



# Health, Safety and Wellbeing Policy

Independent Boarding and Day School for Boys and Girls

Royal Hospital School

March 2018

<b>ISI reference</b>	11a
<b>Key author</b>	Estate Manager
<b>Reviewing body</b>	Risk & Audit Sub-committee
<b>Approval body</b>	Board of Governors
<b>Approval frequency</b>	1 year
<b>Last approved</b>	8 March 2018
<b>Related Policies</b>	<ul style="list-style-type: none"> <li>Asbestos Policy</li> <li>Child Protection Policy</li> <li>COSHH</li> <li>Department Policies</li> <li>Major Incident Plan</li> <li>Educational Visits</li> <li>Electricity Safety (incorporating PAT)</li> <li>Fire Risk (Prevention) Policy</li> <li>First Aid, and Administration of Medicine</li> <li>Legionella Prevention Policy</li> <li>Management of Asbestos Policy</li> <li>Management of Contractors Policy</li> <li>Risk Assessment and Guidance Policy</li> <li>Security Policy</li> <li>Smoking Policy</li> <li>Transport Policy</li> </ul>

# **PART ONE**

## **HEALTH, SAFETY AND WELLBEING POLICY STATEMENT**

### **Background**

The Health and Safety at Work Act 1974 places a duty of care on all employers in respect of the health and safety of their employees. Our duty extends to pupils, visitors, contractors and others who may be affected by the School's activities. Greenwich Hospital (GH), as a Crown body, has Crown exemption from the Health and Safety at Work etc. Act 1974. However, GH does not seek to claim such exemption and complies wherever reasonably practicable with the provisions of the Act. Furthermore, there is an obligation on the management of the School to ensure, so far as is reasonably practicable, the health, safety and wellbeing of pupils in accordance with Independent School Standards Regulations.

### **Responsibility**

The Admiralty Board delegates the legal responsibility for the health, safety and wellbeing of those at The Royal Hospital School (RHS) to the Director GH, **Mr Hugh Player**. In turn, the Director delegates day-to-day responsibility to the Headmaster, **Mr Simon Lockyer**, and the Director of Finance and Operations (Bursar), **Mr Anthony McNiff**. In addition, the School's Governing Body acts with the approval of the Director in overseeing the School's implementation of its health, safety and wellbeing obligations and **Mr Adam Kerr** is the Governor charged with this responsibility. The Director of Finance and Operations (Bursar) chairs the Health and Safety Committee that meets at least once every term. Major departments within the School are represented on the Committee, which is the formal channel for addressing health and safety issues. A termly report is reviewed by the School Governing Body, and performance is subjected to independent audit at least every three years as well as periodic inspection of regulatory compliance by the Independent Schools Inspectorate.

### **Policy**

It is the School's policy, so far as is reasonably practicable, to ensure that:

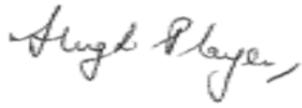
- The welfare and safety of pupils at RHS is safeguarded and promoted thorough the application of compliant policies and procedures
- That health, safety and wellbeing responsibilities to pupils, staff, parents and contractors are understood, and that appropriate training is identified and delivered
- Appropriate steps are taken to maintain a safe environment across the School for staff, parents, visitors and contractors through the application of compliant policies and procedures

### **Duty of Staff**

All staff, pupils, visitors and contractors have a duty to:

- Take reasonable steps to ensure their own health and safety and that of others who may be affected by their acts or omissions at work.
- Respect procedures and instructions given for the purposes of health and safety.
- Report any concerns or breaches of the health and safety policy to their line manager or to the Estate Manager.

Signed:



.....  
Mr Hugh Player  
Director Greenwich Hospital



.....  
Mr Henry Strutt  
Chairman of Governors



.....  
Mr Simon Lockyer  
Headmaster



.....  
Mr Adam Kerr  
Nominated Governor: Health & Safety



.....  
Mr Anthony McNiff  
Bursar

Dated: 8 March 2018

## PART TWO

### ORGANISATION FOR HEALTH, SAFETY AND WELLBEING PERSONS RESPONSIBLE FOR HEALTH, SAFETY AND WELLBEING

#### Overarching Responsibility

The Admiralty Board has a duty of care under the Health and Safety at Work Act 1974 for all employees at The Royal Hospital School (RHS) and others including pupils, visitors, contractors and others who may be affected by the School's activities. The Board delegates its legal responsibility for health, safety and welfare at the RHS to the Director of Greenwich Hospital (GH). In turn, the Director delegates day-to-day responsibility to the Headmaster and the Director of Finance and Operations (Bursar). In addition, the School's Governing Body acts with the approval of the Director in overseeing the School's implementation of its health, safety and wellbeing obligations.

#### **The Board of Governors is responsible, as far as is reasonably practicable, for:**

- Supporting the Headmaster with his responsibility for providing safe and healthy work places, work practices and working environments for all staff, pupils visitors, contractors and others who may be affected by the School's activities.
- Ensuring that the School's policies, procedures and working practices comply with relevant legislation, regulations and guidance.
- Ensuring that a reasonable sum of money is budgeted annually to ensure that finance is available to implement appropriate health and safety measures.
- Ensuring that any employee failing to satisfactorily discharge their responsibilities for health and safety is dealt with in an appropriate manner.
- Monitoring health, safety and welfare matters as an agenda item at all Risk and Audit Sub Committee and Main Board meetings

#### **The Headmaster is responsible, as far as is reasonably practicable, for:**

- The planning, dissemination and implementation of this and any other relevant policies.
- Ensuring compliance with child protection and safeguarding responsibilities and the maintenance of a central register in accordance with the School's Child Protection Policy.
- Reporting to the Director of GH and to the School's Governing Body regularly on matters of health and safety.
- Ensuring health and safety standards are maintained and improved.
- Disciplining those members of teaching staff or pupils who consistently and/or significantly fail to consider their own well-being or the health and safety of others

**The Director of Finance and Operations (Bursar) is responsible, as far as is reasonably practicable, for:**

- Aiding in the resourcing, implementation, monitoring, development and annual review of this and any other relevant policies.
- The day-to-day management of all health and safety matters.
- Reporting any safety concerns to the Headmaster.
- Ensuring that there are safe working practices and procedures in place throughout the School and that suitable and sufficient risk assessments are undertaken where required.
- Disciplining those members of support staff who consistently and/or significantly fail to consider their own well-being or the health and safety of others.
- Consulting with members of staff, including the Senior Deputy Bursar the Estate Manager and safety representatives, on health and safety issues and encouraging staff, pupils and others to promote health and safety.
- Resourcing and monitoring all necessary health and safety measures, including training.
- Resourcing and monitoring the provision of first aid.
- Regularly reviewing entries in the School's online *Accident book*.
- Coordinating the investigation of any accident or incident where personal injury could have arisen, or work-related ill-health absence and for taking appropriate corrective action.
- Liaising with Regulators, such as the HSE, to ensure compliance with any advice given, or enforcement action taken and reporting any such occurrences to the Headmaster.

**The Second Master is responsible, as far as is reasonably practicable, for:**

- Ensuring that all school trips and events (firework displays, etc.) have an identified individual responsible for the organisation and risk assessment of the trip or event.
- Setting an example and maintaining enthusiasm through their own behaviour and involvement in health and safety matters.

**The Estate Manager is responsible, as far as is reasonably practicable, for:**

- Assisting the Headmaster and the Director of Finance and Operations (Bursar) in relation to health and safety matters and in particular helping ensure the health, safety and welfare of staff, pupils and others using the School premises, machinery or equipment.
- Ensuring that any defects in premises, plant, equipment or facilities that relate to or may affect the health and safety of staff, pupils and others are made safe without delay.
- Assisting the Director of Finance and Operations (Bursar) in monitoring health and safety management systems on site and conducting and/or arranging periodic reviews and safety audits of all health and safety management systems.

- Assisting the Director of Finance and Operations (Bursar) by being the school focal point for Health and Safety training; maintaining a record of Health and Safety Training delivered to school staff, including: in-house induction, refresher training delivered at the start of the academic year, and any relevant contractor-delivered training.
- Providing training to staff on the conduct of risk assessment where appropriate, assisting staff to undertake appropriate risk assessments, and maintaining an electronic risk assessment register accessible to assessment authors and users.
- Leading on the arrangements for the safe management of contractors working at the School and any associated training, and advising Operations, Catering, IS and supervisory staff concerning procedures to be observed by their departments in relation to the management of contract work arranged by them.
- Advising the School on the preparation, implementation and review of the Health, Safety and Welfare Policy including the organisation and arrangements for carrying out the Policy.
- Ensuring that up to date Health and Safety information is received and passed to the relevant School departments/staff.
- Assisting Heads of Department/SHS to create suitable and sufficient risk assessments for departments, areas of the School, and activities that pose significant risk to employees, pupils, visitors and contractors on site.
- Assisting Heads of Department/Housemasters in creating Fire Risk Assessments<sup>1</sup> and Fire Plans for the Departments. Assisting/undertaking termly fire evacuation drills.
- Liaising with all employees/Heads of Department to assist/create health and safety documents, systems and procedures.
- Keeping relevant documentation and health and safety records for external inspections, Headmaster's 'snap checks' and the relevant enforcement officers.
- Assist the Health Centre Sister with the Reporting of Injuries, Disease and Dangerous Occurrence Regulations (RIDDOR) related injuries to the HSE on behalf of the School.
- Delivering health and safety related advice to staff as required
- Giving advice and creating reports to the Board of Governors, as requested on:
  - Legal requirements/School compliance regarding health and safety
  - Proposed changes to legislation and their potential impact on the School
- Assisting the School in any dealings with the HSE or any other legislative body
- Carrying out investigation after serious accident/incident

**The Operations Manager is responsible, as far as is reasonably practicable, for:**

- All aspects of Health, Safety and Welfare related to 'Lettings' customers, both staff and students.

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<sup>1</sup> To ensure unbiased compliance, Fire Risk Assessments are carried out by specialist contractor.

- Appropriate agreements being written for each Letting in relation to detailed responsibilities and supervision.
- Security of the School and those within it. (Security is treated as part of health and safety and is subject to the same regime of risk assessment. RHS cooperates with the local police forces, fire and rescue services and local communities, and aims to achieve a balance between providing reasonable security and turning the school into a fortress)

### **Supervisory Staff (Heads of Department, Senior House Staff, Group, Sport and Activity Leaders, CO CCF and Support Managers)**

The Headmaster delegates responsibility for matters of health, safety and wellbeing in their specialist areas to Supervisory Staff who, in addition to the responsibilities for *all employees* below, are responsible, as far as is reasonably practicable, for:

- Ensuring that this Policy and other relevant departmental policies are implemented to achieve the highest possible standard of health, safety and welfare for all persons at School and those affected by School activities.
- Ensuring that all those responsible to them understand and discharge their responsibilities and duties in accordance with this Policy and other relevant legislation.
- Ensuring that all accidents, incidents and near-misses are reported on the online *Accidentbook* program and, if required, cooperate with any post incident investigation.
- Ensuring that suitable and sufficient risk assessments are carried out, with evidence (signatures) that relevant staff have read and understood them.
- Ensuring that their staff receive relevant information, supervision and training for all aspects of their role including an induction at the start of their employment and regular refresher training.
- Ensuring that all buildings, plant, equipment and systems of work are safe and operate within the requirements of relevant health and safety legislation.
- Ensuring that they are familiar with current regulations, codes of practice, official guidance and this Policy.
- Obtaining appropriate advice, when necessary, from the Estate Manager on health and safety issues.
- Co-operating with the Governing Body, Headmaster, Director of Finance and Operations (Bursar), and Estate Manager on health and safety issues at the School.
- Ensuring that all statutory notices and appropriate safety signs are displayed.
- Ensuring that emergency exits are appropriately signed and free from obstruction. (Additional responsibilities concerning Fire Safety are contained in the separate Fire Risk (Prevention) Policy).
- Ensuring that adequate first aid provision, protective clothing and equipment, registers and logbooks are available for use.
- Ensuring that all plant, machinery and equipment is adequately guarded and maintained.

- Ensuring that plant, machinery, equipment and substances are accompanied by adequate information on use and that use is restricted where necessary through suitable and sufficient risk assessment.
- Ensuring that toxic, hazardous and highly flammable substances procured for use are correctly used, labelled, stored and disposed of in accordance with COSHH Regulations and the School's COSHH Policy
- Taking appropriate steps to prevent the unauthorised or improper use of plant, machinery, equipment or substances.
- Ensuring regular safety inspections of the premises including plant, materials and safety procedures take place and that inspection records are maintained.
- Maintaining and promoting good housekeeping and general site tidiness in all working areas.
- Taking positive corrective action, where necessary, to ensure the health and safety of all those affected by their actions.
- Evaluating promptly and, where appropriate, taking action on any criticism of health and safety arrangements made.
- Monitoring the performance of staff and reporting to the Director of Finance and Operations (Bursar) any evidence of work-related ill health.
- Ensuring that School activities present no nuisance to other members of the School, or the general public.
- Ensuring that suitable consideration is given to health and safety aspects during the planning, implementation and control of activities, engaging with the Estate Manager as necessary, to ensure that these activities are carried out safely.
- Monitoring the general operation and effectiveness of this policy and ensuring that any major issues are brought to the attention of the Estate Manager or Health and Safety Committee.

#### **All Employees are to:**

- Cooperate with the Governing Body, Headmaster, Director of Finance and Operations (Bursar), Senior Deputy Bursar and Estate Manager on health and safety matters.
- Take reasonable care for their own health and safety and the health and safety of all others that may be affected by their actions or inactions.
- Ensure that all accidents, incidents and near-misses are reported on the online *Accidentbook* program and, if required, cooperate with any post incident investigation.
- Provide and/or use appropriate personal protective equipment as necessary, provide guidance on its use if required and ensure it is kept in good condition;
- Ensure that they are familiar with the contents of this Policy, any particular arrangements in their specialist area and of the health and safety aspects of their work generally.

- Implement, or abide by, safe working practices that comply with School and/or department policies and procedures and set a good example personally.
- Provide and/or be receptive to appropriate instruction, information and training in safe working practices;
- Effectively supervise those for whom they are responsible, ensuring that no unauthorised guests are left unaccompanied and/or are permitted to have unescorted contact with pupils.
- Challenge anyone on the School site that they do not recognise and report any unauthorised persons to School security as soon as possible.
- Minimise the need for and use of lone working.
- Ensure that all plant, machinery and equipment, for which they are responsible or use, is adequately guarded and in good working order, before use, and that it is appropriate for that use and that they are appropriately trained to use it.
- Report any defects in tools, equipment or facilities and any actual or potential hazards to their supervisor, Senior Deputy Bursar and Estate Manager, Director of Finance and Operations (Bursar) or the Headmaster as appropriate and assist in identifying and implementing procedures to minimise the possibility of mishaps.
- Ensure that toxic, hazardous and highly flammable substances in their specialist area are correctly procured, transported, stored and used.
- Not interfere with or misuse anything provided to safeguard health and safety.
- Promote and demonstrate good housekeeping by ensuring that offices, general accommodation and vehicles are kept tidy and ordered. Any safety related defects are to be reported to the Estate Manager or the Director of Finance and Operations (Bursar) as appropriate.
- Set an example and maintain enthusiasm through their own behaviour and involvement in health and safety matters.
- Remain vigilant at all times but particularly where there are vehicles on site and/or when activity is taking place at height.
- Report any health and safety concerns (including those reported to them by others) to their supervisor, the Estate Manager, Senior Deputy Bursar, Director of Finance and Operations (Bursar) or Headmaster as appropriate.
- Report those who consistently and/or significantly fail to consider their own well-being or the health and safety of others to the Estate Manager, Senior Deputy Bursar, Director of Finance and Operations (Bursar) or Headmaster as appropriate.
- Assist in the investigation of any accident or incident where personal injury could have arisen and take appropriate corrective action.
- Set an example through their own behaviour and involvement in health and safety matters.

## **Pupils are to:**

- Cooperate with those responsible for the Governance of the School including the Governing Body (where appropriate), Headmaster, Director of Finance and Operations (Bursar), Estate Manager and all other staff on health and safety matters and in particular must follow the instructions of staff in the event of an emergency.
- Take reasonable care for their own health and safety and that of others at the School.
- Observe standards of dress consistent with safety and/or hygiene.
- Use and not wilfully misuse, neglect or interfere with anything provided to safeguard their health and safety.
- Report all health and safety concerns to a member of staff.

## **Visitors**

The correct management of visitors is an important element within the School's safety, safeguarding and security arrangements. All official visitors and other users of the School premises should:

- Ensure that they report to Reception where their identity will be checked, relevant details recorded and a pass issued, and their host notified. Thereafter, they should remain in the presence of their host unless express permission to the contrary has been given by the Headmaster or the Director of Finance and Operations (Bursar) as appropriate. (Note that contractors are subject to special management arrangements as contained in the separate policy, and are not to be treated as visitors nor issued visitors' passes. A contractor is defined as anyone doing work at the School who is not an employee, and is to be issued with a contractor authorisation to work pass).
- Note and observe the instructions contained on their visitors pass.
- Note that the school is designated a 'no smoking' site.
- Follow the fire action notices or instructions of staff in the event of a fire or emergency.
- Take reasonable care for their own health and safety and that of others at the School.
- Observe standards of dress consistent with safety and/or hygiene.
- Use and not wilfully misuse, neglect or interfere with anything provided to safeguard their health and safety.
- Report any health, safety or wellbeing concerns to a member of staff.
- Return their pass to Reception on completion of their visit. (Departure to be recorded in the visitor pass register as part of fire safety arrangements).

## **Health, Safety and Wellbeing Committee**

The terms of reference of the Health, Safety and Wellbeing Committee are in summary to address ongoing health, safety and welfare issues associated with school/work activities, and to deal with safety issues raised by staff and pupils. The Committee meets once a term under the chairmanship of Director of Finance and

Operations (Bursar). The Chairman of the Governors' Risk & Audit Sub-Committee receives a copy of the minutes and is briefed on all relevant matters during Risk & Audit Sub Committee Meetings. The members of the Committee are:

- The Director of Finance and Operations (Bursar)– Chair
- Second Master - (representing the Headmaster)
- Deputy Head (Pastoral)/Senior Housemaster
- Assistant Head (Co-Curricular)/events and off site visits co-ordinator
- Senior Deputy Bursar
- Estate Manager - (Health and Safety Competent Person)
- OIC CCF
- Director of Sport
- Operations Manager
- Head of Design and Technology
- Head of Science
- Educational Visits Coordinator
- Health Centre Manager
- Head of Catering Services
- Senior Science Technician
- Union representative
- Bursar's PA – Secretary

**The role of the Committee is to:**

- Discuss matters concerning health, safety and wellbeing, changes in regulations.
- Monitor the effectiveness of health, safety and wellbeing within the School.
- Review accidents and near misses and discuss preventative measures.
- Review, update and promote risk assessments.
- Discuss and co-ordinate health, safety and wellbeing training for all School staff, utilising the Estate Manager's training matrix
- Monitor the implementation of professional advice.

- Review the Safety Policies and Guidance and update them as required.
- Assist in the development of safety rules and safe systems of work.
  
- Monitor communication and publicity relating to health and safety in the workplace.
  
- Encourage suggestions and reporting of defects by all members of staff.

### **Consultation**

The School is committed to a partnership approach, through the Committee, to risk management involving all managers and employees. In particular, the School will consult with staff on:

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

### **Monitoring and Review of this Policy**

The Director of Finance and Operations (Bursar) is responsible for ongoing monitoring and annual review of this Policy, in conjunction with GH and the Board of Governors as appropriate.

## PART THREE

### ARRANGEMENTS FOR HEALTH, SAFETY AND WELLBEING

This document aims to summarise the arrangements in place to deal with various aspects of maintaining health, safety and wellbeing across the School.

**In the event of an emergency, staff are expected to exercise appropriate judgement and if necessary dial (9) 999 to summon emergency assistance. At the earliest opportunity, Line Managers/SMT are to be informed, and accident reporting procedures followed.**

This document is the overarching Policy for Health, Safety and Wellbeing at RHS. In order to provide the necessary detail and level of compliance, a number of separate associated policies are also in place and are referenced within this document, with a summary list at the end.

#### Contents:

Accident Reporting, Recording and Investigation

*See Also Management of Asbestos Policy*

Building Maintenance and Alteration

Children and Young People at Work

Associated Additional Policies List

*See also Child Protection Policy See Also Management of Contractors Policy*

Competence and Training

*See also COSHH Policy*

*See also Department Policies*

Disabled Persons including Temporarily Disabled

Major Incident Plan, *see also Major Incident Plan Policy*

Display Screen Equipment (DSE)

Drugs, Alcohol and Smoking

*See Also Educational Visits Policy*

Electricity at Work *See Also Electricity Safety (incorporating PAT)*

*See Also Environmental Management Policy*

Fire Safety *See Also Fire Risk (Prevention) Policy*

First Aid, Medication and Work Related Ill Health *See Also First Aid and for the Administration of Medicine Policy*

Food Safety

Housekeeping, Cleaning and Waste Disposal

Legionella Prevention and Water Safety *See Also Legionella Prevention Policy*

Lettings

Lifting Equipment (Including Lifts, Hoists and Evacuation Chairs)

Lone Working and Personal Safety

Maintenance/Inspection of Equipment Including Fume Cupboards

Manual and People Handling

New and Expectant Mothers

Noise at Work

Offside and Educational Visits

Performance Monitoring and Audit

Personal Protective Equipment (PPE)

Pressure Systems

Risk Assessment *See Also Risk Assessment Policy*

*See Also Security Policy*

Slips and Trips

*See Also Smoking Policy*

Swimming Pool *See Also Swimming Pool Safety*

Traffic and Transport Safety *See Also Transport Policy*

Vibration

Welfare Facilities

Working at Height

## ACCIDENT, REPORTING, RECORDING AND INVESTIGATION

Under the direction of Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) (2013) certain types of accident must be reported to the HSE. The employer must keep a record of any reportable injury, disease or dangerous occurrence. This must include:

- date
- time
- personal details of person affected
- location of accident
- nature of event
- treatment required

### REPORTING

The HSE must be notified of fatal and major injuries and dangerous occurrences without delay (via the HSE website or by telephone). This notification must be followed up within 10 days with a written report on Form 2508. The Estate Manager and/or the Health Centre Manager will complete and post the forms on the HSE website. The Headmaster and Director of Finance and Operations (Bursar) are to be kept informed if this procedure becomes necessary.

The following incidents must be reported through the School's online *Accidentbook*. Entries should be completed by the member of staff responsible at the time the injury occurs, for example during a lesson/trip/sports match. If the injury occurs in a boarding house, the entry should be completed by the Housemaster/Matron. It is not the responsibility of the Health Centre to fill out *Accidentbook* entries; they process the medical information, not the details of what happened or how/when.

The following must be recorded:

- an accident that is the result of any School activity (including any involving contractors)
- an accident that occurs because of the way in which a School activity has been organised or managed
- an accident that is the result of the use of equipment, machinery or substances
- an accident that occurs because of the design or condition of the premises
- an accident that requires first aid where personal injury has been sustained
- any assault that requires first aid treatment
- any casualty that is referred to hospital or their local GP

**All** sections<sup>2</sup> of the *Accidentbook* form **must** be completed and they are to be reviewed by the Estate Manager.

All accidents, no matter how small, must be recorded and documented, if in doubt staff should assume that they must write it down and report it. This also applies for near miss events that must be monitored as part of the School's health and safety management system.

## **NEAR-MISS REPORTING**

A near-miss is an accident that does not result in injury; therefore, staff should report near-misses using *Accidentbook*, as they would for an injury. All near-miss reports will be recorded and monitored as a proactive measure to prevent accidents occurring. All accidents and near-miss occurrences will be reported to the Governing Body annually; however, the Director of Finance and Operations (Bursar) will be informed of serious issues as a soon as possible after the incident by the Estate Manager.

## **ACCIDENT INVESTIGATION**

Investigating accidents is a requirement if an incident is reportable under RIDDOR; however, all accidents, irrespective of severity, should be investigated to prevent further occurrence. Minor accidents should be investigated by the Head of Department and the outcomes shared with the Estate Manager. RIDDOR incidents will be investigated by the Estate Manager with the assistance of the Head of Department and other staff as required.

## **ASBESTOS**

The School has a separate Asbestos Management Policy, plus a consolidated management plan and register for the safe and compliant management of asbestos across the site. All those at risk of coming into contact with Asbestos Containing Materials are to complete the annual Asbestos Awareness online training.

## **BUILDING MAINTENANCE AND ALTERATION**

When planning maintenance work and minor alterations work is to be scheduled so far as possible to avoid risks to staff and others who would normally be present in the area. Where an area includes hazardous equipment or activities, either on a permanent or temporary basis, we will ensure that physical barriers are utilised including locks and signage where necessary, to prevent access by unauthorised persons.

If work is likely to compromise an occupied building's fire escape routes or fire protection facilities, and it has been determined that it is safe to continue, we put in place temporary arrangements and provide additional instruction as required to ensure that building users can still use the building safely.

Where work is carried out which involves breaking through walls, floors or ceilings, we check whether the work is likely to compromise fire compartments and make repairs with suitable materials to return the structure to the designed level of fire resistance.

We recognise the requirements of the Construction (Design and Management) Regulations 2015 (CDM 2015) and the Estate Manager/Estate Manager's Assistant take the lead in ensuring that we are compliant. This includes identifying when projects are likely to exceed 30 working days with more than 20 workers on site, or more than 500 person days of construction work, and therefore requiring prior notification to the authorities.

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<sup>2</sup> If a location or activity is missing and the 'Other' category is used, the actual location and/or activity must be reported to the Estate Manager separately.

The work of contractors is managed as described within our 'Contractor Management Policy'.

Permits to work are used to formally authorise activities with the potential for higher risk such as hot works and work on the roof.

The general safety of plant and service areas is a priority for the organisation and these are kept clean, tidy, and free from the build-up of combustible materials and with clear access to all control mechanisms and switches.

A planned preventative maintenance programme has been devised to identify all of the routine maintenance and inspection activities required to maintain our premises and equipment in good order. Records are kept of inspections, maintenance, repairs and servicing activities.

We undertake risk assessments of in-house maintenance activities and devise safe systems of work as a result.

We appreciate that our in-house workforce is regarded as a 'contractor' under CDM 2015 and that if we bring in any additional outside help with construction work, we must comply with all aspects of the regulatory requirements for projects involving 'more than one contractor'.

For all construction work carried out in-house, regardless of scale, we ensure that:

- The work is managed and supervised by a competent manager/ supervisor.
- Workers are briefed in the reasons for the work and the expectations, including any safety requirements.
- The work does not begin until there is an adequate construction phase plan in place.
- There are suitable welfare facilities for workers.
- Workers are competent for the tasks that are delegated to them.
- Sufficient time and resources are allowed.
- Any design or specification work undertaken by our organisation on our behalf is undertaken by competent persons who are able to eliminate hazards and control risks within the design and meet their obligations under the Regulations.
- The construction work is segregated from the other activities taking place on site where necessary for health or safety - either by scheduling the work out of hours or by physical separation.

## **CHILDREN AND YOUNG PEOPLE AT WORK**

Where young people/children are involved in work experience/are employed, we ensure that we comply with applicable employment and working hours legislation including restrictions on night working, additional rest breaks and the length of working days. We also undertake a specific risk assessment of the tasks which the young person/child is to be undertaking which takes into account their immaturity, inexperience and lack of risk awareness. The individual is provided with additional instruction and supervision as determined by the risk assessment.

There are certain tasks that we do not allow young workers to carry out: work involving exposure to hazardous substances, the use of dangerous machinery (except during training), construction work, and work involving hazardous exposure to noise or vibration.

In the case of employment/work experience of children, we comply with legislation and local bylaws placing restrictions on the type of work permitted and ensure that the findings of the risk assessment are shared with their parent or legal guardian prior to the placement/work starting.

## **CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH (COSHH)**

The School has a separate COSHH Policy for the safe and compliant management of hazardous materials across the site. All those affected by COSHH Policy are to complete the COSHH online training that is to be completed every 24 months.

## **COMPETENCE AND TRAINING**

Where specific health and safety skills or competencies are required, this is defined within job descriptions. At recruitment, we assess the skills, experience and previous training of the applicant in order to appoint the most suitable person for the job.

Training needs are reviewed at recruitment of new starters and then formally on an annual basis during appraisals. Training needs are also identified on an ongoing basis for example: as a result of risk assessments or accident investigations; through site inspections or audits; and arising from changed legislation or standards.

All employees are inducted in the contents of this policy with particular emphasis on their personal responsibilities. All new employees also receive basic induction training on general health and safety matters, including:

- Their legal duties, as set down in both criminal and civil law.
- The findings of risk assessments.
- Arrangements for first-aid.
- Fire, evacuation drills and other relevant emergency procedures.
- Expected standards of behaviour and housekeeping.
- How to report accidents, incidents and 'near-misses'.
- How to report unsafe conditions or other safety concerns.
- Any special hazards and control arrangements affecting the workplace.

The general safety induction is carried out by line managers and/or the Estate Manager using a checklist, which is kept as a signed and dated record that the training took place. The ongoing competence of individual's to work safely is assessed by the Estate Manager/Projects and Maintenance Manager, M&E Manager or other specialist on a continual basis.

Where an individual takes on specific health and safety responsibilities they will receive relevant health and safety training in their responsibilities, and specific training for specialist roles such as fire competent persons and first aiders. We also provide specific online training for all staff undertaking hazardous activities, such as: working at height, working in confined spaces etc.

Training will also be provided at the introduction of new equipment, new technology or work procedures. Young workers (under 18 years old) will receive additional training and supervision as required, according to the outcome of an individual assessment.

We consult with staff about the planning and organising of health and safety training by including the topic as a standing item on health and safety committee agendas.

All health and safety training is provided by competent instructors and takes place during paid working hours. The identification of training needs is a line management function but day-to-day coordination of the training programme is carried out by the Estate Manager.

The effectiveness of training is evaluated by the use of end of course assessments and management reviews. Records of training including the date, name of delegate, tutor details and contents of the course, are held by the Estate Manager's Assistant and/or the Second Master's PA

Where we do not have the necessary in-house competence to undertake a specific task or specialist work, we will utilise specialist contractors who have been assessed for their competence.

## **DISABLED PERSONS INCLUDING TEMPORARILY DISABLED**

Where we employ persons with disabilities, or where existing employees become disabled, we ensure that the workplace is adapted for their needs including arrangements to ensure their health, safety and welfare.

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

We ensure that the needs of disabled staff are taken account of within risk assessments and if necessary, undertake an individual risk assessment for the work of the particular employee, taking into account their abilities and disabilities. The risk assessment covers not only the risks to the individual but also any additional risks that may be created if the individual is unable to assist in anticipated emergency situations such as an emergency evacuation.

We also develop a personal emergency evacuation plan (PEEP) to cover individual circumstances, particularly emergency evacuation. Relevant risk assessments/PEEP will be reviewed at frequencies that take account of any change in the person's health condition.

## **MAJOR INCIDENT PLAN**

The School Major Incident Plan is a **separate document** managed by the Second Master, who is responsible for ensuring that:

- The plan is readily accessible
- The plan is reviewed and updated
- The plan is periodically exercised

## **DISPLAY SCREEN EQUIPMENT (DSE)**

### **General**

The Health and Safety (Display Screen Equipment) Regulations 1992 (amended 2002) apply to any employee habitually (for periods longer than half their working day) using any type of display screen equipment for a significant part of their normal week. This includes work done outside the office, including work undertaken at home. DSE assessments of the workstation must be undertaken and this forms part of the DSE online training.

It is the School's intention to optimise the use and application of DSE within the organisation, whilst safeguarding the health, welfare and job satisfaction of those involved in operating such equipment.

When new display screen equipment is being selected, due consideration will be given to the health and safety aspects of its design. DSE operators must adjust the workplace to suit their own needs before commencing work as follows:

- Adjust the height and position of the chair.
- Ensure that lighting is adequate and appropriate, whilst using curtains or blinds to avoid screen reflections.
- Ensure that the display screen is clean and adjust brightness and sharpness of image as necessary.
- Position all equipment, such as keyboards, to avoid awkward posture or movements. Particular care should be taken to avoid repeated stretching movements.

Employees should consult the Estate Manager for advice concerning any problems which may arise with the use of DSE.

### **Working with Laptop Computers**

Laptops should be compact and easy to carry. However, this results in design compromises, such as smaller keyboards and screens. This can make working positions less comfortable than a normal display screen in prolonged use.

Using a portable computer should be avoided when full-sized equipment is available. However, when using a laptop:

- the user should sit comfortably
- the screen should be angled so it can be seen clearly with minimal reflections
- the user should take frequent breaks if work is prolonged
- the laptop should be placed on a firm surface at the right height for keying

### **Eye and Eyesight Testing**

Under the Display Screen Equipment (DSE) Regulations, those employees classed as habitual users (over an hour a day on most days) are entitled to request an eye test once a written DSE assessment has taken place. Such eye tests only need to be provided by the employer at approximately two yearly intervals, or as otherwise determined by the optician.

Where an employee wishes to undertake an eye test and proposes to seek reimbursement from the School, the tests must *be specifically for DSE users* and must be arranged with the knowledge of the Deputy Bursar (Finance).

### **Visual Discomfort**

Where an employee experiences visual difficulties and has reason to believe that these may be caused by work with DSE, the School will offer an eye and eyesight test after the DSE assessment has been updated.

## Costs of Testing

The full cost of eye test will be met by the School providing that the test has been agreed by the Health, Safety and Compliance Manger and the relevant form is completed *prior* to the appointment. Where an employee has arranged a test independently and without the knowledge of the School, even if the test is specifically related to display screen use, the School shall not be responsible for the costs incurred.

## Supply of Glasses

Where the Optician has stated in writing that the corrective glasses or replacement lenses are ***specifically required for work with DSE*** the School will contribute up to £70 towards the cost, on the production of appropriate receipt documentation. The School will not contribute towards the cost of bifocal or varifocal lenses. Where a change in an employee's vision is found and a different prescription is required, the School will bear the cost of replacement providing the procedures outlined above have been followed.

## Care and Replacement of Glasses and/or Frames

Employees are personally responsible for the safekeeping of glasses and/or frames and are expected to show the same degree of care as for any other item of School property.

## ELECTRICITY AT WORK

The Electricity at Work Regulations 1989 require that precautions are taken to reduce the risk of death and injury from electricity in the workplace. Risk assessments for the use of electrical equipment must be carried out by the relevant department. Specific details and guidance for high risk activities are outlined in the separate Electrical Safety Policy.

For general electrical equipment used by staff:

- All electrical systems should be constructed and maintained so as to prevent danger. No staff should work on electrical systems without being competent and qualified to the relevant standards (17th Edition at July 2016).
- All Portable Electrical Equipment on site, including personal items, must be subject to regular testing. This equipment should display a current green PAT pass label.
- There must be suitable means of isolating or cutting the electricity supply off to any item of equipment.
- Double/triple cuboid adaptor plugs must not be used as they constitute a significant fire hazard.
- Drum extension cables must be fully unwound when in use, but not so as to cause a trip hazard.
- Extension cables should not feed additional extension cables (daisy chains).
- Staff should visually check the equipment before use or issue for use. If any defects are found, the equipment should be turned off, isolated from the power supply and the defect reported to Estates via Flow 360.

## **FIRE SAFETY**

Fire is assessed as the major health and safety risk for the School, with the most likely cause being electrical. Of particular concern is fire safety in sleeping accommodation. The School has a **separate Fire Safety Policy** for managing fire safety across the site, which includes detailed instructions and procedures. All School employees are to complete the fire awareness online training annually; additionally those with specialist responsibilities (such as boarding house staff) are also, to complete an annual 'hands-on' fire safety training.

## **FIRST AID, MEDICATION AND WORK RELATED ILL HEALTH**

In line with the Health and Safety (First Aid) Regulation 1981 (amended 2013) the School has undertaken a first aid risk assessment. Details of the first aid provision at the School are fully detailed in **separate policies for First Aid and for the Administration of Medicine** which should be read in conjunction with this Policy.

For the avoidance of doubt, nothing in those policies or in this Policy should affect the ability of any person to contact the emergency services in the event of a medical emergency.

The School provides appropriate first aid provision by appointing first aiders and appointed persons who adhere to the First Aid Policy. Adequate and appropriate first aid provision will form part of the arrangements for all School and off-site activities.

All boarders who attend the School must register with the School Doctor.

The School has a Health Centre with 35 beds to care for pupils who are unwell but do not require hospitalisation. The Centre is manned 24/7 during School terms. The School Doctor undertakes a daily surgery at the Health Centre. Out-patients' clinics are run from time to time to facilitate other treatment such as physiotherapy.

**The School has separate policies for staff absence and for managing work-related stress.** Where appropriate, occupational health arrangements for staff are to be made through the Occupational Health Department at Ipswich Hospital.

## **DRUGS, ALCOHOL AND SMOKING**

Alcohol or drug abuse by employees and sub-contractors (including supervisory and management staff) can adversely affect the health and safety of themselves and/or others on the site. Therefore it is the policy of the School that any person known to be, or strongly suspected of being, affected by alcohol or drugs must be referred to the appropriate Manager who must arrange for that person to be removed from site. The staff handbook includes the School's **separate Drugs and Alcohol policies**.

The School is designated a 'no smoking' site. The School's **separate Smoking Policy** outline the procedures for managing this in relation to visitors, events, lettings and contractors as well pupils and staff.

## **FOOD SAFETY**

Before hiring external catering firms, we obtain evidence to confirm that the company is registered with the local authority. We aim to ensure that food is delivered shortly before it is required; however, if this is not possible, we ensure that food is stored at an appropriate temperature.

We sometimes purchase chilled and other ready to eat foods for boarding house functions etc., but we ensure that this food is purchased from a reputable suppliers shortly before it is to be consumed. We minimise the handling of the food and where it is necessary to cut sandwiches or handle foods for any other reasons, we ensure that this is carried out by a member of staff who is trained in food hygiene requirements.

Drink machines/chilled water dispensers are connected to a potable water supply. These machines are regularly cleaned and maintained to ensure that the highest possible hygiene standards are achieved.

We have selected a competent catering contractor to operate our Kitchen/Dining Hall. In the selection process, we established that the contractor has in place procedures for hazard analysis, staff training, temperature control, cleaning and preventing contamination. The Estate Manager also carries out periodic checks to ensure that these control measures continue to be applied.

All staff who are required to handle or prepare food for the consumption of others are required to complete a food hygiene online training course.

## **HOUSEKEEPING, CLEANING & WASTE DISPOSAL**

Housekeeping operations take place throughout the site on a daily basis. These are organised and controlled by the Operations Manager through the Cleaning Manager. Staff are responsible for keeping their own workspace/departments tidy, and are required to undertake the regular removal of day to day waste and unwanted items into the appropriate bins so that the Housekeeping staff can remove it. Good housekeeping is a major control measure in the prevention and reduction of fire and slip, trip and fall hazards.

Staff should not bring cleaning products in from home to use in the School to clean their work areas. Products are controlled and available from Operations on request.

Waste is collected in the site's industrial bins and removed from site by an external contractors managed by Estates. All School bins are labelled and it is very important that the right waste goes in the right bin; indeed, a bin can be contaminated by a single incorrect item. If staff have large quantities of waste or large items for removal, they should seek advice from Estates.

Residents' waste is collected by Babergh Council, funded through council tax. Residents are responsible for disposing of their own household and garden waste and are not to use School commercial waste facilities as they are subject waste control certification.

Hazardous and Clinical waste is to be removed from site by certified external contractors. All clinical waste including 'sharps' used by the Health and Dental Centres must be disposed of through a registered Contractor; used first aid items which have been contaminated by body fluids must be placed in yellow hazard bags (available in first aid boxes) and taken to the Health Centre for disposal.

## **LEGIONELLA PREVENTION AND WATER SAFETY**

A **separate Legionella Prevention Policy** details the responsibilities and procedures for legionella prevention across the School. All those with responsibilities under the Legionella Prevention Policy are to complete Legionella Awareness online training which is to be completed every 12 months.

Arrangements for the treatment and distribution of the School's aquifer abstracted fresh water supply, and the management of the School's foul water/sewage system, are contained in the **separate Environmental Management Policy**.

## **LETTINGS**

The commercial letting of the School and its facilities during holidays and half terms is organised by the Operations Manager. Procedures and documentation for each 'Let' will be created by the Operations Manager and shared with the relevant departments and staff as required. Meetings will be held with key staff before any 'Let' to ensure that procedures are in place to fulfil the School's duty of care to those at

School and those affected by the Schools activities. This must include producing suitable and sufficient risk assessments.

## **LIFTING EQUIPMENT (INCLUDING LIFTS, HOISTS AND EVACUATION CHAIRS)**

Under the Lifting Operations and Lifting Equipment Regulations 1998 (LOLER) the School must have safe systems of work and/or risk assessments in place for the use of lifting equipment. In the Departments where lifting equipment is used, information will be available in the department policy. Staff must be aware of the control measures required, and undertake the tasks following safe working methods.

Lifting equipment that does not have the appropriate certification must not be used for lifting personnel, for example, tractor buckets or trailers.

All lifting equipment must be maintained in accordance with the manufacturer's instructions. Equipment such as lifts and hoists must be tested every six months by a qualified, competent person. Records of the maintenance will be retained by Estates.

## **LONE WORKING AND PERSONAL SAFETY**

Lone working on site should be the exception, rather than the rule, particularly with high risk activities such as confined space work and working at height. Due to the layout of the site and the buildings, at times staff may find themselves working in remote areas. Communication with others at this time is paramount. Staff must be involved with producing their own personal lone working risk assessments for the activities they are undertaking and be fully aware of the risks of lone working. This will ensure that all necessary control measures are in place and followed.

## **MANAGEMENT OF CONTRACTORS**

The School has a separate **Management of Contractors Policy** for the safe and compliant management of contractors across the site.

## **MAINTENANCE/INSPECTION OF EQUIPMENT INCLUDING FUME CUPBOARDS**

Maintenance of all workplace equipment is required under the Provision and Use of Work Equipment Regulations 1998 (PUWER). Heads of Department must ensure that checks are carried out on the relevant equipment. This may be a visual check each time the equipment is used, or formal inspections at designated time periods, by qualified competent persons. This will be arranged through Estates, or agreed by the Head of Department who is responsible for the area. Communication between the Head of Department and Estates must be made to ensure that there is no confusion as to responsibility and that service/maintenance is not missed.

Where equipment is formally inspected and compliance certified, records must be held for a period of five years.

## **MANUAL & PEOPLE HANDLING**

The Manual Handling Operations Regulations 1992, as amended in 2002 apply to a wide range of manual handling activities such as pushing, pulling, lifting, lowering and carrying. Loads in the workplace may be inanimate such as a box, trolley, or animate such as a person or animal. The School has a duty under the Regulations to avoid, assess, and reduce these activities.

Staff required to conduct manual handling on a regular basis are to be appropriately trained to risk assess and undertake the tasks required of them. They are also to complete manual handling online training which is to be completed every 24 months.

## **NEW AND EXPECTANT MOTHERS AT WORK**

Our risk assessments have identified that some activities involve risks to new or expectant mothers at work i.e. the use of chemicals, exposure to vibration, heavy lifting etc. As a result, on notification of pregnancy, employees are instructed that they may no longer carry out certain activities, or may have to employ a different method.

In the event that an employee notifies us that she is pregnant, and on return to work following birth, we undertake a specific risk assessment of her work taking into account HSE guidance and any particular information which the employee has provided. For employees involved in anything other than low risk office work, this risk assessment is undertaken with input from an occupational health specialist. Recommendations arising from the assessment are implemented promptly and the assessment is reviewed every 3 months.

If a new or expectant mother has a medical certificate stating that night work could adversely affect her health, we will offer alternative daytime work or if such work is not available, will suspend her from work on paid leave.

We provide rest facilities for new and expectant mothers as detailed within the welfare section of this policy.

## **NOISE AT WORK**

The Noise at Work Regulations 2005 put the employer under a general duty to reduce the risk of hearing damage to the lowest level reasonably practicable.

Lower Exposure action: Daily or weekly exposure **of 80 dB(A)**

Upper Exposure action: Daily or weekly exposure **of 85 dB(A)**

### **The Risk of Damage to your Hearing**

Generally, the sensitivity of hearing deteriorates with age. Loud noise can also induce hearing loss, the degree of which depends on a number of factors including:

- overall intensity of noise
- duration of exposure
- individual susceptibility

Normally the first sign of damage is a temporary dullness of hearing. This may be accompanied by a ringing in the ears, known as tinnitus. This normally passes after exposure ceases. However, if exposure is repeated before recovery is complete, some degree of permanent damage may set in. Sometimes peak pressure and sound waves from impact noise may be so great that there is a risk of instantaneous damage.

### **Noise Risk Assessments**

Departmental risk assessments must be carried out where it is felt that noise is excessive, all such results must be made known to employees. Estates hold a noise monitor to enable assessment, and advice should be sought as necessary from the Estate Manager. Where exposure is at 85 dB or above, the issuing and wearing of ear protection is mandatory for **all** people including visitors in those areas, and in that event the

School should look for active ways to reduce the noise levels. All those subject to 80 dB(A), or more are to complete noise awareness online training which is to be completed every 36 months.

It should be noted that there is no cure for permanent hearing loss. The School has an obligation to maintain records and undertake health surveillance of any members of staff who are routinely exposed to excessive noise levels.

## **OFF SITE AND EDUCATIONAL VISITS**

The School's legal 'Duty of Care' still operates when pupils are taken off site to partake in any activity such as field trips, day visits and sporting fixtures. A **separate Educational Visits Policy** details the necessary procedures.

## **PERFORMANCE MONITORING AND AUDIT**

Proactive measurement of our performance against health and safety standards will be undertaken through:

- formal review of performance against Health, Safety and Wellbeing policy
- termly health and safety monitoring of the workplace and work activities
- monitoring by the Health, Safety and Wellbeing Committee

### **Formal Review**

The Director of Finance and Operations (Bursar) is responsible for ongoing monitoring and annual review of this Policy, in conjunction with GH and the Board of Governors as appropriate.

### **Termly Health and Safety Monitoring**

The Estate Manager coordinates a termly inspection of the entire premises and monitors that routine management actions are completed using a prepared checklist. On completion of the termly checks, the Estate Manager collates the results and determines, with the assistance of the Projects and Maintenance Manager, any actions to be taken. Timescales and responsibilities are assigned and at the next termly check, the Estate Manager determines whether there are actions that remain outstanding from the previous monitoring. The Estate Manager will keep the Director of Finance and Operations (Bursar) informed of all ongoing and outstanding actions, particularly where there are cost implications.

### **Monitoring by the Health, Safety and Wellbeing Committee**

The Estate Manager reports the results of audits and checklist monitoring to the termly Health, Safety and Wellbeing Committee. The Committee evaluates this information and agrees on priorities and objectives for ongoing and outstanding actions.

## **PERSONAL PROTECTIVE EQUIPMENT (PPE)**

The PPE at Work Regulations 1992 state that every employer shall ensure that suitable personal protective equipment is provided to employees who may be exposed to a risk to their health or safety while at work, except where and to the extent that such a risk had been adequately controlled by other means which are equally or more effective.

When a Departmental risk assessment and/or safe systems of work identify the need for PPE, only clothing and equipment which affords the desired level of protection and requirements of the current British Standards is to be made available as a last resort of control. This may include:

- eye protection - goggles, face guards, shields (prescription safety glasses)
- protective footwear -boots or shoes with toe/midsole/full foot protection
- hand protection -gloves
- ear protection - ear plugs, ear defenders
- head protection - hard hats, bump caps, hair nets
- protective clothing - overalls, insulating clothing, high visibility clothes
- roof safety harnesses

This list is not exhaustive. Where PPE has been provided, it should be looked after by the member of staff to whom it is issued and replaced in accordance with the manufacturer's guidance, when damaged or lost. The employee's responsibility is to ensure that the equipment supplied is not damaged or lost on purpose, and any defects or damage to the equipment is reported to their line manager immediately. PPE must be worn in the correct manner whilst on sites where this is indicated in the rules.

Where PPE is provided to an employee, adequate information, instruction and training must be given to enable the employee to know the risk or risks which the PPE is designed to avoid or limit. The purpose for and the manner in which PPE is to be used should also be explained.

Pre-use visual inspection must be undertaken by the operative before using PPE to ensure it is suitable and sufficient and it is not defective in any way. All those required to wear PPE are to complete PPE online training, which is to be completed every 12 months.

## **PRESSURE SYSTEMS**

The School has a variety of pressure systems that fall within the Pressure System Safety Regulations 2000. This equipment is operated by competent persons and is examined and tested by our insurance inspector and/or competent external contractor.

The Deputy Estate Manager is responsible for ensuring routine preventative maintenance is carried out in accordance with manufacturer's instructions. All records are retained of all inspections, testing, examinations and maintenance that takes place and of any other correspondence or report relating to the system. All this information is retained electronically on the T Drive and is available to the competent person during the next examination.

## **RISK ASSESSMENT**

Undertaking risk assessments is a requirement under the Management of Health and Safety at Work Regulations 1999 and Independent School Standards Regulations.

A **separate Risk Assessment Policy** details the responsibilities and procedures for the delivery of effective risk assessment and recording across the School.

An electronic Risk Assessment Register, along with guidance and template documents, is available on the Admin Share: T Drive.

## SECURITY

A separate Security Policy details the responsibilities and procedures for the delivery of effective pupil, property and premises security across the School.

## SLIPS AND TRIPS

Slips and trips are a frequent hazard that all staff at RHS need to be alert to. All staff are to observe the following precautions:

- If you have an accident or a near miss, make sure you report it promptly, the information may help to prevent future accidents.
- If you see a spillage, clean it up or make arrangements for it to be cleaned.
- Report any damaged floors or mats to Estates via Flow 360.
- Play your part and keep the workplace tidy. If you see items on the floor where someone could trip over them, remove them or arrange for them to be removed or for the situation to be made safe.
- If you are given PPE, wear it and look after it. Report any faults or damage to your employer and make arrangements for a replacement.
- Tell your Line Manager about any work situation that you think is dangerous, or if you notice that something has gone wrong with health and safety arrangements.

Due to the number of related injuries and near misses caused by slips and trips at School, all staff are to complete slips, trips and falls online training.

## SWIMMING POOL

Comprehensive **separate operating policy/procedures** and risk assessments for the pool, in accordance with HSG 179 *Managing Health and Safety in Swimming Pools*, are maintained by the Director of Sport and available for reference in the electronic risk assessment register.

## TRAFFIC AND TRANSPORT SAFETY

The Transport Manager with the assistance of the Estate Manager, is responsible for managing, as far as reasonably practicable, the safety of on-site vehicle traffic movement and pedestrians across the School site. This includes routine maintenance of the Speed Indicator Displays (SIDs).

The **separate Transport Policy** details safety, management and operation arrangements for School vehicles, including mini-buses.

## VIBRATION

At School, vibration is only an issue for Estate's staff, particularly those working in the Grounds Department. Consequently, the Grounds Manager has undertaken an assessment of vibration risks which affect employees using tools such as chainsaws, strimmers, mowers etc. and it has been determined that the level of exposure

for some employees is above the Exposure Action Value (EAV) specified in the Control of Vibration at Work Regulations 2005.

As a result, we have introduced a programme of controls to reduce exposure to as low a level as is reasonably practicable. These controls have included purchasing reduced vibration tools, limiting exposure time, introducing alternative working methods, changing work patterns to introduce more breaks and eliminate prolonged working, improving the efficiency of the tasks, using jigs and suspension systems e.g. strimmer harnesses, improving the ergonomics of the task, more regular equipment maintenance, providing additional PPE to keep workers warm and dry.

We are introducing health surveillance to those employees who are deemed to be at risk in the form of health questionnaires and where necessary health evaluation by an Occupational Health *Nurse/Doctor*. As a result of this surveillance we will provide essential advice about any changes that need to be made to an individual's job, which we then act upon.

The vibration risk assessment/s will be reviewed at least every year and in any case when there are changes in the equipment used or work patterns.

Information and training is provided to affected employees on:

- the health effects of vibration, and how to recognise and report symptoms
- sources of vibration and the actions we have taken to reduce risks
- risk factors and ways to minimise the risk
- the health surveillance programme.

## **WELFARE FACILITIES**

The School has a duty under the Workplace (Health and Safety Welfare) Regulations 1992 to provide, as far as it is reasonably practical, welfare facilities to all staff, including those with disabilities.

### **Offices**

Office cleaning will be undertaken on a regular basis. Suitable artificial lighting is to be provided and maintained in all offices, passageways and stairways. Trailing electrical leads etc. should be positioned so as to not create a potential trip hazard. All fire exits and firefighting appliances should be kept free from obstruction. Step ladders/kick stools or steps should be provided to access items at a higher level.

### **Ventilation**

The School shall have effective and suitable provision to ensure that every enclosed work space is ventilated by a sufficient quantity of fresh or purified air. Air, which is hot and humid due to the processes or equipment in the workplace, is to be replaced at a reasonable rate. Any mechanical ventilation systems (including air conditioning) should be regularly and properly cleaned and tested to ensure that they are kept free from anything which may contaminate the air. This will be carried out by the Estates Department, or competent external contractors.

### **Temperature**

During working hours, the temperature in all working places should be reasonable without the need for special clothing. Where it is impractical due to hot or cold processes, the School should take all reasonable steps to achieve a temperature, which is as close as possible to comfortable using local heating or cooling. Reasonable account should be taken with regard to the outside temperature and the type of work being carried out. Thermometers can be provided to enable persons at work to measure temperatures throughout the workplace, on request.

## **Lighting**

Lighting will be sufficient to enable every employee to work and move from place to place safely and without experiencing eye-strain. Stairs should be well lit. Windows and skylights should be cleaned at regular intervals and kept free from obstruction to allow maximum daylight. External lighting on site must be dealt with sympathetically due to the location and nature of the site, however, it is important that areas are well lit to carry out tasks, and to allow safe passage around the site both for pedestrians and vehicles.

## **Cleanliness and Waste Materials**

Every work place and the fittings therein shall be kept sufficiently clean. Cleaning should be carried out by an effective and suitable method and without creating or exposing anyone to a health and safety risk. Cleaning methods must not expose anyone to substantial amounts of dust or to health or safety risks arising from the use of cleaning agents. So far as is reasonably practicable, waste materials shall not be allowed to accumulate in a work place except in suitable receptacles.

Waste of a controlled nature shall be removed or destroyed in accordance with the Duty of Care - Waste Management in line with the Environmental Protection Act 1990.

## **Room Dimensions and Workstations**

Rooms should have enough free space to allow people to get to and from workstations and to move within a room with ease. Any obstructions should be clearly marked and visible to those using the area. Workstations must be arranged to enable each task to be carried out safely and comfortably. All frequently used equipment and materials should be in easy reach without undue bending or stretching.

## **Floors and Traffic Routes**

Floors should be of sound construction and should have adequate strength and stability. Where there are pot holes or dips, adequate precautions should be taken to prevent accidents. Due to the age and nature of the School building, areas may have uneven surfaces, pot holes etc., and staff must be aware of this as they travel around the School site. Staff are advised to wear sensible shoes at all times.

Where a leak or spillage occurs and it is likely to represent a slipping hazard, immediate steps must be taken to fence it off and mop it up or cover it with absorbent granules. Floors and traffic routes should be kept free from obstructions, which may present a hazard and impede access. Every work place shall be organised in such a way that pedestrians and vehicles can circulate in a safe manner.

Where large vehicles have to reverse, measures for reducing risks to pedestrians must be considered and whatever measures are adopted, a safe system of work should operate at all times; this should be outlined in the relevant Department risk assessments.

## **Stairs and steps**

All stairs and steps should be well lit, free from any obstruction and have handrails. They should be well maintained and kept clean and free of anything, which may cause slips, trips and falls. Due to the nature and the age of some areas of the buildings, stairs and steps may suffer damage. This will be monitored and assessed on a regular basis by the responsible person in the area and the Estate Manager.

## **Sanitary Conveniences and Washing Stations**

The School shall provide suitable and sufficient sanitary conveniences at accessible places for both men and women. Toilets, urinals and the rooms containing them are to be kept in a clean and orderly condition. Suitable washing facilities should be provided in the vicinity of the conveniences and must include a supply

of hot and cold or warm running water, soap and drying facilities. Staff are asked, as part of the School 'Child Protection Policy' to use, where possible, the adult only facilities provided.

### **Drinking Water**

An adequate supply of clean drinking water shall be provided for all persons in the workplace and be readily accessible at suitable places. There shall also be a sufficient number of suitable cups or other drinking vessels unless the supply of drinking water is in a jet form which persons can drink easily. Safe water drinking signage is a requirement of the ISI; however all water at RHS is drinkable, only certain key taps are individually labelled (additionally, there are relevant notices on key notice boards).

### **Changing and Clothing Facilities**

Suitable and sufficient facilities shall be provided for any person at work in the work place to change clothing in all cases where:

- the person has to wear special clothing for the purpose of work
- the person cannot for reasons of health or propriety, be expected to change in another room

### **Rest Rooms**

Rest areas and rest rooms are to be clean to enable employees to use them without experiencing discomfort whilst sitting or eating. Many departments have made staff rooms in their designated areas; these should be fit for purpose to allow the required rest and recuperation.

### **WORKING AT HEIGHT**

The Work at Height Regulations 2005 came into force on 6 April 2005. The Regulations apply to all work at height where there is a risk of a fall liable to cause personal injury. They place duties on employers, the self-employed, and any person who controls the work of others. All employees that are affected by this regulation are to complete the working at height online training, which is to be completed every 24 months.

The Work at Height (Amendment) Regulations 2007 which came into force on 6 April 2007 apply to those who work at height or who provide instruction or leadership to one or more people engaged in caving or climbing by way of sport, recreation, team building or similar activities in Great Britain.

As part of the Regulations, duty holders must ensure that:

- all work at height is properly planned and organised;
- those involved in work at height are competent to conduct the activity;
- the risks from work at height are assessed and appropriate work equipment is selected and used;
- the risks from fragile surfaces are properly controlled;
- equipment for work at height is properly inspected and maintained, with the relevant departments holding the records of the inspections

There is a simple hierarchy for managing and selecting equipment for work at height. Employers must:

- avoid work at height where they can;

- use work equipment or other measures to prevent falls where they cannot avoid working at height, and where they cannot eliminate the risk of a fall, use work equipment or other measures to minimise the distance and consequences of a fall should one occur.

The Regulations include schedules giving requirements for existing places of work and means of access for work at height, collective fall prevention (e.g. guardrails and working platforms), collective fall arrest (e.g. nets, airbags etc.), personal fall protection (e.g. work restraints, fall arrest and rope access) and ladders.

Where scaffolding and tower scaffolds are used, they must be erected by a competent person. Scaffolding must display a safety tag to confirm that it has been checked and is safe to use. Ladders and steps must never be used on scaffolding.

When it is required to work on the roof of a building, whether for planned maintenance or for emergency repair, written risk assessments must be in place outlining the required control measures for that task. Where possible, no persons should work on the roof alone. Generic risk assessments for working on a roof must be checked and updated to ensure that they are relevant for the specific task. Emergency repairs can present different risks to those noted in generic risk assessments, therefore a specific assessment is required as the generic assessment may not record the additional control measure that are required.

## **HEALTH, SAFETY AND WELLBEING ASSOCIATED POLICIES**

Asbestos

Child Protection

COSHH

Department Policies

Major Incident Plan

Educational Visits

Electrical Safety (incorporating PAT)

Fire Risk (Prevention)

First Aid, and Administration of Medicine

Legionella Prevention

Management of Asbestos

Management of Contractors

Risk Assessment and Guidance

Security

Smoking

Transport