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# 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, students 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.

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## Part I - Statement of Intent

This policy applies to all staff working at Reddam House Berkshire (“the School”). It will be reviewed annually or sooner, if there is a significant change to the Management Structure and/or responsibilities. change to the function of the School or there is a critical incident

The School recognises its legal obligations under the Health and Safety at Work Act and other legislation, including the provision of a safe workplace, safe equipment and safe systems of work, information, instruction, training and supervision.

The School monitors its performance in the management of health and safety through document review, inspection regimes, monitoring of data (e.g. accidents and incidents) and the oversight of a Health and Safety Committee.

## Part II - Organisation

### Board of governors ("The Board")

The Board has overall collective responsibility for health and safety within the School. It has a responsibility to ensure that health and safety issues are considered and addressed and that the Policy is implemented throughout the School. They will also make adequate resources available so far as is reasonably practicable, to enable legal obligations in respect of health and safety to be met. Where appropriate, advice from a Competent Person will be sought to advise the School and tasks will be delegated to suitable employees to assist the Board in carrying out its duties.

### Principal

The Principal will assist the Board in directing the overall management and development of the Policy, defining the aims of the Policy and communicating the responsibilities associated with the management of health and safety within the School. The Principal will assist the Board in implementing changes in the Policy which the Board have approved.

### Bursar

The Bursar has day to day management responsibility for ensuring that, so far as is reasonably practicable, arrangements are in place for health and safety management, including but not limited to:

- Safety and security
- Fire safety
- Electrical safety
- Gas safety
- Water quality
- Asbestos
- Emergencies
- Staff induction

He will also act as the School Safety Co-ordinator, whose duties will include:

- advising the Principal and the Board on maintenance requirements beyond current resources
- co-ordinating advice from specialist safety advisors and producing associated action plans
- monitoring health and safety within the School and raising concerns with the Principal
- compliance with the Construction (Design and Management) Regulations
- chairing the School Health and Safety Committee
- preparing a report to the Board on health and safety performance

### Heads of Faculty/Department (Teaching)

The Heads of Department will ensure, so far as is reasonably practicable, the health and safety of those affected by activities under their control. They are responsible for maintaining up to date risk assessments for areas under their control. Specific risk assessment requirements are:

- Science (including harmful substances and flammable materials) - Head of Science
- Sports activities - Head of PE
- Drama - Head of Drama
- Art (including harmful substances and flammable materials) - Head of Art
- Music - Head of Music
- Trips and visits – Heads of School
- Ammunition and firearms - Combined Cadet Force Commanding Officer

They will also be responsible for identifying, organising (and maintaining records) of training that is relevant to their area of control.

## Estates Manager

The Estates Manager will assist the Bursar with the implementation of the following:

- Building security
- Prevention of unsupervised access by pupils to potentially dangerous areas (in co-operation with others as appropriate)
- Registration and control of visitors
- Site traffic movements
- Maintenance of School vehicles
- Testing arrangements, maintenance and records, including fire, electrical, gas, equipment, water quality, asbestos
- Good standards of housekeeping, including drains, gutters etc
- Control of hazardous substances for grounds maintenance activities

## External Health and Safety Advisors

The Bursar will arrange as appropriate for external consultants to advise on matters of health and safety within the School. Such provision may include:

- Structural surveyors to give advice on the external fabric of the school.
- Engineers monitor and service the school's plant, equipment, including boilers annually.
- Gym, fitness and playground equipment.
- The school has a suitable and sufficient fire risk assessment which is reviewed annually for items in the action plan and updated every three years, or when significant changes are made to the interior of buildings, or new buildings are bought or added.
- In addition to the weekly fire alarm tests, the alarm system, together with all smoke detectors, emergency lighting, extinguishers are tested annually by a qualified contractor.
- The school has a suitable and sufficient risk assessment for legionella, every two years and a quarterly water sampling and testing regime in place.
- The school maintains an asbestos register and the bursar is responsible for ensuring that it is kept up-to-date and for any sampling or removal before major works takes place. They are also responsible for the maintenance of an asbestos management plan. He is also responsible for making sure that contractors are fully briefed on areas of asbestos before starting work.

## School Health and Safety Committee

The Committee will meet once a term and will be chaired by the Bursar. The Governor who is responsible for overseeing health and safety will attend these meetings where possible and will discuss any matters arising from the minutes. The other members of the Committee are:

- |   |                                |
|---|--------------------------------|
| • Heads of ELS, Juniors and Senior School | • The General Services Manager |
| • The School Nurse                        | • CCF SSI                      |
|   | • Estates Manager              |

The role of the Committee is to:

- discuss matters concerning health and safety, including any changes to regulations;

- monitor the effectiveness of health and safety within the school;
- review accidents and near misses, and discuss preventative measures;
- review and update risk assessments;
- discuss training requirements;
- monitor the implementation of professional advice;
- review the safety policy guidance and updating it;
- assist in the development of safety rules and safe systems of work;
- monitor communication and publicity relating to health and safety in the work place;
- encourage suggestions and reporting of defects by all members of staff.

## The School Nurse

The School Nurse is responsible for:

- Maintaining an accident book and reporting notifiable accidents to the Health & Safety Executive
- Keeping statistics and preparing summary reports for the School Health and Safety Committee
- Escorting pupils to hospital (and informing their parents)
- Checking that all first aid boxes and eye wash stations are replenished

## Staff

The cooperation of all staff is essential to the success of the Policy and the School requests that staff should notify their Head of Faculty/Department or the School Safety Co-ordinator of any hazards to health and safety which they notice and of any suggestion they wish to make regarding health and safety.

Staff are required to: -

- follow the Policy;
- take reasonable care for the health and safety of themselves and others who may be affected
- follow requirements imposed on the school or any other person under health and safety law and co-operate fully to enable the duties upon them to be performed
- carry out all reasonable instructions given by managers / senior staff
- make proper use of anything provided in the interests of their health and safety such as protective equipment. Reckless or intentional interference with such equipment will potentially be regarded as a dismissible offence
- comply with any reasonable request made by any of the persons named above in relation to the fulfilment of their duties

## Part III - Arrangements

This section is a summary of the operational procedures in place to ensure the efficient management of the School estates, grounds and buildings. It is not intended to be an exhaustive list since there is extensive, detailed documentation provided elsewhere, many checks are undertaken on a weekly or even daily basis.

As noted within this document, separate records are kept for a variety of procedures, for those subject to external inspection authorities, such as Fire.

### Accident Reporting

Accidents and Incidents are recorded electronically in a shared staff drive using a standardised Accident / Incident reporting form. Applicable incidents are reported to RIDDOR by the School Nurse, or other authorised, competent persons.

**See also: Appendix II – Accident Reporting template**

### Asbestos Management

The School contains building of a variety of ages, so there is asbestos present on the site. As the school is refurbished, where appropriate the asbestos is removed in a controlled manner. An Asbestos Register is maintained and reviewed and updated annually with appropriate actions undertaken to ensure that the risk of asbestos is managed.

### Cleaning

Most of the School's cleaning is undertaken by the School's Cleaning contractors, Sodexo, who have a full-time on-site Cleaning Supervisor and General Service Manager. All cleaning materials are stored in lockable cupboards, along with COSHH records.

The Bursar liaises with the Cleaning Supervisor to periodically review the specification and outcome of the cleaning operation.

### Confined Spaces

The School recognises its responsibility for the welfare and safety of its employees and the risks associated with working in confined spaces are reduced by the following steps:

- avoiding entry to confined spaces, e.g. by doing the work from the outside;
- if entry to a confined space is unavoidable, following a safe system of work; and
- putting in place adequate emergency arrangements before the work start (e.g. not working alone; assuring a means of escape)

There are very few confined spaces on the site, but these include working in manholes (e.g. to clear blocked drains) or crawl spaces (e.g. in high level ceilings).

**See also: HSE guide: Safe work in confined spaces**

<http://www.hse.gov.uk/pubns/priced/l101.pdf>

### Construction and Maintenance

The School recognises its duties as a client under Construction Design and Maintenance 2015 in the event of commissioning construction works and to notify the HSE for projects over the threshold for



duration and number of workers.

**See also: HSE guide: Short guide for clients on the Construction (Design and Management) Regulations 2015**

<http://www.hse.gov.uk/pubns/indg411.pdf>

## Contractors (Construction and Maintenance)

All contractors visiting the site are signed in at the Estate Manager's office and issued with a contractor's badge. Contractors who are not DBS checked are accompanied when working in the buildings.

The School maintains a register of regular contractors, along with their DBS records.

The School has developed a Contractor's Code of Practice, to be issued to all contractors visiting the site.

**See also: Access, Security and Lone Working Policy**

## Control of Substances Hazardous to Health (COSHH)

Hazardous substances are largely controlled by the Estates team, who keep them securely locked in appropriate areas away from main parts of the school, using controls such as fire retardant stores, limits on quantities of flammable materials (e.g. fuel for mowers), and secure compounds (e.g. the grounds shed). The estates manager ensures suitable measures and records are in place for these substances.

The Lead Science Technician manages the appropriate storage and control of chemicals in prep and storage rooms which are always kept locked, and through the issuing of hazard cards and chemicals risk assessments

The School's main contractor is Sodexo, who maintain their own COSHH records and share these with the School. Every cleaning cupboard containing chemicals is kept locked when not in use and contains a COSHH folder.

## Display Screen Equipment (DSE)

A small number of School staff can be considered DSE users. Staff are encouraged to take breaks away from their computer screens and desks. Staff who work primarily in an office environment are encouraged to undertake a Display Screen Equipment assessment of their workstation.

## Driving Vehicles at Work

All School staff who may be required to drive their own or another vehicle on School business other than commuting to work are required to have insurance for business use on their policy.

Vehicles on site must be kept below the speed limit of 15mph. A separate policy is under development for the use of School vehicles.

## Electricity at Work

All plant rooms, electrical panels and fuse boxes are always kept locked unless attended by a specialist contractor and/or an appropriate member of staff.

### **PAT Testing**

The law requires an employer to ensure that their electrical equipment is maintained to prevent danger. Regular PAT testing and frequent visual inspection ensure this is maintained. HSE provides guidance on how to maintain equipment including the use of PAT.

The school uses a specialist external contractor to conduct PAT testing of all electrical items on an annual basis and/or as applicable, and holds central records of these in the Estates office.

New equipment is checked visually to verify the item is not damaged.

### **Fixed Wire Testing**

This is undertaken every five years with the last check in 2017. The School electrician coordinates an action plan for any remedial works, under the supervision of the Estates Manager.

### **Emergency Lighting**

Emergency lighting is tested periodically by the school's electrician throughout the year. Records of these tests are stored electronically in a shared excel workbook. Hard copies are kept in the Estates Manager's office.

### **Fire Log Book**

The Fire Log Book is kept in the Estates Manager's office and details all statutory fire related procedures, as well as records of alarm tests and fire drills.

### **Firearms**

The school hold a number of firearms in the armoury in the basement. These are controlled by the CCF SSI, monitored by an external monitoring company and controlled in line with MOD guidance

### **First Aid at Work**

A list of trained first aiders amongst School staff is listed in Appendix IV. In addition, there are two School Nurses who provide cover between the hours of 8:30-5:30pm Monday – Friday and 9-12pm Saturdays.

**See also: Management of Medicines Policy**

### **Infection and Communicable Diseases**

Any student or other person who feels unwell reports to the School Nurse who will identify any risk of communicable disease or refer to the local GP, and recommend steps to contain any infection. Any bodily fluid spillage (vomit, blood etc) is reported immediately to the cleaning team. A regular regime of cleaning, including deep cleaning is undertaken.

### **Legionella Procedures**

The Estates Manager oversees the regular testing and recording of water temperatures and conducting water run-offs in installations not in regular use. Checks are recorded throughout the

year in a shared excel workbook, including locations tested, flow and return temperatures, water run-offs, pasteurisation, de-strat, secondary pumps, actions arising and their resolutions. Hard copy records are kept in the Estates Manager's office.

The school contracts a specialist contractor (currently Eaton Environmental), who conduct full Legionella Risk Assessments, and make monthly monitoring visits, which include sampling, temperate checks and recommended remedial actions.

The Estates team carry out weekly flushing exercises on areas not in regular use and keep a detailed record of these.

The Estates Manager and Bursar have both completed training in the control of legionella and legionellosis.

## Lettings and External Users

The School hires and provides the use of its facilities to third parties outside of term time and the school day, with reference to a separate lettings agreement. Specific controls are put in place to ensure the minimising of risk to the hirer, to students and the school community and to school assets. Every letting is accompanied by a hiring agreement including provisions such as access, parking, security, insurance and terms of hire.

## Manual Handling

The School recognises that Manual handling is one of the most common causes of injury at work and causes over a third of all workplace injuries which include work related Musculoskeletal Disorders (MSDs) such as upper and lower limb pain/disorders, joint and repetitive strain injuries.

The School has several tools to reduce the risks associated with manual handling, such as flat-bed trolleys for moving bulky and heavy items. Where suitable tools and equipment are not available, staff are encouraged to request the loan or purchase of these. Staff are advised not to undertake any manual handling task which presents too great a risk of injury.

Manual Handling training is facilitated for staff likely to have regular need to use it, such as site staff and ELS practitioners. A list of trained staff is included in Appendix III – Staff training records.

**See also: HSE guidance on manual handling**  
<http://www.hse.gov.uk/pubns/indg143.pdf>

## New and Expectant Mothers

Where the School is informed by an employee that they are a new or expectant mother, a risk assessment will be undertaken by their line manager and reported to the Bursar. The School will consider any adjustments that may need to be taken to the new or expectant mother's working conditions, hours etc and take actions as appropriate.

**See also: HSE guidance: new and expectant mothers**  
<http://www.hse.gov.uk/mothers/faqs.htm#q23>

## Noise at Work

Generally, noise at work does not present a significant risk at the School. However, the School

recognises the risk of permanent and disabling hearing damage or other conditions such as tinnitus. The higher risk activities in relation to noise at work generally involve work undertaken by the estates team involving the use of machinery (e.g. lawn mowing, use of powertools). Other staff may also be at risk from prolonged use of machinery (e.g. technicians). The School recognises its duty to assess risk, provide training and PPE (hearing protection) in the event of activities or work locations exposing staff to noise of 80 decibels or higher.

**See also: HSE guidance: noise at work**

<http://www.hse.gov.uk/pubns/indg362.pdf>

## Personal Protective Equipment (PPE)

All School staff who are required to undertake work for which PPE is required are issued with the required equipment.

This includes but is not limited to:

- Gloves
- Ear protection
- Face masks
- Footwear (toe protection)

Where PPE is not available, staff are aware that they may not undertake the task until the PPE is secured. Staff are aware of the process for placing purchase orders via the finance office.

## Risk Assessment

*It is a legal requirement for every employer and self-employed person to make an assessment of the health and safety risks arising out of their work. The purpose of the assessment is to identify what needs to be done to control health and safety risks.*

***Regulation 3 of the Management of Health and Safety at Work Regulations 1999.***

In general, risk assessments are stored electronically in the staff drive. These have been undertaken for key estates-related activities and locations, as well as for regular activities involving risk (e.g. sports lessons)

Appendix I contains the Risk Assessment template to be used for any activities beyond the normal operation of the School day.

**See also: Appendix I - Risk Assessment Template**

## Trees

The School recognises its legal requirement to ensure that trees on School premises are safe, and that trees should be inspected periodically by a suitably qualified person. The School undertakes regular tree assessments using suitably qualified professionals.

**See also: Forestry Commission - Common Sense Risk Management of Trees**

[http://www.forestry.gov.uk/pdf/FCMS024.pdf/\\$file/FCMS024.pdf](http://www.forestry.gov.uk/pdf/FCMS024.pdf/$file/FCMS024.pdf)

## Working at Height and Safe Use of Ladders

The School recognises the definitions of Working at Height and staff are briefed that only trained staff may undertake work which falls under these definitions.

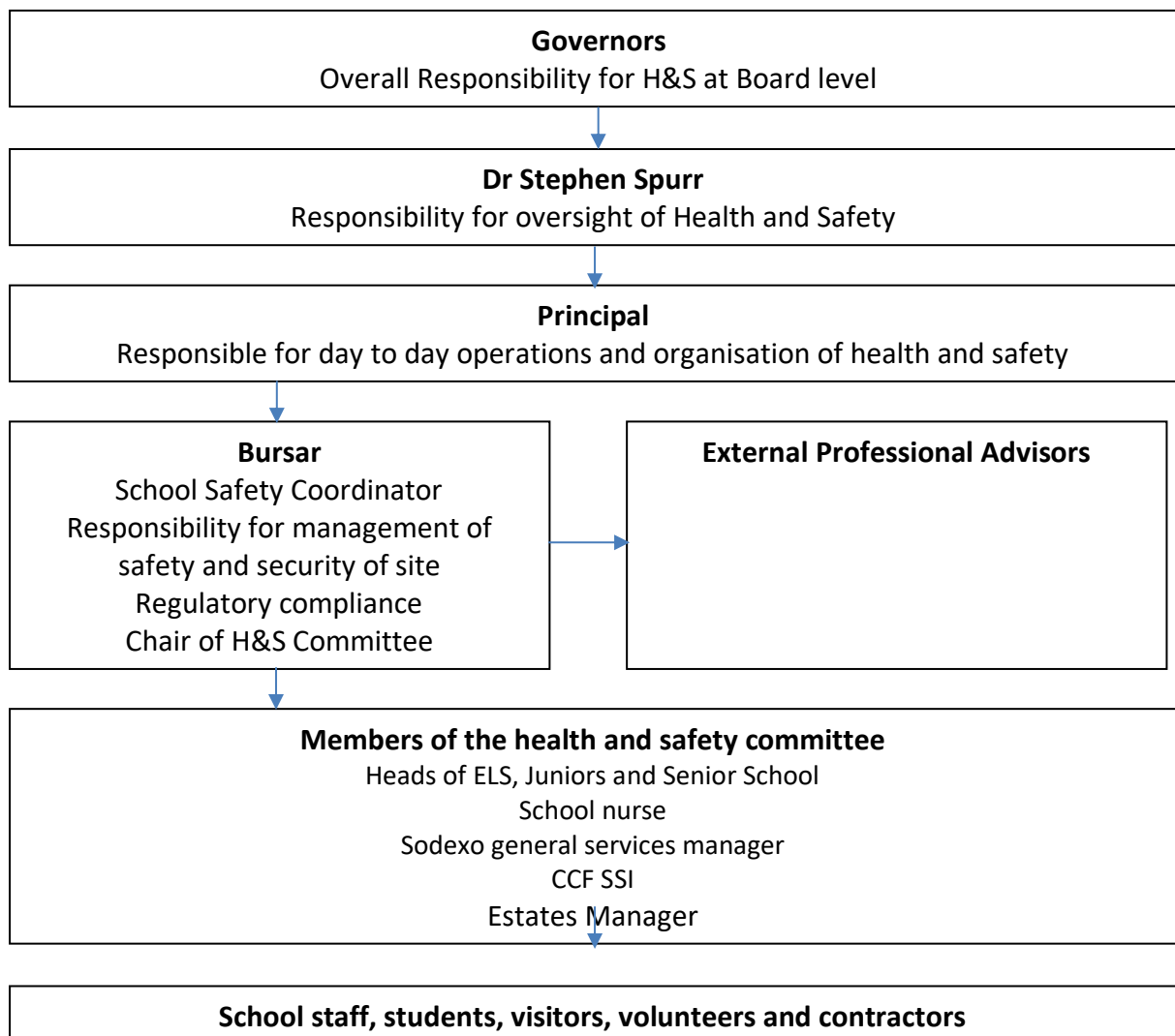
A list of trained staff is included in Staff training records

**See also: Staff training records**

**See also: HSE guidance**

<http://www.hse.gov.uk/pubns/indg455.pdf>

## ANNEXE A: Organisational Structure for Health and Safety



## ANNEX B: Supporting Policies and Documentation

Including but not limited to:

- Staff Wellbeing and Absence Policy;
- Working at Height;
- COSHH;
- Radiation;
- Lone Working;
- Display Screen Equipment;
- Educational Visits;
- Risk Assessments;
- Lettings;
- Manual Handling and Lifting;
- First Aid;
- Administration of medicines;
- Accident reporting and RIDDOR.