



HEALTH AND SAFETY POLICY

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Health and Safety Policy Statement

Richmond House School attaches the utmost importance to the safety, health and welfare of its employees and pupils. The school will comply with the provisions of the *Health and Safety at Work Act 1974*, the *Management of Health and Safety and Work Regulations 1999*, the DfE guidance *Health and Safety Advice on Legal Duties and Powers for Local Authorities, Head Teachers and Governing Bodies 2013* and other protective legislation. The Board of Governors and the School Leadership Team are committed to ensuring the Health, Safety and Welfare of employees, pupils and visitors.

The school shall always undertake, as far as is reasonably practicable to

- Provide and maintain a safe place of work with adequate facilities
- Provide and maintain safe systems of work
- Provide and maintain safe working equipment
- Provide and maintain a safe and healthy working environment.

The school will provide information, instruction, training and supervision as is needed to ensure the safety of employees and pupils.

The school will also

- Ensure the use, handling, storage and transportation of articles and substances are safe and without risk.
- Undertake risk assessments and continuous monitoring to ascertain potential risks
- Implement appropriate protective and preventative measures
- Appoint 'competent persons' to secure compliance with all statutory duties.

Health and Safety at Work Act 1974

Section 7 states

It shall be the duty of every employee at work

- a) **To take reasonable care for the health and safety of himself and of other persons who may be affected by his (or her) acts of omissions at work; and**
- b) **As regards any duty or requirement imposed on his (or her) employer or any other person by or under any of the statutory provisions, to co-operate with him (or her) so far as is necessary to enable that duty or requirement to be performed or complied with.**

Section 8 states

No person shall intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and welfare in pursuance of any of the relevant statutory requirements.

The school will apply disciplinary procedures to any employee who fails to observe the health and safety regulations and procedures in this policy and this break could lead to dismissal.

The Board of Governors and the School Leadership Team are ultimately responsible for the Health and Safety in the School. Governors fulfil their responsibility by appointing a governor with responsibility for overseeing Health and Safety and delegate the day to day responsibilities to the Bursar, Gill Newsome. (The designated Health and Safety officer).

This policy will be regularly revised by the Bursar and the Senior Leadership Team as necessary (as a minimum of one year intervals).

ORGANISATION

Whilst everybody working in the school should ensure that every possible consideration is given to the health and safety of all at Richmond House School, the ultimate responsibility for health and safety in the workplace rests with the Governing Body and the Senior Leadership Team.

The Governing Body

The Governors will ensure that

- the School's Health and Safety policy is approved and maintained
- arrangements exist for the school to be able to comply with its Health and Safety responsibilities.
- the School Leadership Team reviews and amends annually the Health and Safety Policy
- adequate funds and materials required to meet all Statutory Health and Safety requirements are budgeted for
- the effectiveness of the policy is periodically appraised and any necessary changes are made
- they receive minutes of the Health and Safety Committee
- the Head Teacher makes the staff fully aware of what is expected of them and that they are trained as necessary to be competent to carry out their duties regarding Health and Safety
- they and the Head Teacher recognise the role of specialists such as Fire Officers, Contractors, consultants and have effective means of liaison with them.

The Governors ensure the Senior Leadership team have considered key areas and set down performance standards to include

- accident reporting
- first aid provision
- fire safety arrangements and procedures
- waste disposal
- housekeeping
- monitoring of arrangements
- safety training
- maintenance

The Governing Body and the Head teacher monitor the school Health and Safety performance to check that physical safeguards and controls are in place and are effective and that audit and review procedures are in operation.

The Governing Body are made aware of any reports stemming from any risk assessments, audits, safety officers and details of any new legislation and guidance.

The Head Teacher

The Head Teacher will assist the Governing Body in directing the overall management and development of the Health and Safety Policy and will work alongside the Bursar to report to the Governing Body on Health and Safety performance and assist them in implementing any changes in the policy.

The Head teacher will

- ensure that members of staff are fully aware of what is expected of them from a health and safety perspective

- assume day-to-day responsibility for all matters of Health and Safety in the school and will delegate as necessary
- ensure staff have the necessary training to carry out their delegated functions and responsibilities
- require co-operation from all staff
- liaise with and report to the Governing Body on policy matters
- pass on information received on Health and Safety matters to appropriate people, including staff, parents and pupils
- carry out any necessary investigations and ensure necessary action is taken
- appoint the Bursar as Health and Safety Officer for the school

The Bursar

The Bursar, Gill Newsome, as Health and Safety Officer for the school has day to day management responsibility for ensuring that, so far as is reasonably practicable, arrangements are in place for

- Safety and security
- Fire safety
- Electrical safety
- Gas safety
- Water quality
- Asbestos
- Emergencies
- Staff induction
- First Aid

They also act as the School Safety Co-ordinator, whose duties include:

- advising the Headteacher on maintenance requirements
- co-ordinating advice from specialist safety advisors and producing associated action plans
- monitoring health and safety within the School and raising concerns with the Headteacher
- compliance with the Construction (Design and Management) Regulations
- chairing the School Health and Safety Committee

Subject Co-ordinators

Subject Co-ordinators will ensure, so far as is reasonably practicable, the health and safety of those affected by activities under their control. They are responsible for maintaining up to date risk assessments for areas under their control. They are also be responsible for identifying, organising (and maintaining records) of training that is relevant to their area of control.

In addition, the Deputy Head is responsible for risk assessments for outdoor lessons, trips and visits and the Catering manager, Janice Dean, is responsible for catering and cleaning functions.

Head Caretaker & Groundsman

The Head Caretaker and Groundsman will assist the Bursar with the implementation of:

- Building security
- Prevention of unsupervised access by pupils to potentially dangerous areas (in co-operation with others as appropriate)

- Registration and control of visitors
- Site traffic movements
- Maintenance of School vehicles
- Testing arrangements, maintenance and records, including but not restricted to fire, electrical, gas, equipment, water quality, asbestos
- Good standards of housekeeping, including drains, gutters etc
- Control of hazardous substances for grounds maintenance activities

Catering Manager

The catering manager will assist the Bursar by

- Maintaining a good understanding and practical working knowledge of all legislation relating to food safety and hygiene
- Ensuring that all Kitchen staff exercise all necessary food safety and hygiene practices, including correct temperature controls
- Ensuring that all equipment designed to regulate the temperature of food is correctly set and functions properly and that temperature readings are taken
- Ensuring that all kitchen equipment operates correctly, is properly maintained and is used by trained persons
- Ensuring that all kitchen staff exercise high standards of housekeeping and personal hygiene
- Maintaining periodic inspections of all kitchen areas to determine that hazards are not present and risks are being controlled
- Ensuring the first aid box is kept fully stocked
- Ensuring that all kitchen staff dispose of waste foods in the correct manner
- Ensuring that all kitchen and dining room staff are aware of any pupils or employees with allergies/medical conditions and/or special dietary requirements.

External Health and Safety Advisors

The Bursar will arrange as appropriate for external consultants to advise on matters of health and safety within the School. Such provision may include:

- Engineers monitor and service the school's plant, equipment, including boilers, annually.
- Gym and fitness equipment and machinery used in both design and technology are checked regularly.
- The school's adherence to health and safety in catering is subject to external inspection by the Environmental Health Department. In addition, the Catering Manager arranges for:
 - professional advice from a dietician on healthier food, menu planning and special diets as needed (using Relish Software)
 - the professional deep cleaning of all equipment, high level cleaning of all cooking, food preparation and storage surfaces, areas as required.
 - appropriate pest control measures to be in place.
- The school has a suitable and sufficient fire risk assessment which is reviewed annually for items in the action plan and updated every three years, or when significant changes are made to the interior of buildings, or new buildings are bought or added.

- In addition to the weekly fire alarm tests, the alarm system, together with all smoke detectors, emergency lighting, extinguishers and panic buttons are tested annually by a qualified contractor.
- The school has a suitable and sufficient risk assessment for legionella and a monthly water sampling and testing regime in place.
- The school has carried out an asbestos review and the Bursar / Head Caretaker are responsible for ensuring that contractors are fully briefed on areas of asbestos before starting work.

7. School Health and Safety Committee

The Committee meets once a term, and is chaired by the Bursar. The members of the Committee are as per the organisation chart at the end of this policy.

The role of the Committee is to:

- discuss matters concerning health and safety, including any changes to regulations;
- monitor the effectiveness of health and safety within the school;
- review accidents and near misses, and discuss preventative measures;
- review and update risk assessments;
- discuss training requirements;
- monitor the implementation of professional advice;
- review the safety policy guidance and updating it;
- assist in the development of safety rules and safe systems of work;
- monitor communication and publicity relating to health and safety in the work place;
- encourage suggestions and reporting of defects by all members of staff.

The School Administrator

The School administrator supports the Bursar in:

- Maintaining an accident book and reporting notifiable accidents to the Head Teacher
- Keeping statistics and preparing summary reports for the School Health and Safety Committee
- Escorting pupils to hospital (and informing their parents) as required
- Checking that all first aid boxes and eye wash stations are replenished

Staff

The co-operation of all staff is essential to the success of the Policy and is a legal requirement, and the School requests that staff should notify the relevant subject leader, Bursar or the Head teacher of any hazards to health and safety which they notice immediately and of any suggestion they wish to make regarding health and safety. These will be raised at the next SLT meeting. Staff are required to:-

- follow this policy
- take reasonable care for the health and safety of themselves and others who may be affected

- follow requirements imposed on the school or any other person under health and safety law and co-operate fully so as to enable the duties upon them to be performed
- carry out all reasonable instructions given by managers / senior staff
- make proper use of anything provided in the interests of their health and safety such as protective equipment. Reckless or intentional interference with such equipment will potentially be regarded as a dismissible offence
- comply with any reasonable request made by any of the persons named above in relation to the fulfilment of their duties
- obey all the safety rules and procedures, including the wearing of protective clothing and the use of protective devices if they are specified by the School Risk Assessments
- exercise their awareness, alertness, self-control and common sense at work.

A copy of this policy is available on the school website and all employees joining the school are required to read it. Staff are alerted to any amendments.

Pupil responsibilities

Pupils have a duty to take reasonable care of themselves and others and to co-operate in the implementation of the School Health and Safety Policy by

- complying with the school's safety rules and requirements at all times
- following any safety instructions given by a member of staff
- wearing any protective equipment provided
- reporting any safety hazards to a member of staff
- reporting all accidents and incidents to a member of staff
- following the dress code consistent with health, safety and hygiene requirements
- not recklessly or intentionally misusing, neglecting or interfering with any item provided in the interests of health, safety and welfare.

GOVERNORS / TRUSTEES

Overall responsibility for H&S at Board level

HEADTEACHER

Responsibility for day to day operations and organisation of H&S

BURSAR

School Safety Co-ordinator.
Responsibility for safety management, site security and regulatory compliance.

CHAIR OF H&S COMMITTEE



EXTERNAL PROFESSIONAL ADVISORS

MEMBERS OF H&S COMMITTEE

Headteacher	Bursar
Deputy Head Teacher	Director of Studies
Caretaker	US Co-ordinator
LS Co-ordinator	Foundation Stage Co-ordinator
(IT / Catering – currently Bursar oversees)	

WHOLE SCHOOL COMMUNITY

Staff, pupils, Governors, volunteers, visitors, contractors

Fire Policy, Risk Assessment and Procedures

Fire Policy

This policy is to ensure risks from fire are identified and that arrangements are in place to control those risks and to enable the School to comply with its duties under the Regulatory Reform (Fire Safety) Order 2005 and other education specific guidance.

Evacuation procedures and fire practice drills are detailed below and included in the staff handbook. All persons in the building must follow directions for evacuation. Visitors receive instructions at the point of signing into school.

The School has in place procedures for:-

- carrying out fire risk assessment;
- preventing fires;
- evacuation in the event of a fire;
- maintaining and checking all fire detection, alarm and fighting systems.

1. Responsibilities & fire prevention

The **nominated person** who has responsibility for maintaining and ensuring the local implementation of the School fire procedures is the **Bursar, Gill Newsome**.

All staff have a responsibility for fire safety and should ensure during day to day duties:

- Compliance with the relevant fire and emergency procedures for the premises;
- all fire exits, fire escape routes and fire-fighting equipment are kept free from obstruction at all times.
- except for the purpose of fighting a fire, fire extinguishers or hose reels are not removed from their normal position. The use of any fire-fighting equipment must be reported to the Bursar / Head or Caretaker.
- internal fire doors are never propped open.
- Risks are eliminated and reduced, including that combustible materials are not be placed near sources of heat such as heaters or light fittings.
- the no smoking rules in all buildings and on the grounds are strictly observed.
- work areas are tidy - rubbish and waste materials must not be allowed to accumulate except in suitable containers.
- As far as is reasonably practicable, combustible materials shall be stored in cupboards or cabinets.
- flammable substances are kept away from ignition sources and stored in a cool place when not in use.
- Vehicles are not parked in a manner likely to obstruct emergency exits or access to the building by fire appliances.
- fire instruction notices are obeyed.
- full participation in any fire drill. See staff handbook for fire procedures and fire practice.
- after cooking food, cooking appliances are switched off. Cooking appliances shall not be left on and unattended.
- any concerns regarding fire safety are reported to the Bursar or a member of the SLT.
- familiarisation with: -
 - the means of raising the alarm;
 - the evacuation procedures/means of escape from the building;

- the action to take in case of a fire or the fire alarm sounding;
- the location and method of operation of fire extinguishers and hose reels.

2. Fire Risk Assessment

All of the School premises are subject to a fire risk assessment. This is either conducted by an external consultant or the Bursar / Caretaker. The person undertaking the assessment will liaise closely with SLT and Co-ordinators. The latest external assessment was carried out in October 2014.

The fire risk assessment will be reviewed and / or updated every year or in the event of significant changes to the buildings or their usage. Any hazards will be eliminated or risks reduced to the minimum level practicable by implementing control measures and safe systems of work.

Regular assessments will be made by the Head Caretaker to ensure that the walkways are kept clear of obstruction and tripping hazards. Daily, weekly and monthly checklists are in place and conducted by the Head Caretaker.

3. Fire Detection & Alarms

Each area of the School premises has adequate means of fire detection and raising the alarm in the event of fire. The detection equipment is maintained and regularly checked by competent persons. The fire alarm system is tested weekly with the date and time recorded. The fire alarm system is serviced by a competent contractor every 6 months.

Records of these tests and servicing are maintained in a fire log book held by the Caretaker.

4. Fire Fighting Equipment

The fire extinguishers, fire hoses, wet and dry risers and/or other fire suppressant systems are serviced by a competent contractor annually and the service date recorded on each extinguisher/hose reel/system. All extinguishers should be coloured red, (BS EN3). However, 5% of the extinguisher surface area may be colour coded with a label. All 'whole body colour' extinguishers have been replaced with the requisite red extinguisher.

The standard colours are:-

Label Colour	Type	Use
Red	Water	Combustible material, wood, paper, textiles and general refuse but NOT electrical equipment and NOT liquid fires.
Cream	Foam	Flammable liquids but NOT electrical equipment.
Blue	Dry Powder	Good general purpose use, including flammable liquids, gas and electrical equipment.
Black	Carbon Dioxide	Flammable liquids, gasses and electrical equipment.
Green	Halons (vaporising liquid)	Flammable liquids, gases and electrical equipment.

Water and foam extinguishers must **NEVER** be used on fires involving live electrical equipment as they can expose the user to the risk of serious electric shock.

There are no deep fat fryers on site. A fire blanket is located in the kitchen for any appropriate firefighting.

Fire appliances are kept in suitable locations so that they are readily accessible at all times. In most cases they are mounted on the wall so that the handle is at a convenient height (usually about 1 metre from the floor). The locations are permanent so they are familiar to all staff. A notice indicating the location of firefighting equipment is displayed where the location of the equipment is not obvious or in areas of high risk.

All firefighting appliances are serviced annually by an external contractor. This is carried out in October of each year. Between inspections, a routine visual examination will identify any that become damaged and need attention. Any that have been discharged must be recharged as soon as possible.

Extinguisher training is carried out for staff every two years. A list of persons attending is held in the Bursar's office.

5. Emergency Lighting

Emergency lighting is installed in the school where lighting would continue to be required in the event of a mains power failure, e.g. stairs, passageways and emergency exits. Battery operated emergency lighting is tested monthly (charge & illumination). All records are maintained by the Caretaker. An external test of emergency lighting is completed annually.

6. Fire Evacuation / Emergency Procedures

A copy of the emergency procedures in the event of a fire or other event requiring the evacuation of the premises is in the appendix and also detailed in the staff handbook.

Appropriate fire notices are placed in each area of the School detailing the action to take in the event of a fire, and highlight the assembly point to evacuate to in an emergency. The signs incorporate a pictogram and provide written information. The Caretaker regularly inspects means of escape to ensure they are kept clear of obstructions and tripping hazards.

All children are reminded in their first week of term of the fire evacuation plan and how to exit the building. Any **new children** joining the school are told of the procedures on joining the school. A specific evacuation plan is in place for **any SEN or disabled children** requiring assistance. **All visitors** are signed in at the office and are provided with a visitor's information booklet detailing child protection, first aid and fire procedures.

Teaching staff are responsible for escorting their pupils safely out of the building in silence and in an orderly fashion. They are responsible for conducting a head count on arrival at the assembly point, and for ensuring that the name of anyone who cannot be accounted for (and, if possible, their likely location) is passed immediately to Bursar, who will ensure that this information is passed to the Fire and Emergency service as soon as they arrive.

SUMMONING THE FIRE BRIGADE:

The School Office is manned, as a minimum, between 8.00am and 6.00 pm in term-time and between 9.00am and 1.00pm during non-term time apart from the Christmas and Easter closedowns.

The master panel showing the location of all the alarm call points on the networked alarm system in the school buildings is located in the school office. The School Office is always given advance warning of fire practices. If the alarm goes off for any other reason, the staff have standing instructions to summon the Fire and Emergency Service as soon as the relevant zone has been checked or immediately if evidence of fire. (See quick guide by fire panel)

One of the Caretakers or members of the SLT is on duty or on call 24 hours a day, 7 days a week, and 365 days a year, including public holidays. He/She has standing instructions to summon the Fire and Emergency Services if the alarms go off outside the hours that the School Office is staffed, (unless warned of a planned fire practice).

Fire drills will be held a minimum of once per term.

Written records of fire / evacuation drills are maintained in the fire log book which is kept by the Caretaker.

7. Fire Wardens

The fire wardens are responsible for ensuring the building is clear and liaising with the emergency services.

They are the Bursar, Caretaker, Groundsman, Assistant Caretaker and office staff, supplemented by non-teaching staff who are not involved in ensuring children are evacuated safely.

There are 4 areas to be covered – a copy is kept in the green folder on the main reception desk and a copy attached to this policy. Back up communication is via walkie talkie. The alarm will continue to sound until all areas are 'cleared'. Return to the building, if possible, if communicated via walkie talkie by one of the fire wardens.

8. Training

All staff are provided with training and any issues on fire safety as part of the induction process and it is refreshed each year at relevant staff meetings. This covers:

- action to take if they discover a fire, including how to activate the fire alarm;
- action to take on hearing the alarm, including location and use of exits and escape routes; and
- action to take in event of any other emergency requiring evacuation of the building

Staff receive practical fire extinguisher training every two years, most recently in January 2016.

9. Maintenance and testing associated with fire safety.

The following table details the frequency of checks and maintenance. Records are kept of all checks made – fire safety equipment maintenance, fire test, evacuation drills and any fire officer inspection / visits.

Fire Detection and warning systems	Weekly	Caretaker checks and tests operation. Replace defective units where appropriate.
Including all fire alarm call points and smoke alarms	6 months	Full system checks by qualified engineer
Emergency lighting equipment	Monthly	Caretaker checks all systems, units, torches for state of repair and working order.
	Annually	Full system checks by qualified engineer
Firefighting equipment	Monthly	Caretaker visually checks all extinguishers are in place
	Annually	Full check by qualified engineer
Fire drills	Beginning of each term	Caretaker check timing with H&S committee.
	At least once termly	To ensure non-school day staff experience at least one fire drill per annum
PAT testing	Annually	All electrical appliances are PAT tested by Caretaker or external technician.

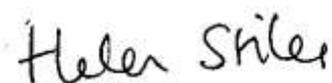
Community Use of School premises

Anyone hiring the facilities is subject to a hirer's agreement and details of fire procedures.

Updated and Reviewed January 2017

Agreed by Health and Safety Committee

Next Review Date September 2017



Signed Headteacher



Signed Chair of Governor

OTHER SPECIFIC HEALTH AND SAFETY ISSUES

Risk Assessments

Under the Health and Safety at work act 1974, we are aware of our obligations to take (reasonably practicable) precautions to safeguard our employees, pupils and visitors. Risk assessments are required by the management of Health and Safety at Work regulations 1999 and that we must record the significant findings of those assessments.

The school will undertake risk assessments to enable control measures to be devised which are both cost effective and appropriate.

The School has a separate Risk Assessment policy.

Health and Safety training

Richmond House School will provide training for our employees to comply with statutory requirements and to secure a safe and healthy working environment for all those affected by our activities. We will continuously assess the health and safety training needs of our staff and record the training provided and received. Section 2 of the Health and Safety at Work Act 1974 imposes a duty on Richmond House School as an employer, to provide such information, instruction, training and supervision as is necessary to ensure, so far as is reasonably practicable, the health and safety at work of our employees.

To fulfil this duty, we will

- Introduce safety rules and procedures as well as induction and refresher training for employees
- Ensure that if employees are transferred to a new job, they cannot start before receiving relevant training and instruction sufficient to enable them to perform their tasks without risk to theirs or others health and safety
- provide appropriate training for managers and those where specific health and safety issues may arise
- pay attention to the needs of existing employees in relation to the introduction of new equipment, technology and systems of work
- record details of training provided
- Induction training will be carried out as soon as possible after an employee has started employment, ideally in their first morning. This will include aspects of health, safety and welfare relevant to their employment and work tasks.

The reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 RIDDOR

The regulations apply to events which arise out of or in connection with activities covered by the Health and Safety at Work Act 1974.

All accidents should be reported to the School Administrator or other qualified staff in the school office, who is a qualified first aider and will record these in the accident book. Any accident which is more than trivial will be recorded using the School's internal accident form. The accident will then be investigated.

The Head Teacher (Helen Stiles), the responsible person, will decide whether or not the accident is reportable to the appropriate enforcing authority, which in our case is the Health and Safety Executive. Reporting of incidents must be done online, with the exception of major incidents and fatalities which can be reported by telephone. The Incident Contact Centre number for reporting fatal and major events is 0845 300 9923.

In addition to notifying the HSE, The Head will:

- i) give the same information to the Chairman of Governors as soon as possible.
- ii) discuss with the Chairman of Governors the completion of the Health & Safety Executive form F2508, provided for the purpose.
- iii) retain at school copies of all records and all accidents (whether major injury is caused or not) to employees for three years from the date of each accident.

At each Governors meeting, accident records will be made available for inspection and consideration as required.

Trips and Visits

All trips away from the school site are subject to the school trips policy and cover appropriate risk assessments, parental consent forms, medical requirements and contact details.

For school matches and fixtures during the school day, details of the children attending the event are left in the school office as well as contact details including a mobile phone number for emergencies.

Health and Safety Emergencies

The school has a separate policy for dealing with emergencies and crisis management.

First Aid arrangements

Richmond House School recognises the importance of having suitable and sufficient first aid arrangements within the workplace. It recognises its responsibility to provide first aid and will ensure that staff and pupils have access to adequate facilities and materials at all times during the working day.

The school's First Aid policy describes the arrangements for First Aid and accident reporting at Richmond House School and the actions taken in the event of an accident, injury or hazardous incident occurring on the school premises.

The school will

- provide suitable and sufficient first aid facilities and equipment,
- an appropriate number of trained persons,
- inform employees of the first aid arrangements in place
- provide regular first aid training for staff
- carry out risk assessments, as required, incorporating appropriate first aid requirements.

Risk Assessment - It is the responsibility of the school to make an assessment of all the school's activities to determine the first aid requirements that are appropriate in each circumstance.

Occupational Health

As an employer, we will ensure that our employees are provided with such health surveillance as is necessary to safeguard their health and safety, if this is assessed as being appropriate. Regulation 3 of the Management of Health and Safety Regulations 1999 requires us to *undertake any health surveillance as is necessary regarding the employees when it has been determined by the risk assessment*. If our assessment shows that Health Surveillance is required, this will be maintained during the employee's employment with us unless the risks to the employee are shown to be short term.

Control of Substances Hazardous to Health Regulations 2002 (COSHH)

The use of materials and substances within the school will be subject to prior assessment and its consequent use will be in accordance with any controls and training requirements identified. This will be recorded. The procedure will be:

- Undertake annual assessment of all hazardous materials with respect to usage and risk
- Assemble comprehensive materials storage records
- Instigate control measure through training records, storage records, methods for the mitigation of risk, high standards of supervision and the issue of Personal Protective Equipment. (PPE)
- Ensure copies of relevant information are available for any potential users of the materials
- Issue and use PPE as appropriate

COSHH records are administered by the Finance Administrator

Personal Protective Equipment (PPE)

Protective clothing and equipment will be issued and used where identified as a requirement and no alternative is available for safer substances / materials. This will be regularly inspected and kept in good order.

It is the responsibility of staff and pupils to wear such PPE as required, using it in the proper manner and reporting any defects immediately. Staff will be trained in the correct selection, wearing and use of PPE

Protective clothing

Appropriate clothing is worn by staff involved in activities which could lead to entanglement, be subject to harmful spillages or high temperatures including naked flames. All aprons and overalls will be cleaned regularly.

Eye protection

It is a requirement to wear eye protection when an assessment shows that a risk of injury, which cannot be otherwise eliminated, exists. Staff and pupils will wear eye protection when involved in any of the following operations:

- using or dispensing liquids which could cause injury;
- when breaking, cutting, dressing or carving stone, metal and glass;
- any other process involving the production of fine particles;
- any work which involves the use of sharp pointed materials.

Eye protectors must be readily available, well-maintained and carry the relevant code for the type of protection offered.

Hand Protection

Suitable hand protection shall be worn whenever the relevant risk assessment indicates - eg rubber gloves will be worn when washing items in hot water, or when using certain cleaning agents; ribbed or similar gloves will be used when a risk of injury from the handling of sharp, abrasive objects is present.

School Security

All staff must be alert to the need for security. Door entry codes to the buildings are changed at least termly. Parents only have the code to the front door and are required to use this to enter and exit the building. All visitors, including parents are required to come to the school office and sign in. They

will receive a visitor's badge and a visitors' booklet depending on the nature of their visit. Contractors will be escorted to their place of work.

We will work to ensure that visitors and contractors abide by our internal rules and any other procedures. We will alert visiting contractors about the nature of any hazards associated with the work they are undertaking so that we are aware of. It will also be necessary to discuss how any potential risks to employees and pupils can be avoided whilst the contractors undergo their work task.

(see also Supervision Policy).

Machinery and Equipment

All electrical items are PAT tested annually. They are marked with the date and a unique number. All machinery and equipment within the school will be maintained in good working order or otherwise marked by the provision of suitable fixed notices, to indicate when such machinery or equipment is unfit for use.

It is the responsibility of staff when working equipment to check for obvious signs of damage and report any defects found.

Full and suitable assessment shall be made of the hazards and risks involved in the use of all machinery and these shall be recorded, along with arrangements for the scheduled servicing.

Electrical apparatus will be visually inspected on a regular basis and subjected to electrical (PAT) test at least every 12 months. A record of such tests and inspections shall be kept and regularly updated. Staff will receive appropriate training, before using any machinery or equipment, in order to qualify as a competent person.

Recreational Areas and the Adventure Playground

Basic Requirements

All apparatus/equipment will be kept in good working condition.

All apparatus/equipment will be inspected on a regular basis.

Procedures

A risk assessment on the use and supervision of each piece of apparatus/equipment is drawn up; the control procedures to be adhered to at all times.

Pupils are reminded that while using the facility they should respect the needs of others.

Pupils are alerted to the need to recognise faulty equipment and report immediately.

Where appropriate safe surfaces, of the correct level of absorbency for the height of the equipment, will be installed below and around each item of equipment from which pupils could fall.

School Mini Buses

Richmond House School recognises the need to control the use of School minibuses to ensure the safety of pupils and staff and the reduction of damage to property.

The school has two mini-buses which are available for outings. Staff wishing to make use of the buses must adhere to the following regulations.

1. All drivers must hold a current, clean driving licence and be over the age of 25 years. Any endorsement (no matter how minor the offence) recorded on the licence must be divulged to the Bursar who will obtain appropriate guidance from the Insurance Company. The drive must be allowed to drive with Category D1.
2. **National speed limits and other traffic regulations must be observed at all times.**

3. The minibus is provided with a fully charged fire extinguisher and a first aid box. The driver must ensure that these are carried at all times. Report any usage, or if any items need replacing/replenishing, immediately. N.B. It is an **offence** to take away the minibus without adequate first aid and fire extinguishing equipment.
4. The Driver must ensure that there is unobstructed access from every seat to every exit.
5. Responsibility rests with the driver to enforce use of seat belts for all passengers on all journeys.
6. No standing passengers may be carried and passengers should not move around while the minibus is moving.
7. It is prohibited to carry flammable or dangerous substances e.g. camping gas, paraffin etc. unless these are in specifically designed containers and safely secured and stowed.
8. It is an offence to carry more passengers than there are seats.
9. Driving time:
 - i. If a driver has worked for half a day, then the maximum driving time without a break is two and a half hours.
 - ii. If a driver has worked a full day, then the maximum driving time without a break is 2 hours.
 - iii. For total journey times of 7 hours in one day, two drivers must share the driving equally.
 - iv. For single journey times of two and a half hours, drivers must have 1 teaching period of rest before setting out.
10. It is the driver's responsibility to ensure that the minibus is returned in good order and any defects or damage should be reported.
11. It is school policy for two adults to ride in the minibus. If for any unforeseen reason one adult is driving the minibus alone, he/she must take a mobile phone so that emergencies or mechanical breakdown can be reported without leaving the children.
12. The driver is not permitted to make calls or answer the phone whilst the minibus is moving or the engine turned on. The driver should pull over where it is safe to do so or ensure the second, non-driving adult uses the phone when required to do so.
13. In the event of mechanical breakdown never leave the children unattended and contact the recovery services – details of which are kept in the glovebox.
14. Report any defects to the Bursar and/or caretaker as soon as possible and do not drive the bus if you have observed any defects before your journey.
15. Drivers must take a mobile phone.
16. Ensure that you have read and are familiar with the School's 'Trips and Visits Policy', Risk assessment requirements and 'Critical Incident and Crisis Management Policy'.

There is a folder in each mini bus detailing necessary checks and mileage records which must be completed by the driver.

The Head and Governors cannot be held responsible for breach of regulations where the driver uses the vehicle illegally or without consent.

Visual Display Units (VDU) Operation

The school must comply with the Display Screen Equipment (DSE) Regulations 1992, recognising that this represents a minimum standard. These regulations relate to any display screen and the workstation). If most, or all, of the following criteria apply, then the DSE regulations apply:

- the user (employee or agency staff) habitually uses DSE as a significant part of their normal work;
- the work activity depends on the use of DSE;
- there is no discretion as to the use of the DSE;

- significant training and/or particular skills in the use of DSE is needed;
- there is continuous use of DSE for spells of an hour or more;
- use is more or less the same daily;
- there is a fast transfer of information between the user and screen;
- a high level of concentration is needed.

The Bursar is responsible for:

- identifying staff who are deemed to be users of DSE;
- undertaking a risk assessment of all workstations (including local environment) used by users and for acting upon its findings..
- reviewing assessments at regular intervals and promptly if there are major changes in ways of working , equipment used or location used.;
- investigating any health problems reported to them or identified in users and providing users with information regarding:
 - the arrangements for eye tests (if requested) and their payment;
 - the arrangements for reporting any health hazards;
 - the arrangements for the organisation of the daily work routine;
 - any action taken as a result of the assessment they have participated in.
- review with the user their activities and appropriate breaks to reduce risks associated with the workstation.

Users must:

- use the equipment provided in accordance with agreed methods of working and any training received;
- report to management any musculoskeletal problems, fatigue or eyestrain which may be associated with the workstation;
- assist the manager/assessor in the assessment of their workstation.

Training must be provided on the healthy and safe way to use a workstation and appropriate equipment purchased e.g. chairs to facilitate good posture and working practices.

WASTE DISPOSAL

All waste must be disposed of to a licenced waste disposal site via a registered carrier.
The main waste storage area is located on Cross Glen Road outside the main back gates.

Updated and Reviewed January 2017

Agreed by Health and Safety Committee

Next Review Date September 2017

Helen Stiles

[Signature]

Signed Head Teacher

Signed Chair of Governor

Fire Policy Appendix

FIRE DRILL PROCEDURES

Fire Drills are carried out regularly, at least once each term.

The aim is to evacuate the building effectively and efficiently in the shortest possible time and in an orderly manner.

1. What to do if you discover a fire or other emergency requiring evacuation of the building?

- should raise the alarm immediately by activating the nearest 'Break Glass' alarm unit or the main alarm panel (in the office)
- Do NOT attempt to move burning objects

The priority in the event of an emergency is the safe and rapid evacuation of the pupils and staff.

2. Notifying the Fire brigade

- the school office during normal school hours
- the member of staff on duty til 6 p.m

The School Office is manned between 8.00am and 6.00 pm in term-time and between 9.00am and 1.00pm during non-term time apart from the Christmas and Easter closedowns.

The master panel showing the location of all the alarm call points on the networked alarm system in the school buildings is located in the school office. The School Office is always given advance warning of fire practices. If the alarm goes off for any other reason, the staff have standing instructions to summon the Fire and Emergency Service at once.

One of the Caretakers or members of the SLT is on duty or on call 24 hours a day, 7 days a week, and 365 days a year, including public holidays. They have instructions to summon the Fire and Emergency Services if the alarms go off outside the hours that the School Office is staffed, (unless warned of a planned fire practice).

3. Evacuation procedure on hearing the alarm

- switch off any central control switchers or equipment you may be working on
- **If safe to do so**, close windows and doors and secure cash / confidential documents
- Leave by the nearest exit, as drawn on the pictogram
- **DO NOT** run
- **DO NOT** collect personal belongings
- **DO NOT** open closed doors in they feel warm
- Pupils should be SILENT as far as possible
- Ensure any pupil specific evacuation plans are followed
- Take all visitors with you

4. Assembly Point – Field / Tennis Courts

The Assembly Point for Fire Drills is on the field or tennis courts where each form will line up.

Nursery children will go to the tennis court.
Reception to Year 6 will go to the field.

Teachers should **take out the class they are teaching at the time** the fire bell is heard, via the nearest exit or alternate route as per the red notice in the classroom.

Once at the Fire Assembly Point, Form Teachers should check **the form they are teaching** and line the children up as for collection at the end of break. Each pupil should be checked off from the register on arrival at the Assembly Point. Since the introduction of SIMS online registration, a blank register and absence report will be provided for each form.

Any child who is not with their Form at the time of the Fire Alarm should leave the building by the nearest possible exit and wait by the back gate to be escorted over to the tennis courts.

The Office Staff take out the Registers and the Staff Signing in Book. The Office Staff will check all adults. Once a Form Teacher has established that they have every child they should have by name, they will raise their hand and the Office Staff will record that that class is complete.

Any child or adult that is not accounted for is checked with the absence records for that day and, if necessary, a search made, if this can be done safely.

5. Fire Wardens

The fire wardens are responsible for ensuring the building is clear and liaising with the emergency services.

They are the Bursar, Caretaker, Groundsman, Assistant Caretaker and office staff, supplemented by non-teaching staff who are not involved in ensuring children are evacuated

Led by the Bursar, they will endeavour to arrange for the emergency services to be met on arrival and will advise them of anyone suspected of remaining in the building. See the allocation of duties schedule in the fire policy for full details.

In the unlikely event of a **BOMB ALERT** inspect your immediate surroundings for unusual articles – boxes, bags, packages, containers, etc. **DO NOT TOUCH**. If possible report anything unusual before evacuating.

6. Liaison with the fire brigade

This ordinarily will be the Bursar or a member of the SLT.

7. Returning to the building

No one is to return to the building until told to do so by the Headteacher/Deputy or Bursar, on confirmation by the fire service it is safe to do so.

If You Are Cut Off by a Fire

- Close the door, using clothing etc to block any gaps.
- Go to the window and attract attention.
- If the room becomes smoky, stay low – it is easier to breathe.

- If the window is jammed, break it; remove jagged glass from the lower sill and cover it using clothing etc.
- If appropriate get out feet first and (if not on the ground floor) lower yourself to the full length of your arms before dropping.
- Make your way to your evacuation assembly point and report to the fire warden

General policies on safe conduct and fire precautions

Fire Precautions

Potential fire risks need not be dangerous provided that some simple but important precautions are observed by all employees.

- Memorise the evacuation procedure, your emergency exit and assembly point in case of fire.
- Familiarise yourself with the position of firefighting equipment and the correct method of operation of extinguishers and never interfere with, or misuse, the fire equipment.
- Keep fire exits, routes and access to firefighting equipment clear of any obstructions; do not wedge fire doors open.
- Keep your working area free of waste as far as possible and in particular those areas which are not easily accessible, e.g. under desks, behind radiators etc. Keep all combustible materials a safe distance from heating appliances and do not place anything on heaters.
- There is to be **NO SMOKING** on the premises.
- If you see anything which may be a fire hazard, correct it yourself if easy and safe to do so, or report it immediately.

Code of Safe Conduct

- Conform to the health and safety at work policy, all health and safety rules and signs, fire precautions and emergency procedures.
- Ensure that you understand and follow the safe operation of your duties; ask if you do not understand any aspect of these.
- Report all accidents, near misses, potential hazards and damage immediately.
- In the event that personal protective equipment or clothing is provided, it must be used and properly looked after.
- Do not interfere with or misuse anything provided for the health and safety of employees.
- Do not act in a way that could endanger yourself or others; do not play practical jokes.
- Do not run, especially on stairs or steps. Use handrails; never read while walking.
- Keep your work area tidy and clear of obstructions; do not leave things lying around.
- Clean up any spilt liquids, tracked in rain etc. immediately.
- In the event of your being called upon to handle bulky or heavy objects, only lift or move what you can easily manage; always bend your knees and keep your back straight – take the stress in your legs, not your back. **GET ASSISTANCE** if in doubt. Do not overreach; do not climb on anything not meant for the purpose; use a ladder, ensuring that it is good condition.
- Electrical equipment is regularly checked and is normally safe when properly used, **BUT**:
 - never touch electrical equipment with wet hands
 - always disconnect electrical equipment before moving it
 - never attempt electrical repairs unless authorised
 - always keep electrical supply cables and wires away from wet areas or from where they could be walked over etc.
 - always switch off equipment if not in use; disconnect from the mains outside normal working hours unless instructed otherwise

- Information on any specific hazards and precautions (e.g. COSHH, DSE) will be issued as appropriate and is available from the executive responsible for health and safety. Training in dealing with hazards will be conducted as appropriate.

Allocation of duties for clearing the building

Area 1 Caretaking or kitchen staff	Upper School building (172 Otley Road) Kitchen Music Room
Area 2 Caretaking or office	Basement corridor covering: KB teaching room Y3 and Y5/6 Cloakrooms Photocopy room SL office Gym & toilet Boiler room Staff room & toilets Cloakrooms – Yr 2/3 Caretaker's office ICT suite Toilets – boys / girls Foundation Stage
Area 3 Office staff	Dining Room Offices Headteacher's Office Visitor's toilet Lower School building (168-170 Otley Road) To ground floor (Room 2/ Room 4 / library)
Area 4 Office staff (or teacher if no office staff)	Takes absence report Takes signing in book & registers Out to assembly point Issue registers to form teachers (these passed to a teacher on way out) Checks wooden pavilion Checks DT/science room Collates 'hands' that all children/staff present

At the time of the alarm:

- Caretaker walkie talkie office staff to confirm which area being covered - area 1, 2 or 3 (depending on where caretaker is located when alarm sounds)
- Office staff liaise to allocate remaining duties not covered by caretakers between themselves and any non-teaching staff who make it to the control centre (the office!)
- Passing teaching staff could be asked to take out registers to distribute if required

Communication via walkie talkie to confirm all areas clear, all persons have been accounted for (by person in area 4 - collating forms and checking the registers).

Updated and Reviewed January 2017

Agreed by Health and Safety Committee

Signed Head Teacher

Helen Stiles

Signed Chair of Governor

Chairman