

HEALTH & SAFETY POLICY

Applicable to:	RGS Guildford RGS Prep, including EYFS
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Executive owner:	Director of Finance & Operations
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1. Employer's Safety Statement

Health and Safety at Work, Etc. Act 1974 - General Statement of Policy

The Royal Grammar School, Guildford (RGSG) and RGS Prep (collectively 'the School') are committed to doing all that is reasonably practicable to protect the health, safety and welfare of our students, employees, governors and visitors; and any other person affected by our activities, through applying the high standards set out within this policy.

The Governing body has overall responsibility for ensuring that we maintain high standards of health and safety. However, we rely on all members of our community to play their part in implementing our Health and Safety policy and to drawing to our attention any areas in which we can improve.

The School's Executive Leadership Team, Senior Management Team and Departmental leadership will take all reasonable and practicable steps to:

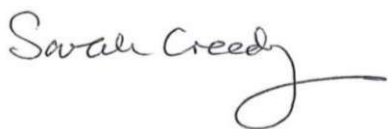
- Provide and maintain a safe and healthy working environment including safe access and egress arrangements and suitable welfare facilities;
- Provide information, instruction, training and supervision to enable governors, employees and students to perform their roles safely, including drawing the policy to the attention of all new governors and employees as part of the induction process;
- Undertake risk assessments, implement identified control measures and ensure that safe systems of work are applied in relation to all of our activities where risks are identified;
- Ensure that any events organised by the School are well managed and risk assessed;
- Ensure that all work equipment is suitable for purpose, safe and properly maintained;
- Ensure safety and absence of risks to health in connection with the storage, handling, use and transport of articles and substances;
- Minimise the use of hazardous or dangerous substances and where their use cannot be eliminated, implement suitable controls;
- Make available all necessary safety devices and protective equipment and supervise use;
- Ensure the competence of any contractor we engage and ensure that the appropriate risk assessments, agreements and contractual expectations are in place in relation to health and safety;
- Be prepared for emergencies such as fire and medical incidents, and aspire to investigate significant incidents leading to injury or ill health;
- Ensure that any food sold, cooked, stored, handled, prepared and/or distributed is done so in accordance with the relevant legislation.
- Promote a positive Health and Safety culture within the organisation.

The School is committed to ensuring that the implementation of the Health and Safety management system is adequately resourced to enable the full implementation of this policy. Accordingly, the School will assess the health and safety implications of significant organisational, operational or estate changes, as detailed in the School's Risk Assessment Policy. Appropriate risk assessments and control measures will be implemented before such changes are introduced.

The School has appointed a Health and Safety Manager as the internal 'Competent Person' to advise and assist with the implementation and management of the Schools' Health and Safety Management System and associated day to day requirements across both Schools.

The School has also appointed Assured Partners Hettle Andrews to provide further advice and guidance on Health and Safety matters where required, and to provide an independent monitoring service of the activities of the School.

This Health and Safety Policy Statement and the responsibilities and arrangements that support it will be reviewed at least annually, or more frequently where there have been significant changes to the School or the nature of the School's activities.

Signed: 

Date: 30/09/2026

Sarah Creedy, Chair of Governors

2. ROLES AND RESPONSIBILITIES

2.1 Governing body

The School's Governing body accepts full responsibility for health and safety within the School and issues a Health and Safety Policy Statement approved by the Chair of the RGS Board of Governors annually (see Section.1 above). The Governing body will be advised in all matters of health, safety and welfare by the School and is expected to provide challenge and advice to ensure they are fully satisfied by the School's approach. The School provides a termly health and safety report and undertakes regular reviews of health and safety arrangements, ensuring that relevant legislation, guidance and lessons learned are appropriately considered and implemented.

2.2 Health and Safety Committee

A Health and Safety Committee for each school site meets termly. The Committee is responsible for reviewing fire and lockdown drills, accidents, near misses, audits, risk assessments, training, compliance obligations and any emerging risks across the School. It monitors the effectiveness of health and safety policies and procedures, promotes a positive safety culture, and makes recommendations to the Senior Management Team (SMT) and Governors on any improvements and resource requirements.

2.3 Headmaster and Head

The Headmaster of RGS and Head of RGS Prep are responsible for ensuring that academic staff and students are aware of and fulfil their responsibilities as described in this document and that all students and parents are made aware of their obligations.

2.4 Director of Finance and Operations (DFO)

The DFO is responsible to the Governors for the safe functioning of School activities, including:

- i. Chairing the Health and Safety Committees for the main School sites;
- ii. Monitoring the effectiveness of the Health and Safety Policy and associated procedures and reporting back to the School's Executive team and Governing body, recommending changes as appropriate;
- iii. In consultation with the Executive team, taking steps to ensure that any changes in the workings of the School are considered for their health and safety implications;
- iv. Being responsible for ensuring that staff recognise their health and safety responsibilities and are given the time, training and support to fully uphold them;
- v. Line-managing, consulting with and supporting the appointed Health and Safety Manager, ensuring their expertise is fully utilised and that they are empowered in their role.

2.5 Health and Safety Manager

The Health and Safety Manager is responsible for the implementation of Health and Safety procedures and for their continual evaluation. To enable this they will:

- i. Monitor the effectiveness of Policy and Procedures and report back to the DFO as appropriate;

- ii. Obtain, interpret and disseminate all relevant health and safety information to the School via the normal governance and management structures;
- iii. Oversee the process of health and safety risk assessment and evaluate action plans.
- iv. Be responsible for training and advising staff in our Health and Safety Procedures and ensuring the necessary training and support has been given;
- v. Ensure the reporting back of all accidents, incidents, “near misses” and damage to School property and investigate serious, potential or actual incidents accordingly.
- vi. Support HoDs to ensure that compliance levels associated with the COSHH Regulations are maintained; ensuring that all HoDs take the necessary action in respect of any additional risk assessments that might become necessary;
- vii. Be responsible for liaising with external agencies or visitors who may use the facilities of the School, ensuring they have sufficient knowledge of Health and Safety procedures and that the School is appropriately indemnified.

2.6 Head of Estates

The Head of Estates is responsible for ensuring that the site is maintained according to the appropriate health and safety standards. To ensure this they will:

- i. Be responsible for the safe operation of all maintenance, estates, and grounds staff;
- ii. Be responsible for the selection of outside contractors and the monitoring of all activities on the School premises to ensure their safe operation, including ensuring that the School’s Health and Safety Policy and associated procedures are well understood;
- iii. Be responsible for ensuring that all maintenance contracts that monitor certain aspects of the School’s functions and safe operation are comprehensive and up to date;
- iv. Be responsible for the identification, management and mitigation of estates-related health and safety risks, including, but not limited to, Legionella, asbestos, fire safety systems, utilities, building safety and statutory compliance requirements.

2.7 Heads of Department

Heads of Department are responsible for:

- i. Ensuring that their department is run according to the standards outlined in the Health and Safety Policy and relevant procedures;
- ii. Ensuring that all staff in their department understand the practical implementation of the Health and Safety Policy, their responsibility within those, and the various legal requirements that apply within their areas of responsibility;
- iii. Ensuring that all department staff are aware of the degree of priority that these matters carry and that they are provided with the time and support to pursue such matters;
- iv. Notifying the DFO or Health and Safety Manager as appropriate of any health and safety matters with which they require additional support;
- v. Reporting to the Health and Safety Manager any accidents, incidents, “near misses” or damage for appropriate investigation;
- vi. Ensuring adequate supervision for students both inside the School, during normal teaching activities and also on external trips;
- vii. As regards the COSHH Regulations, notifying the Health and Safety Manager of any new substances that are required to be purchased by their Department which may require assessment;

- viii. Ensuring that the staff for whom they are responsible co-operate fully with any fire practices or other emergencies;
- ix. Where appropriate, seeking the advice and guidance of a competent technical/ professional adviser (e.g. School Nurse).

2.8 Other Business Function Leads

The Heads/Directors/Managers of the Grounds, Cleaning and Catering Teams are responsible for the safe running of their activities, and will do this by:

- i. Ensuring adequate supervision of all activities so that the work proceeds according to the standards laid down in this document;
- ii. Ensuring that staff have appropriate training according to the needs of their work;
- iii. Undertaking the necessary training pursuant upon completion of work under the COSHH Regulations;
- iv. Ensuring that all agreed systems of work are followed;
- v. Where they come across matters that they feel are not within their competence to deal with, referring these matters to the Health and Safety Manager;
- vi. Investigating any accident or incident of a type specified by the Health and Safety Manager and reporting accordingly.

2.9 All Employees

All employees are reminded of their own duties under Sections 7 and 8 of the Health and Safety at Work etc., Act 1974 to take care of their work for their own safety and that of other employees, for the safety of students and the public, and to support the Governors to carry out their responsibilities. All employees are expected to:

- i. Know the special safety measures and arrangements to be adopted in their own working areas and to ensure that they are applied;
- ii. Know and apply the emergency procedures in respect of fire and first aid;
- iii. Use and not wilfully misuse, neglect or interfere with processes and equipment provided for their own safety and/ or the safety of others;
- iv. Use any machinery, equipment, substances, transport, means of production or devices in accordance with any instruction and training provided;
- v. Take immediate action to remove, make safe or protect staff, students or visitors from any risk or hazard observed while in the School's premises or on the School's business.
- vi. Report to the Health and Safety Manager any situation which may reasonably be considered to represent a serious and immediate danger to health and safety;
- vii. Report to the Health and Safety Manager any matter which may reasonably be considered to represent a shortcoming in the Governing Body's protection arrangements for health and safety;
- viii. Co-operate with line managers, safety representatives and other employees in applying safety policy and promoting improved safety measures in the School;
- ix. Ensure that students are provided with the appropriate medical attention if there is any reasonable concern about an injury or an illness;
- x. Observe standards of dress consistent with safety and/ or hygiene;
- xi. Exercise good standards of housekeeping and cleanliness.

Training needs of staff are identified upon recruitment and on an ongoing basis, for example as a result of risk assessments or accident investigations, through site inspections or audits, and arising from changes in legislation or standards. All employees are inducted in the contents of this document with particular emphasis on their personal responsibilities.

2.10 Teaching staff

When attending lessons, the safety of those students falls under the teacher responsible for that class. If for any reason teachers consider they cannot accept this responsibility (e.g. due to the location of equipment, the physical state of the room or the splitting of a class for practical work), they should immediately discuss the matter with their Head of Department. All class teachers are expected to:

- i. Exercise effective supervision of the students and know (and carry out where required) the emergency procedures in respect of fire and first aid;
- ii. Know the special measures to be adopted in their own teaching areas and to ensure that they are applied;
- iii. Give clear instructions and warnings to their students as often as necessary;
- iv. Follow safe working procedures;
- v. Ensure protective clothing, guards, equipment and special working procedures are used where necessary;
- vi. Make recommendations to their Head of Department as appropriate.

2.11 Laboratory Technicians/ Assistants

Laboratory Technicians are responsible to their Head of Department for:

- i. Isolating gas supplies to laboratories at the end of each day;
- ii. Ensuring the security of all toxic and highly flammable substances which may be used in their department;
- iii. Ensuring that all stores are kept securely locked when not being supervised;
- iv. Ensuring that the disposal of used or unwanted chemical substances/solutions is carried out in accordance with the current regulations;
- v. Ensuring that all experiments and services are rendered safe, so far as it is safe to do so, on hearing the fire alarm;
- vi. Ensuring that the appropriate fire extinguishers are available within, or close to, Preparation Rooms;
- vii. Ensuring that first aid kits and eye wash stations in laboratories and preparation rooms are kept fully stocked and that sufficient stocks of other safety equipment (e.g. goggles) are available;
- viii. Ensuring that an up-to-date set of Safety Data Sheets and assessments is maintained for all substances and chemicals stored or used in their department.

2.12 The School Nurse

The School Nurse is responsible for providing first aid, managing student health needs, and supporting the senior School's medical and welfare procedures. To enable this they are expected to:

- i. Provide first aid and general medical support to students.
- ii. Keep a record of all first aid administered within the School;
- iii. Ensure parents are informed as quickly as reasonably practicable about any injury or illness that affects their child(ren);
- iv. Liaise with parents and other medical practitioners as appropriate to ensure any continuity of care, healthcare and recovery arrangements;
- v. Accompany students to hospital as required;
- vi. Advise on the equipping of the Medical Rooms at the RGS and RGS Prep sites, and be based in the Medical Room at RGS, arranging First Aid cover during any absence;
- vii. Ensure they receive training, including refresher training, to undertake their duties;
- viii. Ensure that staff first aiders receive sufficient training and arrange training, including refresher training, with outside agencies as required;
- ix. Advise on and provide first aid training and health education programmes for RGS senior school students and staff as required;
- x. Arrange for all reportable accidents and incidents to be reported in accordance with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) in conjunction with the Health and Safety Manager;
- xi. Assist the Health and Safety Manager in monitoring Accident Report Forms, and provide regular summaries to the senior school Health and Safety Committee;
- xii. Undertake a risk assessment of the Schools' first aid needs;
- xiii. Arrange for the provision, checking and maintenance of first aid kits and eye wash stations throughout both Schools, and at the Bradstone Brook sportsground facility;
- xiv. Ensure that first aid notices are displayed in prominent positions and regularly updated to inform staff, students and visitors of first aid procedures;
- xv. Order and account for medical equipment.

2.13 RGS Prep front office staff

The RGS Prep front office staff are expected to:

- i. Provide First Aid for RGS Prep students and staff;
- ii. Staff the Medical Room at RGS Prep and arrange cover during their absence;
- iii. Maintain RGS Prep students' medical records and liaise with parents and general practitioners over medical problems;
- iv. Ensure parents are informed as quickly as reasonably practicable about an injury or illness;
- v. Report all accidents, incidents and near misses to the Health and Safety Manager;
- vi. Accompany students to hospital as required.

2.14 Students

All RGS and RGS Prep students are expected to:

- i. Exercise personal responsibility for the safety of themselves and other students;
- ii. Observe the safety rules of the School, in particular emergency procedures;
- iii. Observe standards of dress consistent with safety and/or hygiene;
- iv. Use and not wilfully misuse, neglect or interfere with things provided for their safety.

3. POLICY AND PROCEDURES FOR SPECIFIC AREAS OF RISK

These procedures have been prepared to address specific areas of risk and are arranged in alphabetical order by topic.

3.1 Accidents – Prevention, Reporting and Investigation

The School will maintain suitable arrangements for the reporting, recording, investigation and monitoring of accidents, incidents and near misses involving students, staff, visitors and contractors. All accidents, incidents and near misses must be reported in accordance with the School's reporting procedures and within the timescales specified by the School.

The School will comply with its statutory duties under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) and any other applicable reporting requirements.

The School recognises that slips, trips and falls are among the most common causes of accidents and is committed to reducing these risks through effective housekeeping, maintenance, cleaning and inspection arrangements. Staff are expected to help maintain a safe environment by keeping walkways, corridors, stairways and escape routes free from obstructions, ensuring equipment is stored appropriately, and reporting hazards that cannot be addressed immediately.

The School will maintain suitable arrangements to reduce slip, trip and fall risks, including the provision of adequate lighting, maintenance of floors, steps, stair nosings and handrails, appropriate cleaning regimes, the prompt management of spills, the use of warning signage where required, and seasonal measures to address hazards such as ice, snow and fallen leaves.

Accidents, incidents and near misses will be investigated where appropriate to identify root causes, lessons learned and any corrective actions required to prevent recurrence. Accident and incident data will be reviewed periodically to identify trends, monitor health and safety performance and support the continuous improvement of the School's health and safety arrangements.

Detailed arrangements relating to first aid provision, accident reporting, investigation, record keeping, statutory reporting and emergency response are contained within the School's First Aid and Medical Care Policy.

3.2 Animals on School Premises

Animals are not normally permitted on School premises, including sports facilities and playing fields. The following exceptions may be authorised:

- Assistance dogs accompanying a pupil, parent, visitor or member of staff.
- Assistance dogs undergoing recognised training.
- Detection dogs authorised by the Headmaster (RGS Senior) or Head (RGS Prep).
- Animals participating in an approved educational activity.

Where animals are permitted on School premises, appropriate consideration will be given to safeguarding, health and safety, allergies, medical conditions, phobias, animal welfare and the suitability of the environment.

Any animal brought onto School premises must have prior approval and remain under the control of a responsible adult at all times. The owner or handler is responsible for the welfare, behaviour and supervision of the animal, and for clearing any waste or damage caused. Animals are not permitted on sports pitches, artificial surfaces, courts or other sports facilities unless specifically authorised by the School.

The School reserves the right to refuse admission to, or require the removal of, any animal where its presence is considered to present a safeguarding, health and safety, welfare or operational risk.

3.3 Asbestos

The School has a duty to manage asbestos-containing materials (ACMs) within its premises. The Head of Estates is responsible for the day-to-day implementation of the School's asbestos management arrangements and for ensuring compliance with Regulation 4 of the Control of Asbestos Regulations 2012 (Duty to Manage).

The Duty to Manage requires those in control of premises to:

- i. Take reasonable steps to determine the location and condition of materials likely to contain asbestos. (e.g. by carrying out an asbestos survey)
- ii. Presume materials contain asbestos unless there is strong evidence to the contrary.
- iii. Keep up-to-date records of locations of ACMs by way of an asbestos register.
- iv. Assess the risk of likelihood of anyone being exposed to fibres from these materials.
- v. Maintain a plan setting out how risks are to be managed and take steps to put the plan into action, and review and monitor the plan periodically.
- vi. Provide information on the location and condition of materials to anyone that may encounter them.

3.4 Behaviour - Violence, Aggression and Challenging behaviour

The School is committed to providing a safe and respectful environment for students, staff, visitors and contractors and will not tolerate violence, aggression, abuse, intimidation or threatening behaviour. The School's commitment is fully outlined in the Behaviour Policy.

The School recognises that certain circumstances may present a foreseeable risk of challenging behaviour and will ensure that suitable risk assessments, behaviour management strategies and support measures are implemented where appropriate. All incidents involving violence, aggression, abuse or threatening behaviour must be reported and investigated in accordance with the School's reporting procedures. Appropriate action will be taken to support those affected and to reduce the likelihood of recurrence.

Incidents involving employees should also be managed in accordance with the Staff Code of Conduct, Staff Disciplinary Procedure and Staff Equity, Diversity, Inclusion, Dignity at Work and Anti-Harassment Policy where appropriate.

3.5 Building Maintenance

The School will maintain its buildings, grounds, plant and infrastructure in a safe condition and in compliance with relevant statutory requirements.

The Head of Estates is responsible for coordinating maintenance activities, statutory inspections and repairs. Staff are expected to report defects promptly and should not undertake maintenance work unless authorised and competent to do so.

Further information regarding the management of School buildings, grounds, access arrangements and statutory maintenance obligations is contained within the Premises and Site Management Policy.

3.6 Children and Young People at Work

When the School employs or provides work experience for young people, a risk assessment will be carried out to identify any risks and precautions to mitigate these. The young person's lack of experience and awareness of health and safety risks must be considered, as must their physical and mental maturity. A nominated, experienced member of staff will supervise each young person. Young people should not be employed to do work which is beyond their physical or psychological capacity, or which exposes them to substances that are chronically harmful.

3.7 Contractors

The Head of Estates is responsible for contractor liaison and contract administration on behalf of the School. The School will ensure that contractors are appropriately selected, managed and monitored and that work undertaken on School premises is carried out safely and in accordance with relevant health and safety legislation.

Detailed operational arrangements relating to the management of contractors are contained within the School's Contractor Management Policy and associated procedures.

3.8 Cycling Activities

It is a policy of the School that all staff and students participating in cycling activities are to wear helmets. Staff and students traveling to and from School are strongly recommended to wear a helmet for their journey. Bicycles are not to be ridden on the School premises between 8:30am and 4:30pm and must be parked in designated cycle racks.

3.9 Disability and Accessibility

The School is committed to providing a safe, inclusive and accessible environment for students, staff and visitors with disabilities or health conditions. Arrangements relating to workplace adjustments for employees are set out in the Staff Flexible Working and Workplace Adjustments Policy. Where required, a Personal Emergency Evacuation Plan (PEEP) will be developed for disabled staff and students, or for any individual who may require assistance in an emergency. Such plans will be reviewed regularly and whenever there is a significant change in circumstances.

3.10 Display Screen Equipment

The School notes its responsibilities under the Display Screen Equipment Regulations 1992 and the Health and Safety (Misc. Amendments) Regulations 2002) in respect of employees who habitually use DSE as a significant part of their work. The School commits to:

- i. Risk assess regular users of DSE and maintain a record of each assessment. This is completed using the School's DSE self-assessment form available from the Health and Safety Manager. Where a need is identified this will be followed up by a one-to-one assessment.
- ii. Ensure that workstations meet minimum requirements for the workplace in accordance with the detailed specification laid down in the regulations.
- iii. Ensure that employees have the right to eyesight screening and tests (*see Eye Care and Eye Tests*), when deemed necessary.
- iv. Provide for work breaks.

The Health and Safety Manager is responsible for carrying out these assessments and ensuring that remedial action is taken as necessary.

Staff using data projectors should make sure that all leads are safely located, and that students do not walk around the back of working areas which have cables.

Staff using an interactive whiteboard must ensure that presenters can reach it without standing on anything. Presenters must not look directly into the beam of the projector. If presenting to the class and entering the beam, staff should not look towards the audience.

3.11 Cars used on School Business

The use of School-owned minibuses is governed by the School's Minibus Policy.

Staff who use their own vehicles for School business must ensure that they drive safely, responsibly and in accordance with all relevant road traffic legislation. Staff may only transport students in their own vehicles with prior authorisation by the School and must have provided evidence of a valid driving licence, appropriate business-use motor insurance and any other documentation reasonably required by the School.

Staff are responsible for ensuring that any vehicle used on School business is roadworthy, appropriately insured, taxed and, where required, subject to a valid MOT certificate.

The School will normally provide transport for students travelling between locations during the school day or for School activities. Where Sixth Form students choose to use their own cars or motorcycles for such journeys, they do so at their own risk and remain responsible for complying with all legal and insurance requirements. Parents are informed of these arrangements at the start of each academic year.

3.12 Educational Visits, Co-Curricular and Adventure Activities

The School recognises that educational visits, sporting fixtures, outdoor learning, residential

experiences, adventure activities, enrichment activities and other co-curricular opportunities form an important part of students' education and development.

The School will ensure that such activities are appropriately planned, risk assessed, supervised and monitored, taking account of the nature of the activity, the age and needs of participants, staff competence, safeguarding requirements and any additional support needs.

Where activities involve adventurous, hazardous or specialist elements, the School will ensure that appropriate qualifications, competencies, supervision arrangements and risk controls are in place. The suitability and competence of any external providers will be verified before being engaged by the School.

Staff leading educational visits and co-curricular activities are responsible for complying with School procedures and ensuring that appropriate approvals, risk assessments and supporting documentation are completed before an activity takes place.

The School expects staff to exercise appropriate professional judgement and to take reasonable steps to safeguard the health, safety and welfare of students in their care at all times, whether on School premises or engaged in authorised School activities elsewhere.

Detailed arrangements relating to educational visits, trip approvals, risk assessments and associated documentation are contained within the School's Educational Visits procedures and guidance, including the use of the Evolve system where applicable.

3.13 Electricity at Work

The School complies with the Electricity at Work Regulations. This includes a formalised system of testing and maintenance for all electrical systems. The Head of Estates ensures that fixed electrical installations are inspected and tested by a competent person at least once every 5 years. Portable electrical appliances are inspected and tested where applicable, on a regular basis based on current HSE guidelines. A record is kept of all inspections and tests. Responsibility remains with users of portable electrical equipment to visually check equipment and report any areas of concern. Unsafe equipment is not to be used and must be taken out of service immediately. The Head of Estates maintains an inventory of all electrical apparatus used in the School and this is routinely inspected and tested, and an appropriate register kept.

The Head of Estates ensures that any temporary systems, e.g. stage lighting and control gear, are inspected and tested by a competent person every 3 months. In addition, the Site Manager ensures that fixed stage electrical installations are inspected and tested annually by a competent person, and following any changes, before being energised.

The School recognises that students under the age of 16 must not be exposed to voltages in excess of 25 volts. Project work is individually assessed for potential hazards and written instructions prepared under the direction of the Head of Department concerned to control the risks. The School ensures that appropriately trained teachers or technicians are involved where there is any possibility or risk of a person coming into contact with live conductors at voltages above 25 volts or where large short-circuit currents could flow.

3.14 Extreme weather

The School recognises that extreme weather conditions, including snow, ice, heavy rainfall, flooding, strong winds, storms and periods of excessive heat, may present risks to the health, safety and welfare of students, staff, visitors and contractors.

The School will monitor weather conditions and, where necessary, implement appropriate control measures to reduce risks and maintain safe operations. Such measures may include gritting and clearing pathways, restricting access to affected areas, adapting outdoor activities, implementing additional supervision arrangements, providing guidance on hydration and sun safety, and reviewing travel and transport arrangements.

The Head of Estates is responsible for coordinating site-based measures to reduce weather-related risks and for ensuring that appropriate inspections and remedial actions are undertaken where required.

Where severe weather conditions are forecast or experienced, the School will assess the impact on its operations and communicate any necessary changes to the School community in a timely manner.

3.15 Eye Care and Eye Tests

The School recognises its responsibilities under the Health and Safety (Display Screen Equipment) Regulations 1992 in relation to employees who are classified as Display Screen Equipment (DSE) users. A DSE user is generally someone who uses display screen equipment as a significant part of their normal work and on a regular basis.

DSE users are entitled to request an eyesight test, which will be provided in accordance with the School's arrangements. Where a qualified optician confirms that special corrective appliances are required solely for DSE use, the School will contribute towards the cost of those appliances in accordance with the School's Financial Guidance.

Further details of eligibility criteria, reimbursement limits and the claims process can be found in the Financial Guidance for Staff.

3.16 Fire Safety and Evacuation

The School is committed to minimising the risk of fire and ensuring, so far as is reasonably practicable, the safety of students, staff, visitors and contractors on all School premises. The School complies with relevant fire safety legislation and guidance and maintains appropriate arrangements for the prevention, detection and management of fire. The Director of Finance and Operations has overall responsibility for fire safety management. The Head of Estates and Health and Safety Manager are responsible for its implementation, monitoring and review.

Suitable and sufficient fire risk assessments are undertaken for all School premises and reviewed at least annually, or sooner where there is reason to believe that they are no longer valid, following a fire-related incident, or where there has been a significant change to the premises, occupancy or activities undertaken.

The School ensures that appropriate fire detection and alarm systems, emergency lighting, firefighting equipment, escape routes, evacuation arrangements, training and maintenance programmes are provided and maintained.

All staff, students, visitors and contractors have a responsibility to comply with the School's fire safety arrangements, to follow instructions in the event of an emergency and to report any fire safety concerns promptly.

Detailed arrangements relating to fire prevention, fire evacuation, Personal Emergency Evacuation Plans (PEEPs), fire drills, training, testing, maintenance and emergency response are set out in the School's Fire Safety Procedures.

3.17 First Aid

Detailed arrangements for first aid provision, medical support, medication, medical conditions, emergency response and accident reporting are contained within the School's First Aid and Medical Care Policy. Arrangements relating to the recognition, management and return-to-learn and return-to-sport processes following concussion are contained within the School's Concussion Recognition and Management Policy.

3.18 Food Safety and Food Hygiene

The School ensures that suitable arrangements are in place for the provision of safe food and drink and that catering services comply with relevant food safety legislation and guidance.

The School recognises that food allergies can present a significant risk to the health and wellbeing of students, staff and visitors and will take reasonable steps to manage those risks.

Appropriate information relating to food allergies and dietary requirements will be obtained, maintained and shared with relevant staff where necessary to support the safety and welfare of individuals.

Detailed arrangements relating to food hygiene, allergen management, dietary requirements and the support of individuals with allergies are contained within the School's Allergy and Anaphylaxis Policy and associated procedures.

3.19 Hazardous Substances (COSHH)

All pesticides will be safely and securely stored and will be kept in a locked area when being used. The Grounds Manager and any of their staff responsible for the spraying of pesticides will have attended a course approved under the Control of Pesticides Regulations 1986 (COPR) and the COPR (Amendment) regulations 1997 and will hold a certificate of competency issued by the National Proficiency Tests Council.

The Grounds Manager will ensure that both they and their staff are conversant with and apply the necessary safety precautions when using equipment and machinery.

The School will take all necessary steps to comply with the Control of Substances Hazardous to Health Regulations 2002 (as amended) (COSHH).

It is recognised that substances to which COSHH relates will be used in the teaching of science, technology and art, in offices, maintenance and domestic cleaning and by the grounds staff. COSHH registers have been developed for each affected department (i.e. Chemistry, Physics, Biology, Estates and Grounds departments). These are held centrally within each respective department (and for sciences, by the science technicians). These registers are subject to regular review/ update.

The School will provide sufficient information to these persons so that they understand the principles of the Regulations and the precautions that need to be taken.

The School will undertake the appropriate statutory examinations of all engineering controls that are required by the Regulations.

The School will set up a system whereby the Health and Safety Manager will be aware of any change in purchase policy so that new substances may be effectively monitored.

3.20 Legionella

The School recognises that it operates hot and cold water systems where there is a foreseeable risk of Legionella and other waterborne bacteria and will take appropriate measures to minimise the risk of exposure.

The School will undertake suitable and sufficient assessments of its water systems and implement appropriate control measures in accordance with relevant legislation, approved guidance and recognised good practice.

The Head of Estates is responsible for ensuring that water systems are monitored, inspected, maintained and tested in accordance with the School's Legionella risk assessments and control arrangements.

The School will maintain appropriate arrangements for the prevention and control of Legionella, including the management of water temperatures, system hygiene, monitoring, inspection and remedial works where required.

Appropriate records relating to risk assessments, monitoring, inspections, testing, maintenance and remedial actions will be maintained and reviewed periodically.

Employees and contractors must cooperate with the School's Legionella control arrangements and report any concerns relating to water quality, water systems or associated control measures.

Detailed operational arrangements relating to the management and control of Legionella risks are contained within the School's Legionella risk assessments, maintenance programmes and associated records.

3.21 Lone Working

The Schools' policy is to avoid the need for staff to work alone where possible. Where this is not possible, an assessment will be carried out to identify the measures necessary to minimise risk. It is recommended that the member of staff that will be lone working informs their line manager (and where appropriate a colleague or family member) of their intention to work late or outside regular working hours and the likely duration of their work. They should also communicate to that person when they have left the premises. Staff working alone should carry a charged mobile phone.

Staff should be medically fit to work alone and be capable of responding to evacuation procedures. They should also comply with the premises access arrangements set out in the Premises and Site Management Policy.

3.22 Manual Handling

The School recognises that manual handling activities can present a risk of injury and is committed to eliminating or reducing those risks so far as is reasonably practicable.

The School will seek to avoid hazardous manual handling activities wherever reasonably practicable. Where manual handling cannot be avoided, suitable and sufficient assessments will be undertaken and appropriate control measures implemented.

Employees are expected to work within their own capabilities, make proper use of any equipment or assistance provided, and seek support where a task cannot be undertaken safely by one person.

Employees must report any manual handling concerns, injuries, incidents or unsafe practices to their line manager and the Health and Safety Manager.

Detailed arrangements relating to the assessment and management of manual handling risks are contained within relevant risk assessments and associated procedures. Appropriate information, instruction, training and supervision will be provided where manual handling risks are identified.

3.23 New and Expectant Mothers

The legal requirements relating to new and expectant mothers at work is mainly contained in the Management of Health and Safety at Work Regulations 1999, which requires employers to protect the health and safety of new and expectant mothers. RGS ensures that we adhere to these regulatory obligations, alongside those of The Workplace (Health, Safety and Welfare) Regulations 1992 which requires employers to provide suitable rest areas, and The Equality Act 2010 which provides protection to pregnant women and those on maternity leave against discrimination.

The School assesses the risks to all new and expectant mothers in its employment and undertakes what is reasonably practicable to control risks identified. These risk assessments are carried out by the Health and Safety Manager following written confirmation of a pregnancy. The Health and Safety Manager will regularly monitor the needs of pregnant women, and a record will be kept by the HR department.

Where the new and expectant mother works within the Physics department, and works with sources

of ionising radiation, the Radiation Protection Supervisor (RPS) will be involved in this risk assessment process.

Workplace support and adjustments may also be considered in accordance with the Staff Flexible Working and Workplace Adjustments Policy and Staff Leave and Absence Policy.

3.24 Noise and Vibration

The School will assess and manage risks arising from exposure to excessive noise and hand-arm vibration in accordance with relevant legislation and guidance.

Where appropriate, the School will undertake monitoring, implement suitable control measures, provide Personal Protective Equipment (PPE) and arrange health surveillance for employees who may be exposed to significant levels of noise or vibration through their work activities.

Employees must make proper use of any control measures provided and report concerns relating to noise or vibration exposure to their manager. Risk assessments relating to noise and vibration will be reviewed periodically and whenever there is a significant change to work activities.

3.25 Occupational Health

The School is committed to promoting the health, wellbeing and fitness for work of its employees. Where appropriate, the School may seek occupational health advice to support employees with health conditions, disabilities, injuries, rehabilitation needs or concerns regarding their ability to undertake their duties safely.

Managers, Human Resources and the Health and Safety Manager will work together, where appropriate, to identify and implement reasonable workplace adjustments and other support measures. Employees are expected to cooperate with any arrangements put in place to support their health, safety and wellbeing at work.

Detailed arrangements relating to occupational health referrals, sickness absence management, workplace adjustments and staff wellbeing are contained within the Staff Leave and Absence Policy, Staff Flexible Working and Workplace Adjustments Policy and Staff Wellbeing Policy.

3.26 Personal Protective Equipment (PPE)

The School 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. Where all other reasonably practicable safety control measures have been introduced, and where there is any residual risk of harm; employees are supplied, free of charge, with any PPE identified as a required risk control measure within operational risk assessments. Furthermore, the School will ensure that any PPE issued is suitable by:

- i. ensuring that it reduces the identified risk as intended;
- ii. that it is CE marked;
- iii. that it is a good fit, is suitable for the individual using it, is compatible with other PPE;
- iv. 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 it will give protection against, 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 (where relevant) and how to report defects and obtain replacements.

3.27 Protecting the Public

The School recognises its duty to protect the health, safety and welfare of members of the public who may be affected by its activities, including visitors, event attendees, hirers, contractors and other users of School facilities.

Suitable risk assessments will be undertaken for School activities and events, with particular consideration given to children, young people, elderly persons and individuals with disabilities or other vulnerabilities.

Contractors will be managed in accordance with the School's Contractor Management Policy and visitors in accordance with the School's Visitors Policy. The School will provide appropriate health and safety information to visitors, hirers and other users of its facilities, including relevant emergency and evacuation procedures.

Where School facilities are hired by external organisations or individuals, responsibility for the health and safety of participants rests with the hirer, who must ensure appropriate supervision and safe management of their activities in accordance with the terms of the hire agreement.

3.28 Radon Management

The School will assess the potential risk from radon in accordance with relevant legislation, guidance and risk assessment requirements. Where appropriate, radon monitoring and testing will be undertaken using recognised methodologies and specialist advice obtained where necessary. The School will maintain records of radon assessments, monitoring results, remedial works and any associated risk assessments.

Where radon levels exceed applicable regulatory thresholds, the School will comply with the requirements of the Ionising Radiations Regulations 2017 (IRR17) and seek advice from a suitably qualified Radiation Protection Adviser (RPA). The School will give particular consideration to radon risks in areas identified as being within radon-affected areas and in below-ground or basement workspaces.

The School will take all reasonably practicable steps to minimise exposure to radon. Where elevated levels are identified, appropriate control measures and remediation works will be implemented and monitored to ensure their continued effectiveness.

Radon monitoring will be reviewed periodically and following any significant structural alterations to affected buildings. Monitoring frequencies and remedial arrangements will be determined on the basis of risk, previous test results and specialist advice.

Responsibility for coordinating radon monitoring, maintaining records and liaising with specialist advisers rests with the Health and Safety Manager.

3.29 Safety Signs and Notices

Statutory health and safety notices are displayed in school buildings, including no smoking signs, the Health and Safety Law poster, and the current Employers Liability Insurance certificate.

Signage is also displayed to indicate, where relevant, fire escape routes, fire actions, fire extinguisher locations and first aid details. 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/or communicate mandatory safety rules.

We check that the signs remain in place, are visible and in good condition.

3.30 Science Safety and Radiation

The School will ensure that science teaching activities are conducted in accordance with relevant legislation, recognised good practice and CLEAPSS guidance. Suitable and sufficient risk assessments will be undertaken for science activities, equipment, substances and experiments where required.

Detailed arrangements relating to science safety, radioactive sources, local rules and radiation protection are contained within the School's Science Safety Procedures.

Detailed arrangements relating to radon monitoring, assessment and control are referred to separately under this policy. Radioactive sources held by the School will be managed in accordance with the Ionising Radiations Regulations 2017 and any associated guidance issued by the School's appointed Radiation Protection Adviser (RPA). The School will maintain suitable arrangements for the storage, use, monitoring and inspection of radioactive sources and will ensure that only authorised persons have access to them.

3.31 Traffic Management and Movement Around School Sites

The School will maintain suitable arrangements to support the safe movement of students, staff, visitors, contractors and vehicles across its sites. The School's sites include pedestrian routes, crossings, car parks, delivery areas and access roads. Suitable controls are implemented to reduce the risk of vehicle and pedestrian collisions and may include speed limits, traffic signage, speed restriction measures, designated pedestrian routes, barriers, supervision arrangements and other traffic management controls.

Staff, students and visitors are expected to comply with local safety instructions, crossing arrangements, pedestrian routes and traffic management measures at all times. Fire exits, corridors and escape routes must be kept clear and unobstructed.

Any School-owned or operated vehicles are subject to appropriate inspection, maintenance and servicing arrangements to ensure they remain safe, roadworthy and compliant with legal

requirements. Drivers are expected to undertake appropriate pre-use checks and report defects promptly. Defective vehicles must not be used until repaired or replaced.

Deliveries, contractor vehicles and other service vehicles will be managed in accordance with the School's traffic management arrangements and operational procedures.

Further information relating to access arrangements, parking, vehicle movements and site traffic management is contained within the Premises and Site Management Policy.

3.32 Waste Disposal

The Head of Estates will ensure that correct legal procedures are followed when disposing of waste from the School. The annual waste transfer note, required by law, will be signed by the Head of Estates on behalf of the School.

3.33 Work Equipment

Work Equipment is described as *'any machinery, appliance, apparatus, tool or installation for use at work'*. Use means *'any activity involving the work equipment, such as starting, stopping, setting, cleaning, servicing, maintaining, etc.'*

The School will ensure that all work equipment used on its premises by staff and students is safe and without risks to health in accordance with its legal obligations.

All specialist machinery and equipment, instruments or machinery used in the School are serviced and maintained in accordance with specific manufacturers recommendations, and/ or on an annual basis.

The Head of Estates maintains a record of all such checks and inspections, and liaises with the relevant Heads of Department where required, in order to ensure that the correct frequency of inspection is maintained.

3.34 Working at Height

The school recognises that falls from height are the most common cause of fatal accidents in the workplace. The Work at Height Regulations 2005 are in place to prevent these deaths and injuries and apply to any work where a person could be hurt by falling from heights. A simple hierarchy for managing and selecting equipment for work at height is:

- Avoid work at height where possible
- Use work equipment or other measures to prevent falls where work at height cannot be avoided.
- Where the risk of a fall cannot be eliminated, use work equipment or other measures to minimize the distance and consequences of a fall should one occur.

Staff are to carry out pre-use checks on access equipment before use and report any faulty equipment to the Head of Estates.

The Head of Estates is to ensure that:

- All work at height is properly planned and organized.
- Those involved in work at height are trained and competent.
- The place where work is done is safe.
- Equipment for working at height is appropriately inspected and maintained
- The risks from fragile surfaces and falling objects are properly controlled.
- All work at height takes account of weather conditions that could endanger health and safety.

4. MONITORING AND RECORD KEEPING

The School will monitor its health and safety performance to assess the effectiveness of its arrangements, identify areas for improvement and ensure compliance with relevant legal requirements. Monitoring activities may include inspections, audits, risk assessment reviews, accident and incident analysis, health and safety committee meetings, training records and the investigation of accidents, incidents and near misses.

Appropriate health and safety records will be maintained to demonstrate compliance with legal requirements and to support the effective management of health and safety risks. Health and safety records will be retained in accordance with statutory requirements, School procedures and applicable data protection legislation.

The findings of inspections, audits, incident investigations and other monitoring activities will be reviewed periodically and used to inform continuous improvement of the School's health and safety management arrangements. Detailed arrangements relating to inspections, audits, statutory records, accident reporting, training records and document retention are contained within the School's associated policies and procedures.

5. RISK ASSESSMENT

The School recognises that risk assessment is a fundamental component of the effective management of health and safety and ensures that suitable and sufficient risk assessments are undertaken where required by legislation, guidance or local circumstances. Risk assessments will be used to identify significant hazards, evaluate the level of risk, determine appropriate control measures and allocate responsibility for implementing and monitoring those controls.

Risk assessments will be completed by competent persons and will be reviewed periodically and whenever there is reason to believe they are no longer valid. They will be reviewed following accidents, incidents or near misses and whenever there is a significant change to activities, staffing, pupil numbers, occupancy, equipment, curriculum delivery, site usage or premises.

Before implementing significant organisational, operational or estate changes, alterations to buildings, changes to site occupancy or the introduction of new activities, the School will review relevant risk assessments and implement any additional control measures identified.

Employees are expected to comply with the control measures identified in relevant risk assessments and to report any concerns regarding their suitability or effectiveness to their line manager or the Health and Safety Manager. Appropriate records of risk assessments and associated actions will be maintained and made available to those who require them in the course of their work.

Detailed arrangements relating to the preparation, review, approval, communication and management of risk assessments are contained within the School's Risk Assessment Policy and associated procedures.

6. Related Policies

This policy should be read in conjunction with the following Whole School policies:

- Allergy and Anaphylaxis Policy
- Concussion Recognition and Management Policy
- Contractor Management Policy
- Critical Incident and Business Continuity Policy
- Educational Visits Policy
- Fire Safety Procedures
- First Aid and Medical Care Policy
- Lockdown Procedures
- Minibus Policy
- Premises and Site Management Policy
- Staff Code of Conduct
- Staff Equity, Diversity, Inclusion, Dignity at Work and Anti-Harassment Policy
- Staff Flexible Working and Workplace Adjustments Policy
- Staff Leave and Absence Policy
- Staff Wellbeing Policy
- Visitors Policy