

11 Health & Safety Policy

For Truro School (Including Prep and Pre-Prep Schools)

*A copy of this policy is published in the following areas:
The school's website*

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Reviewed by: Phil Kerkin, Bursar

Approved by: Kim Conchie, Chair of Governors

1. Introduction

1.1 This Policy is prepared to meet the requirements of the Health & Safety Work Act 1974 (HASAW) and all associated legislation. The term "Truro School" encompasses Truro School, Truro Prep School, the boarding community, and all subsidiary organisations, including Truro School Enterprises Ltd, School Associations, Clubs and Societies. Reference is made to Non-statutory advice, Health and Safety Advice on Legal Duties and Powers for Local Authorities, Head Teachers, Staff and Governing Bodies (2013) which is available on the DfE website.

1.2 Aim

1.2.1 The aim of this Health & Safety Policy is to identify the School's arrangements for achieving and maintaining a safe environment and to promote a strong Health & Safety culture at Truro School.

1.3 Principles

1.3.1 Health & Safety is a broad, dynamic and sometimes technically complex subject. This Health & Safety Policy will establish practical and understandable ways of reducing risks and improving safety. An abridged version of this policy is contained in the **School Safety Guide** which is distributed to each member of the school staff and is available on the intranet.

1.4 General Statement of Policy

1.4.1 The Governing Body has the ultimate responsibility for Health & Safety in Truro School and through the Chairman will ensure that the requirements of all health and safety legislation are met. The Headmaster and Head of Prep, together with the Bursar, are responsible for implementation of this Policy within the School. Any matters which cannot be resolved at that level must be referred to the Governing Body.

1.4.2 The Governing Body is committed to ensure that:

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

1.5 School Objectives:

- To provide conditions and systems of work for all employees, which prevent any danger to health. This requires that risk assessments be carried out as appropriate to enable hazards and risks to be identified to enable the standards of safety to be adapted and enforced.
- To ensure that all plant and equipment is maintained properly and that none will be used without a risk assessment being carried out. A maintenance register is kept to demonstrate compliance with legislation and good practice.
- To provide means of access and egress that are safe and without risks to health.
- To provide comprehensive information, instruction, training and supervision, so far as is reasonably practicable, to ensure the health and safety at work of all employees and pupils.
- To ensure that risks are identified, thoroughly assessed, recorded and reduced or mitigated as far as is reasonably practicable. Also to record and report all accidents and near misses.
- To ensure that the health, safety and welfare of all employees, pupils, and members of the public are under regular review by management at all levels.
- To ensure safe arrangements are made for the storage, handling and transport of articles and substances.
- To ensure the School has and maintains up to date fire & other emergency procedures and documents; and ensure that all employees and pupils are familiar with them.
- To ensure that all buildings and grounds are properly maintained and kept in a safe condition.
- Health and Safety will be a standing item on the agenda at staff, departmental and activity meetings. Any points raised will be minuted and reported to the Health and Safety Committee for appropriate action. This Committee will meet termly, or as required to address issues. Health and Safety will be a standing item on the agenda of the Governors' Buildings and Education Committees which make termly reports to the Main Board of Governors. This Policy, together with the associated practices and procedures, will be regularly reviewed to ensure it is effective and revised as necessary.

1.5.1 This Policy requires the active support of everyone at, or visiting, the School; indeed all employees have a legal duty to:

- Read and comply with the contents of the School's Health & Safety Policy. Observe all health and safety rules and procedures as laid down by the School and use all health and safety equipment provided.
- Take reasonable care for the health and safety of themselves and others who may be affected by their acts and omissions.
- Not interfere with, or recklessly use, anything provided in the interests of health, safety and welfare.
- Ensure all visitors or persons working temporarily within Truro School premises such as consultants, specialists, part time workers or maintenance contractors are made aware of any hazards that exist in the workplace and of any practices which may result in damage to the environment. Whenever appropriate they are to be made aware of the provisions of any risk assessments that might apply to their activities.
- Review and revise as necessary existing safety arrangements, including Risk Assessments and specific policies, when assuming responsibility for a new role and/or activity.
- Be aware of and comply with the risk assessments applicable to their role and place of work.
- Be aware of possible sources of accidents and how they can be prevented.
- Report all accidents, incidents or near misses that have led, or may lead to, illness or damage to their Head of Department and the Health & Safety Officer.
- Alert management to any unsafe working practices, conditions and potential hazards which have not be satisfactorily addressed.
- When working at locations away from Truro School make themselves familiar with local safety and environmental rules and work to those requirements in addition to the School's policies. Additionally they should not through their activities on that site endanger people in the employment of others.
- Maintain currency with the School's Health & Safety Policy and with the safety requirements for their role, activities under their control and place of work.
- Ensure that no person uses a prescribed dangerous machine unless they have been fully instructed as to the dangers and the precautions to be observed and either have received sufficient training in work at the machine or are being supervised by someone with a thorough working knowledge and experience of the machine. No person under the age of 18 years should be allowed to dismantle or clean a prescribed dangerous machine.

Signed: Chairman of Governors

Date:

RESPONSIBLE PERSON:

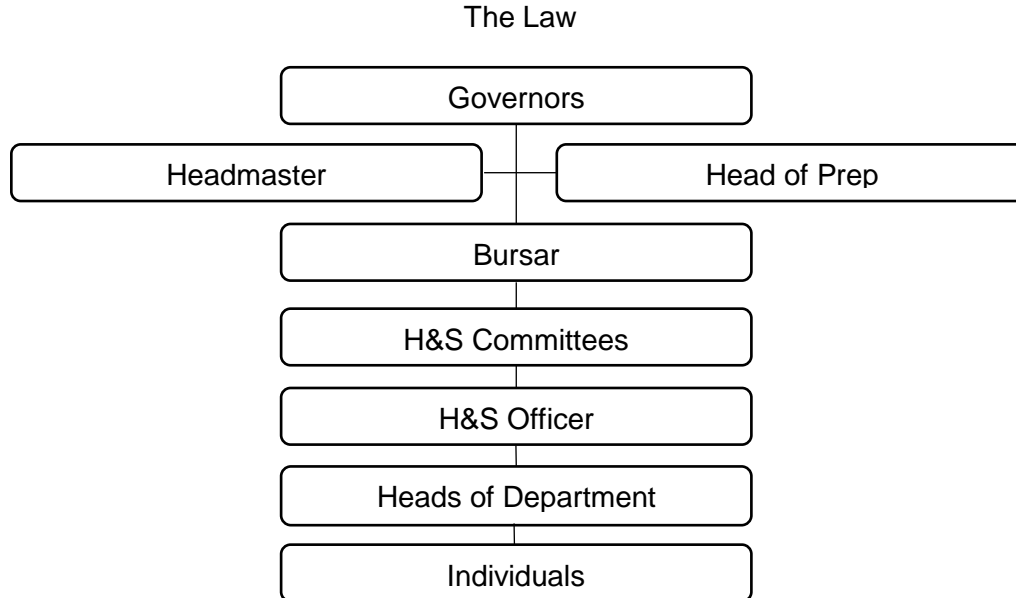
Health & Safety Officer

Charlie Fraser

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2. Responsibilities



2.1 Governors. The Governors have overall responsibility to safeguard so far as is reasonably practicable, the health, safety and welfare of their employees and of others who may be affected by work activities, such as pupils and visitors. They must ensure that all premises, equipment and substances are safe and without risk to health.

2.1.1 The Chairman of the Governing Body of the School, and the Board of Governors will ensure the Health and Safety policy is implemented by:

- Monitoring inspection reports.
- Prioritising actions where resources are required.
- Ensuring actions are taken.
- Including health and safety on governing body and board meeting agendas.
- Assessing the annual report on health and safety performance.
- Reporting on the School's security arrangements.
- Reviewing the safety policy.
- Delegating responsibility to implement and manage the H&S Policy on behalf of the Governors to the Headmaster, Head of Prep and Bursar.
- Appointing a designated Governor responsible for H&S

2.1.2 To assist them perform their duties towards Health & Safety the Board of Governors will familiarise themselves with:

- The previous Inspection Report.
- The health and safety inspection regime.
- The different types of health and safety training and methods of delivery.
- The sources of specialist professional advice and information on health and safety matters.

- Accident investigation and recording.

2.1.3 The Board of Governors will provide a written statement of health and safety policy to include:

- A declaration of commitment.
- Acknowledgement of responsibilities towards pupils and visitors.
- The organisation for implementing the policy.
- Suitable arrangements for implementing the policy.
- Performance standards and measures for monitoring them.
- A revision procedure.

2.1.4 The Board of Governors are responsible for financial control and must therefore be involved in any decisions where the delegated budget is insufficient for a Health & Safety related project.

2.2 Headmaster/Head of Prep. The Headmaster/Head of prep are in overall control of the day-to-day management of the School and are responsible for the safety of all staff, pupils, contractors and visitors. This will be achieved by:

- Communicating the details and requirements of the School Health & Safety policy to all employees.
- Ensuring that all school employees are trained to the appropriate level of competence.
- Ensuring that all facilities are maintained to a compliant and serviceable condition and all equipment used is safe and where necessary certified as such.
- Ensuring that all staff, pupils, contractors, tenants and visitors are advised of evacuation procedures whilst on the premises.
- Ensuring that each Department produces a Health & Safety Policy supported by classroom safety assessments on an annual basis.
- Ensuring that Risk Assessments are compiled for all activities where there is the risk of injury.
- Ensuring the Health & Safety committees meet on a termly basis and provide minutes from the meetings.
- Reviewing the contents of the School's Health & Safety policy on an annual basis and making recommendations to the Governing Body.

2.3 Bursar. The Bursar is responsible for ensuring the practical development, implementation and management of the Health & Safety Policy and will achieve this by

- Nominating a designated Health & Safety Officer.
- Monitoring the results of the Health & Safety Policy.
- Monitoring the progress of points raised during Health and Safety Inspections.
- Monitoring the progress of remedial Health & Safety related works.
- Monitoring records pertaining to all maintenance, dangerous occurrences, emergency procedures and health hazards.
- Consulting with the safety committee and appointed safety advisers.
- Ensuring that Health & Safety is a standing item on the Agenda for the termly Governor's Buildings and Education Committee meeting and producing a H&S Report that is sent from this Committee to the main Governors' Meeting.
- Reviewing the contents of the Health & Safety policy on a regular basis and making recommendations to the Headmaster and Governing Body.

- As the chairman of the School Health & Safety committee arranging the termly meeting, distributing the minutes and chasing up any remedial action.

2.4 Health & Safety Committees. The Senior and Prep School Committees are non-executive committees for providing a regular forum for the discussion of health and safety issues. Where appropriate the Committees will make recommendations to the Bursar, Headmaster and/or the Governors. They meet each term and meetings are minuted.

2.5 Health & Safety Officer. The Health & Safety Officer is the specialist advisor to the Board of Governors, Headmaster, Head of Prep and Bursar whilst also providing advice to all school employees, pupils (where necessary), contractors and visitors on all Health & Safety matters. Detailed responsibilities include:

- Preparing a Health & Safety policy for the school on behalf of the Board of Governors. Thereafter validating and reviewing the contents of the Health & Safety policy.
- Advising on and monitoring the practical implementation of the Health & Safety policy. As and when the Health & Safety Executive determine new regulations ensuring that the relevant instructions are passed to staff at all levels.
- Interpretation of the practical implementation of all relevant health and safety legislation and the publication of policy, notices and material in promotion of high standards of health and safety at work.
- Liaison with the Heads of Department on all aspects of health, safety and welfare and the production of Departmental Health & Safety policy statements.
- Providing advice on the production of Risk Assessments, producing Risk Assessments as required and recommending remedial action to counter any major risks.
- Maintaining a register of all Risk Assessments that have been carried out within the school.
- Investigating potential hazards in the school and advising on appropriate solutions.
- Investigating accidents and near misses, maintaining adequate records detailing their causes and recommendations arising from them and reviewing them to ensure that timely remedial action is taken.
- Submitting reportable incidents to RIDDOR.
- Organise Health & Safety training programmes, events and opportunities and collate records of training undertaken.
- Advising on safety aspects of new projects, buildings, plant machinery, equipment, products and systems of work, to conform to the Construction, Design and Management Regulations.
- Liaising with and escorting visiting Health and Safety Inspectors.
- Arrange external Health & Safety audits and be prepared to conduct internal audits.

2.6 Heads of Department and Prep School Co-ordinators. Heads of Department and Prep School Co-ordinators (both academic and support) are responsible for health and safety within their departments and areas respectively. They will ensure that staff working within their department have received sufficient training to carry out their duties in a competent and safe manner to protect other staff, pupils and visitors in their departments. They will ensure that contractors employed by their department are suitably competent and give due regard to health and safety. Each department will have a health and safety policy along with suitable and sufficient risk assessments, including classrooms, which all staff are aware of and comply with. They will ensure any identified actions are carried out to reduce risks as far as is reasonably practical.

2.7 All Employees. All employees will take care of their own health and safety and that of people who may be affected by what they do (or do not do). They will co-operate with their employer and others on health and safety and not interfere with, or misuse, anything provided for their health and safety. They will follow training they have received when using any work items the employer has given them. They will report to their head of department or senior manager if they think the work or inadequate precautions are putting anyone's health and safety at serious risk.

3. Review of Policies and Procedures

3.1 This Health & Safety Policy will be monitored and reviewed regularly by the Bursar, Headmaster, Head of Prep and Board of Governors. The Policy will be reviewed annually and principally when:

- Significant organisational changes occur.
- There are changes in key personnel.
- There have been changes in legislation and/or guidance.
- New work methods have been introduced and working processes have been altered.
- The monitoring of Risk Assessments or accident investigation reports indicates the Policy is no longer totally effective.

4. Training

4.1 Truro School has a positive attitude towards health and safety related training and will provide all staff with the appropriate training to allow them to conduct, control and deliver activities safely. This will commence during their induction process and continue throughout their employment via the delivery of in house delivered training sessions, access to on line training and the opportunity to undertake courses. Health and safety training that is related to an individual member of staff's functions, such as science technician, will be provided in addition to the 'standard' induction training. Risk Assessment training is provided to all members of staff who are required to write Risk Assessments and First aid training and minibus driver training are provided to any member of the teaching staff who is involved with trips and visits and to selected members of the non-teaching staff. Any additional training needs which are identified will be treated on a case by case basis.

5. Consultation

5.1 Where there are Safety Representatives appointed by recognised Trade Unions the Safety Representatives and Safety Committees Regulations 1977 will apply. Representatives of Employee Safety (RES) will be consulted in good time in respect of all health and safety matters provided the school has been informed in writing of the appointment of each Safety Representative and the group of employees that s/he represents. The RES will be provided with such information as is necessary for them to participate fully and effectively in the consultation process, have access to information contained in records kept under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 ("RIDDOR 2013") and receive training, time off and facilities to enable them to carry out their functions fully. They can make representations to the school on potential hazards, dangerous occurrences and general matters affecting health and safety and to represent the group of staff s/he has been elected to represent on all matters of health and safety.

5.2 The Health and Safety (Consultation with Employees) Regulations 1996 require schools to consult with members of staff who are not already covered by representatives appointed by recognised trade unions on health and safety matters. In Truro School, consultation will take the form of regular health and safety committee meetings chaired by the Bursar but H&S issues may be raised outside of these meeting by anyone connected with the School.

5.3 Members of staff will be consulted in good time regarding:

- The introduction of any measure which may substantially affect their health and safety at work.
- Appointing a competent person to help the school comply with health and safety requirements.
- Information to be given to employees on the risks to their health and safety and the preventive and protective measure adopted by the school.
- The planning and organising of any health and safety training.
- The health and safety consequences of the introduction of new technology.

6. Reporting of Incidents, Accidents and Near Misses

6.1 When an incident, accident or near miss occurs within the School grounds or involves members of the school when they are away from the school it is to be reported at the earliest opportunity using the Incident Report Form as follows:

- Senior School. Deputy Headmaster (Academic) and Operations Manager.
- Prep School. Head of Prep and Support Services Manager.

6.2 The Operations Manager will record all incidents, accidents and near misses in an Incident or Accident Book/Register, conduct investigations and produce reports as required. An Incident Report form is located on the School intranet for this purpose.

6.3 The Operations Manager will notify the HSE by the quickest practicable means if any incident occurs which is reportable under RIDDOR guidelines but in particular if:

- Any person (including a pupil) dies as a result of an accident arising out of or in connection with work.
- Any person at work suffers a specified injury as a result of an accident arising out of or in connection with work which requires them to be off work for more than 7 consecutive days as a direct result of the injury.

6.4 Based upon the information in the accident report form, a decision is made as to whether the incident should be reported under RIDDOR. Any RIDDOR reportable incidents also form part of the agenda for the termly Health & Safety meeting,

7. Off site visits, residential visits and school led adventure visits

7.1 Please refer to the Senior School's Trips Policy and Prep School's Off Site Trip and Risk Assessment Policy which can be found on the respective School websites.

8. Emergency Procedures

8.1 The action taken will vary depending on the severity and nature of the incident:

- Severe. The Incident Management Team will be instigated to control the situation (full details are contained in the School's Disaster Management Policy). In situations where any or all of the Emergency Services are required the immediate action to be taken is to dial 999. Thereafter the caretakers, along with any other members of staff, can be called to assist. The following action will take place:
 - Personnel are to be removed from the site to a safe area.
 - The site is to be made safe and secured to preserve evidence.
 - The names of all witnesses are to be recorded.
 - An Incident Report Form is to be submitted to the Deputy Head (Academic) and Operations Manager at the Senior School and Head of Prep and Support Services Manager at the Prep School.
- Intermediate. In situations where the Police and/or other Emergency Services need to be informed but it is not a life or equipment threatening event the incident can be reported in the following ways:
 - Inform the Operations Manager or Support Services Manager, initially by phone followed up with an Incident Report Form, who will report it to the Police by calling 101 or sending an email to 101@devonandcornwall.pnn.police.uk.
 - Call 101 or send an email to 101@devonandcornwall.pnn.police.uk, include the Operations Manager in the email and submit an Incident Report Form to the Operations Manager.
- Routine. Complete an Incident Report Form and submit it to the Operations Manager or Support Services Manager.

9. First Aid and Occupational Health

9.1 Please refer to the School's First Aid Policy which can be found on the School's website.

9.2 The school undertakes regular staff appraisals and periodic staff surveys relating to work related stress. It is important that any conditions which contribute to work related stress are brought to the attention to the relevant line manager or head of department in the first instance. Where it is not possible to address the issues, a member of the senior management team or the HR manager should be informed and the appropriate action taken.

9.3 Violence to staff. The school takes very seriously any incidents of violence towards staff (see respective Behaviour Policies). Any such incidents should be reported immediately to the head who will undertake an immediate investigation into the circumstances and then take the appropriate action in line with the behaviour policy.

10. Workplace Safety

10.1 To prevent slips, trips and falls and maintain general safety in the workplace all areas are to be kept clean, tidy, free from unnecessary hazards and adhere to the following guidelines:

- Circulation areas such as walkways, paths, corridors and stairs are kept clear of obstructions.
- There is safe access and egress from the workplace.
- All work places are kept tidy and free from trip hazards.
- Workbenches, shelves and worktops are uncluttered.
- Fire Exits are not obstructed and are clearly marked.
- Fire extinguishers are accessible and maintained in a serviceable condition.
- Adequate lighting is provided, kept clean and operative.
- Flammable, toxic and corrosive products are stored in compliance with current legislation.
- All relevant safety data sheets and risk assessments are shown to personnel who use the substances.
- Procedures are in place to deal with any spills that may represent a hazard.
- All tools are inspected regularly by a competent person to ensure they are safe to use.
- Staff are not permitted to bring privately owned tools or equipment to complete a job.
- Tools are not to be left on operating machines or left out after use.
- Warning notices must be visible and up to date.

10.2 In order to achieve a good working environment the temperature, humidity, ventilation, adequate lighting, dust, smell and noise are to be considered. Problems or complaints are to be brought to the attention of the H&S Officer.

10.3 Certain practices and procedures require the actions of a competent or authorised person. The definition of a competent or authorised person is an individual with the Skills, Knowledge, Academic qualifications, Training and Experience (SKATE) to carry out the task.

10.4 To avoid accidents or near misses with tools it is important that:

- The right tool is used for the right job and all tools are used in the correct manner.
- All tools are to be checked before use. If any defects are found the tool is to be immediately withdrawn from use and repaired or disposed of, via the relevant channels.

10.5 Personal Protective Equipment (PPE) is to be provided when necessary and must be appropriate for the risk. PPE is to be maintained and kept in good working order and stored in appropriate containers. All users are to be provided with information about the risks which the PPE will avoid or limit and trained in its use and maintenance. Users are to report any defects in PPE immediately so that it can be removed from service, checked and replaced if necessary.

10.6 Electrical Safety. All necessary precautions are to be taken to avoid the risk of injury or death from electricity at work. All electrical equipment is to be visually inspected on a regular basis, tested and serviced in accordance with the manufacturers' specifications.

10.7 Working at height. Ladders or steps are to be provided and used if there is a need to work above normal height. No other forms of furniture or equipment are to be used as a means of climbing.

10.8 Control Of Substances Hazardous to Health (COSHH). Each department holds safety data sheets for substances which could be deemed hazardous. Flammable and hazardous substances are stored in locked yellow metal containers.

10.9 Testing of plant and equipment. Regular annual inspection and testing of plant and equipment is undertaken by outside contractors and records and reports are held by the Estates Manager and results of tests are disseminated to relevant staff. Equipment requiring attention is replaced, taken out of service until repaired or disposed of as appropriate.

11. School Security

11.1 Please refer to the School's Security Policy which can be found on the School's intranet or through application to the School Office.

12. Manual Handling

12.1 This guidance is applicable to all employees of and workers for the school who undertake manual handling activities.

12.2 Objectives.

- To minimise, so far as is reasonably practicable, the need for manual handling.
- To ensure that only individuals who have received training in manual handling undertake such activities.
- Where manual handling is undertaken that it is conducted so that the risk of injury is reduced as far as is reasonably practicable.

12.3 Heads of Department (including support departments) will be responsible for the management of manual handling activities within their areas of control. Manual Handling is defined as "any transporting or supporting of a load, including the lifting, putting down, pushing, pulling, carrying or moving thereof) by hand or bodily force". In a school environment this may include:

- Moving furniture around classrooms.
- Moving equipment stored at height.
- Moving items when taking delivery of goods.
- Pushing and pulling trolleys and PE equipment.
- Setting up temporary stages.
- Moving gas cylinders, chemicals etc.
- General movement of workplace equipment.

12.4 Heads of Department will:

- Consider whether the object needs to be moved at all.
- Where it does need to be moved can this be by automation, eg using a lift truck
- Where manual handling is necessary ensure that a risk assessment is undertaken and any required control measures are implemented.
- Ensure that those undertaking such tasks have received appropriate training

12.5 When assessing the risk, the following should be taken into consideration:

- The task.
- The load.
- The individual.

- The environment.

12.6 All those who undertake manual handling activities must have received appropriate training, covering good lifting techniques, which include:

- Planning the lift.
- Keeping the load close to the waist.
- Adopting a stable position.
- Getting a good hold.
- Not flexing the back any further when lifting.
- Avoiding twisting the back or leaning sideways.
- Keeping their head up.
- Moving smoothly.
- Putting the load down then adjusting as necessary.

13. On-Site Vehicle Movements

13.1 Truro School and Truro Prep School are not designed in a manner which allows for easy and safe separation of vehicle and pedestrian traffic. To maintain the safety of pedestrians and vehicle occupants measures will be used to separate them wherever possible by signposting routes and effectively control traffic during peak periods.

13.2 The following areas will be addressed:

- School Minibuses.
- Vehicles on site.
- Parking and deliveries.
- Access control and security.

13.3 Signage will be put in place to designate speed limits, access areas, prohibited areas and parking facilities.

13.4 The Operations Manager and Support Services Manager will be responsible for liaison with the police, highways authority, insurers / security advisers etc with regard to Road Safety within the School grounds.

13.5 Parking arrangements will be specified for:

- Staff.
- Senior pupils.
- Visitors.
- Parents.
- Major events.
- Contractors.

13.6 Deliveries will only be permitted during the hours specified and vehicles are only allowed to park in designated areas. Deliveries should be arranged in advance wherever possible with the responsible school manager.

13.7 School minibuses transport pupils to and from the school at agreed times. The Facilities Manager and Support Services Manager will supervise the arrival and departure of the buses.

13.8 All usage of school minibuses must be arranged via the Facilities Manager. This will include the departure and return times of the vehicle so that suitable arrangements can be made with regard to the overlapping with any other vehicle movements.

13.9 Pedestrian routes have been identified and separated wherever possible from vehicles by physical measures such as line marking and bollards. Lighting is provided as appropriate.

14. Management of Asbestos

14.1 Please refer to the School's Asbestos Management Policy which can be found on the School's intranet or through application to the School Office.

15. Management of Legionella

15.1 Please refer to the School's Legionella Management Policy which can be found on the School's intranet or through application to the School Office.

16. Management of Radon

16.1 Please refer to the School's Radon Management Policy which can be found on the School's intranet or through application to the School Office.

17. Fire Safety

17.1 Please refer to the School's Fire Safety Policy which can be found on the School's website. The School's Fire and Evacuation Plan can be found on the intranet or through application to the School Office.

18. Management of Contractors

18.1 Where possible the use of external contractors will be limited to School holiday periods.

18.2 All external contractors will receive a briefing about the School before commencing work, which will include Safeguarding guidance. They will comply with the School's Control of Contractors Policy.

18.3 During term time all external contractors carrying out work in the School will be accompanied by a Truro School employee if they are working in an area where they will come into close contact with pupils.

18.4 House parents will be advised at least 24 hours in advance, where possible, in writing from the Facilities Manager/Estates Manager, before any external contractor enters their respective house. In an emergency situation, where it has not been possible to give 24 hours'

notice, the Facilities Manager/ Estates Manager will be present or arrange for a member of the Maintenance/Facilities Department to be present whilst the work is carried out.

19 Display Screen Equipment

19.1 An employee who habitually uses display screen equipment as a significant part of their normal work, whether they are employed at their employer's workstation, at a workstation at home or another employer's workstation and normally use DSE for continuous or near-continuous spells of an hour or more at a time is classified as a DSE user. A DSE self-assessment form should be completed by all members of staff who are DSE users and passed to the Health & Safety Officer to complete the assessment.

19.2 The Health & Safety Officer will ensure that a self-assessment has been completed for each member of staff and that any remedial action identified is implemented. Completed assessments will be kept by the Health & Safety Officer. The self-assessments should be reviewed on an annual basis or when there has been a significant change in their work environment.

19.3 Where the assessment indicates a need for ancillary equipment this will be provided by the School. Equipment includes, but is not limited to:

- Specialist seating.
- Footrests.
- Anti-glare screens.
- Wrist support.
- Window blinds.
- Specialist desk.

19.4 Employees who may be suffering from ill health effects, which may be caused by or made worse by the use of DSE, should report these effects to the Health & Safety Officer. Occupational health assessments may be required to be undertaken by users.

19.5 Where eye tests are requested by DSE users, these will be provided free of charge via an optometrist. Where a user provides evidence from an optician showing that they require spectacles for DSE work, then the cost of spectacles suitable for that purpose will be reimbursed by the School (up to a reasonable figure). Individuals may put this sum towards a pair of spectacles which may also be suitable for other purposes as long as these spectacles are made available for use at work. Eye tests should be undertaken every 2 years.

19.6 All DSE users are to observe their posture when operating DSE posture, undertake simple exercises to help circulation and combat fatigue and take regular, short breaks from the screen. HSE guidance is contained within INDG36, which is available from the internet.

20 Driving a Minibus

20.1 Truro School and Truro Prep School use a fleet of leased minibuses to transport pupils to and from school and on trips away from the school. These are driven by a combination of academic and support staff.

20.2 To ensure that the school is compliant with legislation the following points will be adhered to:

- All drivers must sign and adhere to the School's Vehicle Policy.
- The driver of the minibus must have an appropriate and valid driving licence which must be checked on an annual basis and if there is a change in status (ie a ban)
- Suitable insurance must be in place.
- The vehicle must be in a satisfactory condition. It is to be thoroughly checked by the driver prior to each journey to ensure it is in a roadworthy condition.
- Consideration should be given to planning the journey, to include:
 - Route (and availability of map/Satnav).
 - Length of journey and travelling time.
 - Driving time and driver rest breaks.
 - Weather conditions.
 - Is more than one driver required?
- Supervision needs must be assessed and the rules for any passengers, eg wearing of seatbelts, driver not to be distracted.
- An emergency plan should be in place to include:
 - A means of communication.
 - How to deal with road accidents.
 - How to deal with illness of a passenger / driver.
 - Arrangements for dealing with mechanical incidents, eg breakdowns & punctures
- The driver of the vehicle must report any defects on completion of the journey.

21 Work Experience

21.1 Please refer to the School's Work Experience Policy which can be found on the School's intranet or through application to the School Office.