

# Health and Safety Policy

This Policy covers the whole School and is published to parents

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## Summary and Checklist

1. Be familiar with the **school's policy** and **responsibilities** regarding Health and Safety and know **where to find further information**: see **sections 1, 2 and 27**.
2. Be aware of your safety responsibilities as an **employee** at all times while working in school or away from the school on RGS organised activities: see **section 3**.
3. Remember **your** role in ensuring the safety of **others**: see **section 3**.
4. **Report** all **accidents, incidents** and **hazards**: see **section 8**.
5. Be aware of **First Aid** and **Fire** procedures: see **sections 10 and 11**.
6. Remember that **accidents** can happen with **simple tasks**, including slips and trips (see **section 6**) and with tasks such as using **ladders** or **lifting** heavy items, or when using **vehicles**: see **sections 18, 19 and 20**.
7. Observe **special** safety procedures relating to **specialised tasks**: see **sections 12, 13 and 14**.
8. Where appropriate read and apply the **COSHH Regulations** (see **section 15**) and aware of hazardous materials such as asbestos: see **section 16**.
9. Wear **Personal Protective Equipment (PPE)** when required to do so: see **section 17**.
10. Take particular care when **working alone** or **outside normal school hours**: see **section 23**.

**...and please always remember: if you feel that you may put yourself or anyone else at risk in carrying out a task, always ask before undertaking it.**

## 1. Notice to all RGS employees

This policy has been produced and will apply:

- in accordance with the school's intention to comply with all requirements of the Health and Safety at Work etc Act (HSAW) 1974 Section 2 (3) and all other relevant statutory requirements;
- with reference to the non-statutory advice in "Health and Safety on Legal Duties and Powers for Local Authorities' Head Teachers Staff and Governing Bodies (2013); and
- in line with the school's intention to ensure, so far as is reasonably practicable, the health, safety and welfare of all staff, students and visitors, while in School or engaged on school activities.

## 2. Policy Objectives

- To provide and maintain a **safe working environment** in the School, **safe systems of work** and to encourage a **Health and Safety culture** among all RGS employees, volunteers, students, and visitors.
- To ensure that all those working in School, are properly informed of their **responsibilities** for health and safety matters, discharge them effectively, and are encouraged to participate in the prevention of accidents.
- To ensure that appropriate **management structures, information** and **training** are provided to enable employees to discharge their duties safely and competently.
- To **educate students** in good health and safety practices.
- To **monitor**, and if necessary **improve**, the management of health and safety in School, including the review of this policy and associated policies.
- To ensure student safety by other policies relating to Safeguarding and Safer Recruitment.

## 3. Responsibilities

The responsibility for Health and Safety at RGS extends through the whole school, with specific responsibilities apportioned as below:

- Governors** are responsible for ensuring that an appropriate Health and Safety Policy is in place in the school and that arrangements are made for its effective implementation. Governors appoint one of their number to have particular responsibility for H&S, and receive an Annual report on H&S.
- the **Headmaster** has ultimate responsibility for the implementation and management of this Policy and will support the Bursar in this respect;
- the **Bursar** is responsible for the effective implementation of this Policy and for the management of Health and Safety matters and, with the support of the **Facilities Manager**, the provision of a safe working environment in the school;
- Heads of Departments** have direct responsibility for ensuring that this Policy is implemented within their Department;
- other staff** also have responsibilities regarding Health and Safety aspects of particular activities (e.g. sports, CCF, theatre, expeditions and trips);
- Support staff** have various designated responsibilities, including ensuring that:
  - all plant, equipment and vehicles are properly maintained and safe to use and all safety devices are fitted properly, adjusted and maintained;
  - a high standard of housekeeping is maintained throughout the School;
  - high standards of hygiene and food safety are maintained for all catering activities;
  - if a task has to be left incomplete, the location is left in a safe condition and does not create any hazard;

- no employee, including they themselves, carries out tasks for which they are not trained or competent; and
  - Personal Protective Equipment is provided and used.
- All RGS staff** have a statutory duty as employees:
- to take reasonable care for the health and safety of themselves and other persons who may be affected by their acts or omissions;
  - to co-operate with the School as employer, so far as necessary, to enable the school to meet statutory requirements;
  - not to interfere intentionally or recklessly with, or misuse, anything provided in the interest of health and safety or welfare; and
  - ensure that all accidents, fires and incidents are promptly reported and, where appropriate, investigated and action taken to prevent recurrence.
- Contractors**  
In selecting and appointing contractors, the school will ensure that:
- only competent and appropriately qualified contractors are included in the school's list of approved contractors;
  - each contractor working in school has in place appropriate arrangements for the management of health and safety;
  - contractors recognise the special responsibilities associated with working in a school, such as Safeguarding requirements;
  - contractors comply with specific procedures, e.g. Hot Work permits; and
  - for project work, it recognises and fulfils its responsibilities under the current Construction Design and Management Regulations.

The **Procedure for selecting and managing contractors** is issued to appropriate staff.

#### 4. Health and Safety Committee

- There is a Health and Safety Committee, which includes representatives of staff drawn from across the School and the Governor responsible for Health and Safety. The Committee meets termly and reports to Governors through the Finance and General Purposes Committee. Notice of the meetings is given to all staff.
- Employers are required to consult employees regarding Health and Safety matters, whether or not they are represented by a trade union: in RGS this consultation is via members of the Health and Safety Committee.
- Consultation is also carried out via the school's Information and Consultation Committee.

#### 5. Safe and secure working environment

- The school seeks to provide a safe and secure working environment for all students and visitors, by means of a range of measures, including those listed below.
- The Bursar is responsible for ensuring of that all the fabric of the school is constructed, inspected regularly and maintained so as to ensure that all facilities are in a safe, sound and weatherproof condition and that particular elements (such as glazing) meet safety requirements.
- The school seeks to provide a secure working environment by means of a range of measures, including locking arrangements, electronic keypad locks on external doors, CCTV and control of visitors to the site.
- The school's culture does not tolerate violence within School and there is a reasonable

expectation that staff will not have to deal with personal attacks. Violence is also very rare during school activities off site, but Risk Assessments should cover dealing with any unwanted attention from other parties. For **management of behaviour**, see also **Rewards and Sanctions Policy** in Staff Handbook.

- As required by law, the school is a **no-smoking site**.

#### 6. Slips and trips

- Slips and trips are a common source of accidents – not just in school
- The school seeks to ensure that floor surfaces, edge protection and handrails at each location are appropriate, clean and in good condition, to reduce the risk of slip hazards and are kept free from trip hazards. See **Slips and Trips** section of HSE website.

#### 7. Inspection and maintenance

- The school (through the Bursar) arranges an annual safety inspection, which is carried out by consultants: following this inspection, recommendations are made regarding any action required.
- The school's heating and ventilation plant, local exhaust ventilation, electrical installations, lifts, theatre lighting bars and pressure vessels are also inspected annually by the insurer's engineers, and the Bursar is responsible for implementing any recommended work or measures.
- The school has routines in place for the regular inspection and testing of fire detection and alarm systems and emergency lighting systems and maintenance of records with regard to these systems
- The school has arrangements in place to meet the requirements of the HSAW Act 1974 and the Provision and Use of Work Equipment Regulations 1998 (PUWER).
- See **Portable Appliance Testing (PAT) Policy** in Staff Handbook.
- The Bursar is responsible for ensuring the regular testing of:
  - fire detection and alarm systems, and fire equipment;
  - water systems for Legionella, etc as set out in the HSE Guidance and ACOP on control on legionella in water systems;
  - swimming pool water; and
  - roof safe access equipment.
- The school will ensure that the temperature of domestic hot water supplies does not exceed 43°C
- The school will provide and properly maintain adequate supplies of drinking water for all students and staff at clearly marked locations (normally by means of separate chilled water dispensers in public areas).
- In addition to the above periodic inspections, it is the duty of **all staff at all times** to watch out for any hazard or potential hazard and to report it to the Bursar's Office.

#### 8. Reporting accidents and incidents

- If an accident or incident does happen in the school, or outside the School during an activity or event organised by the School, it is the duty of every employee to report such accidents, both to ensure that the person(s) involved receive appropriate treatment and/or advice, and so that steps can be taken to prevent any repetition of the incident.

- ❑ The school provides **Accident Books** for reporting purposes, which can be found at the locations listed on the back page.
- ❑ Some accidents are reportable to the HSE under Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (**RIDDOR**): the Bursar is responsible for checking if an accident is reportable and for submitting Reports.
- ❑ See section on **Reporting of Accidents** in Staff Handbook.

## 9. Emergency Procedures

- ❑ The school has a full set of emergency procedures: copies are held by each member of the Senior Leadership Team and in the Heads of Year office.
- ❑ See also **Procedure for Hazardous Incidents and Trips: Emergency Procedures** in the Staff Handbook.

## 10. First Aid

- ❑ The school seeks to provide training for an adequate number of staff so as to provide a reasonable level of cover across the School and for extra-curricular activities, including specialist training such as Mountain First Aid and to make available throughout school lists of these staff, including their type of qualification and its expiry date.
- ❑ See lists of **first aiders** displayed on Health and Safety notice boards (see back page for locations) and in Departmental Offices.
- ❑ **First aid boxes** are provided at several locations throughout school (included in list of **First Aiders**), in each school vehicle and for each sports team, and are available for trips: only approved first aiders should use or issue items from the first aid boxes.
- ❑ In the event of an **accident involving injury**, the Nurse or one of the first aiders should be called if available. Otherwise, if no first-aider is available, and more assistance is required, an ambulance should be called by dialling **9-999** on any school telephone. If there is any doubt about the nature of the injuries, the person must **not** be moved until qualified help arrives. Remember to **report** any accident (see Section 6).
- ❑ See policies **Medical Policy** and associated medical procedures and **First Aid Policy** in Staff Handbook.

## 11. Fire procedures

- ❑ The school will assess the risks arising from fire, including the elimination or reduction of risks from dangerous substances and ensure that Fire Risk Assessments are in place and that all the school's premises are compliant with current fire safety regulations, including the Regulatory Reform (Fire Safety) Order 2005.
- ❑ It is very important that all staff familiarise themselves with fire procedures, including:
  - escape routes and means of escape;
  - Fire Assembly Points;
  - how to call the emergency services
  - location of fire fighting equipment;
  - any particular local special considerations (e.g. in laboratories and workshops).
- ❑ Details of fire procedures are printed on notices close to the door in each room.
- ❑ Staff, students and visitors must treat every sounding of the alarm as if it is a genuine alarm, unless otherwise advised in advance.
- ❑ All staff should ensure that fire escape routes are kept clear, fire doors are kept closed and fire fighting equipment is not used for any inappropriate purpose.
- ❑ See **Fire Safety Policy** and **Fire Drill Procedures** in Staff Handbook.

## 12. Teaching and student activities

- ❑ Risk assessments must be provided for all teaching. See **Staff Handbook** for **Generic Risk Assessment**.
- ❑ Special regulations and requirements apply in all laboratory and workshop areas in the **Science and Technology Centre (STC)**: see **departmental manuals** and consult appropriate Head of Department.
- ❑ In the STC there are also special procedures for **Radiation Protection** and **Biological Hazards** (consult Senior Technician);
- ❑ Special considerations apply in use of the **Performing Arts facilities**: see **Theatre Safety Handbook**.
- ❑ For **activities outside school**, see **Section 12**
- ❑ For **Student Work Experience** activities, follow RGS procedures for approvals and risk assessments, available from the School Office.

## 13. Sports, swimming and adventure activities

- ❑ Staff supervising these activities must be appropriately qualified and have approved risk assessments approved by the Director of Sport.
- ❑ The school will ensure that, where activities are provided for the School by third parties, they are appropriately licensed (e.g. AALA), supervised by qualified staff and risk assessments are provided.
- ❑ See **Risk Assessment** for each sport kept in Sports Hall Office.
- ❑ See **Pool Safe Operating Procedures (PSOP)** in Pool office and issued to PE staff.

## 14. Educational Visits and expeditions

- Staff arranging activities outside school must:
- ❑ follow all RGS procedures for approval of trips, including: risk assessments, medical consent forms, trip management and insurance. (See **Educational Visits Policy** in Staff Handbook.)
  - ❑ Where a third party provides activities, staff must ensure that the provider is appropriate and competent to provide the activity and, for specialised activities (e.g. rock climbing), also holds a valid and appropriate licence.
  - ❑ All staff should carry the RGS emergency contacts card provided by the School and be aware of the **RGS Trips and Emergency Procedures** in the Staff Handbook.

## 15. COSHH

- ❑ The Control of Substances Hazardous to Health Regulations 2002 ("COSHH") encourage the use of less hazardous substances and materials, and set down methods for safe use which must be observed with such materials.
- ❑ COSHH Regulations affect a wide range of activities, as they include use of materials such as laboratory chemicals, adhesives, cleaning agents, solvents, pesticides and biological agents. See instructions on containers of individual substances.
- ❑ The Regulations require the clear labelling of containers for such substances, giving information about their safe use; **users must read these and the assessment relating to any relevant substance before using it.**

## 16. Hazardous materials: asbestos containing materials (ACMs)

- ❑ The school will meet the requirements of the Control of Asbestos Regulations 2006.
- ❑ The school has conducted a full survey and produced an Asbestos Register. All identified asbestos in the school has now been removed or, in a small number of locations where it

presents no risk unless disturbed, it is listed in the Register and labelled.

- ❑ Any member of staff who believes they have identified any hazardous material should report it to the Bursar immediately.
- ❑ See **Asbestos Policy** in Staff Handbook.

## 17. Personal Protective Equipment(PPE)

- ❑ For carrying out certain tasks, staff and students may require PPE to protect head, eyes, hearing, hands or feet. Staff and students who have received instruction to wear PPE must do so as directed. PPE can be ordered via the Bursar.

## 18. School Vehicles and traffic on the school site

- ❑ Staff must sign a declaration and require prior approval to drive any vehicle owned or hired by the School.
- ❑ All RGS drivers must ensure that they are aware of all the regulations and their own responsibilities regarding the safe use of vehicles.
- ❑ There are particular requirements relating to the safe use of minibuses: see **RGS Minibus Handbook**.
- ❑ All staff, contractors and visitors must exercise particular care when driving within the school site and are required to observe a 10 mph speed limit; students are not generally permitted to bring vehicles on site during the School day. See **Traffic on Site Policy** in Staff Handbook.
- ❑ The School has arrangements in place for making the site safe for use in winter weather conditions.

## 19. Working at Height

- ❑ Staff working at height (defined as any location where a fall from it might cause injury) must meet the requirements of the Working at Height Regulations 2005 \*(as amended).
- ❑ The risk of accidents while using steps and ladders can be reduced by following some simple rules. So far as is practicable, steps and ladders should only be used as a means of access and not as a work platform.
- ❑ Only trained designated staff are allowed to use specialist equipment such as scaffold towers, the theatre tallelescope and hydraulic platforms used for maintenance work.
- ❑ See HSE leaflet on **Working at Height** on the HSE website or from the Bursar's Office.

## 20. Manual Handling

- ❑ Most staff will at some time lift heavy or bulky items, and should be aware that this is a common cause of injury. The Manual Handling Operations Regulations 1992 (as amended) require that manual handling tasks which include a risk of injury should be avoided so far as is reasonably practicable. Where avoidance is not practicable, a risk assessment must be carried out.
- ❑ See HSE leaflet on **Manual Handling Operations** available on the HSE website or from the Bursar's Office.

## 21. Display Screen Equipment (DSE)

- ❑ Most staff and students will use DSE (or VDUs), and should be aware of the Display Screen Equipment Regulations 1993 as amended 2002: though these apply only to employees who work at DSE for extended periods, the Regulations should be regarded as good practice for all users of DSE.
- ❑ See HSE leaflet on **Working with Display Screen Equipment (DSE)** available on the HSE website or from the Bursar's Office, or contact the School Nurse.

## 22. Gas and Electricity

- ❑ No current member of the school staff is qualified to work on mains gas or electrical installations: the Bursar or Facilities Manager will arrange for any necessary work to be carried out by appropriately qualified and registered contractors.

## 23. Working alone / out of hours

- ❑ Staff working in school **outside normal hours**, and particularly while working **alone**, should consider additional measures to ensure their own safety, including using the signing in/out books.
- ❑ See section on **personal safety and security** in Staff Handbook.

## 24. Risk assessments

- ❑ For work and activities not covered by existing procedures or codes of practice, an assessment must be carried out to determine risks to health, and to identify measures to be taken to ensure the safety of all people involved. See **Risk Management Policy, Risk Assessment Policy and guidance on Risk Assessments** in Staff Handbook.

## 25. Health of staff and students

The school will seek to promote healthy living among its staff and students by a range of measures including:

- ❑ health education and advice
- ❑ promoting healthy eating
- ❑ encouraging physical exercise and activities
- ❑ management of long term health conditions
- ❑ inoculation programmes
- ❑ counselling and guidance

## 26. Occupational Health and stress

- ❑ Stress is recognised as a Health and Safety issue: any member of staff requiring advice in this respect should contact the senior member of staff whom they feel most appropriate under their particular circumstances, or the school's Counsellors, Nurse or Medical Officer. See **Stress Management Policy** in Staff Handbook.
- ❑ The school will make referrals to an occupational health consultant in appropriate circumstances and with the employee's consent. Enquiries regarding these arrangements should be made to the School Nurse or Bursar.

**Please see following page for further information**

## 27. Further information

For further information, please see:

- one of the **notice boards**
- specific documents and information provided in the Common Room;
- websites** (details in box below);
- your **Head of Department**;
- a member of the **Health and Safety Committee**;
- for H&S management the **Bursar**; and
- for health matters, the **School Nurse** or **School Medical Officer**.

### See H&S notice boards in:

- Senior School Common Room
- Chemistry-Biology Office
- Junior School Staff Rooms in Lambton and Brandling Houses
- School Office
- Support Staff office

**Accident Books** are provided at the following locations:

- Sports Centre staff office
- Performing Arts Centre (PAC) office
- Physics Prep Room
- Chemistry/Biology Prep Room
- Design and Technology office
- Senior School Common Room
- Junior School office (Lambton House)
- CCF office
- Catering Manager's office
- Bursar's Office
- Support Staff Rest Room

**Staff Handbook:** this Policy and cross-referenced documents are available to all staff on the RGS network in the Staff Handbook (see icon on desktop)

**For more detailed information, assistance with risk assessments, etc. please e-mail [h&s@rgs.newcastle.sch.uk](mailto:h&s@rgs.newcastle.sch.uk)**

### Useful websites

- Department for Education at: <http://www.education.gov.uk>
- Health and Safety Executive at: [www.hse.gov.uk](http://www.hse.gov.uk)

**This amended Health and Safety Policy will be presented to Governors for approval at their next meeting**



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Bursar