



**Reddam House Berkshire**  
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# WHOLE SCHOOL HEALTH AND SAFETY POLICY

Reddam House Berkshire is committed to safeguarding and promoting the welfare of children and young people and expects all staff, volunteers, pupils and visitors to share this commitment. All outcomes generated by this document must take account of and contribute to safeguarding and promoting the welfare of children and young people at Reddam House Berkshire.

**Reviewed**  
**Next Review**

**September 2015**  
**January 2016**

**TJM**

## STATEMENT BY THE CHAIRMAN OF GOVERNORS

As Governors of Reddam House Berkshire, we fully recognise our collective responsibility for providing, a safe and healthy school for all of our employees, pupils, parents and visitors. In our role as employer, we attach the highest priority to ensuring that all the operations within the School environment, both educational and support, are delivered in a manner that is safe and healthy for all. The Governors are committed to promoting the welfare of all in our community so that effective learning can take place.

We fulfil our responsibility as Governors of Reddam House Berkshire by appointing a governor to have responsibility for overseeing health and safety.

Day to day responsibility for the operation of health and safety at the School is vested with the Director of Operations Reddam House (UK), but as Governors, we have specified that the School should adopt the following framework for managing health and safety, with a wider context of Safety, Health, Environment and Fire (SHEF):

- That a nominated governor, attends the termly meetings of the School's Safety, Health, Environment and Fire (SHEF) committee and receives copies of all the paperwork.
- That a report on health and safety covering: statistics on accidents to pupils, staff and visitors, staff training, fire practices, and all new or revised policies and procedures is tabled at each SHEF Committee meeting.
- That the minutes of the Committee's discussion on health and safety are tabled at each meeting of the full Governing Board, together with any other issues on health and safety that the Committee Chairman wishes to bring to the Board's attention.
- That the external fabric of the School, its plant, equipment and systems of work are surveyed and inspected regularly by qualified professionals.
- That their reports are considered by the subsequent Governors' Board and its recommendations (together with other defects) form the basis of the School's routine maintenance programmes.
- That the School's adherence to health and safety in catering and cleaning of the food preparation and eating areas is subject to external inspection by the EHO. In addition, the Catering Manager arranges for an independent hygiene and safety audit of food storage, meal preparation and food serving areas three times a year, together with regular external deep cleaning and pest control services, and that the Director of Operations Reddam House (UK) reports on all these aspects to the Governors' Meetings.
- That the School has a fire risk assessment, carried out by a Competent Person which is updated every 3 years, more frequently if significant changes are made to the interior of buildings, or new buildings are bought or added. The SHEF Committee should review this risk assessment every time it is amended and submit a report to the Finance Committee.
- That an external health and safety consultant reviews the overall arrangements for health and safety, including fire safety, the general state of the School, and reports on actions required with recommended timescales. The progress of implementation should be monitored by the SHEF Committee.
- That the School has a professional risk assessment for legionella, every 3 years and a quarterly water sampling and testing regime in place.
- That the School has a comprehensive policy in place for the training and induction of new staff in health and safety related issues, which should include basic Manual Handling and Working at Height training. 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. 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.

All members of staff are responsible for taking reasonable care of their own safety, that of pupils, visitors, temporary staff, volunteers and contractors. They are responsible for cooperating with the Head, the Director of Operations Reddam House (UK) and members of the SLT in order to enable the Governors to comply with health and safety duties.

All employees are briefed on where copies of this statement can be obtained on the School's Intranet. They will be advised as and when it is reviewed, added to or modified. Details of the organisation and arrangements for carrying out the policy are also displayed on the Intranet.

Chair of Governors\_

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Organisation Diagram

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# HEALTH AND SAFETY POLICY STATEMENT

The Governing Board of Reddam House Berkshire attach great importance to the health, safety and welfare of all those who form part of the School community, whether they be members of staff, pupils, visitors or contractors. The Governing Board are committed to reducing accidents, incidents and ill-health and looks for ways to improve continuously.

All who work at Reddam House Berkshire have health and safety responsibilities and are expected to play an active part in ensuring the operation of the highest health and safety standards for School pupils, employees, visitors, customers and contractors. A Health and Safety Management System has been implemented and all those engaged to work at the School are expected to comply with the requirements detailed in the Management System.

The Management System highlights the need for all staff to be alert to risks and hazards and to seek to minimize these by planning work carefully and responsibly. The development of a safe mind set amongst those who work and study here is at the heart of the School's mission to ensure that the highest standards of health and safety are met at all times.

All employees of the School are further expected to be mindful of the risks inherent in the management, care and education of **children**. School employees must always give careful consideration to the risks associated with young people and take all reasonable steps to identify, minimize and manage those risks. This is a key part of our educational responsibility towards our pupils. Those who are entrusted with positions of supervision, whether on School property or during trips and activities, should ensure that the pupils conduct themselves in accordance with all health and safety requirements and encourage them to approach their life at the School responsibly, being alert to risks and hazards.

This Health and Safety Policy is based on the requirements laid down in the Health and Safety at Work etc. Act 1974 (HSAW), regulations made under this Act, Approved Codes of Practice and Guidance.

All who work at the School should make themselves familiar with the content of the Management System, paying particular attention to the sections which relate to their areas of responsibility and operation.

They are also expected to apply the Policy conscientiously and thoroughly; where the meaning or expectation of any part of this material is unclear to an employee, it is expected that he or she will expeditiously seek clarification of that material. Should any member of staff identify an area where improvement could be made, they should without delay contact their Line Manager or the School Health, Safety and Security Manager.

I strongly urge you to ensure that you are alert to your responsibilities and diligent in playing your part in making the School a safe and healthy place.

Dr M. S. Spurr

# PART 2 ORGANISATION AND RESPONSIBILITIES

## INTRODUCTION

This document confirms the responsibilities for the implementation of the Health and Safety Policy of Reddam House Berkshire. The Governors of Reddam House Berkshire have collective responsibility for health and safety within Reddam House Berkshire. The Governors Member with specific responsibility for reporting to the Governors on health and safety matters is Graeme Crawford.

## MANAGEMENT OF HEALTH AND SAFETY

The School has developed a Health and Safety Management System to ensure high health and safety standards are achieved whilst meeting the educational, community and commercial needs of the School. Details of the organisation and responsibilities are contained within this section and cover the following:

- The responsibilities of all staff
- The responsibilities of School bodies or committees, including the Governors, the Audit & Risk Committee, the School Health & Safety Committee and the Executive Health & Safety Committee
- The responsibility of individuals, including various levels of management

The School's approach acknowledges the recommended principles to Plan, Do, Check and Act regarding all aspects of health and safety management.

By assessing each item of the Health and Safety Management System on a regular basis and acknowledging the status of each item, the School will ensure momentum is maintained and continuous improvement sought.

## STRATEGIC HEALTH AND SAFETY MANAGEMENT PLAN

The School will be preparing a Strategic Health and Safety Management Plan, which will incorporate all strategic recommendations from annual audits and specific departmental inspections. It will also include the actions arising from key risk assessments, incident investigations and changes to operating procedures.

This plan will identify:

- The recommendations with priorities
- The proposed action and the person assigned to implement the action
- Proposed completion dates.

The plan will be updated when recommendations are implemented. It will be reviewed regularly by the School Health, Safety and Security Manager and the Health and Safety Executive Committee to ensure that recommendations are progressed and to amend the actions and timescales where appropriate.

## ORGANISATION

The organisational arrangements for managing health and safety in the School are described in the following pages of this document. A flow diagram showing responsibility for health and safety management follows this section.

## RESPONSIBILITIES OF ALL STAFF

All School employees have a legal duty to look after their own health and safety and also the health and safety of others who may be affected by their acts or omissions. They also have legal duties to co-operate with the School to enable the School to comply with any imposed duties and to properly use anything provided in the interests of health, safety and welfare.

All employees have the following specific duties:

- To read and understand the School Health and Safety Policy and comply with the prescribed arrangements and objectives
- To take reasonable care of their own safety and the safety of others
- Not to interfere with or misuse, intentionally or recklessly, anything provided in the interests of safety
- To co-operate with School management to ensure compliance with health and safety legislation and best practice
- To use any machinery, equipment, substances, vehicles or safety devices in accordance with any training in the use of the equipment and instructions
- To report all accidents and incidents, hazards, dangerous occurrences and damage to plant, equipment etc., which they consider to be a serious and immediate danger to health and safety to their Line Manager or the Health, Safety and Security Manager
- To use the necessary protective clothing and equipment
- To observe and follow all safe working practices
- To be actively involved in the employee consultation process.

## DUTIES OF THE GOVERNING BOARD

The Governing Board have collective responsibility for health and safety within the School. They will monitor the effectiveness of the implementation of the Health and Safety Policy and the Health and Safety Management System and will direct that it should be revised as and when necessary. The Governing Board have important roles in providing health and safety leadership in the School. The Governing Board will ensure all decisions reflect the commitment to provide a safe environment for all and will seek the active participation of employees and pupils in improving health and safety.

The aims of the Governing Board are to:

- Prevent accidents and ill-health arising from the School's activities, so far as is reasonably practicable
- Ensure compliance with all relevant health and safety legislation
- Actively promote and be fully involved in continuously improving health and safety.

In particular the Governing Board will ensure so far as is reasonably practicable that:

- Sufficient and appropriate financial and other necessary resources are made available to meet health, safety and welfare requirements
- Governors and senior staff are appointed to form an Audit and Risk Committee to monitor and assess the effectiveness of the School's risk management, including the health and safety management system
- The Audit and Risk Committee reports on health and safety at every formal Governors meeting
- Health and safety is duly considered when making senior management appointments
- A Governors member is appointed with specific responsibility for reporting to them on health and safety
- Health and safety receives as much attention and strategic importance as any other aspect of the School's management
- The Senior Management Team are aware of their role and responsibilities in the effective management of health and safety and in providing leadership throughout the School
- The Senior Management Team have suitable training and instruction to enable them to take immediate action to prevent breaches in health and safety
- Arrangements are in place to ensure employees are given adequate information, instruction, training and supervision to allow them to carry out their tasks safely.

## RESPONSIBILITIES OF SCHOOL COMMITTEES AUDIT & RISK

### COMMITTEE

The Audit and Risk Committee, which is a formal committee of the Governors, will comprise three governors appointed from within the School Governors. The Headmaster and Business Manager will be required to attend termly meetings of the Audit and Risk Committee along with senior managers as required.

The Committee will be concerned with the following activities:

- Monitoring the effectiveness of the School's risk management, including the establishment of performance measures and targets
- Responsibility for the Governors's to oversee child protection
- Responsibility for the Governors's to oversee health and safety
- Reviewing any major/serious accident or incident at the School and reporting it as necessary to Governors
- Receiving reports from and making enquiry of senior managers, including the School's Child Protection Officer, to ensure that the School's child protection obligations are being satisfied
- Receiving reports from the School Health, Safety and Security Manager
- Receiving the annual audit report from the School external Health & Safety Adviser
- Responsibility for overseeing investigations into potential instances of concern and seeking professional advice as considered necessary
- Reviewing the Health and Safety Policy and SMS as set out in Part I and recommending to the Governing Board the Health and Safety Policy Statement for approval and signature on an annual basis
- Reviewing the School's health and safety priorities and monitoring progress of the Strategic Health and Safety Management Plan.

### HEALTH & SAFETY EXECUTIVE COMMITTEE

This Committee comprises the Business Manager (Chair), the Deputy Head, the Director of Compliance, the Assistant Business Manager and the Health, Safety and Security Manager. The Committee will meet monthly or more frequently if required. The duties of the Committee include:

- Overseeing the operation of the SMS and assessing the performance of the System in controlling risks so far as is reasonably practicable
- Assessing and leading the development of the 'Safety Culture' of the organisation, encouraging in particular an understanding of the importance of health and safety and personal responsibility
- Agreeing priorities, plus responsibilities, timescales and resources required for the development of the Management System in order to comply with legislation and the promotion of best practice throughout the organization
- Directing and co-ordinating developments and revisions to the System
- Overseeing, guiding and supporting the work of the Health, Safety and Security Manager
- Identifying matters that should be discussed at the Estates Committee, Audit and Risk Committee or School Health and Safety Committee and following up on the outcomes from those committee discussions.

### HEALTH AND SAFETY WITHIN DEPARTMENTS

Each Department will hold regular meetings throughout the academic year, led by the respective Head of Department. The Health, Safety and Security Manager will attend meetings with each department throughout the year to discuss relevant health and safety topics.

Where health and safety issues require discussion across several departments or disciplines, the Health and Safety Executive Committee will appoint a discussion group to undertake the necessary discussions and to report back to the Committee as appropriate.

## INDIVIDUAL RESPONSIBILITIES

### GOVERNOR RESPONSIBLE FOR REPORTING ON HEALTH AND SAFETY

The Appointed Governor responsible for reporting directly to the Governors of Reddam House Berkshire on health and safety is Graeme Crawford. The responsibilities of the Governor Responsible for Reporting on Health and Safety on behalf of the Governors include so far as is reasonably practicable the following:

- Seeking to ensure that health and safety is given priority and importance by the Governors in its deliberations
- Consulting with the Headmaster and Business Manager
- Attending the School Health and Safety Committee and seeking to ensure the Committee is working effectively to fulfil its responsibilities
- Chairing the School's Audit and Risk Committee
- Receiving copies of all RIDDOR and major incident and accident reports and monitoring that appropriate action has been taken by the School
- Monitoring the School's Health and Safety Management System to ensure it is operating effectively and as described.

### BUSINESS MANAGER

The Business Manager has been assigned executive responsibility to oversee health and safety management on a day to day basis, reporting directly to the Governor responsible for reporting on health and safety to the Governors.

The Business Manager's responsibilities include so far as is reasonably practicable:

- To read and understand the School's Health and Safety Policy and comply with the prescribed arrangements
- Working closely with the Headmaster and Deputy Head to seek to ensure risk reduction is promoted in all areas and disciplines of the School
- Chairing the Health and Safety Executive Committee
- Being an active member of the School Health and Safety Committee
- Monitoring the effectiveness of the management system as regards to both estates and administrative work
- Ensuring risks are properly managed in order to minimise the liabilities to Reddam House Berkshire
- Appointing a Health, Safety and Security Manager
- Seeking to ensure that the Health, Safety and Security Manager has the necessary competence, resources and support of other management and operational personnel
- To ensure the responsibilities for the Health, Safety and Security Manager are fully understood and implemented
- Seeking to ensure that health and safety responsibilities are clearly defined and allocated to the appropriate levels within Reddam House Berkshire
- As a director of BCEL, liaising with the General Manager - Commercial with respect to health and safety implications for external hirers to ensure sufficient knowledge of the School's Health and Safety systems is communicated with all concerned
- Seeking to ensure in conjunction with the Health, Safety and Security Manager that the Health and Safety Policy is reviewed and updated on a regular basis, and that the document is available to employees
- Ensuring health and safety is discussed by the Estates Committee on a regular basis
- Seeking to ensure all employees are adequately trained and experienced to carry out their Health and Safety responsibilities
- Ensuring liabilities are adequately covered by both Public and Employers Liability Insurance.

## HEADMASTER

The Headmaster is appointed by the Governing Board as having oversight for health and safety in all academic, pastoral and co-curricular elements of the School and will work closely with the Business Manager to seek to ensure the successful day to day management of health and safety.

The Headmaster's responsibilities include so far as is reasonably practicable:

- To read and understand the School's Health and Safety Policy and comply with the prescribed arrangements
- Promoting a proactive and continuing interest in health and safety matters throughout the School
- Providing positive and visible leadership to establish a strong health and safety culture throughout the organisation
- Consulting with the Deputy Head as both Designated Safeguarding Lead and Chair of the School Health and Safety Committee
- Seeking to ensure the co-operation of all staff at all levels as regards working to this Policy
- Seeking to ensure that any changes in curriculum and also changes in systems of work on the pastoral side are considered for health and safety implications.

## DEPUTY HEAD

The Deputy Head will be responsible to the Headmaster for the implementation of the School's Health and Safety Policy relating to academic and pastoral activities, which includes:

- To read and understand the School's Health and Safety Policy and comply with the prescribed arrangements
- Chairing of the School Health and Safety Committee
- Being an active member of the Health and Safety Executive Committee
- Monitoring the effectiveness of the SMS in relation to academic, pastoral and co-curricular activities and reporting to the Headmaster as appropriate
- Consulting with the Business Manager
- Working closely with the Health, Safety and Security Manager
- Recommending changes as appropriate in the Health and Safety Policy and Procedures
- Seeking to ensure the co-operation of all academic and pastoral staff at all levels as regards working to the management system
- Completing an annual review of health and safety in the Boarding House (in conjunction with the Health, Safety and Security Manager)
- Seeking to ensure that all Year Group Coordinators, Subject Leader, Houseparents and all Matrons understand their responsibilities and are given both the time and the encouragement to pursue them
- Seeking to ensure that all activities, both educational and co-curricular, are carried out safely using the processes in the management system, especially including the pro-active use of risk assessments.

### **And as Director of Compliance**

The Director of Compliance is responsible to the Headmaster for the implementation of the School's Child Protection Policy relating to academic, pastoral and co-curricular activities, which includes:

- To read and understand the School's Health and Safety Policy and comply with the prescribed arrangements
- Attending the School Health & Safety Committee
- Being a member of the Health and Safety Executive Committee
- To monitor the effectiveness of the documented procedures in relation to child protection and to work with the School Health, Safety and Security Manager to ensure the written procedures reflect legal compliance as a minimum
- Consult with the Business Manager
- Seek to ensure that all staff receive child protection awareness training at the earliest opportunity after the commencement of employment
- Seek to ensure that any procedural changes in academic, pastoral and co-curricular activities are considered for their health, safety and child protection implications
- Act as the Appointed Person for the purposes of the Children Act 1989

## DIRECTOR OF SPORT

The Director of Sport, who will also oversee Extra-Curricular Activities has responsibility for the health and safety arrangements for activities, reporting directly to the Headmaster regarding health and safety matters. The duties of the Director of Sport include:

- To read and understand the School's Health and Safety Policy and comply with the prescribed arrangements
- Actively promoting hazard awareness and safe working practices
- Reviewing risk assessments for co-curricular events
- Seeking to ensure that supervisory staff understand their responsibilities for health and safety
- Supervising the activities of staff and pupils to ensure they are complying with School policies and safe working practices and monitoring the operation of control measures for activities.

## MAINTENANCE MANAGER

The Maintenance Manager will take an active and visible role in health and safety management and the continuous improvement of health and safety practices in the Estates Departments.

Reporting directly to the Business Manager, responsibilities include:

- To read and understand the School's Health and Safety Policy and comply with the prescribed arrangements.
- As Line Manager for the Health, Safety and Security Manager, providing support and guidance to assist that person in fulfilling their responsibilities
- As Line Manager for the Maintenance Manager and Estates Manager, supervising the operation of health and safety practices in those areas, including seeking to ensure that those managers understand and accept their responsibilities for health and safety management
- Liaising with the CDM personnel for major projects
- Attending all meetings of the Executive Health and Safety Committee, the School Health and Safety Committee and the Estates Committee
- Supervising the regular review and update of the SMS and the Health and Safety Policy.
- Actively promoting hazard awareness and safe working practices
- Undertaking and reviewing risk assessments and designing appropriate risk control systems (e.g. safe systems of work) for all work activities, including areas such as: use of machines and work equipment, COSHH, Manual Handling, Working at Height
- Providing information, instruction and training to staff, seeking to ensure in particular that they understand their responsibilities for health and safety
- Supervising the activities of staff to seek to ensure they are complying with School policies and safe working practices and monitoring the operation of control measures within the department
- Planning and supervising the activities of contractors
- Leading regular discussion amongst Maintenance and Site Services teams regarding potential health and safety issues and resolving or reporting matters as appropriate
- Attending meetings of the School Health and Safety Committee.

## SECURITY MANAGER

As manager of the Security teams, the Security Manager reports to the Business Manager, Headmaster and Deputy Head.

The main responsibilities include:

- To read and understand the School's Health and Safety Policy and comply with the prescribed arrangements
- Being the School's 'Competent Person' for specified areas of health and safety management and ensuring that suitable 'competent persons' are in place for other areas as necessary
- Advising and supporting the Governor responsible for reporting on health and safety, the Business Manager, the Headmaster, the Deputy Head, the Assistant Business Manager and other senior managers to assist them in fulfilling their responsibilities for health and safety management
- Communicating the importance of health and safety, generating support for the health and safety agenda and reinforcing positive behaviour amongst staff, pupils and contractors
- Assessing and further strengthening the safety culture within the organisation and promoting the continuous improvement of practices in a proactive manner
- Reviewing (independently or in conjunction with the Deputy Head), monitoring and reporting on accidents, near misses and damage to the School property and investigating accordingly
- Seeking to ensure that the people responsible for particular health and safety duties are clearly identified in a co-ordinated manner and that all staff understand their responsibilities
- Identifying training needs, developing a health and safety training plan and, in co-operation with the Heads' PA, arranging delivery mechanisms to seek to ensure that all employees, receive adequate information, instruction, training and supporting communications
- Designing and implementing management arrangements, risk control systems and workplace precautions which are practical, effective and proportionate to the needs, hazards and risks of the School
- Seeking to ensure that the School's Health and Safety Policy is kept up-to-date on the intranet and that records of compliance/testing are kept up-to-date and are available for inspection as required
- Seeking to ensure that risk assessments are reviewed on an appropriate basis and that changes following those reviews are communicated to relevant personnel
- Implementing and operating the system for the approval of contractors
- Seeking to ensure that the organisation is kept up-to-date with new legislation, related HSE guidance and any other developments that affect the School's management of health and safety
- Providing competent guidance and advice to management and staff on all health and safety matters
- Monitoring compliance with current legislation and best practice, plus assessing how effectively risks are being controlled, through the development and operation of active and reactive monitoring systems
- Working with the Business Manager and Assistant Business Manager to use the results of audits and monitoring systems to review performance and contribute to decisions about actions necessary to remedy deficiencies
- Coordinating the completion of actions specified in the Strategic Health and Safety Management Plan
- Supporting the development, operation and improvement of the Health and Safety Management System
- Ensuring the Strategic Health and Safety Management Plan is regularly updated as a 'live document' on a regular basis, agreeing priorities with the Executive Health and Safety Committee and both driving and monitoring progress in the completion of actions
- Assisting the Business Manager in assessing the effectiveness of the current Health and Safety Policy by reporting the outcomes from proactive monitoring and supervising the 'close out' of identified issues
- Assisting the Business Manager in reactive monitoring by investigating significant accidents and incidents as requested.
- Leading regular discussions amongst Security teams regarding potential health and safety issues and resolving or reporting matters as appropriate.

The Security Manager will be a member the Health and Safety Executive Committee plus the School Health and Safety Committee and may also be required to attend the Estates Committee and Audit and Risk Committee.

## HOUSEPARENTS & YEAR GROUP CO-ORDINATORS (AYGCoS)

Houseparents and AYGCoS have responsibility for the health and safety arrangements within their respective groups/areas, reporting directly to the Deputy Head.

Their duties include:

- To read and understand the School's Health and Safety Policy and comply with the prescribed arrangements
- Actively promoting hazard awareness and safe working practices amongst pupils and house staff
- Leading regular discussion amongst the house staff regarding potential health and safety issues and reporting matters as appropriate (for instance to the Deputy Head, Health, Safety and Security Manager, Maintenance Department or School Health and Safety Committee)
- Carrying out all necessary precautions and control measures regarding fire safety e.g. instructing pupils and house staff about alarm systems and evacuation procedures, having evacuation practices at the agreed frequency, checking that fire doors are kept closed at night and that escape routes are unobstructed at all times
- Monitoring bedsits and kitchen areas to seek to ensure the correct use of electrical equipment
- Undertaking and reviewing risk assessments, implementing suitable control measures for off-site house trips and liaising with appropriate staff to ensure that any issues are addressed.

The Houseparents and AYGCoS will be represented on the School Health and Safety Committee. They also meet collectively on a regular basis and can discuss health and safety matters as an agenda item in those meetings when required.

## ESTATES MANAGER

As manager of the Grounds, Gardens and Greens teams and reporting to the Maintenance Manager, the health and safety responsibilities of this role include:

- To read and understand the School's Health and Safety Policy and comply with the prescribed arrangements.
- Actively promoting hazard awareness and safe working practices
- Undertaking and reviewing risk assessments and designing appropriate risk control systems (e.g. safe systems of work) for all work activities, including areas such as: use of machines and work equipment, COSHH, Noise, Hand Arm Vibration, Manual Handling, Working at Height
- Providing information, instruction and training to staff, seeking to ensure in particular that they understand their responsibilities for health and safety
- Supervising the activities of staff to seek to ensure they are complying with School policies and safe working practices and monitoring the operation of control measures within the department
- Planning and supervising the activities of contractors
- Leading regular discussion amongst the G, G & G teams regarding potential health and safety issues and resolving or reporting matters as appropriate
- Attending meetings of the School Health and Safety Committee.

## HEAD'S PA

Reporting to the Business Manager, but also working closely with the Deputy Head and Director of Compliance the department-specific health and safety responsibilities of this role include:

- To read and understand the School's Health and Safety Policy and comply with the prescribed arrangements
- Operating the systems for undertaking 'Safer Recruiting' checks on all employees and appropriate contractors
- In liaison with the Health, Safety and Security Manager, identifying health and safety training needs and seeking to ensure that staff receive the appropriate information, instruction and training, especially on induction
- Maintaining the Training Database to record the provision of training and the updating of relevant qualifications
- Maintaining the register for Child Protection training.

## HEADS OF ACADEMIC DEPARTMENTS

Heads of Academic Departments have an overall responsibility for the health and safety arrangements in their departments, reporting to the Deputy Head (Academic) regarding health and safety matters.

Their duties include:

- To read and understand the School's Health and Safety Policy and comply with the prescribed arrangements
- Actively promoting hazard awareness and safe working practices in the classroom
- Undertaking and reviewing risk assessments and designing appropriate risk control systems (e.g. safe systems of work) for all department areas and work activities
- Providing information, instruction and training to staff, seeking to ensure in particular that they understand their responsibilities for health and safety
- Seeking to ensure there is readily available information on possible hazards and the safety precautions to be observed by staff and pupils, with appropriate warning notices displayed where necessary
- Supervising the activities of staff to seek to ensure they are complying with School policies and safe working practices and monitoring the operation of control measures within the department, including ensuring that escape routes are kept clear at all times
- Leading regular (at least monthly) discussion within the department regarding potential health and safety issues and resolving or reporting matters as appropriate (potentially to the Deputy Head).

Heads of Departments with significant risks (Science and Design Technology) will attend meetings of the School Health and Safety Committee.

## OTHER FUNCTIONAL MANAGERS

This section refers to the managers of functions not specified above. These managers will be responsible to the Business Manager for the safe running of their activities.

Their health and safety responsibilities include:

- To read and understand the School's Health and Safety Policy and comply with the prescribed arrangements
- Actively promoting hazard awareness and safe working practices
- Undertaking and reviewing risk assessments and designing appropriate risk control systems (e.g. Safe Systems of Work) for all work activities
- Providing information, instruction and training to staff, seeking to ensure in particular that they understand their responsibilities for health and safety
- Supervising the activities of staff seeking to ensure they are complying with School policies and safe working practices and monitoring the operation of control measures within the department
- Leading regular discussion amongst their team regarding potential health and safety issues and resolving or reporting matters as appropriate.

## SCHOOL NURSE

The School NURSE will be a member of the School Health and Safety Committee and will, when requested by the Headmaster, Deputy Head or Business Manager, act in an advisory capacity on routine occupational health matters, such as policies, procedures and facilities required to maintain a healthy working environment, plus responses to major medical situations e.g. epidemics.

## TEACHING STAFF

Teaching Staff will be responsible for ensuring that all agreed and necessary health and safety measures are observed and applied.

In addition to their normal supervisory role they will have specific duties to:

- Read and understand the School's Health and Safety Policy and comply with the prescribed arrangements
- Inform, instruct and train pupils as necessary in the identification and avoidance of hazards and the safe performance of their work
- Seek to ensure that health and safety rules and procedures are, where appropriate, observed e.g.: use of guards and other safety equipment, wearing of protective clothing, safe handling of hazardous substances including observing COSHH Assessments
- Seek to ensure that any unsafe practices are identified and appropriate remedial action is taken
- Recommend any necessary improvements or changes to seek to eliminate hazards and to seek to identify and eliminate potential accidents
- Continually stimulate a knowledge, interest and awareness of health and safety by discussions with colleagues and pupils.

## LABORATORY AND OTHER ACADEMIC DEPARTMENT TECHNICIANS

Technicians currently operate in the Science, Design Technology, Drama, Music and Art Departments.

Reporting to the respective Heads of Department, they are responsible for implementing specified control measures to support the safety of pupil and staff activities in the department.

Examples include:

- Seeking to ensure that equipment and materials provided to pupils and staff (e.g. experiments, stage sets) are safe for use
- Undertaking COSHH risk assessments, maintaining safety data sheets and following procedures for the safe use and storage of such substances
- Seeking to ensure that Local Exhaust Ventilation systems are operating correctly and resolving or reporting faults as appropriate, including the statutory thorough examination and test of Fume Cupboards
- Isolating gas supplies to laboratories at the end of each teaching day
- Ensuring that all experiments and services are rendered safe, so far as it is safe to do so, on hearing the fire alarm.

## EXTERNAL HEALTH & SAFETY ADVISER - ROSPA

Health and safety advisers act in a purely advisory capacity, communicating directly with the Business Manager, Deputy Head, Assistant Business Manager and with the Health, Safety and Security Manager as appropriate. Responsibilities include the following:

- Carrying out a detailed Annual Health and Safety Audit, reporting the results to the Business Manager who will present the Audit Report to the Audit & Risk Committee
- Providing competent health and safety advice where requested
- Liaising directly with the Health, Safety and Security Manager when required
- Ensuring Reddam House Berkshire is updated with any changes in health and safety legislation
- Investigating incidents when requested.

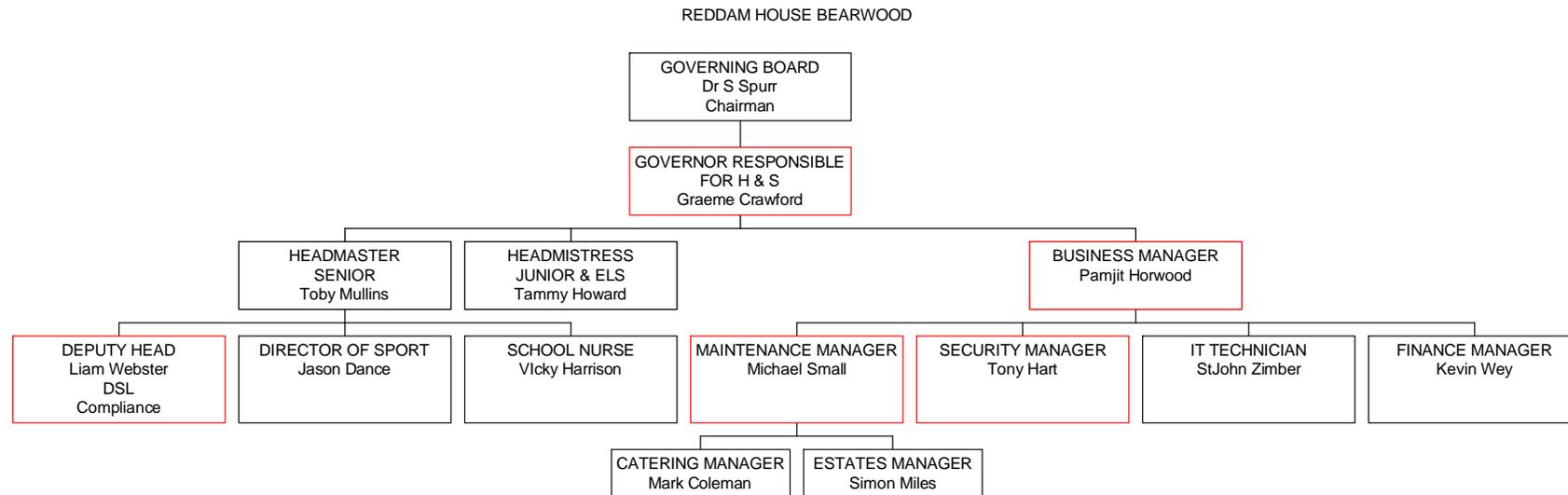
## STATUTORY REQUIREMENTS

### Visits by Health and Safety Executive (HSE) Inspectors

The Health and Safety at Work Act is enforced by inspectors appointed by the HSE who have the discretion to visit the School at any time to confirm that the regulations are being properly applied. It is School policy that all members of staff co-operate fully with HSE Inspectors, affording them such information as is necessary for them to carry out their duties.

## PART 2 ORGANISATION AND RESPONSIBILITIES

Red Outline = Member of the Executive H&S Committee



# PART 3 GENERAL ARRANGEMENTS

## INTRODUCTION

This part of the Health and Safety Policy confirms the general arrangements for the management of health and safety on a day to day basis. It also provides guidance to those responsible for formulating specific instructions whether in Boarding Houses, Departments or other areas of the School. The following sections provide the information required to enable all staff to successfully implement the required health and safety standards in their respective workplace.

## INFORMATION AND INSTRUCTION

Information relating to health and safety matters will be provided in all workplaces. This will include:

- Health and Safety Policy Statement
- Health and Safety Law Poster
- Employer's Liability Insurance Certificate
- Fire safety instructions
- Names of Fire Wardens and First Aiders
- Any other safety instructions relevant to that workplace.

Where a specific issue needs to be raised to all or certain members of staff, a Safety Notice will be prepared to confirm the School's position on a matter as well as to highlight clearly any action required by those affected.

## TRAINING AND COMPETENCE

All members of staff receive appropriate health and safety training to allow them to carry out their responsibilities safely and without risk. Well trained and competent personnel who undertake work activities decrease the likelihood of accidents and injury. Training requirements for all staff are confirmed on a Training Matrix, administered by the Human Resources Department.

Training will include the following:

Induction Training	<p>Each new member of staff will be given formal training to highlight the key risks associated with School operations and the need to work in a safe manner. A copy of the key information relating to health and safety will be given in the form of a handout. Additional reference will be made to various department publications including School Standing Orders, HsM's Manual, Matron's Manual, Department Procedures (Section 4) etc., as well as general arrangements for dealing with emergencies, fire and road safety.</p> <p>A tour of the relevant working area for each member of staff will also be given by the Head of Department to ensure familiarity with the environment and the key hazards.</p>
Refresher Training	<p>Additional refresher training will be given to all staff on at least an annual basis (at the start of each academic year for Academic staff), which will reiterate the health and safety standards required and update as necessary.</p> <p>This type of training also includes updates due to employees being exposed to new or increased risks or through changes in responsibilities, the introduction of new equipment or new work methods.</p>

Task / Operation Specific Training	Where specific training is required in a certain task or operation, this will be arranged by the Head of Department and / or Human Resources. Training of this nature can be brief, in the form of a tool box talk or briefing on a given subject, or more in depth where hazards are more complex.
Statutory Training	In certain disciplines, the School must comply with legislative requirements for training, including first aid and food hygiene. This will often involve members of staff attending external courses to obtain initial, refresher or other specialist training.

## SUPERVISION

Whilst information, instruction and training are essential to ensure staff are able to deal with the risks they face in their working environment, management and supervisory staff must primarily ensure that all employees under their control have the appropriate training and experience levels to undertake their allocated tasks.

Depending on the level of risk, appropriate supervision will be given by Line Managers to ensure workers do not deviate from safe working practices.

Records of all training provided will be maintained by the Human Resources Department.

## CONSULTATION WITH EMPLOYEES

The School is committed to involving all employees in risk management.

In particular the School will consult with staff on:

- any changes at the workplace that may substantially affect their health and safety, for example, changes in systems of work or the introduction of new technology
- the arrangements for competent advice on health and safety matters
- the information to be given to employees about risks to health and safety and preventative measures
- the planning and organising of health and safety training

The School consults directly with staff on health and safety matters through Departmental Meetings. All members of staff can raise issues through their Line Manager and all matters raised are recorded, as are all relevant actions.

## RISK ASSESSMENT AND CONTROL

Management and supervisory staff are required to carry out risk assessments of work activities which pose a significant risk to health and safety to ensure hazards are eliminated or reduced so far as is reasonably practicable, by implementing appropriate control measures and safe systems of work.

All those required to undertake risk assessments will be suitably trained and competent.

Risk assessments will identify the range of hazards associated with the work activities, together with any necessary remedial action. The findings of risk assessments will be recorded and where necessary, will be used to develop method statements to ensure safe systems of work. A copy of the risk assessment will be available at the workplace and the findings will be brought to the attention of all employees affected by it. This will be undertaken by way of briefings by Heads of Department to ensure those undertaking the activity understand what they have to do and the control measures to be implemented. These briefings will be recorded for future reference.

Various types of risk assessment are undertaken on a regular basis, including:

- General Workplace Assessments – carried out by Heads of Department or the Health, Safety and Security Manager
- Fire Risk Assessments – carried out by the Health, Safety and Security Manager for each building
- Activity Risk Assessments – carried out by the Activity Manager or the Health, Safety and Security Manager for activities on School premises
- Event Risk Assessments – carried out by Event Managers for each event on School premises
- Trip and Excursion Risk Assessments – carried out by Trip Activity Leaders detailing the risks associated with each trip of excursion
- Safeguarding Risk Assessments – carried out by HSMs and reviewed by the Director of Compliance  
Risk controls will be undertaken using the hierarchy of controls, namely:
  - Elimination of risks altogether
  - Substitution of hazardous equipment or tasks
  - Engineering Controls to reduce potential exposure to hazards
  - Providing Warnings, Signage and Barriers to prevent access to hazards
  - Personal Protective Equipment to reduce the risk of injury, as a last resort.

All risk assessments will be monitored and reviewed at least annually but will be specifically reviewed after an incident, when working practices or equipment change, or when best practice or legislative requirements are amended.

## INSPECTION AND AUDIT

All areas and departments of the School will be subject to regular inspection to ensure hazards are detected and recorded and to confirm that compliance levels are acceptable.

Inspections will be undertaken by the Maintenance Manager, according to the following schedule:

- Boarding House – Annual
- Major / Complex Academic Buildings and Departments (including Science, D&T, Music and Art) - Annual
- Other School Buildings – every 1 to 2 years

Inspections are carried out according to an agreed format in order to ensure any required actions are captured accurately. The reports are then circulated to the relevant Department Head and the Deputy Head.

Outstanding actions from recent inspections are discussed at the Health and Safety Executive Committee Meetings (held at least termly). The analysis of any trends that may be apparent are also discussed in order for progress to be monitored and any future policy changes discussed and agreed.

Departmental Audits are also undertaken on a regular basis, depending on the risk level. Audits will involve a full and thorough review of all procedures and operations, as well as an in depth review of compliance levels.

An external health and safety consultant will also undertake a compliance audit of the School on an annual basis and will report progress directly to the Business Manager.

## MANAGEMENT OF MAJOR INCIDENTS

The School will prepare a detailed Major Incident Management Plan for dealing with major incidents and emergencies. There are several events or incidents that may require the School to instigate the procedures, as these may generate a large number of casualties or may place a significant burden on the School's ability to deliver normal day to day services. In the event of a major incident being suspected, the Headmaster (or other appointed Deputy) will take responsibility for initiating the Major Incident Management procedures.

Examples of major incidents that could initiate these procedures include:

- Fire on School premises
- Serious accident to staff or pupil(s)
- Power outage
- Flooding
- Serious adverse weather
- Missing Pupil(s)
- Road traffic accident (near the School)
- Road Traffic accident on a trip or school excursion
- Allegations of malpractice

Flexible plans are in place to deal with a range of situations which are likely to vary in magnitude, duration or complexity, Specialist assistance can also be sought in the event of an unusual incident, e.g. chemical spill, environmental incident, etc.

The Major Incident Management Plan procedures involve a number of key members of staff who are drilled regularly to ensure ongoing familiarity in dealing with an emergency situation.

## INCIDENT REPORTING AND INVESTIGATION

All employees, contractors and visitors are required to report accidents resulting in injury to any person to their Line Manager. Near miss incidents, where an incident had the potential to cause harm, injury or damage should also be reported. The goal of all incident management is to allow investigation into the circumstances which may result in measures being taken to prevent a recurrence.

Accident Books are held in the Medical Centre and in the Business Managery. The following incidents must be recorded:

- All accidents involving injuries
- All incidents which, although not involving injury, could have resulted in injury
- All near-misses

Accident records are given sequential numbers by the Medical Centre or the Business Manager's Office.

Where an accident report is completed in the Accident Book in the Medical Centre, the member of staff on duty is responsible for ensuring that a copy of the accident report is sent immediately to the Business Manager's Office.

All reportable incidents will be investigated by the School's Health, Safety and Security Manager (or a duly appointed independent health and safety consultant if this is deemed more appropriate). The purpose of the investigation will be to ensure that protective and preventive measures are reviewed and procedures amended or improved as required.

Senior management are required to report serious injuries, incidents or diseases occurring at or as a result of activities at the workplace, as required under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR). The Business Manager will ensure all necessary accident notifications are made when required.

All line managers are required to complete an 'Accident Follow-up Form' as soon as is practicable after an incident and to forward it to the Health, Safety and Security Manager.

If the follow-up form indicates that actions are necessary to prevent a re-occurrence, then immediate arrangements will be made to initiate the necessary corrective action. This may be a physical change to buildings or facilities, or it could be a change of procedures in boarding houses, academic departments or extra-curricular activities.

The Chair of the Health and Safety Executive Committee will review accident reports, statistics and investigations at each meeting, drawing the Committee's attention to any specific issues requiring action or discussion.

# **CHILD PROTECTION**

## **SCHOOL RESPONSIBILITIES FOR CHILD PROTECTION**

All adults working at Reddam House Berkshire should be aware of their responsibility to safeguard and promote the welfare of every pupil, both physically and emotionally, inside and outside school. This involves ensuring that pupils are protected from significant physical or emotional harm and that there is a positive commitment to ensure the satisfactory development and growth of the individual. All staff will be made aware of the requirements of the School's Child Protection Policy, which are in line with the Department of Education's (DfE) practice and procedures.

The School's Child Protection policy can be found on the Intranet and Website.

### **THE CHILDREN ACT 1989**

The DSL is the appointed person for the purposes of this act.

The purpose of this Act is to ensure the health, happiness and proper physical, intellectual, emotional, social and behavioural development of the child as well as protecting the child against the risk of suffering significant harm or neglect. Children living away from their own home need to experience care which substitutes for the loss of attention and security they should otherwise receive through the direct care of their parents or guardians.

The DSL will ensure that all staff are given a formal induction into Child Protection Procedures when they take up their appointment. New teaching staff will receive additional advice and assistance from the Senior Management Team concerning the conduct of their classes and the management of co-curricular activities. AYGCoS are responsible for instructing tutors of the appropriate course of action if they become concerned about a pupil. Matrons should give appropriate advice to their cleaning staff and other support staff will be briefed by the appropriate Head of Department.

All members of the teaching staff are expected to be vigilant in ensuring that instances of bullying are dealt with as soon as they are witnessed or reported. All those who have contact with children have a duty to act in accordance with the provisions of the Children Act, which gives paramount importance to the welfare of the child. While there may be little or no physical bullying, staff should be aware that verbal intimidation, ostracism, sexist or racist behaviour is just as distressing to the victim. Normally, it is for the member of staff witnessing such behaviour to deal with it directly by explaining why it is unacceptable, and appealing to reason and good sense. In all cases, such incidents should be reported by teaching staff to the Deputy Head immediately. The School Anti-Bullying Policy is available for all staff to access on the School Intranet.

It is important that child abuse is taken seriously as a possibility, and that suspicions are acknowledged and investigated immediately. If a physical injury is reported the child must be seen by the Medical Centre as soon as possible and at least within 24 hours. The investigation of child sexual abuse will follow the procedure as agreed by Thames Valley Police and the Berkshire Social Services; the DSL and Head of School will advise as necessary. The School Child Protection Policy is also published on the School's Intranet.

All employees of the School receive annual training on child protection issues, delivered by the DSL. A register of all such training is retained by the DSL. It is planned that every employee will be issued with a Child Protection card to act as an aide memoire.

## **SAFETY OF VISITORS**

## SCHOOL RESPONSIBILITIES

The School has a responsibility to ensure the health, safety and welfare of all visitors to the School and to provide key information on the risks that may be present during their visit.

## GENERAL VISITORS

For safety and security reasons, all visitors, other than pupils, staff and parents from visiting schools, are required to pre-arrange their visit with the representative from the School whom they are visiting wherever possible. All visitors are required to report to Reception (located in Main School) to sign in and to be issued with a visitor's badge. Visitors will also be issued with a card detailing the basic health and safety information, including the requirements to remain accompanied at all times and to report any hazards immediately. Information on the action to be taken in the event of an emergency is also published; the escort will also ensure the visitor is familiar with the procedures for each respective building in the event of an emergency or an evacuation.

Visiting parents are permitted to report directly to the Boarding House where the Houseparents, Tutors or Matron will ensure all necessary arrangements are made for a safe visit.

## VISITING CONTRACTORS

Contractors are required to sign in at the Maintenance Department office where they too will be issued with a visitor's badge and health and safety instructions relevant to their work and location. Should a contractor be required to work at the School for a longer period or to work unaccompanied, Disclosure and Barring Service (DBS) checks must be undertaken prior to this work taking place in accordance with the School's Child Protection Policy.

All visitors should avoid straying into areas they are not authorised to enter or leaving their escort.

In the event of an emergency, any visitors will be led to the Emergency Point by their escort and accounted for by checking off details against the visitor records held by Reception or the Maintenance Department.

All staff are advised to challenge persons who do not appear to be familiar with the site, especially if no visitor's badge is visible. The security department should be contacted immediately if any concerns are raised about a person's presence or authority to be on site.

# FIRE SAFETY

## SCHOOL RESPONSIBILITIES

The School takes the risk of fire very seriously. It is School policy to comply with the Regulatory Reform (Fire Safety) Order 2005 (the Order) and other associated guidance. The School will take reasonable steps to reduce the risk of a fire occurring and so far as is reasonably practicable, make sure that everyone can escape safely to a place of safety in the event of a fire.

## PROCEDURES

The primary goal of the School's fire safety strategy is to ensure the safety of pupil, staff and visitors. In case of fire, the first priority is always to:

- 1. raise the alarm** and
- 2. evacuate safely**

If staff are in any doubt, they should concentrate on evacuation and the fire service message of 'get out, stay out and call the fire brigade out' rather than attempting to tackle a fire.

Good management of fire safety is essential to ensure that the risk of fire is minimal at all times. However, in the event of a fire occurring, arrangements will be implemented to ensure it can be controlled or contained quickly, effectively and safely. If a fire grows beyond the size that can be contained, everyone in the premises must be able to escape to a place of total safety easily and quickly.

## FIRE RISK ASSESSMENT

Fire risk assessments are carried out by the Maintenance Manager and/or an external fire specialist where appropriate.

If there is reason to suspect that a fire risk assessment is no longer valid or there has been a significant change in the premises that has affected fire precautions, the fire risk assessment will be reviewed and, if necessary, revised. In the absence of other circumstances prompting a review, fire risk assessments will in any event be reviewed annually.

All employees are required to closely co-operate with all instructions given to ensure the workplace is safe from fire and its effects and to avoid doing anything that will place themselves or others at risk. All fire hazards should be reported immediately, especially in the event of a change in circumstances that may increase the risk of a fire, even for a short period of time.

A good example should also be set by all staff as this will contribute to pupils behaving in a safe manner.

Staff are instructed that they should only attempt fire fighting actions if they have been trained and are confident to do so safely and it is appropriate in the circumstances they face, or if it is absolutely necessary to facilitate the escape of themselves or others. Whether a member of staff attempts to fight a fire is left to their own judgement of the actual situation. Staff who have not been trained are not expected to attempt to fight a fire.

In all cases, **STAFF MUST NOT PLACE THEMSELVES OR OTHERS AT RISK.**

## **EMERGENCY PLAN**

A fire and emergency plan has been prepared for each independent building, detailing the action to be taken in the event of an emergency and the location of the Assembly Point. All such information is published within each building.

In the event of an emergency occurring which would prevent re-entry into the building or result in an evacuation of several buildings, all staff and pupils will assemble at the Assembly Point for their building. The arrangements for dealing with a major incident would then be initiated.

## **INFORMATION, INSTRUCTION AND TRAINING**

All staff are given information and instruction as soon as possible after they are appointed and regularly thereafter about the action to be taken in the event of a fire. Appropriate information is also provided to the employers of other people working in the School, such as contractors as well as to pupils.

Adequate fire safety training is provided to staff to enable them to act correctly in the event of a fire.

## EDUCATIONAL VISITS

The School believes that learning outside the classroom is an essential component of the curriculum. It gives pupils unique opportunities to develop their resourcefulness and initiative and to spend time together in an informal environment. Each trip is different. Some are directly related to the curriculum, some are designed to promote social awareness, or to enhance physical skills, self-reliance and team-working. Others will extend knowledge of the world. The common factor is that they all make an essential contribution to pupil development and education.

## SCHOOL RESPONSIBILITIES

The School as an employer will ensure that appropriate safety measures are in place and that all staff involved in the preparation and management of an educational visit are competent to do so.

The Director of Compliance is delegated the responsibility for ensuring all risks associated with off-site activities are assessed and the Educational Visits Coordinator (EVC), along with the Head of Adventurous Activities assist in ensuring this is done with care and accuracy.

The Director of Teaching & Learning (DTL) supports the Deputy Head in the process of approving visits, ensuring that they are spread through the different age groups, and the school year (although there is inevitably a concentration during the last part of the summer term, when exams have finished and the weather is at its best). The DTL also assists staff involved with organising tours, with checking parental consent forms and keeps records of all previous visits. All new staff have a session on planning school visits as part of their induction training.

The Trip Organiser has overall responsibility for the supervision and conduct of the visit and continues to monitor the arrangements to ensure the on-going health and safety of the group. The Trip Organiser is responsible for seeking approval and advice from the EVC, assessing the risk levels of the trip and making the necessary safety arrangements.

## PLANNING AND COORDINATION

A careful and methodical analysis of the trip will be carried out by competent staff in good time before the trip and external parties will be engaged to give specific advice on particular risks and activities.

Specific risk assessments are prepared for all aspects of the excursion and all are approved prior to the trip being authorised by the DSL.

In the event of an incident during a trip that may jeopardise the normal running, contact will immediately be made with the School and consideration given to whether the Major Incident Management procedures are initiated. The Headmaster and Deputy Head would consider a number of potential support options including sending a delegation to assist with an incident, providing telephone support or making arrangements to assist the trip to return or continue under revised arrangements, with the goal of ensuring the health, safety and welfare of all involved.

For further information, please see the School's Educational Trips Policy on the website.

# USE OF SCHOOL VEHICLES

## SCHOOL RESPONSIBILITIES

The School recognises the risks associated where employees undertake driving activities. Appropriate procedures and policies will be implemented to reduce risks, so far as is reasonably practicable.

## PROCEDURES

Risk assessments of driving activities will be carried out as part of the management of all work activities, trips and excursions; all relevant employees will be consulted as appropriate during this process.

Risk Assessments will take into account:

- The Driver: competency, experience, training and health;
- The Vehicle: suitability, condition, safety features, essential safety maintenance and ergonomic considerations;
- The Journey: routes and scheduling.

## EMPLOYEES

All employees who drive on behalf of the School, either in private or School-owned vehicles will have a valid driving license suitable for the class and type of the vehicle they drive – including, for example, cars, minibuses, light goods vehicles, and grounds machinery.

Wherever possible, situations will be avoided that put employees under time constraints or other pressures.

Employees are instructed to drive within the national speed limits at all times and pay due regard to weather conditions. Work schedules will be arranged to allow adequate travel time between sites to drive safely and within legal limits. Adequate time is allowed to complete the business journey in compliance with the speed limits for the roads used allowing for regular breaks.

Employees must not use hand held mobile phones to make or receive calls or send text messages whilst driving. Further, even if they have a hands free kit, it is preferable not to make calls. Calls are not made to employees' mobile phones whilst it is known they are driving, except in an emergency.

Employees are made aware that they must not drive without the correct glasses or contact lenses (where required), when fatigued, when under the influence of alcohol or drugs or if suffering from any illness or taking any medication that may affect their ability to drive safely.

Additional training will be given to School vehicle drivers where necessary, subject to the risk assessment. Training will be prioritised, for example, drivers who drive certain vehicles, have a high accident record or have higher mileage will be considered as higher priority.

## VEHICLES

All vehicles will have a valid MOT, tax and insurance and records will be retained to demonstrate this. Where employees' private vehicles are used for company business, checks will be carried out to ensure that insurance covers business use and that a valid MOT is available for vehicles over three years old.

School vehicles will be subject to maintenance and servicing in accordance with manufacturer's instructions. Additionally, regular checks are carried out on the roadworthiness of all School vehicles (e.g. tire pressure and condition (including spare); correct functioning of lights; oil, coolant, brake fluid and windscreen washer fluid levels; damage to windscreen).

# **ELECTRICAL SAFETY**

## **SCHOOL RESPONSIBILITIES**

The School acknowledges its' responsibilities to ensure risks from electrical work, both in fixed and portable equipment are assessed and reduced to the lowest practicable level.

## **PROCEDURES**

The School has undertaken risk assessments of all work activities and adopted safe systems of work based on regulatory compliance and best practice. All work on electrical equipment and installations is carried out by qualified electricians. Other staff are clearly instructed that they are not permitted to undertake any electrical repairs.

Electrical standards are applied as set out within the Electricity at Work Regulations 1989 and for new works, the standards applied follow current requirements of BS7671 (the IEE Regulations for Electrical Installations and the current Building Regulations).

It is the School's policy that live working is prohibited although voltage detection testing is permitted where essential by qualified and experienced staff with appropriate controls and suitable equipment.

The School's installations, including all educational and domestic premises, will be tested and inspected at least every five years by a competent electrician and improvements implemented as necessary for safety.

## **ELECTRICAL WORK**

Any electrical works requiring wiring or the changing of light fittings and plug sockets must be overseen and signed off by a competent person (certificated to BS7671 (sixteenth or seventeenth edition)).

No electrical alterations to any property can be made without authorisation from the Maintenance Department and in order to protect staff from injury from electricity, all high risk contract work will be subject to the Maintenance Manager issuing a permit to work.

## **PORTABLE ELECTRICAL APPLIANCES AND APPARATUS**

It is School policy that all portable electrical appliances and apparatus, regardless of operating voltage should be subject to at least a visual inspection before use.

Parents are responsible for ensuring that electrical appliances supplied for use within the School are in good condition and subject to the 'Rules for Electrical Appliances in the Boarding House. Domestic staff have responsibility for being alert to the presence of electrical equipment that may be in need of repair or that is being used without authorisation. However, random Portable Appliance Tests of pupil equipment will be carried out and the data recorded and analysed. Where trends appear to be developing, additional testing may be initiated as required. Records of these random tests are to be retained by the School Security Manager.

All other items in Boarding Houses and the School are subject to regular checks as arranged by the Maintenance Manager and visual checks as arranged by Departments and Houses.

Items found to require repair or disposal must be handed-over to the Maintenance Manager so that the necessary action can be taken.

Portable Appliance Testing will be carried out according to the following schedule:

Equipment	Random Termly Sampling	Regular Visual Check	Annual PAT Test	Two-yearly PAT Test
Pupils personal items in the Boarding House	✓	✓		
Boarding House (Other items)		✓		✓
Classrooms (Low Risk)		✓		✓
Classrooms (High Risk – DT, Sciences, Music)		✓	✓	
Administrative Equipment		✓		✓
High Risk non-academic Departments (Grounds)		✓	✓	

### TESTING OF RESIDUAL CURRENT DETECTORS (RCDs)

The Maintenance Manager is responsible for maintaining all RCDs fitted to School installations and for instigating regular tests. Any remedial actions necessary following the monthly tests should be completed as a matter of urgency by a competent person as previously described.

# CONTROL OF CONTRACTORS

## RESPONSIBILITIES

The School recognises that when contractors are engaged to work on School premises, there is a clear obligation to plan, monitor and control work for the safety of everyone who could be affected by their activities. The contracting organisation also holds similar responsibilities and it is School policy to work together with contractors to ensure that the workplace remains safe and without risk to health.

Some contract work will fall within the definition of 'construction work' (as defined under the Construction (Design and Management) Regulations 2007 (CDM)) and as a client the School recognises the responsibilities under these regulations for:

- verifying the competence of all external contractors
- ensuring suitable management arrangements for the project including the provision of welfare facilities for use by contractors / staff
- allowing sufficient time and resources for all stages of the project
- providing pre-construction information to designers and contractors.

## PROCEDURES

When planning work to be undertaken by contractors, a single person is appointed to take overall responsibility for planning and coordinating the work. This individual is normally the Maintenance Manager, who will undertake a thorough evaluation of the work required. All work carried out by contractors is monitored periodically to:

- review progress
- check quality of workmanship
- check that the workers on site are those expected and who have signed in
- identify any problems or unanticipated risks at an early stage
- check that work is restricted to the areas anticipated and not creating additional risks by spreading beyond the agreed area or involving unauthorised work
- check that method statements are being followed, that the contractors are complying with site rules and that they are generally working in a safe manner.

## COMPETENCE ASSESSMENT

Contractors are selected based on technical competence, experience and suitability for the work to be done. In particular our assessment process involves a review of requested information from the contractor including:

- track record of experience in similar contracts
- membership of reputable trade bodies or approved contractor schemes
- legally required registrations (e.g. Gas Safe Register)
- health and safety policies and practices
- recent health and safety performance (number of accidents, etc.)
- qualifications, training and skills of their staff and manager
- selection procedures for sub-contractors
- example safety method statements and risk assessments for similar work
- supervision arrangements
- arrangements for consulting their workforce
- references from previous clients.
- Details of all contractors are retained on the School Intranet, along with an approved list to ensure all staff are aware of those who are suitable to be appointed.

# LEGIONNAIRE'S DISEASE

## RESPONSIBILITIES

The School acknowledges its responsibilities to ensure water systems are managed suitably so as to prevent the growth of legionella bacteria in water systems in accordance with the HSE's 'Approved Code of Practice (L8) – Legionnaires Disease: The Control of Legionella Bacteria in Water Systems'.

## PROCEDURES

The arrangements for managing the risks associated with Legionella Bacteria include:

- assessment of Legionnaires' disease risk and preparation of a scheme for preventing or controlling the risk, conducted by a competent contractor.
- appointment of the Maintenance Manager as 'responsible person' with authority and responsibility for day to day implementation of the universal precautions and testing specified in the HSE's ACoP and any particular precautions specified in the risk assessment. An external specialist has been engaged to carry out physical testing under this arrangement
- the maintenance of records of all applicable maintenance and testing which are held in the Maintenance Manager's office and on the School Intranet together with a copy of the risk assessment and details of the competent person who conducted it
- monitoring by the School Security Manager to check the records and confirm that the precautions have been implemented.

In the event of difficulties in implementing the risk control programme, or test results falling outside of the required limits, the external consultant reports this immediately to the Maintenance Manager and additional resources, water treatment contractors or plumbing specialists are employed as necessary to resolve the causes.

All plumbing alterations are carried out by trained plumbers in order to ensure compliance with water regulations and byelaws.

# ASBESTOS

## RESPONSIBILITIES

The School acknowledges its responsibilities to ensure the location, type, quantity and condition of all asbestos containing materials (ACMs) are known in order to ensure safe management within all buildings.

## PROCEDURES

The School has many buildings that were constructed or refurbished during the periods when ACMs were used commonly. All School buildings have been subject to a Management Survey and the records of surveys retained in the School's Asbestos Management Plan.

Where work is to be undertaken where disturbance of ACMs may be possible which have not been inspected as part of a survey due to being previously concealed, the School will ensure that the materials are examined and where materials are suspected of containing asbestos, or are of unknown construction, samples will be collected and tested by a UKAS accredited surveyor. Before any refurbishment or demolition work is undertaken a refurbishment or demolition survey will be undertaken to detect any potentially inaccessible asbestos before such works take place.

The condition of all asbestos-containing materials is reviewed through ongoing vigilance of the Maintenance team and also formally, on an annual basis by the Maintenance Manager.

The asbestos management plan is reviewed at least annually and updated when there are changes in the matters to which they relate.

Any person whose work may disturb the ACMs, is notified of the location of the materials and made aware that no work may be carried out in the immediate vicinity. Adhesive labels are applied to all materials where asbestos is known to be present.

Work on ACMs is only carried out by licensed contractors. All of the School's internal Maintenance Staff and regular contractors have received annual asbestos awareness training and specific familiarisation with the ACMs in School buildings.

## EMERGENCIES

In the event that asbestos materials are discovered or accidentally disturbed, work in the area will cease immediately and arrangements made to make the area safe, before additional surveying, sampling and cleaning works are carried out.

## TRAINING

All operatives who could reasonably be affected by ACMs as part of their daily activities will receive annual refresher training to ensure familiarity with correct procedures. All training records will be retained by the Business Manager.

# HAZARDOUS SUBSTANCES

## RESPONSIBILITIES

The School acknowledges its responsibilities under statutory requirements to ensure all substances that could potentially cause harm are suitably assessed, controlled or eliminated. School activities involve the use of many potentially hazardous and dangerous substances including cleaning substances, paints, lubricants, glues, sealants and chemicals, for maintenance purposes and in educational capacities. The School also undertakes activities which generate hazardous or dangerous substances such as welding and wood preparations producing dusts.

## PROCEDURES

All products in use which contain hazardous or dangerous substances are listed on an inventory and a current safety data sheet is obtained from the supplier. Heads of Department undertake risk assessments of the use of each substance and exposure to any hazardous by-products and are responsible for applying the recommended risk control measures.

When storing hazardous and dangerous substances, Heads of Department are responsible for ensuring that storage areas are suitable and that only compatible substances are stored together. Where required, substances are stored in fully labeled containers which include hazard warning labels where appropriate. All containers including aerosols are stored in a cool dry place, away from the sun and any flammable liquids are stored separately in a specially designed fire resistant flammables store.

Where dusts are produced through an activity and the assessment indicates the need for additional controls, local exhaust ventilation (LEV) will be installed as close to the source as is practicable. All LEV systems will be subject to regular inspection by a competent person and additional dust monitoring undertaken to ensure effectiveness.

Substances are locked away so far as is practicable so that they are only accessible to authorised persons who have been trained in their safe use. Employees are particularly reminded of the need for good personal hygiene and the prohibition of eating, drinking or smoking, when using such substances. Employees are also provided with any necessary personal protective equipment and instructions for its use, maintenance, storage and replacement.

Substances that become surplus to requirements are disposed of via licensed waste contractors. Spillage and emergency procedures are determined as part of the risk assessment process.

Records of risk assessments for hazardous and dangerous substances are held by the Head of Department and records of training are held by Human Resources.

## TRAINING

All members of staff who are regularly exposed to substances with the potential to cause harm will receive training to ensure they are familiar with the safe systems of work for these substances.

# WORK AT HEIGHT

## RESPONSIBILITIES

The School acknowledges its responsibilities defined under various statutory requirements to manage work at height as this remains a key hazard in the workplace. Whilst the School aims to avoid work at height, there are many features within the buildings where work at height remains necessary, due in part to the historic nature of the buildings.

## PROCEDURES

Where work at height is required, a risk assessment will be carried out in order to identify the risk control measures needed to minimise the risks, so far as reasonably practicable. The risk assessment process takes into consideration the hierarchy of controls as set out within the Work at Height Regulations, the effects of weather conditions and covers the risk of falling objects in addition to the risks of falling. Where applicable, risk control measures include arrangements for rescue.

The hierarchy of controls which will be applied to all work at height are as follows:

1. avoid work at height where it is reasonably practicable to do so;
2. 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;
3. minimise the distance and consequences of a fall, by using the right type of equipment where the risk cannot be eliminated.

The School will endeavour to:

- do as much work as possible from the ground;
- ensure workers can get safely to and from where they work at height;
- ensure equipment is suitable, stable and strong enough for the job, maintained and checked regularly.

## EQUIPMENT

Ladders and step ladders are permitted for work at height where the risk is low, the work is of short duration and the nature of the work also enables three points of contact to be maintained throughout.

Where work involves difficult access or work at height where work cannot be carried out safely from ladders or steps, special access arrangements will be made which may include the use of access equipment or mobile scaffold towers.

All ladders and stepladders used by School employees meet BSEN131 standards or British Standard Industrial class, have a maximum static load capacity of at least 150kg and are inspected on at least an annual basis. Steps used for heavy industrial applications will always have a maximum static load capacity of 175kg. All work at height equipment including kick stools, step ladders and ladders, are subject to regular inspections in addition to pre-use inspection by the employee.

Two roofs have operational running line systems in place (Music School and Blackburn Science Centre); access to these roofs will only be carried out using persons deemed to be competent to use harnesses and with suitable equipment in place. Restraint harnesses are used on these roofs, rather than fall arrest. The running lines are inspected and tested on an annual basis by an approved contractor.

Several buildings have serviceable attics and loft spaces. Access to these areas will be via a suitable access ladder, secured or footed to avoid movement.

The School also has several buildings with fragile roofs and skylights; clear warning signs are displayed on all sides of the respective buildings. In the event that repairs are required or access is needed for any other reason, this is undertaken by competent roofing contractors using safety equipment and applying a safe system of work. Such work is only permitted after the Security Manager has approved a risk assessment and method statement submitted in advance. The work is also subject to a permit to work.

Should work be necessary on a flat roof, the access route and the work area will be suitably protected with perimeter edge protection.

## TRAINING

All operatives who are regularly involved in work at height will receive appropriate training to ensure they remain aware of the hazards associated with work at height and the precautions required. Where specialized equipment is used, training may be carried out by an external, suitably accredited body.

# LONE WORKING

## RESPONSIBILITIES

The School acknowledges its responsibilities to ensure the health, safety and welfare of all those who need to work alone as part of their activities.

The Health and Safety Executive (HSE) defines lone workers as 'those who work by themselves without close or direct supervision.' The School has identified the following lone working situations:

- Grounds Staff working on secluded areas of Grounds
- Cleaners working in School buildings late at night or during quiet periods
- Workers on School business away from School without a companion
- Maintenance staff working in isolated buildings or properties
- Security staff
- Reception staff

## PROCEDURES

The School has undertaken risk assessments of these lone working activities and put in place risk control measures including:

- Manager awareness and monitoring – ensuring all members of staff who work alone inform their manager and a means of contact is established
- Use of Radios
- Working in teams / pairs
- Personal Alarms – to alert management and the emergency services to an incident where a person is threatened or taken ill
- Security messages – for those who may need to discreetly raise the alarm

The School will continue to inform staff when tasks may not be undertaken as a lone worker.

Should any member of staff feel uncomfortable about a situation they find themselves in, they must immediately leave and return to a place of safety and / or raise the alarm. Such action has the support of management.

## TRAINING

Where the risks associated with lone working are high risk, training in the procedures required to mitigate risks will be carried out to ensure familiarity with the required procedures.

# **PRESSURE SYSTEMS**

## **RESPONSIBILITIES**

The School acknowledges the responsibilities to ensure this equipment is well maintained and regularly assessed to ensure hazards contained within pressurised equipment are not realised. The School has several items of plant and equipment which fall within the requirements of the Pressure System Safety Regulations 2000.

## **PROCEDURES**

A written scheme of examination has been prepared for each piece of equipment and that written scheme is held in a location readily accessible to the plant. Examination and testing is carried out by a competent person in accordance with the written scheme.

The Maintenance Department and various Heads of Department and Technicians operate the pressure systems on a day-to-day basis. This includes undertaking regular checks and the planned preventative maintenance schedule. All maintenance on pressure systems is deemed to be specialist so will only be undertaken by competent contractor.

Appropriate emergency response procedures will be prepared to take into account the additional risks posed by pressurised equipment, as advised by specialist contractors.

Records are retained of all inspections, testing, examinations and maintenance which takes place and of any other correspondence or report relating to the system. The Maintenance Department also record any abnormal operating conditions and these records are made available to the competent person during the next examination.

# LIFTING OPERATIONS AND EQUIPMENT

## RESPONSIBILITIES

The School acknowledges the responsibilities to ensure all lifting equipment is duly assessed and adequately maintained in accordance with statutory requirements. The School's activities involve the use of lifting equipment including passenger and goods lifts and hydraulic working platforms.

## PROCEDURES

All lifting equipment including lifting accessories is identified on a schedule which is used to ensure that each item has received the maintenance and inspection required.

Equipment is clearly marked with its 'safe working load' (SWL). As appropriate, equipment is also signed to indicate its prohibition for the carriage of persons or, where applicable is marked to indicate the maximum number of persons which it is designed to carry.

Suitable storage is provided for lifting accessories to prevent accidental damage or corrosion.

Equipment is subject to a maintenance regime in accordance with good practice and taking into account manufacturers instructions. Equipment is also subject to periodic Thorough Examination and Testing to a schedule meeting the requirements of the Lifting Operations and Lifting Equipment Regulations (LOLER) and an inspection report is issued. Pre-use inspections are carried out by operators of lifting equipment and the results recorded. Defective equipment is taken out of service whilst awaiting repair or replacement.

Lifting equipment is only used by persons that have had suitable and sufficient information and training on their safe operation and use and any precautions or safeguards required. Operators must also be trained and competent and authorised to use the equipment.

## EQUIPMENT

Passenger lifts under our control are subject to a maintenance contract with a specialist contractor and receive a thorough examination and test by a competent person every 6 months. Improvements identified through inspections are undertaken and any defects repaired as required.

The School monitors to ensure, so far as is reasonably practicable, that our lift maintenance contractors operate safe systems of work for the protection of building users including the use of barriers at lift landings when the doors are open to the shaft, warning signs when lifts are out of use and the protection of tools and equipment from unauthorised access, especially in Boarding Houses.

The School also requires external contractors to operate safe systems of work for their own protection and periodic monitoring takes place to check that they appear to be working safely including use of props or other safety devices when working beneath the lift car and work at height controls when working above.

Lift cars clearly display safe working loads and the maximum number of passengers.

Lift cars are also equipped with emergency lighting and with a passenger alarm/emergency telephone. Lift release procedures would be initiated by an external contractor on an emergency call out contract.

Records of maintenance and inspection are held by the Maintenance Department.

## TRAINING

Where specialized training is required to operate equipment involved in lifting operations, records of training will be held by the Business Manager.

# WORK EQUIPMENT

## RESPONSIBILITIES

It is the intention of Reddam House Berkshire that all machinery, whether static or mobile, academic or maintenance, will be operated, maintained, guarded according to the relevant assessed risks, in accordance with current legislation.

## PROCEDURES

All reasonable steps will be taken to secure the health and safety of employees who use, operate or maintain plant, machinery and equipment.

Assessment of equipment commences at procurement stage and the School will endeavor to procure equipment with the lowest potential hazard to the user or operator. Research will be undertaken by those responsible for procurement to ensure the equipment specified complies with all current legislation and does not expose employees to unnecessary risk, so far as is reasonably practicable.

## EQUIPMENT

All plant, machinery and equipment provided for use in the workplace will be subject to a system of inspection, service and maintenance as recommended by the manufacturer or competent engineer.

Records of the inspections, service and maintenance including statutory inspections will be maintained in accordance with current legislation. Where deficiencies have been identified, the relevant Manager is responsible for ensuring that remedial actions are completed within reasonable timescales according to the level of risk.

Isolation measures will be made clear on all machinery and equipment and will be the subject of a specific briefing before use of new equipment. Key control will be of particular importance in isolating machinery, especially where harm could be sustained through unsupervised use. All ignition keys will be removed from vehicles and equipment and securely stored so as to deny access.

## TRAINING

Training will be given to staff who use equipment where risks are present to ensure familiarity with the required safe systems of work. Records of training will be retained by the Business Manager.

# MANUAL HANDLING

## RESPONSIBILITIES

Reddam House Berkshire will, so far as reasonably practicable, ensure arrangements are made to reduce the risk to employees' health caused by manual handling.

## PROCEDURES

Equipment is provided where possible to minimise or simplify handling of heavier objects and Line Managers will ensure that two persons are available where the risk assessment identifies the need.

Where reasonably practicable, loads are labeled with their weight and if necessary, centre of gravity. Where it is not reasonably practicable to mark the weight of individual loads we provide information to staff on the range of weights for certain types of load they are likely to encounter.

Specific manual handling risk assessments are undertaken by Heads of Department and by the School Security Manager to identify tasks which present a risk of injury and the precautions required to reduce the risk to the lowest level reasonably practicable. Recommendations arising from the assessments are implemented by managers, employees are instructed in the outcome and copies of the assessments are provided to relevant employees.

Safety footwear and suitable gloves are supplied to all staff who require them and will ensure that it is used. When specifying protective clothing or uniform, the need to allow unrestricted movement for manual handling activities has been taken into account.

## TRAINING

Where the School has specified the use of equipment or safe systems of work to reduce manual handling risks, staff are trained in the safe system of work. Records of training are retained by Human Resources.

New and expectant mothers, those with health conditions which place them at additional injury risk, and workers below the age of 18, are generally prohibited from carrying out manual handling activities. Where an individual in these categories has duties which would ordinarily involve manual handling, their line manager is responsible for ensuring that they are not permitted to continue with these duties until the risks have been assessed.

For staff who are not expected to carry out significant lifting and therefore do not receive detailed manual handling training, we make it clear during induction training that they are not permitted to undertake these types of activities.

Records of manual handling assessments are retained for at least five years and master copies are retained by relevant Heads of Department and by the School Health, Safety and Security Manager.

Manual handling assessments are reviewed at least annually or more often if there have been changes in the matters to which they relate.

# DISPLAY SCREEN EQUIPMENT

## RESPONSIBILITIES

The School acknowledges its responsibilities to ensure all workers have sufficient space and a workstation that is not detrimental to health, as well as a generally safe environment.

## PROCEDURES

Suitable furniture is provided for our office staff including adjustable chairs at computer workstations. Sufficient space is provided for the needs of each user including the provision of storage space away from the desk where necessary.

Office environments have been designed for the comfort of display screen users taking into account the need to control nuisance noise, temperature, humidity and lighting and taking into account the age and nature of the buildings.

All DSE users are able to take regular breaks away from desks.

Workstation assessments conducted by the School Security Manager to identify any particular improvements required to individual workstations. The outcome of assessments is shared with each user.

Mobile equipment is also used by members of staff who do not have a permanent workstation or who need to work in several locations.

Workstation assessments are reviewed regularly or whenever there has been a change to the workstation. Records of workstation assessments are retained for at least five years and master copies are retained by Human Resources.

Eye and eyesight examinations are provided by the School on request and where needed solely for the use of the equipment, the cost of a basic pair of spectacles is also reimbursed.

Employees who are designated users are provided with training in the hazards of display screen use. This training is provided on a regular basis and employees are encouraged to promptly report any problems including health concerns, to the School Security Manager who is responsible for arranging a reassessment of the workstation and any corrective action required. If the matter is not easily resolved, assistance will be obtained from an occupational health specialist.

# **WELFARE AND HYGIENE**

## **RESPONSIBILITIES**

The School acknowledges its responsibilities to ensure all staff are provided with a workplace and associated facilities in order to comply with the Workplace (Health, Safety and Welfare) Regulations 1992.

## **PROCEDURES**

Well-equipped sanitary and washing facilities are provided in sufficient numbers for the staff and pupils. Facilities are also provided for staff to obtain drinking water, for heating water and heating food. Staff are able to rest and eat food in a variety of areas around the School.

The School has also considered the needs of new and expectant mothers and will ensure rest rooms and other facilities deemed necessary will be provided when required.

All facilities are inspected on a regular basis to ensure they remain sanitary and in good working order.

All welfare facilities are ventilated, well lit and designed so as to be easily cleaned. All welfare facilities are cleaned daily.

# LPG INSTALLATIONS

## RESPONSIBILITIES

Commercial and domestic gas installations run from tanked LPG in several locations. The School acknowledges its' responsibilities to manage the use of pressured gas installations on the estate.

## PROCEDURES

The School uses external competent contractors to undertake all installation, maintenance and servicing work on LPG installations. All periodic inspections are recorded and the details held in the property files for each building within the Maintenance Office.

The Maintenance Manager may, at his discretion, initiate more frequent inspections depending on circumstances and use.

Above ground tanks are protected by locked compounds and underground tanks are fenced to protect them from accidental damage by mowers etc. Where there is potential for the tanks to be impacted by vehicles additional protection in the form of bollards has been installed.

Staff that are resident in properties where there are gas installation receive specific guidance notes including call out procedures and emergency numbers. Maintenance staff that may be called out to attend gas related incidents have been supplied with specific training and guidance notes.

All tanks and compounds will be checked for security and safety by Security Staff as part of their rounds. Inspections will also be made to ensure the compounds are clear of combustible materials, compounds and tank covers are locked and protective measures are safe and secure.

All gas pipework will be assessed annually and all gas appliances will be serviced and assessed bi- annually.

All properties with Gas installations will be fitted with Carbon Monoxide detectors.

## DELIVERIES

All deliveries are made by competent external suppliers. Deliveries are made via a top up service to School accounts and via private arrangement for domestic properties.

# PERSONAL PROTECTIVE EQUIPMENT

## RESPONSIBILITIES

The School acknowledges its responsibilities to provide personal protective equipment (PPE) without charge to its' employees. The School also recognises that the use of PPE as a risk control measure is a last resort as it protects only the user and is at risk of not being worn correctly.

## PROCEDURES

School employees are supplied, without charge, any PPE identified as a required risk control measure within risk assessments. An assessment is made to ensure PPE is ensure that it is suitable, i.e. it reduces the identified risk as intended, is CE marked, is a good fit, is suitable for the individual using it, is compatible with other PPE, and that suitable storage is provided to prevent damage and that instructions are provided in its' correct inspection, use, cleaning, storage and maintenance.

Employees who are required to use or wear PPE are provided with training on the circumstances in which it is used, the hazards against it will give protection, the importance of correct use, how to wear it to obtain the right protection and any limitations of the equipment. The training also includes how to inspect, clean, maintain and store the equipment and how to report defects and obtain replacements. Training records are retained by the Business Manager.

Employees are expected to comply with the requirements to wear PPE and to ensure it is used as designed and not misused in any way.

PPE is checked regularly by line managers and Heads of Department and replacements are available on request in between inspections.

# **SAFETY SIGNS AND SIGNALS**

## **RESPONSIBILITIES**

The School acknowledges its responsibilities to assess areas where signage is required and to install signage that benefits users of the area and complies with all statutory requirements.

## **PROCEDURES**

Statutory health and safety notices are displayed around the School including no smoking signs, Health and Safety Law posters and the current Employers Liability Compulsory Insurance certificate. A copy of the Health and Safety Policy Statement, signed by the Chairman of Governors is also displayed in all workplaces.

Signage is displayed to indicate fire escape routes, fire actions, fire extinguisher locations, first aid details and traffic safety instructions. Safety signs are also displayed where a risk assessment indicates that there are residual risks which cannot be adequately controlled by other means and are used to give warnings, prohibit certain actions and communicate mandatory safety rules.

Signs comply with the colour way and pictogram requirements of the Health and Safety (Safety Signs and Signals) Regulations.

Signage is checked regularly by means of workplace inspections to each building.

Audible signals including fire alarms and intruder alarms are tested regularly to ensure that they are clearly audible in relevant areas and that staff are familiar with the sound.

# DISABLED AND TEMPORARILY DISABLED

## INTRODUCTION

The School welcomes pupils and staff from all sectors of society and endeavours to accommodate the needs of each individual, so far as is reasonably practicable. The law requires that responsible bodies anticipate the requirements of staff, visitors or pupils with disabilities and to make reasonable adjustments to the workplace and to management arrangements to ensure their well-being.

The location, physical characteristics and topography of the School presents some challenges to those with impaired mobility; however, an assessment will be made in each individual case to establish whether reasonable adjustments can be made to allow practical use of the facilities.

This Policy sets out the School's commitment to disabled pupils, staff and visitors and provides a framework to ensure the School offers a supportive environment for all members of the School community.

## RESPONSIBILITIES

On an ongoing basis the School is committed to identifying the impact of disabilities on the structural, organizational and physical barriers that often hinder disabled people from achieving equality and inclusion within the workplace. The Maintenance Manager is responsible for ongoing assessment of any areas where access improvements can be made, where reasonably practicable and all new projects are designed in compliance with current legislation to ensure adequate disabled access is incorporated within new buildings.

The School ensures that the needs of disabled staff are taken into account within risk assessments for general activities. Where necessary an individual risk assessment for the work of the particular employee will be undertaken, taking into account abilities and disabilities. The risk assessment covers not only the risks to the individual but also any additional risks which may be created if the individual is unable to assist in anticipated emergency situations such as a fire or evacuation.

Should an employee become disabled during employment, either permanently or temporarily, an assessment will be made to establish the effects of their impairment and to confirm any reasonable adjustments that may be required.

## PROCEDURES

The School is subject to an internal Disability Access Audit every two years, in order to identify and confirm any areas where improvements can be made. This audit also highlights and records where circumstances may have changed during the period, for instance, due to deterioration, change of use or refurbishment. The audit results form the basis of an Action Plan for improvement, which includes targets for improvement over a defined period and is subject to regular review.

When required, the School will prepare a Personal Emergency Evacuation Plan (PEEP) to cover areas where mobility may be potentially difficult in the event of an emergency without assistance.

Where the School employs persons with disabilities, or where existing employees become disabled, reasonable steps will be taken to ensure that the workplace is adapted for their needs including arrangements to ensure their health, safety and welfare.

In the case of temporary disability such as a broken limb, it may be necessary to exclude the individual from a workplace if adaptations are not reasonably practicable in the short timescales involved. When individuals have been issued with a fit note by a doctor, they are not permitted to work unless either the date to which they have been signed as unfit to work has been reached or, if the fit note indicates they may be fit to work subject to conditions, that those conditions have been assessed and relevant changes have been made to meet them, if necessary using occupational health advice. Relevant risk assessments will be reviewed regularly or when there is a change in the person's health condition.

# **NOISE AND VIBRATION**

## **RESPONSIBILITIES**

The School acknowledges the duties placed upon it to reduce the exposure to noise and vibration to their employees.

The School will to make a suitable and sufficient risk assessment and introduce control measures to, in the first instance, eliminate noise and vibration at source or, where this is not reasonably practicable, reduce the vibration to as low a level as reasonably practicable.

## **PROCEDURES**

The School will ensure where practicable that noise and vibration levels will be maintained below the Lower Exposure Action / Daily Exposure Limits will undertake a suitable and sufficient risk assessment for all activities where there is a risk of employees being exposed above these levels.

The School will ensure all employees, contractors and visitors obey any instructions and warning notices with regard to wearing of hearing protection in designated areas and will ensure plant and equipment is selected and maintained to minimise noise and vibration levels. All employees will be instructed in the use of all equipment that may produce noise and vibration to excessive levels.

Suitable PPE will be provided where this will reduce exposure but only as a last resort.