



**Richard Challoner School**

**Health and Safety Policy**

**June 2018**

## **Health and Safety Policy**

**(incorporating First Aid/Accident Reporting, Risk Assessment and  
Fire Safety/Evacuation)**



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## Health and Safety Policy

### 1. Aims

Our school aims to:

- Provide and maintain a safe and healthy environment
- Establish and maintain safe working procedures amongst staff, pupils and all visitors to the school site
- Have robust procedures in place in case of emergencies
- Ensure that the premises and equipment are maintained safely, and are regularly inspected
- All risks that may cause injury or harm to staff, pupils and visitors are identified and all control measures that are reasonably practicable are in place to avoid injury or harm
- Risk assessments are conducted and reviewed on a regular basis
- Ensure that staff and governors are aware of their responsibilities with regard to health and safety
- Provide a framework for responding to an incident and recording and reporting the outcomes

### 2. Legislation

This policy is based on advice from the Department for Education on [health and safety in schools](#) and the following legislation:

- [The Health and Safety at Work etc. Act 1974](#), which sets out the general duties employers have towards employees and duties relating to lettings
- [The Control of Substances Hazardous to Health Regulations 2002](#), which require employers to control substances that are hazardous to health
- [The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations \(RIDDOR\) 2013](#), which state that some accidents must be reported to the Health and Safety Executive and set out the timeframe for this and how long records of such accidents must be kept
- [The Health and Safety \(Display Screen Equipment\) Regulations 1992](#), which require employers to carry out digital screen equipment assessments and states users' entitlement to an eyesight test
- [The Gas Safety \(Installation and Use\) Regulations 1998](#), which require work on gas fittings to be carried out by someone on the Gas Safe Register
- [The Regulatory Reform \(Fire Safety\) Order 2005](#), which requires employers to take general fire precautions to ensure the safety of their staff
- [The Work at Height Regulations 2005](#), which requires employers to protect their staff from falls from height
- The school follows [national guidance published by Public Health England](#) when responding to infection control issues.
- Risk Assessment:
- Paragraph 16 of part 3 of [The Education \(Independent School Standards\) Regulations 2014](#) which requires proprietors to have a written risk assessment policy
- [The Management of Health and Safety at Work Regulations 1992](#), which require employers to make an assessment of the risks to the health and safety of their employees



- [The Management of Health and Safety at Work Regulations 1999](#), which require employers to carry out risk assessments, make arrangements to implement necessary measures and arrange for appropriate information and training
- Regulation 4 of [The Control of Asbestos Regulations 2012](#) requires that employers carry out an asbestos risk assessment
- Employers must assess the risk to workers from substances hazardous to health under regulation 6 of [The Control of Substances Hazardous to Health Regulations 2002](#)
- Under regulation 2 of [The Health and Safety \(Display Screen Equipment\) Regulations 1992](#), employers must assess the health and safety risks that display screen equipment pose to staff
- Regulation 9 of [The Regulatory Reform \(Fire Safety\) Order 2005](#) says that fire risks must be assessed
- Regulation 4 of [The Manual Handling Operations Regulations 1992](#) requires employers to conduct a risk assessment for manual handling operations
- [The Work at Height Regulations 2005](#) requires employers to conduct a risk assessment to help them identify the measures needed to ensure that work at height is carried out safely
- [DfE guidance on the prevent duty](#) requires schools to assess the risk of pupils being drawn into terrorism

#### First Aid

- advice from the Department for Education on [first aid in schools](#)
- [The Health and Safety \(First Aid\) Regulations 1981](#), which state that employers must provide adequate and appropriate equipment and facilities to enable first aid to be administered to employees and qualified first aid personnel
- [The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations \(RIDDOR\) 2013](#), which state that some accidents must be reported to the Health and Safety Executive (HSE) and set out the timeframe for this and how long records of such accidents must be kept
- [Social Security \(Claims and Payments\) Regulations 1979](#), which set out rules on the retention of accident records
- [The Education \(Independent School Standards\) Regulations 2014](#), which require that suitable space is provided to cater for the medical and therapy needs of pupils



### 3. Definitions

Risk assessment	A tool for examining the hazards linked to a particular activity or situation and establishing whether enough precautions have been taken in order to prevent harm from them, based on their likelihood and their potential to cause harm
Hazard	Something with the potential to cause harm to people, such as chemicals or working from height
Risk	The chance (high or low) that people could be harmed by hazards, together with an indication of how serious the harm could be
Control measure	Action taken to prevent people being harmed

### 4. Roles and responsibilities

#### The Governing Body

The Governing Body has ultimate responsibility for health and safety matters in the school, but delegates day-to-day responsibility and operational matters to the Head Teacher. They have the responsibility for keeping under review standards of health and safety within the school. Where deficiencies are identified, they have responsibility for ensuring corrective action is taken.

The Governing Body has a duty to take reasonable steps to ensure that staff and pupils are not exposed to risks to their health and safety. This applies to activities on or off the school premises.

The Governing Body, as the employer, also has a duty to:

- Assess the risks to staff and others affected by school activities in order to identify and introduce the health and safety measures necessary to manage the risks
- Ensure that school premises, buildings and equipment, for which they are responsible, are adequately maintained and inspected, to ensure the health and safety of all staff, pupils, visitors and contractors
- Inform employees about risks and the measures in place to manage them

**The Governor who oversees health and safety is Pat O'Connell.**

#### Head Teacher

The Head Teacher is responsible for health and safety day-to-day. This involves:

- Implementing the Health and Safety policy
- Ensuring there is enough staff to safely supervise pupils
- Ensuring that the school building and premises are safe and regularly inspected
- Providing adequate training for school staff, to enable staff to safely carry out their duties
- Ensuring appropriate risk assessments are completed and appropriate measures are put in place
- Ensuring all risk assessments are reviewed



- Ensuring school staff receive adequate health and safety training appropriate for their responsibilities
- Ensuring there are adequate arrangements for first aid, both at school or offsite, on outings or activities
- Ensuring appropriate evacuation procedures are in place and regular fire drills are held
- Ensuring that an appropriate number of trained first aiders are present in the school at all times and that their training is kept up to date, and they remain competent to perform their role
- Ensuring all staff are aware of first aid procedures
- Ensuring that the requirements of any enforcement officer (eg HSE Inspector, Environmental Health Officer, Fire Liaison Officer or Environmental Agency Inspector) are properly addressed
- Ensuring that, in their absence, health and safety responsibilities are delegated to another member of staff

### **Premises Manager (Health and Safety Coordinator)**

The nominated Health and Safety Coordinator is the Premises Manager (designated as the member of staff responsible for advising on compliance with the statutory Health and Safety Regulations). He is responsible for:

- Managing the premises team and on site contractors
- Informing the appropriate member of staff when work is to be carried out in an area under their control, or in an adjacent area
- Responsibility to temporarily take out of use any area in which, in their judgment, it would be hazardous for staff or pupils to work. Such action should be notified immediately to the Head Teacher and Bursar, and a notice for staff put up on the board in the Staff Room
- Ensuring that the Health and Safety Law poster is displayed in prominent positions
- Ensuring that the day to day maintenance of the school premises and equipment is undertaken and that serious deficiencies, which cannot be quickly corrected, are notified to the Head Teacher
- Ensuring that statutory inspections of school plant, equipment (including playground equipment) and systems are undertaken using competent staff or contractors and that any corrective action identified as necessary is promptly implemented and the required records are kept
- Ensuring that inspections of portable electrical equipment, the fixed electrical installation, ladders, step ladders and any gas equipment are undertaken and that records are kept
- Maintaining a register of dangerous and hazardous substances used or stored at the school and ensuring that this register contains copies of up to date material safety data sheets
- Ensuring that COSHH assessments are available for materials used or generated in the maintenance and cleaning of the school and for the control of legionella in school water systems
- Ensuring relevant work is undertaken and controls maintained in accordance with the appropriate COSHH assessments
- Ensuring that weekly walk through inspections of the standards of housekeeping in the school premises are undertaken and that deficiencies which cannot be promptly corrected are reported to the Head Teacher
- Ensuring that they only undertake work which is within their training or competence and, in particular, that they do not undertake work on roofs, scaffolding or in confined spaces such as drains or tanks, unless they are both trained and authorised to do so



- Maintaining the school accident book, investigating accidents and near misses (see template forms in Appendix 1) and arranging for statutory accident reports to be completed
- Ensuring that assessments are undertaken of display screen equipment workstations used in the school by employed staff and that records of the assessments are kept.

### **First Aiders**

Are trained and qualified to carry out the role (see section 33) and are responsible for:

- Acting as first responders to any incidents; they will assess the situation where there is an injured or ill person and provide immediate and appropriate treatment
- Ensuring that an ambulance or other professional medical help is summoned when appropriate
- Filling in the accident book as soon as is reasonably practicable after an incident
- Ensuring there is an adequate supply of medical materials in first aid kits and replenishing the contents of these kits

Our school's first aiders are listed in Appendix 2. Their names will also be displayed prominently around the school.

### **Staff**

School staff have a duty to take care of pupils in the same way that a prudent parent would do.

All staff will:

- Take reasonable care of their own health and safety and that of others who may be affected by what they do at work
- Co-operate with the school on health and safety matters
- Work in accordance with training and instructions, not interfere with anything provided to safeguard their health and safety, or that of others, and adhere to procedures for safe working, in particular by using protective clothing and equipment as provided
- Inform the Premises Manager and Head Teacher of any work situation representing a serious and immediate danger, so that remedial action can be taken
- Model safe and hygienic practice for pupils
- Understand emergency evacuation procedures and feel confident in implementing them
- Assist with, and participate in, risk assessment processes, as required
- Familiarise themselves with risk assessments
- Implement control measures identified in risk assessments
- Alert the Head Teacher to any risks they find which need assessing
- Ensure they follow first aid procedures
- Ensure they know who the first aiders in school are
- Keep all gangways, corridors and exits clear
- Keep work areas free of waste as far as possible and, in particular, those areas which are not easily accessible, eg under desks. Keep all combustible materials a safe distance from heating appliances and do not place anything on heaters. If a fire hazard is identified, it should be reported immediately to the Premises Manager.



- Ensure that any off-site outing or activity, for which they are responsible, only takes place following the appropriate authorisation by the Deputy Head Teacher, that risk assessments for the trip are completed and the School Trip Policy and Procedures document is followed
- Inform the Head Teacher, or their line manager, of any specific health conditions or first aid needs

Employees should be aware that disciplinary procedures may be applied to any member of staff who is in breach of this Health and Safety Policy.

### **Pupils and Parents/Carers**

Pupils and parents/carers are responsible for:

- following the school's health and safety advice, on-site and off-site, and for reporting any health and safety incidents to a member of staff
- following the school's advice in relation to risks, on-site and off-site, and for reporting any hazards to a member of staff.

**Contractors** (see also the separate Visitors and Contractors' Policy; a copy is available in the policy folder in the Admin Drive)

Before starting work contractors:

- will agree health and safety practices with the Premises Manager
- will provide evidence that they have completed an adequate risk assessment of all their planned work
- will produce a valid certificate of public liability insurance and certificates of membership of relevant trade bodies
- will agree access to specific areas of the building. Where practicable, physical separation – fencing off of the work areas, will be utilised to provide additional safeguards.
- will sign to confirm their agreement to follow the school's Instructions for Contractors Working on Site
- will produce enhanced DBS Certificates or, where the contractors are employees of a company the school is paying, the company will carry out the required checks (including enhanced DBS and identity checks) and provide the school with written confirmation that these checks have been carried out (or produce the DBS Certificates). A record will be kept of the checks made, including the date and number of the certificates. Under no circumstances will a contractor, in respect of whom no checks have been obtained, be allowed to work unsupervised during term time or at any other time when pupils may be on site.
- will produce identification on arrival at school.

## **5. Staff Representative**

Any member of staff who would like further guidance on the contents of this policy, who wishes to raise a concern or wishes to suggest an alternative course of action, may do so by contacting the Staff Representative.

The role of the Staff Representative is to:

- Represent staff on health and safety matters generally and when staff are consulted about specific matters that will affect their health, safety and welfare; and
- Make representations on potential hazards and dangers.

**Name of Staff Representative: Steph Harvey (Bursar).**



## 6. Health and Safety Committee

The principal function of the Health and Safety committee is the promotion of the health, safety and welfare of all persons when on school premises and of staff and pupils when engaged off-site on school activities.

Members of the Health and Safety Committee have no executive authority beyond that attached to their normal duties; however, the Committee will make recommendations, as appropriate, to the Head Teacher and Full Governing Body.

The members of the Health and Safety Committee will:

- consider legislation, reports and information in order to determine necessary action
- keep a watch on the effectiveness of procedures, systems of work, training and communication
- review health and safety audits, inspections and assessments
- review the effectiveness of this Health and Safety Policy.

The committee meets at least once every term. The meetings are minuted and are presented to the Governing Body at Full Governing Body meetings. The H&S Committee will be chaired by a non staff governor and will consist of appointed governors and members of the teaching and non-teaching staff.

## 7. Health and Safety Training

Staff are provided with health and safety training as part of their induction process.

Staff who work in high risk environments, such as in Science labs or DT, or work with pupils with special educational needs and disabilities (SEND), are given additional health and safety training as appropriate.

## 8. Risk Assessment Process

When assessing risks in the school, the process outlined below is followed.

We will involve staff, where appropriate, to ensure that all possible hazards have been identified and to discuss control measures, following a risk assessment.

- **Step 1: identify hazards** – we will consider activities, processes and substances within the school and establish what associated hazards could injure or harm the health of staff, pupils and visitors. We will also consider off-site activities and establish what associated hazards could injure or harm the health of staff and pupils.
- **Step 2: decide who may be harmed and how** – for each hazard, we will establish who might be harmed, listing groups rather than individuals. We will bear in mind that some people will have special requirements, for instance pupils with special educational needs or disabilities (SEND) and expectant mothers. We will then establish how these groups might be harmed.
- **Step 3: evaluate the risks and decide on control measures (reviewing existing ones as well)** – we will establish the level of risk posed by each hazard and review existing control measures. We will balance the level of risk against the measures needed to control them and do everything that is reasonably practicable to protect people from harm.
- **Step 4: record significant findings** – the findings from steps 1-3 will be written up and recorded in order to produce the risk assessment.



- **Step 5: review the assessment and update, as needed** – we will review our risk assessments, as needed, and the following questions will be asked when doing so:
  - Have there been any significant changes?
  - Are there improvements that still need to be made?
  - Have staff or pupils spotted a problem?
  - Have we learnt anything from accidents or near misses?
- **Step 6: retaining risk assessments** – risk assessments are retained for the three years after the length of time they apply. Risk assessments are securely disposed of.

Risk assessments are written, as needed, by the Premises Manager, signed, dated and filed for access by staff if required. All parties involved will receive a signed copy for their reference.

These risk assessments are available for all staff to view and will be held centrally in the Health and Safety folder on the Admin Drive. Hard copies are held by the Premises Manager.

Risk assessments will be reviewed on an annual basis, or sooner if required, for example in response to changes to work activities. Staff are to be made aware of any changes to risk assessments relating to their work.

Specific risk assessments relating to individuals, eg staff member or pupil, are held on that person's file.

## 9. Pupil Access to the School Building

Pupils are only permitted access to the school building between the hours of 7.30am and 6.00pm Monday to Friday (unless taking part in a special event).

## 10. Site Security

The Premises Manager is responsible for the security of the school site in and out of school hours. They are responsible for visual inspections of the site and for the intruder and fire alarm systems.

The Premises Manager, Premises Assistant and the Senior Leadership Team are all key holders and can respond to an emergency.

## 11. Visitors

All visitors to the school are directed to report to the main School Office, where they must sign in and identity badges are provided, which must be worn at all times.

All visitors are made aware of the school's emergency and safeguarding procedures.

For further details see the separate Visitors and Contractors' Policy (a copy is available in the policies folder on the Admin Drive).

## 12. Fire Safety and Evacuation

- Emergency exits, assembly points and assembly point instructions are clearly identified by safety signs and notices
- Fire risk assessments of the premises are reviewed annually, signed by the Governing Body and submitted to RBK



- All chemicals are stored in accordance with the Control of Substances Hazardous to Health (COSHH) assessment, reviewed annually by the Premises Manager
- The Fire Log is kept by the Premises Manager in the Red Fire Folder
- Emergency evacuations are practiced at least once a term
- Fire alarm testing takes place once a week and is recorded in the Red Fire Folder
- Fire drills take place on the first day of each academic year for the benefit of Year 7 pupils, new to the school, to familiarise them with evacuation routes and meeting points
- All staff have received fire safety training. New staff will be trained in fire safety and all staff and pupils will be made aware of any new fire risks.

In the event of a fire, the alarm will be raised immediately by whoever discovers the fire and emergency services contacted automatically, via Southern Monitoring (who monitor the alarm on our behalf).

The assembly point is in the main playground, next to the sports field.

#### **Evacuation procedures:**

- On hearing the alarm, pupils will stand behind their chairs and when instructed by the teacher in charge, exit the premises following the route indicated on the general fire procedure (displayed in each room) to the Assembly Point
  - Bags and coats are NOT to be collected on the way out. The teacher/teaching support staff will ensure that all doors are closed behind them as they leave the premises.
  - The evacuation will take place in a quiet and orderly manner, so that instructions can be heard
  - Fire extinguishers may be used by staff only, and only then if staff are trained in how to operate them and are confident they can use them without putting themselves or others at risk. The alarm should be raised BEFORE attempting to tackle a fire.
  - **The lift must not be used when the fire alarm is sounding.**
- Reporting to Assembly Points:
    - The designated assembly point is the main playground behind the Maths block
    - All pupils will line up in year order, between the MUGA and the refuse area
    - Office staff issue paper registers to all Form Tutors, who immediately call the register
    - Year Leaders confirm with their tutor groups that all pupils have been accounted for
    - Year leaders report this back to the Deputy in charge of the evacuation
    - Year Leaders remain with their year group to manage any situation that may occur, eg pupil fainting or becoming unwell
    - The Office staff bring a list of all absent pupils, to confirm any known missing pupils with Tutors
    - The Office staff take responsibility for visitors in the school and will check the visitors present against the visitors' log
    - Anyone not accounted for will be notified to the Bursar (and onto the Incident Controller), who will determine whether it is safe to direct a search team to find the missing person, or whether this should be notified to and carried out by the emergency services.



● The role of Fire Wardens:

In order to ensure the school buildings are fully evacuated, Fire Wardens have been appointed to undertake a final check of a specific area, as they leave the school. The nominated Fire Wardens and designated areas are:

1. Sixth Form Administrator – Mezzanine/Chapel/6<sup>th</sup> Form Corridor/SF1 and SF2/Sixth Form Toilets
2. Senior Science Technician – Science Labs/MFL classrooms/Science Office/Toilet
3. Food Technician – Food Tech areas/Hall2/Flat/Music/Drama/Dance/Toilets
4. Kitchen Staff – ensure all kitchen appliances are switched off and to check the Canteen/Kitchen/Hall
5. Ailish Southall - Lower Main Ground Floor – Stage/Newman Centre/BS1/DT rooms/DT Office
6. Office Manager – Head’s &Deputy’s offices/PA’s office/staff toilets/medical room/meeting room 1. To ensure any poorly pupils are adequately escorted to the assembly point.
7. Rich Gooud – Xavier Centre/LS area/Transition classroom/ LS staffroom/SENCO office/Maths block
8. A-L Cox/M Cox – Lower Humanities block – all classrooms/changing rooms/toilets
9. Fiona Glassett/Jayne Boulden/Mary Enright – upper humanity block – all classrooms/LRC/Art rooms/offices and kiln room

Each Fire Warden should take the time to appoint a deputy, to cover in case of absences.

Once the alarm sounds, the Fire Warden ensures their area is cleared and then evacuates. Once at the Assembly point, they report to the School Bursar, to confirm their area is clear. The Bursar reports this to the Deputy in Charge, to confirm the school is clear or to advise of any areas not checked.

Any unaccounted person will be reported to the Bursar, who will report this to the Incident Controller and onto the Fire Crew as soon as they arrive on site.

**Stage 2 Assembly**

In the event of a fire or other emergency where it would be unsafe to remain in the playground, the Deputy in Charge will designate a Stage 2 Assembly by moving the Assembly Point to the playground/hall of Malden Manor School.

**Duties of employees with specific responsibilities**

<b>Incident Controller</b>	<b>Sean Maher, Neil Henderson, Dave Steele</b>
<b>Deputy Head in charge of Evacuation</b>	<b>Ian O’Brien (Neil Henderson in his absence)</b>
<b>Deputy Incident Controllers</b>	<b>Premises Manager/Bursar</b>

The Incident Controller(s) will go to the main fire panel in the front entrance and identify the location of the activation from the alarm panel address.

If appropriate and safe to do so, the Incident Controllers will go to that location to identify the cause of the fire alarm. This may be a break in the glass or a detector that has been activated.

If safe to do so, the Incident Controller may attempt to fight the fire using fire extinguishers, but only if they have been trained to do so and are confident that they can use them without putting themselves or anyone else at risk.



If it is identified as a false alarm, the Incident Controllers will stand the fire crew down.

The pupil and staff evacuation will be controlled by the Deputy in Charge – in the first instance this will be Ian O'Brien; Neil Henderson will assume this role in Ian's absence.

**Other Staff Members with specific responsibilities:**

**Site Staff** – will open the gate by the school kitchen and wait at the front entrance of the school for the fire crew, and direct them to use the main school entrance

**Head's PA** – will open the main school gate (next to Brightsparks), will monitor the main office and Sixth Form entrance to ensure no one enters the building at this time and to deal with any queries. If a fire is detected, she will notify Brightsparks, as they may need to evacuate also.

**Office Staff** – to print visitor records and pupils absences

**Systems Manager** – will ensure that he evacuates with a 3G iPad and will set up a google drive containing essential information that may be needed during the evacuation

**Network Manager** – will ensure that essential IT contacts/requirements can be accessed offsite in an emergency situation

**Procedures for liaison with the fire brigade:**

The duty Incident Controller and Premises Manager will remain at the fire panel and will meet the fire brigade on their arrival at school. They will advise of:

- any persons missing and likely location
- the location of the fire (if known)
- access points into the building
- any known hazards, such as hazardous materials, equipment and temporary works

If the cause is a false alarm, the alarms will be silenced only when the evacuation and roll call has been completed.

The duty Incident Controller will notify the Deputy in Charge of the Evacuation when it is safe for pupils, visitors and staff to re-enter the building.

The Premises Manager will complete the Fire Log Book, noting any matters of concern and record appropriate action(s) taken to resolve.

The Premises Manager will ensure fire safety devices have been re-set and are in full working order.



## **Evacuation of Disabled Persons and Personal Emergency Evacuation Plans PEEPS**

The Head Teacher will ensure plans have been made so that any disabled person(s) experiencing difficulty in evacuating the building are properly escorted to the Assembly Point. Identified staff will remain with disabled persons until they can be safely evacuated from the building or return to the classroom once the Incident Controller has determined it is safe to do so.

**The lift cannot be used to evacuate disabled persons.**

Personal Emergency Evacuation Plans are developed by the Bursar in consultation with staff/individual pupils, their parents/carers and staff. The plans include details of the action to take in the event of a required evacuation. The plan will outline the requirements of the individual member of staff or pupil, eg ability to independently reach the safety of a protected escape route or exit or, if required, support from staff. Support staff will be identified with the specific responsibility of escorting the pupil or staff member to the Assembly Point.

As they do the final check that an area is clear, Fire Marshalls will be aware of any person with a PEEP, still evacuating. If appropriate, they can offer additional support to expedite the evacuation, or report back to the Bursar that a person is still evacuating and advise the location.

### **13. Control of Substances Hazardous to Health (COSHH)**

Schools are required to control hazardous substances, which can take many forms, including:

- Chemicals
- Products containing chemicals
- Fumes
- Dusts
- Vapours
- Mists
- Gases and asphyxiating gases
- Germs that cause diseases, such as leptospirosis or legionnaires disease

Control of substances hazardous to health (COSHH) risk assessments are completed and circulated to all employees who work with hazardous substances. Staff will also be provided with protective equipment, where necessary.

Staff use and store hazardous products in accordance with instructions on the product label. All hazardous products are kept in their original containers, with clear labelling and product information.

Any hazardous products are disposed of in accordance with specific disposal procedures.

Emergency procedures, including procedures for dealing with spillages, are displayed near where hazardous products are stored and in areas where they are routinely used.



#### 14. Gas Safety

- Installation, maintenance and repair of gas appliances and fittings will be carried out by a competent Gas Safe registered engineer
- Gas pipework, appliances and flues are regularly maintained
- External gas pipes are clearly marked with Hazard paint/tape so can easily be identified
- All rooms with gas appliances are checked to ensure that they have adequate ventilation.

#### 15. Legionella

- A water risk assessment was completed on 1 March 2014 by Aquavent and will be carried out every two years in line with statutory requirements. Aquavent have been contracted to complete monthly water monitoring checks and all visits are recorded in the school's water log book.
- The risks from legionella are mitigated by the following:
  - Monthly temperature checks undertaken by the Premises Manager (recorded in the log book)
  - Taps treated monthly for limescale
  - Water fountains cleaned with limescale remover and antibacterial cleaner weekly.

#### 16. Asbestos

Richard Challoner School acknowledges the health hazards arising from exposure to asbestos and will ensure that, as far as reasonably practicable, staff, pupils, visitors and contractors are protected from risk to their health due to exposure to any asbestos containing materials.

A small amount of low-risk asbestos has been identified in the school building and this is identified on the Asbestos Management Plan, which is updated annually and approved by the Governing Body.

- Arrangements are in place to ensure that contractors are made aware of any asbestos on the site and that it is not disturbed by their work:
- Contractors will be advised that, if they discover material which they suspect could be asbestos, they will stop work immediately until the area is declared safe.
- A record is kept of the location of asbestos that has been found on the school site and this forms part of the contractors' handbook.

#### 17. Equipment

- All equipment and machinery is maintained in accordance with the manufacturer's instructions. In addition, maintenance schedules outline when extra checks should take place.
- When new equipment is purchased, it is checked to ensure that it meets appropriate educational standards.
- All equipment is stored in the appropriate storage containers and areas. All containers are labelled with the correct hazard sign and contents.



## 18. Electrical Equipment

- All staff are responsible for ensuring that they use and handle electrical equipment sensibly and safely
- Any pupil or volunteer who handles electrical appliances does so under the supervision of the member of staff who so directs them
- Any potential hazards will be reported to the Premises Manager immediately
- Permanently installed electrical equipment is connected through a dedicated isolator switch and adequately earthed
- Only trained staff members can check plugs
- Where necessary, a portable appliance test (PAT) will be carried out by a competent person
- All isolator switches are clearly marked to identify their machine
- Electrical apparatus and connections must not be touched by wet hands and only be used in dry conditions
- Maintenance, repair, installation and disconnection work associated with permanently installed or portable electrical equipment is only carried out by a competent person
- Where pupils are involved in arranging lighting or stage electrical equipment (including electrical supplies for amplifiers or musical instruments) for school plays, discos or similar events, then such equipment must have been subject to a combined electrical inspection and test during the past twelve months and the electrical supply to the equipment must be routed via a 30mA residual current circuit breaker
- Pupils must only change bulbs in such equipment when they have been authorised to do so by a teacher responsible for the activity and then only when the equipment has been electrically isolated
- Where portable mains electrical equipment is to be used outside the school buildings, this will only be permitted if the equipment has been approved by the Premises Manager as suitable for the intended use and it is adequately protected from mechanical damage, the weather, contact or splashing with water and is protected by a 30mA RCD.

## 19. PE Equipment

- Pupils are taught how to carry out and set up PE equipment safely and efficiently. Staff check that equipment is set up safely.
- Any concerns about the condition of floor surfaces or apparatus will be reported to the Premises Manager.

## 20. Display Screen Equipment

- All staff who use computers daily, as a significant part of their normal work, are advised to carry out a display screen equipment (DSE) assessment. 'Significant' is taken to be continuous/near continuous spells of an hour or more at a time.
- Staff identified as DSE users are entitled to an eyesight test for DSE use upon request, and at regular intervals thereafter, by a qualified optician (and corrective glasses provided if required specifically for DSE use).



## 21. Lone Working

Lone working may include:

- Late working
- Home or site visits
- Weekend working
- Premises Manager duties
- Site cleaning duties
- Working in a single occupancy office

Potentially dangerous activities, such as those where there is a risk of falling from height, will not be undertaken when working alone. If there are any doubts about the task to be performed, then the task will be postponed until other staff members are available.

If lone working is to be undertaken, a colleague, friend or family member will be informed about where the member of staff is and when they are likely to return.

The lone worker will ensure that they are medically fit to work alone.

## 22. Working at Height

We will ensure that work at height is properly planned, supervised and carried out by competent people with the skills, knowledge and experience to do the work.

Work at heights, necessitating the use of ladders, step ladders exceeding 3 metres in height or in areas where there is a risk from falling, will only be undertaken by, or when approved by, the Premises Manager.

School pupils must not be permitted to undertake work at heights (for example when arranging lighting for plays or similar events) unless there is safe and secure access to the area where the work is undertaken and guard-rails and toe boards are provided to physically prevent a fall.

A hydraulic platform must be used when working at heights over a certain height (normally 3 metres). A hydraulic platform should be used to access ceiling equipment in the Sports Hall. Staff must be fully trained in the use of the hydraulic platform and carry a Loler card to prove their training. Any staff who have not been trained, **MUST NOT** use the hydraulic platform.

In addition:

- The Premises Manager retains ladders for working at height
- Pupils are prohibited from using ladders
- Staff will wear appropriate footwear and clothing when using ladders
- Contractors are expected to provide their own ladders for working at height
- Before using a ladder, staff are expected to conduct a visual inspection to ensure its safety
- Access to high levels, such as roofs, is only permitted by trained persons and fall safe equipment will be used.



### **23. Manual Handling**

It is up to individuals to determine whether they are fit to lift or move equipment and furniture. If an individual feels that to lift an item could result in injury or exacerbate an existing condition, they will ask for assistance.

The school will ensure that proper mechanical aids and lifting equipment are available where required in school, and that staff are trained in how to use them safely.

Staff and pupils are expected to use the following basic manual handling procedure:

- Plan the lift and assess the load; if it is awkward or heavy, use a mechanical aid, such as a trolley, or ask another person to help
- Take the more direct route that is clear from obstruction and is as flat as possible
- Ensure the area where you plan to offload the load is clear
- When lifting, bend your knees and keep your back straight, feet apart and angled out. Ensure the load is held close to the body and firmly. Lift smoothly and slowly and avoid twisting, stretching and reaching, where practicable.

### **24. Off-Site Visits**

When taking pupils off the school premises, we will ensure that:

- Risk assessments will be completed where off-site visits and activities require them
- All off-site visits are appropriately staffed
- Staff will take a school mobile phone, a portable first aid kit, information about the specific medical needs of pupils, along with the parents' contact details
- See the separate Visits and Trips Policy and Procedures for further information (policy available on the Policy section of the Admin drive).

### **25. Lettings**

This policy applies to lettings. Those who hire any aspect of the school site or any facilities will be made aware of the content of the school's Health and Safety Policy and will have responsibility for complying with it. (See the separate Lettings Policy for further details.)

### **26. Violence at Work**

We believe that staff should not be in any danger at work and will not tolerate violent or threatening behaviour towards our staff.

All staff will report any incidents of aggression or violence (or near misses) directed to themselves, to their line manager/the Head Teacher immediately. This applies to violence from pupils, visitors or other staff.

### **27. Smoking**

Smoking and/or Vaping is not permitted anywhere on the school premises.



## 28. Medical Suitability for Work

Pre Employment health checks are undertaken for all new staff, usually by means of a confidential health questionnaire, by the RBK Occupational Health Team. If a staff member's health deteriorates, then a referral to Occupational Health can be requested by the Head Teacher.

Risk assessments will be carried out whenever any employee or pupil notifies the school that they are pregnant.

Appropriate measures will be put in place to control risks identified. Some specific risks are summarised below:

- Chickenpox can affect the pregnancy if a woman has not already had the infection. Expectant mothers should report exposure to antenatal carer and GP at any stage of exposure. Shingles is caused by the same virus as chickenpox, so anyone who has not had chickenpox is potentially vulnerable to the infection if they have close contact with a case of shingles.
- If a pregnant woman comes into contact with measles or German measles (rubella), she should inform her antenatal carer and GP immediately to ensure investigation
- Slapped cheek disease (parvovirus B19) can occasionally affect an unborn child. If exposed early in pregnancy (before 20 weeks), the pregnant woman should inform her antenatal care and GP, as this must be investigated promptly

## 29. Occupational Stress

We are committed to promoting high levels of health and wellbeing and recognise the importance of identifying and reducing workplace stressors as far as is practical.

Systems are in place within the school for responding to individual concerns and monitoring staff workloads.

All staff can access RBK's confidential Wellbeing and Counselling Service and there are posters around the school advertising this (in the first instance contact Sarah Kitt, Wellbeing & Counselling Advisor on 020 8547 5160 or Sarah.kitt@rbk.kingston.gov.uk).

## 30. Procedures for Sick Pupils and those with Medical Needs

Pupils who feel unwell should be sent to the School Office to explain the nature of their illness. The decision to send a sick pupil home will be made by the office staff. Unwell pupils must be signed out when leaving school for medical reasons and will only be allowed to leave school early if a parent/carer has been contacted and either collects them or gives permission for them to make their own way home if they are judged well enough.

Pupils with medical needs will have an Individual Healthcare Plan (IHCP) completed when first joining the school and all details regarding their condition entered onto Progresso.

Full details regarding management of medical conditions can be found in the Medical Conditions Policy (available on the Admin drive).

A register of pupils with EpiPens is kept in the first aid cabinet in Pupil Services. EpiPens will be carried by the pupil at all times. PE staff and staff supervising visits off-site should be particularly mindful of pupils carrying EpiPens.



The school holds emergency Salbutamol (asthma) inhalers, which will be used in accordance with [Department of Health guidelines](#), as set out in the Medical Conditions Policy.

The school also holds emergency EpiPens, to be used in accordance with the [Department of Health guidelines](#), as set out in the Medical Conditions Policy.

### 31. First aid Procedures

#### In-school procedures

In the event of an accident resulting in injury:

- The closest member of staff present will assess the seriousness of the injury and seek the assistance of a first aider, if appropriate, who will provide the required first aid treatment
- The first aider, if called, will assess the injury and decide if further assistance is needed from a colleague or the emergency services. They will remain on scene until help arrives.
- The first aider will also decide whether the injured person should be moved or placed in a recovery position
- If the first aider judges that a pupil is too unwell to remain in school, they will inform a member of the Senior Leadership Team and parents/carers will be contacted and asked to collect their child. If the pupil is judged well enough to travel home alone, a member of the Senior Leadership Team must authorise the decision to allow the pupil to leave school early and parents must have been contacted and consented to their child leaving school early and travelling home alone.
- If emergency services are called, a member of the Senior Leadership Team will contact parents immediately
- The first aider will complete the accident book on the same day or as soon as is reasonably practical after an incident resulting in an injury, together with the Accident Investigation form, and will arrange for any witnesses to complete forms (see templates at Appendix 1).

#### Off-site Procedures

When taking pupils off the school premises, staff will ensure they always have the following:

- A school mobile phone
- A portable first aid kit
- Information about the specific medical needs of pupils
- Access to parents'/carers' contact details

Risk assessments will be completed in accordance with the separate Visits and Trips Policy and Procedures prior to any educational visit that necessitates taking pupils off school premises.

### 32. First aid equipment

A typical first aid kit in our school will include the following:

- A leaflet with general first aid advice
- Eye pad bandages dressing
- Triangular bandages
- Sterile dressings small, medium and large



- Adhesive tape
- Safety pins
- Disposable gloves
- Antiseptic wipes
- Foil blanket
- Ice pack
- Plasters of assorted sizes
- Self-seal finger dressing
- Steri strips
- Scissors
- Cold compresses
- Burns dressings
- Face shield

No medication is kept in first aid kits.

A defibrillator is included as part of the school's first aid equipment and is located outside the PE Office (Humanities Block, ground floor). The Premises Manager will check each week that the defibrillator has charge and is shown to be working.

Emergency asthma inhalers and EpiPens are held in the first aid cabinet in the Medical Room. First aid kits are stored in:

- The Medical Room
- The Science Prep Room
- DT Office
- PE Office

### **33. Accident Record-keeping and reporting**

#### **First aid and accident book**

- The accident report (Appendix 1) will be completed by the first aider /relevant member of staff who dealt with it on the same day or as soon as possible after an incident resulting in an injury
- As much detail as possible should be supplied when reporting an accident
- The office manager will ensure that all completed forms are emailed to the Bursar, to be submitted to RBK, for reporting purposes.

#### **Reporting to the HSE**

RBK will keep a record of any accident which results in a reportable injury, disease or dangerous occurrence, as defined in the [RIDDOR 2013](#) legislation (regulations 4, 5, 6 and 7).

RBK will report these to the Health and Safety Executive as soon as is reasonably practicable and, in any event, within ten days of the incident.

Reportable injuries, diseases or dangerous occurrences include:

- Death



- Specified injuries, which are:
  - Fractures, other than to fingers, thumbs and toes
  - Amputations
  - Any injury likely to lead to permanent loss of sight or reduction in sight
  - Any crush injury to the head or torso causing damage to the brain or internal organs
  - Serious burns (including scalding)
  - Any scalping requiring hospital treatment
  - Any loss of consciousness caused by head injury or asphyxia
  - Any other injury arising from working in an enclosed space which leads to hypothermia or heat-induced illness, or requires resuscitation or admittance to hospital for more than 24 hours
- Injuries where an employee is away from work or unable to perform their normal work duties for more than seven consecutive days (not including the day of the incident)
- Where an accident leads to someone being taken directly from the scene of the accident to hospital for treatment to that injury. Examinations and diagnostic tests do not constitute 'treatment' in such circumstances.
- Near-miss events that do not result in an injury, but could have done. Examples of near-miss events relevant to schools include, but are not limited to:
  - The collapse or failure of load-bearing parts of lifts and lifting equipment
  - The accidental release of a biological agent likely to cause severe human illness
  - The accidental release or escape of any substance that may cause a serious injury or damage to health
  - An electrical short circuit or overload causing a fire or explosion

Information on how to make a RIDDOR report is available here:

### **34. First Aid Training**

All first aiders must have completed a training course, and must hold a valid certificate of competence to show this. The school will keep a register of all trained first aiders, what training they have received and when this is valid until.

### **35. First Aid Monitoring**

- The Premises Manager is responsible for investigating accidents
- The Bursar is responsible for investigating work-related causes of sickness and absences
- The Head teacher is responsible and accountable for acting on investigation findings in order to prevent a recurrence.

### **36. Policy Review**

This policy will be reviewed annually (or earlier in the light of further regulations and other guidance received from the Health and Safety Executive) by the Health and Safety Committee.

**The next review is due in July 2019**



## **Appendix 1: Accident report forms**

*The completed form should be handed to the Office Manager*



**A. NEAR-MISS INCIDENT FORM**

*This form should be completed by anyone who experiences or witnesses a near-miss incident (ie an unplanned incident which does not cause injury or damage, but could do so).*

*The incident will then be investigated by the Premises Manager.*

*In addition, if the incident is a “dangerous occurrence” reportable under The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013, then a HSE F2508 form will also be completed by the Bursar and returned to the HSE.*

Name of person involved in near-miss incident (in full, if known): Staff (job title) / Pupil / Member of Public / Lawful Visitor (company name):	
Name of person completing form (if different from above): Staff (job title) / Pupil/ Member of Public / Lawful Visitor (company name):	
Date of Near-Miss Incident:	Time of Near-Miss Incident:
Where exactly did the incident happen? (Give name and address of premises and department or location)	
Precise description of what happened (including name of substance/equipment involved, the events that led to the incident, the part played by any people, photographs and/or diagrams of incident area). (Continue on an additional sheet of paper, if necessary.)	





**Appendix 2: List of trained first aiders June 2018**

<b>Staff member's name</b>	<b>Role</b>
Rana Malik	Teacher
Paul Manley	Teacher
Jo Morello	Office Manager
Anne Zilles	Office Administrator
Karen Gallagher	Office Administrator
Richard Gooud	Learning Support Staff
Jaga Suresh	Science Technician
Tim Dobson	Premises Manager
Jency John	Senior Science Technician
Dave Steele	Assistant Head Teacher
Mark Cox	Assistant Head Teacher
Kim McAleenan	Sixth Form Administrator