmly linked in a matrix
- The exposure during the removal process is likely to be sporadic or of low intensity

Contractors hired to carry out building or allied trade work that will involve minor work with asbestos must comply with the control of asbestos regulations 2012.

Procedures for dealing with health and safety issues

Where an employee raises a health and safety problem related to work with asbestos, the Group will:

- Take all necessary steps to investigate the circumstances
- Take corrective measures where appropriate
- Advise the employee of actions taken.

Where a problem arises relating to the condition of, or during work on, asbestos-containing material, the employee must inform the house matrons and security teams/estates managers/ St Andrews Estates Bursar and in the case of an accident or emergency, respond quickly to ensure effective treatment.

EMERGENCIES

In the event that asbestos materials are discovered or accidentally disturbed, work in the area will cease immediately and arrangements made to make the area safe, before additional surveying, sampling and cleaning works are carried out.

TRAINING

All operatives who could reasonably be affected by ACMs as part of their daily activities will receive annual refresher training to ensure familiarity with correct procedures. All training records will be retained by the Human Resources Department.

3. COMMUNICATION AND CONSULTATION

It is a legal requirement for the Group to establish arrangements to communicate and consult with staff on issues affecting their health and safety and to take account of their views.

To achieve this objective, we will:

- Establish effective lines of communication
- Involve and consult with staff through:
 - o Individual conversations
 - o Notice boards
 - o Internal publications
 - o Staff meetings
 - o Health and safety meetings.
- Display the 'health and safety law – what you need to know' poster
- Consult with staff when changes to processes, equipment, work methods etc. Are to be introduced that may affect their health and safety.

Where it is not practical to consult with all staff directly and it would be more appropriate to communicate and consult through employee representatives, we will arrange for representatives of employee safety to be appointed.

4. CONTROL OF CONTRACTORS RESPONSIBILITIES

St Andrews Bradfield recognises that when contractors are engaged to work on all premises, there is a clear obligation to plan, monitor and control work for the safety of everyone who could be affected by their activities. The contracting organisation also holds similar responsibilities and it is St Andrew's Bradfield policy to work together with contractors to ensure that the workplace remains safe and without risk to health.

Some contract work will fall within the definition of 'construction work' (as defined under the Construction (Design and Management) Regulations 2015 (CDM) and as a client St Andrews Bradfield recognises the responsibilities under these regulations for:

- verifying the competence of all external contractors

- ensuring suitable management arrangements for the project including the provision of welfare facilities for use by contractors / staff
- allowing sufficient time and resources for all stages of the project
- Providing pre-construction information to designers and contractors.

PROCEDURES

When planning work to be undertaken by contractors, a single person within St Andrews Bradfield is appointed to take overall responsibility for planning and coordinating the work. This competent individual will undertake a thorough evaluation of the work required. All work carried out by contractors is monitored periodically to:

- review progress
- check quality of workmanship
- check that the workers on site are those expected and who have signed in
- identify any problems or unanticipated risks at an early stage
- check that work is restricted to the areas anticipated and not creating additional risks by spreading beyond the agreed area or involving unauthorised work
- check that method statements are being followed, that the contractors are complying with site rules and that they are generally working in a safe manner.

COMPETENCE ASSESSMENT

Contractors are selected based on technical competence, experience and suitability for the work to be done. In particular, our assessment process involves a review of requested information from the contractor including:

- track record of experience in similar contracts
- membership of reputable trade bodies or approved contractor schemes
- legally required registrations (e.g. Gas Safe Register)
- health and safety policies and practices
- recent health and safety performance (number of accidents, etc.)
- qualifications, training and skills of their staff and manager
- selection procedures for sub-contractors
- example safety method statements and risk assessments for similar work
- supervision arrangements
- arrangements for consulting their workforce
- references from previous clients.
- Sight of the contractor's own safety policy, risk assessments, method statements, permits to work,
- etc as applicable
- Clarification of the responsibility for provision of first aid and fire extinguishing equipment
- Details of articles and hazardous substances intended to be brought to site, including any arrangements for safe transportation, handling, use, storage and disposal
- Details of plant and equipment to be brought onto site, including arrangements for storage, use, maintenance and inspection
- Clarification for supervision and regular communication during work including arrangements for reporting problems or stopping work in cases where there is a serious risk of personal injury
- Confirmation that all workers are suitably qualified and competent for the work (including a requirement for sight of evidence where relevant)
- Evidence showing that appropriate employers and public liability insurance is in place

Details of all contractors are retained on Bradfield Colleges computer drive or St Andrews School network, along with an approved list to ensure all staff are aware of those who are suitable to be appointed.

Clearly, it will not be necessary to go to such elaborate lengths if the contract is very short and will not create hazards of any significance. The complexity of the arrangements will be directly proportional to the risks and consequences of failure.

Similarly, we have a parallel duty to the contractor and must ensure that the contractor is not put at risk by our own activities for the duration of the contract.

We will stop contractors working immediately if their work appears unsafe. Staff should report any concerns to the estates managers immediately.

Construction work and the construction (design and management) regulations 2015

Where any construction work is carried out, to fulfil our legal duties as a “client” under the construction (design and management) regulations 2015 we will:

- Make suitable arrangements for the management of the project and review those arrangements throughout the project to ensure that they are still relevant
- Ensure that all duty holders that we appoint have the necessary skills, knowledge and experience to carry out their roles safely
- Appoint in writing the principal designer and principal contractor sufficiently early in the project to allow them to carry out their duties properly
- Notify the HSE in writing for projects that require it
- Ensure that relevant pre-construction information is passed to all designers and contractors
- Ensure that the principal designer and principal contractor carry out their duties
- Ensure that adequate Welfare facilities are provided for the contractors
- Ensure that no construction commences until an adequate health and safety plan and construction phase plan covering the work has been prepared
- Ensure that any health and safety file passed to us is kept securely and readily available for inspection by anyone who requires it to fulfil their legal duties, and, if we choose to dispose of the building, to pass the file to any person or company who acquires the building.
- Cooperate fully with all other duty holders and provide all relevant information and instruction promptly and clearly

5. DESIGN TECHNOLOGY

Not applicable at St. Andrew's School.

6. DISABLED AND TEMPORALILY DISABLED INTRODUCTION

St Andrews Bradfield welcomes pupils and staff from all sectors of society and endeavours to accommodate the needs of each individual, so far as is reasonably practicable. The law requires that responsible bodies anticipate the requirements of staff, visitors or pupils with disabilities and to make reasonable adjustments to the workplace and to management arrangements to ensure their well-being.

The location, physical characteristics and topography of the facilities presents some challenges to those with impaired mobility; however, an assessment will be made in each individual case to establish whether reasonable adjustments can be made to allow practical use of the facilities.

This Policy sets out St Andrews Bradfield commitment to disabled pupils, staff and visitors and provides a framework to ensure we offer a supportive environment for all members of the Group community.

RESPONSIBILITIES

On an ongoing basis St Andrews Bradfield is committed to identifying the impact of disabilities on the structural, organizational and physical barriers that often hinder disabled people from achieving equality and inclusion within the workplace. The Estates Director and St Andrews Estates Bursar are responsible for ongoing assessment of any areas where access improvements can be made, where reasonably practicable and all new projects are designed in compliance with current legislation to ensure adequate disabled access is incorporated within new buildings.

St Andrews Bradfield ensures that the needs of disabled staff are taken into account within risk assessments for general activities. Where necessary an individual risk assessment for the work of the particular employee will be undertaken, taking into account abilities and disabilities. The risk assessment covers not only the risks to the individual but also any additional risks which may be created if the individual is unable to assist in anticipated emergency situations such as a fire or evacuation.

Should an employee become disabled during employment, either permanently or temporarily, an assessment will be made to establish the effects of their impairment and to confirm any reasonable adjustments that may be required.

PROCEDURES

St Andrews Bradfield is subject to an internal Disability Access Audit every two years, in order to identify and confirm any areas where improvements can be made. This audit also highlights and records where circumstances may have changed during the period, for instance, due to deterioration, change of use or refurbishment. The audit results form the basis of an Action Plan for improvement, which includes targets for improvement over a defined period and is subject to regular review.

When required, St Andrews Bradfield will prepare a Personal Emergency Evacuation Plan (PEEP) to cover areas where mobility may be potentially difficult in the event of an emergency without assistance.

Where St Andrews Bradfield employs persons with disabilities, or where existing employees become disabled, reasonable steps will be taken to ensure that the workplace is adapted for their needs including arrangements to ensure their health, safety and welfare.

In the case of temporary disability such as a broken limb, it may be necessary to exclude the individual from a workplace if adaptations are not reasonably practicable in the short timescales involved. When individuals have been issued with a fit note by a doctor, they are not permitted to work unless either the date to which they have been signed as unfit to

work has been reached or, if the fit note indicates they may be fit to work subject to conditions, that those conditions have been assessed and relevant changes have been made to meet them, if necessary using occupational health advice. Relevant risk assessments will be reviewed regularly or when there is a change in the person's health condition.

7. DISPLAY SCREEN EQUIPMENT RESPONSIBILITIES

The Group acknowledges its responsibilities to ensure all workers have sufficient space and a workstation that is not detrimental to health, as well as a generally safe environment.

PROCEDURES

Suitable furniture is provided for our office staff including adjustable chairs at computer workstations. Sufficient space is provided for the needs of each user including the provision of storage space away from the desk where necessary.

Office environments have been designed for the comfort of display screen users taking into account the need to control nuisance noise, temperature, humidity and lighting and taking into account the age and nature of the buildings.

All DSE users are able to take regular breaks away from desks.

Workstation self-assessments conducted by all staff who are considered to be higher level users. The Bradfield Health, Safety and Security Manager or St Andrews Estates Bursar can also be contacted by staff to identify any particular improvements required to individual workstations. The outcome of assessments is shared with each user.

Mobile equipment and laptops are also used by members of staff who do not have a permanent workstation or who need to work in several locations.

Workstation assessments are reviewed regularly or whenever there has been a change to the workstation. Records of workstation assessments are retained for at least five years and master copies are retained by Human Resources.

Eye and eyesight examinations are provided on request and where needed solely for the use of the equipment, the cost of a basic pair of spectacles is also reimbursed by contacting the Human Resources department.

Employees who are designated users are provided with online training in the hazards of display screen use. This training is refreshed on a regular basis and employees are encouraged to promptly report any problems including health concerns, to Human resources who can assist in arranging a reassessment of the workstation and any corrective action required. If the matter is not easily resolved, assistance will be obtained from an occupational health specialist.

8. EDUCATIONAL VISITS

St Andrews Bradfield believes that learning outside the classroom is an essential component of the curriculum. It gives pupils unique opportunities to develop their resourcefulness and initiative and to spend time together in an informal environment. Each trip is different. Some are directly related to the curriculum, some are designed to promote social awareness, or to enhance physical skills, self-reliance and team-working. Others will extend knowledge of the world. The common factor is that they all make an essential contribution to pupil development and education.

GROUP RESPONSIBILITIES

St Andrews Bradfield as an employer will ensure that appropriate safety measures are in place and that all staff involved in the preparation and management of an educational visit are competent to do so.

The Director of Compliance is delegated the responsibility for ensuring all risks associated with off-site activities are assessed and the Educational Visits Coordinator (EVC), along with the Head of Adventurous Activities assist in

ensuring this is done with care and accuracy. At St. Andrew's this is undertaken by the Educational Visits Coordinator for the Prep School and by the Head of Pre-Prep for the Pre-Prep.

The College Educational Visits Coordinator in the process of approving visits, ensuring that they are spread through the different age groups, and the school year (although there is inevitably a concentration during the last part of the summer term, when exams have finished and the weather is at its best). The College also assists staff involved with organising tours, with checking parental consent forms and keeps records of all previous visits. All new staff have a session on planning school visits as part of their induction training.

The Trip Organiser has overall responsibility for the supervision and conduct of the visit and continues to monitor the arrangements to ensure the on-going health and safety of the group. The Trip Organiser is responsible for seeking approval and advice from the College and the St Andrews Head Master, assessing the risk levels of the trip and making the necessary safety arrangements.

PLANNING AND COORDINATION

A careful and methodical analysis of the trip will be carried out by competent staff in good time before the trip and external parties will be engaged to give specific advice on particular risks and activities.

Specific risk assessments are prepared for all aspects of the excursion and all are approved prior to the trip being authorised by the Director of Compliance/ St Andrews Head Master.

In the event of an incident during a trip that may jeopardise the normal running, contact will immediately be made with the College/ School and consideration given to whether the Major Incident Management procedures are initiated. The Headmaster and Second Master/ Estates Bursar would consider a number of potential support options including sending a delegation to assist with an incident, providing telephone support or making arrangements to assist the trip to return or continue under revised arrangements, with the goal of ensuring the health, safety and welfare of all involved.

9. ELECTRICAL SAFETY GROUP RESPONSIBILITIES

St Andrews Bradfield acknowledges its' responsibilities to ensure risks from electrical work, both in fixed and portable equipment are assessed and reduced to the lowest practicable level.

PROCEDURES

St Andrews Bradfield has undertaken risk assessments of all work activities and adopted safe systems of work based on regulatory compliance and best practice. All work on electrical equipment and installations is carried out by qualified electricians. Other staff are clearly instructed that they are not permitted to undertake any electrical repairs.

Electrical standards are applied as set out within the Electricity at Work Regulations 1989 and for new works, the standards applied follow current requirements of BS7671 (the IEE Regulations for Electrical Installations and the current Building Regulations).

It is St Andrews Bradfield policy that live working is prohibited although voltage detection testing is permitted where essential by qualified and experienced staff with appropriate controls and suitable equipment.

St Andrews Bradfield installations, including all educational and domestic premises, will be tested and inspected at least every five years by a competent electrician and improvements implemented as necessary for safety.

ELECTRICAL WORK

Any electrical works requiring wiring or the changing of light fittings and plug sockets must be overseen and signed off by a competent person (certificated to BS7671 (sixteenth or seventeenth edition)).

No electrical alterations to any property can be made without authorisation from the Maintenance Department and in order to protect staff from injury from electricity, all high risk contract work will be subject to the Maintenance Manager/ Estates Bursar issuing a permit to work.

PORTABLE ELECTRICAL APPLIANCES AND APPARATUS

St Andrews Bradfield will ensure that all portable electrical appliances and apparatus, regardless of operating voltage should be subject to at least a visual inspection before use.

At Bradfield College Parents are responsible for ensuring that electrical appliances supplied for use are in good condition and subject to the ‘Rules for Electrical Appliances in Pupils’ Houses’. Domestic staff have responsibility for being alert to the presence of electrical equipment that may be in need of repair or that is being used without authorisation. However, random Portable Appliance Tests of pupil equipment will be carried out and the data recorded and analysed. Where trends appear to be developing, additional testing may be initiated as required. Records of these random tests at Bradfield College are to be retained by the Maintenance Manager responsible for this task.

All other items in Boarding Houses and the facilities within the Group are subject to regular checks as arranged by the Maintenance Manager at Bradfield College/ Head of Maintenance at St Andrews and visual checks as arranged by Departments and Houses.

Items found to require repair or disposal must be handed-over to the maintenance department so that the necessary action can be taken.

Portable Appliance Testing will be carried out according to the following schedule:

Equipment (Bradfield College Only)	Random Termly Sampling	Regular Visual Check	Annual PAT Test	Two-yearly PAT Test
Pupils personal items in Boarding Houses	✓	✓		
Boarding Houses (Other items)		✓	✓**	✓
Classrooms (Low Risk)		✓		✓
Classrooms (High Risk – DT, Sciences, Music)		✓	✓	
Administrative Equipment		✓		✓
High Risk non-academic Departments (Grounds)		✓	✓	

** depending if the item is higher risk(Vacuum cleaners 12 monthly)

TESTING OF RESIDUAL CURRENT DETECTORS (RCDs)

The appointed maintenance manager is responsible for maintaining all RCDs fitted to Group installations and for instigating regular tests. Any remedial actions necessary following the monthly tests should be completed as a matter of urgency by a competent person as previously described.

10. FIRE SAFETY

GROUP RESPONSIBILITIES

St Andrews Bradfield takes the risk of fire very seriously. It is our policy to comply with the Regulatory Reform (Fire Safety) Order 2005 (the Order) and other associated guidance. St Andrews Bradfield will take reasonable steps to reduce the risk of a fire occurring and so far as is reasonably practicable, make sure that everyone can escape safely to a place of safety in the event of a fire.

PROCEDURES

The primary goal of the fire safety strategy is to ensure the safety of pupil, staff and visitors. In case of fire, the first priority is always to:

- 1. Raise the alarm** and
- 2. Evacuate safely**

If staff are in any doubt, they should concentrate on evacuation and the fire service message of ‘get out, stay out and call the fire brigade out’ rather than attempting to tackle a fire.

Good management of fire safety is essential to ensure that the risk of fire is minimal at all times. However, in the event of a fire occurring, arrangements will be implemented to ensure it can be controlled or contained quickly, effectively and safely. If a fire grows beyond the size that can be contained, everyone in the premises must be able to escape to a place of total safety easily and quickly.

FIRE RISK ASSESSMENT

Fire risk assessments are carried out at the College by the Bradfield College Health, Safety and Security Manager and/or an external fire specialist where appropriate. Fire Risk Assessments are carried out by an external fire risk assessment contractor at St Andrews School.

If there is reason to suspect that a fire risk assessment is no longer valid or there has been a significant change in the premises that has affected fire precautions, the fire risk assessment will be reviewed and, if necessary, revised. In the absence of other circumstances prompting a review, fire risk assessments will in any event be reviewed annually.

All employees are required to closely co-operate with all instructions given to ensure the workplace is safe from fire and its effects and to avoid doing anything that will place themselves or others at risk. All fire hazards should be reported immediately, especially in the event of a change in circumstances that may increase the risk of a fire, even for a short period of time.

A good example should also be set by all staff as this will contribute to pupils behaving in a safe manner.

Staff are instructed that they should only attempt firefighting actions if they have been trained and are confident to do so safely and it is appropriate in the circumstances they face, or if it is absolutely necessary to facilitate the escape of themselves or others. Whether a member of staff attempts to fight a fire is left to their own judgement of the actual situation. Staff who have not been trained are not expected to attempt to fight a fire.

In all cases, **STAFF MUST NOT PLACE THEMSELVES OR OTHERS AT RISK.**

FIRE EMERGENCY PLAN

A fire and emergency plan has been prepared for each independent building, detailing the action to be taken in the event of an emergency and the location of the Assembly Point. All such information is published within each building.

In the event of an emergency occurring which would prevent re-entry into the building or result in an evacuation of several buildings, all staff and pupils will assemble at the Assembly Point for their building. The arrangements for dealing with a major incident would then be initiated.

INFORMATION, INSTRUCTION AND TRAINING

All staff are given information and instruction as soon as possible after they are appointed and regularly thereafter about the action to be taken in the event of a fire. Appropriate information is also provided to the employers of other people working at St Andrews Bradfield such as contractors as well as to pupils.

Adequate fire safety training is provided to staff to enable them to act correctly in the event of a fire.

11. GAS INSTALLATIONS RESPONSIBILITIES

Commercial and domestic gas installations run from tanked LPG in several locations. St Andrews Bradfield acknowledges its' responsibilities to manage the use of pressured gas installations on the estate.

PROCEDURES

St Andrews Bradfield uses external competent contractors to undertake all installation, maintenance and servicing work on LPG installations. All periodic inspections are recorded and the details held in the property files for each building within the Estates Office/ by the St Andrews Estates Bursar.

The Estates Director / St Andrews Estates Bursar may, at his discretion, initiate more frequent inspections depending on circumstances and use.

Above ground tanks are protected by locked compounds and underground tanks are fenced to protect them from accidental damage by mowers etc. Where there is potential for the tanks to be impacted by vehicles additional protection in the form of bollards has been installed.

Staff who live in properties where there are gas installation receive specific guidance notes including call out procedures and emergency numbers. Maintenance staff that may be called out to attend gas related incidents have been supplied with specific training and guidance notes.

All tanks and compounds will be checked for security and safety by Security Staff/ Grounds Staff at St Andrews as part of their rounds. Inspections will also be made to ensure the compounds are clear of combustible materials, compounds and tank covers are locked and protective measures are safe and secure.

All gas pipework will be assessed annually and all gas appliances will be serviced and assessed bi- annually. All properties with Gas installations will be fitted with Carbon Monoxide detectors.

DELIVERIES

All deliveries are made by competent external suppliers. Deliveries are made via a top up service to Group accounts and via private arrangement for domestic properties.

12. HAZARDOUS SUBSTANCES RESPONSIBILITIES

St Andrews Bradfield acknowledges its responsibilities under statutory requirements to ensure all substances that could potentially cause harm are suitably assessed, controlled or eliminated. St Andrews Bradfield activities involve the use of many potentially hazardous and dangerous substances including cleaning substances, paints, lubricants, glues, sealants and chemicals, for maintenance purposes and in educational capacities. St Andrews Bradfield also undertakes activities which generate hazardous or dangerous substances such as welding and wood preparations producing dusts.

PROCEDURES

All products in use which contain hazardous or dangerous substances are listed on an inventory and a current safety data sheet is obtained from the supplier. Heads of Department undertake risk assessments of the use of each substance and exposure to any hazardous by-products and are responsible for applying the recommended risk control measures.

When storing hazardous and dangerous substances, Heads of Department are responsible for ensuring that storage areas are suitable and that only compatible substances are stored together. Where required, substances are stored in fully

labeled containers which include hazard warning labels where appropriate. All containers including aerosols are stored in a cool dry place, away from the sun and any flammable liquids are stored separately in a specially designed fire-resistant flammables store.

Where dusts are produced through an activity and the assessment indicates the need for additional controls, local exhaust ventilation (LEV) will be installed as close to the source as is practicable. All LEV systems will be subject to regular inspection by a competent person and additional dust monitoring undertaken to ensure effectiveness.

Substances are locked away so far as is practicable so that they are only accessible to authorised persons who have been trained in their safe use. Employees are particularly reminded of the need for good personal hygiene and the prohibition of eating, drinking or smoking, when using such substances. Employees are also provided with any necessary personal protective equipment and instructions for its use, maintenance, storage and replacement.

Substances that become surplus to requirements are disposed of via licensed waste contractors. Spillage and emergency procedures are determined as part of the risk assessment process.

Records of risk assessments for hazardous and dangerous substances are held by the Head of Department and records of training are held by Human Resources.

TRAINING

All members of staff who are regularly exposed to substances with the potential to cause harm will receive training to ensure they are familiar with the safe systems of work for these substances

13. IONISING RADIATION

Not applicable at St. Andrew's School

14. LEGIONNAIRES DISEASE RESPONSIBILITIES

The Group acknowledges its responsibilities to ensure water systems are managed suitably so as to prevent the growth of legionella bacteria in water systems in accordance with the HSE's 'Approved Code of Practice (L8) – Legionnaires Disease: The Control of Legionella Bacteria in Water Systems'.

PROCEDURES

The arrangements for managing the risks associated with Legionella bacteria include:

- assessment of Legionnaires' disease risk and preparation of a scheme for preventing or controlling the risk, conducted by a competent contractor.
- appointment of the Estates Director/ St Andrews Estates Bursar as 'responsible person' with authority and overall responsibility for ensuring the day to day implementation of the universal precautions and testing specified in the HSE's ACoP and any particular precautions specified in the risk assessment. An external specialist has been engaged to carry out physical testing under this arrangement
- the maintenance of records of all applicable maintenance and testing which are held on the College/School network with further documentation and details of the competent person who conducted it available within the Moat / Estates Bursar's office

In the event of difficulties in implementing the risk control programme, or test results falling outside of the required limits, the external consultant reports this immediately to the Estates Director/ St Andrews Estates Bursar and

additional resources, water treatment contractors or plumbing specialists are employed as necessary to resolve the causes.

Trained plumbers carry out all plumbing alterations in order to ensure compliance with water regulations and byelaws.

15. LEISURE AREAS AND PLAYGROUND SAFETY RESPONSIBILITIES

St Andrews Bradfield acknowledges its responsibilities to ensure all leisure areas and playground facilities are carefully assessed and managed effectively to ensure faults do not develop. A maintenance programme will be implemented to ensure the standard of equipment is maintained and equipment is fit to use at all times.

PROCEDURES

Where younger children are using equipment at St Andrew's School, staff have a duty rota to ensure that adequate supervision is available at all times. Staff ensure that pupils have a satisfactory amount of freedom in the playground and other play areas, commensurate with enjoying a healthy and safe environment.

If duty staff identify an area of the School grounds that has become unsafe, they designate it 'out of bounds', report it to the Estates Bursar and ensure that it is not used until it is declared safe, following remedial work.

The Pre-Prep and Early Years have a separate rota that is arranged to reflect the ages of the children and, therefore, has greater supervision. Early Years play in a designated area which is enclosed to ensure that staff are able to supervise adequately.

In all cases the School ensures that staff supervising activities are competent to undertake the task.

16. LIFTING EQUIPMENT AND OPERATIONS. RESPONSIBILITIES

The Group acknowledges the responsibilities to ensure all lifting equipment is duly assessed and adequately maintained in accordance with statutory requirements. St Andrews Bradfield activities involve the use of lifting equipment including passenger and goods lifts and hydraulic working platforms.

PROCEDURES

All lifting equipment including lifting accessories is identified on a schedule which is used to ensure that each item has received the maintenance and inspection required.

Equipment is clearly marked with its 'safe working load' (SWL). As appropriate, equipment is also signed to indicate its prohibition for the carriage of persons or, where applicable is marked to indicate the maximum number of persons which it is designed to carry.

Suitable storage is provided for lifting accessories to prevent accidental damage or corrosion.

Equipment is subject to a maintenance regime in accordance with good practice and taking into account manufacturers instructions. Equipment is also subject to periodic Thorough Examination and Testing to a schedule meeting the requirements of the Lifting Operations and Lifting Equipment Regulations (LOLER) and an inspection report is issued. Pre-use inspections are carried out by operators of lifting equipment and the results recorded. Defective equipment is taken out of service whilst awaiting repair or replacement.

Lifting equipment is only used by persons that have had suitable and sufficient information and training on their safe operation and use and any precautions or safeguards required. Operators must also be trained and competent and authorised to use the equipment.

EQUIPMENT

Passenger lifts under our control are subject to a maintenance contract with a specialist contractor and receive a thorough examination and test by a competent person every 6 months. Improvements identified through inspections are undertaken and any defects repaired as required.

St Andrews Bradfield monitors to ensure, so far as is reasonably practicable, that our lift maintenance contractors operate safe systems of work for the protection of building users including the use of barriers at lift landings when the doors are open to the shaft, warning signs when lifts are out of use and the protection of tools and equipment from unauthorised access, especially in Boarding Houses.

St Andrews Bradfield also requires external contractors to operate safe systems of work for their own protection and periodic monitoring takes place to check that they appear to be working safely including use of props or other safety devices when working beneath the lift car and work at height controls when working above.

Lift cars clearly display safe working loads and the maximum number of passengers.

Lift cars are also equipped with emergency lighting and with a passenger alarm/emergency telephone. Lift release procedures would be initiated by an external contractor on an emergency call out contract.

Records of maintenance and inspection are held by the Maintenance Department/ St Andrews Estates Bursar.

TRAINING

Where specialized training is required to operate equipment involved in lifting operations, records of training will be held by Human Resources.

17. LONE WORKING RESPONSIBILITIES

St Andrews Bradfield acknowledges its responsibilities to ensure the health, safety and welfare of all those who need to work alone as part of their activities.

The Health and Safety Executive (HSE) defines lone workers as ‘those who work by themselves without close or direct supervision.’ The Group has identified the following lone working situations:

- Grounds Staff working on Golf Course or secluded areas of Grounds at both schools
- Cleaners working in Group buildings late at night or during quiet periods
- Workers on business away from colleagues without a companion
- Maintenance staff working in isolated buildings or properties
- Security staff
- Reception staff

PROCEDURES

St Andrews Bradfield has undertaken risk assessments of these lone working activities and put in place risk control measures including:

- Manager awareness and monitoring – ensuring all members of staff who work alone inform their manager and a means of contact is established

- Use of Radios
- Working in teams / pairs
- Personal Alarms – to alert management and the emergency services to an incident where a person is threatened or taken ill
- Security messages – for those who may need to discreetly raise the alarm

St Andrews Bradfield will continue to inform staff when tasks may not be undertaken as a lone worker.

Should any member of staff feel uncomfortable about a situation they find themselves in, they must immediately leave and return to a place of safety and / or raise the alarm. Such action has the support of management.

TRAINING

Where the risks associated with lone working are high risk, training in the procedures required to mitigate risks will be carried out to ensure familiarity with the required procedures.

18. MANUAL HANDLING RESPONSIBILITIES

St Andrews Bradfield will, so far as reasonably practicable, ensure arrangements are made to reduce the risk to employees' health caused by manual handling.

PROCEDURES

Equipment is provided where possible to minimise or simplify handling of heavier objects and Line Managers will ensure that two persons are available where the risk assessment identifies the need.

Where reasonably practicable, loads are labeled with their weight and if necessary, centre of gravity. Where it is not reasonably practicable to mark the weight of individual loads we provide information to staff on the range of weights for certain types of load they are likely to encounter.

Specific manual handling risk assessments are undertaken by Heads of Department and by the Bradfield Health, Safety and Security Manager/ St Andrews Estates Bursar to identify tasks which present a risk of injury and the precautions required to reduce the risk to the lowest level reasonably practicable. Recommendations arising from the assessments are implemented by managers, employees are instructed in the outcome and copies of the assessments are provided to relevant employees.

Safety footwear and suitable gloves are supplied to all staff who require them and will ensure that it is used. When specifying protective clothing or uniform, the need to allow unrestricted movement for manual handling activities has been taken into account.

TRAINING

Where St Andrews Bradfield has specified the use of equipment or safe systems of work to reduce manual handling risks, staff are trained in the safe system of work. Records of training are retained by Human Resources.

New and expectant mothers, those with health conditions which place them at additional injury risk, and workers below the age of 18, are generally prohibited from carrying out manual handling activities. Where an individual in these categories has duties which would ordinarily involve manual handling, their line manager is responsible for ensuring that they are not permitted to continue with these duties until the risks have been assessed.

For staff who are not expected to carry out significant lifting and therefore do not receive detailed manual handling training, we make it clear during induction training that they are not permitted to undertake these types of activities.

Records of manual handling assessments are retained for at least five years and master copies are retained by relevant Heads of Department.

Manual handling assessments are reviewed at least annually or more often if there have been changes in the matters to which they relate.

19. MEDICINES RESPONSIBILITIES

The Medical teams within each of the schools under the control of the Group take control of medicines and the security of all potentially hazardous medical substances. Staff will carry out a suitable and sufficient risk assessment of the spaces to be used and will introduce control measures to ensure the security of the medicines.

PROCEDURES

First aid and medicines are under the direct control of the Matron and Medical Staff.

Matrons and Medical Staff ensure that the relevant people are aware of any medical condition that a pupil has and that the kitchen staff are aware of any allergies, or potentially adverse reactions.

The following items are also controlled by Matrons and Medical Staff:

- a) Day pupils' medicines - kept in a locked cabinet or refrigerator and administered as directed by authorised persons only.
- b) Daily treatment book - detailing what has been given to whom and retained as a record of issue.
- c) A stock of proprietary tablets and medicines for general use, kept in a locked cabinet.

The medicine cupboard is always kept locked unless there is a responsible person in the room

20. NOISE AND VIBRATION RESPONSIBILITIES

St Andrews Bradfield acknowledges the duties placed upon it to reduce the exposure to noise and vibration to their employees.

The College will to make a suitable and sufficient risk assessment and introduce control measures to, in the first instance, eliminate noise and vibration at source or, where this is not reasonably practicable, reduce the vibration to as low a level as reasonably practicable.

PROCEDURES

The Group will undertake where practicable that noise and vibration levels will be maintained below the Lower Exposure Action / Daily Exposure Limits will undertake a suitable and sufficient risk assessment for all activities where there is a risk of employees being exposed above these levels.

The Group will ensure all employees, contractors and visitors obey any instructions and warning notices with regard to wearing of hearing protection in designated areas and will ensure plant and equipment is selected and maintained to minimise noise and vibration levels. All employees will be instructed in the use of all equipment that may produce noise and vibration to excessive levels.

Suitable PPE will be provided where this will reduce exposure but only as a last resort.

21. PERSONAL PROTECTIVE EQUIPMENT RESPONSIBILITIES

St Andrews Bradfield acknowledges its responsibilities to provide personal protective equipment (PPE) without charge to its' employees. St Andrews Bradfield also recognises that the use of PPE as a risk control measure is a last resort as it protects only the user and is at risk of not being worn correctly.

PROCEDURES

St Andrews Bradfield employees are supplied, without charge, any PPE identified as a required risk control measure within risk assessments. An assessment is made to ensure PPE is suitable, i.e. it reduces the identified risk as intended, is CE marked, is a good fit, is suitable for the individual using it, is compatible with other PPE, and that suitable storage is provided to prevent damage and that instructions are provided in its' correct inspection, use, cleaning, storage and maintenance.

Employees who are required to use or wear PPE are provided with training on the circumstances in which it is used, the hazards against it will give protection, the importance of correct use, how to wear it to obtain the right protection and any limitations of the equipment. The training also includes how to inspect, clean, maintain and store the equipment and how to report defects and obtain replacements. Training records are retained by the Human Resources department.

Employees are expected to comply with the requirements to wear PPE and to ensure it is used as designed and not misused in any way.

PPE is checked regularly by line managers and Heads of Department and replacements are available on request in between inspections.

22. PRESSURE SYSTEMS RESPONSIBILITIES

St Andrews Bradfield acknowledges the responsibilities to ensure this equipment is well maintained and regularly assessed to ensure hazards contained within pressurised equipment are not realised. The Group has several items of plant and equipment which fall within the requirements of the Pressure System Safety Regulations 2000.

PROCEDURES

A written scheme of examination has been prepared for each piece of equipment and that written scheme is held in a location readily accessible to the plant. Examination and testing is carried out by a competent person in accordance with the written scheme.

The Maintenance Department and various Heads of Department and Technicians operate the pressure systems on a day-to-day basis. This includes undertaking regular checks and the planned preventative maintenance schedule. All maintenance on pressure systems is deemed to be specialist so will only be undertaken by competent contractor.

Appropriate emergency response procedures will be prepared to take into account the additional risks posed by pressurised equipment, as advised by specialist contractors.

Records are retained of all inspections, testing, examinations and maintenance which takes place and of any other correspondence or report relating to the system. The Maintenance Department also record any abnormal operating conditions and these records are made available to the competent person during the next examination.

23. ROAD SAFETY

GROUP RESPONSIBILITIES

St Andrews Bradfield has responsibilities to ensure all pupils, staff and visitors who could be affected by the public roads are made aware of the risks and informed how and where to cross roads safely.

ROAD HAZARDS

St Andrew's Schools has a network of private, internal roads which are regularly accessed by parents, staff and visitors, as well as larger vehicles such as coaches and minibuses.

Internal roads have a mandatory speed limit of 5mph at all times. All vehicles using the internal roads should be prepared to give way to pedestrians at all times.

PROCEDURES

All pupils are informed of the risks associated with the roads and the most hazardous areas. These reminders are given by the Bradfield College Health and Safety Manager/ St Andrews Head Master in an assembly at the start of term and then reinforced on a regular basis by HSMs/ Form Tutors at St Andrews, especially for newer pupils.

Certain areas are directly supervised by members of staff at key times during the day when both traffic and pupil movements are high. Staff are advised of the need to actively control pupils in these locations to ensure they cross where authorised and to take appropriate action with any pupils who engage in careless or foolish behaviour around the roads. HSMs/ Form tutor at St Andrews, will be informed in all such cases. All staff are empowered to intervene where any such behaviour is witnessed.

Staff are also reminded of the risks associated with the roads during initial induction and at health and safety briefings held at least annually. Where improvements are required, these are communicated directly to staff by means of Safety Notices or additional training sessions if appropriate. All staff are expected to set a positive example when walking near roads or crossing and to be mindful of this responsible at all times.

Both pupils and staff are encouraged to report near miss incidents involving vehicles as these may serve to heighten awareness in particular areas or serve as reminders of the need to be responsible and vigilant whenever crossing or walking along roads.

24. SAFEGUARDING AND CHILD PROTECTION

All adults working at St Andrews Bradfield should be aware of their responsibility to safeguard and promote the welfare of every pupil, both physically and emotionally, inside and outside school. This involves ensuring that pupils are protected from significant physical or emotional harm and that there is a positive commitment to promote the satisfactory development and growth of the individual. All staff will be made aware of the requirements of the Group's Safeguarding Policy, which are in line with the requirements of Keeping Children Safe in Education (September 2022). St Andrews Bradfield Safeguarding policy documents can be found on the respective College and School websites.

The Designated Safeguarding Leads and the appointed persons for the purposes of Safeguarding Policy are the Assistant Head Safeguarding (College) and Deputy Head Pastoral (School).

The Assistant Head Safeguarding/ Senior Leadership Team, will ensure that all staff receive formal induction into Child Protection Procedures when they take up their appointment. New teaching staff will receive additional advice and assistance from the Senior Management Team concerning the conduct of their classes and the management of co-curricular activities. Housemasters and Housemistresses are responsible for advising prefects, matrons and house tutors of the appropriate course of action if they become concerned about a pupil. Support staff will be briefed by the appropriate Head of Department.

All members of the teaching staff are expected to be vigilant in ensuring that instances of bullying are dealt with as soon as they are witnessed (and that a written record of each incident is made). While there may be little or no physical bullying, staff should be aware that verbal intimidation, on-line behaviour, ostracism, sexist or racist conduct are equally distressing to the victim. Normally, it is for the member of staff witnessing such behaviour to deal with it directly by explaining why it is unacceptable, and appealing to reason and good sense. In all cases, such incidents must be reported by teaching staff to the Second Master/ Deputy Head Pastoral, and the appropriate Housemaster(s) or Housemistress(s), and by support staff to their Head of Department, for onward transmission, immediately. The College and School Anti-Bullying Policies are available to staff on their respective intranets.

It is important that child abuse is taken seriously as a possibility, and that suspicions are acknowledged and investigated immediately. If a physical injury is reported the child must be seen by the as soon as possible by the DSL and at least within 24 hours. The investigation of child sexual abuse will follow the procedure as agreed by Local Safeguarding Children's Board; the Designated Safeguarding Lead will advise as necessary.

All employees of the Group receive annual updates on child protection issues, delivered by a member of the Safeguarding team. A register of all such training is retained by the Human Resources Department. At these training sessions every employee is issued with a copy of the current edition of KCSIE, the College/ School Safeguarding Policy, the Staff Code of Conduct and the Group Whistleblowing Policy,

The College also issues a blue Child Protection card to be carried at work and act as an aide memoire. These cards are also issued to all Bradfield College Prefects and GAP Students who are also trained on Child protection issues.

25. SECURITY

St Andrews Bradfield acknowledges the need to regularly assess the security measures at each site. By nature, some areas of the site are open to the public with pedestrian footpaths running across and through school premises. Reasonable steps have been taken to prevent unauthorized access to the premises.

PROCEDURES

A full visitor policy is in place. All visitors are required to report to the Reception buildings at St Andrews and Bradfield, where they are signed in and if necessary accompanied for the duration of the visit.

While the grounds can be entered easily at any time, all buildings are locked at night and the majority are secured throughout the day by means of access control systems.

In addition, early years' buildings and boarding houses are fitted with electronic locks to deter unauthorised entry. The School endeavours to provide a secure environment commensurate with the ability to operate the School on a daily basis.

There is a 24 hour security presence at Bradfield College, but staff are briefed to report anything suspicious they observe on campus.

Selected Staff at St Andrews are resident on site and are responsible for assisting in ensuring security at all times.

26. SIGNS AND SIGNALS RESPONSIBILITIES

St Andrews Bradfield acknowledges its responsibilities to assess areas where signage is required and to install signage that benefits users of the area and complies with all statutory requirements.

PROCEDURES

Statutory health and safety notices are displayed around St Andrews Bradfield including no smoking signs, Health and Safety Law posters and the current Employers Liability Compulsory Insurance certificate. A copy of the Health and Safety Policy Statement, signed by the Warden is also displayed in all workplaces.

Signage is displayed to indicate fire escape routes, fire actions, fire extinguisher locations, first aid details and traffic safety instructions. Safety signs are also displayed where a risk assessment indicates that there are residual risks which cannot be adequately controlled by other means and are used to give warnings, prohibit certain actions and communicate mandatory safety rules.

Signs comply with the colour way and pictogram requirements of the Health and Safety (Safety Signs and Signals) Regulations.

Signage is checked regularly by means of workplace inspections to each building.

Audible signals including fire alarms and intruder alarms are tested regularly to ensure that they are clearly audible in relevant areas.

27. VEHICLES – (Use of group vehicles)

GROUP RESPONSIBILITIES

St Andrews Bradfield recognises the risks associated where employees undertake driving activities. Appropriate procedures and policies will be implemented to reduce risks, so far as is reasonably practicable.

Managing Road Risk - General Principles

The Group is committed to achieving continuous improvements in standards of Health and Safety at work and will use its best endeavours to reduce the risks that all passengers face and /or create when they are using establishment vehicles.

Eligibility to drive

All employees (whether teachers or other post holders) who intend to drive an establishment vehicle which carries up to and including 8 passengers must be approved to do so following a licence check completed by the Office Services Supervisor. Additional arrangements, whereby drivers must have completed a MiDAS course, are in place for vehicles which carry between 9 and 16 passengers

The obligations of drivers

Drivers of all establishment vehicles are responsible for the safe driving of the vehicle and also for ensuring its legal operation whilst being used on the public highway. This duty extends to the driver's actions, fitness to drive, vehicle roadworthiness and production and retention of relevant documentation. The College/ School will not reimburse any staff who commit motoring offences which result in fines such as speeding tickets, parking fines etc. All vehicles are driven by staff on a voluntary basis. There are no salaried drivers at the College.

28. VISITORS – (Safety of visitors)

GROUP RESPONSIBILITIES

St Andrews Bradfield has a responsibility to ensure the health, safety and welfare of all visitors to the Group and to provide key information on the risks that may be present during their visit.

GENERAL VISITORS

For safety and security reasons, all visitors, other than pupils, staff and parents from visiting schools, are required to pre-arrange their visit with the representative from St Andrews Bradfield whom they are visiting wherever possible. All visitors are required to report to Reception (Bradfield and St Andrews) to sign in and to be issued with a visitor's badge. College visitors are also issued with a card detailing the basic health and safety information, including the requirements to remain accompanied at all times and to report any hazards immediately. Information on the action to be taken in the event of an emergency is also published; the escort will also ensure the visitor is familiar with the procedures for each respective building in the event of an emergency or an evacuation.

VISITING CONTRACTORS

Should a contractor be required to work at St Andrews Bradfield for a longer period or to work unaccompanied, Disclosure and Barring Service (DBS) checks must be undertaken prior to this work taking place in accordance with the College / School safeguarding and child protection policies.

All visitors should avoid straying into areas they are not authorised to enter or leaving their escort.

In the event of an emergency, any visitors will be led to the Emergency Point by their escort and accounted for by checking off details against the visitor records held by Reception or the Maintenance Department.

All staff are advised to challenge persons who do not appear to be familiar with the site, especially if no visitors badge is visible. The security department at Bradfield College/ or the reception St Andrews should be contacted immediately if any concerns are raised.

29. WELFARE AND HYGIENE RESPONSIBILITIES

St Andrews Bradfield acknowledges its responsibilities to ensure all staff are provided with a workplace and associated facilities in order to comply with the Workplace (Health, Safety and Welfare) Regulations 1992.

PROCEDURES

Well-equipped sanitary and washing facilities are provided in sufficient numbers for the staff and pupils. Facilities are also provided for staff to obtain drinking water, for heating water and heating food. Staff are able to rest and eat food in a variety of areas around the College School.

St Andrews Bradfield has also considered the needs of new and expectant mothers and will ensure rest rooms and other facilities deemed necessary will be provided when required.

All facilities are inspected on a regular basis to ensure they remain sanitary and in good working order.

All welfare facilities are ventilated, well-lit and designed so as to be easily cleaned.

30. WORK EQUIPMENT RESPONSIBILITIES

It is the intention of St Andrews Bradfield that all machinery, whether static or mobile, academic or maintenance, will be operated, maintained, guarded according to the relevant assessed risks, in accordance with current legislation.

PROCEDURES

All reasonable steps will be taken to secure the health and safety of employees who use, operate or maintain plant, machinery and equipment.

Assessment of equipment commences at procurement stage and the Group will endeavor to procure equipment with the lowest potential hazard to the user or operator. Research will be undertaken by those responsible for procurement to ensure the equipment specified complies with all current legislation and does not expose employees to unnecessary risk, so far as is reasonably practicable.

EQUIPMENT

All plant, machinery and equipment provided for use in the workplace will be subject to a system of inspection, service and maintenance as recommended by the manufacturer or competent engineer.

Records of the inspections, service and maintenance including statutory inspections will be maintained in accordance with current legislation. Where deficiencies have been identified, the relevant Manager is responsible for ensuring that remedial actions are completed within reasonable timescales according to the level of risk.

Isolation measures will be made clear on all machinery and equipment and will be the subject of a specific briefing before use of new equipment. Key control will be of particular importance in isolating machinery, especially where harm could be sustained through unsupervised use. All ignition keys will be removed from vehicles and equipment and securely stored so as to deny access.

TRAINING

Training will be given to staff who use equipment where risks are present to ensure familiarity with the required safe systems of work. Records of training will be retained by the Human Resources department.

31. WORK AT HEIGHT RESPONSIBILITIES

St Andrews Bradfield acknowledges its responsibilities defined under various statutory requirements to manage work at height as this remains a key hazard in the workplace. Whilst St Andrews Bradfield aims to avoid work at height, there are many features within the buildings where work at height remains necessary, due in part to the historic nature of the buildings.

PROCEDURES

Where work at height is required, a risk assessment will be carried out in order to identify the risk control measures needed to minimise the risks, so far as reasonably practicable. The risk assessment process takes into consideration the hierarchy of controls as set out within the Work at Height Regulations, the effects of weather conditions and covers the risk of falling objects in addition to the risks of falling. Where applicable, risk control measures include arrangements for rescue.

The hierarchy of controls which will be applied to all work at height are as follows:

1. avoid work at height where it is reasonably practicable to do so;
2. where work at height cannot be avoided, prevent falls using either an existing place of work that is already safe or the right type of equipment;
3. minimise the distance and consequences of a fall, by using the right type of equipment where the risk cannot be eliminated.

St Andrews Bradfield will endeavour to:

- do as much work as possible from the ground;
- ensure workers can get safely to and from where they work at height;
- ensure equipment is suitable, stable and strong enough for the job, maintained and checked regularly.

EQUIPMENT

Ladders and step ladders are permitted for work at height where the risk is low, the work is of short duration and the nature of the work (is light) also enables three points of contact to be maintained throughout.

Where work involves difficult access or work at height where work cannot be carried out safely from ladders or steps, special access arrangements will be made which may include the use of access equipment or mobile scaffold towers.

All ladders and stepladders used by Group employees meet current BSEN131 standards or British Standard Industrial class (1), have a maximum static load capacity of at least 150kg and are inspected on at least an annual basis. Steps used for heavy industrial applications will always have a maximum static load capacity of 175kg. All work at height equipment including kick stools, step ladders and ladders, are subject to regular inspections in addition to pre-use inspection by the employee.

Access to roofs with operational running line systems in place will only be carried out using persons deemed to be competent to use harnesses and with suitable equipment in place. Restraint harnesses are used on these roofs, rather than fall arrest. The running lines are inspected and tested on an annual basis by an approved contractor.

Several buildings have serviceable attics and loft spaces. Access to these areas will be via a suitable access ladder, secured or footed to avoid movement.

St Andrews Bradfield also has several buildings with fragile roofs and skylights; clear warning signs are displayed on all sides of the respective buildings. In the event that repairs are required or access is needed for any other reason, this is undertaken by competent roofing contractors using safety equipment and applying a safe system of work. Such work is only permitted after the Estates Director or Planned Preventative Maintenance Manager, or Estates Bursar has approved a risk assessment and method statement submitted in advance. The work is also subject to a permit to work.

Should work be necessary on a flat roof, the access route and the work area will be suitably protected with perimeter edge protection.

TRAINING

All operatives who are regularly involved in work at height will receive appropriate training to ensure they remain aware of the hazards associated with work at height and the precautions required. Where specialized equipment is used, training may be carried out by an external, suitably accredited body.

Document Review History

Last review date:

June 23

Next review date:

June 24

Owner Estates Bursar & HS&SM (BC)