



DORSET HOUSE SCHOOL

Health & Safety Policy (Including Risk Assessment Policy)

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Please note the following policies and procedures which provide more specific information in certain areas:

- Fire Safety Procedures
- First Aid and Administration of Medicines Policy
- Access, Security and Visitor Policy (including Lockdown procedures)
- Minibus Policy
- Emergency Plan
- Supervision Policy

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Prepared by: Andrew Owens, Bursar & Clerk to the Governors
Approved by: Governors' Health & Safety Committee



1. POLICY STATEMENT

The Governing Body of Dorset House, as the employer, is responsible for and is committed to providing a safe environment for pupils, employees, volunteers and all others visiting or making use of its site. The Governing Body has appointed a nominated Governor to oversee the management of Health & Safety at the school and, on a day to day basis, the management of Health & Safety is delegated to the Headmaster and the Bursar.

The school is committed to having a **common sense** and **proportionate** approach to Health & Safety; Health & Safety measures put in place are there to enable our pupils to safely experience a wide range of activities, rather than to prevent them from undertaking such activities. In this way, our pupils learn that understanding and managing risk is a normal part of life.

All employees of Dorset House have a legal duty to look after their own and others' Health & Safety and, under common law, have a duty to take care of the school's pupils in the same way that a prudent parent would do so.

The school uses risk assessments to assess and manage risk and our aim is that risk assessments focus on and help to mitigate real risks rather than being a bureaucratic paperwork exercise. Employees may be assigned to undertake risk assessments for activities or trips but it is also the responsibility of the school to ensure that such employees understand the risks and are familiar with the activity being planned; if in any doubt, employees should seek guidance from the Bursar or the Headmaster. The Bursar maintains a central file of risk assessments for the site as well as termly files of risk assessments for trips and visits.

The principal legislation governing Health & Safety is the Health & Safety at Work etc. Act 1974 and regulations made under this Act (in particular, the Management of Health & Safety at Work Regulations 1999). This policy is also in line with non-statutory guidance *"Health and safety: Advice on legal duties and powers for local authorities, school leaders, school staff and governing bodies"* (DfE February 2014).

Review of Policies and Procedures

This policy is reviewed on an annual basis by the Governing Body.

Accessibility of Policy

This policy is available to all interested parties on the school web-site and is also available on request from the school Office. A copy can also be sent, on request, by post or email. All staff and volunteers must be familiar with this policy and the procedures set out herein.



2. ROLES AND RESPONSIBILITIES

Legal Duties of the Governing Body

The Governing Body, as the employer, must seek to ensure that employees and pupils are not exposed to risks to their health and safety, both on and off the school's premises. Under the Management of Health & Safety at Work Regulations 1999, the employer is required to:

- Assess the risks to staff and others affected by school activities in order to identify the health and safety measures that are necessary and, in certain circumstances, keep a record of the significant findings of that assessment;
- Introduce measures to manage risks identified;
- Advise employees of the risks and the measures to be taken to manage and mitigate risk;
- Ensure that adequate training is given to employees on health and safety matters; and
- Set out health and safety arrangements in a written Health & Safety policy.

Legal Duties of All Staff

The law requires all employees to:

- Take reasonable care of their own health and safety and that of others who may be affected by what they do at work;
- Co-operate with the employer on health and safety matters;
- Undertake their work in accordance with training and instructions; and
- Inform the employer of any work situation representing a serious or immediate danger, so that remedial action can be taken. In practice, staff should:
 - Report a serious or immediate danger to the Bursar or, in his absence, to the Headmaster
 - Email minor concerns to the Estates department (estates@dorsethouseschool.com)

In addition, all staff at Dorset House have a common law duty to act as any prudent parent would do when in charge of our pupils.

If a member of staff feels that a health and safety procedure is inappropriate (for example, too bureaucratic), they should discuss their concern with the Bursar (who will work with the Governing Body to ensure that procedures at Dorset House are proportionate, effective and appropriate).

Overall Responsibility

Compliance with legislation and management of Health & Safety is the responsibility of the Governing Body (as the employer). The Governing Body has established a sub-committee (the Health & Safety Committee) which meets at least once per term and is chaired by the nominated Governor with oversight of Health & Safety. The composition of this committee is currently as follows:



| | |
|--------------------|---------------------------------|
| Johnny Barclay | Governor and Chair of Committee |
| Matt Thomas | Headmaster |
| Andrew Owens | Bursar & Clerk to the Governors |
| Jason Marconi | Housemaster |
| Sarah Hobrow | Head of the Pre-Prep |
| Greg Weaver | Director of Sport |
| Paul Keane | Head of Science |
| Carly Harrison | Head of Art |
| Kirby White | Estates Manager |
| Alan Lamb | Estates Department |
| Alison Howard-Dace | Catering Manager |
| Jenny Lloyd | Bursar's Assistant |

The minutes of the Health & Safety committee meetings are provided to the Governing Body at the termly full Governors meeting.

Day to Day Responsibilities

In addition to the **legal duties of all employees**, the following employees have specific responsibilities on a day to day basis:

| Employee / role | General responsibility | Specific responsibility |
|---|---|--|
| Andrew Owens , Bursar & Clerk to the Governors Health & Safety Officer | Management of Health & Safety at Dorset House on a day to day basis | Ensuring that all employees are aware of their duties under this policy Ensuring that this policy and related procedures are being followed Monitoring changes to and updates to legislation and providing appropriate guidance and advise to staff Staff should report serious situations or situations of immediate danger to the Bursar immediately |
| Matt Thomas , Headmaster Deputy Health & Safety Officer | Management of Health & Safety at Dorset House on a day to day basis | Assisting the Health & Safety Officer and acting as deputy in his absence |
| Jason Marconi , Housemaster | Boarding | Ensuring the safety of boarders in compliance with NMS 6 and NMS 7 |
| Paul Keane , Head of Science | Science laboratory | Science procedures in the laboratory, with reference to CLEAPPS and the 'Association for Science Education' guidance |
| Carly Harrison , Head of Art | Art room | Assessment of potentially hazardous activities / use of potentially hazardous equipment in the Art room to manage risk, with reference to CLEAPPS guidance |

| | | |
|---|---|--|
| Sophie Sitwell, Art & DT Teacher | DT room | Assessment of potentially hazardous activities / use of potentially hazardous equipment in the DT room to manage risk, with reference to CLEAPPS guidance |
| Greg Weaver, Director of Sport | Sports pitches, indoor and outdoor PE, swimming pool and home / away fixtures | Assessment of risks associated with each sport offered by the school (including fixtures). Ensuring that safety procedures are adhered to |
| Mary Lamb / Lottie Clark Day / night matrons | For all pupils as and when required | Administering first aid to pupils and following correct procedures in case of injury or sickness Ensuring First Aid and Administration of Medicines Policy is adhered to |
| Alison Howard-Dace, Catering Manager | Kitchen, dining room and cleaning of all premises | Ensuring safe procedures for the preparation, handling, cooking and serving of food and food hygiene (in compliance with Environmental Health requirements) Ensuring that all catering equipment is serviced as required Ensuring that cleaning staff are aware of and comply with COSHH guidance |
| Kirby White, Estates Manager | Buildings, grounds and minibuses | Monitoring condition and temperature of swimming pool and safe storage of chemicals Maintenance of minibuses Operation of all estates' machinery and equipment in a safe manner; servicing of such equipment Storage and application of fertilizers and weed killers in a safe manner Regular maintenance of all electrical, gas, oil- fired and plumbing equipment Assist with fire drills and carry out the required testing of fire safety equipment (alarms and emergency lighting PAT testing |

Staff should log minor health and safety concerns by email (estates@dorsethouseschool.com) for the Estates Manager to remedy

Staff Training and Consultation with Staff

The Governing Body ensures that all staff are provided with a copy of the school's Health & Safety policy and staff are required to sign to acknowledge that they have read and understood its contents. The Bursar reminds all staff of the contents of this policy and their duties as an employee on at least an annual basis and the school arranges for an external expert to speak to staff on health and safety matters as and when required.

In addition to this policy, a Health & Safety Law poster is displayed in the common room to advise staff of the duties of the employer and those of all employees. Specific training is provided for those staff whose work involves a greater element of risk.

We recognise that our employees are the best placed to identify and understand the risks in their workplace. We advise all staff to email minor health and safety concerns (estates@dorsethouseschool.com) or to speak with the Bursar as soon as practicable about immediate or serious concerns. We also seek to involve and consult with our employees in respect of decisions that affect their workplace so that their views and concerns about health and safety can be taken into consideration.

3. RECORDING AND REPORTING ACCIDENTS TO STAFF, PUPILS AND VISITORS

Please also see the First Aid and Administration of Medicines Policy

The Accident Book

An accident is a discrete, identifiable, unintended incident which causes physical injury.

Dorset House is required, by law, to have an Accident Book; this is held in the school office. The school matrons record all accidents in the daily treatment log and will discuss more serious accidents with the Bursar. For more serious accidents, the Bursar completes an Accident Record, obtains statements from any staff who witnessed the accident and decides whether the accident is reportable to the HSE under RIDDOR. Depending on the nature of the incident, the accident will be investigated to help prevent re-occurrence. The Governor's Health and Safety Committee review all serious accidents.

Incidents to Employees and other workers

The school is required, under RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013), to notify the HSE of certain accidents, diseases and / or dangerous occurrences which arise out of or in connection with work. The Governing Body has delegated the responsibility to report to the HSE to the Bursar.

The school is required to keep records of:

- any reportable death, over-seven-day incapacitation, specified injury, disease or dangerous occurrence that requires reporting under RIDDOR; and
- All occupational injuries where a worker is away from work or incapacitated for more than three

consecutive days. The school is not required to report over-three-day injuries but must keep a record of them.

Records must be kept for at least three years after the incident.

Incidents to Pupils and Visitors

Injuries to pupils and visitors who are involved in an accident at school or on an activity organised by the school are only reportable under RIDDOR if the accident results in:

- the death of the person, and **arose out of or in connection with a work activity**; or
- an injury that arose out of or in connection with a work activity and the person is taken directly from the scene of the accident to hospital for treatment (examinations and diagnostic tests do not constitute treatment);
- If a pupil injured in an incident remains at school, is taken home or is simply absent from school for a number of days, the incident is not reportable.

Please refer to Appendix 1 for guidance on when and when not a pupil or visitor involved in an accident should be reported under RIDDOR.

4. RISK ASSESSMENTS

As described in the policy statement, we use risk assessments as a systematic way to assess, manage and mitigate risk and thereby promote children's welfare. Certain members of staff have the following specific responsibilities:

- The Bursar – risk assessments of the school grounds, general premises and central areas
- The Bursar and the Housemaster – risk assessment of the boarding house
- Head of Art and DT Teacher – Art and DT classrooms
- Head of Science – the Science lab
- Director of Sport – sports, fixtures and swimming pool
- Head of Pre-Prep – EYFS classrooms

In addition, we use the HSE checklist to risk assess classrooms. We also ask, for higher risk activities, activity leaders to provide a risk assessment (for example, Forest School and Judo).

Risk assessments are also particularly important for school trips, events and outings, and our procedure is as set out in the following section.

The school engaged Assurity Consulting to undertake a Safe School Assessment and to provide follow up advice and training. Any member of staff requiring advice on completing a risk assessment should speak to the Bursar.

5. PROCEDURES FOR SCHOOL VISITS AND TRIPS

The HSE advises that schools should take a common sense and proportionate approach and remember that risk assessments are tools to enable children to undertake activities safely, and not to prevent activities from taking place. Sensible risk management cannot remove risk completely but it should avoid needless or unhelpful paperwork.

Some activities, especially those happening away from school, can involve higher levels of risk and a specific risk assessment of significant risks must be carried out. The school must also ensure that the person assigned with the risk assessment task understands the risks and is familiar with the activity that is planned. Dorset House has a template risk assessment (**Appendix 2**) which details the risks common to many school visits and trips and how to manage these risks. **The member of staff leading each school trip or visit is required to complete this risk assessment; they should also seek to obtain and familiarise themselves with the risk assessment of the venue they are visiting (if available) and assess any additional specific risks of the visit or trip. A copy of the completed risk assessment must be provided to the Bursar 48 hours before the trip / visit and must be signed by the Bursar (or the Headmaster).**

With the exception of EYFS (Reception), written consent from parents is not required for pupils to take part in the majority of off-site activities organised by the school as most activities take place during school hours and are a normal part of the pupils' education at the school (however, for activities that involve an extra charge to parents we will ask for consent and / or provide parents with an option to opt-out). However, parents should be told where their child will be at all times and of any extra safety measures taken; Dorset House's school calendar provides details of all visits and trips and parents are notified of any not in the calendar by email.

Written consent is usually only required for activities that require a higher level of risk management or which take place outside normal school hours.

For activities that involve caving, climbing, trekking, skiing or water sports, the school is obliged to check that the provider holds a licence as required by the Adventure Activities Licensing Regulations 2004.

6. OCCUPATIONAL HEALTH & MANAGING WORK-RELATED STRESS

Any member of staff may seek advice from the Bursar on occupational health and stress matters. Equally, staff who are concerned about a particular situation or about a colleague may discuss the matter, in confidence, with the Headmaster or the Bursar.

7. SCHOOL SECURITY

The Pre-Prep, the Prep, the Manor (which houses the boarding accommodation) and the Music room all have keypad access locks. The Art & DT rooms have locked external doors both for security and to ensure that pupils do not have access without supervision to these areas. The Manor, Prep and the Music School also have alarm systems to warn of the presence of intruders. Access to the swimming

pool area is controlled by a numbered padlock.

The school is an open site with a public right of way and, because of this, particular care is taken to ensure that children in the Pre-Prep are always accompanied by a responsible adult when moving between the Pre-Prep and other parts of the school.

All staff are aware of the need to be vigilant for strangers and to report the presence of strangers to the Bursar, the Headmaster or the Estates Manager. Notices advise pupils to inform teachers if they see strangers on site. Certain areas of the grounds, which are considered higher risk, are clearly marked as 'out of bounds'. Teachers supervise pupils at break times to ensure that out of bounds signs are adhered to.

More information is given in the school's Access, Security & Visitor Policy which also includes procedures for full and partial lockdown (Lockdown Policy). All staff must be familiar with these.

8. WORKPLACE SAFETY FOR TEACHERS, PUPILS AND VISITORS

The school's estates team assesses all classrooms using the HSE's "Health and safety checklist for classrooms" – available from <http://www.hse.gov.uk/risk/classroom-checklist.pdf>. This process identifies the risks associated with:

- Movement around the classroom (slips and trips)
- Work at height (falls)
- Furniture and fittings
- Manual handling
- Computers and similar equipment
- Electrical equipment and services
- Asbestos
- Fire
- Workplace (ventilation and heating)
- Any other issues

Hazards identified are remedied as soon as possible.

The school also risk assesses boarding and staff accommodation, administration and support staff workplaces and the general premises of the school. If hazards are identified they are remedied where possible. For natural hazards, and other hazards which cannot be remedied, the school ensures that such hazards are clearly identified with "Out of Bounds" signs for the safety of staff, pupils and visitors.

All staff are required to be vigilant to any health and safety concerns in the workplace:

- **For an immediate or serious concern, inform the Bursar as soon as possible**
- **For a minor concern, email the Estates team on estates@dorsethouseschool.com**

9. VIOLENCE TO STAFF

The school recognizes that, because its employees deal with members of the public, they can be at risk from violence. Violence is defined as 'any incident in which a person is abused, threatened or assaulted in circumstances relating to their work'. Verbal abuse and threats are the most common types of incident. Physical attacks are comparatively rare.

Any employee subjected to violence should advise the Bursar or the Headmaster immediately. HSE guidance "*Violence at work: A guide for employers*" (1996) will be followed - <http://www.hse.gov.uk/pubns/indg69.pdf> or, in serious cases, advice will be sought directly from the Police.

10. LONE WORKING

The school is aware of the risks related to lone working and has due regard to the relevant HSE guidance – "*Protecting Lone Workers – How to manage the risks of working alone*" <https://www.hse.gov.uk/pubns/indg73.pdf>

The Bursar discusses the risks regularly with the two early morning cleaners and with the estates staff who on occasion work alone or are alone in particularly areas. Occasionally teaching staff come into school at weekends or during holidays. All staff should carry a mobile phone with them and let a family member and one of the SMT know if they are on site out of hours.

11. MANUAL HANDLING

The school is aware of its obligations under "*The Manual Handling Operations Regulations 1992 (as amended in 2002)*" (<http://www.hse.gov.uk/pubns/indg143.pdf>) and is further aware that incorrect manual handling is one of the most common causes of injury at work - it causes work-related musculoskeletal disorders which account for over a third of all workplace injuries. Where there is a possibility of injury from manual handling at the school, the following action is taken:

- Staff are discouraged from heavy lifting;
- Heavy items are delivered as close to the point of use as possible and broken down into manageable loads;
- Estates staff have access to trolleys etc. to move heavy items;
- The Bursar reminds catering and estates staff about lifting techniques; and
- Periodic training is given to teaching and support staff about manual handling techniques.

12. WORKING AT HEIGHT

Dorset House has due regard to the "*Work at Height Regulations 2005 (as amended)*" (HSE) - <http://www.hse.gov.uk/pubns/indg401.pdf>.

Working at height remains the single biggest cause of workplace deaths and one of the main causes of major injury. A place is 'at height' if a person could be injured falling from it, even if it is at or below

ground level.

To manage and select appropriate equipment for work at height, Dorset House ensures that:

- All working at height is properly planned and organised;
- All working at height takes account of weather conditions that could endanger health and safety;
- Those involved in working at height are trained and competent;
- The place where working at height is done is safe;
- Equipment for working at height is appropriately inspected;
- the risks from fragile surfaces are properly controlled; and
- The risks from falling objects are properly controlled.

13. SLIPS AND TRIPS

Slips and trips are the most common cause of injury at work. On average, they cause 40 per cent of all reported major injuries and can also lead to other types of serious accidents, for example falls from height. Slips and trips are also the most reported injury to members of the public. In managing the risk of slips and trips, Dorset House has reference to HSE guidance "*Preventing slips and trips at work*" (November 2012) - <http://www.hse.gov.uk/pubns/indg225.pdf>.

As the employer, the school seeks to mitigate risk through:

- Preventing floors from becoming contaminated;
- Advising staff on the right cleaning methods;
- Considering and maintaining the flooring and the work environment;
- Ensuring employees wear the right footwear; and
- Thinking about people and organizational factors.

To mitigate the risk of a slip or trip, employees should:

- Report an accident or a near miss to the Bursar who will use this information to prevent future accidents;
- If you see a spillage, clean it up or make arrangement for it to be cleaned;
- Report any damaged floors or mats;
- Play your part and keep the workplace tidy;
- If you see items on the floor where someone could trip over them, remove them or arrange for them to be removed or for the situation to be made safe;
- If you are given PPE, wear it and look after it. Report any faults or damage to the Bursar and make arrangement for a replacement; and
- Tell the Bursar about any work situation that you think is dangerous, or you if notice that something has gone wrong with the school's health and safety arrangements.

14. DISPLAY SCREEN EQUIPMENT

The school complies with the Health and Safety (Display Screen Equipment) Regulations 1992 and has due regard to the HSE guidance "*Working with display screen equipment (DSE)*" -

(<http://www.hse.gov.uk/pubns/indg36.pdf>).

The DSE regulations apply only to staff who regularly use DSE as a significant part of their normal work (daily, for continuous periods of an hour or more), i.e. admin staff. However, the controls are still useful for other staff.

The school carries out assessments in relation to regular DSE users to analyze workstation and seating ergonomics and to reduce risks. The school will provide eye and eyesight tests to regular DSE users on request.

15. EXCESSIVE NOISE

The Director of Music is aware of the risks of hearing damage in the music department and follows the guidance in the HSE guide “Sound advice: control of noise at work and entertainment” - <https://www.hse.gov.uk/pubns/priced/hsg260.pdf>

16. ELECTRICAL SAFETY

Faulty electrical appliances and poor electrical installations can lead to shocks and burns and cause fires (HSE brief guide “*Electrical Safety and you*” - <http://www.hse.gov.uk/pubns/indg231.pdf>). Staff should immediately bring any concern to the attention of the estates staff or Bursar.

Staff should avoid excessive use of extension leads and plugging too many appliances into a socket.

All electrical equipment bought on to site is PAT tested as required. Staff are required to inform the Estates Manager if they wish to bring a portable appliance in to school so that it can be PAT tested prior to use.

17. MANAGEMENT OF ASBESTOS

It is now illegal to use asbestos in the construction or refurbishment of any premises, but many thousands of tonnes of it were used in the past and much of it is still in place. There are different types of asbestos, some more hazardous than others, but all are carcinogenic.

Any buildings built or refurbished before the year 2000 may contain asbestos. **As long as the asbestos-containing material (ACM) is in good condition, and is not being or going to be disturbed or damaged, there is negligible risk. But if it is disturbed or damaged, it can become a danger to health, because people may breathe in any asbestos fibres released into the air.**

The school has an asbestos register which is kept in the school office. Asbestos containing materials (mainly low risk) are present in some ceiling boards, insulation and door panels in the Manor, Barn and Art room. The asbestos register is shared with any contractors and is consulted by the estates staff ahead of any premises work. Estates staff visually check all asbestos containing materials every 6 months.

Dorset House has due regard to *“Managing asbestos in buildings”* (HSE, December 2012) - <http://www.hse.gov.uk/pubns/indg223.pdf>.

18. CONTROL OF HAZARDOUS SUBSTANCES

Dorset House has due regard to the control of hazardous substances and employees are referred to *“Working with substances hazardous to health – a brief guide”* (HSE, October 2012) - <http://www.hse.gov.uk/pubns/indg136.pdf>.

The school has identified the following uses of hazardous substances and has put in place control measures:

| | |
|---|--|
| Chemicals for cleaning and maintenance of the swimming pool | Chemicals are kept securely stored in locked shed adjacent to swimming pool Estates staff are advised to read warning labels and wear appropriate PPE when using chemicals, as applicable |
| Products used for maintenance of school grounds | Potentially hazardous products are kept securely locked in the “Nissen Hut” Estates staff are advised to read warning labels and wear appropriate PPE when using chemicals, as applicable |
| Cleaning products | Cleaning products are kept securely locked in cleaning cupboards Cleaning cupboards have notices advising cleaning staff on the safe use of potentially hazardous substances Cleaning staff are advised to read warning labels and wear appropriate PPE when using chemicals, as appropriate |

Safety Data Sheets are obtained for all chemical and cleaning products. The use of products are risk assessed and users are advised of safety precautions required.

19. SELECTING AND MANAGING CONTRACTORS

The selection of contractors is the responsibility of the Bursar. It is the Bursar’s responsibility to ensure that contractors are competent, have liability insurance, and that they are made aware of the special nature of working in a school. As far as possible, contractors’ work is carried out during holiday periods. Where work has to take place during school term, a risk assessment is completed including consideration of separation of work from school activities and supervision of contractors.

The Bursar pays due regard to *"Using contractors – a brief guide"* (HSE March 2013) - <http://www.hse.gov.uk/pubns/indg368.pdf> - in the selection and management of contractors.

20. MAINTENANCE OF PLANT AND EQUIPMENT

Powered Machinery and Tools

Tractors, lawnmowers and similar equipment are maintained in a serviceable and safe condition. Inspections are made before each period of use by the Estates staff.

No member of staff is permitted to operate any piece of machinery without the permission of Estates Manager and without prior instruction in its safe use to do so. When not in use all machinery is safely immobilised or locked in the "Nissen Hut".

Powered tools, other than for maintenance, are used only in the Art Room, the DT room and the Science Laboratory; each area is subject to risk assessment. It is the responsibility of the teacher to check the safe condition of the tools on a regular basis and to ensure that they are used in a safe manner at all times.

Equipment and Plant

Laundry Equipment

Any faults should be reported to the Estates Manager. Other than routine clearance of filters, fluff traps, etc., no attempt should be made to dismantle or adjust the machines, except by a member of the maintenance staff.

Boiler, Plant and other Building Services

Any apparent malfunction of the water supply or heating, central heating or controls must be reported to the Estates Manager. Members of staff should not attempt to repair or adjust any of this equipment.

The filtration, pumping and heating equipment for the swimming pool is controlled by the Estates staff. No other members of staff may adjust or attempt to repair the plant. All boiler and similar plant will be inspected / serviced professionally on at least an annual basis. Boiler rooms must not be used for storage and should be kept clear at all times.

Domestic and heating service tanks will be checked for hygiene, valve function and serviceable overflow at least annually.

Air conditioning units, the woods play area and the fume cupboard in the science lab are subject to annual maintenance and safety checks.

Hygiene and cleanliness (including kitchen)

Cleaning of all parts of the school is allocated to specified members of staff who are responsible for

ensuring that their area is maintained in a clean and hygienic condition. During holiday periods areas are cleaned more thoroughly as required. Cupboards containing cleaning materials are locked when not in use. Any member of staff noticing unhygienic or dirty conditions should report the problem to the Catering Manager.

The school undertakes its own catering arrangements and the activities in the kitchen and under overall control of the Catering Manager, who ensures that activities are undertaken in line with the Food safety and Hygiene (England) Regulations 2013. In order to ensure activities are compliant, the following records and checks are carried out:

- Equipment temperature checks are carried out;
- Temperature of food is taken and recorded for each item when it comes out of the oven and immediately prior to serving;
- Equipment is maintained regularly;
- Health of kitchen personnel is monitored;
- Induction training is carried out to ensure there is a full understanding of personal hygiene requirements;
- General hygiene inspections are carried out on a regular basis; and
- Recommendations, following visits by the Environmental Health Officer, are instigated without delay.

In addition to the above, all kitchen staff have undertaken training in Food Hygiene.

21. ON-SITE VEHICLE MOVEMENTS

Dorset House is aware that vehicular movement on-site is a risk to its staff, pupils and staff and we have therefore put in place the following measures to mitigate this risk:

- We have a one-way system for entering and exiting the school;
- The majority of vehicles are not permitted to pass through the school gate during school hours. The gate is locked during these hours and a sign requests that deliveries be delivered on foot to the school office;
- We have a parking plan for staff such that most staff are required to park outside the school gate; those staff permitted to park inside the school gate are advised to take appropriate care in moving their vehicles and not to do so during break or lunch time, or any other time when pupils may be around;
- Signs are posted along the school drive way to advise all to drive slowly and to be aware that there are children on site;
- Inside the school gate, crossings for pupils are marked and there are also safety signs advising pupils to “stop and look”;
- We operate a morning “drop-off” which is managed by a senior member of staff: this seeks to ensure that pupils are efficiently and safely dropped off at school;
- We have a staggered end to the school day to manage vehicle flow; and
- If anyone is deemed to have been driving in a manner which would be dangerous to others, the Bursar or the Headmaster will contact them directly.

22. MINIBUSES

The school has three minibuses which are available to be used for transport to matches and for school trips. There is a minibus booking schedule on the MIS portal and staff are required to book a minibus in advance. **Only certain members of staff are authorized to drive the minibuses and the Bursar maintains a schedule of authorized staff.** In particular, to be authorized to drive the minibus:

- staff must have completed a driver's declaration form;
- staff must be in possession of a D1 driving license for the two larger minibuses or a standard car driving licence for the smaller minibus; and
- staff must have completed a comprehensive induction drive in a minibus before being permitted to drive children.

More information is provided in the school's Minibus Policy.

Staff may, with prior parental consent, use their own vehicles to transport pupils to fixtures etc. (but with having due regard to the Child Protection & Safeguarding Policy). In these circumstances, the use of private vehicles is covered by the school's "Occasional Business Use" insurance policy provided that vehicles of employees are not used for such purposes more than once every two weeks. Staff also need to have completed a driver's declaration form and provided a copy of their driving licence, insurance documentation and MOT certificate to the Bursar.

23. TREES

Dorset House occupies a rural site in a conservation area of the South Downs. We manage the risk of trees on site through regular tree surveys (last completed January 2019) and we act on the recommendations of such surveys in order of identified priority.

APPENDIX 1: INCIDENTS TO PUPILS AND PEOPLE WHO ARE NOT AT WORK

The following is taken from *“Incident reporting in schools (accidents, diseases and dangerous occurrences”* (HSE October 2013).

Injuries to pupils and visitors who are involved in an accident at school or on an activity organized by the school are only reportable under RIDDOR if the accident results in:

- the death of the person, and arose out of or **in connection with a work activity**; or
- an injury that arose out of or in connection with a work activity **and** the person is taken directly from the scene of the accident to hospital for treatment (examinations and diagnostic tests do not constitute treatment).

If a pupil injured in an incident remains at school, is taken home or is simply absent from school for a number of days, the incident is **not reportable**.

How do I decide whether an accident to a pupil ‘arises out of or is in connection with work’?

The responsible person at the school should consider whether the incident was caused by:

- a failure in the way a work activity was organized (e.g. inadequate supervision of a field trip);
- the way equipment or substances were used (e.g. lifts, machinery, experiments etc.); and/or
- the condition of the premises (e.g. poorly maintained or slippery floors).

So, if a pupil is taken to hospital after breaking an arm during an ICT class, following a fall over a trailing cable, the incident would be reportable. If a pupil is taken to hospital because of a medical condition (e.g. an asthma attack or epileptic seizure) this would not be reportable, as it did not result from the work activity.

This means that many of the common incidents that cause injuries to pupils at school tend not to be reportable under RIDDOR, as they do not arise directly from the way the school undertakes a work activity.

Remember, in all these cases, you only need to consider reporting **where an accident results in a pupil’s death or they are taken directly from the scene of the accident to hospital for treatment. There is no need to report incidents where people are taken to hospital purely as a precaution, when no injury is apparent.**

What about accidents to pupils during sports activities?

Not all sports injuries to pupils are reportable under RIDDOR, as organized sports activities can lead to sports injuries that are not connected with how schools manage the risks from the activity. The essential test is whether the accident was caused by the condition, design or maintenance of the premises or equipment, or because of inadequate arrangements for supervision of an activity. If an accident that results in an injury arises because of the normal rough and tumble of a game, the accident and resulting injury would not be reportable.

Examples of reportable incidents include where:

- the condition of the premises or sports equipment was a factor in the incident, e.g. where a pupil slips and fractures an arm because a member of staff had polished the sports hall floor and left it too slippery for sports; or
- there was inadequate supervision to prevent an incident, or failings in the organization and management of an event.

What about accidents to pupils in a playground?

Most playground accidents due to collisions, slips, trips and falls are not normally reportable. Incidents are only reportable where the injury results in a pupil either being killed or taken directly to a hospital for treatment. Either is only reportable if they were caused by an accident that happened from or in connection with a work activity. This includes incidents arising because:

- the condition of the premises or equipment was poor, e.g. badly maintained play equipment; or
- the school had not provided adequate supervision, e.g. where particular risks were identified, but no action was taken to provide suitable supervision.

Physical violence

Violence between pupils is a school discipline matter and not reportable under RIDDOR, as it does not arise out of or in connection with a work activity.

Other scenarios

Injuries to pupils while travelling on a school bus

If another vehicle strikes the school bus while pupils are getting on or off and pupils are injured and taken to hospital, this is normally reportable under RIDDOR. However, you do not have to report deaths and injuries resulting from a road traffic accident involving a school vehicle travelling on the public highway under RIDDOR. These are classed as road traffic incidents and are investigated by the police.

Incidents involving pupils on overseas trips

RIDDOR only applies to activities which take place in Great Britain. So, any incident overseas is not reportable to HSE.

Incidents to pupils on work experience placements

If pupils are on a training scheme or work placement, they are deemed to be employees for the period of the placement. In these circumstances, the employer, as the responsible person, should report a death, injury or disease to a pupil, which arises out of or in connection with work. This means the wider range of reporting categories for employees is applicable.



Dorset House School
RISK ASSESSMENT: EDUCATIONAL VISITS / OUTINGS

APPENDIX 2: SAMPLE RISK ASSESSMENT

SECTION A: KEY INFORMATION & TRIP AUTHORISATION

| | |
|----------------------------------|--|
| Lead Trip Manager: | Other staff (<i>note male / female</i>): |
| Destination: | Other accompanying adults: |
| Departure time: | Date of visit: |
| Lead Trip Manager mobile number: | Arrival back: |
| Purpose: | Venue telephone number: |
| Transport arrangements: | |
| Children participating: | |
| Staff/ pupil ratio: | |
| Signature of Lead Trip Manager: | Authorized by Head: |
| <i>Dated:</i> | <i>Dated:</i> |

Guidance notes:

This risk assessment comprises three sections:

- Section A provides key information about the educational visit / outing. It also must be counter-signed by the Head to provide authorization for the visit / outing
- Section B is the risk assessment for those risks which are generic to educational visits / outings. Each page must be signed and dated by the Lead Trip Manager to confirm that (i) he / she has understood and aware of the risks, and (ii) he / she has understood how the risks are to be managed
- Section C is the risk assessment for those risks which are specific to the educational visit / outing being undertaken. The Lead Trip Manager should (i) identify the risks, (ii) assign a rating to each risk (based on likelihood and impact, in accordance with the 1 – 5 scale, and the resulting risk rating from Low – High), (iii) describe the steps taken to manage the risks, and (iv) confirm whether the risk has been managed or accepted. Having completed Section C it must be signed and dated by the Lead Trip Manager.
- Section D is a checklist to confirm that the Lead Trip Manager has all relevant information (contact numbers, first aid etc.) required for the visit
- All sections of the risk assessment should be completed before being presented to the Head for authorization. Once authorized by the Head, a copy of the risk assessment should be provided to the Bursar’s Office .

Dorset House School

RISK ASSESSMENT: EDUCATIONAL VISITS / OUTINGS – SECTION B

| Risk Identified | L | I | R | Level | Action taken to minimise Risk | Accepted / Managed |
|-----------------|---|---|---|-------|-------------------------------|--------------------|
|-----------------|---|---|---|-------|-------------------------------|--------------------|

| | | | | | | |
|--|---|---|---|-----|---|---------|
| Roadworthiness of vehicles / transport failure | 2 | 3 | 6 | Low | <p><u>School minibuses:</u> Minibuses are maintained and checked on a weekly basis by the Estates team. Minibuses are serviced in accordance with mileage / age of vehicle guidelines.. Any defects with or damages to the minibuses are reported to the Bursar's Office for repair. Minibuses are required to be booked out for visits and any special requirements (booster seats etc.) should be notified at the time of booking. Prior to the start of the journey, the driver should check the roadworthiness of the vehicle before starting a journey. The school has breakdown cover; the telephone number is noted on the reverse of the tax disc and a copy of the policy is located in the glove compartment.</p> <p><u>Hired vehicles:</u> Vehicles are only hired from reputable companies known to the School.</p> | Managed |
| Suitability of drivers (School minibuses) | 1 | 2 | 2 | Low | A schedule of permitted staff minibus drivers is maintained and driving licenses are checked to verify eligibility to drive a minibus in accordance with DVLA requirements. Prior to being permitted to drive a minibus with children, staff are required to undertake a test drive with another staff member, during which they are also advised of (i) the speed limits relating to minibuses, and (ii) how to operate the controls of the minibus. Staff are required to notify the Bursar of any changes in their driving circumstances. | Managed |
| Suitability of drivers (Hired vehicles) | 1 | 2 | 2 | Low | Hiring of vehicles is done under the premise that all drivers hold appropriate current licences and that they have a CRB check. | Managed |
| Injury caused by direct involvement in a crash/accident | 1 | 4 | 4 | Low | The Lead Trip Manager and any accompanying staff must ensure that passengers are wearing seatbelts at the start of each journey (or part of journey). NB the driver is legally responsible for ensuring that all passengers wear a seat-belt throughout the journey and, where required, have a child booster seat (the Estates Manager is available to provide guidance). | Managed |
| Poor behaviour by passengers (pupils) | 2 | 4 | 8 | Low | The Lead Trip Manager and accompanying staff taking groups should be competent in discipline, control, organization and dealing with any crisis that might arise. Clear | Managed |

L=Likelihood

1 = Rare

2= Unlikely

3 = Moderate

4 = Likely

5 = Common

I = Impact

1 = Insignificant

2 = Minor

3 = Moderate

4 = Major

5 = Catastrophe

R = Rating

Likelihood x Impact

0-8

= Low Risk

(generic procedures likely to cover eventualities)

9- 16

= Medium Risk

(specific procedures required to reduce likelihood, monitor effectiveness)

17-25

= High Risk

(immediate action required, procedures necessary to reduce likelihood and continual monitoring for effectiveness demanded)

| | | | |
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| Name in Capitals: | Signature: | Dated: | Last updated: 22/09/2020 |
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Dorset House School
RISK ASSESSMENT: EDUCATIONAL VISITS / OUTINGS – SECTION B

| Risk Identified | L | I | R | Level | Action taken to minimise Risk | Accepted / Managed |
|--|---|---|---|-------|--|--------------------|
| | | | | | expectations should be outlined to all pupils at the start of the journey. Staff to pupil ratios should also be in-line with guidelines. | |
| Overcrowding | 2 | 3 | 6 | Low | <u>School minibuses:</u> The driver is responsible for ensuring that all passengers have their own seat and that luggage is stored appropriately and does not obstruct emergency exits. <u>Hired vehicles:</u> Hired vehicles should be appropriate to the size of the group, age of passengers and length of journey. | Managed |
| Disembarking vehicles. | 2 | 3 | 6 | Low | Staff inform pupils to take care when disembarking vehicles. When travelling in school minibuses, the driver should park in an appropriate place to allow safe disembarking. When travelling in hired vehicles, teachers should leave first to ensure the area is safe (minimizing the dangers of public places and any passing traffic). | Managed |
| Driver fatigue. | 2 | 3 | 6 | Low | When driving school minibuses, fatigue, especially on long journeys, should be considered and managed to incorporate driver rotation or adequate rest breaks. | Managed |
| Use of parent's cars to transport pupils. | 1 | 3 | 3 | Low | If it is necessary for parents/other adults to transport pupils, permission should be sort from parents of all pupils beforehand (either verbally or in writing depending upon time scale). The School presumes the driver has suitable insurance, uses seat belts & their car is roadworthy. If multiple vehicles are being used, the drivers should be advised to travel in convoy. At no time should a pupil be alone in a car with an adult other than their parent. | Managed |
| Driver distraction (school minibuses) | 3 | 3 | 9 | Med | A driver cannot be expected to drive and supervise at the same time. Pupils should be briefed before departure regarding expected behaviour & that the driver should not be distracted except on safety grounds. If necessary, the driver should stop (when it is safe to do so) and deal with any incidents. Alternatively, where pupil behaviour or circumstances dictate, a second adult should be present to fulfil the duty of supervision. | Accepted |
| Return & collection | 2 | 2 | 4 | Low | Parents / guardians are informed of the expected return time and location prior to the event. Parents /guardians should be made aware of any changes either through group-call or email and, if necessary, by telephone. A contact list should be taken. | Managed |

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I = Impact 1 = Insignificant 2 = Minor 3 = Moderate 4 = Major 5 = Catastrophe
R = Rating **Likelihood x Impact**
 0-8 = Low Risk (generic procedures likely to cover eventualities)
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Dorset House School

RISK ASSESSMENT: EDUCATIONAL VISITS / OUTINGS – SECTION B

| Risk Identified | L | I | R | Level | Action taken to minimize Risk | Accepted / Managed |
|---|---|---|---|-------|---|--------------------|
| Injury to pupils | 2 | 3 | 6 | Low | A 1 st Aid kit should be taken and replenished as necessary. In the event of an injury, an adult (ideally 1 st Aid trained) should assess the extent of the injury. If appropriate administer 1 st Aid / monitor, refer to school matron (if available) or contact ambulance service. The parents of the child should be contacted by the school Office as soon as possible in the event of a serious injury or informed on return of the nature of any minor injury and any advice offered by qualified medical personnel. A major injury should be recorded using a School Accident Form and given to the school matron. | Managed |
| Pupils attending hospital | 1 | 4 | 4 | Low | Pupils who need hospital attention should be escorted by a member of staff in the ambulance if parents are not present. Parents should be contacted and informed of the series of events, location of the hospital and any action taken (including consent for treatment if required). It may be necessary to form arrangements for other pupils in the group and their safe keeping and return. Teachers should carry mobile phones (either personal or School supplied) and the numbers should be noted in Section A | Managed |
| Lost pupil | 2 | 4 | 8 | Low | Ensure full list of participating children available at all times. Pupil numbers should be monitored regularly with head counts taken at appropriate times. If a pupil is found to be missing, and if there is more than one member of staff on the visit, one member of staff should check the immediate vicinity for the pupil; the other member of staff should supervise the remaining pupils. If the pupil remains missing, or if there is only one member of staff, the emergency services should be called. If pupils are to be transported by their parents to or from a visit / outing, this should be noted on the consent form prior to the visit. | Managed |
| Allergies. medical conditions disabilities | 3 | 2 | 6 | Low | A list of any children participating in the visit with allergies or specific medical requirements should be obtained from matron prior to the trip. Appropriate medication should then be carried by the Lead Trip Manager; medication should be clearly marked as to which child it refers to. The visit should be assessed for suitability for any children with disabilities and appropriate measures put in place | Managed |

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Dorset House School

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| Risk Identified | L | I | R | Level | Action taken to minimize Risk | Accepted / Managed |
|--------------------------|---|---|----|--------|--|--------------------|
| Walking / crossing roads | 3 | 4 | 12 | Medium | Staff are responsible for ensuring that children are briefed in advance about how to safely cross roads; in particular, ensure that children walk in no more than a pair on pavements with staff at the front and at the back and that roads are only to be crossed at pedestrian, or other controlled, crossings | Managed |
| Injury to staff member | 2 | 2 | 4 | Low | If only one member of staff, venue to be advised to contact the school office immediately in the event of injury to staff; school would then send cover staff to collect the children as soon as possible. If appropriate (i.e. depending on nature of venue), school office to notify emergency services to request assistance. | Managed |

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Likelihood x Impact

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SECTION C: RISKS SPECIFIC TO THE VISIT TO BE ASSESSED BY THE LEAD TRIP MANAGER

Where relevant, please attach a copy of the venue's own risk assessment/emergency plan and any activity risk assessments. Please also take a copy of our emergency procedures. Please see the office if you need wrist bands for children.

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| Name in Capitals: | Signature: | Dated: | Last updated: 22/09/2020 |
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SECTION D: CHECKLIST AND ESSENTIAL INFORMATION

Initial to confirm

| | |
|--|--|
| Consent forms for all pupils | |
| Parental contact details for all pupils | |
| Details of any pupils with alternative travel arrangements | |
| First Aid kit | |
| List of dietary / allergy / medical requirements | |
| Staff mobile phone(s) | |
| School phone number | |
| Emergency / out of hours contact numbers for Head / SMT | |
| Details of nearest hospital / A&E department to venue | |
| Copy of risk assessment | |

| | | | |
|-------------------|------------|--------|-----------------------------|
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