



HANFORD PREP

Health & Safety Policy



Executive Summary

This policy outlines the School's commitment to ensuring the well-being of all staff and stakeholders through comprehensive safety measures and risk management strategies. It establishes clear health and safety objectives, promotes effective communication and training, and emphasizes the importance of staff consultation in maintaining a safe working environment.

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Part 1: Statement of Intent

Hanford Prep is committed to ensure, so far as is reasonably practicable, that:

1. all employees are safeguarded fully in respect of health, safety and welfare whilst at work;
2. pupils and members of the public including parents, visitors and contractors' employees who enter our premises, are not exposed to any health and safety risks during the course of their business;
3. no work is carried out by the school or contractors that is liable to expose employees, pupils or members of the public to hazards to health, unless suitable and sufficient assessments of the risk are made and necessary measures to prevent or control the risk have been introduced;
4. all contractors are able to demonstrate that they have suitable arrangements for securing proper health and safety, including where necessary a written statement of policy.

The Governing Body has the ultimate responsibility for the implementation of this policy and through the Sherborne Schools Group will ensure that the requirements of all health and safety

legislation are established. The Head is responsible for implementation of this policy within the school. Matters that cannot be resolved at this level must be referred to the Governing Body of the Sherborne Schools Group.

Health and Safety Objectives

The school's objectives regarding health and safety are:

1. To provide conditions and systems of work for all employees which prevent any danger to health. This requires that risk assessments be carried out as appropriate to enable hazards and risks to be identified to enable the standards of safety to be adapted and enforced.
2. To ensure that all plant and equipment is maintained properly and that none will be used knowingly when it presents any risk to the safety of the staff or the public.
3. To provide means of access and egress that are safe and without risks to health.
4. To provide comprehensive information, instruction, training and supervision, so far as is reasonably practicable, to ensure the health and safety at work of all employees and pupils.
5. To ensure that the health, safety and welfare of all employees, pupils, and members of the public are under continuous review by management at all levels.
6. To ensure the physical safety of children.
7. To ensure safe arrangements are made for the storage, handling and transport of articles and substances.
8. To ensure the school will have and maintain up to date fire procedures and documents; and ensure that all employees and pupils are familiar with them.

This policy is largely dependent upon the total co-operation of every person who works for the school and indeed all employees have a legal duty to:

1. take reasonable precautions in safeguarding the health and safety of themselves and others;
2. observe all health and safety rules and procedures as laid down by the school and use all health and safety equipment provided;
3. alert management to any potential hazard that they have noticed and report all accidents, incidents or near misses that have led, or may lead to, illness or damage;
4. ensure that no person uses a prescribed dangerous machine unless they have been fully instructed as to the dangers and the precautions to be observed and either have received sufficient training in work at the machine or are being supervised by someone with a thorough working knowledge and experience of the machine.

No person under the age of 18 years should be allowed to dismantle or clean a prescribed dangerous machine.

Communication

The Full Health & Safety and Risk Assessment Policy is provided as part of induction, available on SharePoint and from the School Office. Staff also complete a Health & Safety in Education course as part of induction.

Staff are encouraged to be vigilant when it comes to health and safety around the school site and to submit concerns to the Operations Manager or Head of Maintenance. All staff are also welcome to attend the weekly health and safety meeting to discuss concerns.

Training

Safety training is regarded as a vital part of an effective health and safety programme and the school tries to pro-actively arrange training for staff as part of induction, INSET, and ongoing CPD. It is essential that every employee in the school is trained to perform his or her job effectively and safely. Staff complete a Level 2 Health & Safety course at induction and further relevant training is organised for all staff to undertake their specific roles and responsibilities, for example COSHH training and manual handling. Staff are also briefed on the completion of risk assessments to ensure they are as effective as possible.

Staff Consultation

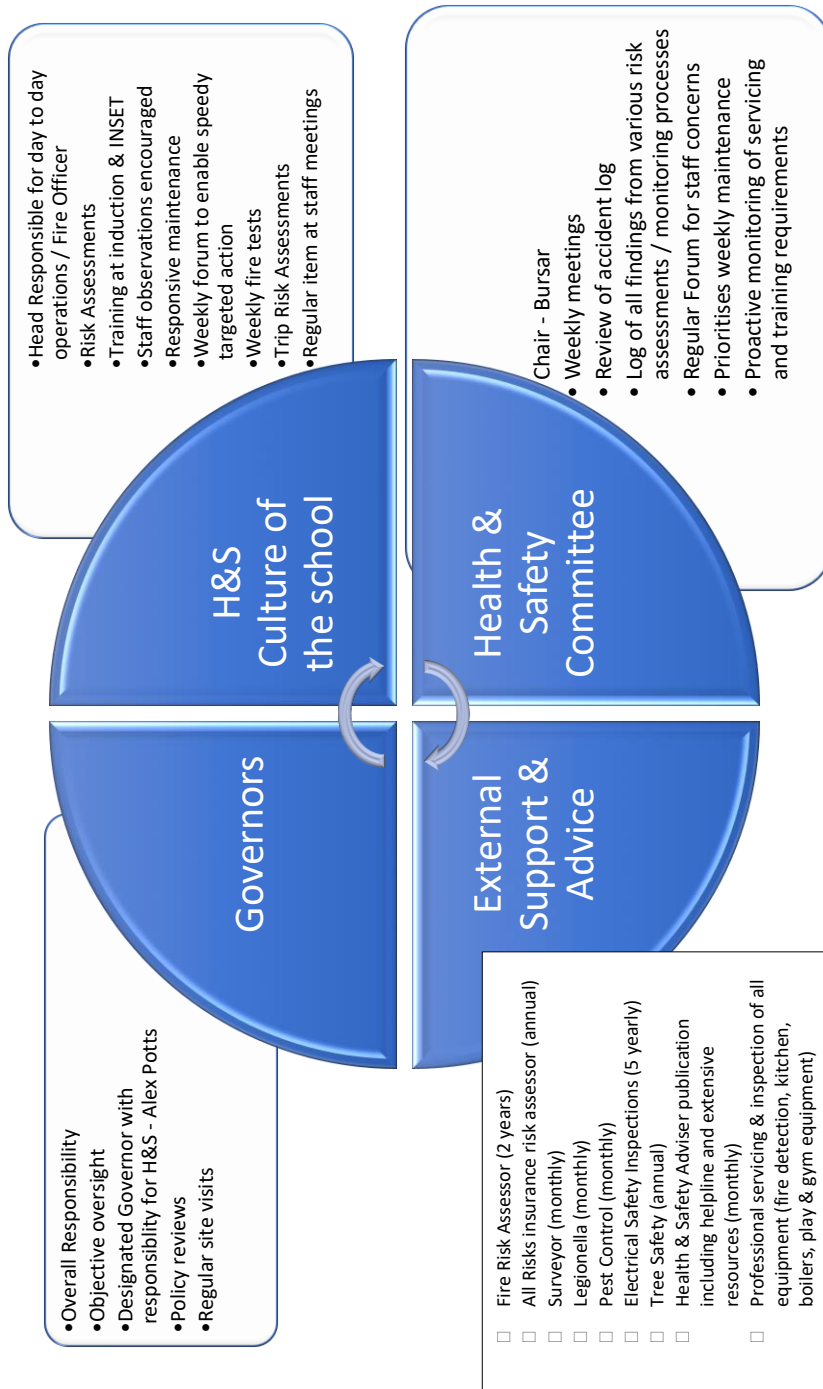
A half termly Health and Safety committee, with representatives from departments across the school, will meet to review incident reports and discuss H&S protocol and topics. This committee will feed into the Sherborne Schools Group H&S Oversight Committee.

Any H&S updates or training opportunities will be issued when the need arises or at staff INSET sessions.

Communication of the Policy

The Full Health & Safety and Risk Assessment Policy is provided as part of induction, available on SharePoint and from the School Office. We also provide an abbreviated Staff Handbook for quick reference. Staff are encouraged to be vigilant when it comes to health and safety around the school site and to submit concerns to the Operations Manager or Head of Maintenance. All staff are also welcome to attend the weekly health and safety meeting to discuss concerns. Urgent health & safety concerns are communicated immediately to the Operations Manager, Head, or the Head of Maintenance.

Part 2: Organisational Arrangements for Health & Safety



Responsibilities

The following is an outline of the responsibilities for Health and Safety throughout the school:

Governing Body

- The Board of Governors are responsible for ensuring the approval of this policy. There is a designated Governor responsible for Health & Safety.
- To ensure that, through the Head, the Health and Safety Policy is implemented and effective.
- To ensure that there are adequate funds and staffing resources to meet the requirements of all relevant Health and Safety legislation (Appendix).

The Head

- In overall control of the day-to-day management of the school the Head is therefore responsible for the management of health and safety and welfare issues within Hanford and during off site activities, with particular emphasis on pupil Health and Safety, but encompassing all employees, contractors and visitors to the school.

In conjunction with the **Operations Manager**, the Head

- Monitors the effectiveness of the Health and Safety Policy, reviews its contents on a regular basis and makes recommendations to the governing body as necessary.
- In close co-operation with the Chair of the Health and Safety Committee is responsible for the implementation of training programmes throughout the school and for keeping them under close review. They are updated to meet changes in legal requirements and where necessary, improvements are made to meet the operational needs of the school.
- Ensures that all visitors and contractors on the site are made aware of the school's Health and Safety Policy and Fire Procedures.
- Ensures that all equipment is inspected and serviced at recommended intervals.
- Ensures that the asbestos management plan is drawn up and that the register is maintained and that all maintenance staff or contractors undertaking any work on the premises do not damage any parts of the structure of the building without taking appropriate precautions.
- Ensures that appropriate action has been taken in relations to findings of the risk assessments as advised.
- Ensures that all accidents are recorded and the enforcing authority notified where necessary and arranges where necessary for accident investigations to be undertaken.

Chair of the Health and Safety Committee

- Acts, in conjunction with the Head, as the "responsible person" in terms of fire safety.
- Holds regular Health and Safety meetings.

Health and Safety Committee

- Provides a forum for the discussion of health and safety issues.
- Reviews the accident log.
- Directs the weekly maintenance schedule.
- Makes recommendations to the Governors on any health and safety issues.

School Nurses

- Responsibility for first aid matters within the school.
- Responsibility for maintenance of the school Medical Policies.

- Organise first aid training, keeps records of all first aid qualifications. Monitors the requirements for training to meet the first aid arrangements for the school.

External Advice

We seek external advice from several sources:

- Liaison with the Head of Health & Safety at the Sherborne Schools Group
- Fire Risk Assessor (2 years)
- Fire Detection and Fire extinguisher maintenance & servicing (bi-annual)
- All Risks insurance risk assessor (annual)
- Surveyor (rolling)
- Legionella (monthly)
- Pest Control (monthly)
- Electrical Safety Inspections (5 yearly)
- Tree Safety (2 yearly)
- Gym Equipment Inspection (annual)
- Play Equipment Inspection (annual)
- Health & Safety Adviser publication including helpline and extensive resources (monthly)

All staff

- Ensuring that they comply with the requirements of the school Health and Safety Policy.
- Making sure that all equipment is safe to use and not to use any tool, equipment or other implement that is unsafe.
- Ensuring that they do not use any equipment that is unsafe and bring to the attention any defects in the structure of the school or equipment immediately to the Head.
- Using personal protective equipment as identified.
- Taking part in health and safety inspections and training.

Staff with specific responsibilities are listed in the table below:

Title	Name	Contact number
HEAD	Hilary Phillips	01258 860 219 (w) ex 140 ex 147 (Office) ex 139 (Office) ex 130 (Home) 01258 863743 (Home) Mob 07977 855937
OPERATIONS MANAGER	Elisabeth Carr	01258 860219 ex 149 Mob 07977 855938
I/C MAINTENANCE	Robert Jarvis	07966524617(M) 01258 863801 (H)
I/C STABLES / RIDING	Charley Pearson	07831 303582
HEAD OF BOARDING	Susie Askew	01258 860 219 ex 127
EXECUTIVE CHAIR OF GOVERNORS	Christopher Samler	Available in the Office

Part 3: Arrangements for the Implementation of Health & Safety

Proper Supervision of Pupils

Academic time:	See the academic timetable.						
Break and Free time:	See Matrons' Duty rotas. Matrons and/or the school nurse is/are always available in Matrons' Sit/Surgery and members of staff are usually based in the Music School, the Stables and in Fan's at various times of the day.						
Meal Times:	See the duty rota for meal times.						
Evenings & Weekends:	See the Matrons' duty rotas.						
Educational Visits:	See staff:pupil ratios as listed under " Off Site Educational Visits "						
Boarding:	Supervision of the girls is covered by matrons' duty rotas, drawn up by the Head of Boarding.						
Residential Staff:	Various members of the staff live in the Main House, Fan's, the Stables, The Cottage and the Head's House and all help with the supervision of the girls.						
Off-site Visits:	The DfE has published the following ratios for off-site visits as a guide, while stressing that they have to vary according to the various factors.						
	<table> <tr> <td>Year 3</td> <td>1 adult per every 6 girls</td> </tr> <tr> <td>Years 4-6</td> <td>1 adult for every 10-15 girls</td> </tr> <tr> <td>Years 7 onwards</td> <td>1 adult for every 15-20 girls</td> </tr> </table>	Year 3	1 adult per every 6 girls	Years 4-6	1 adult for every 10-15 girls	Years 7 onwards	1 adult for every 15-20 girls
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Risk Assessment

In order to effectively implement the school's Health and Safety Policy risk assessments are undertaken throughout the school in accordance with the Management at Work Regulations 1999.

Risk assessment is a systematic process that has three main purposes:

- To identify all things and activities which may cause harm i.e. *what could go wrong?*
- To consider the risk of that harm occurring to the pupils; staff and visitors to the school i.e. *what would be the result of that harm*
- To put controls in place to eliminate the hazards or to reduce it to an acceptable risk.

Results from the risk assessments are used by the Operations Manager to prioritise the schedule of works.

Staff are briefed on the completion of risk assessments to ensure they are as effective as possible.

Workplace Safety for Staff, Pupils and Visitors

All areas of the school are risk assessed by a relevant member of staff as detailed in the table below. As an example, the general classroom risk assessment covers electricity, fire, COSHH, trips & slips, furniture, lighting, heating, working at heights and measures in the event of accident or illness. The findings of the risk assessments are logged, discussed at the weekly operations meeting and fed into the maintenance programme.

Area to be Risk Assessed	Risk Assessor
Classrooms	Teachers
Art and Handwork	Art & Handwork Teachers
Science + COSHH	Science Teachers
COSHH Laundry, cleaning, kitchen, maintenance, gardening	Domestic Bursar / Sanaway
PE & Games Equipment	Games Teachers / Universal
Adventurous activities	Leader of the trip (+ proof of licence & risk assessments by provider) - reviewed by EVC
Camping Trip	Leader of trip – reviewed by EVC
General off-site visits/trips	Leader of trip – reviewed by EVC
Riding	Head of Riding
Visual Display Equipment	Operations Manager
Asbestos	Operations Manager / Astech Environmental
Swimming Pool	Head of Games
Grounds including play areas	Maintenance/ Operations Manager / Play Inspection company
Traffic Flow around Site	Operations Manager / Head
Maintenance + COSHH	Maintenance/ Operations Manager
Glazing Safety	Operations Manager /Head of Boarding/All Staff
Gardens	Maintenance/Gardeners
Working at Height	Operations Manager /Maintenance
Kitchen and Storerooms	Catering Manager
Housekeeping + laundry	Domestic Staff/Domestic Bursar
Main House	Head of Boarding
Fan's House	Head of Boarding
Shooting	Deputy Head

Staff are regularly briefed on the completion of risk assessments through INSET training.

The risk assessments are reviewed on at least an annual basis by the responsible person as highlighted above.

Reviews are undertaken sooner if:

- A major incident/ accident / near miss occurs in the department.
- A structural change in the department.
- A new member of staff is responsible for that area.

The Operations Manager retains copies of all risk assessments.

Fire Safety

The school has a Fire Risk Policy and Fire Alarm Procedures Manual which outlines the preventative measures for fire. The Head is the “responsible person” in terms of fire safety.

Fire Risk assessment

The production of a fire risk assessment allows the school to identify any fire hazards; the precautions the school has in place to control these hazards and the identification of any additional control. Due to the nature of the site and buildings this is completed by an external professional at least every 2 years. The resultant fire risk assessment is a living document updated continuously as a result of discussions between the Operations Manager, Head of Boarding and Maintenance team. Significant findings are communicated to the staff as necessary.

A copy of the fire risk assessment is retained by the Operations Manager in the School Office.

The last fire risk assessment was completed by Hettle Andrews in Feb 2024.

All classrooms and general work areas have fire safety notices. It is the responsibility of the “responsible person” for fire safety to ensure that these are in place.

Fire Evacuation Procedures

Staff fire procedures are contained in the “Fire Alarm Procedures” manual.

Evacuation procedures and congregation points are displayed throughout the school, above the visitors signing in book, and on the visitors & contractors badges.

Staff, visitors and contractors should be aware of the nearest fire exit and fire extinguisher.

Fire Training

All Staff receive fire training and training in the use of extinguishers every 3 years. At the same time Fire Marshall training is provided to approximately 12 staff (all boarding staff and those responsible for a particular area of the school to ensure safe evacuation).

- Everyone is aware of the importance of fire safety.
- The evacuation procedures can be carried out competently, and
- All staff have a basic knowledge of fire-fighting & fire prevention.

An All-Staff Fire INSET was held in April 2023 including theory, fire extinguisher practice and Fire Marshall training.

- Selected staff have further training to ensure effective evacuation particularly at night.

Fire Drills

A minimum of once a term the school will hold a fire drill organised by the Headmaster / Head of Boarding (responsible person). A night time drill is routinely undertaken early in each term to practice evacuation.

Weekly bells and door tests ensure equipment is fully functional.

Reports of the fire drills and weekly bells tests are reviewed by the Health & Safety Committee and any concerns logged for action or investigation.

Visitors/Contractors

All visitors/contractors (other than parents/guardians collecting pupils) arriving at the school in term time are requested to sign-in at the school office. On display above the Visitors’ Book is information outlining the procedures to follow in the event of the alarm being raised and the location of the relevant assembly points. This information is also displayed on visitors badges. All visitors and contractors are supervised and members of staff, at whatever level, will be responsible for the safety of their visitors at all times.

Off Site Educational Visits

- All off site educational visits are accompanied by effective planning by the trip leader and approval by the Head or Deputy Head (EVC).
- Staff have a 'Trip Pack' to complete which includes a risk assessment, medical or special educational needs of those travelling (checked with the nurse), contact information and details of all staff and pupils travelling in the group. The populated forms are signed off by the Head or Deputy Head before being cascaded throughout the school to ensure all staff are aware of which pupils are offsite and how to contact the staff in charge. There are two mobile phones specifically set aside for trips.
- Any significant findings from a risk assessment must be recorded and discussed with the Head.
- Any unusual events during a trip must be discussed with the Head and recorded appropriately / reported to the venue / adjustments made to the risk assessment for future trips.
- Exploratory trips are made by any teacher intending to lead a visit to a new location.
- Most trips will be led by a trained first aider.
- On arrival trip leaders will agree rendezvous arrangements should the group become separated.
- The School has a combined liability insurance policy with indemnity of £10 million.

Local / Routine Visits

Staff complete the 'Trip Pack' comprising a risk assessment, medical and contact information. This requires approval by the Head or Deputy Head before being cascaded throughout the school. Forms are available in the staff room and from the Bursar.

Higher Risk Visits e.g. Water Sports, Adventure Activities or Residential trips

In addition to completing a trip pack, the trip leader must also check the provider holds a licence as required by the Adventure Activities Licensing Regulations 2004. The school uses trusted providers but when sourcing new providers due diligence must be exercised in terms of references and seeking details of their safety management systems. Where possible, recommendation by other known schools is an advantage.

These trips have their own tailored risk assessments, for example the annual VIth form residential trip has risk assessments specific to the nature of the trip including camping and swimming in the sea. An adult member of the trip must be trained in life saving.

Risk assessments for overnight residential trips must include assessment of fire escapes and access to pupils at night by unauthorised visitors. Staff accommodation should be as near as possible to the girls' accommodation.

Parental Consent must be sought - see below - and insurance provision checked with the Operations Manager

Overseas Visits

Currently the Vth form and UVIth go on French Trips.

The overseas risk assessment form is detailed and addresses risks for different sections of each day. One member of staff must be able to speak and read the language of the visited country.

Parental Consent must be sought - see below - and insurance provision checked with the Operations Manager.

Informing Parents and Parental Consent

Written parental consent is sought for all higher risk activities, residential and overseas trips and where there will be a charge to the bill.

For local, low risk trips parents are notified by the termly calendar or by email if not referred to on the calendar.

Staff-Pupil Ratios

The DfE has published the following ratios for off-site visits as a guide, while stressing that they may have to vary according to various factors.

Year 3	1 adult per every 6 girls
Years 4-6	1 adult for every 10-15 girls
Years 7 onwards	1 adult for every 15-20 girls

In the event of an incident during a trip staff should:

- Assess the situation
- Remove the girls from danger
- Phone emergency services
- Phone the Head

There is an emergency crib-sheet in each mini-bus.

First Aid

Hanford School will follow the requirements of the Health and Safety (First Aid) Regulations 1981 as amended and the Education (Independent School Standards) (England) Regulations 2003 as amended. The School has a separate First Aid Policy.

Accident Reporting

The school will comply with the Reporting of Injuries, Diseases, and Dangerous Occurrence Regulations 2013. Accident reporting is via Microsoft Forms using the link on the staff homepage. There are also hard copy accident books in the Surgery and Reception. A copy of each report is submitted to the Operations Manager, with the school nurses having oversight of the records to enable updating as required.

The record must include:

- The date and time of accident causing injury.
- Details of the pupil or staff/visitor
- Location of accident
- Brief description of circumstances and nature of injury.

The member of staff present at the time of accident or near miss is responsible for reporting it.

The accident log is reviewed as they occur by the Operations Manager and half termly at the health & safety committee and reported to Group H&S Manager as necessary.

Reporting of major accidents or dangerous occurrences

The following incidents will be notified to the Head immediately who will subsequently notify the Health and Safety Executive via the Incident Contact Centre (telephone 0845 3009923):

1. Work related accidents to employees or self-employed:

- Accidents that result in death or major injury
- Accidents that prevent the injured person from carrying his/her work for more than 7 days

2. Pupil accidents

- The pupil is killed
- The pupil is taken to hospital and requires treatment (see [hse.gov.uk](https://www.hse.gov.uk) for guidance)
- The incident occurs in relation to lack of supervision; the condition of the premises; the plant or machinery at the premises (includes electrical equipment; experiments).
- The pupil is killed or requires hospital treatment as a result of a curriculum sports activity.
- Staff can refer to the [hse.gov.uk](https://www.hse.gov.uk) pdf 'Incident Reporting in Schools'

Accident Monitoring and Investigation of Accidents

Accident monitoring and investigation is an important process by which the school continuously reviews, learns and improves from its experience. Minor accident records are reviewed as they occur by the Operations Manager to identify trends and advise any action to prevent the recurrence of an accident.

Any accidents that are reportable under the above legislation will be investigated immediately to identify the cause of the accident and put systems in place to prevent the recurrence of the accident.

Manual Handling

Definition of Manual Handling

Manual handling includes pushing and pulling, lifting and lowering, carrying and holding, loading and unloading, holding and restraining, reaching and holding, grasping and throwing, and operating levers and controls where force is required.

Risk Assessment

In terms of the Manual Handling Regulations, Hanford is required to adhere to the following:

- Assess all manual handling activities and consider whether they are likely to cause injury to the individual(s) concerned. Where possible eliminate the need to undertake manual handling activities e.g. by re-designing the workplace or introducing of mechanical equipment such as lifts or conveyor belts.
- For those tasks where manual handling cannot be avoided, and where there is a risk of injury risk assessment must be carried out and documented and a safe system of work produced.

Hanford's Strategies

1. Risk assessments are done on an area-by-area basis, utilising the knowledge of staff who carry out the work: usually the maintenance team, riding staff, cleaners, matrons, laundry and kitchen staff are considered high risk.
2. Review of Risk Assessments: A review may result in improvements to working practices that will reduce the risk of injury from manual handling to an acceptable level. Where the risks are easily controlled the assessment process need go no further, although a safe system of work may still need to be prepared.
3. Hanford aims to ensure that any control measures are introduced, implemented and maintained.

4. Manual Handling training forms part of induction and is provided on a rolling basis and those considered to be at risk (the departments listed above) receive regular external training. Signage showing correct lifting procedures are on display were relevant members of staff can see them and Manual Handling training notes are kept in the School Office.

Display Screen Equipment

It is the school's policy to comply with the Health and Safety (Display Screen) Regulations 1992. In order to minimise the risk of ill health from display screen equipment, the school undertakes the following:

- Identification of all "display screen users". A "user" is someone who habitually uses such equipment for a significant part of his/her normal work. In practice this is the Office Staff who are required to watch a short video on Workstation Safety as part of induction.
- Assessment of the risks to the Health and Safety of those "display screen users" from the use of visual display equipment. The assessment considers environmental considerations; workstation design; workstation users.
- Assessment of the workstations. Identification of all necessary ergonomic preventive and protective measures needed and corrective steps taken where necessary

Any member of staff who is a "display screen user" for periods of time exceeding four hours each day of full working weeks may apply to the Head for reimbursement of the cost of eye tests. Where a user is found to need eyesight correction for normal viewing of the screen then the School will cover the basic rate costs.

Slips & Trips

The School acknowledges that slips and trips are a common cause of injury and assesses this risk as a core part of each and every risk assessment. A team of cleaners ensure floor areas are kept clear and staff are encouraged to report any trip hazards around the wider site such as uneven pathways.

Working at Height

The school acknowledges that under the Working at Height Regulations 2005, 'Work at Height' is defined as "work in any place where, if precautions weren't taken a person could fall and be injured". Therefore this includes activities such as putting up displays, maintenance tasks.

The school continually assesses all working at height activities and ensures that:

- All work at height is avoided wherever possible.
- Where it cannot be avoided then a risk assessment will be undertaken to establish work equipment or other measures will be used to prevent falls.
- Where it cannot eliminate the risk of a fall, use work equipment or other measures to minimise the distance and consequences of a fall should one occur such as harnesses or a cherry picker.
- Safe systems of work are drawn up and implemented by relevant staff.
- Information and instruction is provided to all staff on suitable controls specific to their task.

The maintenance team had a ladder safety refresher in November 2016. A new member of staff received training in 2018. No new staff have joined since training.

- Specific training is provided to use work equipment.

Glazing Safety

A risk assessment has been completed and is reviewed regularly to assess.

Hazardous Substances (COSHH)

The school will comply with the Control of Substances Hazardous to Health Regulations 2002. The school therefore follows the hierarchal principles of control and aims to eliminate all hazardous substances. For those that cannot be eliminated from the school COSHH assessments are undertaken. The following procedure will be followed

- An inventory of all substances hazardous to health is kept in the school office, with appropriate information. This inventory is reviewed as part of the annual risk assessment and appraisal of domestic, maintenance and science staff.
- All school activities and operations which involve or may involve exposure to substances hazardous to health are assessed and appropriate control measures are taken if elimination or substitution of the substance is not possible.
- Personal protective equipment is provided for staff and pupils where required.
- All staff are provided with understandable information on the nature of the hazardous substances they work with. They are kept informed about any new information.

COSHH training is provided annually with the next update issued in Jan 2025.

- All hazardous substances are stored as per the findings of the COSHH assessment to minimise the risk of accidental contact by pupils.

Personal Protective Equipment (PPE)

Where hazards cannot be eliminated then the risk assessment process will identify where personal protective equipment (PPE) must be provided. Where identified the school will provide suitable PPE. Examples of PPE provided are gloves; safety goggles/ glasses, dust masks as appropriate.

The school via the Head/ Operations Manager will ensure that the PPE is

- suitable for the purpose for which it is used:
- suitable for the person who will wear it.
- maintained in good condition
- replaced as and when necessary
- correctly used by all staff and pupils at all times.

It is each staff member's responsibility to:

- wear the correct type of PPE.
- wear the PPE correctly
- keep the PPE clean and in good working order
- ensure that the PPE fits.
- teaching staff must ensure that pupils follow the above.

Electrical Safety

Hanford School recognises that there are many potential hazards associated with electrical equipment. The Electricity at Work Regulations 1989 requires employers to ensure, so far as is reasonably practicable, that all electrical equipment and installations are safe and without risk to health. Staff also have a responsibility to co-operate with the school and to comply with those regulations that are within their control.

The school therefore ensures that the following criteria are met.

- All electrical systems must be designed, installed and maintained by competent persons in accordance with the Electricity at Work Regulations 1989 and the latest edition of the IEE Wiring Regulations.
- All electrical equipment must conform to relevant British Standards and is kite marked or CE marked.
- The person in charge of Maintenance must be informed of all portable electrical equipment brought onto site.
- All staff must ensure that electrical faults and hazards are reported immediately to the person in charge of Maintenance or the Head of Operations who should ensure that the relevant corrective action is taken immediately.
- Once a faulty piece of equipment is identified it must not be used under any circumstances and if possible (without risk to personal safety) it should be isolated from the mains supply. If there is any likelihood of the equipment being reconnected by mistake then the plug should be removed.
- All Class 1 portable electrical equipment will, where necessary, receive annual portable appliance tests by a competent person and any defects rectified before being issued or re-issued to staff.
- Routine visual inspections are undertaken and all staff are encouraged to report any faults.
- Under no circumstances must electrical equipment be used if a fault is recognised and repairs may only be carried out by either an approved electrical contractor or a "competent" electrician. Where necessary a permit to work may be required before certain high-risk work can begin.
- The fixed wiring system will be inspected and maintained in accordance with the regulations and current guidance and immediate action will be taken for any non-compliance.

The last 5 year electrical test was completed by Wessex Electrical in August 2020 and extensive remedial works completed in 2021 including a new electrical switchboard. New EICRs for the whole site are scheduled for Spring/Summer 2025.

The school will keep a record of all formal inspections and repairs carried out to equipment or installations.

Gas Safety

The school will ensure that any gas appliance, flue and installation pipe work is maintained in a safe condition and annual inspected by a Gas Safe Registered Engineer.

Since September 2016 there have been no major gas appliances onsite. Gas is supplied in a bottle for bunsen burners in the Science department.

Use of Equipment

Many types of equipment are so familiar that it is easy to forget the hazards they can present, electrical equipment being a good example. Other types of equipment are particularly dangerous because they have moving parts. It is the policy of Hanford School to comply with the law as set out in the Provision and Use of Work Equipment Regulations 1998/2002.

Through the co-operation of the staff the school ensures that

- All equipment used at the school is safe and suitable for the purpose for which it is used. This includes tools and equipment used in physical education, science, art, and maintenance activities.

- All staff and where applicable pupils are trained to use the equipment correctly.
- Damaged or faulty equipment is taken out of use until repaired by an authorised competent person
- All staff ensure that if equipment is found to be damaged, broken or showing signs of not working correctly, then the procedure is as follows.
 - If equipment is taken out of use the equipment is labelled “out of order” and where possible removed to a safe place. If this is not possible then it is disconnected from supply.
 - The fault is reported to the Head of Maintenance.

Young Persons and Work Experience

The school may occasionally employ young persons (those under the age of 18) or provide work experience for a young person. The school recognises that young persons are particularly at risk due to their inexperience, youth and lack of awareness of school practices.

The supervising member of staff is responsible for undertaking a risk assessment on the activities of the young person. Control measures are then implemented to ensure that all hazards are eliminated or controlled to a safe level.

Controls include:

- Close supervision.
- No persons are allowed to operate equipment or any plant or vehicle until they are legally permitted to do so and have had the necessary training supervision and experience.
- All young persons are given full training and instruction including full induction training.

Use of Vehicles

The school uses the fleet of vehicles operated by Sherborne Girls (SG). Drivers are bound by the protocols and procedures laid down by the SG transport policy (available on request). The school generally has access to a 17 seat and 9 seat vehicle. Some of the younger pupils require booster seats for travel in the 9 seat vehicle. A list of these pupils is held by the school and booster seats are kept for use.

The vehicles used by the school are regularly maintained and checked. SG takes care of the minibus servicing and checks and Hanford looks after the pick up truck and van (used by maintenance and the stables team).

Authorised drivers

Only those authorised by the school will be eligible to drive the school vehicles. The Transport Manager at SG retains a list of all authorised drivers and all drivers must complete the driver risk assessment provided, annually.

Medical Conditions

Any medical condition that may affect driving are notified to the Head/Transport Manager at SG. The driver must not drive whilst taking any medication which states that the user may become drowsy. If glasses are required for driving then the driver must ensure that these are worn.

Training

Driver risk assessments are carried out annually by Sherborne Girls School via Continuum, which includes a licence check.

As Hanford School believes that the safety of the pupils and staff is paramount, it is the policy of the school to ensure that all drivers are adequately trained in minibus driving.

Lone Working

There is a separate Lone Working Policy however lone working is not common and not encouraged. One on-site resident tours the site each evening to check buildings and secure doors. Violence to staff is not considered a major risk at Hanford but it is hoped this lone working policy mitigates any risk there may be.

Site Security Management

The School is completely surrounded by the neighbouring farm which in itself provides us with excellent security. On the southern side of the School is the Stour River which also forms a natural security barrier. There is only one access road into the School and there are clear views of the drive from various vantage points in the School.

The front and back gates are kept locked overnight and there is tight control of the three or four keys. Keycard access control is installed in the playground, cloakroom and East entrances of the Main House, in Fan's, the Music School and the ICT Room. The Music School and ICT Room have alarm systems fitted.

Eight CCTV cameras are placed in strategic positions viewing public areas only.

The Main House, Fan's, the Music School and the Main classroom block are locked at night.

All visitors must adhere to the Visitors Policy.

Employee Pregnancy

The school recognises that it has a duty of care to all pregnant employees.

On receiving written notification that an employee is pregnant the school will assess the specific risks to that employee and take action to ensure that she is not exposed to anything that will damage her health or that of the unborn child.

If the assessment reveals that there is a risk then the school will inform the employee about the risk and what will be done to ensure that neither she nor the unborn child is injured.

The school will then assess if there are any practical ways that the risk can be avoided eg adjusting the working conditions and/or hours of work. If that doesn't remove or adequately control the risk then the school will aim to provide suitable alternative work. These steps only apply where the school, having undertaken the risk assessment identifies occupational hazards which arise from normal pregnancies.

All risk assessments are reviewed throughout the pregnancy, recorded and agreed and signed by the employee.

Part 4: Monitoring And Review

To ensure the effectiveness of Hanford's Health and Safety Policy in providing and maintaining environments and systems of work which are safe and without risk to health, procedures for monitoring and audit are established:

- All Hanford staff and contractors are required to inspect, on a routine and regular basis, the areas within their control and carry out operational risk assessments where required.
- Regular school health and safety inspections are conducted by the staff responsible for those areas as well as by the Head, Operations Manager and the Health & Safety Committee.
- Records of accidents and incidents are reviewed to assist in the risk assessment process and in the setting of priorities.
- All Hanford employees are required & encouraged to bring to the attention of a senior member of staff any areas of the School Policy for Health, Safety and Welfare that appears to be inadequate.
- The Health and Safety Committee meet half termly to discuss any accident reports and to establish areas where improvements in procedures and training could be made where necessary. Significant findings are reported to the School Governors and the Health and Safety Policy and risk assessments revised as required.

Appendix 1: Summary of Changes in Issue 1.1

- Renamed 'Health & Safety Policy' as a separate 'Risk Assessment Policy' has been issued with more detailed guidance.

Appendix 2: Relevant Legislation

The school is governed by the following legislation:

- Health & Safety at Work Act 1974
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 1995
- Construction (Design and Management) Regulations April 2007
- Electricity at Work Regulations 1989
- The Gas Appliances Safety Regulations 1995
- The Gas Safety (Installation and Use) Regulations 1998
- The Pressure Systems Safety Regulations 2000
- Provision and Use of Work Equipment Regulations 1998 /2002
- The Lifting Operations and Lifting Equipment Regulations 1998 /2002
- The Control of Noise at Work Regulations 2005
- Control of Substances Hazardous to Health Regulations 2002/2005
- Control of Asbestos at Work Regulations 2012
- Manual Handling Operations Regulations 1992 /2002
- Personal Protective Equipment Regulations 1992 /2002
- Health and Safety (First Aid) Regulations 1981
- Workplace (Health, Safety and Welfare) Regulations 1992 /2002
- Consultation with Employees Regulations 1996
- The Work at Height Regulations 2005
- The Regulatory Reform (Fire Safety Order) 2005
- The Smoking Ban Provisions 1st July 2007

The following guidance documents were consulted in preparation of this document.

- DfE: Health and Safety – Responsibilities and Powers
- Workplace (Health, Safety and Welfare) Regulations 1992, Guidance for the Education Sector.
- “Contractors in Schools”, Health and Safety Commission
- “Reporting School Accidents”, HSE Education Sheet.
- “Electricity at Work – Safe Working Practices”, HSC
- “The Management of Health and Safety at Work Regulations 1999 / 2003, Approved Code of Practice & Guidance, HSC