



MILTON ABBAY SCHOOL

HEALTH & SAFETY POLICY

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INTRODUCTION & STATEMENT OF INTENT

Milton Abbey School is a co-educational boarding school, with pupils aged between 13 and 18 years. The school is nestled in the Dorset countryside, the site size stands at just over 80 acres, and incorporates a Grade 1 Listed Building, a Grade 2 Listed Cottage and is set within Grade 1 Listed Parkland. There is one public right of way running from Monks Path leading straight up to the Grade 1 Listed Abbey (owned by the Diocese of Salisbury, and open to the public 7 days a week). There is also one permissive pathway linking Monks Path to the Hilton Road.

Every single Milton Abbey School employee (including Governors) has a role to play in the management of health and safety within the school. This policy statement makes clear the commitment of Milton Abbey School to provide and maintain, so far as is reasonably practicable, a safe and healthy working environment and to enlist the support of employees towards achieving these goals.

The policy explains how the school implements the management of health and safety and, when reading this document, employees should take note of the sections that apply to their specific environment. Regarding pupil health and safety this policy should be read in conjunction with the Pupil Handbook.

For ease of access the policy incorporates an A-to-Z section, with key Health & Safety topics listed in alphabetical order within the A-to-Z section. The list of topics is, of course, not exhaustive, but provides a solid starting place for information.

The Governors of Milton Abbey School acknowledge their responsibility for taking all reasonable measures to protect and promote the health, safety and welfare of pupils, staff and others whilst using the school site.

The school will, so far as is reasonably practicable:

- comply with all legal obligations and follow best working practices.
- provide adequate resources for the management of health, safety, and welfare.
- provide information, instruction and supervision to all employees and pupils regarding safe working practices.
- ensure workers are competent in their area of work and provide appropriate training.
- consult and work with employees, pupils and their representatives on health, safety, and welfare matters.
- actively manage and supervise health and safety at work.
- identify health and safety hazards and manage subsequent risks through risk assessment and safe systems of work.

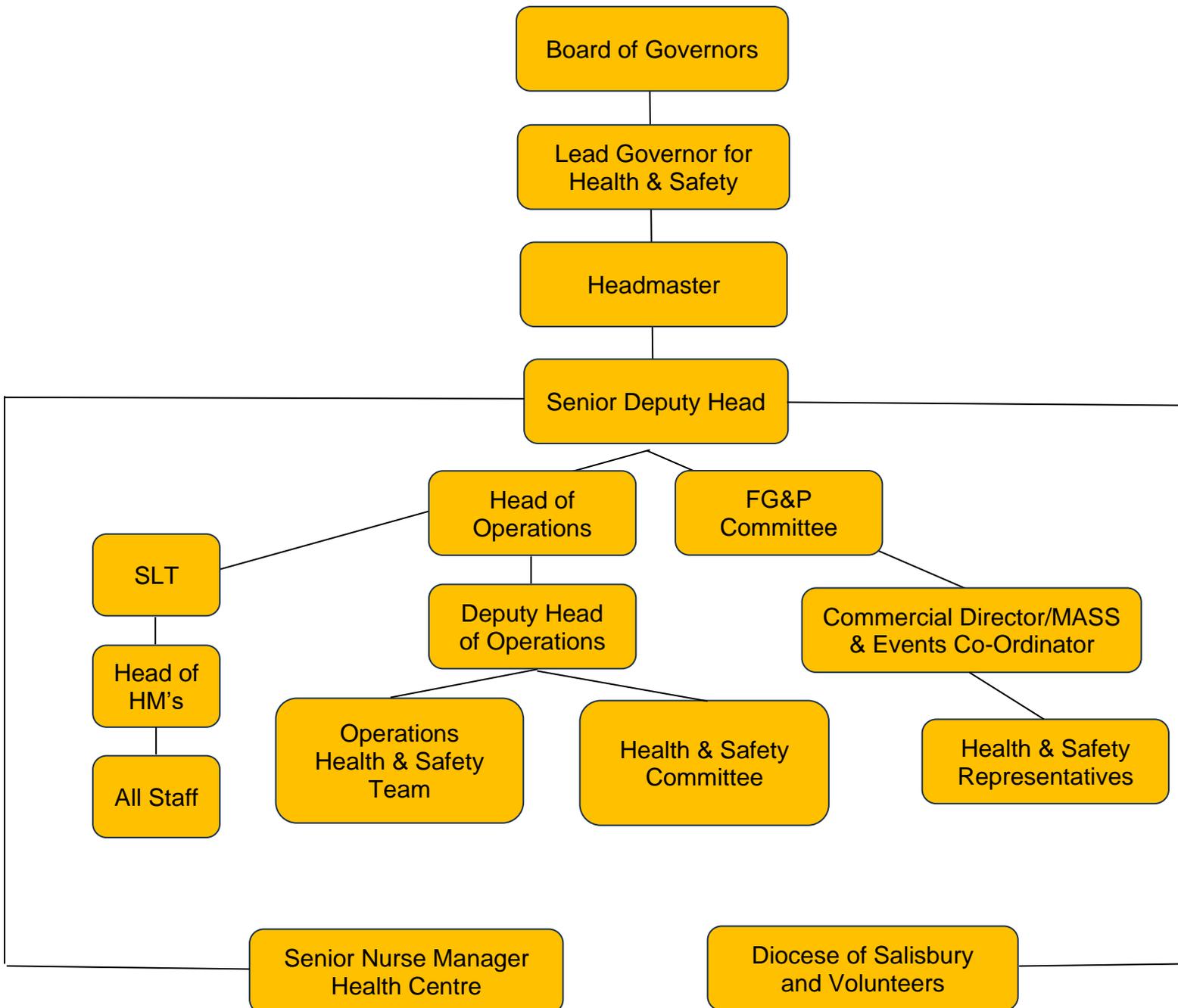
- provide and maintain safe plant and equipment.
- ensure the safe storage, handling, and use of substances.
- prevent accidents and work-related illnesses and investigate when these occur.
- establish and maintain suitable emergency procedures.
- have access to competent advice.
- strive to continuously improve health and safety standards through audits and workplace checks.
- manage and cooperate with other employers, including contractors, and their workforce when they are on our site.
- regularly review and update this policy - at least annually.

Health and Safety is everyone's responsibility, and all employees and pupils must do all that is reasonably practicable to prevent injury to themselves and other persons who may be affected by their acts or omissions. A copy of the Health and Safety Policy can be found on the Staff Gateway, within the Health & Safety section. All employees are informed of the contents of the Health and Safety Policy during their induction and any subsequent (usually annual) revisions are shared with staff via email.

PEOPLE AND RESPONSIBILITIES

This section details the principal responsibilities for managing health and safety at Milton Abbey School. Whilst all staff are responsible for health and safety at some level, there is a defined reporting structure for health and safety and there are certain staff roles which carry additional responsibilities relating to health & safety.

Reporting Structure for Health & Safety



Responsibilities and Roles

The Council of Milton Abbey School Limited (Board of Governors)

The Board of Governors will ensure compliance with legislation and follow best practice by overseeing the implementation of the Health & Safety Policy and associated procedures across the School. Governors will monitor and review the effectiveness of the Health & Safety Policy either through direct observation or via discussions during the Governors' meetings.

Lead Governor for Health & Safety

Will ensure that:

- health and safety matters are regularly and appropriately reported and considered by Governors.
- the Head, Head of Operations and senior staff are effectively developing and implementing the School's Health & Safety Policy in such ways as the Governors may require.
- Governors are apprised of their responsibilities and obtaining or authorising such professional assistance as may be required.

Finance & General Purposes Committee Members

Membership includes the Lead Governor for Health & Safety, the Head, and the Head of Operations. The Finance & General Purposes Committee will:

- take forward the Health & Safety strategy across the school.
- keep under review the work of the Health & Safety Committee.
- ensure that policies are up to date.
- ensure that job descriptions are up to date including those with specific responsibilities for management of health and safety within the school.
- seek specialist advice as necessary for the management of health and safety where the skills, knowledge and experience are not available from School personnel.
- interview staff as necessary to review health and safety matters for which they are responsible.

The Clerk to the Governors will act as Secretary to the Finance & General Purposes Committee. The minutes of the Finance & General Purposes Committee are held by the Clerk to the Governors and minutes circulated accordingly.

Health & Safety Committee Members

The Health & Safety Committee forms an integral part of the management of health and safety for Milton Abbey School. The membership of the H&S Committee includes the Head of Operations (Chair), Lead Governor for Health and Safety, The Deputy Head of Operations and Health & Safety Representatives from departments across the school. Full membership is listed in an appendix to this policy. The Health & Safety Committee will:

- meet at least once a term to discuss and review the effectiveness of the school's arrangements.
- assist and encourage the taking forward of good practice in health and safety.
- assist in the implementation and monitoring of action points arising from matters raised by the Finance & General Purposes Committee, action points agreed by the Health & Safety Committee, external safety audits and internal monitoring.
- act as a channel of communication for members of staff wishing to raise issues of strategic concern beyond those for which routine reporting procedures are appropriate.
- raise and discuss health and safety issues of strategic concern that have not been dealt with through the routine reporting procedure.
- inform and consult with all staff on health and safety matters and ensure that its minutes are distributed to all staff.
- ensure up to date copies of the minutes of the Committee are on display and accessible for staff to read and to remind staff to do so.
- promote good health and safety practice in their areas and provide advice and assistance to colleagues.

Head

The Head is responsible for the day-to-day management of health and safety of the school on behalf of the Board of Governors.

The Head will:

- promote a positive health and safety culture throughout the school.
- be responsible for the formulation and implementation of School health and safety policies.
- intervene as necessary where School health and safety policies are being compromised.

The Head delegates the day-to-day management operations for health and safety to the Senior Deputy Head and Head of Operations.

Senior Deputy Head

The Senior Deputy Head has a day-to-day role in managing health and safety across the school, and within the academic area. The duties include:

- communication of safety matters to academic staff (including part-time), pupils and parents.
- approving School visits and expeditions in conjunction with the Educational Visits Coordinator (EVC), note responsibility for the EVC role currently stands with the Deputy Head (Co-Curricular).
- maintaining an oversight and organisation of all health and safety training for teaching and support staff in conjunction with the Head of Operations.
- acting as a member of the Fire Panel Team in the event of the fire alarm sounding.
- ensuring all teaching staff have adequate training for the tasks they are required to perform.
- ensuring that adequate cooking and cleaning equipment and supplies are available for the safe preparation of food within Houses.
- management of trained first aiders in conjunction with the Senior Nurse Manager (Health Centre);
- undertaking an annual audit of the health and safety management throughout the school in conjunction with the Head of Operations.
- setting conditions to those using or hiring School premises.

Head of Operations

The Head of Operations has a day-to-day role in managing the health and safety across the school. The duties include:

- maintaining a strategic oversight of School safety policies including updating of all health and safety policies.
- liaising with enforcing authorities including the Health and Safety Executive (HSE), Fire and Rescue Services, Environment Agency (EA), Police, Ambulance Service and Local Authority.
- liaising with the Board of Governors, and particularly the Lead Governor for Health & Safety, keeping them informed of all current or impending issues and concerns that could affect the school or its operation.
- managing site security and workplace safety for staff, pupils, and visitors.
- ensuring all incidents as defined in the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 are reported to the Health and Safety Executive within the required timeframe.
- collation and analysis of accident/incident records.
- ensuring regular health and safety audits and fire risk assessments are carried out.
- preparing a termly health and safety report for the Head and Governors.
- Overseeing the health and safety induction of new staff.
- support and advice for all Heads of Department, Managers and Supervisors in their management of health and safety matters.
- overseeing the management of contractors working at the school under his/her remit.
- undertaking departmental health and safety reviews in conjunction with the Deputy Head of Operations/Health & Safety Officer.
- Responsibility for the design and implementation of the Critical Incident Plan and organisation of any associated training.
- Chairing the Health & Safety Committee

- support and advice for all Heads of Department, Teachers, and Technicians in their management of health and safety matters.
- monitoring personnel matters for teaching staff including illness, working arrangements and deployment in relation to their health and safety.
- ensuring all teachers have completed risk assessments for all significant risks associated with their teaching and activities.
- monitoring the House Staff health and safety compliance within the Houses.
- ensuring that House staff have received appropriate training for the preparation and cooking of food within the Houses, and that it is repeated as necessary.
- monitoring personnel matters for support staff including illness, working arrangements and deployment in relation to their health and safety.
- Undertaking the role of Fire Officer within the School; namely will act as the designated 'nominated person' for fire safety, including acting as a panel for the Fire Panel Team in the event of the fire alarm sounding. The Head of Operations will also ensure that the following are maintained:
 - Fire Risk Assessment and its review.
 - Fire Safety Policy.
 - Fire procedures and arrangements.
 - Fire Training records.
 - Fire Drill.
 - Records for the installation and maintenance of fire-fighting systems and equipment.
 - Ensuring the School buildings and services are maintained.
 - Management of maintenance requests via the online computer system, allocating jobs and monitoring outstanding requests.
 - Day to day management of asbestos, including the use and revision of the asbestos register for visiting contractors and in-house Estates staff.
 - Day to day management of Legionella, including monitoring and testing.
 - Safe practice by contractors working at the School.
 - Management of the maintenance and safety of the swimming pool.

Deputy Head of Operations

The Deputy Head of Operations assists the Head of Operations in the day-to-day role in managing the health and safety across the school. The duties include:

- Deputise for the Head of Operations in all areas of Operations work, to include key areas of Operations function (including Catering (liaison with outsourced Catering provider), grounds, Housekeeping, HR, Estates, Transports and MASS – the Milton Abbey Trading Arm (including lets and site use by external stakeholders).
- Strategic assistance to the Head of Operations in the areas of management, development, employee relations, wellbeing and inclusivity, occupational health, welfare and health and safety delivery and associated strategies.
- To liaise, on behalf of the Head of Operations with external enforcement agencies and external consultants in relation to health and safety, food safety, fire compliance matters and other relevant bodies.
- Manage specified projects, from initial discussion through tender to completion and quality assurance, under the direction of the Head of Operations.
- Book, coordinate and oversee the work of contractors, ensuring safe and appropriate practice and ensure effective relationships with contractors through assessment, monitoring, communication, and engagement to promote behaviors and standards which align with school expectations.
- Ensure a safe workplace environment without risk to health.
- Ensure that all Health and Safety Policies, procedures, rules, and regulations are understood, adhered to, and are regularly reviewed, updated, and communicated.
- Ensure the completion of regular review of risk assessments for all equipment, locations, and school activities.
- Ensure that safety inspections are carried out, fire drills and fire alarms are correctly reported, safety inspections, risk assessments and lone working procedures are managed, and employees are aware of their responsibilities.

- Administer, convene, and devise the agenda for and distribute minutes for the Health and Safety Committee meetings, supporting the Head of Operations in her role as Chair.
- Ensure that the Head of Operations, and in her absence the Senior Deputy Head, is fully briefed on relevant Operations matters.
- Support the Head of Operations in planning and carrying out development objectives, including a rolling program of refurbishment and site improvement.
- Keep up to date with all aspects of relevant health, safety and welfare at work legislation and communicate relevant changes through regular reports to the Head of Operations on relevant health and safety activities.
- Be a highly visible safety presence on our site, maintaining close knowledge of operations matters and encouraging staff to follow appropriate working practices and push forward the objects of the school.
- Incident investigation: Coordinate the incident management and investigation process, making recommendations to ensure its effectiveness. Proactively support the Head of Operations in response to an incident and its subsequent investigation.
- Maintain, coordinate, and develop the School H&S internal and external management systems and processes, to the meet the requirements of legislation and School standards.

Deputy Head (Co-Curricular) - Educational Visits Coordinator (as part of SLT)

The Educational Visits Coordinator oversees all offsite visits including CCF, educational visits, pastoral visits, trips abroad and Duke of Edinburgh activities. Duties will; include:

- management of staff in the planning, preparation, and approval of educational and pastoral visits off the school site, including the risk assessments.
- approving School visits and expeditions in conjunction with the Senior Deputy Head.
- receiving, storing, and archiving all documents relating to School visits and activities, including risk assessments.
- developing expertise in the field and being aware of current legislation and regulation.
- oversee the CCF Commander regarding the storage, use and disposal of guns and ammunition.
- oversee the CCF Commander regarding the use of the firing range by School pupils, staff and outside groups.
- overall responsibility for staff supervising swimming (or use of pool by pupils) related to Co-Curricular Activities.

Senior Nurse Manager, Health Centre

The Senior Nurse Manager is responsible for:

- provision of onsite medical support, assessment and treatment or referral of illness and injury during term time.
- maintaining a strategic oversight of the school policies including updating of all First Aid related policies;
- receiving and holding medical record forms about pupils and identifying medical information requiring action (including food allergens).
- informing and advising those staff that are entitled and need to know about risks to be avoided by pupils.
- assisting Housemasters and Housemistresses to complete specific risk assessments for pupils where medical condition or injuries require specific arrangements to be in place.
- complete the treatment section of accident reports and forward to Head of Operations.
- providing and regularly checking and restocking first aid boxes.
- managing the training of staff in first aid ensuring adequate provision across the school.

Head of Finance (as part of SLT)

- ensuring that adequate resources, including funding, are provided for health and safety and associated insurance matters.

Heads of Department/Line Managers/Departmental H & S Representatives

- promoting high standards of health and safety awareness and practice in their areas of responsibility.
- Identifying, monitoring, and reporting to hazards within their areas of responsibility.
- preparing and reviewing as necessary risk assessments and any other assessments and procedures necessary for the areas under their control.
- Reps to attend Health & Safety Committee Meetings
- ensuring that all classrooms, work areas, equipment and machinery are checked before they are used.
- Ensuring that appropriate H&S Purple File contents are accurate and current.
- ensuring all staff have adequate training for the tasks they are required to perform, including statutory and mandatory training.
- overseeing the maintenance of machinery and equipment within their area of responsibility.
- ensuring adequate Personal Protective Equipment is provided for staff and where necessary pupils, and that it is worn.
- ensuring that all staff for whom they are responsible have read and understood the School's Health & Safety Policy. A record of confirmation of this should be kept in the appropriate department Health & Safety (purple) file.

House Masters/Deputy Heads

Duties include:

- responsibility for the safety and welfare of pupils and staff in their area of control and ensure that evacuation in the event of emergency is carried out effectively.
- reporting any faults, hazards, and maintenance issues promptly.

Commercial Director and Events Officer

The Commercial Director in conjunction with the Events Officer will ensure that all events undertaken on the site are compliant with School procedures. The Commercial Director will also maintain the overview for MASS & events health and safety and ensure that risk assessments are completed as required.

All Staff

All employees have responsibility for their own safety and that of others who they may affect during their work. Along with these general duties' employees should also:

- report any hazards promptly via email or, if the matter is urgent, immediately to the Head of Operations.
- comply with the requirements of any risk assessments when undertaking any tasks or activities, including School events.
- using everything provided for their use in accordance with training or instructions given. Each employee whilst at work shall make full and proper use of any safe system of work provided for use in compliance with these regulations.
- consider the safety of others, including pupils, when undertaking work activities.
- report all accidents/incidents or near miss, promptly completing the Accident Form which can be found on the Staff Gateway under Health & Safety or from the Deputy Head of Operations.
- cooperate with all fire evacuation procedures and other specific emergency procedures relevant to the department.
- make proper use of protective clothing and safety equipment provided, in accordance with any training or instruction provided by the school and reporting any loss or obvious defect in that equipment and taking reasonable care of it.
- not intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety, or welfare.

A to Z of Health & Safety

(please note that this A-to-Z section is not exhaustive)

Accidents, Incidents and Emergencies

(for further details see the Accident, Incident and Near Miss Policy)

This policy outlines the procedures that are to be adopted when any **pupil, employee, visitor, or contractor** experiences an accident, near-miss or dangerous occurrence on the school's premises. It is the policy of Milton Abbey School to identify and investigate accidents, incidents and near-misses, their source and hence their underlying causes. To enable this objective to be achieved it is imperative that all accidents, incidents, and emergencies, irrespective of the resulting injury or damage, be reported according to the laid down procedures.

To avoid misunderstanding, Milton Abbey School deems an accident/incident and near-miss to be defined thus:

Accident/Incident: “any unplanned event that results in personal injury or damage to property, plant or equipment.”

Near-miss: “an unplanned event which does not cause injury or damage but could have done so.” Examples include, items falling near to personnel, incidents involving vehicles and electrical short-circuits.

Staff should report the following:

- any accident/incident on School premises.
- any accident/incident away from School or outside School hours if it involves an employee or pupil engaged in a School related activity.
- any serious near-miss, even if no injury is caused.
- any potentially serious incident, such as a fire (however small) or threatened violence.

Any accident or near-miss must be reported using the “REPORT OF AN ACCIDENT OR NEAR MISS” form that can be found on the Staff Gateway. It is the responsibility of the member of staff who witnessed the incident, or who is in charge at the time, or who is first on the scene to report the accident. The completed form must be sent to the Deputy Head of Operations as soon as possible after the accident/incident and certainly within 24 hours.

Involvement of the emergency services should also be reported to the Senior Deputy Head and the Head of Operations immediately.

Where a serious accident/incident has occurred, this should be communicated by telephone or in person to a member of the SLT without delay even if at an unsocial hour; this is especially important at times when the school is closed.

Where treatment has been given by the Health Centre, the accident report form should be forwarded to them to record any treatment given. Do not delay sending the form to the Head of Operations; it is better to send a copy of the form with a note to say information is to follow than to retain the form.

The responsibility for reporting accidents/incidents under the **Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR)** rests with the Head of Operations.

Certain major injuries and incidents must be reported to the Health & Safety Executive (HSE) within a given timescale, so it is imperative that all accidents/incidents are reported promptly to allow the School to comply with its legal duties. The reporting of these occurrences sits with the Head of Operations.

All reports of accidents and near misses are investigated by the Deputy Head of Operations and where necessary, recommendations are made. The Deputy Head of Operations issues an annual report on accidents/incidents statistics and trends to the Health & Safety Committee for discussion.

All completed accident/incident/near miss forms are held by the Deputy Head of Operations.

Animals, Pets and Pests *(The Pet Policy)*

Staff pets are allowed onsite providing the conditions listed within the Pet Policy are always observed.

Horses belonging to pupils that are brought to School, remain the responsibility of the pupil and their care is overseen by the Director of Land Based Studies.

Pest control of the site is the responsibility of the Operations Team.

If visitors to our School wish to bring an animal, bird, or reptile as part of their visit, permission should be sought from the Head of Operations so that an appropriate risk assessment can be undertaken.

Asbestos *(The Asbestos Policy)*

There are some buildings within Milton Abbey School that contain asbestos. A register of all locations affected is held by the Deputy Head of Operations who will ensure that any works undertaken in these areas do not put staff, pupils, visitors and contractors at risk. A copy of the Asbestos Register is available for viewing in the Reception Area and within the online Purple H&S Files, and copies of information are also available on request. A visual inspection of the asbestos on our site is conducted on an annual basis, and where site modifications occur, inspections and register updates are made where possible. For more information you should refer to the School Asbestos Policy.

Building Maintenance

(The Contractor Management Policy)

Most general maintenance is undertaken in house by the Estates Team, however there will be occasions when it is necessary to bring in outside contractors. All requests for maintenance, both emergency and planned, should be requested via MA Maintenance Tracking spreadsheet in (Teams). The planning of maintenance is done to reduce the risk to staff and pupils and where possible major project work is carried out during holidays.

CCF

(See Will Fraser for further details)

The Ministry of Defence (MOD) strictly regulates the activities of the Combined Cadet Force and stringent procedures are in place to ensure the health and safety of all cadets. The School maintains its own controls over the activities of Milton Abbey CCF but accepts and follows the MOD CCF procedures and practice.

Control of Substances Hazardous to Health (COSHH)

(COSHH Policy)

The objective of COSHH is to prevent, or to adequately control, exposure to substances hazardous to health, to prevent employee ill health. It is important to assess the risks from hazardous substances to employees and others before working with products - this is known as a COSHH Assessment. Appropriate COSHH management includes correct storage, interpretation of associated data sheets to ensure safe usage and relevant training. Each MA department holds a COSHH register, that lists bespoke products used by staff in that department, these individual registers together form the full MA COSHH register – a copy of which is available to the Health Centre in case of emergency.

Additionally, the Science Department undertakes activities using low level radio-active materials as part of pupils' coursework. The School undertakes to ensure that the management of this material is in accordance with the Ionising Radiation Regulations by appointing a Radiation Protection Supervisor, usually the Head of Science, to oversee the procurement, storage, use and disposal of radio-active materials.

The Head of Science will ensure that suitable risk assessments are undertaken for all activities involving low- level radio-active materials.

Consultation & Communication

(See Appendix One of this Policy)

Milton Abbey School will maintain effective lines of communication with all employees. All members of staff will be kept informed of all health and safety issues relevant to their work activities. This will include the findings of risk assessments. The School will use whatever arrangements are most appropriate including the School Network. It is the responsibility of line managers to inform staff who do not access computers as part of their routine work activities of relevant health and safety issues.

The Health & Safety Committee is the main vehicle for communication with representatives from all significant departments. For the purposes of detailed Health & Safety management the site is split into 21 designated areas, and each of these areas has a nominated Health & Safety Representative. These representatives are a mixture of Teaching and Non-Teaching Staff who will address their non-urgent area concerns through the committee forum. Urgent concerns should be raised with the Head of Operations immediately. The Head of Operations is responsible for nominating staff representatives who will raise concerns relating to their specific area, with the Committee for discussion and resolution.

Milton Abbey School has a legal responsibility to consult on the following:

- the introduction of any measure which may substantially affect their health and safety at work, eg; the introduction of new equipment or new systems of work.
- arrangements for appointing competent people to help them comply with health and safety laws (a competent person is someone who has the necessary knowledge, skills, and experience to help an employer meet the requirements of health and safety law).
- the information that must be given to employees on the risks and dangers arising from their work, measures to reduce or get rid of these risks and what employees should do if they are exposed to a risk.
- the planning and organisation of health and safety training; and the health and safety consequences of introducing new technology.

The Head of Operations will keep members of staff updated on information from enforcing authorities relevant to their work area through 'all staff emails'. Bespoke H & S information is disseminated via email to relevant staff.

Contractors and Visiting Providers

(The Visitors Policy)

A contractor can be:

- **Academic** – Speakers and lecturers (to both pupils and staff), psychologists, drama production providers, musicians, DJs and groups for Leavers' Ball and events, equipment maintenance contractors, etc.
- **Sports** – speakers and lecturers (to both pupils and staff) coaching one to one or groups, equipment maintenance contractors, etc.
- **Marketing** – signage providers, marquees, photographers, etc.
- **Enterprises** – hire of equipment, speakers, etc.
- **Operations Department** – Transport providers, window cleaners, waste removal, equipment, taxi drivers, individual tradesmen through to large projects, equipment servicing, etc.
- **IT Support** – tradesmen, relevant providers.

Before engaging a contractor, all staff must ensure they follow the Visitors Policy. The list of approved contractors is maintained by the Head of Operations. All visitors and contractors must sign in at Reception. The Head of Operations is responsible for the management of maintenance contractors whilst on site. Contractors should not arrive before Reception opening at 8am unless through prior agreement. For further information please refer to the school Visitor Policy.

Design & Technology

(See The Risk Assessment Policy)

The Design & Technology Department undertakes activities including the use of wood, metal, plastic, and fabric working machinery and equipment. Therefore, the Director of Design & Technology is expected to have undertaken a comprehensive set of risk assessments in respect of its activities and the use of machinery, equipment, and exposure to substances. Where appreciable risks are identified, specific written procedures will be developed and implemented to minimise the risks to pupils and staff. Additionally hazard floor markings, RA notices and clear signage to convey the 'power cut switches' are also in place within workshop areas. The Director of Design & Technology will ensure that effective supervision of all pupil's practical work is undertaken to ensure the risks are minimised. All machinery will be correctly maintained, and statutory inspections of local exhaust ventilation carried out. Records of training and authorization to use machinery will be kept within the department.

Display Screen Equipment

(See The DSE Policy)

The school employs trained assessors, who will arrange to visit you at your workstation and assess your needs, completing a DSE Assessment Form. As a result of the findings, a report will be made to the Head of Operations so that support can hopefully be arranged for you (usually in the form of supportive equipment).

Line Managers are responsible for ensuring that all staff who use display screen equipment for a significant part of their work have their workstation assessed (for clarity this is someone who sits at a desk and types continuously for more than an hour).

Drugs and Alcohol

(See The Staff Code of Conduct)

The consumption of alcohol, smoking (cigarettes and e-cigarettes) is not permitted onsite, unless special permissions are given by the Head. For the avoidance of doubt the use of illegal drugs by Milton Abbey School employees is not permitted, whether in or outside of working hours. See the Staff Code of Conduct for further details.

In addition, all staff have a duty to be present at work capable of caring for children and conjuring out duties in an uncompromised and safe manner. For further information please see the Staff Code of Conduct.

With regards to 'over-the-counter' medication, and medically prescribed drugs, if these substances could (or will) affect your ability to carry out your duties safely, you are required to report this to the Head of Operations, so that appropriate support measures can be implemented.

With reference to smoking, as we are a 'no smoking site' there is a designated off-site location (at the top of Monks Path) provided for staff and visitors who wish to smoke.

Electrical Safety

(See The Electrical Policy)

Portable appliance testing is carried out by a registered professional across the site every two years; this is supplemented by 'ad hoc' testing by the Estates Team. All records are held centrally by the site Electrician and within relevant Health & Safety (purple) files. Any unsafe equipment should be removed from use as soon as it is discovered. The item should be labelled 'do not use' and taken to the site Electrician, who can be found within the Estates Office.

Many faults with electrical work equipment can be found during a simple visual inspection which all Milton Abbey School employees need to carry out before its use:

- Switch off and unplug the equipment before you start any checks.
- Check that the plug is not damaged and that the cable is properly secured with no internal wires visible.
- Check the electrical cable is not damaged and has not been repaired with insulating tape or an unsuitable connector. (Damaged cable should be replaced with a new cable by a competent person).
- Check that the outer cover of the equipment is not damaged in a way that will give rise to electrical or mechanical hazards.
- Check for burn marks or staining that suggests the equipment is overheating.
- Position any trailing wires so that they are not a trip hazard and are less likely to get damaged.
- Ensure heaters are plugged directly into a mains socket and not into extension leads.

If you are concerned about the safety of the electrical equipment, you should stop it from being used and contact the Site Electrician to undertake a more thorough check.

Staff bringing personal electrical equipment to be used at work should be aware that the safety of that equipment becomes the responsibility of the School and will need to be included in the inspection and testing regime.

Fixed electrical systems are tested and Certificates of Periodic Installation Inspections are held in the Estates department. General use areas will be inspected every five years. 110-volt equipment will be used for external work where battery operated equipment is not suitable. Where 240- or 440-volt equipment is used circuit breakers will be required.

House Staff (including matrons) will be responsible for ensuring pupils use only approved adaptors in their rooms and remove any electrical items that are not on the approved list.

Emergency Planning

(See The Critical Incident Policy)

A Critical Incident Plan has been prepared to cover any emergency or significant incident and is available electronically on the school gateway site. Physical copies are also held by all members of SLT and relevant Head of Dept. In relation to the COVID Pandemic, a thorough and detailed risk assessment is available to view on request, though now no longer considered a 'critical incident'.

Extra-Curricular Activities

(See *Will Fraser* for further details)

All staff who undertake activities with pupils both on and offsite must ensure that they have undertaken an appropriate risk assessment before the activity takes place. See 'Off site and Overseas Trips' section.

Fire

(See *The Fire Safety Policy*)

All staff must familiarise themselves with the fire procedures. In the event of the fire alarm sounding, staff and pupils will assemble in their designated assembly point as described in the 'Fire Evacuation Procedures'. All staff must familiarise themselves with this document which can be found on the School Gateway. Visitors and contractors will be instructed when arriving on site, that should a fire alarm sound, they should quickly make their way to the appropriate Fire Muster Point to be checked against the visitors' and contractors' signing in books. Fire drills are carried out at least termly.

Milton Abbey School is committed to maintaining adequate fire safety measures throughout the School. This includes the provision of adequate fire protection and warning systems. No staff or pupil must interfere with any measure provided for the management of fire safety. This includes misuse of fire extinguishers and the propping open of fire doors that are not fitted with automatic closures.

Further information on the management of Fire Safety can be found in the Fire Safety Policy on the Staff Gateway, under Health & Safety.

First Aid

(See The First Aid Policy & Procedure)

The law places a duty on employers to provide adequate first aid provision for their employees. At Milton Abbey we also include pupils and visitors in our arrangements. A written assessment of the needs of the School is completed as required under the First Aid at Work Regulations. The management, training, and resourcing of first aid is the responsibility of the Senior Nurse Manager (Health Centre).

All staff are instructed that if there is any doubt as to the severity or extent of any injury, and the School Nurse is not immediately available, the first response must be to dial 999. Where you urgently need medical advice and it is not a life-threatening situation, dial the NHS 111 service. Where an ambulance has been requested, the Duty Caretaker should be informed immediately to enable him/her to direct the ambulance to the casualty by the safest, quickest route.

The number of trained First Aiders required is assessed, including provision during holidays, to ensure there are always trained First Aiders on the premises. The list of current First Aiders is displayed on notice boards throughout the School. Staff should familiarise themselves with who their nearest First Aiders are in the event of an emergency. If staff cannot locate a First Aider, they should contact reception and request them to locate one. Staff who are not trained should not administer first aid to the casualty.

First Aid kits are located throughout the School and are maintained by the Health Centre. These are stocked with the minimum provision, with specialist items such as eye wash and burn spray provided where necessary. Departments should check their first aid kits regularly and request additional items from the Health Centre if necessary. Medicines and tablets **must not** be held in First Aid kits; only Health Centre staff and Matrons/House Staff may issue medicines and tablets. Staff in charge of trips will be responsible for the management and issuing of medicines and tablets to pupils.

The School has one Automated External Defibrillator (AED) located on the wall outside the Porters Lodge.

Arrangements for first aid cover for extra-curricular activities should be discussed with the Educational Visits Coordinator (EVC) (currently the Deputy Head (Co-Curricular)) and form part of the risk assessment for that activity or trip.

Food Safety

(Management of Food Allergies Policy)

The school currently outsources all aspects of catering to 'Holroyd Howe', and this includes all related Health and Safety elements including COSHH (Control of Substances Hazardous to Health), HACCP (Hazard Analysis and Critical Control Points) and RA's (Risk Assessments) and paperwork is available on request. However, all staff who handle food (who are unconnected with the catering contractors), are required to hold at least a Level 2 Food and Hygiene Certificate.

Food safety within the Hospitality department (hospitality, food technology curriculum) will be managed by the Head of Hospitality. They will be responsible for the completion of HACCP documentation. Hospitality teachers and technicians will be trained to Level 3 Food Hygiene.

The Health Centre Team regularly reviews the allergen requirements of its pupils, and this information is shared with all relevant parties (i.e. house staff, hospitality, teaching staff), including our outsourced catering provision with Holroyd Howe. Milton Abbey School operates a 'no nuts' policy across the whole site, including within the curriculum Hospitality Dept.

The Admissions Team also liaise with Holroyd Howe and other relevant staff with regards to non-allergen related dietary needs (for example religious observance) of pupils.

Gas

(See Michelle Brown for further details)

There is no mains gas supply to Milton Abbey. The School uses Liquid Petroleum Gas (LPG) for cooking in the main kitchens, some heating and portable bottles for heating and barbeques, and within the Science Department. All gas appliances are regularly maintained and serviced by Gas Safe Registered engineers. Records of all tests are kept in the Estates Office, and in relevant 'purple files'.

Hand Arm Vibration Syndrome (HAVS)

(See HAVS Policy)

Hand-arm vibration is a widespread hazard for employees in many industries and occupations, including schools. Milton Abbey School HAVS Policy is in place and all staff responsible for the control of the use of vibrating equipment must adhere to the policy.

Hand-arm vibration exposure at work can arise from the use of hand-held power tools (such as grinders, hammer drills, impact wrenches, grass trimmers, concrete breakers, pressure washers, etc).

Prolonged and regular exposure to this vibration can affect the operator's health leading to Hand-Arm Vibration Syndrome (HAVS) as well as specific diseases such as carpal tunnel syndrome. But the risks from vibration can be controlled and employees can be protected from ill health caused by vibration. To protect employees, and to comply with legal requirements, line managers and or supervisors need to assess and record in risk assessments control measures to reduce and monitor HAVS. Staff members will need to record their 'trigger' time when using vibrating tools and equipment's on their exposure records.

The legal hand-arm vibration limits are as follows:

- The daily exposure action value (EAV) is 2.5 m/s² – the EAV is the level of daily exposure to vibration above which you are required to implement Health Surveillance for workers exposed above this level, over an 8 hour period this equates to 100 points.
- The daily exposure limit value (ELV) is 5 m/s² – the ELV is the maximum amount of vibration an employee may be exposed to on any single day, over an 8 hour period this equates to 400 points (legal limit).

If you would like your exposure limits calculated, or you would like further information, please contact the Deputy Head of Operations.

Hazard/Maintenance Reporting

(See the Accidents, Incidents & Near Miss Policy)

Where any hazard is identified by, or reported to, a member of staff, then the hazard must be drawn to the attention of the Head of Operations. If the hazard is severe, this should be done in person or by telephone and followed up by an email. Hazards that fall under the remit of maintenance should also be reported via email. Where a hazardous act is being undertaken and the member of staff feels that injury is imminent, they should stop the activity and seek further advice from the Estates Team, Head of Operations or Senior Deputy Head.

Hazardous Substances (see also COSHH)

(See the COSHH Policy)

Hazardous substances can be defined as any substance that can cause harm. They can be a liquid, solid, dust, fume, gas, vapour, mist or biological agent.

It is preferable that the use of hazardous substances is kept to a minimum and a safer alternative should be sought if possible. However, there will still be a requirement to use hazardous substances and it is a requirement under the Control of Substances Hazardous to Health (COSHH) that exposure to hazardous substances is managed. Hazardous substances include chemicals labelled as hazardous, some dusts and fumes and biological hazards such as bodily fluids and animal waste. When purchasing hazardous chemicals, the purchasing member of staff should request the Safety Data Sheet from the supplier; these are usually available on-line as well. A COSHH assessment should then be completed and the results of the COSHH assessment conveyed to all staff who may be affected by the substance. For dusts, fumes, and biological hazards you may need assistance in finding the relevant information and advice should be sought from the school Health & Safety Team.

Where Personal Protective Equipment (PPE) is required to protect against the hazardous substance, it is important that the correct grade/type is purchased. This information should be found on the relevant Safety Data Sheet. Spill kits should be available for the handling of bodily fluids and spilt chemicals. Where a FFP2 or FFP3 face masks have been identified, individuals will need to be face fit tested before using the masks. Face fit testing can be arranged through the Operations Team.

Training for the completion of COSHH assessments will be offered to staff on a regular basis. Any Head of Department who requires further help should contact the Deputy Head of Operations for additional assistance.

Hazardous Waste

(See The Waste Management Policy)

The disposal of hazardous waste is managed by the Grounds Department. All hazardous waste will be disposed of through authorised hazardous waste carriers with waste transfer certificates and copies of carriers' licenses held on file. More information can be found within the school Waste Management Policy.

Health Centre

(See First Aid Policy)

The Health Centre is responsible for the management of injuries and sickness amongst pupils during term time. They also provide information to staff regarding specific pupils when organising offsite trips. No member of staff should dispense any treatment, tablets, or medicines to pupils unless they have been directed to by the Senior Nurse Manager.

Illegal Substances

(See The Staff Code of Conduct Policy)

The school operates a Zero Tolerance Policy regarding the use of illegal drugs by staff and pupils. Should, illegal substances be discovered, they should be handed to the Senior Deputy Head, who after investigations will ensure safe disposal via our hazardous waste procedures.

We acknowledge that employees cannot be made to take a 'drug test', however if they refuse to co-operate when reasonable grounds for testing have been established, the employee may face disciplinary action.

Test screening will be carried out in accordance with official testing procedures.

In addition to the obvious repercussions of breaking school policy, Milton Abbey School are also committed to supporting staff where appropriate.

Induction (Pupils and Staff)

(See The Staff Induction, Probation & Exit Policy)

It is the responsibility of the Director/Head of Department of a curriculum area to ensure an adequate induction is provided to all pupils when embarking on a new topic/or activity, as appropriate.

It is the responsibility of all Line Managers to complete an Induction Checklist with all employees, on their first day of employment (which includes key H & S information). A bespoke personal Health and Safety briefing is available from the Head of Operations on request.

Legionella

(See The Water Hygiene Policy)

The School implements a rigorous monitoring of the water system to reduce the risk from Legionella. This includes monitoring temperatures of stored and supplied water and flushing of outlets. More information can be found in the Water Hygiene Policy, located on the Staff Gateway under Health & Safety.

Lockdown (Take Shelter)

(See The Lockdown Policy)

In line with DFE requirements, the school has a robust Lockdown (Take Shelter) Policy and drills are held every term.

Lone Working

(The Lone Working Policy)

Where possible, staff should not work alone. Staff working on their own across the School site, should be provided with a radio. Staff undertaking visits offsite should ensure that procedures are in place to confirm they have returned to the office or home. Line managers will include the risk from lone working in risk assessments and suitable control measures implemented. Academic staff who return to School during holiday periods should sign in at Porters Lodge so that in the event of an emergency they can be identified.

Manual Handling

(Manual Handling Policy)

It is a requirement that Milton Abbey School takes appropriate measures to protect staff, pupils and others from injury created by manual handling activities. Manual handling includes lifting, carrying, pushing, and pulling loads. Where possible, equipment such as trolleys should be used to move loads.

All manual handling activities should be assessed by Heads of Department as part of the risk assessment process, considering the individuals who will be undertaking the task and their own individual capabilities. If the load is too heavy or awkward for one person, then either mechanical assistance or additional manpower should be used. No one should undertake any manual handling task they feel unable to do. They should contact their line manager for assistance or ask for assistance from a member of the Caretaking Team.

All staff will be required to undertake manual handling training.

Milton Abbey School Services (MASS)

(See The Visitor Policy)

Milton Abbey School Services (MASS) include events such as lettings, weddings, provision of the Tuck Shop, golf course use bookings and external theatre productions. These are managed by the relevant staff member where the activity is taking place. Responsibility for health & safety issues regarding MASS events rests with the Commercial Director and Events Officer.

Monitoring of Health & Safety

(See Nick Barrow for further information)

On a periodic basis Milton Abbey School H & S Team will undertake an audit or review of health and safety performance across all departments. The audit will provide a comprehensive overview of organisational structures and arrangements and will also examine operational practices.

Departmental Health & Safety Representatives (a list of current members can be found in the appendices section of this policy) will be expected to participate in a yearly inspection of their area to ensure compliance with School health and safety procedures, undertaking risk assessments and meeting legal requirements where relevant. Each department 'owns' a bespoke Health & Safety File (commonly known as H&S purple files), these files are held online and contain H&S information on the key departmental areas. These annual reviews will be arranged and led by the Deputy Head of Operations.

Departmental Health & Safety Representative are responsible for updating and maintaining their department 'purple file', attending the H&S Committee Meetings (held once a term), and participating in an annual review. Departmental Representatives are also expected to be pro-active in meeting H&S expectations and requirements within their department, and are encouraged to contribute to the wide school H&S.

New and Expectant Mothers

(See The Maternity Policy)

The School has a duty to ensure that all new and expectant mothers are not put at risk from their work activities this is achieved through a bespoke risk assessment undertaken by the Deputy Head of Operations. This risk assessment should be done as soon as the employee has notified the Head of Operations in writing that they are pregnant. It is the responsibility of the employee to notify the School as soon as possible to ensure the appropriate measures can be put in place. Please see the Maternity Policy for further details.

Noise

(See Nick Barrow for further information)

Staff and pupils must be protected from exposure to excessive noise (Hearing protection is advised for sound at or above 85 decibels) that can lead to damage to hearing. Heads of Department should consider the noise levels of plant, machinery, and equipment before purchasing new items. Advice should be sought from the Deputy Head of Operations where necessary.

Exposure to noise should be assessed as part of the risk assessment process and where possible the noise should be reduced to below 85 decibels. Where noise levels are still too high, hearing protection must be provided. The protection must be the correct attenuation level to ensure adequate but not excessive protection. Purchasing of noise reduction protection should be made through the Deputy Head of Operations or the Health and Safety Officer who will consult a suitable supplier for advice on the correct personal protective equipment to purchase.

The Deputy Head of Operations will undertake a measurement of noise to assist in the assessment of exposure to noise and the controls required. Where a formal noise survey or specialist advice on noise reduction is required, an external company will be appointed to complete this.

Occupational Health

(The Staff Sickness Policy)

Line managers should identify, through the risk assessment, any occupational health support necessary for their team. This could include lung function, hearing, and hand-arm vibration screening. Employees should report any concerns to their line manager. Milton Abbey School also engages the services of an external Occupational Health Assessment provider, and the Head of Operations will make referrals as required. For further details regarding Occupational Health please contact the Head of Operations.

Offsite and Overseas Trips

(See The Risk Assessment Policy)

When planning an offsite trip, the document 'Trips and Educational Visits Policy' found on the School Staff Gateway shall be followed. This will lead you through the process and ensure that you complete all the necessary documentation and permissions.

The document 'Risk Management and Assessment Policy' can be found in the Health and Safety Documents on the School Gateway and will assist you in completion of risk assessments.

Transport should be ordered through the School Operations Co-ordinator – see The Transport Policy for information on the authorisation and use of minibuses.

Where staff take pupils offsite to attend an activity or sport that they themselves will supervise, they must hold the appropriate recognised qualifications and relevant experience. Where staff do not have the experience and qualifications, they should not allow the activity to continue or seek another member of staff who has, or an external competent person instead. Proof of competence should be given, and copies held in the department health and safety file. A risk assessment must be completed for all activities supervised by School staff.

Where pupils attend an externally organised activity it is the responsibility of the host organisation to undertake risk assessments for the activities they offer. Staff will need to consider getting to and from the venue when undertaking their own risk assessment.

When planning an activity involving caving, climbing, trekking, skiing or watersports, staff must check that the provider holds a license as required by the Adventure Activities Licensing Regulations 2004.

Permits to Work

(The Contractors Managements Policy)

Permits to work are issued for hazardous activities including work on roofs, hot works, work in loft spaces and confined spaces. This system is for School employees only. Contractors are expected to control their own operations using their own systems. However, there is still a responsibility for Milton Abbey School to ensure that contractors' systems are appropriate and that they are followed. Permits to work are available from the Deputy Head of Operations.

Personal Protective Equipment (PPE)

(See Staff Code of Conduct)

Personal protective equipment, e.g. hard hat, gloves, masks, will be supplied to all employees where the risk assessment has identified it as necessary to reduce the risk to the member of staff. All PPE will be supplied at the School's expense. Wearing of PPE is compulsory where the COSHH and risk assessments have identified its use. PPE allocation is recorded within the Health & Safety (purple) files.

Project and Construction Work

(Visitors Policy)

The School recognises and accepts its duties under the Construction, Design and Management Regulations (CDM). Where notifiable projects are undertaken, a Project Manager will be appointed. The School will ensure that those they appoint are competent and have adequate resources available to carry out their duties competently. No such appointments will be made until the School is satisfied that the requirements and checks have been undertaken.

The School will ensure that the Project Manager is provided as soon as reasonably practicable with all information about the condition of any premises under its control at or on which construction work is to be or intended to be carried out.

Provision and Use of Work Equipment (PUWER)

(PUWER Policy to be launched shortly, in the meantime please see Nick Barrow)

All Head of Department and Line Managers are required to ensure that the use of all work equipment within their area of responsibility is assessed as part of the Risk Assessment process required by the Management of Health & Safety at Work Regulations.

Managers must ensure that all work equipment is compliant with the PUWER Regulations, a broad outline of which is found below. The full text of the Regulations, Approved Code of Practice and Guidance may be found at the Health and Safety Executive website. For advice or clarification please contact the Deputy Head of Operations.

The Provision and Use of Equipment Regulations 1998, requires that:

Equipment provided for use at work is:

- a) Suitable for the intended use,
- b) Safe for use, maintained in a safe condition and inspected to ensure it is correctly installed and does not subsequently deteriorate,
- c) Used only by people who have received adequate information, instruction, and training in its use,
- d) Fitted, as appropriate, with suitable health and safety measures, such as protective devices and controls. These will normally include emergency stop devices, adequate means of isolation from sources of energy, clearly visible warning markings (to UK standards) and warning devices,
- e) Used in accordance with specific requirements, for mobile work equipment and power presses.

What must be done to achieve compliance:

Where Milton Abbey School uses work equipment or is involved in providing work equipment, we must manage the risks from that equipment. This means that Head of departments and Line Managers must have systems in place to:

- a) Ensure the equipment is constructed or adapted to be suitable for the purpose it is used or provided for,
- b) Take account of the working conditions and health and safety risks in the workplace when selecting work equipment (exposure to moisture, chemicals, vibration, heat, etc.),
- c) Ensure work equipment is only used for suitable purposes and not adapted or modified (in an uncontrolled manner) to carry out some alternative purpose,
- d) Ensure work equipment is maintained in an efficient state, in efficient working order and in good repair – where appropriate through the manufacturer's recommended service regime,
- e) Where a machine has a maintenance log, keep this up to date with details of service and maintenance, any repairs (the log should be always available for inspection, preferably with the equipment),
- f) Where the safety of work equipment depends on the manner of installation, it must be inspected after installation (and if appropriate, commissioned) and before being put into use,
- g) Where work equipment is exposed to deteriorating conditions liable to result in dangerous situations, it must be inspected at appropriate intervals to ensure faults are detected in good time so the risk to health and safety is managed,
- h) Ensure that all staff using, supervising, or managing the use of work equipment are provided with adequate, clear health and safety information. This will include, where necessary, written instructions on its use and suitable equipment markings and warnings
- i) Ensure that all people who use, supervise, or manage the use of work equipment have received adequate training, which should include the correct use of the equipment, the risks that may arise from its use and the precautions to take to avoid injury,
- j) where the use of work equipment is likely to involve a specific risk to health and safety e.g. woodworking machinery, ensure that the use of the equipment is restricted to those people trained and appointed to use it,
- k) Take effective measures to prevent access to dangerous parts of machinery. This will normally be by fixed guarding but where routine access is needed, interlocked guards (sometimes with guard locking) may be needed to stop the movement of dangerous parts before a person can reach the danger zone. Where this is not possible – such as with the blade of a circular saw – it must be protected as far as possible, and a safe system of work used. These protective measures should follow the hierarchy laid down in PUWER regulation 11(2) and the Provision and Use of Work Equipment, Approved Code of Practice and Guidance or, for woodworking machinery, the Safe use of Woodworking Machinery: Approved Code of Practice and Guidance.
- l) Take measures to prevent or control the risks to people from parts and substances falling or being ejected from work equipment, or the rupture or disintegration of work equipment,
- m) Ensure that the risks from very hot or cold temperatures from the work equipment or the material being processed or used are managed to prevent injury,

- n) Ensure that work equipment is provided with appropriately identified controls for starting, stopping and controlling it, and that these control systems are safe,
- o) Where appropriate, provide suitable means of isolating work equipment and controlling access through permits to work from all power sources (including electric, hydraulic, pneumatic, and gravitational energy),
- p) Ensure work equipment is stabilised by clamping or otherwise to avoid injury,
- q) Take appropriate measures to ensure maintenance operations on work equipment can be carried out safely while the equipment is shut down, without exposing.

Provision of new work equipment:

When providing new work equipment for use at work, you must ensure it conforms with the essential requirements of UK and European Community law (for new machinery this means the Machinery Directive). You must check to ensure it:

- a) is UKCA or CE marked indicating that the manufacturer of the product is declaring conformity with all of the Directives relating to that product.
- b) Comes with a Declaration of Conformity relating to the particular product and which should declare key information, including: the name and address of the organisation taking responsibility for the product, a description of the product, a list which product safety Directives it complies with, (where appropriate) the details of relevant standards used, as well as being dated and signed by a representative of the organisation placing it on the EU/EEA market
- c) Is provided with instructions in English. New products must be accompanied by information, usually an Instruction Manual. All European product safety Directives require information to be made available to end users to enable the safe use of products, and installers to enable the product to be safely installed before use. User instructions should be comprehensive, easy to understand, and in the user's own language. Other information provided on the product such as warnings, which may be given in pictorial form, should be explained in the user instructions.
- d) Is free from obvious defects – and that it remains so during its working life.

RIDDOR

(Please see the Accidents, Incidents & Near Miss Policy)

Compliance with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations rests with the Head of Operations. This includes reporting major injuries, significant illness contracted whilst at work such as Legionellosis and occupational asthma, and dangerous occurrences such as the overturning or failure of lifts and lifting equipment. For further information please contact the Head of Operations.

Risk Assessment

(Risk Assessment Policy)

It is the responsibility of Heads of Department to ensure risk assessments are undertaken for their specific areas. A standard format for the completion of risk assessments is available on the Staff Gateway, along with some sample generic risk assessments. These should be used for all risk assessments unless there is a specific reason not to, such as submitting risk assessments to the MoD on its specific documentation for CCF related activity.

Training for the completion of risk assessments will be expected of staff on a regular basis. Any Head of Department who requires further help should contact the Head of Operations.

The Head of Department must ensure that risk assessments are always followed. All control measures identified on the risk assessment must be implemented. Where the Head of Department is unable to implement all controls required, they should contact their line manager for further assistance and advice.

Risk assessments should be reviewed routinely, at least annually, and following an accident, incident, near miss or change in equipment, procedure, or system. The Head of Department should sign off the review and document any changes made.

Further information is provided in the Risk Assessment Policy available on the Staff Gateway. Instructions to staff on the completion of risk assessments are also available.

Safeguarding & Child Protections Procedures

(Previously known as Child Protection, now known as Safeguarding & Child Protections Procedures)

Milton Abbey School has a Safeguarding Policy & Child Protection Procedures document which is reviewed annually and is available on the School Staff Gateway.

Safe Systems of Work

(Risk Assessment Policy)

Where specific risks are identified, following risk assessment, which would be effectively addressed by means of procedural measures, the School will develop and implement appropriate written safety procedures or 'safe systems of work'. These are particularly helpful for maintenance and construction work. Advice on the writing of safe systems of work should be sought from the Deputy Head of Operations.

Science

(See COSHH Policy)

The Physics, Chemistry and Biology sectors undertake projects and experiments which may give rise to risks. Therefore, the Head of Science is expected to have undertaken a comprehensive set of risk assessments in respect of its activities and of the physical, chemical, and biological agents that they may use. Where appreciable risks are identified, specific written procedures will be developed and implemented to minimise the risks to pupils and staff. The Head of Science will ensure that effective supervision of all pupil's practical work and experiments is undertaken so as to ensure the risks are minimised.

Fume cabinets will be maintained in efficient working order and will be used on all occasions when required. They are serviced annually by external professional organisation and annual certificates are located within the online Purple H&S File.

Hazardous substances will be stored in secure places when not in use. Storage will be designed to minimise the likelihood of incompatible substances coming into contact, and relevant storage (ie: the Fume Cupboard) will be serviced in line with legislation, and records stored within the departmental 'purple file'.

Security

(See Visitors Policy)

All visitors to the School are instructed to sign in at Reception (or Porter's Lodge outside of term time) where visitors will undergo current procedures, as detailed in the Visitors Policy. Milton Abbey School operates a 'red or green lanyard system' for all school business visitors to our site. A green lanyard is applicable to all visitors who hold an enhanced DBS certificate and who have undergone an identity check. A red lanyard visitor is one who does not have an enhanced DBS, and therefore must be accompanied by a staff member whilst on site. Please refer to the Visitor Policy for information regarding the relaxation of visitors wearing red lanyards outside of term time.

As previously stated, the Milton Abbey School grounds include the Abbey which is owned and run by the Diocese of Salisbury, a public right of way, a permissive path and a 'pay to play golf course' - therefore, on occasions there will be visitors to site who are not visiting the School. The location of the site, deep in the Dorset countryside, provides soft boundaries, therefore, all staff, especially the school Caretaking Team are instructed to be vigilant and to challenge anyone on site who is not wearing a green lanyard.

All Milton Abbey employees, community residents and Governors are subject to the required checks and clearances – please see the School Recruitment Policy for further details.

For the safety of all, Milton Abbey also have CCTV in operation throughout the site – please see the CCTV Policy for further details.

Access to School buildings is via a card system and buildings are locked in the evenings. The Caretakers make a regular check of all buildings and grounds and report any issues of concern.

Slips & Trips

(Risk Assessment Policy and Snow & Ice Policy)

Slipping or tripping is one of the most frequent causes of injury in the workplace, and probably one of the most avoidable. The most common reasons why these accidents occur are: wet walkways, floor surfaces that are in disrepair, weather hazards (ice, rain, snow) and inappropriate footwear. Slips and trips can be easily avoided through good housekeeping (cleaning spills immediately, clearing debris, covering cables etc.), having appropriate flooring (recoating or replacing floors, installing mats, pressure-sensitive abrasive strips, or abrasive-filled paint-on coating), use of clear signage (wet floor boards) and through staff education.

All internal corridors are cleaned regularly and checked for obstructions as part of the weekly fire checks. During bad weather the Snow and Ice Policy is implemented. Cleaning staff are instructed to place signs in corridors during cleaning activities. Where identified through the risk assessment process, work shoes are provided. Staff undertaking physical work such as cleaning should wear a full supportive shoe. Sandals can be worn by office staff provided they are not undertaking any physical work such as lifting and carrying.

Staff should remain vigilant to possible slip and trip hazards both inside and outside throughout the School site and report these immediately via email and by telephone if urgent.

Sport

(See Ben Lawes for further information)

All School sports' provision will be maintained in a good and safe condition. A program of regular condition surveys will be organised by the Director of Sport and where defects are detected or anticipated measures will be taken to make repairs or replace items. Staff identifying any shortfall in the equipment or damages should report this to the Director of Sport. Records of checks, servicing and renewals are held within the Sport Department online Purple H & S file.

All sports and activities should be undertaken within the rules or codes of practice of the governing sports body.

All lessons, matches and competitions should be managed in a manner as to minimise risks of injury so far as is reasonable and within the power of the member of staff officiating.

Staff Wellbeing

(See Positive Working Environment Policy, Employee Manual)

Milton Abbey School takes the protection of staff wellbeing very seriously, and as such there are several procedures and facilities available to assist all. The school also have several policies to assist with personal health, the list is not exhaustive, however for initial information and support please see The Staff Wellbeing Policy, The Menopause Policy, and The Leave Policy.

All staff also have access to an Employee Assistance Program (the EAP) – which is free and available to all, 7 days a week, 24 hours a day.

Additionally, staff also benefit from the attentions of the on-site Health Centre, which is manned 24 hours a day during term time.

Swimming Pool

(The Swimming Pool Policy)

Milton Abbey School will manage the Swimming Pool in line with the requirements detailed in HSG179 Managing health and safety in swimming pools. The Estates Team is responsible for the overall running and maintenance of the swimming pool and managing the day-to-day upkeep and maintenance through designated operatives.

All staff undertaking maintenance tasks will be trained and hold relevant qualifications.

The Swimming Pool Policy, which contains the Pool Safety Operating Procedure, the Normal Operating Plan and the Emergency Action Plan is held on the School Network. All staff operating within the pool will be trained to work in accordance with these documents.

The emergency instructions are displayed within the swimming pool building and must be followed in the event of an incident.

Visiting Schools and clubs who use the pool will be made aware of the contents of these documents by the Events/MASS Co-ordinator.

Staff who do not obey these rules will be subject to disciplinary action.

Temperature

(Positive Working Environment Policy)

Whilst there is no limit on working environment temperature, there is a cold limit for workspaces and classrooms, which 16 degrees Celsius. Staff can equally be affected by both extremes and steps can be taken to help achieve a comfortable work environment. Please contact the Head of Operations if you have any concerns. For staff who are working outside in extreme temperatures (hot or cold) risk assessments should be in place to minimise risks.

Theatre (The New Barn Theatre; known as the NBT)

(See Lou Lancaster for further details)

Suitable specific evacuation procedures are maintained in respect of the theatre. All productions are required to produce a risk assessment to identify where additional risks may be created to the audience or performers. This is in addition to the risk assessments undertaken in respect of lessons delivered within the Theatre.

Training

(See The Appraisal Policy)

All new staff at Milton Abbey School will be given a copy of this Health & Safety Policy. Further specific training on topics such as Legionella, manual handling and risk assessment are offered to appropriate staff as necessary. Records of all staff Health & Safety Training are kept within the appropriate 'Purple H & S File' for each department. The master training register is held electronically by the School HR Team. Bespoke Health and Safety briefings are available on request from the Head of Operations.

Transport

(See The Transport Policy)

The school has a comprehensive Transport Policy which covers work vehicles (including tractors, ATV's, and vans), non-school vehicles (delivery, collection, taxi's, coaches and visitors), parking and traffic movement on our site. The Transport Policy can be found on the Staff Gateway, under Health & Safety.

The School Operations Co-ordinator oversees the management of School vehicles, including minibuses, cars, and vans. On employment, staff will be asked to present their driving license to the School Operations Co- Ordinator for a copy to be held on file. Staff must bring any subsequent driving convictions, endorsements, or penalties to the attention of the School Operations Co-ordinator immediately. Staff are only authorised to drive School vehicles if they have completed the relevant training.

The School is responsible for ensuring that the minibus fleet is managed in line with all legal transport and health and safety responsibilities. Full details on the management of minibuses can be found in the 'Statement of Responsibilities and Requirements on Operating a School Minibus' to be found within the School Transport Policy.

The School Operations Co-ordinator is responsible for writing and reviewing the generic 'Use of minibus' risk assessment, and oversees all liaison and communication with transport contractors, ie minibus providers and coach and taxi companies. Staff driving and/or responsible for an offsite trip using a minibus must adjust the generic risk assessment for their own trip.

The movement of vehicles on site pose a significant risk to pupils, staff, and visitors. All staff and visitors must obey the one-way system operating in the School site. The speed limit of 5 mph should be always observed. Staff and visitors should only park in designated parking areas and always adhere to yellow lines. Staff and visitors should be always aware of pupils whilst driving on the School site.

New staff must ensure they give details of all vehicles they are likely to use on the School site to the HR Team. Existing staff should ensure this information is updated when they change or add additional vehicles for their own use.

Please note that pupils (of appropriate age) are permitted to drive to school and park within the school grounds.

The salting of School roads during bad weather is the responsibility of the Grounds and Estates Team and is done in accordance with the Snow & Ice Policy.

Violence

(See Positive Working Environment Policy and Staff Code of Conduct)

It is important to note that violence can be defined as physical or non-physical. Non-physical violence can be threatening behavior (either face to face, verbally or written).

The staff Code of Conduct sets out the expected behavior for staff and any act of physical violence is considered gross misconduct, and non-physical violence will be investigated on a 'case by case' basis and may result in disciplinary action, which could result in a charge of gross misconduct.

We do not tolerate violence towards our staff and pupils, and action will always be taken. Violence prevention is also a key element in protecting staff and pupils. Risks should be evaluated and measures (where possible) prior to potential interaction occurring. Support is available in the form of training or physical support from a member of SLT.

The pupil Behavior Policy and the Pupil Handbook set out the standards of behavior expected from all pupils and any contravention will be dealt with in line with the Sanctions Policy.

All incidents of violence (physical or non-physical) must be reported to the Head of Operations. In the case of physical violence on site – please radio the Duty Caretaker for assistance immediately.

Visitors

(See The Visitors Policy)

The school follows a robust Visitors Policy, which requires all visitors to report to reception on arrival, where they will be issued with a visitor's pass (and outside of term time; Porter's Lodge). The host member of staff must ensure they are always accompanied whilst on School grounds during term time. Staff observing anyone on site not wearing a pass should enquire as to the reason for their presence on site and accompany them to reception to sign in. Any suspicious behavior should be reported immediately to the duty Caretaker and the Head of Operations.

Windows and Glazing Safety

(See The Sharps Policy)

Milton Abbey School aims to ensure that windows or glazed panels in walls, partitions and doors should, where necessary for reasons of health and safety, be made of safety material or be protected against breakage. For further information regarding damage and removal please refer to The Sharps Policy.

Working at Height (including ladders and step ladders use)

(See Manual Handling and Working at Height Policy)

Work at height means work in any place where, if there were no precautions in place, a person could fall a distance liable to cause personal injury.

For example, you are working at height if you:

- are working on a ladder or a flat roof (ie: cleaning windows, clearing guttering, decorating, or changing lightbulbs etc)
- could fall through a fragile surface to a drop below.
- could fall through an opening in a floor or a hole in the ground in a building or on site.

Where work at height cannot be avoided it must be planned to prevent the risk of falling or minimise the distance and consequences of a fall.

No work should be undertaken at height until a risk assessment has been completed. Work on roofs will require a permit to work to be issued by the Estates Office.

Any contractors engaged to undertake work at height will be required to submit their risk assessments, and where appropriate method statements, before work can commence.

Where scaffolding is required, a competent scaffolding contractor will be used to erect, maintain, and take down the scaffolding.

The tower scaffold can only be erected and dismantled by staff who have been trained and hold a current valid certificate with a copy held in the department's health and safety file.

All ladders and step ladders used throughout the School must be recorded on the School Register of Ladders, undergo annual inspection and maintenance under the supervision of the Health & Safety Officer. Ladders will only be used for short duration work lasting no longer than 30 minutes, or as access to a working platform. No ladder should be used unless it is safely secured to the building to prevent it slipping or falling. Step ladders should be sufficiently high enough to prevent users stepping above the third from the top step. Users should always maintain three points of contact when using steps and ladders.

Mobile Elevating Work Platforms (MEWPs) are the preferred method for working at height. These can only be used by staff who are trained operatives and hold a current valid certificate with a copy held in the relevant department's health and safety file.

Work Equipment and Machinery

(See Online Health & Safety 'purple' files section)

The School will ensure that all work equipment purchased, leased, or hired is suitable for the intended use and is maintained in safe working order. Heads of Department must ensure that all staff are trained in the use of equipment and machinery before using it; this may be a formal training course or in-house training from a competent person. All training on equipment and machinery must be documented and recorded in the departmental health and safety file, as well as sending the information to the HR Team for individuals' personal files.

All equipment and machinery will be maintained in good working order and maintenance records completed and held in the departmental health and safety file. Where equipment and machinery require statutory independent examinations and inspections, such as lifting equipment, equipment working under pressure and hazardous substance extraction systems, this will be carried out by an external company appointed by the School. This is normally managed by the Estates Team. The MoD has its own arrangements for equipment they supply to the School for CCF related activities. No one should use machinery if they are not trained to do so.

Work Placements

(See Zoe Livingstone for more details)

Some of our pupils are required to undertake work placements as part of their studies. This can be as a mandatory part of their course such as that required in vocational subjects or as part of their development and preparation for leaving School.

Milton Abbey recognises its responsibility for ensuring that all reasonable checks are made on prospective employers who offer work placements. This includes ensuring that they are adequately assessing the risks to the safety and health of pupils whilst under their supervision.

Further information can be found in the Work Placement Policy, available from the Deputy Head Pastoral.

DEPARTMENTAL HEALTH & SAFETY REPRESENTATIVES

Academic Year 2024/2025

	Name of Representative (Rep)	Department/Area
1	Nick Anderson	Science
2	Leon Hornsby	Estates
3	Will Fraser	Co-Curriculum
4	Michelle Brown	Transport
5	Sam Brown	Housekeeping
6	Ashley Garrett	Health Centre
7	Sara Burton	Art & Photography
8	Simon Burnham-Slipper	Land Based Studies (including the Farm)
9	Joe Cooper	Grounds
10	Ben Lawes	Sport
11	Leonie Monaghan	Hospitality
12	James Ratcliffe	Design, Technology & Creative Media
13	Louisa Thompson	The New Barn Theatre (NBT)
14	Brendan Picknell	ICT
15	Martyn Peel	Boarding
16	Cathrin Wurst	Mansion House General (Miscellaneous)
17	Giles Vigar	CCF
18	TBC	Admissions, Events, MASS and Marketing
19	Laura Kleiser	Learning Development
20	Rebecca Oliphant	Music & Drama
21	Josh Bradbury	Curriculum General

H&S Committee Membership Group

All Department Reps (as per Appendix 1)

Plus:

Tracey Edwards	Chair
Nick Barrow	Deputy Head of Operations
Oliver Chamberlain	Health & Safety Governor
TBC	Events & MASS Co-ordinator

Health & Safety Policies

The following list contains the title of every Health & Safety Policy available to guide, support and assist you.

All are available on the Staff Gateway, within the Health & Safety section.

If you have any questions or comments regarding policy content, please do contact the Head of Operations.

Access Card Policy
Accident, Incident & Near Miss Policy
Asbestos Policy
CCTV Policy
Contractor Management Policy
COSHH Policy
Critical Incident Policy (CIT Plan)
Data Protection Policy
Display Screen Equipment (DSE) Policy
Electrical Policy
Fire Safety Policy
First Aid Policy
Health & Safety Policy
Lockdown (Take Shelter) Policy
Lone Working Policy
Management of Food Allergies Policy
Manual Handling Policy
Menopause Policy
Pupil Access to Risky Areas Policy
Risk Management & Assessment Policy
School Accessibility Plan
Sharps Policy
Snow & Ice Policy
Staff Wellbeing Policy
Storage & Retention Policy
Swimming Pool Policy
The Pet Policy
The Transport Policy
Visitors Policy
Waste Management Policy
Water Hygiene Policy
Working at Height Policy

Acts, Legislation and Regulations Index

The following UK Acts of Parliament, and Legislation a Professional Body Regulations are the foundation of many of our Health and Safety expectations, to ensure workplace compliance.

Control of Asbestos Regulations 2012
Control of Noise at Work Regulations 2005
Control of Substances Hazardous to Health (COSHH) Regulations 2002
Dangerous Dog Act 2014 Amendments (to Act 1991)
Display Screen Equipment Regulations 1992
Food Safety Act 1990
Food Standards Act 1999
Food Regulations Act 2006
Food Information Regulation Act 2014
Hazardous Waste Regulations 2005
Health & Safety at Work Act 1974
HSE Health & Safety in Swimming Pools Guidance February 2024
HSE L8 Approved Code of Practice
HSE PPE at Work Guidance 2022
Keeping Children Safe in Education September 2024
Manual Handling Operations Regulations 1992
Maternity and Parental Leave Regulations 1995 (including 6th April 2024 update)
Personal Protective Equipment at Work Regulations 1992
Provision and Use of Equipment Regulations (PUWER) 1998
Reporting of Injuries, Diseases & Dangerous Occurrences Regulations 2013 (RIDDOR)
Transport Act 1985
The Control of Vibration at Work Regulations 2005
The Electrical Equipment Safety Regulations 2016
The Electricity at Work Act 2019
The Environmental Protection Act 1990
The Management of Health & Safety at Work Regulations 1999
The Separation of Waste Regulations 2024
The Waste Regulations Act 2011