



HEALTH & SAFETY PROCEDURES

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Date of last review:	09/06/2025
Reviewed by:	Director of Finance & Operations Health & Safety Manager
Date of next review:	Trinity 2026

1. GOVERNANCE, ROLES AND RESPONSIBILITIES

1.1 The Employer

- 1.1.1 Royal Grammar School (RGS) Guildford and RGS Prep (***the School***) accepts full responsibility for health and safety within the School and issues a Health and Safety Policy Statement signed by the Chair of the RGS Board of Governors (***the Governors***) annually.
- 1.1.2 Responsibility for ensuring the communication, implementation, maintenance and monitoring of the Policy and of these Procedures sits with the **Finance & General Purposes Committee**, a formal sub-Committee of the Governors.

1.2 The Health and Safety Policy Group

- 1.2.1 The Finance and General Purposes Committee will be advised in all matters of health, safety and welfare by the Health and Safety Policy Group. The Group is responsible for conducting a regular review of the Health and Safety Procedures, ensuring latest legislation is considered and adhered to, and learning from best practise.

1.3 The Health and Safety Committee

- 1.3.1 A Health and Safety Committee for each school meets termly to consider proposed changes to policy or procedures and the effectiveness of safety precautions. The composition of these committees and their responsibilities are included with the Statement of Policy.

1.4 The Headmaster and Head

- 1.4.1 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.

1.5 The Director of Finance and Operations (DFO)

- 1.5.1 The DFO is responsible to the Governors for the safe functioning of School activities. They will:
 - i. Chair the Health & Safety Policy Group and the Health & Safety Committees;
 - ii. Monitor the effectiveness of the Health and Safety Policy Statement and Health and Safety Procedures and report back to the Health & Safety Policy Group, recommending changes as appropriate;
 - iii. In consultation with the Health & Safety Policy Group, take steps to ensure that any changes in the workings of the School are considered for their health and safety implications;
 - iv. Be responsible for ensuring that all staff fully understand their health and safety responsibilities and are given the time, training and support to fully uphold them;

- v. Line-manage, consult with and support the appointed Health and Safety Manager, ensuring their expertise are fully utilised and that they are empowered in their role.

1.6 Health and Safety Manager

1.6.1 The Health and Safety Manager is responsible for the implementation of Health & 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 risk assessment and evaluate action plans.

1.6.2 Day to day responsibility for implementing and monitoring the Procedures will require the Health and Safety Manager to:

- i. Be responsible for training and advising staff in our Health and Safety Procedures;
- ii. Where individual employees in non-teaching functions are given posts of intermediate responsibility, ensure that those individuals are identified and given the necessary training and support to carry out the functions that have been given;
- iii. Ensure the reporting back of all accidents, incidents, “near misses” and damage to School property and investigate serious, potential or actual incidents accordingly. The results of these investigations will be considered by the Health & Safety Policy Group (as well as by the DFO and relevant Head of Department (HoD));
- iv. 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;
- v. 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.

1.7 Head of Estates

1.7.1 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, grounds and janitorial 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 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 control and mitigation of Legionellosis.

1.8 Heads of Department

1.8.1 Each Head of Department will be responsible for:

- i. Ensuring that their department is run according to the standards outlined in the Health and Safety Policy Statement and these Procedures;
- ii. Ensuring that all staff in their department understand the practical implementation of the Health and Safety Policy and Procedures, 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 matters within this field which they feel 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);

1.9 Other Business Function Leads

1.9.1 This section refers to the Heads/Directors/Managers of the IT, Grounds, Cleaning and Catering Teams. These Managers 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.

1.10 All Employees

1.10.1 No Safety Policy is likely to be successful unless it actively involves all members of staff. In this connection, all employees are reminded of their own duties under Sections 7 and 8 of the Health & 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 co-operate with the Governors so as to enable them 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 things 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 work 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 Trustee'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 sent to the School Nurse 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.

1.11 Teaching staff

1.11.1 The safety of students in classrooms, laboratories and workshops is the responsibility of class teachers. If for any reason (e.g. the condition or location of equipment, the physical state of the room or the splitting of a class for practical work) teachers consider they cannot accept this responsibility, they should immediately discuss the matter with their Head of Department.

1.11.2 All class teachers are expected to:

- i. Exercise effective supervision of the students and know the emergency procedures in respect of fire and first aid, and to carry them out;
- ii. Know the special safety measures to be adopted in their own special 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. Call for protective clothing, guards, special working procedures, etc. where necessary;

- vi. Make recommendations to their Head of Department, e.g. on safety equipment and on additions or improvements to plant, tools, equipment or machinery which is dangerous or potentially so.

1.12 Laboratory Technicians/ Assistants

1.12.1 Laboratory Technicians are responsible to their Head of Department as appropriate for:

- i. Isolating gas supplies to laboratories at the end of each day;
- ii. The constant 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 a sufficient number of the correct 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 list of chemicals/substances, held by the department, is maintained;
- ix. Maintaining an up-to-date folder of Safety Data Sheets and assessments for all substances stored or used in their department.

1.13 The School Nurse

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

- i. Provide first aid and general medical support to RGS 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 to students;
- iv. Liaise with parents and general practitioners over medical problems;
- 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 students and staff as required;

- x. Arrange for all reportable accidents/occurrences to be reported to the HSE 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 Health & Safety Policy Group and 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

1.14 RGS Prep School Front office staff

1.14.1 The RGS Prep School Front office staff are expected to:

- i. Provide First Aid cover for RGS Prep students and staff;
- ii. Staff the Medical Room at RGS Prep and arrange First Aid 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.

1.15 Students

1.15.1 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 and, in particular, those that apply in an emergency;
- iii. Observe standards of dress consistent with safety and/or hygiene (this would preclude unsuitable footwear, hairstyles, knives and other items considered dangerous);
- iv. Use and not wilfully misuse, neglect or interfere with things provided for their safety.

2. PROCEDURES FOR SPECIFIC AREAS OF RISK

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

2.1 Accident Reporting

2.1.1 The School will take all necessary steps to comply with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) where required to do so.

2.1.2 Accidents should be reported to the Health and Safety Manager and the School Nurse using the School Accident Report Form located on the Health & Safety SharePoint pages. The Health and Safety Manager and the School Nurse will be responsible for: i) Analysing these forms for the Health & Safety Policy Group, and producing an annual report, and ii) Retaining the forms for a period of at least 3 years or 10 years from the student's 18th birthday in cases of major incidents.

2.1.3 If any of the following events should occur, it must be reported to the Health & Safety Executive immediately:

2.1.3.1 Fatal or Specified Injuries. These encompass:

- i. Death;
- ii. Fractures other than to fingers, thumbs or toes;
- iii. Loss or reduction of sight (temporary or permanent);
- iv. Amputation of an arm, hand, finger, thumb, leg, foot or toe
- v. Crush injuries leading to internal organ damage.
- vi. Serious burns (covering more than 10% of the body), or damaging eyes, respiratory system or other vital organs.
- vii. Scalping (separation of skin from the head) which requires hospital treatment.
- viii. Loss of consciousness resulting from lack of oxygen or head injury.
- ix. Any injury arising from working in an enclosed space which leads to hypothermia, heat induced illness or requires resuscitation or admittance to hospital for more than 24 hours.
- x. Injuries causing incapacity for 7 days or more. These comprise injuries as a result of which a person is incapacitated for more than seven consecutive days (excluding the day of the accident but including any non-work days).

2.1.3.2 Dangerous diseases:

- i. Carpal Tunnel Syndrome
- ii. Severe cramp of the hand or forearm
- iii. Occupational Dermatitis
- iv. Hand-arm vibration
- v. Occupational Asthma
- vi. Tendonitis or tenosynovitis of the hand or forearm
- vii. Any occupational cancer
- viii. Any disease attributed to an occupational exposure to a biological agent.

2.1.3.3 Any of the dangerous occurrences as listed in the Health and Safety Executive Leaflet Education Information Sheet No 1 (Rev 1) – <http://www.hse.gov.uk/pubns/edis1.pdf>

2.1.4 In addition to reporting the accidents noted above, the School must also keep a record of any event which is required to be reported. Records of accidents or dangerous occurrences must be kept for a minimum of three years, showing:

- i. The date and time of the accident or dangerous occurrence;
- ii. The full name and occupation of the person affected, and the nature of the injury or condition.
- iii. The place where the accident or dangerous occurrence happened;
- iv. A brief description of the circumstances.

2.1.5 A guide to the action that must be taken depending on the type of injury and the person injured is at Annex B.

2.1.6 The following reporting procedures are to be followed:

2.1.6.1 Reportable Accidents

- i. Reportable accidents should be notified to the Health and Safety Manager/ School Nurse immediately by the Head of Department/ member of staff concerned. The Health and Safety Manager or School Nurse should then notify the HSE via the online report form located on the HSE website (www.hse.gov.uk), a copy of which will be held on file by the Health and Safety Manager. For fatalities and specified injuries the report must also be submitted immediately to the HSE by telephone (0845 300 9923).
- ii. The Health & Safety Policy Group and respective Health and Safety Committees will also be informed at their next meeting.

2.1.6.2 Other Accidents

- i. Other Accidents should be notified to the Health and Safety Manager within 48 hours by the Head of Department/ member of staff concerned using a School Accident Report Form located on the Health & Safety SharePoint pages.
- ii. The Health and Safety Manager should then be responsible for initiating such further action/ investigation as may be required.
- iii. A record is kept of the accident (in the form of the School Accident Report Form) and the Health & Safety Policy Group and Health and Safety Committees informed at their next meeting.

2.1.6.3 Records

- i. The records referred to above should be kept by the School Nurse and or the Health and Safety Manager for a period 3 years, or 10 years from the student's 18th birthday in cases of major incidents, after which they should be destroyed.
- ii. The School Nurse (or designated persons at RGS Prep) should in addition

maintain a record of those students treated in the Medical Room (showing simply date, name, form, nature of injury and treatment received).

2.2 Adventure Training

- 2.2.1 All Adventure Training undertaken by the School must only be conducted by an appropriately qualified instructor. A list of qualified members of staff is retained by the Health and Safety Manager and DFO.
- 2.2.2 The qualifications of other training organisations carrying out Adventure Training must be established as bone-fide by the member of staff responsible for the activity before being used by the School.

2.3 Asbestos

- 2.3.1 The School has a duty to manage asbestos containing materials (ACMs) present on School premises. This is carried out by the Head of Estates and is to secure compliance to regulation 4 of The Control of Asbestos Regulations 2012 (***Duty to Manage***).
- 2.3.2 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 records of locations of ACMs up to date by way of an asbestos register.
 - iv. Assess the risk of likelihood of anyone being exposed to fibres from these materials.
 - v. Prepare a plan setting out how risks are to be managed and take steps to put the plan into action.
 - vi. Review and monitor the plan periodically.
 - vii. Provide information on the location and condition of materials to anyone likely to come into contact with them.

2.4 Building Maintenance

- 2.4.1 The School is responsible for ensuring that the estate is maintained in a manner that provides a safe, reliable and secure environment, which is fit for purpose and complies with current regulations.
- 2.4.2 The objectives are to:
 - i. Provide an environment fit for purpose that supports the school's operation.
 - ii. Ensure the school has a professional maintenance service in place.
 - iii. Minimise risk of unforeseen major defects, which may adversely affect the core business of the school.
 - iv. Ensure that, as far as is reasonably practicable, maintenance projects are coordinated with other construction work to minimise their impact.
 - v. Ensure the schools estate complies with relevant legislation and that all

maintenance work is undertaken in a safe manner.

- 2.4.3 The responsibility for the maintenance of School premises is delegated to the Head of Estates. To aid the process of maintaining the estate, staff should report defects promptly to the maintenance department/ Head of Estates. Staff should not undertake this maintenance themselves.

2.5 Children and Young People at Work

- 2.5.1 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.
- 2.5.2 A nominated, experienced member of staff will supervise each young person.
- 2.5.3 Young people should not be employed to do work which is beyond their physical or psychological capacity, which exposes them to substances that are chronically harmful.

2.6 Competency and Training

- 2.6.1 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.
- 2.6.2 All employees are inducted in the contents of this document with particular emphasis on their personal responsibilities (as detailed in section 1 of this document.)

2.7 Contractors

- 2.7.1 The School Liaison Manager for Contractors and Contract Administration is the Head of Estates as appropriate.
- 2.7.2 The Head of Estates will ensure that, where appropriate, any work carried out at the school complies with the Construction (Design and Management) Regulations 2015. They will, in particular, be responsible for ensuring that:
- i. A Principal Designer and Principal Contractor (on projects involving more than one contractor) are appointed for each project involving more than five employees and with an expected duration of more than 30 days (with more than 20 workers working at the same time) or 500 person days of work.
 - ii. The Principal Designer and Principal Contractor have all relevant information about the condition of the site, results of surveys, details of materials used, etc.
 - iii. Before construction starts a construction phase plan for the site is drafted and agreed, detailing arrangements for maintaining compliance with statutory obligations.
 - iv. A health and safety file is maintained and made available for each site.
 - v. The designer (architect or consulting engineer) incorporates health and safety considerations in all designs.

- vi. Designs incorporate information about processes and/or materials used which may affect subsequent work on the site/structure.

2.7.3 A copy of the “Instructions for School Contractors” is at Annex A.

2.8 Cycling Activities

2.8.1 It is a policy of the School that all staff and students participating in cycling activities, including Period 8, adventure training, and School trips are to wear helmets. Alternative activities will be offered to students whose parents do not agree to helmets being worn. Staff and students traveling to and from School are strongly encouraged to wear a helmet for their journey. Bicycles are not to be ridden on the School premises between 8:30am and 4:30pm. Bicycles are to be parked in designated cycle sheds/ racks.

2.9 Disabled Workers

- 2.9.1 The School will assess the risks to staff and visitors with ill health to enable action to be taken to minimise any risk. It will place staff in a work environment where their disability or condition does not create unacceptable risks of injury or ill health, ensure that the working environment and work is suitable for staff, and ensure that disabilities and conditions which are irrelevant to the task are disregarded.
- 2.9.2 The school provides disabled facilities in the school and in the event of an emergency, there are procedures in place to safely move a disabled person from the school buildings to a place of safety.
- 2.9.3 A Personal Emergency Evacuation Plan is carried out with all disabled staff and students, which are subject to regular review.

2.10 Display Screen Equipment

- 2.10.1 The School accepts its responsibilities under the Display Screen Equipment Regulations 1992 and the H&S (Misc. Amendments) Regulations 2002) in respect of employees who habitually use DSE as a significant part of their work. We will undertake to:
 - i. Regularly assess each workstation (regular users only) and reduce any risks in relation to DSE. Maintain a record of each assessment. This is completed by way of the DSE self-assessment form located on the schools’ H&S SharePoint pages, which is recorded and reviewed by the Health and Safety Manager. Where a need is identified this will be followed up by a one-to-one assessment.
 - ii. Assess new employees at the earliest opportunity. This is also completed using the DSE self-assessment form located on SharePoint.
 - iii. Ensure that workstations meet minimum requirements for the workplace in accordance with the detailed specification laid down in the regulations.
 - iv. Ensure that employees have the right to eyesight screening and tests (*see Staff Handbook*), when deemed necessary as well as a pair of standard, intermediate, corrective glasses (e.g. an additional pair of spectacles specifically for DSE work) if necessary. These glasses will be solely and specifically for DSE use, and cannot be combined with lenses for other uses (such as driving etc.).

- v. Provide for work breaks.
- vi. Consult, inform and train employees.

2.10.2 The person responsible for carrying out these assessments and then ensuring that remedial action is taken as necessary will be the Health and Safety Manager.

2.10.3 Interactive Whiteboards and Data Projectors

- i. Staff using data projectors should make sure that all leads are safely located, and that students don't walk around the back of working areas which have cables.
- ii. When you are using an interactive whiteboard, ensure that each presenter can reach it without standing on anything.
- iii. If using data projectors or interactive whiteboards, ensure that presenters never look directly into the beam of the projector. If presenting to the class and entering the beam, do not look towards the audience for more than a few seconds, and presenters ideally should keep their backs to the beam at all times.

2.11 Cars used on School Business

2.11.1 Staff using their own cars on School business are to ensure that they are driven in such a manner as not to be a danger to other road users or the occupants of their vehicle. Staff may not convey students in their cars without the prior authority of the DFO and they must have registered a copy of their driving licence with the PA to the DFO & the Health and Safety Manager.

2.11.2 School transport is generally provided to move students but if Sixth formers use their own cars or motorcycles to move between locations during the school day or for school activities they do so at their own risk. Parents are sent a letter at the start of each year explaining this.

2.12 Electricity at Work

2.12.1 The School will take all necessary steps to comply with the Electricity at Work Regulations. This will include the establishment and maintenance of a formalised system of testing and maintenance for all electrical systems.

2.12.2 The Head of Estates will ensure that fixed electrical installations are inspected and tested by a competent person at least once every 5 years. Portable electrical appliances will also be inspected/ tested where applicable on a regular basis, based on current HSE guidelines. A record will be kept of all inspections and tests. Responsibility still 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.

2.12.3 The Head of Estates will prepare an inventory of all electrical apparatus used in the School and this will be routinely inspected and tested (*as outlined in 2.12.2 above*), and an appropriate register kept.

- 2.12.4 The Head of Estates will ensure 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 will ensure that fixed stage electrical installations are inspected and tested annually by a competent person, and following any changes, before being energised.
- 2.12.5 The School recognises that students under the age of 16 must not be exposed to voltages in excess of 25 volts. Project work will be individually assessed for potential hazards and written instructions prepared under the direction of the Head of Department concerned to control the risks.
- 2.12.6 The School will ensure that electrically competent teachers or technicians will be involved where there is any possibility of a person, student or otherwise, coming into contact with live conductors at voltages above 25 volts or where large short-circuit currents could flow.

2.13 Eyecare and Eyetests

- 2.13.1 Staff who are considered to be a Display Screen Equipment (DSE) user are eligible for support with their eye health. DSE users are defined according to the following criteria:
- i. DSE is necessary for the role
 - ii. Significant training and/or specific skills using DSE are required
 - iii. DSE is used for continuous spells (e.g. an hour or more) at a time
 - iv. DSE is used routinely (e.g. at least every day)
- 2.13.2 Those DSE users who require glasses in order to work with DSE will be eligible to claim for the cost of an eye test every 2 years. They will also be eligible for a contribution toward the cost of prescription glasses and a contribution toward basic frames.
- 2.13.3 Should a DSE user wish to purchase higher quality frames or additional options for their lenses which are not required for DSE use, they will be responsible for meeting this cost themselves. 3D eye scans, or retinal scans are not covered by this policy.

	Claim Amount	Claim Frequency
Eye Test	Full cost (typically £25)	2 years (dependent upon Opticians advice)
Lenses	Up to £45	2 years (subject to the above)
Frames	Up to £25	2 years

- 2.13.4 To claim any eye test or prescription glasses expenses, staff should obtain an itemised receipt for the eye test and any glasses from a qualified Optician and email a copy to rgs-invoices.co.uk detailing actual costs claimed. All claims must be submitted within 2 calendar months of the eye test and reimbursement will be made via bank transfer.

2.14 Fire Evacuation

- 2.14.1 Once in every term each school will hold a fire evacuation drill (preferably within the first fortnight). The timing of the drill will be known only to selected staff. No staff will be exempt from these drills.

- 2.14.2 If the Schools are not cleared completely in the minimum time consistent with the difficulties inherent in the building, the drill will be considered inadequate and further drills will be held until a satisfactory standard is achieved.
- 2.14.3 A record will be kept by the Health and Safety Manager of the date and time of every fire practice (including false alarms). This record will include the time taken to clear the building, and the data will be available to meetings of the Health & Safety Policy Group and Health & Safety Committee.
- 2.14.4 The warning, in case of fire, will be given by the continuous ringing of the school bell. It is the responsibility of the Head of Estates to ensure that this bell is audible in all parts of the school buildings.
- 2.14.5 The fire alarm system will be tested prior to the start of each school term. The Head of Estates will keep a record of these tests in the Fire Folder held in the Estates office.
- 2.14.6 Any person discovering a fire should immediately raise the alarm so that the evacuation procedures may commence. Upon hearing the alarm (and unless informed that it is a practice or false alarm) the Front Office Lead (or in their absence another member of the front office team (or their equivalents at RGS Prep or Bradstone Brook)) will summon the Fire Brigade and undertake whatever duties are specified in the fire evacuation procedure.
- 2.14.7 All teachers in charge of a class will be responsible for seeing that the whole class is evacuated safely along the designated evacuation route (copies of which will be displayed in each classroom) to the designated roll call area. In the event of this route being blocked for any reason, it will be the responsibility of the class teacher to evacuate the class from the building by the fastest possible route. In the event of an actual fire, any subsequent movement will be decided by the DFO (or some person acting on their behalf). Special arrangements may apply for the evacuation of examinees during examination periods. These will be published separately and invigilators and examiners will be briefed before any such examination season.
- 2.14.8 The DFO, in consultation with one of the Deputy Heads (Head or Deputy Head(s) in the case of RGS Prep) will ensure that there is an effective system for ensuring that class registers, current to that day, are available.
- 2.14.9 Directions for the evacuation of students and others will be displayed in a prominent place in each room. It will be the responsibility of teachers to know the evacuation routes from any classrooms that they use regularly.
- 2.14.10 Arrangements will be made by those occupying or responsible for the rooms concerned for all appliances using gas and electricity to be switched off and laboratory experiments rendered safe, as far as time and travel distance allow.
- 2.14.11 Exit doors leading from the school buildings should not under any circumstances be locked or obstructed during school hours. All exit doors will be

unlocked from the inside in an emergency. Where one half of a double door is normally kept bolted it will be the responsibility of the first member of staff using this exit in an emergency to release the bolts.

2.14.12 It is the responsibility of all members of staff to ensure that no unauthorised persons re-enter the school, under any circumstances, during a fire drill or actual fire emergency.

2.14.13 Personnel, previously nominated by the School Nurse, will carry a First Aid Box when evacuating the building.

2.14.14 Designated trained fire wardens will carry out a systematic clearance of each floor and report to the Site Manager/ Head of Estates/ Health and Safety Manager at the fire control centre (RGS) or Head/ Deputy Head/ Site Manager on the bottom playground (RGS Prep)/ Astro (Pre-Prep) when all personnel are out of the building.

2.15 First Aid

2.15.1 Responsibility for the provision of First Aid services falls to the DFO under duties delegated by the Governors. The School has a separate First Aid Policy which contains an over-arching policy and detailed procedures. This policy is posted on the School website.

2.15.2 The DFO has appointed the School Nurse to be the competent person to advise the Health & Safety Policy Group on all aspects of First Aid and First Aid training. In liaison with the DFO, Deputy Head and the Health and Safety Manager, the School Nurse will ensure that appropriate training in first aid is provided to sufficient staff to meet legislative requirements.

2.15.3 The School Nurse will maintain a record of those staff who have received training and the details of and the expiry dates of their qualifications. A list of these persons is contained in the First Aid policy.

2.15.4 In liaison with the DFO, Deputy Head and the Health and Safety Manager, the School Nurse has determined appropriate locations and specifications of First Aid Boxes and these are listed in the First Aid policy.

2.15.5 The School Nurse will be responsible for ensuring that First Aid Boxes continue to meet laid down statutory requirements, and for checking boxes against a stock list and restocking as necessary.

2.15.6 The School Nurse will be responsible for ensuring that eye wash stations meet laid down statutory requirements.

2.15.7 In liaison with the DFO, Deputy Head and Health and Safety Manager, the School Nurse will create and maintain First Aid Procedures suitable for of the School's sites and will ensure that summary procedures are updated within the First Aid policy.

- 2.15.8 In liaison with the DFO, Health and Safety Manager, the School Nurse will establish guides on First Aid and related practice for the benefit of First Aiders and others who may become involved in a medical emergency.

2.16 Food Safety and Food Hygiene

- 2.16.1 Catering services for both schools are carried out by Holroyd Howe who carry out all the relevant risk assessments and safety measures.
- 2.16.2 The School will take all necessary steps to ensure that staff and students do not suffer from allergic reactions to food it has provided.
- 2.16.3 The School's admission procedure is to ensure that new students with serious allergies are made known to the School before the pupil arrives and that this information is passed on to those members of staff who need to know. Staff will be encouraged to report any allergies to the Catering Manager.
- 2.16.4 The presence of such a person in the School is to be made known to medical staff, tutors, games staff and catering staff. Teachers in charge of students attending away sports functions, or on school trips, must also be made aware of any pupil with a serious allergy.
- 2.16.5 The Catering Managers should ensure that menus indicate any dishes or food products that contain high risk allergens, e.g. peanuts, other nuts, shellfish or any other specific allergens.
- 2.16.6 The HSE is to be informed immediately by the School Nurse (*or in their absence, the Health and Safety Manager*) on the occasion of an allergic reaction to foodstuffs resulting in an admission to hospital.

2.17 General Safety of Staff and Students

- 2.17.1 All personnel within the School have a responsibility to ensure the adherence to Health and Safety policies and procedures.
- 2.17.2 All staff have a responsibility to monitor the adherence to such policies and procedures to take action as required on safety issues in a timely manner.
- 2.17.3 Everyone in the School should take reasonable care for their own health and safety and avoid placing other people at risk and not to misuse items which have been provided in the interest of their health and safety. It is paramount that staff take every step possible to ensure the health and safety of students.

2.18 Hazardous and Dangerous Substances

- 2.18.1 All pesticides will be safely and securely stored and will be kept under lock and key except 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.

- 2.18.2 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.
- 2.18.3 The School will take all necessary steps to comply with the Control of Substances Hazardous to Health Regulations 2002 (as amended) (COSHH).
- 2.18.4 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. With regard to the sciences, they are held by the science technicians. These registers are subject to regular review/ update.
- 2.18.5 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.
- 2.18.6 The School will undertake the appropriate statutory examinations of all engineering controls that are required by the Regulations.
- 2.18.7 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.

2.19 Legionnaires Disease

- 2.19.1 The School recognises that it operates hot and cold water systems where there is a foreseeable risk of Legionellosis and which therefore requires control.
- 2.19.2 The School will do all that is necessary to fulfil the requirements of the Approved Code of Practice by identifying and assessing sources of risk, preparing a scheme for preventing or controlling the risk, implementing and managing precautions and keeping appropriate records of precautions implemented.
- 2.19.3 The School recognises that Legionella may colonise storage tanks, calorifiers, pipe work and associated plant including taps, showers and other appliances. In particular, it is recognised that Legionella is most likely to multiply in calorifiers where water temperatures are insufficiently high and in pipe work leading to taps and showers.
- 2.19.4 The main objective of the School is to operate water services at temperatures which do not permit the growth of Legionella and to avoid stagnation. The School will also ensure that the system is clean in order to minimise the opportunity for bacterial contamination.
- 2.19.5 Where possible, water services will operate at temperatures that prevent the proliferation of Legionella that is hot water storage (calorifiers, at 60° C); hot water distribution at least 50°C attainable at the taps with one minute of running; cold water storage and distribution at 20°C or below. It is, however, recognised that water

temperatures in excess of 50°C give rise to a danger of scalding, and where necessary 'fail safe' thermostatically controlled mixing valves will be used to allow the hot water system to be run safely at higher temperatures to control Legionella. All outlets will carry a warning sign to the user to check the water temperature before use.

2.19.6 Where the above water temperatures cannot be maintained, weekly thermal disinfection of the system will be carried out. This will involve raising the temperature of the whole of the contents of the system for at least an hour. Each tap and appliance will be run sequentially for at least 5 minutes at this full temperature.

2.19.7 It is recognised that if a calorifier or substantial part of the system is on stand-by, or if it is out of use for a week or longer for maintenance or other purposes, water will be raised to the operating temperature throughout for at least an hour before being brought back into use.

2.19.8 The following regime of routine inspection and maintenance will be established for the plant:

- i. Water temperatures at taps after one minute running will be checked annually;
- ii. Conditions in tanks for the presence of organic materials, vermin, etc., will be checked annually;
- iii. Conditions in calorifiers for organic materials and undue build-up of scale will be checked annually;
- iv. The condition of accessible pipe work and insulation will be checked annually.

2.19.9 The system will be chlorinated annually and when routine inspections show it to be necessary, if the system or part of it has been substantially altered or entered for maintenance purposes, or following an outbreak or suspected outbreak of Legionellosis.

2.19.10 The following records will be kept by the Head of Estates, who is the nominated person responsible for ensuring that this policy is implemented:

- i. A simple description and plan of the system identifying storage and header tanks, calorifiers and relevant items of plant;
- ii. Details of the risk assessment;
- iii. Details of the system operation relevant to controlling the risk, and the precautions to be implemented;
- iv. Procedures for inspecting and checking the system;
- v. Details of precautions carried out.
- vi. Inspection Certificate

2.20 Lone Workers

2.20.1 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.

2.20.2 It is recommended that a member of staff informs 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.

2.20.3 Staff should be medically fit to work alone and be capable of responding to evacuation procedures.

2.21 Manual Handling

2.21.1 It is recognised that Manual Handling operations hold a significant risk to staff. It is the School's intention to do all that is reasonably practicable to avoid these consequences on School premises. This requires that:

- a. Work is to be planned to avoid all unnecessary manual handling which involves a risk of injury.
- b. Any unavoidable manual handling operations which might be potentially hazardous are to be assessed with a view to reducing risk.
- c. All reasonably practicable precautions will then be taken to reduce risk. These might include the use of mechanical assistance, assistance from colleagues, improvement or changes in the nature of the task.

2.21.2 General assessment. In general, work at either the RGS or RGS Prep does not involve repetitive manual handling tasks which lend themselves to detailed analysis and assessment. However, from time to time employees will inevitably encounter manual handling tasks and they must bear in mind the School's policy:

- a. Employees are expected always to work well within their own individual capabilities and to make full and proper use of any system of work or mechanical assistance introduced to reduce the risk of injury.
- b. Employees are expected to use their judgment when approaching a manual handling task. If a particular manual handling task seems likely to approach the limit of their own capabilities, then mechanical assistance or the assistance of colleagues is to be used.
- c. In any cases of doubt, employees must contact their immediate supervisor for advice.
- d. While the School will ensure that all reasonably practicable steps are taken to reduce risk in manual handling operations, employees are asked for their cooperation. In particular, employees are asked to bring to the attention of the Health and Safety Manager any manual handling tasks which might be eliminated, simplified or improved.
- e. The DFO will arrange for investigation of any incidents reported to them which involve, or could foreseeably involve injury due to manual handling. This is with a view to implementing further control measures, so far as is reasonably practicable, to reduce the risk of harm. Employees' cooperation in these investigations and their assistance in determining suitable measures are considered to be of vital importance.
- f. Staff will occasionally have to lift children, particularly at RGS Prep/ Pre Prep. A risk assessment should be completed and training carried out with staff.

2.22 Minibuses - Please refer to separate Minibus policy

2.23 Monitoring Health and Safety Performance

2.23.1 The School, through the Health and Safety Manager, will regularly monitor Health and Safety performance using the following:

- i. Periodic health and safety inspections of all buildings as well as higher risk departments (such as Science, DT, Art and Sport);
- ii. Fire risk assessments and general risk assessments are held on SharePoint and are subject to regular review;
- iii. The School has termly Health and Safety Policy Group meetings as well as termly Health and Safety Committee meeting at both schools;
- iv. Each School has termly and annual accident reports which are analysed and any trends in injuries/accidents are investigated;
- v. Near miss reporting is encouraged and any trends are investigated;
- vi. As a “Belt and Braces” check, the School employs an outside agency to carry out Health and Safety Audits and Fire Safety Audits from time to time. The recommendations from these audits are then acted upon.

2.23.2 The Health and Safety Management System is the process which turns uncontrolled hazards to controlled risks.

2.24 Moving Around the School sites

2.24.1 When moving around the School buildings, care must be taken to avoid collision and tripping. Running in the School corridors is prohibited and a ‘Keep to the Left’ rule is in operation in corridors and stairwells.

2.24.2 Fire exits are to be kept clear at all times.

2.24.3 At RGS, crossing the High Street between the New Building and the Old Building must be at the pedestrian crossing on the green light. All staff are expected to set an example to students by adhering to this rule.

2.24.4 Between RGS Prep and Pre Prep, when crossing Aldersey Road, groups of students are to be accompanied by at least two members of staff wearing high visibility jackets who are to control the students and traffic when crossing the road.

2.25 New and Expectant Mothers

2.25.1 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.

2.25.2 The School assesses the risks to all new and expectant mothers in its employment and

undertakes what is reasonably practicable to control risks identified. The Risk Assessment is 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.

- 2.25.3 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.

2.26 Noise

- 2.26.1 The School recognises that exposure to high noise levels can cause permanent, incurable hearing damage (noise induced hearing loss). This damage builds up gradually, often unnoticed until it is too late and can significantly affect the quality of life.
- 2.26.2 Staff involved in noisy work, i.e. grounds staff, music teachers, technology teachers, maintenance staff and shooting range staff will have their hearing tested regularly as appropriate. All other staff are able to apply to the Health and Safety Manager to request a hearing test.
- 2.26.3 A regular Noise Survey is to be carried out in areas which may be subjected to high levels of noise. The Survey findings will be made available to staff upon request.
- 2.26.4 Personal Protective Equipment (PPE), where required, will be made available, and especially is to be worn in areas marked as “Hearing Protection Zones”.

2.27 Personal Protective Equipment (PPE)

- 2.27.1 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.
- 2.27.2 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.

2.28 Protecting the Public

- 2.28.1 We occasionally organise events that are open to the public. In such instances we take account of risks to the public within our relevant risk assessments, including the risks to vulnerable groups such as children, young persons, the elderly, and people with disabilities.
- 2.28.2 Our staff are aware of the need to be alert to building users/ event attendees who may have special needs or be too young to comprehend warning signs and instructions.

2.29 Work Equipment

- 2.29.1 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.'*
- 2.29.2 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.
- 2.29.3 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.
- 2.29.4 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.

2.30 Safety Signs and Notices

- 2.30.1 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. The latter document is also readily accessible on the H&S SharePoint page.
- 2.30.2 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.
- 2.30.3 We check that the signs remain in place, are visible and in good condition.
- 2.30.4 To assist our health and safety communications with employees, the health and safety policy statement and health and safety policy manual are available for all staff to read. These documents are readily accessible to all staff via the H&S SharePoint pages.

2.31 Slips, Trips and Falls

- 2.31.1 The prevention of slip and trip accidents in the workplace relies on the involvement of all staff and everyone is encouraged to deal with hazards when noticed. Staff are instructed in the importance of storing equipment in designated locations and in particular keeping walkways free from obstructions and trailing cables. They are also encouraged to report hazards, seeking assistance with any which they cannot personally resolve.
- 2.31.2 Steps and stairs are equipped with handrails. Step edges and stair nosings are kept in good condition.
- 2.31.3 Cleaning regimes are designed to ensure that dust, grease and other slip hazards are well controlled. If there is a spillage, staff are responsible for ensuring that it is cleaned up promptly and any wet floor is clearly highlighted.
- 2.31.4 Wet floor signs are used where floors remain wet after cleaning or as a result of other causes such as wet weather. However, floors which people are expected to use whilst wet, will be dried so far as is reasonably practicable.
- 2.31.5 Suitable and sufficient lighting is provided for normal tasks, and emergency lighting is provided to aid escape in case of primary lighting failure.
- 2.31.6 Arrangements are in place for dealing with ice, snow and the accumulation of leaves on a timely basis to reduce the slipping risk in external areas.

2.32 School Trips

- 2.32.1 Organisers of visits/ extra- curricular activities have a general common-law duty to act as a reasonable parent would in looking after students in their care in the particular circumstances of the visit/ activity. They also have a responsibility to the Governors for maintaining good order and discipline among the students and safeguarding their health and safety both when they are authorised to be on School premises and when they are engaged on authorised School activities elsewhere. School policy must be followed for any such visit. The appropriate trip proposal, risk assessment and documentation must be completed as indicated in the Guidance Notes for Staff on SharePoint and through using the Evolve system.

2.33 Science Teaching

- 2.33.1 Health and Safety within the Science Departments is covered in the respective School Science Safety Manuals, which are based on the CLEAPPS Health and Safety management system. CLEAPPS Hazcards are also held in each Science department.
- 2.33.2 Radioactive Sources. The main statutory requirements are the Radioactive Substances Act 1993 and the Ionising Radiations Regulations 2017 both of which are complex and expert specialist advice is essential. Our policy uses their expert advice which is itself based on the acts mentioned above along with other sources, such as CLEAPSS

Managing Ionising Radiations and Radioactive Substances L93.

2.33.3 The post of Radiation Protection Supervisor (RPS) is taken by **Mr M Burbidge**. The role of Radiation Protection Adviser (RPA) is taken by **Dr Keith Bowker** of the Oxford Radiation Protection Consultants. Contact Number 01235 538238.

2.33.4 The school is a category C user, holding only weak closed sources with the allowed exception of the protactinium half- life experiment.

2.33.5 Sources are kept in a metal box in a locked cupboard in the Physics Store Room. Our local rules for the use of closed sources are as follows:

- i. Record the times of removal and return of sources from/into the store in the book provided.
- ii. A source must be carried to and from its store in its immediate container.
- iii. Only containers in use should be removed from the store.
- iv. Handle all sources with a tool which keeps the hand at least 10cm from the active region. Avoid touching the inside of the immediate source container.
- v. Sources may not be left unattended away from their store.
- vi. All sources must be inspected on return by the teacher in charge.
- vii. Any dropped or damaged source must be reported to the teacher at once.
- viii. No pupil under 16 may perform any experiment using the radioactive sources.

Leakage tests are carried out every two years by the RPS.

2.33.6 Radon is a radioactive gas with no smell, taste or colour. It comes from natural uranium present in the ground and in materials such as bricks and concrete.

2.33.7 The School recognises its responsibilities in relation to radon exposure. Following appropriate monitoring and testing, where radon is detected to be above the recognised maximum exposure threshold, the school will put into place sufficient control measures to reduce exposure to radon to the lowest level reasonably practicable and in all cases below the specified action levels by:

- i. Identifying and monitoring all School buildings that may be affected by radon;
- ii. Having clear procedures in place for the management of radon in affected buildings;
- iii. Developing and maintaining records of radon gas levels in School buildings;
- iv. Maintaining a central database of all records;
- v. Providing suitable information and advice to employees and other persons likely to be exposed to levels of radon gas in School buildings;
- vi. Consulting, where necessary, with the School's appointed Radiation Protection Adviser(RPA);
- vii. Ensuring that any remedial measures put in place to reduce the level of radon in a property are monitored and maintained effectively;
- viii. Reviewing the policy and procedures as required.

2.34 Stress

- 2.34.1 The definition of stress according to the Health and Safety Executive is '*The adverse reaction people have to excessive pressures or other types of demands placed on them*'.
- 2.34.2 The School recognises that workplace stress is a Health and Safety issue for both managers and staff, and acknowledges the importance of identifying and reducing workplace stresses where possible.
- 2.34.3 Managers should, through discussion with staff, monitor work patterns, loads and other factors that may affect staff. Managers should listen to staff concerns with regard to stress and pass up the chain of command.
- 2.34.4 It is further recognised that staff may be affected by issues outside the workplace and these issues may affect performance.

2.35 Use of School Facilities by Members of the Public

- 2.35.1 The School will ensure that all members of the public using the facilities of the School will be given sufficient information in order to allow them to avoid any risks to their health and safety.
- 2.35.2 With regard to the use of the School halls, this information will relate to the means of escape in the event of an emergency.
- 2.35.3 The responsibility for the hiring of school facilities rests with the DFO. The form of agreement used by the School as a contract with the hirer will carry a specific clause stating that the hirer will ensure adequate supervision and take responsibility for the health and safety of persons using the facilities.

2.36 Vibration

- 2.36.1 Hand – arm Vibration at work comes from the use of hand held power tools and is the cause of significant ill health (painful and disabling disorders of the blood vessels, nerves and joints).
- 2.36.2 The School will undertake periodic vibration assessments to ascertain any problem areas.
- 2.36.3 Managers of staff using these tools should ensure that the load is shared with regard to usage.
- 2.36.4 Staff should speak to their managers if they have any concerns regarding Hand – arm Vibration.
- 2.36.5 Staff are to be provided with guidelines explaining the cause and symptoms of Hand – arm Vibration.
- 2.36.6 Risk assessments should cover the subject and be monitored regularly.

2.37 Visitors

- 2.37.1 Visitors to the Schools include parents, potential parents and students, advisors, couriers, sales persons, contractors, members of the public (including children), friends and family of employees, members of the emergency services, regulatory staff etc.
- 2.37.2 Visitors accessing areas not open to the public are asked to sign in and out of our buildings, wear a visitor badge at all times and will be under the supervision of one of our members of staff. Contractors undertaking work within the premises will be subject to our contractor control arrangements.

2.38 Waste Disposal

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

2.39 Wellbeing

- 2.39.1 The School is committed to protecting the health, safety and welfare of its employees, promoting positive mental health for all its staff, and tackling the causes of stress and work-related mental ill health. The aim of this policy is to create a workplace culture where staff feel comfortable to talk, seek help and support, and where wellbeing is recognised and embedded into working practices, and regularly monitored and reviewed.

2.40 Winter Conditions

- 2.40.1 Slip and trip accidents increase during the autumn and winter months for a number of reasons. There is less daylight, leaves fall and become slippery and ice and snow builds up on paths and roads. There are effective actions that can be taken to reduce the risk of slips and trips:
- Ensuring that there is sufficient lighting around the school for staff to be able to see and avoid hazards that might be on the ground.
 - Leaves should be cleared at regular intervals.
 - Discourage staff and students from taking shortcuts across wet and muddy grass.
 - Ice and snow should be removed regularly from paths.
 - Extra care should be taken when driving in and out of school with regard the condition of the roads.
 - Gritting should be done when frost ice or snow is forecast and best done in the evening before.
- 2.40.2 Responsibility for clearing these problem areas lies with the Head of Estates.

2.41 Working at Height

2.41.1 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.

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

2.41.3 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.

2.42 Workplace Transport

2.42.1 The School sites include, staff car parks, delivery areas and access routes. We have undertaken a risk assessment to cover these activities and identified the risk control measures required. These include speed limits, speed bumps, mirrors, safety signage, segregated pedestrianised areas in order to keep staff and students safe.

2.42.2 Traffic routes and precautions such as barriers and signs are inspected informally on a daily basis.

2.42.3 Any School owned or operated vehicles are subject to a maintenance programme managed by the Estates team, to ensure that vehicles for use on the highway are licensed, insured and hold a current MOT certificate (where applicable).

2.42.4 Pre-use inspections are carried out by drivers and the results recorded. Defective vehicles are taken out of service whilst awaiting repair or replacement.

2.42.5 Safe methods of loading are exercised to ensure security of the load during transit and adherence with load limit rules.

INSTRUCTIONS FOR SCHOOL CONTRACTORS

Company Name:

Lead Persons:

1. School liaison for contractors is the Head of Estates or any Estate Team member working on their behalf. In case of appointment by any other School employee that individual will act as point of contact. All conditions of this document should remain adhered to. Attendance to site is by prior arrangement only.
2. Contractors will be expected to produce satisfactory evidence of insurance cover in respect of their responsibilities to the School, third parties and their own employees prior to commencement of works.
3. Unless agreed in writing the contractor will be expected to provide their own equipment as well as providing any accompanying documentation relating to safe use of heavy duty plant for lifting, access etc.
4. Smoking (including vaping or e-cigarettes) is not permitted on site.
5. Instruction relating to works or amendments should be directed from the Head of Estates.
6. The contractor shall at all times observe the School Health and safety guidelines as well as those set out by the HSE.
7. The contractor will at all times observe the School safeguarding procedures.
8. The contractor should view and be aware of the location of the asbestos register for review before commencement of works.
9. Relevant permits to work, risk assessments and method statements should be provided before commencement.
10. Hot works are to be discussed in advance with a permit issued before being undertaken.
11. At all times the wellbeing of students, staff and the contractors own employees must take priority.
12. In the case of fire or emergency please follow school's procedures outlined on induction and displayed within the school.
13. Any accidents or 'near misses' must be reported to the Head of Estates or wider Estate Team acting on their behalf
14. Contractors should remain in designated working areas at all times.
15. Any potential disruption to services (electrical, gas or water) should be discussed in advance of planned work.
16. Playing of inappropriate music is not permitted on site.
17. For any guidance or clarity please contact the Head of Estates or wider Estate team
18. Any Government guidance relating to the control/ management of Covid-19 on School premises should be adhered to at all times. Handwashing facilities and sanitisation areas are available throughout site.

I acknowledge receipt of a copy of these Instructions for Contractors and agree to be bound by the conditions outlined above.

Date of Induction/ Review:

Signed:

Name:

ACCIDENT REPORTING PROCEDURES