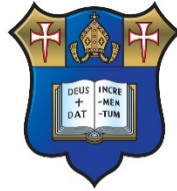




MARLBOROUGH COLLEGE

Health & Safety Policy

Michaelmas 2023



MARLBOROUGH COLLEGE

Health & Safety Policy

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1. Statement of Intent

- 1.1 In accordance with our Management Aim of establishing and sustaining structures for governance and management that enable the core Vision, Values and Mission of the College to be achieved, the Council is committed to managing health and safety in a way that is accountable and progressive.
- 1.2 The Council aims to put the welfare of our pupils and staff at the centre of all they do; the safety of parents, visitors, contractors and others with whom they deal is also of great importance to them.
- 1.3 Their governance responsibilities require them to ensure that the College provides a safe and healthy working environment for the staff and pupils and it is the intention of Council to provide the resources required to achieve this aim.
- 1.4 The council, through the Master, will ensure that the College has a management system in place that will secure compliance with the Health and Safety at Work Act 1974. This will include arrangements based on the HSE's Managing For Health and Safety HSG65.
- 1.5 A positive health and safety culture will be encouraged both to protect the health and safety of staff, pupils and visitors and as an example to the pupils of how to actively value others as themselves.
- 1.6 The Council aims not merely to fulfil the legal requirements on them but also where possible to seek continuous improvement in the safety of the workplace and in their activities.
- 1.7 The activities of Marlborough College shall be conducted within the requirements of relevant health and safety legislation. All staff will be encouraged to follow best working practices and to support contractors and visitors in fully engaging with the health and safety culture.
- 1.8 In particular, attention will be paid to the provision of:
 - 1.8.1 A safe and healthy working environment
 - 1.8.2 Risk assessment and the development and maintenance of adequate safe systems of work.
 - 1.8.3 Safe premises, equipment and work practices.
 - 1.8.4 Adequate information, instruction, training and supervision as is necessary to secure safety, health and wellbeing for both staff and pupils and that of others who may be affected by their actions.
 - 1.8.5 The positive wellbeing of staff and pupils.
 - 1.8.6 Appropriate consultation with staff and pupils in relation to health and safety issues.
- 1.9 This policy will be reviewed annually or if matters are brought to Council's attention that require alterations to be made.

Signed: _____

Date: _____

2. Organisation and Responsibilities

- 2.1 To make the Health & Safety Policy effective it is necessary for the College to organise its staff and assign detailed responsibilities to individuals. The ultimate responsibility for health and safety lies with the employer, although in practice, many responsibilities will be delegated to individuals within the College.
- 2.2 This section identifies the responsibilities of various levels of Management and certain key post holders.
- 2.3 The organisation or 'chain of command' for health and safety management is outlined in this section by order in which various roles are named. Their responsibilities are given under each heading:

2.3.1 The Council

- 2.3.1.1 The Council has overall responsibility for ensuring that this policy is implemented, monitored and reviewed effectively.

2.3.2 The Master and Bursar

- 2.3.2.1 The Master and Bursar have overall responsibility for setting the Policy and for ensuring that it is implemented throughout the College.
- 2.3.2.2 They will ensure that sufficient resources are available to provide (as far as reasonably practicable) training, information and equipment to achieve and maintain a high standard of safety proficiency.

2.3.3 Health & Safety Manager

- 2.3.3.1 The Health & Safety Manager is the Health & Safety Competent Person for the College and will provide advice to College management and staff in any aspect of health and safety, and will:
 - 2.3.3.1.1 Advise the College on complying with health and safety law.
 - 2.3.3.1.2 Provide the Bursar and the Health and Safety Committee with appropriate reports on the implementation of this policy and its effectiveness in controlling health and safety risks.

2.3.4 Health and Safety Committee

- 2.3.4.1 The objective of the Health and Safety Committee is to promote co-operation between management and staff in initiating, developing and carrying out measures to ensure the health and safety of staff and pupils.
- 2.3.4.2 The Committee is made up from key members of the Management Team and is the forum for discussion and collective decision making of health and safety matters and for consultation with key stakeholders and representatives of College staff.
- 2.3.4.3 The Health and Safety Committee Organisational Responsibilities is illustrated on page seven of this policy document and highlights the key areas within their scope of responsibility.

2.3.5 The Second Master

- 2.3.5.1 The Second Master is the Fire Officer and is responsible for overseeing the management of fire safety for each building, in conjunction with Heads of Department (HoDs)/Housemaster/Housemistress (HMs).

2.3.6 Deputy Head Co-Curriculum and Outreach

- 2.3.6.1 The Deputy Head Co-Curriculum and Outreach is the College's nominated 'Educational Visits Coordinator' and shall ensure that all trips away from the College comply with the relevant legislation and guidance.

2.3.7 Heads of Academic Departments (HoDs) and Housemasters/Mistresses (HMs)

- 2.3.7.1 HoDs and HMs are responsible for providing leadership and promoting responsible attitudes towards health and safety within their department and/or house, and:

- 2.3.7.1.1 Promoting and maintaining an affective health and safety culture within their department or house.
- 2.3.7.1.2 Having a working knowledge of this policy and how it should be implemented in their area of responsibility.
- 2.3.7.1.3 Ensuring all significant risks within the department are assessed and that appropriate control measures are identified and implemented.
- 2.3.7.1.4 Ensuring that all staff and pupils receive adequate information, instruction, training and supervision to carry out their work or studies without risk to health, safety or welfare.
- 2.3.7.1.5 Ensuring that all staff and pupils are aware of and follow the appropriate College and departmental health and safety procedures.

2.3.8 Heads of Support Departments (including Marlborough College Enterprise)

- 2.3.8.1 Heads of Support Departments are responsible for providing leadership and promoting responsible attitudes towards health and safety within their department, and:

- 2.3.8.1.1 Promoting and maintaining an affective health and safety culture within their department.
- 2.3.8.1.2 Having a working knowledge of this policy and how it should be implemented in their area of responsibility.
- 2.3.8.1.3 Ensuring all significant risks within the department are assessed and that appropriate control measures are identified and implemented.
- 2.3.8.1.4 Ensuring that all staff and contractors receive adequate information, training, instructions and supervision to carry out their work without risk to health, safety or welfare.
- 2.3.8.1.5 Ensuring that all staff, contractors and visitors are aware of and follow the appropriate College and departmental health and safety procedures.

2.3.9 All College Staff

- 2.3.9.1 All staff have a duty to take all reasonable care of their own safety and the safety of others who may be affected by their acts or omissions, and:
 - 2.3.9.1.1 Co-operate with the College in its efforts to comply with the law.
 - 2.3.9.1.2 Consider health and safety as an integral part of their role.
 - 2.3.9.1.3 Set a good example to both their colleagues and pupils.
 - 2.3.9.1.4 Inform their line manager of any health and safety matters that require attention.

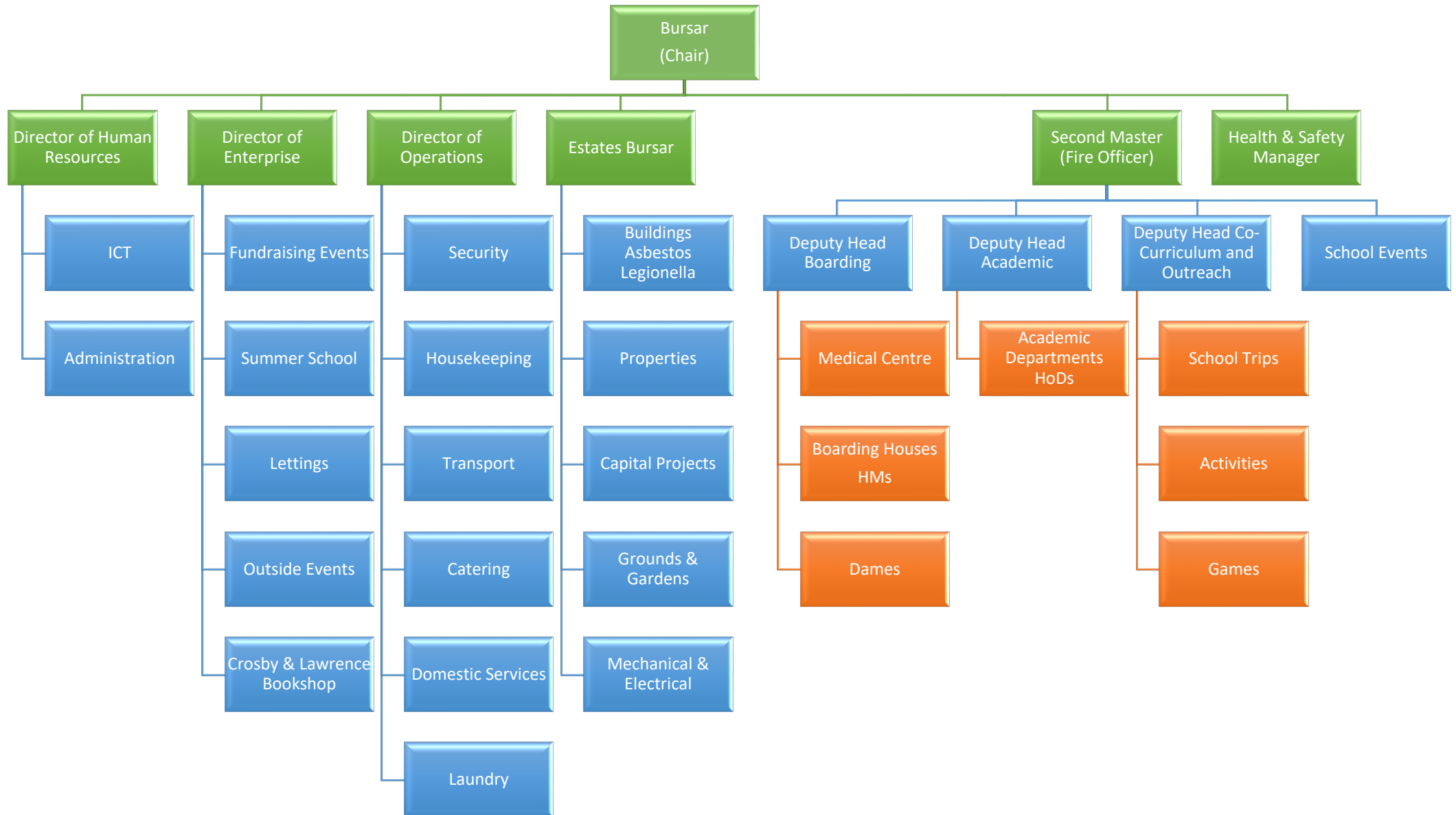
2.3.10 Pupils

- 2.3.10.1 Pupils are classed as visitors to the College for health and safety purposes. All staff are responsible for the health, safety and welfare of all pupils, and should ensure that they are not deliberately exposed to risk.
- 2.3.10.2 They should however be made to understand that they have a responsibility for their own safety, and that of others in the College community.
- 2.3.10.3 In some cases, during the course of education (either sporting or academic), pupils may be exposed to a small degree of risk that has been assessed and there is a need to follow safe procedures, or to wear protective equipment in order that the risk is minimised.
- 2.3.10.4 Pupils are to be made aware that the procedures/equipment are for their protection, and must be enforced if the risk assessment dictates.
- 2.3.10.5 Any pupil disregarding this advice shall not be allowed to undertake the activity in question until they comply with the advice given.



MARLBOROUGH COLLEGE

Health and Safety Committee Organisational Responsibilities



3. Arrangements

- 3.1 This section of the Health & Safety Policy gives an overview of the suite of specific policies and procedures based on the risk profile of the College.
- 3.2 This is not an exhaustive list but covers the main hazards and risks that are inherent in the activities undertaken at the College.

| | |
|---|---|
| Asbestos | Marlborough College Enterprise |
| Accident & Incident Reporting & Investigation | New & Expectant Mothers |
| Contractors, Visitors & Security | Noise at Work |
| Confined Space Working | Out of College Trips and Visits, Co-Curriculum Activities and Sports |
| Control of Substances Hazardous to Health (COSHH) | Personal Protective Equipment (PPE) |
| Covid-19 | Provision and Use of Work Equipment (PUWER) |
| Display Screen Equipment (DSE) | Risk Assessment |
| Electrical Safety | Road Safety |
| Fire Safety | Slips, Trips and Falls |
| Health and Safety Committee | Smoking |
| Health & Safety Inspections | Wellbeing |
| Health & Safety Training | Working at Height |
| Legionella | Workplace Safety |
| Lone Working | Young Persons |

3.3 Asbestos

- 3.3.1 The Estates Bursar is responsible for controlling work related to asbestos, and shall act in accordance with the Control of Asbestos at Work Regulations 2012 and associated approved codes of practice.
- 3.3.2 All staff are reminded that it is vital that the Estates Bursar is contacted immediately if it is suspected that asbestos has been damaged or disturbed.

3.4 Accident & Incident Reporting & Investigation

- 3.4.1 Learning from accidents and ill health, which occur at work, is an important way in which health and safety in the workplace can be improved. There are also legal duties to report and investigate accidents.
- 3.4.1.1 All accidents are reported.
- 3.4.1.2 All accidents are properly investigated and records kept.
- 3.4.1.3 The weight of the investigation is proportional to the actual or potential harm resulting from the accident.
- 3.4.1.4 The investigation seeks to identify organisational and system failures giving rise to the accident as well as the immediate cause(s).
- 3.4.1.5 The results of the accident investigations are analysed and acted upon in order to prevent recurrence.
- 3.4.1.6 A 'no blame culture' is used throughout the whole of the College.

- 3.4.2 HoDs and HMs must ensure that all accidents and incidents are reported and recorded promptly and in sufficient detail to allow an investigation to be made, where necessary.
- 3.4.3 Reports should be sent electronically to the Health & Safety Manager within 24 hours of the incident occurring in order to ensure compliance with the reporting and recording of accidents and the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR).
- 3.4.4 The Health & Safety Manager will ensure that all RIDDOR reportable incidents are notified to the HSE using the appropriate reporting procedures and that all required records are kept.
- 3.4.5 Where an incident either did or could have resulted in serious injury or chronic ill health, it will be investigated by the Health & Safety Manager, in conjunction with other College staff as appropriate. The results of any such investigation will be reported to the Health and Safety Committee.
- 3.4.6 The lessons learned from incidents will be communicated to College staff where appropriate.

3.5 Contractors, Visitors & Security

- 3.5.1 Managers responsible for co-ordinating contractors will ensure, as far as reasonably practicable, a safe place of work whilst working for the College.
- 3.5.2 Visitors are those on site who are not employed by the College. Visitors include temporary workers and contractors not engaged by the Estates Department, as well as people only on site for a few hours or minutes, such as friends or family members of staff, members of the public and associates touring the site.
- 3.5.3 The College will comply with The Construction (Design and Management) Regulations 2015 (CDM) acting in the role of Client, and in some cases in other roles including Principal Designer or Principal Contractor. Whichever role, the College will follow the regulation guidelines for each or all of the roles as appropriate.
- 3.5.4 Where outside consultants or contractors are employed to carry out any of these roles on the College's behalf, their appropriate competence will be assessed prior to their appointment.
- 3.5.5 The College will ensure that all necessary communication between parties is enabled, and that at conclusion an appropriate comprehensive Health & Safety File is compiled and held on site. It is important that all staff comply with the safety plan, in particular any restrictions on entering a site while work is in progress.

3.5.6 Visitors Passes

- 3.5.6.1 To assist with identifying persons who are not entitled to be on College premises, all visitors will be issued with a pass that identifies them as being an authorised visitor.
- 3.5.6.2 Staff making arrangements with guests to visit the College should ask them to call at Reception where they can be issued with a pass. Exception to this arrangement will be Admissions and the Estates Department who will issue their own passes to visitors.
- 3.5.6.3 Those travelling in a car will also be given a car pass and directed to the most appropriate parking area.

3.5.7 Security

- 3.5.7.1 The College is open to access by the general public. It is therefore reasonable to ask that all staff and pupils remain vigilant to any threats. Any suspect person or packages should be reported immediately to College Security.
- 3.5.7.2 Security staff check all non-boarding premises at night.
- 3.5.7.3 Staff and pupils must ensure that they close external main doors and ground floor windows to prevent unauthorised access to Boarding Houses at all times, day and night.

3.6 Confined Space Working

- 3.6.1 Wherever possible, work should be organised so that entry into a Confined Space is not necessary.
- 3.6.2 Any person who is required to work in or enter a Confined Space should do so only if they are medically fit to do so, have been trained in safe working techniques and evacuation procedures and are working under supervision from a competent person.
- 3.6.3 A Confined Space is “any place, including any chamber, tank, vat, silo, pit, trench, pipe, sewer, flue, well or other similar space in which, by virtue of its enclosed nature, there arises a reasonably foreseeable ‘specific risk’”.
- 3.6.4 The ‘specified risks’ are:
 - 3.6.4.1 Serious injury to any person at work arising from a fire or explosion.
 - 3.6.4.2 The loss of consciousness of any person at work arising from an increase in body temperature.
 - 3.6.4.3 The loss of consciousness or asphyxiation of any person at work arising from gas, fume, vapour or lack of oxygen.
 - 3.6.4.4 The drowning of any person at work arising from an increase in the level of liquid.
 - 3.6.4.5 The asphyxiation of any person at work arising from a free flowing solid, or the inability to reach a respirable environment due to the entrapment by a free flowing solid.
- 3.6.5 Confined Spaces that fit the definition need to be identified and suitably marked. It is the responsibility of the appropriate Manager responsible for where the Confined Space resides to identify these sites.

3.7 Control of Substances Hazardous to Health (COSHH)

- 3.7.1 The College recognises its duty to ensure that the exposure to its staff and others to hazardous substances is prevented.
- 3.7.2 Where this is not reasonably practicable, the exposure shall be adequately controlled by other means.
- 3.7.3 The College will not carry out any work liable to expose staff or others to any substances hazardous to health, unless a suitable and sufficient assessment of:
 - 3.7.3.1 The risk created by the work to the health and safety of others involved has been undertaken.

- 3.7.3.2 The steps that need to be taken to meet the requirements of the regulations, and has implemented such steps.
- 3.7.4 Each HoD is responsible for identifying every substance that requires assessment within their department, and for completing a COSHH Risk Assessment stating the measures adopted to control each hazardous substance.
- 3.7.5 The assessment must be reviewed regularly and immediately when:
 - 3.7.5.1 It is suspected that the assessment is no longer valid.
 - 3.7.5.2 There has been significant change in the work to which the assessment relates.
 - 3.7.5.3 The results of any monitoring show it to be necessary.
- 3.7.6 COSHH Data Sheets must be displayed where all individuals likely to be involved with the substance in question may see them, and/or the location of the file containing data sheets made known to all staff.

3.8 Covid-19

- 3.8.1 The College recognises the risks associated with the Covid-19 pandemic and will adopt health and safety arrangements under Covid-19 in line with health and safety legislation, and in consideration of Government guidance.
- 3.8.2 Good health and safety management will be an integral part of the way that the College operates and will be considered across all work activities and across the wide range of educational activities delivered.
- 3.8.3 The College will:
 - 3.8.3.1 Apply and communicate sensible risk management and safe working practices that will involve:
 - 3.8.3.1.1 Regular assessment of hazards associated Covid-19 risks.
 - 3.8.3.1.2 Implementing preventive and protective control measures against those risks to an acceptable/tolerable level.
 - 3.8.3.1.3 Monitoring the effectiveness of those measures by the Management Team.
 - 3.8.3.1.4 Provision of information, instructions, training and protective equipment to staff and pupils where required.
 - 3.8.3.1.5 Review of risk assessments, policies, procedures and practices at regular intervals and where additional information is gained through changes in Government guidance, monitoring or following an incident.

3.9 Display Screen Equipment (DSE)

- 3.9.1 Marlborough College fully recognises its responsibilities under legislation to protect its staff from the risks associated with the use of display screen equipment (DSE).
- 3.9.2 Members of staff working with a computer as part of their normal routine ("Users") are advised to complete a DSE self-assessment.
- 3.9.3 The DSE self-assessment helps identify issues so that reasonable adjustments can be made for optimum comfort and safety.

- 3.9.4 The College will fulfil its obligations by:
 - 3.9.4.1 The provision of suitable work equipment.
 - 3.9.4.2 The provision of information and awareness training for DSE Users.
 - 3.9.4.3 The assessment of workstations and the tasks being undertaken.
 - 3.9.4.4 Arrangements to ensure Users take regular breaks from DSE activities.
 - 3.9.4.5 The provision of eye and eyesight tests for Users and the provision of spectacles where these are required specifically for DSE work.
- 3.9.5 The College Eye Care Policy for DSE Users has been agreed as part of the overall implementation of statutory regulations on health and safety at work.
- 3.9.6 The Eye Care policy is available to staff on Firefly in the HR section. This policy includes laptop computers where staff meet the criteria.

3.10 Electrical Safety

- 3.10.1 The College will ensure, so far as reasonably practicable, that:
 - 3.10.1.1 All electrical systems will be constructed to prevent danger.
 - 3.10.1.2 Appointed staff and/or contractors will maintain all electrical systems to prevent danger, at appropriate intervals.
 - 3.10.1.3 All work including operational use and maintenance of an electrical system and work near an electrical system will be carried out so that it does not give rise to danger.
- 3.10.2 In particular, it is the policy of the College:
 - 3.10.2.1 To ensure that electrical installations and equipment of suitable strength and capabilities are provided and maintained.
 - 3.10.2.2 That all electrical work may only be carried out by persons who are competent for the class of work involved.
 - 3.10.2.3 To contract electricians who have been trained in the recognised standards for electrical systems, equipment and conductors and within the requirements of the Electricity at Work Regulations 1989.
 - 3.10.2.4 That safe working practices are adhered to, including safety isolation procedures and prohibition of 'live' working unless this cannot be avoided.
 - 3.10.2.5 To maintain a register of all electrical equipment.
 - 3.10.2.6 That all equipment will be inspected at appropriate intervals and records of such testing will be maintained.

3.11 Fire Safety

- 3.11.1 The College will ensure, so far as is reasonably practicable, that the risk associated with fire will be managed in compliance with the Regulatory Reform (Fire Safety) Order 2005, and any other relevant legislation that may impact upon it such as the recently implemented Fire Safety Act 2021 and The Fire Safety (England) Regulations 2022.

- 3.11.2 The objectives of the Fire Safety Policy are:
- 3.11.2.1 To safeguard all persons on College premises from death and injury in the event of a fire or associated explosion.
 - 3.11.2.2 To minimise the risk of fire and to limit the spread of fire.
 - 3.11.2.3 To minimise the potential for fire to disrupt teaching, damage buildings and harm the environment.
- 3.11.3 It is vital that both staff and pupils recognise that the College does not expect them to fight fire. Fire fighting equipment such as extinguishers and blankets and the necessary training are provided only for aiding in the escape from any premises on fire.
- 3.11.4 In extreme circumstances, those members of staff trained in fire extinguisher use and with delegated fire safety responsibilities may choose to tackle small fires to save life or property. All others must act in accordance with the posted fire procedures and evacuate the premises immediately.
- 3.11.5 The College will ensure:
- 3.11.5.1 That adequate means of escape in case of fire exist for all persons on College premises.
 - 3.11.5.2 That all means of escape are correctly maintained, kept free from obstruction and available for safe and effective use at all times.
 - 3.11.5.3 That the means of escape have adequate emergency lighting (in case of fire) which will be maintained and tested appropriately.
 - 3.11.5.4 That adequate means of giving warning in case of fire exist and are maintained in efficient working order.
 - 3.11.5.5 That adequate means for fighting fire are present and are maintained in efficient working order.
 - 3.11.5.6 That appropriate instructions will be given to all persons on College premises on evacuation procedures.
 - 3.11.5.7 That effective management procedures are in place to respond to and deal with the aftermath of fire.
 - 3.11.5.8 That appropriate training is given to designated staff that have an active role in the implementation of fire precautions.
 - 3.11.5.9 That all premises owned or occupied by the College are subjected to a fire risk assessment and that where risks are identified, action is taken to implement appropriate control measures.
 - 3.11.5.10 Measures are taken to protect buildings, installations and equipment from fire that are commensurate with the risks and are appropriate to the value of teaching, or commercial importance of those assets.

3.12 First Aid

- 3.12.1 Marlborough College fully recognises its responsibilities under legislation to provide adequate first aid facilities for staff, pupils and visitors to the College, to ensure that adequate medical provision is made for the health and welfare of the pupils and staff.
- 3.12.2 The College has a purpose built Medical Centre, under the leadership of the College's Medical Officer who works under the College auspices within the framework of the NHS.
- 3.12.3 There is a qualified nurse on duty in the Medical Centre 24 hours a day, who is available to administer first aid, to deal with any accidents or emergencies, or to help if someone is taken ill.
- 3.12.4 A number of members of the College are trained and qualified as First Aiders and are capable of giving first aid if required.
- 3.12.5 First aid boxes are placed in all areas of the College where an accident is considered possible or likely.
- 3.12.6 Groups leaving the College carry with them a first aid kit to ensure that adequate medical provision is made for the health and welfare of pupils and staff.
- 3.12.7 The College maintains records of all accidents and incidents, and has a procedure in place for ensuring that these are reviewed in order, where possible, to minimise the likelihood of recurrence, and to identify emerging patterns.

3.13 Health and Safety Committee

- 3.13.1 Membership of the Health and Safety Committee consist of:

| | |
|-------------------------|------------------------------|
| Bursar (Chair) | Second Master (Fire Officer) |
| Health & Safety Manager | Estates Bursar |
| Director of HR | Director of Operations |
| Director of Enterprise | Secretary (Bursar's PA) |

- 3.13.2 Its term of reference are as follows:

- 3.13.2.1 To meet monthly during term time.
- 3.13.2.2 To promote co-operation between management and staff in initiating, developing and carrying out measures to ensure the health and safety of staff and pupils.
- 3.13.2.3 To consider accident reports and recommended remedial action on unsafe conditions or practices.
- 3.13.2.4 To instigate safety audits and recommended remedial action on unsafe conditions or practices.
- 3.13.2.5 To study reports and information provided by the Health and Safety Executive (HSE) or any relevant statutory body.
- 3.13.2.6 To be involved in developing, introducing and monitoring safety rules and safe systems of work.
- 3.13.2.7 To review the effectiveness of training in health and safety matters.
- 3.13.2.8 To consider the adequacy of health and safety matters.

- 3.13.2.9 The minutes of each Committee meeting will be published in the Health and Safety Committee section on Firefly and made available on department notice boards in order to inform staff about health and safety matters.

3.14 Health & Safety Inspections

- 3.14.1 Safety Representatives are entitled to inspect the workplace that they represent if they have not done so within the previous three months and that they have given reasonable notice to the College.
- 3.14.2 A written record of the inspection should be made and a copy sent to the Health & Safety Manager.
- 3.14.3 In the event of an inspection from an outside party (e.g. HSE) the Master and Bursar will ensure:
 - 3.14.3.1 The Health & Safety Policy is up to date and is signed and there is evidence of regular reviews.
 - 3.14.3.2 That staff to be interviewed are given prior notice.
 - 3.14.3.3 To find out if the inspecting authority needs to speak to anyone in particular.
 - 3.14.3.4 That legally required information for the College is available or displayed, such as:
 - 3.14.3.4.1 Current employer's liability certificate.
 - 3.14.3.4.2 The signed general statement of policy on safety.
- 3.14.4 HoDs and HMs shall make sure that the 'Health and Safety Law – What you should know' poster is displayed on the staff notice board, and that staff have been given a copy of the leaflet as part of their induction, and:
 - 3.14.4.1 A thermometer is available for staff to check the workplace temperature.
 - 3.14.4.2 Checks are made to ensure that the contents within the first aid kits are adequate (there must be a list of required contents in the kit).
 - 3.14.4.3 Ensure that there is a general risk assessment for the workplace and the required specific risk assessments are available, such as hazardous substances, electrical safety, noise, display screen equipment, manual handling, work equipment and personal protective equipment.
- 3.14.5 Those members of staff with the the responsibility for the items listed below must have the required records available (or those which prove safety duties have been carried out):
 - 3.14.5.1 Lifts.
 - 3.14.5.2 Lifting equipment.
 - 3.14.5.3 Pressure vessels and compressors.
 - 3.14.5.4 Electrical equipment (permanent and portable).
 - 3.14.5.5 Records of training for operation of equipment where required.

3.15 Health & Safety Training

- 3.15.1 It is the duty of the College to provide induction and refresher training to all of its staff.
- 3.15.2 Teaching staff will be inducted by their HoD who will provide training specific to their department.
- 3.15.3 Non-teaching staff will be inducted by the HR Business Partner and their line manager, and will receive department specific training from their Line Manager dependant on job location.
- 3.15.4 In all cases, the HR Business Partner will keep a record of the training given after having been signed by the member of staff.
- 3.15.5 Refresher training will be undertaken at intervals when it is accepted that re-training is required, or a new job, method, or location of work is introduced.

3.16 Legionella

- 3.16.1 It is the College's policy to manage all its operations, with regards to the on-going design and maintenance of domestic water and air handling systems, in compliance with all current and relevant guidelines and legislation relating to the management and control of legionellosis, including legionnaires disease, so that the risk of infection to staff, pupils and others by legionella is, so far as is reasonably practicable, reduced to a minimum.
- 3.16.2 The Estates Bursar is responsible for overseeing the appropriate action of monitoring and testing for legionella bacteria throughout the College.
- 3.16.3 The Estates Bursar will act in accordance with the Approved Code of Practice (ACoP) for the control of legionella bacteria in water systems (L8) and technical guidance (HSG274).

3.17 Lone Working

- 3.17.1 The College is committed to ensuring the safety of its entire staff and to avoid the need for Lone Working where reasonably practicable. In order to ensure personal safety of Lone Workers, regular communications with staff at risk is essential.
- 3.17.2 Lone Workers themselves must take reasonable care not to put themselves or others at risk when using work equipment or as a consequence of their working environment.
- 3.17.3 It is the responsibility of all Line Managers to identify whether any of their staff can be classed as Lone Workers, either on an occasional or regular basis and to ensure that the identified Lone Working situations are risk assessed.
- 3.17.4 Examples which may fall into this category of high risk Lone Working are confined space working, operating hazardous powered tools, working at height etc.
- 3.17.5 Where significant risk exists, written risk assessments are to be completed by the appropriate Line Manager and control measures implemented.

3.18 Manual Handling

- 3.18.1 The Manual Handling Operations Regulations 1992 primarily affects staff. Pupils should never be required to undertake manual handling operations likely to cause injury.
- 3.18.2 A large number of manual handling operations go on each day within the College. The intention is to target operations that cannot be eliminated and which are liable to present a risk of injury and it is this category which needs further specific assessment.

- 3.18.3 There is a statutory duty to avoid the need for manual handling operations involving a risk of injury, so far as is reasonably practicable (the regulations do not ban manual handling operations).
- 3.18.4 There is a duty to make an assessment of the risks in those manual handling operations, which cannot be avoided. Manual Handling assessments should be undertaken considering the following factors (T.I.L.E):
 - 3.18.4.1 The **T**ask
 - 3.18.4.2 The **I**ndividual's capability
 - 3.18.4.3 The **L**oad
 - 3.18.4.4 The **E**nvironment
- 3.18.5 The assessment should identify the best way to reduce the risk of injury.

3.19 Marlborough College Enterprise

- 3.19.1 Marlborough College Enterprise Ltd. (MCEL) is responsible for a variety of events that take place at the College, primarily (but not limited to) the school holidays, half terms and exeats.
- 3.19.2 These events can range from the four-week Summer School to conferences, weddings, celebratory parties and sports camps.
- 3.19.3 During these times, MCEL is accountable for the health and safety of staff and visitors to the campus.
- 3.19.4 MCEL adopts all relevant facets of the overarching Marlborough College Health & Safety Policy with the Director of MCEL ensuring that the health and safety policy is adhered to and implemented throughout the campus.
- 3.19.5 Mirroring to the College's policy, MCEL aims to put the safety and welfare of staff as well as visitors, of whatever age, at the forefront of everything they do.

3.20 New & Expectant Mothers

- 3.20.1 The College is committed to ensuring that new and expectant mothers are not exposed to any significant risk.
- 3.20.2 Risks include those to the unborn child or a mother who is breastfeeding, not just the mother herself.
- 3.20.3 The College does not regard pregnancy as ill health. It is part of everyday life within the workplace, and its health and safety implications can be managed via effective procedures.
- 3.20.4 It is the responsibility of the individual concerned to inform their Line Manager in writing as soon as possible if they are pregnant.
- 3.20.5 Managers have a responsibility for the safety of their staff. Upon receiving notification that a member of their staff is pregnant, they are expected to undertake a risk assessment in line with the College Maternity Policy in order to safeguard the staff member.
- 3.20.6 Managers are responsible for managing any change in the person's job as a result of the risk assessment findings and reviewing the assessment at regular intervals in line with the risk assessment process.

3.20.7 Managers should ensure their member of staff complies with any requirements in line with the risk assessment findings.

3.20.8 Where there are specific concerns, the Manager and the staff member should consult the appropriate Human Resources (HR) Business Partner who may seek the assistance of the Health & Safety Manager.

3.21 Noise at Work

3.21.1 The Management Team, Department Heads and Line Managers are responsible for the health and safety of staff within their area of responsibility.

3.21.2 They are required to ensure that risk assessments have been undertaken and that if noise levels are of a concern, adequate control measures must be introduced should the values exceed the action levels outlined in The Control of Noise at Work Regulations 2005.

3.21.3 These control measures should eliminate or reduce the noise levels to within the required legal limit.

3.21.4 Human Resources

3.21.4.1 The HR Department will be responsible for co-ordinating the health surveillance required by The Control of Noise at Work Regulations.

3.21.4.2 This may require staff members who are likely to be affected by harmful noise in their work areas to undergo a baseline assessment on starting work as part of the health screening process.

3.21.5 Purchasing

3.21.5.1 Line managers are required to follow the HSE Guidance for the purchasing of new equipment or machinery as required by the Provision and Use of Work Equipment Regulations 1998.

3.21.6 Staff

3.21.6.1 Should staff have concerns about noise at work, they are required to report this to their Line Manager, who will decide if further action is required. This may include noise emanating from work equipment, transport devices and at any time of the day or night.

3.21.6.2 Where noise has been established and hearing protection provided, it is the duty of the member of staff to make full and proper use of such equipment and to report to their Line Manager any defects.

3.22 Out of College Trips and Visits, Co-Curriculum Activities and Sports

3.22.1 The College will follow the guidance in the Common Room Handbook. The Educational Visits Policy is based on 'National Guidance'.

3.22.1.1 Guidance includes:

3.22.1.1.1 Educational visits guidance – [OEAP National Guidance](#)

3.22.1.1.2 The Department of Education - [Health and Safety advice for Schools](#)

3.22.2 Before planning an out of College trip, the teacher in charge should have read and understood section A-10 Co-Curricular Activities of the Common Room handbook and the Offsite Activities Policy found in the [Trips](#) section on Firefly.

- 3.22.3 The teacher should agree the correct procedures with the Deputy Head (Co-Curriculum and Outreach), who is the Colleges' nominated Educational Visits Co-ordinator.
- 3.22.4 In any situation where the teacher in charge of a trip needs clarification regarding risk assessment, they should contact the Health & Safety Manager.
- 3.22.5 Safe practice in physical education should be an integral feature of all aspects and in all phases of education.
- 3.22.6 Teachers, lecturers and others in positions of responsibility have a duty of care for those in their charge to ensure that planning and implementation include recognition of safety as an important element.

3.23 Personal Protective Equipment (PPE)

- 3.23.1 PPE is always a last resort in protecting staff from harmful substances, processes or conditions. However, when a small residual risk remains, all staff must use PPE as shown by their HoD or Line Manager.
- 3.23.2 To ensure suitability the College must ensure that:
 - 3.23.2.1 The PPE is appropriate for the risks and working conditions.
 - 3.23.2.2 The needs of the staff member are taken into account.
 - 3.23.2.3 The PPE fits the individual correctly.
 - 3.23.2.4 The PPE gives adequate protection.
- 3.23.3 The College will also ensure that:
 - 3.23.3.1 Where two or more types of PPE are used that they are compatible.
 - 3.23.3.2 An assessment of the suitability of each type of PPE is carried out.
 - 3.23.3.3 The PPE is maintained and cleaned or replaced as per the manufacturer's instructions.
 - 3.23.3.4 Suitable and sufficient storage is provided for the PPE.
 - 3.23.3.5 Suitable training, instruction and information is provided on each item of PPE.
 - 3.23.3.6 Individuals are using the PPE (staff must also inform the College if their PPE is lost or damaged in any way).

3.24 Provision and Use of Work Equipment (PUWER)

- 3.24.1 All equipment which is used by staff at work is covered by the regulations and also applies to work equipment provided by a staff member for use at work either by themselves or others, such as kettles, heaters etc.
- 3.24.2 The College will ensure that all work equipment used is managed and monitored by the appropriate HoD/Manager.
- 3.24.3 Users of work equipment covered by PUWER includes the starting and stopping of equipment, repairing, modifying, maintaining, servicing, cleaning and transporting of the equipment as well as normal operation and use.

3.24.4 Protection Against Specific Hazards

- 3.24.4.1 All Managers will take measures to ensure that the exposure of personnel to any risk whilst using work equipment is eliminated, or if not reasonably practicable, adequately controlled, having due regard to the nature of the hazard and the task in hand.

3.24.5 Maintenance

- 3.24.5.1 Where appropriate, all work equipment will be maintained. Work equipment will be constructed or adapted in order that any maintenance operations required to be carried out can be done without risk to health and safety.
- 3.24.5.2 Should work equipment be required to operate during maintenance operations, measures will be taken to reduce the risk of injury.

3.25 Risk Assessment

- 3.25.1 The College via HoDs, HMs and other Line Managers will carry out suitable and sufficient risk assessment of any risk to the health or safety of staff and to anyone who may be affected by work activities, in compliance with the Management of Health and Safety at Work Regulations 1999.
- 3.25.2 To ensure this, HoDs, HMs and Line Managers with the advice and support of the Health & Safety Manager shall:
 - 3.25.2.1 Identify all significant hazards with a potential to cause harm to staff and others that may be affected by our activities.
 - 3.25.2.2 Evaluate the probability and severity of potential injury or damage.
 - 3.25.2.3 Where a risk of serious or imminent danger is identified, establish appropriate procedures for eliminating or controlling exposure to this risk, including the stopping and resumption of work.
 - 3.25.2.4 Analyse the options for eliminating, reducing or controlling the identified risks and then take appropriate action.
 - 3.25.2.5 Review the assessments periodically and when the assessment may no longer be valid or where there has been a significant change to work activities or processes or new machinery/equipment is being used.
 - 3.25.2.6 Keep records in writing or electronic form, of the significant findings of the risk assessment and identify anyone who may be especially at risk.
 - 3.25.2.7 Provide appropriate health surveillance where there is an identifiable disease or potential adverse health condition related to the job.
 - 3.25.2.8 Appoint 'Competent Person(s)' to assist in complying with statutory duties for health and safety.
 - 3.25.2.9 Provide staff, and staff of contractors working on College premises with comprehensive and relevant information on risks, preventative measures, emergency procedures and Competent Persons.
- 3.25.3 In addition, it is the College's policy to carry out specific risk assessment in accordance with other Regulations and Codes of Practice, where the activity or process is not covered by a generic risk assessment.

- 3.25.4 The Health & Safety Manager should be contacted in any case of uncertainty regarding risk assessment.

3.26 Road Safety

- 3.26.1 The Director of Operations has responsibility for driver compliance and registration. This is managed in conjunction with the Security & Transport Manager and Chalcheck for DVLA Licence Checking.
- 3.26.2 The College supports road safety and all drivers must comply with driving law and the Highway Code.
- 3.26.3 All drivers of College vehicles or staff driving a private vehicle on College business must be approved before driving.
- 3.26.4 Approved drivers will be authorised to drive various College vehicles, subject to holding the correct category on their driving license. The College will carry out Driving Licence checks via the DVLA on all registered drivers.
- 3.26.5 The approved drivers' list is maintained by the Security & Transport Manager and is published in the Transport section on Firefly.
- 3.26.6 To ensure our duty of care, drivers with more than six points on their licence or those that accumulate more than six points once approved by the College will not be permitted to drive College vehicles or transport pupils in a private vehicle on College business.
- 3.26.7 The College operates a fleet of minibuses under a Department of Transport Section 19 Permit to provide transport for staff and pupils. Members of staff asked to drive a minibus must have D1/D1 (101) on their driving licence. The nine seater Vitos are classed as cars and may be driven with a class B licence after a minibus assessment is passed.
- 3.26.8 All staff that are employed with a requirement to drive a College vehicle must complete a physical On-Road Driver Assessment with the Fleet Driver Trainer, the College's appointed person for Driver Training and Assessments.

3.27 Slips, Trips and Falls

- 3.27.1 The College is committed to preventing slips, trips and falls where reasonably practicable.
- 3.27.2 All Managers and Heads of Department have responsibility to assess the workplace for potential slip, trip and fall hazards, and, where necessary, carry out written risk assessments.
- 3.27.3 The process will include introducing control measures to reduce the risk of injury to personnel and others.

3.28 Smoking

- 3.28.1 The Smoke-free (Premises and Enforcement) Regulations 2006, came into effect on 1st July 2007.
- 3.28.2 It is College policy that the entire premises (enclosed areas) are smoke free, and that all staff, pupils and visitors have a right to a smoke-free environment. This includes all College vehicles.
- 3.28.3 This policy applies to every staff member, pupil, visitor and contractor.

- 3.28.4 Staff that smoke will be informed of the timing and location of their smoke breaks by their Line Manager. Designated areas will be made obvious by the presence of smoking bins provided to allow smokers to safely dispose of waste smoking materials.
- 3.28.5 This policy has been devised in consultation with appropriate staff and all staff have been informed of its contents and are obliged to adhere to, and facilitate its implementation.
- 3.28.6 Responsibility for the policy implementation and review rests with the Health and Safety Committee who have a responsibility to bring the policy to the attention of visitors, temporary staff, contractors or others as appropriate (e.g. through signage, written and/or verbal notification).
- 3.28.7 Adequate and appropriate 'No Smoking' signage will be clearly displayed at entrances to buildings.
- 3.28.8 Breaches of this policy will be subject to the normal disciplinary procedures.

3.29 Wellbeing

- 3.29.1 The College is committed to the protection and promotion of the mental health and wellbeing of all staff and pupils.
- 3.29.2 The College shall continuously strive to improve the mental health environment and culture of the College by identifying, eliminating, or minimising all harmful processes, procedures and behaviours that may cause psychological harm or illness to its staff and pupils.
- 3.29.3 The College shall continuously strive as far as reasonably practicable, to promote mental health throughout the organisation by establishing and monitoring processes that enhance mental health and wellbeing.
- 3.29.4 In the context of a busy, caring College community it is the duty of every member of staff to bring to the attention of College management, any individual who appears to be suffering undue stressful pressure.

3.30 Working at Height

- 3.30.1 The Working at Height Regulations 2007 apply to all work at height, both internal and external, where there is a risk of a fall liable to cause injury.
- 3.30.2 It is also important to note that there are no height limits.
- 3.30.3 All reasonable steps shall be taken by the College to provide a safe working environment for staff required to carry out their work at height.
- 3.30.4 The College shall provide the necessary preventive and protective measures to prevent falls of persons or materials from the workplace and will liaise with any person(s) involved in the work at height activity.
- 3.30.5 Managers should ensure that risk assessments and safe systems of work already in place for work at height activities are reviewed and are fit for purpose and meet current safety requirements.

3.31 Workplace Safety

3.31.1 The Workplace (Health, Safety and Welfare) Regulations 1992 require (so far as reasonably practicable) that adequate welfare facilities are provided for people at work, in all workplace premises.

3.31.2 The Regulations state that:

3.31.2.1 'So far as reasonably practicable' means a balance between the cost in money, time and effort of making improvement and the likely harm if improvements are not made. Employers must prove that the risk of harm is so small or unlikely that the cost is not worth it.

3.31.3 The College intends to meet its statutory duties under these regulations by requiring appropriate line managers to ensure that regular periodic assessment of the College workplaces are carried out and managed appropriately.

3.32 Young Persons

3.32.1 The Management of Health and Safety at Work Regulations 1999 (MHSWR) requires employers to ensure that any 'young persons' employed by them are protected from any risks to their health and safety.

3.32.2 This section deals specifically with the health and safety issues arising from the 'employment' of Young Persons.

3.32.3 For the purposes of the Regulations, the following definitions apply:

3.32.3.1 Child - Anyone who has not reached the minimum school leaving age (the last Friday in June of the school year in which they turn 16).

3.32.3.2 Young Person – Anyone under the age of 18.

3.32.4 These arrangements refer generically to 'Young Persons' (meaning both the above) unless 'child' needs to be specifically referred to.

3.32.5 For the purpose of health and safety legislation, students and trainees on work experience or other training schemes must be channelled through the HR Department to ensure that all relevant requirements are considered.

4. References, Resources and College Related Policies

- The Health & Safety at Work etc Act. 1974
- The Management of Health and Safety at Work Regulations 1999
- Department for Education – National Minimum Standards for boarding schools
- Safeguarding and Child Protection Policy
- Supervision Policy
- Education Visits Policy
- Smoking Policy Policy
- Procedures for the Recruitment of Contractors

5. Related Health and Safety Policies

- Asbestos Policy
- Accident Reporting & Investigation Policy
- Confined Space Working Policy
- Control of Substances Hazardous to Health (COSHH) Policy
- Display Screen Equipment (DSE) Policy
- Drones Policy
- Electrical Safety Policy
- Fire Safety Policy
- First Aid Policy
- Food Safety Policy
- Health & Safety Training Policy
- Inspections & Audits Policy
- Legionella Policy
- Lone Working Policy
- Manual Handling Policy
- New & Expectant Mothers Policy
- Noise at Work Policy
- Occupational Health Policy
- Personal Protective Equipment (PPE) Policy
- Provision and Use of Work Equipment (PUWER) Policy
- Risk Assessment Policy
- Safe Use of Lifting Equipment Policy
- Working at Height Policy
- Workplace Health, Safety & Welfare Policy
- Young Persons Policy

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