

## Health and Safety Policy

*Let each of you look not only to his own interests, but also the interests of others.*

*Philippians 2:4*

Ampleforth College

|                               |   |
|-------------------------------|---|
| Person responsible for Policy | Health and Safety Manager<br><br>Ampleforth College |
| Ratified by                   | St Laurence Education Trust                         |
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We have a legal and moral duty to ensure our site is safe for all.

This policy clarifies the roles and responsibilities of staff, students and visitors of Ampleforth College, and the arrangements in place to achieve our aims and objectives in the management of health and safety.

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## **1.0 Introduction/Purpose**

Saint Laurence Education Trust (SLET) which includes Ampleforth College and St Alban's Sports Centre, will be referred to as "The College" has a responsibility to protect the health, safety and welfare of individuals on the College site as well as those engaged in College activities for which the organisation has legal responsibility.

The College is committed to achieving high standards of Health and Safety across its respective areas of activity and control and is committed to providing sufficient resources to facilitate the achievement of the goals in this policy.

This policy recognises and interprets the College's responsibilities for the health, safety and well-being of staff, students, volunteers, visitors, and contractors.

## **2.0 Scope**

This policy applies to all activities undertaken by the College on its site, as well as any activities undertaken by the organisation off site and, as employer, constitutes the written health and safety policy statement required by legislation.

## **3.0 Definitions**

Policy owner means the person responsible for this policy as set out on the front page.

SharePoint is the intranet-based system where all polices and information for staff is stored, all staff have access to this area.

## **4.0 Health and Safety Policy Statement**

The Health and Safety at Work Act 1974 imposes a statutory duty on employers to ensure the health and safety of their employees whilst at work. This duty also extends to others who may be affected by that work.

Employees also have a statutory duty to take care of themselves and others who may be affected by their acts or omissions.

To enable these duties to be carried out, it is St Laurence Education Trust's (SLET's) intent to ensure that responsibilities for Health and Safety matters are effectively assigned, accepted, and fulfilled at all levels within the organisational structure.

We will, so far as is reasonably practicable, ensure that:

- adequate resources are provided to ensure adequate provisions can be made for health and safety
- risk assessments, audits and general inspections will be undertaken at regular intervals
- systems of work are provided, these are safe, maintained and without risks to health

- all employees are provided with the necessary information, instruction, training, and supervision
- where appropriate, health surveillance will be provided for employees
- the provision and maintenance of all machinery and equipment is safe and without risk to health
- the working environment of all employees is safe and without risks to health and that adequate provision is made regarding the facilities and arrangements for their welfare at work
- the place of work is safe, including safe access and egress from the workplace
- accidents or incidents are reported and investigated

It is the duty of all employees at work:

- to take reasonable care for the health and safety of themselves and of others who may be affected by their acts or omissions at work, and to co-operate in fulfilling their statutory duties
- not to interfere with or misuse anything provided in the interest of Health and Safety

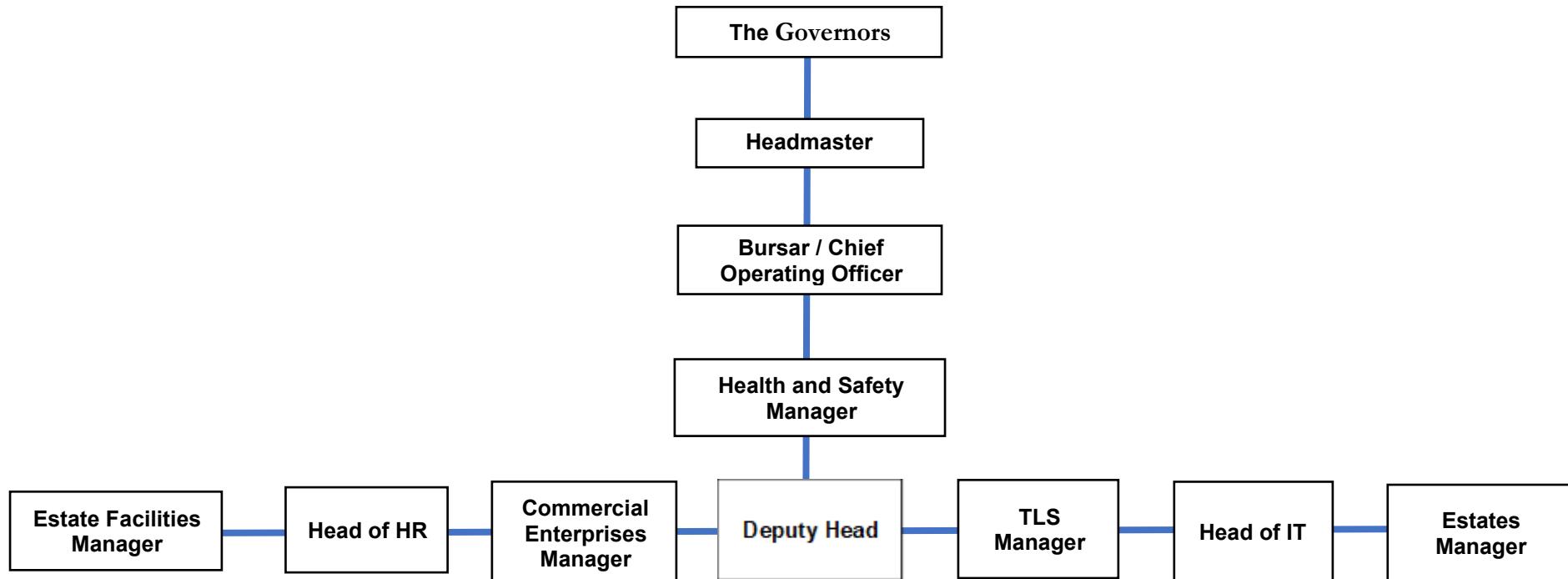
This Health and Safety Policy will be reviewed at least annually and amended and updated as and when necessary. Communication of any such changes will be made to all employees.

There are established and maintained effective procedures for consultation and communication between all levels of management and employees in relation to health, safety, and welfare.

A summary of engagement with the commitment to providing a positive safety culture is enshrined in the College Safety Charter. [Health and Safety Charter .docx](#)

Achievement of these objectives will demonstrate compliance with Health and Safety legislation and current good practice.

## 5.0 Ampleforth College Health and Safety Management Organisation



## 6.0 Roles and Responsibilities

In order that the College Health and Safety Policy can operate effectively, it is essential that all levels are aware of, understand and accept their responsibilities to conform to the policy and legislation affecting Health and Safety.

To give further assistance the individual and collective responsibilities for Health and Safety have been defined and are set out as follows: -

**Governors** – Governors have overall responsibility of the implementation of effective policies, procedures, and training. The Governors have overall Health and Safety responsibility ensuring the effective management of Health and Safety throughout the College and its undertakings. There is a nominated Governor specifically for Health and Safety. Governors receive termly report on performance from the Health and Safety Manager on behalf of the Management Committee.

**Headmaster** – responsibility for ensuring that the Health and Safety Policy standards are met. He/she delegates operational responsibility for the competent management and resourcing of health and safety practice through the published management structure.

**Bursar / Chief Operating Officer** - has the delegated authority of the Headmaster to ensure that the requirements of the Health and Safety compliance and the management of Health and Safety of the College are met.

**Health and Safety Management Committee** – oversees the management of Health and Safety across the College. The Committees terms of reference are:

To review and ratify all Health and Safety policies and procedures;  
To receive the Health and Safety Manager's Report and Estate Compliance Report, these confirm compliance and the operation of policies and procedures;  
To ensure staff are being trained, informed, and reviewed in the management of Health and Safety;  
To support the review work of the Health and Safety Manager so there is an effective process in place;  
To support the development of a positive Health and Safety culture;  
To help identify areas of concern / special attention.

**Health and Safety Manager** – leads on, advises, guides, and monitors all matters relating to Health and Safety. The Health and Safety Manager will;

- Set a positive example and provide support and guidance to staff and other workers to enable them to maintain good standards of health and safety practice;
- Maintain, review and update College Health and Safety Policy and procedures;
- Undertake Health and Safety audits or inspection of departments and processes in line with the College Health and Safety audit/monitoring policy;
- Provide advice and guidance to all staff on Health and Safety matters;
- Investigate and review all College accidents and incidents and report on findings and recommendations;
- Report all RIDDOR reportable injuries or incidents within the required time;
- Devise and deliver Health and Safety training to the College staff;
- Liaise with local authorities or enforcement officers on Health and Safety matters;

- Advise the College on Health and Safety legislation changes.

**Estates Manager** – Is responsible for all matters regarding estates operations arrangements. The Estates Manager will;

- Ensure all maintenance, inspection and testing of relevant machinery, equipment and plant equipment is undertaken in line with Health and Safety regulations (including necessary certificates, records, risk assessments and COSH� assessments), ensuring best practice is followed in operation management;
- Maintain and review contractor records.

**Transport, Logistics and Security (TLS) Manager** – Is responsible for all matters regarding college transport, logistics and security arrangements. The Transport, Logistics and Security Manager will

- Ensure compliance with all relevant Health & Safety regulations (including necessary certificates, records, and risk assessments), ensuring best practice is followed in all areas of Transport, Logistics and Security.

**Estate Facilities Manager** – Is responsible for all matters regarding Housekeeping, Food safety, handling and hygiene and Grounds maintenance arrangements. The Facilities Manager will;

- Ensure compliance with all relevant Health & Safety and Food Safety and Hygiene regulations (including necessary certificates, records, and risk and COSH� assessments), ensuring best practice is followed;
- Ensure Hazard Analysis Critical Control Points (HACCP) procedures are followed in the control of risk in catering from ordering/delivery/storage/production/service/disposal etc;
- Ensure COSH� assessments for relevant activities are undertaken and reviewed regularly in line with legislations and college policies.

**Deputy Head** – Is advised by the Health and Safety Manager and ensures Health and Safety in the College is in line with National Minimum Standards for Boarding and Independent School Standard Regulations.

**Housemistresses and Housemasters** - are responsible for the management of Health and Safety within their house and have the role of Building Custodian for Health and Safety unless this has been formally delegated, and the delegate is included on the list of Building Custodians. They are required to be aware of, and act in accordance with, the requirements of this policy and other documentation relevant to their roles which can be accessed on SharePoint.

**Heads of Departments** - are responsible for the management Health and Safety within their area of authority, this includes

- Carrying out risk assessments for departmental activities, including DSE, Work at Height and COSH� if required;
- Have the role of Building Custodian for Health and Safety unless this has been formally delegated and the delegate is included on the list of Building Custodians;

- They are required to be aware of, and act in accordance with, the requirements of this policy and any other documentation relevant to their roles which can be accessed on SharePoint;
- Setting a positive example and providing support and guidance to other staff and workers to enable them to maintain good standards of fire and health and safety practice;
- Ensuring suitable PPE is available to staff as required;
- Reporting all accidents or incidents in line with the College policy;
- Assisting the Health and Safety Manager in investigations of accidents and incidents within their area of responsibility.

**Director of Co-Curriculum** – Is responsible for all co-curricular activities within the College and their Health and Safety arrangements. The Director of Co-Curricular will;

- Ensure compliance with all Health and Safety regulations and activity governing bodies legislation and guidance;
- All instructors, guides and staff used are suitably qualified and competent for the activities they undertake;
- Ensure all equipment used is safe for use on activities;
- Ensure all safety equipment is inspected, tested, and stored in line with manufacturers instructions;
- Ensure safety equipment inspection, testing and servicing records are maintained.

**Educational Visits Co-ordinator** - is responsible for overseeing the quality and risk management aspects of visits. The Educational Visits Co-ordinator will:

- Seek to ensure all educational visits meet the Health and Safety requirements of the College;
- Assess competence of prospective leaders and staff;
- Ensure risk assessments are suitable and sufficient;
- Ensure where necessary, arrangements exist for obtaining specific parental consent;
- Assess the effectiveness of contingency plans and emergency arrangements;
- Monitor records and accident/incident reports of educational visits;
- Review systems and practice.

**Lead Nurse** – Is responsible for identifying the health needs of the students with the College and to work within all medical guidelines. The Lead Nurse will;

- Maintain appropriate records, treatments, referrals, confidential medical forms for students;
- Ensure stock control, documentation and dispensing of prescription and non-prescription medication to students;
- Maintain, review and update the school's Allergen Policy and First Aid Policy;
- To be responsible for infection control within the infirmary and wider College campus;
- Advise on medical and health care legislations change;

- Assist Building Custodians in relation to stock for First Aid Kits;
- Implement a programme of testing and maintenance for the College Defibrillators.

**First Aiders** – The role of a first aider is to provide immediate, lifesaving, medical care before the arrival of further medical help. First Aiders will:

- Deal with an accident/injury when the nurse is delayed or unavailable. First aid includes treatment of minor injuries, which will not always need the services of medical or nursing personnel;
- Hold an approved First Aid at Work Certificate and be prepared to receive approved refresher training every three years and to attend annual refresher courses where possible;
- Ensure any medical intervention is recorded on the Accident/Incident Form.

**Building Custodians** – have responsibility for Health and Safety matters in their buildings. This includes:

- To oversee safety and security arrangements in their representative areas and liaise with the Health and Safety Manager/ TLS Manager / Estates Manager, as required to discuss safety/security issues.
- To undertake and record drills, checks, fire alarm tests details in the Fire Logbook.
- To oversee the implementation of a fire evacuation plan for the building.
- To undertake fire warden training and any other training required to ensure competence in this role.
- To ensure that appropriate signage and notices are displayed in accordance with the Building Custodian Checklist.
- To check and replenish First Aids regularly – additional supplies for kits please contact The Infirmary.
- To appoint a competent person to be responsible in his/her absence.

**Appointed Persons** – The role is to support First Aiders and summon help. Appointed First Aiders will:

- Complete training in emergency First Aid;
- Render emergency First Aid when required;
- Take charge of the situation if a serious illness/injury occurs in the absence of a first aider or nurse (e.g., call for an ambulance).

**Radiation Protection Supervisor** - is responsible for ensuring the use and storage of radioactive sources are in accordance with the Ionising Radiation Regulations. The Radiation Protection Supervisor will:

- Report directly to the Health and Safety Manger on matters affecting legal compliance;
- Be responsible for the safe use and storage of radiation sources;
- Supervise those who work with radioactive sources;
- Establish local rules and check these are followed;
- Regularly monitor the safety of radioactive sources and their containers;
- Check required records are accurate and up to date;

- Ensure that emergency procedures are current and understood.

**Staff and Volunteers** - Including those more specifically identified in this policy statement, are responsible for:

- Familiarising themselves with the College Health and Safety Policy;
- Undertaking health and safety training including: Basic Health and Safety, Fire Awareness, Drug and Alcohol Awareness.
- Following health and safety instructions and training they receive.
- Co-operating on all Health and Safety matters;
- Taking care of their own and others' Health and Safety and report any Health or Safety concerns as soon as possible;
- Complying with all College policies, procedures and risk assessments applicable to their role;
- Not interfering or misusing equipment provided, nor interfering with arrangements made in the interests of Health and Safety;
- Identifying and report any hazards associated with their work, buildings, and activities, removing these hazards where possible;

**Students** – are responsible for:

- Co-operating and maintaining a tidy and safe working environment;
- Observing College Health and Safety rules and regulations;
- Using the appropriate safety equipment and clothing as directed;
- Using in a safe manner and not wilfully misusing, neglecting, damaging, or interfering with apparatus, equipment, premises, or services;
- Reporting any hazard, dangerous equipment, or service to the Staff in charge of their class, or to any other member of staff;
- Reporting an accident immediately to a member staff.

**Visitors** - Visitors to the College will adhere to the Health and Safety Policy and Visitor Policy. Visitors are issued with a Visitor Booklet containing the relevant information.

## 7.0 Arrangements

This section explains the systems and procedures that will be used to form the basis of our Health and Safety management.

### Allergens

We have students that have allergies. The Allergen Policy and Anaphylaxis Protocol is in place to ensure students, staff and visitors are not exposed to anything that could cause an allergic reaction or anaphylactic shock. The Infirmary maintain records of the students and keeps an up-to-date allergen register which is shared with staff. The catering staff have a register of all students who have a food allergy, along with a photograph of students who are EpiPen users. Food is prepared in a separate area for those with severe allergies. Food prepared on site is labelled with the ingredients in accordance with Natasha's Law.

## **Use of Substances Hazardous to Health**

We may use a number of potentially hazardous substances. Some substances are used in such small quantities that they present no risk to health unless deliberately misused. We list and assess all the chemicals and substances that we use. Where there are potential risks, we implement suitable control measures and provide clear instruction and information to staff to ensure compliance with Control of Substances Hazardous to Health (COSHH) 2002 Regulation.

Where we use horticultural chemicals and pesticides that are approved only for professional use they are handled and used only by people trained in accordance with the requirements of the Food and Environmental Protection Act and following the DEFRA Code of Practice for Using Plant Protection Products.

For the detailed chemical safety procedures, please refer to Appendix 1.

## **Consultation**

We have a duty to consult with our staff on matters affecting their health, safety, and welfare whilst at work. To meet this obligation, we have established a process for managers to consult with employees about work-related health, safety, and welfare issues. We also use this system to deliver simple safety messages and rules through 'one to one' meetings and short training periods.

## **Estate Contractors**

From time to time we employ contractors to work for us or to do work on our behalf. We expect them to comply with the Contractors Code of Practice, our Health and Safety procedures and to have their own arrangements for safe and healthy working. Before a contractor is employed, we ask them to provide copies of their insurance details and risk assessments and assess their ability to work safely and without risk to our staff and visitors. Contractors read and sign the Estate Contractor Risk Assessment.

Estate contractors are made aware of and are expected to follow our site rules. When arriving on site they sign in at the relevant reception point as per Visitors Policy, and whilst working on College premises adhere to the site rules.

## **Display Screen Equipment (DSE)**

We are committed to protecting the health, safety, and well-being of our employees who use DSE as a regular part of their work. The arrangements we have in place to minimize risks associated with DSE use and promote good working practices apply to all employees who use DSE for a significant portion of their working day, typically defined as more than one hour per day on a regular basis. This includes equipment such as desktop computers, laptops, tablets, and smartphones.

We provide employees with ergonomically designed workstations that meet recommended health and safety standards. This includes adjustable chairs with good lumbar support, adjustable desks or monitor stands, anti-glare screens and keyboard wrist rests, adequate lighting and room temperature control.

We conduct regular DSE workstation risk assessments for all employees covered by this policy. These assessments aim to identify potential risks associated with DSE use, such as musculoskeletal disorders, eye strain, and fatigue.

We encourage employees to adopt healthy work practices to minimize risks associated with DSE use. These practices include taking regular breaks from screen work, including getting up and moving around at least every hour, practicing good posture while using DSE, adjusting screen brightness and contrast settings for optimal comfort, taking eye breaks to focus on distant objects for 20 seconds every 20 minutes.

Employees are entitled to a vision screening test paid for by the company if they use DSE for a significant portion of their workday and experience visual discomfort.

We provide DSE users with training on DSE risks, safe work practices, and the importance of workstation ergonomics.

Employees are responsible for reporting any discomfort or pain they experience while using DSE and for participating in DSE risk assessments and training. They should also follow the recommended safe work practices outlined in this policy.

### **Drug and Substance Misuse**

Our aim is to keep drugs out of the College. We aim to do this by means of education, pastoral care, detection of users and sanctions. All staff received mandatory drug awareness training which is refreshed on regular intervals.

### **Educational Visits**

We recognise the value to students of the full range of educational visits available to them, which include university visits, visits to commercial premises, life skills activities and service, as well as cultural and social outings. We also recognise and accept that such visits may present challenges to the health and welfare of students and all visits will be undertaken in line with the Educational Visits Policy.

### **Plant and Equipment**

We ensure that all plant and equipment used during our business is maintained in good condition, serviced to manufacturer's schedules and is safe to use. Staff are provided with suitable and sufficient information and training to enable them to use work equipment safely. They must not use equipment unless they have been trained in its use, including any safety related devices, and guarding. Employees have been given responsibility for ensuring that equipment issued to, or used by them, is maintained in good order. They have been told to report any defects or problems to their manager. It is our policy that defective equipment will be withdrawn from use until repaired or replaced.

Where we use equipment such as pressure vessels, lifting equipment and local exhaust ventilation equipment (LEV), which require statutory examination at specified frequencies, we make the required arrangements. All equipment used is logged and copies of inspections and maintenance records are held by Estate's.

### **Fire**

We recognise the need to have detailed fire safety procedures in place in accordance with the Regulatory Reform (Fire Safety) Order 2005, the Management of Health and Safety at Work Regulations 1999 and the Health and Safety at Work etc. Act 1974. A fire risk assessment has been carried out by an external specialist on all College buildings to ensure compliance with the requirements of the fire regulations. Details of fire arrangements can be found with the College Fire Safety Policy.

### **First Aid**

We have taken action to provide suitable first aid arrangements for our staff and students whilst at work, and visitors. We have assessed the reasonable level of first aid provision required for our business and have made the appropriate arrangements in line with the Health and Safety (First Aid) Regulation 1981. Details of the arrangements can be found within the College First Aid Policy.

## **Health and Safety Inspections and Audits**

We have a suitable Health and Safety inspection/monitoring regime. Inspections and monitoring of facilities and processes will be undertaken in line with the College Audits and Inspections Policy.

## **Incident and Accident Reporting (RIDDOR)**

Staff and students are instructed to report all personal injury accidents and near miss incidents that happen during their work. All accidents are recorded and investigated, and where appropriate additional control measures or a safer system of work are implemented. We understand our duties to report incidents under statutory regulations within the appropriate timescales. All accident and near miss data is stored in the Health & Safety Office and electronically on the accident spreadsheet.

For the detailed accident reporting procedure, please refer to Appendix 2.

## **Lone Working**

We employ people who may at times work alone for all or part of the working period. We identify the risks to which these employees are exposed with the aim of eliminating these risks wherever reasonably practicable and reducing lone working activities to a minimum. Where lone working does take place, we identify and implement systems in line with the College Lone Worker Policy to ensure that safe working and communication exists between the lone worker and their manager.

## **Major Incident**

Where practicable ensure the safety of our employees and visitors. Detailed information for major incidents can be found within the Major Incident Policy.

## **Manual Handling Operations**

From time to time, some employees will be required to manually handle loads. In such cases, we conduct risk assessments to identify potential health risks associated with this type of work, in accordance with the Manual Handling Operations Regulations 1992.

We prioritize eliminating the need for manual handling whenever possible. This may involve redesigning work processes to minimize or eliminate lifting tasks altogether, or by providing mechanical handling equipment such as hoists or trolleys.

Where manual handling cannot be eliminated, we have implemented the following controls:

- As part of our induction process on commencement of employment all staff receive training in safe working procedures for manual handling tasks.
- For employees whose roles involve significant manual handling risks, we provide additional training in manual handling techniques.
- Employees are instructed not to attempt lifting items exceeding their capabilities.

For comprehensive guidelines on safe manual handling procedures, please refer to Appendix 3.

## **New and Expecting Mothers**

Should any of our staff become a new or expectant mother we will take steps to ensure their continued health and safety at work. We use a risk assessment, and return to work interviews, to assess and guide the measures we need to consider and make reasonable adjustments as and where necessary.

## **Personnel Protective Equipment (PPE)**

Some of the work we undertake requires use of personal protective equipment (PPE). We provide appropriate PPE, with storage facilities and replacements free of charge. We instruct and expect

our employees to use any PPE identified, as necessary. Employees are responsible for the day-to-day care of the PPE issued to them, to report damage and to request replacements as and when necessary.

### **Purchases**

When we purchase or hire new work equipment and materials, we consider the Health and Safety implications of its use. We also look to obtain the safest available equipment and substances. We always obtain Safety Data Sheets for substances and similarly, technical data and instructions for work equipment. We consider the hazard and risk data that is provided, assess the risk and inform and train our employees, as necessary.

### **Risk Assessments**

In accordance with the Management of Health and Safety at Work Regulations 1999 and the College Risk Assessment Policy, we undertake risk assessments of all identified hazards related to work undertaken by our staff. We eliminate these risks wherever possible. Where we cannot achieve this, we implement suitable and sufficient control measures, based on these assessments, to reduce and manage, so far as is reasonably practicable, the risks to employees and others.

All risk assessments undergo periodic reviews, with a minimum frequency of once annually, and are updated when necessary. Reviews are also conducted in response to changes in circumstances and following the investigation of any accidents or incidents that may arise.

We have considered the risk from each of these activities and assessed whether the control measures are adequate or whether further action is necessary. The results of all significant and completed risk assessments have been made known to our employees and are available for their reference.

### **Road Safety**

We ensure the safety of our employees, students and volunteers whilst travelling by road during our business (and to protect others who might be affected by their actions) from the hazards and risks surrounding occupational road safety. To do this we ensure only authorised and appropriately licenced drivers, use vehicles for work purposes. We also ensure that all vehicles are insured, inspected, and maintained.

### **Security and Safeguarding**

The safeguarding of children and adults at risk is of paramount importance. We ensure that our site is as safe and secure as possible. We will aim to achieve this with;

- A comprehensive safeguarding policy which must be followed;
- All staff receive mandatory Safeguarding training;
- Staff and student personal safety is risk assessed;
- Staff appointments are subject to best practice “Safer Recruitment” processes and an enhanced DBS check;
- Internet usage is monitored by IT for inappropriate content and the College applying a firewall to block unsafe sites and search terms;
- Visitors are required to report to Reception in accordance with the Visitors Policy, they must be issued with a visitor badge and lanyard and must always be appropriately supervised on the school site;

- All staff, volunteers, visitors and contractors are required to wear identity badges. Staff are asked to challenge unaccompanied visitors in restricted areas of the site, in accordance with the Visitors Policy;
- All contractors are required to work with a DBS member of staff. Regular contractors are cleared to the same level as staff to work unaccompanied and are recognisable by the colour of their lanyard and badge. Contractors who are not cleared are required to be supervised by a member of staff and must report to Estates Reception or main school Reception where they will sign in and be issued with a visitor badge and lanyard. Contractors can work unaccompanied out of term time.
- We use closed circuit television (CCTV) images for the prevention, identification and reduction of ~~crime~~ and to monitor the school buildings in order to provide a safe and secure environment for pupils, staff and visitors, and to prevent the loss or damage to school property.

### **Stress/Wellbeing**

We recognise that we have a duty to take action to reduce and where reasonably practicable to eliminate ill health which is caused by work related stress. Where we believe an employee is showing signs of work-related stress, we have in place systems to discreetly monitor and assess individual needs. Where appropriate we seek to provide the necessary occupational health assistance and counselling programmes where required. Employees have access to the Employee Assistance Programme, which offers a free and anonymous advice helpline.

### **Training**

For our college to operate efficiently and effectively we need to have trained and competent staff. We recruit employees with the specific skills and qualifications appropriate for their job. On starting work they are given induction training. We also provide any additional training that may become necessary. All compulsory training is recorded on the college training matrix held by the HR department. Individual specific role related training is held by individual department heads with copies provided to HR.

### **Work at Height**

We have made arrangements to protect the Health and Safety of our staff and others against the risks involved in working at height. Wherever possible we avoid work at height. When it cannot be avoided, we consider the risk to our staff ensuring that we train and instruct them to plan, organise and carry out the work in a safe manner.

For the detailed working at height procedures, please refer to Appendix 4.

### **Young Persons and Vulnerable Adults**

When we employ young people (under 18 years old) or vulnerable adults, we use a risk assessment to assess and guide the measures we need to take to ensure their health and safety at work. We do not allow young people to operate dangerous machines unless as part of a formal training qualification and then only under close supervision.

Young people are closely supervised whilst at work. Where children under 16 take part in work experience programmes, we will prepare a specific job description and risk assessment in agreement with the relevant organisation.

## **Dogs On Site**

Ampleforth College does not currently have its own school dogs. However, we recognise that employees, residents, and visitors may own pets, and in certain circumstances, dogs are permitted on site. We aim to foster a dog-friendly environment by working in partnership with dog owners. Specific guidelines are outlined in the Dogs On Site Procedure, APPENDIX 6.

## **8.0 Premises Management Arrangements**

### **Asbestos**

We have surveyed all areas of the premises under our control to establish the location and condition of asbestos containing materials in line with Control of Asbestos Regulations 2012. An asbestos management plan has been developed to manage the risk of exposure to asbestos. Where employees may be exposed to asbestos containing materials asbestos awareness training is carried out and refreshed. We check regularly to ensure the condition of any asbestos remaining in the premises is maintained. Contractors coming to work for us are informed of its presence.

### **Construction**

We recognise that as a client for construction work (including building maintenance, refurbishment, and demolition) we have specific responsibilities under the Construction (Design and Management) Regulations 2015. We make arrangements to comply with our legal responsibilities by ensuring that a competent person takes responsibility for managing each specific CDM project.

### **Electricity**

The fixed electrical systems used in our premises are inspected, tested, and certificated by a competent electrical contractor.

Our employees are instructed to make a visual safety check of portable electrical equipment each time that it is used. They report defects to us for repair or replacement.

We have also implemented a formal system for the more thorough inspection and electrical test of portable electrical equipment. We keep an inventory of equipment and records of these inspections.

For detailed electrical safety procedures, please refer to Appendix 5.

### **Gas**

Gas appliances and supply pipes are subject to an annual safety check by a GasSafe™ registered engineer.

The main isolating controls are clearly marked and accessible so that the supply can be quickly isolated in an emergency.

### **Legionella**

We bear the responsibility to protect the health of our staff and others potentially impacted by our operations, safeguarding them from the risk of Legionella pneumophila infection arising from our hot and cold-water systems. These obligations stem from the Control of Substances Hazardous to Health Regulations 2002 (COSHH), the Management of Health and Safety at Work Regulations 1999 and the Health and Safety at Work etc. Act 1974. We conduct risk assessments to determine the likelihood of infection and implement appropriate control measures to control this risk, including regular testing of water temperatures, descaling and sanitising and flushing of low use water outlets.

## **Parking**

All vehicles parked on College premises must be registered with the Transport, Logistic and Security Department and parked so as not to obstruct access. It is the employee's responsibility to ensure that his/her vehicle is safely parked in a designated car park or assigned parking place. Vehicles are parked at owner's risk.

## **Premises**

We manage our premises to provide a safe place of work. We maintain the means of access and egress, the fabric of the building, ensure good housekeeping and provide suitable welfare arrangements that include hot and cold water, drinking water, sanitary conveniences, hand washing facilities, facilities for eating and food preparation and adequate heat, light and ventilation. The workplace is regularly cleaned and maintained.

## **Speed Limits**

The speed limit is 10 miles per hour on the entire College site.

## **Waste**

We have suitable arrangements in place for the collection and disposal of our waste.

## **9.0 Associated Documentation**

The following policies should be read in connection with this policy; however, this list of policies is not exhausted and additional information upon legislation, guidance can be sourced via the college SharePoint, HSE, or Governing Bodies websites.

Allergen Policy  
Audit and Inspection's Policy  
Safeguarding Policy  
Educational Visits Policy  
Risk Assessment Policy  
Lone Working Policy  
Fire Safety Policy  
First Aid Policy  
Accident and Incident Procedure  
Educational Visits Policy  
Major Incident Policy  
Drug and Substance Policy  
Visitor Policy

H&S POLICY, APPENDIX 1

## **CHEMICAL SAFETY PROCEDURE**

The choice of chemicals used at Ampleforth College is always made with safety in mind, so that staff and pupils are at the least possible risk each time a chemical is used. However, ALL chemicals can be dangerous if used improperly. Following some basic rules will protect you and those around you.

### **ALWAYS**

- Ensure that all chemicals are locked in secure stores when not in use.
- Read the label and product data sheet before use.
- Be aware of hazard warning labels.
- Use PPE where required.
- Ensure that the manufacturers storage instructions are adhered to.
- Store containers upright.
- Use pump dispensers and a dilution chart with 5 litre containers.
- Ensure all containers are properly sealed after use.
- Wear appropriate protective clothing.
- Rinse surfaces thoroughly after applying chemicals.
- Wash hands after using chemicals.
- Transfer to clean, correctly labelled containers only.
- Use only authorised chemicals.
- Always observe safe working practices

### **NEVER**

- Leave chemicals unattended.
- Mix chemicals.
- Drink chemicals.
- Over stack shelves.
- Puncture or burn chemical containers or store at extreme temperatures.
- Create a chemical mist.

I understand and accept the chemical safety procedure at Ampleforth College, and I understand that I must comply with it at all times.

Signed.....Date.....

H&S POLICY, APPENDIX 2

## ACCIDENT REPORTING PROCEDURE

**(Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013)**

Prevention of accidents must remain the priority and responsibility staff at all levels. All accidents/incidents to employees, students, visitors, and contractors on College premises must be reported. It also includes accidents/incidents involving staff and students off-site on College business, excursions/trips and work placements.

It is crucial that a report is made using the correct form and forwarded to your Manager (cc'd Health & Safety Manager) within 24 hours so that they can then take appropriate action as necessary. Investigating the immediate and underlying causes of accidents and incidents, and ensuring remedial action is taken to reduce the risk of a recurrence.

**In the event of an accident:**

- Do not panic.
- If the person requires treatment, phone or get someone else to phone for a first aider.
- If there is any obvious cause and it is safe to deal with immediately then take appropriate action e.g. small spillage which can be cleaned there and then.
- Find out what happened by speaking to injured person and any witnesses.
- Complete the College Accident/Incident Report Form and send it to your Line Manager and the Health & Safety Manager within 24 hours of the accident/ incident.
- When completing the form, it is important to provide as much factual detail of the accident / incident as possible, and what action has been taken as a result of the accident / incident to prevent a recurrence.
- In the event of a major injury the Health & Safety Manager and Chief Operations Officer should be notified immediately.

I understand and accept the accident reporting procedure at Ampleforth College, and I understand that I must comply with it at all times.

Signed.....Date.....

## H&S POLICY, APPENDIX 3

# MANUAL HANDLING PROCEDURE

Manual handling of loads is one of the most common causes of injury at work and every effort must be made to prevent this. One of the best ways of preventing manual handling injuries is to train people to lift and carry loads correctly.

Points to remember:

1. Bending forward to pick up carry or put down heavy items can increase the load on the body by as much as 2½ times that exerted when lifting without bending the back.
2. A load carried at arms' length exerts a 5-fold increase in strain, compared to a load held close to the body.
3. Lifting items above shoulder height reduces the weight which can safely be lifted to less than ¾ of that held closely in front of the body.
4. Frequent lifting resulting in tiredness, can reduce a safe load to as little as ¼ of that for a single lift.

## HOW TO PICK UP AN OBJECT

Preparation:

- Never attempt to carry anything too heavy for your own individual ability or where the shape inhibits your movement. Get help.
- Plan the move. Determine where you are taking the item and whether there is a clear space already available to receive it. If lifting to shoulder height, check that there is somewhere to rest the load mid-way e.g. a bench or shelf. Ensure your vision over the top of the load will not be obstructed.
- Try the object for weight first, by lifting one corner slightly. Determine which side is heaviest.

Lifting:

- Stand firmly – feet about 12-15 inches apart.
- Stand close to the object with one foot slightly in front of the other and pointing in the direction of the movement.
- Bend the knees.
- Back should be held straight with chin tucked in.
- Grip the object firmly, but safely within the bounds of your reach. If this is not possible, get help.
- Use the whole of the hand and not just the fingertips.
- Use mainly your leg muscles, not your arms or back.
- Don't jerk the object as you lift. Keep your movement smooth.
- Keep the load close to the body and keep the heaviest side towards your trunk.

## HOW TO PUT DOWN AN OBJECT

- Keep your back straight and lower the object by bending your knees.
- Keep the movement as smooth as possible.
- Avoid trapping your fingers by putting the leading edge down askew and adjusting afterwards.

## HOW TO PUSH/PULL A HEAVY OBJECT

- Ensure the path you intend to push/pull across is clear and smooth.
- Tuck the chin in.
- Keep the back and arms as straight as possible.
- **To Push** – Thrust with the front foot and use the back foot to maintain balance.
- **To Pull** – Thrust with the back foot and use the front to maintain balance.

Remember:

1. Stop and think before you lift, check area you intend to move load to is clear and unobstructed.
2. Place your feet carefully.
3. Get a firm grip.
4. Bend your knees, keep your back as straight as possible.
5. Don't jerk as you lift, keep a smooth action
6. Move your feet do not twist your trunk, keep the load close to your body.
7. Put the load down first, then adjust it.
8. If in doubt, ask for help.

## WAYS OF REDUCING RISKS OF MANUAL HANDLING INJURIES

### THE TASK

- Improving the task layout: improve flow of materials; ensure optimum position for storage; heaviest items should be stored around waist height.
- Using the body more efficiently: changes to the layout or sequence of operations can remove the need for twisting, stooping, or stretching; hold the load close to the body; place feet close to the load; replace lifting by controlled pushing or pulling.
- Improving the routine: consider changes to the frequency of handling; flexible rest/break periods; job rotation.
- Handling whilst seated: not a recommended practice other than for small, light loads.
- Team handling: consider using 2 people; ensure adequate space, access and handholds; use a stretcher or slings.
- Personal protective equipment: gloves; aprons; overalls; safety footwear etc may be necessary; consider alternative methods of handling if there is a risk from the contents.
- Maintenance and accessibility of equipment: all equipment must be well maintained; ensure an efficient defect reporting system; keep all equipment accessible.

## THE LOAD

- Making it lighter: consider products in small containers; sort the goods into weight categories, making them smaller.
- Easier to grasp: consider handles, handgrips, and indents.
- Stability: containers holding liquids or powders should be well-fitted; alternative means of handling should be considered
- Less damaging to hold: loads should be clean; sharp corners, jagged edges etc should be avoided; use handling aids or personal protective equipment; consider risks from hot or very cold surfaces, equipment and products.

## WORKING ENVIRONMENT

- Removing space constraints: make sure there is enough room; maintain high standards of housekeeping.
- Condition and nature of floor: flat, well-maintained and properly drained; clear away spillage promptly; slip resistant surfaces should be considered.
- Working at different levels: transfer from one level to another by gentle slope; avoid manual handling on steep slopes; working surfaces should be at a uniform height.
- Temperature: maintain a comfortable working temperature; where this is not possible, personal protective equipment will be necessary.
- Lighting: sufficient lighting is essential.

## INDIVIDUAL CAPABILITY

- **PERSONAL CAPACITY**  
Consider individuals' concerns regarding their suitability for manual handling duties including age, sex, strength, pregnancy, and medical disability.
- **KNOWLEDGE & TRAINING**  
The handling operations should be designed to suit the individual. Employees should be involved in the development and implementation of manual handling training and the monitoring of its effectiveness.
- **ATTENTION MUST BE GIVEN TO:**  
recognition of hazardous loads; dealing with unfamiliar loads; use of handling aids; use of personal protective equipment; working environment; importance of good housekeeping; individual capability; and good handling techniques.

I understand and accept the manual handling procedure at Ampleforth College, and I understand that I must comply with it at all times.

Signed.....Date.....

H&S POLICY, APPENDIX 4

## WORK AT HEIGHT PROCEDURE

The School recognises its duties under the Work at Height Regulations 2005 to ensure that work is properly planned, supervised and carried out by competent people with the skills, knowledge and experience to do the job, and that the right type of equipment is used for work at height activities.

**The School recognises the requirement to:**

- Avoid work at height where it is reasonably practicable to do so;
- Where work at height cannot be avoided, prevent falls using either an existing place of work that is already safe or the right type of equipment; and/or
- Minimise the distance and consequences of a fall, by using the right type of equipment where the risk cannot be eliminated.

'Work at height' means work in any place where, if there were no precautions in place, a person could fall a distance liable to cause personal injury (for example, falling from a ladder or flat roof, a fall through a fragile roof, or a fall into an opening in a floor or a hole in the ground etc.). Working at height remains one of the biggest causes of fatalities and major injuries. Common cases include falls from access equipment such as mobile tower scaffolds, ladders and stepladders, and through fragile surfaces.

To ensure the safety of everyone working at height, specific roles and responsibilities are designated as per the list below.

**Employees must:**

- Not, under any circumstances, use chairs, tables/desks or other furniture as an item of access equipment.
- Not, under any circumstances, undertake any work at height above 1.5m (i.e., where feet are above 1.5m) and/or roof work (including work on flat roofs) without prior approval (via submission of a satisfactory risk assessment) from the Estate Manager and must never undertake such work alone.
- Not permit pupils to undertake any work at height activities without prior approval from the H&S Manager.
- Comply with the instructions and training given, including the findings of the risk assessment.
- Complete visual pre-use checks of access equipment and report any defects that they observe to their Head of Department/Line Manager and ensure that the item is taken out of service and clearly marked as out of use.
- Ensure that access equipment such as stepladders, ladders etc. are adequately secured when not in use to prevent use by unauthorised persons (e.g., pupils etc.); and
- Not use ladders or stepladders for strenuous or heavy tasks, only use them for light work of short duration (a maximum of 30 minutes at a time). Guidance on the safe use of ladders and stepladders (including how to complete pre-use checks) is available from the [HSE here](#).

**Heads of Departments are responsible for:**

- Ensuring that access equipment used within their department meets appropriate standards (e.g., for ladders: Industrial Class 1 Industrial – BS 2037 for heavy industrial use, or Commercial Class II – BS EN 131 for light trade use. For mobile tower scaffolds: BS EN 1004-1:2020). Ladders intended for domestic use (i.e., Class III), must not be used for work activities.
- Identifying all work at height activities undertaken by staff (and where relevant, pupils) within their area of responsibility.
- Ensuring that suitable and sufficient risk assessments are undertaken for all work at height activities to identify the hazards and the precautions required to either eliminate the risk, or reduce it so far as is reasonably practicable. The assessments should consider both the work to be done and the most appropriate access equipment to be used to achieve a safe system of work. The detail of the assessment will depend on the level of risk involved (guidance on risk assessing work at height activities is available from the HSE).
- Should take a sensible approach when considering precautions. Low-risk, relatively straightforward tasks will require less effort when it comes to planning and there may be some low-risk situations where common sense tells you no particular precautions are necessary.
- Ensuring that work at height risk assessments are reviewed periodically, following any changes, and/or following any accidents, incidents, and/or near misses;
- Ensuring that the need to undertake work at height is eliminated whenever it is reasonably practicable to do so (e.g., by removing high-level storage where possible, using extendable tools from ground level to remove the need to climb a ladder etc.);
- Ensuring that where it is not practicable to eliminate the need to undertake work at height, that the risk is reduced so far as is reasonably practicable in line with HSE guidance.
- Ensuring that employees (and where relevant, pupils) undertaking work at height activities have the sufficient skills, knowledge and experience to perform the task, or, if they are being trained, that they work under the supervision of somebody competent to do it. Work at Height Training is required for work involving ladders.
- When a technical level of competence is required (e.g., erecting/using a mobile tower scaffold, erecting/using scaffolding, roof work, use of a Mobile Elevated Work Platform such as a cherry picker etc.) then specialist external training will be required. Advice on suitable training can be sought from the Health and Safety Manager.
- Ensuring that users are instructed on the need to undertake visual pre-use checks of access equipment such as kickstools and ladders to ensure that they are in a safe condition for use. For the Ladders Inspection Checklist, please refer to APPENDIX 1 on page 6.
- Ensuring that any defects to access equipment within their area of responsibility identified through pre-use/periodic inspections are rectified in a timely manner.
- Ensuring that any defective items of access equipment are taken out of service whilst awaiting repair or replacement and clearly marked as out of use.
- Ensuring that there is a means for securing access equipment (such as stepladders, ladders etc.) when not in use to prevent use by unauthorised persons (e.g., pupils etc.);
- Ensuring that staff do not undertake any work at height above 1.5m (i.e., where feet are above 1.5m) and/or roof work (including work on flat roofs) without prior approval (via submission of a satisfactory risk assessment) from the Estate Manager and that they never undertake such work alone; and
- Ensuring that pupils do not undertake any work at height activities without prior approval from the Health & Safety Manager.

- Maintaining a register of access equipment (e.g., kickstools, stepladders, ladders etc.), and for ensuring that they are subject to periodic formal inspections (every 6 months as a minimum) by a competent person to ensure that they remain safe for use.

**The Estates Manager is responsible for:**

- Overseeing the management of work at height activities undertaken by contractors working on behalf of the School (please refer to Estate Contractor Code of Practice).
- Reviewing and responding to requests for employees to undertake work at height activities above 1.5m and/or roof work (including work on flat roofs);
- Ensuring that safe-line systems and any associated safety equipment is inspected periodically by a competent person in line with the manufacturers'/installers' recommendations, that any defects are rectified in a timely manner, and that only persons with sufficient competence are permitted to use the systems.
- Ensuring that a formal inspection of mobile tower scaffolds and scaffolding is completed and recorded by a competent person prior to its first use (i.e. after being erected), every 7 days that it remains in place, after bad or excessively dry weather or high winds or another event likely to have affected its strength or stability, and/or after any substantial additions or other alterations. In the case of Mobile Elevated Work Platforms (MEWPs – i.e., cherry pickers, scissor lifts etc.), Estate Manager or a nominated person is responsible for ensuring that a formal pre-use inspection is completed and recorded by a competent person prior to each use.

**The Health & Safety Manager is responsible for:**

- Providing advice and guidance on the management of work at height activities upon request.
- Reviewing and responding to requests for approval for pupils to undertake work at height activities.
- Investigating any reported accidents, incidents, or near misses associated with work at height in line with the School's Accident, Incident and Near Miss Policy.

## **USE OF LADDERS (AND STEPLADDERS)**

Ladders are primarily a means of vertical access to a workplace. However, they are often used to carry out work and this frequently results in accidents. Many accidents involving ladders happen during work lasting 30 minutes or less. Ladders are often used for short jobs when it would be safer to use other equipment, e.g. mobile scaffold towers or MEWPs. Generally, ladders should be considered as access equipment and use of a ladder as a work platform should be discouraged. There are situations when working from a ladder would be inappropriate, for example:

- When two hands are needed, or the work area is large.
- Where the equipment or materials used are large or awkward.
- Excessive height.
- Work of long duration.
- Where the ladder cannot be secured or made stable.
- Where the ladder cannot be protected from vehicles etc.
- Adverse weather conditions.

Before using a ladder to work from, consider whether it is the right equipment for the job. Ladders are only suitable as a workplace for light work of short duration, and for a large majority of activities a scaffold, mobile tower or MEWP is likely to be more suitable and safer.

**Before you start, always perform a risk assessment. This should include:**

- Consideration whether you need to climb at all; you should use access equipment from the ground wherever possible e.g. extension poles.
- For equipment over 1m in height, make sure that you have working at height training.
- Risk assesses appropriately.
- If you need to work above 0.5m high always work with another person who can hold the ladder for you.
- Pre-use inspection. Use the appropriate 'British Standard' ladders provided. Use the smallest ladder possible for the job. Make sure the ladder is in good condition. Check the rungs and stiles for warping, cracking or splintering, the condition of the feet, and for any other defects. Do not use defective or painted ladders.
- Position the ladder properly for safe access and out of the way of vehicles.
- Ladders must stand on a firm, level base, be positioned approximately at an angle of 75 degrees (1 unit horizontally to 4 units vertically) and extend about 1 metre above the landing place. Do not rest ladders against fragile surfaces.
- Ladders must be properly tied near the top, even if only in use for a short time, while being tied a ladder must be footed. If not tied ladders must be secured near the bottom, footed or weighted.
- Ensure that ladders are locked in a secure store when not in use.

**Working Safely:**

- Keep both hands free to grip the ladder when climbing or descending, with only one person on the ladder at any time. Beware of wet, greasy or icy rungs and make sure soles of footwear are clean.
- Never climb on a ladder more than 1.5m high without someone to hold it for you or/and leave ladders lying around.

## **USE OF STEPLADDERS UP TO 1M HIGH**

Before you start, always perform a risk assessment. This should include:

- Inspect the Stepladder: Check the stepladder for any cracks, loose rivets, or other damage. Don't use a damaged ladder!
- Right ladder for the job: Make sure the stepladder is the right height and weight capacity for your task.
- Find firm, level ground: Position the stepladder on a firm, level surface. Avoid uneven terrain, rugs, or wet surfaces.
- Secure the stepladder (if applicable): If your stepladder has spreaders or locking mechanisms, make sure they are fully engaged for extra stability.
- Clear the work area: Ensure there are no obstacles around the base of the ladder that you might trip over.

Working safely:

- Maintain three points of contact: Always keep three points of contact with the ladder at all times. This could be two hands and a foot, or one hand and two feet.
- Face the ladder: Ascend and descend the ladder while facing the rungs. Don't climb with your back to the ladder.
- Don't overreach: Move the ladder if you need to reach something further away. Avoid leaning out to the side to grab something.
- Light tools and materials only: Carry only light tools and materials that you can safely manage while on the ladder. Consider using a tool belt to keep your hands free.
- Not the top three steps: Unless the stepladder has a platform with a handrail, avoid standing on the top three rungs.

## **USE OF KICKSTOOLS**

Kickstools are designed for reaching low heights for brief tasks, such as staff accessing notice boards or low shelving.

Before using a kickstool, always perform a risk assessment. This should include:

- Pre-use inspection: Check for cracks, loose steps, or any other damage.
- Suitable tasks: Use the kickstool only for reaching low places, not for extended work or handling heavy loads.
- Stable surface: Ensure the kickstool is placed on a level, stable surface.
- Maintain balance: Avoid overreaching or leaning too far while standing on the step.

I understand and accept the work at height policy at Ampleforth College, and I understand that I must comply with it at all times.

Signed..... Date.....

WORK AT HEIGHT PROCEDURE, APPENDIX 4.1

Ladder Inspection Checklist- 3 monthly

Ladder Location

Ladder Identification

**Inspection**

Foot (damaged/worn/missing/good condition)

Stiles (twisted/distorted-cracks/split/worn/good condition)

Rung (loose-cracks/split/worn/broke/missing/ good condition)

Fittings (corroded/damage/loose/worn/missing/good condition)

Fastenings (corroded/damage/loose/worn/missing/good condition)

Ropes (damage/worn/frayed/missing/good condition)

Locking mechanisms (damage/worn/missing/good condition)

The condition of the ladder inspected is:

**Remarks /Comments**

**Inspected by:**

**Date:**

H&S POLICY, APPENDIX 5

## **ELECTRICAL SAFETY PROCEDURE**

1. All staff must receive training before using or cleaning any piece of electrical equipment.
2. Dangerous electrical equipment such as meat slicers, grinders, polishing and scrubbing machines may not be used or cleaned by staff under 18 years of age.
3. Equipment must be visually inspected before use for signs of damage and ensure it has a current PAT testing sticker.
4. All cable should be unwound when using any piece of electrical equipment to prevent overheating.
5. Use of extension cables is always a last resort. These must be secured with a cable cover if running across a walkway or footpath.
6. Water conducts electricity; always ensure that you have dry hands when using electrical equipment and that your cables, equipment and feet stay well away from a wet working area. Keep drinks away from computer and electrical equipment on your desk.
7. Always switch electrical equipment off and unplug before attempting to clean.
8. Electrical equipment must be switched off and unplugged when not in use.
9. Electrical repair:

In line with the Electricity at Work Act it is the policy of Ampleforth College that no electrical repairs are carried out by any person other than a fully qualified electrician.

If any electrical equipment is faulty, the procedure is as follows:

- a) Do not use it.
- B) Affix a 'DO NOT USE' sign to stop others using the faulty machine.
- c) Report the fault immediately to your supervisor who will arrange repair.
- d) Do not under any circumstance attempt electrical maintenance on any appliance yourself.

I understand and accept the electrical safety procedure at Ampleforth College, and I understand that I must always comply with it.

Signed.....Date.....

H&S POLICY, APPENDIX 6

## DOGS ON SITE PROCEDURE

### Scope

This procedure outlines the rules for pet dogs brought onto the Ampleforth College Estate. It does not apply to dogs used in a working, commercial, or club/society context. In such cases, a separate risk assessment must be completed and approved prior to access.

### General rules

- Only well-behaved, non-aggressive dogs are permitted on site.
- Dangerous breeds, as defined in the Dangerous Dogs Act 1991 (Amendment) Bill 2024–25 Banned Breeds List, are strictly prohibited anywhere on the Ampleforth College Estate.
- Dogs must be supervised and kept on a lead at all times, unless they are within private residential accommodation/securely fenced garden or in an office with closed door.
- Owners must clean up after their dogs. Waste must be disposed of in designated dog waste bins or large general waste bins (not in small local bins) or taken off-site.
- Owners are responsible for ensuring their dog's physical and emotional welfare is maintained. Dogs must not be placed in situations that could endanger them or others, and their presence must not interfere with employees' or students' ability to work.
- The owner is fully responsible for their dog, including any liability or costs arising from its presence. It is strongly recommended that owners have appropriate pet insurance.
- Dogs (excluding assistance dogs) are not permitted inside buildings without prior approval:
  - o Employees in residential accommodation must seek permission from the Bursar/COO to keep a dog in their residence.
  - o Non-residential staff wishing to bring a dog:
    - Into areas without students must obtain permission from the Bursar/COO.
    - Into areas with students must obtain permission from both the Deputy Head and the Bursar/COO.
- Access for dogs may be restricted in certain areas if affecting students or staff with allergies, asthma, fear/phobia of dogs, or any other issues. Checking with colleagues (students if applicable) needs to be an initial step before permission is sought.
- Dogs must never be left unattended in vehicles while on campus.
- Dogs must not be exercised on or near sports pitches to preserve hygiene and safety.
- The College reserves the right to revoke access to any dog if the owner fails to comply with this procedure.