

CONTENTS

STATEMENT OF INTENT	3
ORGANISATION FOR HEALTH AND SAFETY MANAGEMENT	3
CHART OF ORGANISATIONAL RESPONSIBILITY	5
RESPONSIBILITIES AND ROLES	5
SPECIFIC AREAS OF RESPONSIBILITY	7
BENENDEN GOVERNING COUNCIL ESTATES COMMITTEE	8
BENENDEN SCHOOL HEALTH AND SAFETY COMMITTEE	8
ADVISORY ARRANGEMENTS	9
ACCIDENT REPORTING/NEAR MISS	9
RIDDOR	9
ASBESTOS MANAGEMENT	10
CONSTRUCTION, DESIGN AND MANAGEMENT REGULATIONS 2015	10
CONSULTATION WITH EMPLOYEES	10
CONTRACTORS	11
CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH – COSHH	11
DEPARTMENTAL SAFETY	11
DISPLAY SCREEN EQUIPMENT (DSE)	12
DUKE OF EDINBURGH’S AWARD EXPEDITIONS	12
EDUCATIONAL VISITS AND ACTIVITIES	12
ELECTRICITY	12
EXPECTANT AND NEW MOTHERS	13
FIRE	13
FIRST AID	13
FLAMMABLE LIQUIDS	14
GAS SAFETY	14
IONISING RADIATION	14
LADDER AND MOBILE ELEVATING WORK PLATFORMS (MEWP)	14
LASERS	15
LEGIONELLA	15
LIFTING OPERATIONS AND LIFTING EQUIPMENT REGULATIONS 1998	15
LONE WORKING	15
MANUAL HANDLING	15
MINIBUSES	16
NOISE CONTROL	16

PERSONAL PROTECTIVE EQUIPMENT (PPE)	17
PESTICIDES	18
PRESSURE VESSELS AND ASSOCIATED EQUIPMENT	18
RISK ASSESSMENTS	18
SECURITY	19
SIGNS	19
STATUTORY NOTICES	19
STRESS MANAGEMENT	19
TRAINING	19
VEHICLES ON SITE	20
VIBRATION CONTROL	20
WORKING AT HEIGHT	21
WORKSHOP MACHINERY	22
YOUNG PERSONS AT WORK	22
REFERENCES:	23
APPENDIX 1 - CHART OF ORGANISATIONAL RESPONSIBILITY	24
APPENDIX 2 - MANAGEMENT OF HEALTH AND SAFETY AT WORK REGULATIONS 1999 – RISK ASSESSMENT	25

STATEMENT OF INTENT

The Governing Council of Benenden School are committed to providing a safe and healthy environment for all members of the School complying with all statutory health and safety obligations, including providing a safe and healthy working environment, safe equipment and safe systems of work.

The Governing Council recognise and accept their responsibilities to provide a safe and healthy environment for:

- Employees engaged in Benenden School work or business activities;
- Pupils whilst they are engaged in activities which are under the supervision of Benenden School;
- Other persons who have access to Benenden School or may be affected by the work and undertakings of Benenden School such as parents, visitors, contractors, volunteers and members of the public.

The Governing Council is responsible for the formulation, development and implementation of the Health and Safety policy and expects the co-operation and support of all employees and pupils in order to meet these objectives.

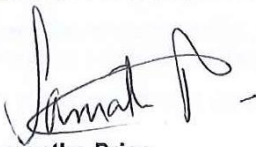
All members of Benenden School are expected to promote a positive attitude towards health and safety and include risk management as an essential and integral part of the education and development process.

All members of Benenden School must be mindful of their own duties to take care of their own personal safety and that of fellow employees, pupils and other persons who might be affected by their work activities and to ensure good safety management and to comply with the Health and Safety policy.

A copy of this statement is displayed on staff notice boards and is available electronically on the Benenden School portal. It will be reviewed as necessary.

Signed: 
Anna Birkett
Chairman of Benenden School Governing Council

Dated: 5/9/18

Signed: 
Samantha Price
Headmistress of Benenden School

Dated: 25th September 18

ORGANISATION FOR HEALTH AND SAFETY MANAGEMENT

1. This is the Health and Safety policy for Benenden School (Kent) Limited.
2. The day to day duty of managing health and safety rests with the Headmistress on behalf of the Governing Council and without detracting from the primary duty, health and safety matters will be administered by the Director of Finance and Operations, who will work on behalf of the Governing Council by providing and interpreting the policy. The responsible and efficient management of all health, safety, security, welfare, fire matters and educational visits is integral to the School's business and a prime responsibility of management and employees at all levels.
3. The Headmistress reports to the Governing Council at least annually on all significant health and safety matters and as and when there is a major accident or incident. In addition to these reports, compliance with this Health and Safety policy is also monitored through the Benenden School Health and Safety management process.
4. Compliance with the Health and Safety policy is either undertaken directly or through delegation in accordance with the law. The school will:
 - 4.1 Ensure that health, safety, security, welfare and fire matters are an integral part of planning all new processes, buildings and projects, the commissioning of all new equipment and the design of all new systems and processes of work;
 - 4.2 Ensure that adequate and appropriate resources in both time and money are provided to implement this policy;
 - 4.3 Carry out risk assessments and implement suitable and appropriate control measures;
 - 4.4 Provide and maintain machinery, equipment, appliances and systems of work that are safe and without risks to health;
 - 4.5 Ensure that articles and hazardous substances are used, handled, stored and transported safely and without risks to health;
 - 4.6 Provide at all levels information, instruction, training and supervision so that all members of staff are competent to carry out their duties and responsibilities safely;
 - 4.7 Provide and maintain a working environment which is healthy, safe and secure without risks to health and which has adequate facilities and arrangements for the welfare at work of members of staff;
 - 4.8 Ensure the health, safety, security and welfare of others including, but not limited to, pupils, visitors, neighbours, self-employed people, contractors and members of the public who may be affected by our activities;
 - 4.9 Involve and consult members of staff on all matters of health, safety, and welfare to gain their commitment to this policy and its implementation;
 - 4.10 Achieve a sustainable and appropriate level of health, safety, and welfare performance that is compliant with all legal requirements;
 - 4.11 Achieve a continuous improvement in health, safety, security and welfare performance keeping up to date with changes in the law, codes of practice and guidance notes;
 - 4.12 Measure health, safety, and welfare performance against this policy by reactive and active monitoring;
 - 4.13 Annually review this policy and the organisation and arrangements in force for carrying it out;
 - 4.14 Audit compliance with this policy. This will be done every 2 years by an independent body.
5. By use of the word "health", we mean both physical and psychological health. By use of the word "welfare" we mean facilities for people at work including such things as, adequate water supply,

sanitary conveniences, washing and bathing facilities, fire, first aid and other emergency arrangements, cloakroom accommodation, sitting and refreshment facilities.

6. This policy will be revised as and when necessary and any revision will be brought to the notice of all members of staff.

7. All employees of Benenden School (Kent) Limited must:

- 7.1 Take reasonable care for their own health, safety, security and welfare and for those who may be affected by what they do or fail to do at work;
- 7.2 Co-operate with management as far as is necessary to enable compliance with our legal duties;
- 7.3 Not interfere with or misuse anything provided in the interest of health, safety, security and welfare;
- 7.4 Use all equipment and substances provided in accordance with both training received and instructions given in the use of the equipment;
- 7.5 Inform or bring to management's attention any work situation which represents a serious and immediate danger to health, safety, security or welfare or any shortcoming in the arrangements for health and safety.

CHART OF ORGANISATIONAL RESPONSIBILITY

8. The organisation for implementing this policy in terms of who is responsible for what, when, how, to what effect and with what resources is at Appendix 1.

RESPONSIBILITIES AND ROLES

Headmistress

9. The Governing Council delegates to the Headmistress, responsibility for the implementation of this policy and the associated [Risk Assessment Policy](#) and their procedures. The Headmistress is responsible for ensuring there are sufficient trained and competent staff, and so far as is reasonably practicable, that the staff follow safe systems of work.

Senior Management Team, Heads of Department, Hms, Support Managers

10. The Senior Management Team, Heads of Department, Hms and, Support Managers will:

- 10.1 Ensure that their staff are aware of health & safety;
- 10.2 Ensure compliance with the policy;
- 10.3 Seek advice from HR when required on matters of health;
- 10.4 Ensure the fire risk assessments for their area of responsibility are monitored and reviewed annually;
- 10.5 Ensure department/house risk assessments are completed annually;
- 10.6 Seek advice from the Director of Estates on any matters dealing with fire and ensuring adequate controls are in place;
- 10.7 Ensure that control measures to prevent injury are used and maintained;
- 10.8 Report any defects to the Estates Department;

Director of Estates

11. The Director of Estates will:

- 11.1 Provide training and information as requested;
- 11.2 Advise employees on risk assessments and suitable control measures;
- 11.3 Liaise with HR on Health Surveillance;

- 11.4 Investigate accidents/incidents involving asbestos, reporting to the Director of Finance and Operations;
- 11.5 Ensure that this policy is brought to the attention of any contractors he/she engages to conduct School business;
- 11.6 Ensures the asbestos policy is read and signed by all contractors working in specific areas;
- 11.7 Ensure that arrangements are in place for the maintenance, examination and testing of all equipment and systems provided for health and safety.

Head of HR

- 12. The Head of HR will:
 - 12.1 Make arrangements for Health Surveillance for employees when necessary;
 - 12.2 Refer employees to Occupational Health when necessary;
 - 12.3 Advise and support managers on disciplinary and other proceedings when required i.e. non-compliance with this policy.

The Occupational Health Provider

- 13. The School Occupational Health provider will as directed:
 - 13.1 Carry out health surveillance as agreed with HR.

Benenden School Staff

- 14. All School staff must:
 - 14.1 Familiarise themselves and comply with this policy;
 - 14.2 Make sure that work carried out is in accordance with this policy, procedures and risk assessments;
 - 14.3 Read and understand all risk assessments associated with the area they are working in and use all control measures that have been deemed necessary by the risk assessment;
 - 14.4 Make full and proper use of any PPE (Personal Protective Equipment) and accessories provided for their safety, and for the safety of others who are affected by their work activity;
 - 14.5 Take care of their own health and safety and that of other persons who may be affected by their acts or omissions, e.g. parents, visitors, contractors, volunteers and members of the public;
 - 14.6 Cooperate with their employer so as to ensure that the employer can comply with statutory obligations;
 - 14.7 Report any failings in the measures put in place to ensure a safe working environment;
 - 14.8 Attend any Health Surveillance that has been deemed necessary as part of the School's commitment to the staff's health, safety and welfare;
 - 14.9 Co-operate in all matters relating to Health and Safety including attending training courses, and understanding tasks in accordance with the training briefings received, safe systems of work, risk assessments, safety rules and other policies and procedures;
 - 14.10 Adhere to training and instructions;
 - 14.11 Report all hazards and unsafe conditions to their line manager and the Estates Department via the staff portal;
 - 14.12 Wear PPE and clothing and use appropriate guards and safety devices at all times in accordance with training and briefings received, safe systems of work, risk assessments, safety rules and instruction from managers;

- 14.13 Report all accidents or near misses;
- 14.14 Understand the action to take in the event of a fire or emergency situation and be familiar with the location of emergency evacuation assembly points, fire points, fire escape routes, fire procedures and firefighting equipment.
- 14.15 Not intentionally or recklessly interfere or damage any article provided for the benefit of health and safety, such as PPE, fire extinguishers, etc.;
- 14.16 Not use defective equipment and report any defects found;
- 14.17 Recommend to their line manager any appropriate equipment and devices required to safely carry out their activities or duties and offer any advice and suggestions that they think may improve the health and safety environment;
- 14.18 Promote a positive safety culture at all times by behaving in a reasonable manner, setting a personal example and advising others of safe working practices.

Pupils

- 15. Hms will advise pupils to:
 - 15.1 Bring to the attention of the Head of Department/teacher or Hm, DHm or Matron any defects to health and safety equipment, which if not repaired/replaced may result in injury/ill health to oneself or others;
 - 15.2 Take care of their own health and safety and that of other persons who may be affected by their acts or omissions, e.g. parents, visitors, contractors, volunteers and members of the public;
 - 15.3 Not to interfere with or misuse anything provided for fire prevention;
 - 15.4 They report all accidents or near misses;
 - 15.5 They do not use defective equipment.

Contractors and their staff

- 16. People working with or on behalf of the School are also required to comply with this policy:
 - 16.1 They must not commence a work activity unless they have submitted the appropriate Risk Assessments and Method Statements (RAMS) to the Director of Estates;
 - 16.2 They must ensure at all times that Benenden School staff or pupils do not use any equipment belonging to the contractor or sub-contractor;
 - 16.3 Ensures the asbestos policy is read and signed by all contractors working in specific areas;
 - 16.4 They must use control measures as identified by the fire risk assessment;
 - 16.5 Failure to comply with this policy will mean immediate suspension of work activities until such time as appropriate controls are in place.

SPECIFIC AREAS OF RESPONSIBILITY

17. Catering and Domestic departments. There are specific rules, risk assessments, COSHH and requirements relating to health, safety and hygiene for the catering and domestic department and these are obtained from the Domestic Bursar. Event management and lettings are the responsibility and under management control of the Domestic Bursar.

18. Science and Design Technology departments. There are specific rules, risk assessments, CLEAPPS, COSHH and requirements relating to health, safety and hygiene for these departments and these are obtained from the Heads of Departments.

19. SPLASH department. There are specific rules, risk assessments, COSHH and requirements relating to health, safety and hygiene for the Department and these are obtained

from the Director of Sport. Sporting event management is the responsibility and under management control of the Director of Sport.

20. Boarding Houses. There are specific rules, risk assessments, COSHH and requirements relating to health, safety and hygiene for the Houses; these are obtained from the Housemaster/mistress or Domestic Bursar. House events are the responsibility and under management control of the Housemaster/mistress.

21. Estates department. There are specific rules, risk assessments, method statements, COSHH and requirements relating to health, safety and hygiene for the Estates Department and these are obtained from the Director of Estates.

22. Educational trips and visits. The educational visits out of School policy contains the necessary arrangements for staff to follow. A copy can be obtained from the Deputy Head Staff and Co-curricular, and/or the Educational Visit Co-ordinator (EVC).

BENENDEN GOVERNING COUNCIL ESTATES COMMITTEE

23. A designated Governing Council member chairs the Benenden Governing Council Estates Committee. The Committee meets termly. The members of the Committee are:

Designated Governing Council member	Chairperson
Appointed Governing Council member	
Headmistress	
Director of Finance and Operations	
Deputy Head Staff and Co-curricular	
Director of Estates	

24. The purpose of the Committee is to manage health and safety issues across the site as relevant to the School. It receives and reviews the minutes of the Benenden School Health and Safety Committee and monitors the effective implementation of the Health and Safety policy and annually updates the contents of the Health and Safety policy. It also monitors progress with recommendations and actions contained in reports prepared by safety consultants.

BENENDEN SCHOOL HEALTH AND SAFETY COMMITTEE

25. The Director of Finance and Operations chairs the Benenden School Health and Safety Committee. The Committee meets termly. The members of the Committee are:

Director of Finance and Operations	Chairperson
Deputy Head – Staff and Co-Curricular	
Director of Estates	
Director of Sport	
Head of IT Services	
Domestic Bursar	
Senior Nurse	
Grounds Supervisor	
Estates Supervisor	
Health and Safety Administrator	
Housemaster/mistress representative	
Design Technology representative	
Director of STEM	

26. The purpose of the Committee is to consult with employees on matters concerning health and safety and to discuss any significant accidents, incidents, near misses, cases of ill health, or defects including RIDDOR reports.

27. Detailed minutes are kept and copies are posted on the School portal and sent to the Governing Council Estates Committee.

ADVISORY ARRANGEMENTS

28. The Director of Estates is the designated health and safety advisor for Benenden School, reporting to the Director of Finance and Operations. Her/His responsibilities include the following;
- 28.1 Be familiar with the contents of the policy and ensure that the policy and safety compliance files are maintained and up to date at all times;
 - 28.2 Co-ordinate and assist with the implementation of the Health and Safety Policy;
 - 28.3 Monitor to ensure all line managers prepare and review local management arrangements, standalone management plans, prepare and review risk assessments and carryout through examinations, test and inspections.
 - 28.4 Make appropriate arrangements for an external company to carry out an audit on a bi-annual basis;
 - 28.5 Make appropriate arrangements for an external company to carry out the Fire Risk Assessments (FRA's) on an annual basis;
 - 28.6 Make appropriate arrangements for an external company to carry out the Asbestos Management survey on an annual basis;
 - 28.7 Make appropriate arrangements for an external company to carry out the Legionella Risk Assessment on a bi-annual basis;
 - 28.8 Together with others, identify health and safety training needs and co-ordinate as necessary;
 - 28.9 Review all internal risk assessments for events and weekend programme. All documents for offsite events are managed by Deputy Head Staff and Co-curricular and Educational Visits Coordinator;
 - 28.10 Monitor the formal defect reporting procedure;
 - 28.11 Monitor that accidents, illnesses and incidents are reported and investigated and proper notifications are made to the HSE;
 - 28.12 Monitor, investigate and record near miss incidents;
 - 28.13 Liaise with the HSE/EHO Fire service as appropriate.

ACCIDENT REPORTING/NEAR MISS

29. Accidents and near miss events should be investigated by Head of Department/House Staff with the assistance of the Director of Estates. An investigation should be carried out as soon as possible after any accident occurs, so that the problems or procedures are identified and that remedial action can be taken.

30. Accident report forms must be completed at the earliest opportunity. Boarding/pupil accident forms are sent to the Deputy Head Boarding and Pastoral Care, then passed on to the Director of Estates. All other reports are sent directly to the Director of Estates.

RIDDOR

31. In the event of an injury, under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR), some accidents must be reported to the HSE. Benenden School must keep a record of any reportable injury, disease or dangerous occurrence. This must include:

- a. The date and method of reporting;
- b. The date, time and place of the event;
- c. Personal details of those involved and a brief description of the nature of the event or disease.

32. HSE must be notified of fatal and major injuries and dangerous occurrences without delay. Reporting should be completed online or by phone - 0845 3009923.

33. The list of specified injuries is as follows:
- a. Fractures, other than to fingers, thumbs and toes;
 - b. Amputations;
 - c. Any injury likely to lead to permanent loss of sight or reduction in sight;
 - d. Any crush injury to the head or torso causing damage to the brain or internal organs
 - e. Serious burns (including scalding) which:
 - i. Covers more than 10% of the body
 - ii. Causes significant damage to the eyes, respiratory system or other vital organs
 - f. any scalping requiring hospital treatment;
 - g. any loss of consciousness caused by head injury or asphyxia;
 - h. any other injury arising from working in an enclosed space which:
 - i. leads to hypothermia or heat-induced illness
 - ii. requires resuscitation or admittance to hospital for more than 24 hours

34. Benenden School will keep readily accessible accident records, for a minimum of three years. The School will keep an appropriate record of any first aid treatment given by qualified First Aid personnel or Appointed Persons. Further advice on reportable injuries, occurrences or diseases should be sought from the Director of Estates.

ASBESTOS MANAGEMENT

35. Asbestos containing materials (ACMs) were very common in buildings until the 1980's and may have still been used in buildings up to 2000. Many buildings still contain asbestos so tradesmen, maintenance workers, computer and cable installers etc. are still at risk.

36. Benenden School recognise their statutory responsibilities to protect their employees, parents, visitors, contractors, volunteers and members of the public, against the dangers arising from the inhalation of asbestos fibres.

37. Benenden School has a separate [Asbestos Policy](#) which can be found on the School portal. The asbestos register is located in the Estates Department and made available to all to review and sign. The Director of Estates is responsible for implementing the Asbestos Management Plan ensuring the asbestos register is annotated as necessary.

38. All those, including maintenance, IT and contractors, who might work or disturb the known ACMs on site, are formally informed at tender stage. On arrival on site they are requested to read the asbestos register and duly sign. All works (licenced and non-licenced) on School premises are undertaken in compliance with the Control of Asbestos Regulations 2012.

CONSTRUCTION, DESIGN AND MANAGEMENT REGULATIONS 2015

39. The Construction, Design and Management (CDM) Regulations are the main set of regulations for managing the health, safety and welfare of construction projects. Benenden School recognises their responsibility under CDM regulations and the management of CDM is overseen by the Director of Estates.

40. CDM applies to all building and construction work and includes new build, demolition, refurbishment, extensions, conversions, repairs, and maintenance.

CONSULTATION WITH EMPLOYEES

41. Consultation with employees is undertaken through the Health and Safety Committee which meets termly and is chaired by the Director of Finance and Operations. The Governing Council Estates Committee meets termly and is chaired by the appointed Governing Council member. Details of the committee functions is outlined in the Organisation for Health and Safety Management section of the Health and Safety policy.

CONTRACTORS

42. This section should be read in conjunction with the Benenden School [Contractor Access policy](#). The selection and management of contractors to undertake works is the responsibility of the individual head of department who has arranged for the contractor to attend.

43. Contractors are routinely employed on the installation, modification and maintenance of plant and equipment and in building operations and they must be appropriately competent and must be aware of the health and safety standards they have to achieve.

44. A potential contractor must supply a copy of their health and safety policy, risk assessment and method statements. These must be evaluated to ensure they are compatible with this policy and appropriate for the particular work to be undertaken and its location. The documents should adequately cover the risks in the work to be carried out and detail the precautions necessary to eliminate or satisfactorily control the risks.

45. All contractors must be able to demonstrate that their employees are competent in health and safety matters. This applies to senior managers as well as those who supervise on site.

46. All contractors invited to carry out works on site must be fully aware of the standards of health and safety management expected of them; the following are examples of the items regarded as important;

- a. Clearly established parameters for everyone involved, including sub-contractors where appropriate;
- b. Employee's and pupil's requirements in terms of access and egress;
- c. The need for ongoing exchange of knowledge concerning risks (written method statements and risk assessments);
- d. Arrangements for site demarcation, site access, the use of plant and equipment and the control of exposure to hazardous substances must always be clarified;
- e. It is to be a condition of all contracts that the contractor appoint a senior member of their staff to maintain liaison with Benenden School;
- f. Contracts must require the contractor to produce information about any sub-contractor to be used and the methods to be employed to control the health and safety performance of these sub-contractors.

47. On contract completion, matters relevant to ongoing health and safety will be properly verified and any relevant documentation will be passed over including test certification, safe operating procedures, maintenance routine's etc.

CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH – COSHH

48. The control of Substances Hazardous to Health Regulations (COSHH) applies to the activities where hazardous substances are used and to activities which produce substances. Benenden School has a separate policy dealing with COSHH.

49. Hazardous substances are often used in Science, Art, Ceramics, Technology, cleaning work, maintenance work and grounds work. Additionally, hazardous substances can be produced by work such as woodworking (ducts) and welding (fumes) and legionella bacteria may reproduce in hot and cold water systems.

DEPARTMENTAL SAFETY

50. All managers, Heads of Department, and Hms with responsibility for staff/pupils are required to commit to writing their own specific local management arrangements for health and safety eg. CLEAAPS/Risk Assessments. The Director of Estates will assist to review their local arrangements for managing health and safety as part of the annual review. The department Risk Assessment is reviewed on an annual basis unless circumstances change.

DISPLAY SCREEN EQUIPMENT (DSE)

51. The Display Screen Equipment (DSE) Regulations cover all display screen equipment used by employees but the majority of requirements apply only to those employees who can be defined as 'users'. Benenden School has a separate [policy dealing with Display Screen Equipment](#).
52. The definition of a user depends on the nature and the extent of use and applies to full and part time staff. An assessment must be carried out on the workstation of the user and recorded. The assessment covers the workstation, VDU and furniture.
53. The assessments are carried out by the Director of Estates or Head of IT Services.
54. Where a 'user' requests one, Benenden School will pay for an eye and eyesight test, by a registered ophthalmic optician and this will be repeated at a frequency recommended by the optician. Where separate spectacles are recommended for use with DSE, Benenden School will contribute to the cost. All endorsed receipts are passed to the Director of Finance and Operations for approval and reimbursement.

EDUCATIONAL VISITS AND ACTIVITIES

55. The Deputy Head Staff and Co-Curricular is responsible for the management of health and safety for all external activities. The Educational Visit Coordinator (EVC) supports all external activities through the EVOLVE system.

ELECTRICITY

56. Benenden School recognises the importance of the Electricity at Work Regulations and undertakes to fully comply with them. In particular; no person shall engage in work that requires technical knowledge or experience to prevent danger or injury, unless he or she has that knowledge or experience, or is under appropriate supervision.
57. Additional requirements:
- a. As-installed drawings of the fixed installation and appropriate labelling will be provided and will be modified and updated as necessary;
 - b. Routine inspections and tests (usually 5 years) of all wiring and fixed electrical installations must be carried out and records of the test results obtained and kept for future reference in the Estates Department;
 - c. Temporary systems, for example stage lighting and its control gear, should be inspected and tested after initial set up and regularly thereafter. Records will be kept for future reference in the Estates Department;
 - d. Access to electrical distribution equipment must be kept free from obstruction and areas around this equipment should not be used for storage purposes;
 - e. All portable electrical tools used (generally excluding those used in the teaching process but including those belonging to and used by contractors) should, wherever practicable, be operated at 110v;
 - f. Up to 25v where injury is likely to result, the teacher must be electrically competent and must work in accordance the guidance given in the HSE guidance notes and CLEAPPS;
 - g. Residual Current Devices (RCD) must be provided and tested in accordance with the manufactures instructions.
58. All electrical equipment must be maintained in a safe condition. Portable appliance testing is carried out though out the year coordinated by the Health and Safety administrator.
59. Emergency lighting is installed throughout the School where lighting is required in the event of mains power failure. The designated sub-contractor will carry out the required 'flick' and 'drawn down' tests as required. Any faults found will be investigated and rectified as soon as reasonably practicable.

EXPECTANT AND NEW MOTHERS

60. A 'new or expectant mother' is an employee who is pregnant, who has given birth within the previous 6 months, or who is breast feeding. The [Maternity Policy](#) states that the employee must have notified HR in writing that she is pregnant (there is no statutory obligation for her to do so). 'Risks' include those to the unborn child or child of a women who is still breast feeding, not just risks to the mother herself. If there is significant risk to the health and safety of an identified new or expectant mother the following actions will be considered in the order given:

- a. Removal of the problem;
- b. Prevention of exposure;
- c. Control of exposure.

61. The maternity risk assessment is carried out by the Director of Estates.

FIRE ([Fire Policy](#))

62. Benenden School recognise their responsibilities under the Regulatory Reform (Fire Safety) Order 2005, in that precautions to prevent injury in the case of fire are in place and based on the results of risk assessments.

63. The Regulatory Reform (Fire Safety) Order 2005 requires Fire Risk assessments (FRA's) to be in place for all occupied buildings on the Benenden School site. The FRA's are carried out annually by an external contractor and reviewed by the Director of Estates. The interval will be reduced if there are any changes of use or new works.

64. The whole school site has an L1 Fire control system installed. A category L1 system is designed for the protection of life, which has automatic detectors installed throughout all areas of the building (including roof spaces and voids) with the aim of providing the earliest possible warning. A category L1 is appropriate in a residential site like Benenden School.

65. The fire alarm system is monitored centrally in the Estates Department and Hemsted House. The alarm system is tested on a weekly basis, Friday 16:00hrs term time and Friday 15:00hrs non term time. A different building is selected each week and all call points in the building are tested. The dates and times of the alarm tests and events are recorded centrally in the fire log held in the Estates Office.

66. Boarding house staff carry out a fire drill at the start of every term overseen by the Deputy Head Boarding and Pastoral Care. The dates and times of the fire drill are recorded and sent to the Director of Estates and recorded in the fire log.

67. Benenden School has a separate policy dealing with fire.

FIRST AID ([First Aid Policy](#))

68. Benenden School recognises that people can receive injuries through accidents at work and for those that may fall ill should these instances occur, it is important they receive attention as soon as possible. The First Aid at Work Regulations specifically mention employees, however the School extends the provision of first aid to include pupils and visitors. Benenden School has a separate policy dealing with first aid.

69. There is a duty on employers to provide adequate first aid provision for their employees. The management, training and resourcing of first aid is the responsibility of the Director of Estates.

70. [The list of qualified first aiders](#) and appointed persons is located on the staff portal. First aid boxes are located across the site and maintained by the Medical Centre or Estates Department. First aiders are required to inform the Medical Centre or Estates Department whenever items are used from a box so that it can be restocked.

71. There are 3 Automatic External Defibrillators located:
- a. Main Reception
 - b. Medical Centre (front entrance)
 - c. SPLASH entrance (front entrance)

FLAMMABLE LIQUIDS

72. The amount of flammable liquids kept in the open in any classroom or working area should be kept as small as is reasonably practicable. Containers, when not in use, must be kept in purpose designed metal bins or cupboards. All containers (whether full or empty) and cupboards containing flammable liquids/chemicals, must be kept closed when not in use.

GAS SAFETY

73. Benenden School abide by the regulations that cover the safe use of gas for heating, cooking and other purposes and include liquid petroleum gas (LPG) in cylinders and the installation, servicing maintenance and repair of gas appliances and fittings.

74. There are two gas mains entering the site:
- a. New Pond Road (300m left of the back gate)
 - b. Cranbrook Road (150m left of South Lodge)

75. The maintenance of all gas fittings must be by Gas Safe technicians. Records are kept of repairs, maintenance and are held in the Estates department.

IONISING RADIATION

76. Benenden School has appointed a Radiation Protection Supervisor (RPS) whose duties are to ensure that the local rules/CLEAPPS and risk assessments have been drawn up and kept up to date.

77. The radiation protection officer for Benenden School is the Head of Physics.

LADDER AND MOBILE ELEVATING WORK PLATFORMS (MEWP)

78. Ladders and step ladders are regarded primarily as a means of access. They should only be used in workplaces for short periods of time and then only if the use of more suitable equipment is not justified because the task is low risk and when the residual risk is adequately controlled. It is generally safer to use a tower scaffold or a Mobile elevating platforms MEWP.

79. Mobile elevating platforms (MEWPs) are the preferred method for working at height. These can only be used by staff that are trained operatives and hold a current valid certificate.

80. The use of ladders is only permitted where the use of more suitable work equipment such as, tower scaffolds, podium steps, temporary stairs or MEWPs is not appropriate and:

- a. The work can be reached without stretching;
- b. The ladder can be secured without slipping;
- c. A good handhold is available (unless, in case of a step ladder and when carrying a load, the maintenance hand hold is not practicable).

81. Ladders will only be used for short duration work lasting no longer than 30 minutes, or until replaced by 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 the user stepping above the third from the top step. Users should maintain three point contact at all times when using steps or ladders.

82. All step ladders used throughout the School must be recorded on the School register held in the Estates department. All step ladders undergo regular inspections and maintenance by the Estates Department.

83. No work should be undertaken at height until the risks are assessed. Work on roofs will require a Permit to Work issued by the Estates Department.

84. All contractors engaged to undertake work at height will be required to submit their risk assessments and where appropriate method statements before work can proceed. Where scaffolding is required, a competent scaffolding contractor will be used to erect, maintain and take down the scaffolding. Where tower scaffolding is used, it must only be erected and dismantled by staff who have been trained.

LASERS

85. Lasers of class 1 or class 2 may be demonstrated in laboratory and workshops by a suitably qualified teacher or technician at any stage in secondary education. Benenden School guidance on the use of lasers is that pupils and staff should be arranged to reduce the chance of a laser beam being directed into an eye. Lasers should only be operated by staff and turned off when not in use.

LEGIONELLA

86. Benenden School will ensure a competent person regularly assesses the risk associated with potential legionella proliferation in the hot and cold water services and the risk water systems in accordance with the HSE Legionnaires Disease – The control of legionella bacteria in water systems and the Approved Code of Practice.

LIFTING OPERATIONS AND LIFTING EQUIPMENT REGULATIONS 1998

87. Lifting equipment and lifts (goods and passenger types) are to be thoroughly examined by a competent person and records of these inspections kept.

88. Regular maintenance must be carried out on hoists, lifts, cranes and other lifting machines. Lift motor rooms must always be kept locked at all times. Only Estates Department staff or contractors are allowed access.

LONE WORKING

89. Staff required to work alone should ensure this has been identified by their line manager and addressed within a department's risk assessment and that suitable controls are in place.

90. Personal security of lone workers must be the subject of written and ongoing risk assessment. It is important to evaluate risk after taking into account all relevant factors such as the location of the premises, the physical layout of the site, movements needed, arrangements for receiving visitors, staff/student training etc.

91. Lone working must be a subject of a written risk assessment. Both the physical conditions of the work and the likelihood of personal violence against the individual should be assessed. Control measures must address the need for work safety before safety devices and additional manning are introduced.

92. Agreed lone working procedures should be followed; ensure someone knows where you are when you are working alone. During the evening the night-watchman is located in the SCN office adjacent to the external toilets.

MANUAL HANDLING

93. Manual handling activities include lifting, carrying, pushing, pulling, stooping, twisting and reaching. Manual handling activities should be assessed by Heads of Department and Hms and when necessary recorded as part of a department's risk assessment, taking into account the task and the individual's capability. No one should undertake any manual handling task if they feel unable to do so. Where possible, equipment such as a trolley should be used to move loads. If the load is too heavy or awkward for one person, then either mechanical assistance or additional manpower should be used. Online manual handling training is available.

94. The legislation primarily affects employees, not pupils, but pupils should never be required to undertake manual handling operations likely to cause injury. The employer should comply with its statutory duty to avoid the need for manual handling operations involving a risk of injury, so far as is reasonably practicable.

95. A large number of manual handling operations take place each day at Benenden School. The intention is to target operations which cannot be eliminated and which are liable to present a risk of injury and it is this category which is given further specific assessment.

96. Specific assessments will consider the factors below. An assessment is simply a way of analysing the risks and pointing the way to practical solutions.

- The task - How will the load be manipulated?
- The load - Weight, bulk or size etc.
- The environment - Amount of space around the operation, lighting etc.
- Individual capability - Adequacy of training, strength of person etc.

97. Benenden School has a separate policy dealing with Manual Handling.

MINIBUSES

98. Benenden School has 3 leased minibuses and all drivers must be familiar with the minibus risk assessment.

- a. All employee minibus drivers must be over 25 years of age and hold a full driving licence with D1, DI (101) or B licence for the lightweight minibus. Benenden School cannot be held responsible when a driver uses a minibus illegally. A recorded check on driving licences for all approved drivers is made annually. All drivers must report to the person responsible for the use of transport any endorsements to their licence;
- b. It is recommended that all drivers have passed a minibus driving test before driving the school's minibus unsupervised;
- c. Drivers who have not driven minibuses before will need to practise doing so before taking the minibus test;
- d. Drivers will need to retake their test every 4 years;
- e. All drivers must complete a register of passengers before the start of the journey;
- f. All drivers must carry out a visual check of the minibus before the start of the journey;
- g. Any faults found or damage to the minibus must be reported as soon as practicable after identification. If a defect makes the minibus unroadworthy and/or illegal it must not be used;
- h. It is an offence to drive a minibus without an adequate first aid kit or fire extinguisher;
- i. The driver must ensure that any luggage does not obstruct access to any of the doors, the aisles or any occupied seats;
- j. All drivers must be in adequate health and fit to drive;
- k. All drivers must have adequate rest before transporting passengers. Drivers must have regular breaks. It is expected drivers will take a minimum 15 minute break every 2 hours.

NOISE CONTROL

99. A risk assessment must be carried out if any employee is likely to be exposed to noise at or above the lower exposure action values. A person's daily noise exposure depends on both noise level and length of exposure.

100. The lower exposure action values are:

- A daily or weekly personal noise exposure of 80db and a peak sound pressure of 135db.

101. The upper exposure values are:

- A daily or weekly personal noise exposure of 85db and a peak sound pressure of 137db.

102. The exposure limit values are:

- A daily or weekly personal noise exposure of 87db and a peak sound pressure of 140db.

103. To get an understanding if a risk assessment is required see table below:

Test	Probable noise level	Risk assessment will be needed if the noise is like this for more than:
The noise is intrusive but normal conversation is possible	80db	6 hours
You have to shout to talk to someone 2m away	85db	2 hours
You have to shout to talk to someone 1m away	90db	45 minutes

104. A risk assessment is required once the first item of the above table has been reached and exceeded.

105. Where the exposure of an employee to noise varies markedly from day to day, an employee may use weekly personal noise exposure in place of daily personal noise exposure for the purpose of compliance.

106. In applying the exposure limit values but not in applying the lower and upper exposure action values, account shall be taken of the protection given to the employee by any personal hearing protectors provided by the employer.

107. A risk assessment must be carried out if any employee is likely to be exposed to noise at or above the lower exposure action values. A person's daily noise exposure depends on both noise level and length of exposure.

108. If the workplace is intrinsically noisy i.e. it is significantly noisier than one would expect from the sounds of everyday life, it is possible that the noise levels will exceed 80db. This is comparable to the noise level of a busy street, a typical vacuum cleaner or a crowded restaurant – you will be able to hold a conversation, but the noise will be intrusive. Working in an environment of 80db for eight hours will result in exposure at the lower exposure action value.

PERSONAL PROTECTIVE EQUIPMENT (PPE)

109. PPE covers items such as head protection, eye protection, respiratory protection, foot protection, hand, leg and arm protection and protective clothing for the body.

110. Benenden School will provide:

- a. PPE to employees (free of charge) and to pupils whenever it is identified by risk assessments that health and safety risks are not adequately controlled by other means;
- b. A selection of suitable PPE for the risk, the employee, the pupils and the work environment;
- c. Suitable storage for the storage of PPE;
- d. Adequate training and instructions to ensure PPE is used properly;
- e. Heads of Departments and managers are to assess where and how PPE should be used and maintained;
- f. PPE for use at work can only be supplied if it is certified as complying with a relevant standard and 'CE' mark. A competent PPE supplier must always be chosen;
- g. Maintenance of PPE can involve cleaning, disinfection, testing, examination, repair and replacement;

- h. The risk assessment is reviewed when PPE is provided as protection on an annual basis;
- i. Employees have a duty to wear and use PPE in accordance with the training and instructions, to take reasonable care of PPE and to report any loss or obvious defect in the PPE.

PESTICIDES

111. Everyone who uses a pesticide must be competent to do so and employees must be provided with sufficient instruction and guidance to ensure that the products are used safely, efficiently and humanely.

- a. Safe and competent use of pesticides involves a risk assessment of possible problems;
- b. Correct PPE, including the type of gloves, overalls and respirators must be worn;
- c. Employees should be aware of how to avoid spray drift;
- d. The need to warn others who may be affected by the proposed application;
- e. Application records maintained.

PRESSURE VESSELS AND ASSOCIATED EQUIPMENT

112. This applies to compressed air and steam systems, including steam equipment found in kitchens and air receivers used in maintenance;

- a. Safe operating limits of pressure equipment and plant must be established;
- b. Suitable written scheme will be drawn up from the periodic examinations of all pressure vessels, safety devices associated with them and any associated potentially dangerous pipe work;
- c. Where the pressure x volume of the pressure system is greater than 250 bar litres or the vessel contains steam these written schemes will be certified by a competent person and the examination will be carried out by a competent person at the interval set down within the scheme;
- d. Records will be kept of examination and tests;
- e. Adequate operating and emergency instructions will be provided;
- f. Proper maintenance must be carried out and recorded;
- g. All regulators, flashback arrestors and other equipment used in conjunction with compressed gas containers and the compressed gas cylinders themselves if they are the property of Benenden School are regularly inspected and maintained.
- h. Any pressure cookers. Small autoclaves and steam engines are to be inspected and tested annually in accordance with CLEAPS. Senior science technicians must ensure the test and inspections are carried out and retain all records.

RISK ASSESSMENTS [\(Risk Assessment Policy\)](#)

113. The Management of Health and Safety at Work Regulations requires a broad risk assessment of work and activities. All foreseeable risks must be assessed as must other specific risks which are identified by specific health and safety regulations. The requirements of the safety policy documentation, together with documented local management arrangements and regular inspection and assessment regimes, form the basis of a broad risk assessment.

114. Assessment must be suitable and sufficient. This means taking into account real tasks and avoiding the trivial. The assessments must also take into account risks faced by all employees, particularly employees and other persons who may be affected by work activities; for instance, the employer is required to take account of risks to employees who are new, or expectant mothers and pupils and employees with known and significant health and temperament problems. These individuals need to be identified so that specific assessments can be carried out to ensure their reasonable safety and the safety of others.

- a. Heads of Departments, Housemasters/mistresses, line managers, staff in charge of trips, visits and activities and supervisors are responsible for assessment and for producing written risk assessments. Staff compiling risk assessments using the EVOLVE system should seek advice from the Deputy Head Staff and Co-Curricular or Educational Visits Coordinator. For all other risk assessments contact the Director of Estates.
- b. Key areas of risk which should be considered when preparing/reviewing a risk assessment should include the consideration of pupil supervision. Risk assessments and procedures must be kept up to date and therefore should be reviewed regularly.
- c. The Benenden School risk assessment template can be found at Appendix 2.

SECURITY ([Security Policy](#))

115. Security is managed through the Benenden School Security policy. The aim of the policy is to provide a secure environment for Benenden School having regard to:

- a. The personal safety of staff, pupils, parents, visitors, contractors, volunteers and members of the public;
- b. The integrity of the premises and property.

116. As far as reasonably practical premises should be secure, access should be controlled and trespassing on the premises should be prevented. To help achieve this the cooperation and vigilance of employees and others is required but no one must place themselves in personal danger.

117. Anything untoward seen or suspected on or near the premises should be reported to the School Office or after hours to the Duty Hm/SMT member on duty/night-watchman.

SIGNS

118. If there is any significant risk remaining after the introduction of control measures, then appropriate safety signs may be needed to warn/instruct on the residual risks and/or the measures that are required for protection.

119. The signs must contain a pictogram appropriate to the message they are conveying (they cannot be text alone) and must be in the following colours:

- a. Prohibitory signs are round with a black pictogram on a white background, red edging and a diagonal line;
- b. Warning signs are triangular with a black pictogram on a yellow background;
- c. Mandatory signs are round with a white pictogram on a blue background;
- d. Emergency escape and first aid signs are rectangular or square with a green pictogram and white letters on a green background;
- e. Fire-fighting equipment signs are rectangular with a white pictogram on a red background;

STATUTORY NOTICES

120. The following notices are displayed around Benenden School adjacent to main entrances or fire panel:

- a. Health and Safety Law poster;
- b. Certificate of Employers Liability Insurance.

STRESS MANAGEMENT

121. Stress management is managed through the [Staff Wellbeing policy](#) which recognises that Benenden School has a fundamental duty of care towards its entire staff.

TRAINING

122. All staff at Benenden School with PC access complete the online health and safety training package. The training packages are retaken bi-annually and additional packages are added dependent on where the staff member is employed. The minimum training requirement covers:

- a. Workplace safety
- b. Fire safety

123. Additional online training packages are available to all staff dependant on where they are employed including:

- a. Manual handling
- b. COSHH
- c. Risk assessments
- d. Asbestos management

124. All staff without PC access attend the annual training day which covers all aspects of health and safety on site. This is arranged during the summer break and co-ordinated by the Domestic Bursar. The level and content of the training is adjusted to suit the target audience.

125. The Director of Estates organises hands on fire training every year during the staff training days.

126. For all staff who require specific training for their role, this is carried out as and when they require recertification; examples are:

- a. First Aid at Work (FAW)
- b. Emergency First Aid at Work (EFAW)
- c. Gas safety
- d. Mobile Elevating Work Platforms (MEWP) & International Powered Access Federation (IPAF)
- e. National Pool Lifeguard Qualification (NPLQ)

VEHICLES ON SITE

127. Pedestrian safety is one of the School's highest priorities and the safety of pedestrians must take precedence over convenience for vehicles. Wherever practicable pedestrians have a dedicated footpath and the need for vehicles to reverse should be eliminated. The speed restriction of 10mph is clearly posted and visible and every effort should be made to ensure that the limit is observed.

128. Traffic calming measures are in place around the site to encourage drivers to reduce their speed.

129. A speed sensor is located at the top of the drive to indicate the vehicle speed before drivers turn onto the site ring road.

130. Designated parking areas are clearly signed across the site. Event specific parking is arranged as and when required.

131. If manoeuvring and reversing it is essential drivers must keep in mind the fact pupils are the main users of the site. Pupils can fail to observe vehicle movements and may be small in stature and more difficult to observe than adults. Senior pupils have the opportunity to use scooters as a means of travel around the site. Great care and attention is therefore required at all times.

132. Minibuses, coaches and delivery drivers should avoid reversing movements whenever practicable and obtain adult look outs if required.

VIBRATION CONTROL

133. The Control of Vibration at Work Regulations set exposure limit values and action values:

- a. For hand-arm vibration, the daily exposure limit is 5m/s^2 A(8)(ELV) and the daily exposure action value is 2.5m/s^2 A(8)(EAV);

- b. For whole body vibration, the daily exposure limit value is 1.15m/s² A(8) and the daily exposure action value is 0.5m/s² A(8).
134. Staff are not to be exposed to vibration above the exposure limit value. If an exposure limit is exceeded, Benenden School must:
- a. Reduce exposure to vibration to below the limit value;
 - b. Identify the reason for that limit being exceeded;
 - c. Modify the measures taken to prevent it being exceeded again.
135. The vibration factor must be taken into consideration when purchasing or hiring equipment.
136. Where a risk assessment indicates that there is a risk to the health of staff who are, or liable to be, exposed to vibration or staff are likely to be exposed to vibration at or above an exposure action value, Benenden School will ensure that these staff are placed under suitable health surveillance.
137. Benenden School will also ensure that a health record is made and maintained and that the record or copy is kept available in a suitable form.
138. Where a risk assessment indicates that there is a risk to the health of staff who are, or who are liable to be, exposed to vibration or staff are likely to be exposed to vibration at or above the an exposure action value, Benenden School will ensure staff are provided with suitable and sufficient information, instruction and training in:
- a. The organisational and technical measures taken;
 - b. The exposure limit value and action values;
 - c. The significant findings of the risk assessment, including any measurements taken, with an explanation of those findings;
 - d. Why and how to detect and report signs of injury;
 - e. Entitlement to appropriate health surveillance and its purposes.

WORKING AT HEIGHT

139. Regulations apply to all work at height where there is a risk of a fall liable to cause personal injury. There are now no height limits. The regulations place duties on employers, the self-employed and any person who controls the work of others to the extent of their control.
140. The regulations require all who give instructions to others to ensure that:
- a. All work at height is properly planned and organised and the risk assessed;
 - b. Those involved in work at height are competent;
 - c. The risk from work at height is assessed and appropriate work equipment is selected and used;
 - d. The risk from fragile surfaces are properly controlled – all fragile roofs must have appropriate hazard warning signs;
 - e. Equipment for work at height is properly inspected and maintained and records of these are available;
141. There is a simple hierarchy for managing and selecting equipment for work at height:
- a. Avoid work at height wherever possible;
 - b. Use work equipment or other measures to prevent falls where working at height cannot be avoided;
 - c. Where the risk of a fall cannot be eliminated, use work equipment or other measures to minimise the distance and consequences of a fall should it occur.

WORKSHOP MACHINERY

142. Safety is achieved by a high standard of guarding, provision of safety devices and stop buttons and ensuring that operators are properly trained and competent. The only persons permitted to use workshop machines in the School are those who are competent and authorised to do so or who are under adequate supervision. In the case of the Design Technology department the person who will authorise this is the Head of Department.

143. Doors must be locked and key switches for the mains power and key switches for the machines themselves must be used to ensure that unauthorised persons do not have access to the machinery.

144. With the exception of hand held machines and portable machines, all machinery must be securely fixed to the floor or bench when in use. Each machine is provided with a recessed start button and a larger mushroom headed stop button. Adequate space must be provided around all machines.

145. Written risk assessments must be produced to indicate all risk control measures (including the appropriate dust control measures) such as:

- a. No power sanding using fixed equipment will be carried out indoors unless the machine is fitted with dust extraction;
- b. Circular saws and planer/thicknessers are to be fitted with extract facilities unless use is intermittent;
- c. All extraction facilities are to be thoroughly inspected and tested every year. Records of such inspection and tests should be maintained;
- d. Guards and safety devices (including emergency stop buttons) are the day to day responsibility of the user teacher/technician;
- e. Formal recorded safety inspections are to take place annually and the findings and report sent to the Director of Estates;
- f. Maintenance must be regular and recorded.
- g. All relevant machinery should display Health & Safety information.

YOUNG PERSONS AT WORK

146. The Management of Health and Safety at Work Regulations require a formal written risk assessment for young people (i.e. those under 18 years of age) but do not demand more than that which is already needed by health and safety legislation.

147. Where the employer already employs young people (young people on work experience are designated as employees for the purpose of health and safety legislation) or if they are to be employed, a copy of the Health and Safety Executive publication 'Young People at Work' should be obtained and consulted.

148. Before young people can start work a written risk assessment must be carried out. In carrying out the risk assessment, the following must be taken into account;

- a. The inexperience, lack of awareness of risk and immaturity of young persons;
- b. The fitting out and layout of the workplace and the work stations;
- c. The nature, degree and duration of exposure to physical, biological and chemical agents;
- d. The form, range and use of work equipment and the way in which it is handled;
- e. The organisation of processes and activities;
- f. The extent of the health and safety training provided, or to be provided, to young persons;
- g. Young people must be protected from any risks to their health and safety which are a consequence of their lack of experience, absence of awareness of existing and potential risks, or immaturity.

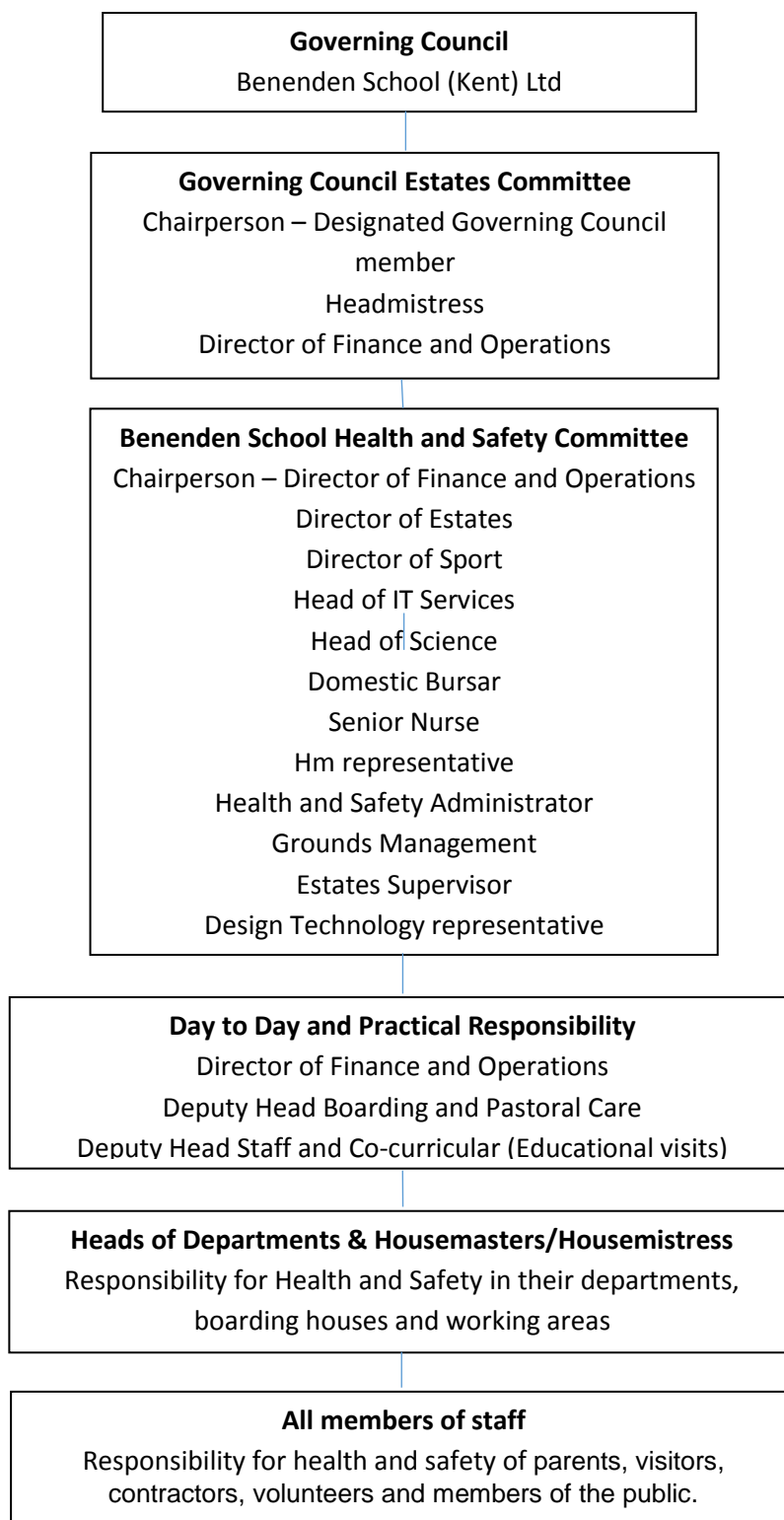
Signed: **Anna Birkett** Dated: _____
Chairman of Benenden School Governing Council

Signed: **Samantha Price** Dated: _____
Headmistress of Benenden School

REFERENCES:

- A. The Health & Safety at Work Act 1974
- B. The Education (School Premises) Regulation 1996.
- C. Handbook for the Inspection of Independent Schools: Part 3: The Regulatory Requirements of Independent Schools, Welfare, Health and Safety of Pupils. (www.isi.net).
- D. The Regulatory Reform (Fire Safety) Order, 2005.
- E. The control of legionella, Approved code of practice L8, 2001.
- F. The Control of Substances Hazardous to Health (COSHH), 2002.
- G. Personal Protective Equipment regulations, 2018.
- H. The Construction (Design and Management) Regulations 1992.
- I. The Control of Asbestos Regulations 2012.
- J. Management of Health and Safety Work Regulations 1999.
- K. Reporting of Injuries, Diseases and Dangerous Occurrences Regulations RIDDOR), 2013.
- L. Workplace (Health, Safety and Welfare) Regulations 1992.
- M. Health and Safety (Display Screen Equipment) Regulations, 1992.
- N. The Regulatory Reform (Fire Safety) Order 2005
- O. The Health & Safety (First Aid) Regulations 1981
- P. The Manual Handling Operations Regulation 1992 (as amended).
- Q. Lifting Operations Lifting Equipment Regulations 1998.
- R. The Provision and Use of Work Equipment Regulation 1998.
- S. The Electricity at Work Regulations, 1989
- T. Control of Noise Regulations, 2005
- U. Working at Height Regulations, 2005
- V. Control of Vibration at Work Regulations, 2005

APPENDIX 1 - CHART OF ORGANISATIONAL RESPONSIBILITY



APPENDIX 2 - MANAGEMENT OF HEALTH AND SAFETY AT WORK REGULATIONS 1999 – RISK ASSESSMENT

Area/task/category/persons being assessed:

Name of assessor:

Date of assessment:

Review:

Hazard	Persons affected	Risk Level*	Existing controls	Resultant Risk Level*	Further action required

Risk Matrix

<u>Frequency/Possibility</u>	High (moderate)	<i>Low</i>	<i>Medium</i>	<i>High</i>
	Medium (unlikely)	<i>Low</i>	<i>Medium</i>	<i>Medium</i>
	Low (rare)	<i>Low</i>	<i>Low</i>	<i>Low</i>
		Low (minor)	Medium (serious)	High (major)
		<u>Impact/consequence</u>		

Impact / consequence

- Low – (moderate)** First Aid treatment
Low financial loss
- Medium – (serious)** Medical treatment
High financial loss
Moderate business interruption
- High – (major)** Excessive long term injury
Major financial loss
Major business interruption

Frequency / possibility

- Low – (rare)** The event may occur in exceptional circumstances
Less than once in 2 years
- Medium – (unlikely)** The event could occur at some time
At least once a year
- High - (major)** The event will properly occur at some time
At least once in 6 months

Signed by assessor:

Date:

Submitted to:

On (Date).....

Review matrix:

Name:		Date:	
Name:		Date:	

