



HEALTH AND SAFETY POLICY

Contents

Health and Safety Policy Statement	2
Framework for managing health and safety	2-3
Responsibilities	3-8
Specific Health and Safety Areas	9-17
Risk Assessments	
Health and Safety Training	
Accidents inc RIDDOR	
Trips and Visits	
Health and Safety Emergencies	
First Aid Arrangements	
Occupational Health	
Control of Substances Hazardous to Health Regulations	
Personal Protective Equipment	
School Security	
Machinery and equipment	
Gas safety	
Water quality	
Asbestos management	
Radon	
Recreational Areas and Adventure Playground	
School Mini Bus	
Visual Display Units	
Waste Disposal	

Please note: There are separate Fire, First Aid, Critical incident, Supervision, Trips and Visits and Risk Assessment Policies.

Health and Safety Policy Statement

The Governors of Richmond House School fully recognise our collective responsibility for providing, so far as is reasonably practicable, a safe and healthy school for all of our employees, pupils, contractors, visitors (including parents) and others who could be affected by our activities. In our role as employer we attach high priority to ensuring that all the operations within the school environment are delivered in an appropriate manner. The Governors are committed to promoting the welfare of all in our community so that effective learning can take place.

The Board of Governors and the Senior 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 for overseeing Health and Safety matters to the Bursar (the designated Health and Safety officer). However, as Governors, we have specified that that the school should adopt the following framework for managing health and safety.

FRAMEWORK FOR MANAGING HEALTH AND SAFETY

The Governors of Richmond House School have agreed the following framework for managing Health and Safety within school:

- The Governor appointed to oversee health and safety attends the meetings of the school's health and safety committee termly and receives copies of all relevant paperwork.
- A report on health and safety covering: statistics on accidents to pupils, staff and visitors, staff training, fire drills, and all new or revised policies and procedures are tabled at each term's Health and Safety Committee meeting.
- The minutes of the Committee's discussion on health and safety are tabled at each meeting of the full Governing Board together with any other issues on health and safety that the committee chair wishes to bring to the Board's attention.
- The external fabric of the school, its plant, equipment and systems of work are surveyed and inspected regularly by competent professionals.
- These reports (as per point above) are considered by the Health and Safety Committee and its recommendations (together with other defects) form the basis of the school's routine maintenance programmes.
- The school's adherence to health and safety in catering and cleaning of the food preparation and eating areas is subject to external inspection by the Environmental Health Officer (EHO). In addition, the Catering Manager arranges for regular deep cleaning.
- The school has a separate fire policy.
- If required an external health and safety consultant can be employed to review the overall arrangements for health and safety, including fire safety, the general state of the school, and reports on actions required with recommended timescales. Any progress of implementation would be monitored by the health and safety committee.
- The school has a competent person undertake a risk assessment for legionella and a monthly water sampling and testing regime in place.
- The school has a comprehensive policy in place for the training and induction of new staff in health and safety related issues which includes basic 'manual handling' and 'working at height training'. Specific Health and safety training that is related to an individual member of staff's functions is provided, as required. First aid training is provided for all relevant members of staff, either by external courses or by the onsite training carried out every three years. Minibus driver training is provided to members of staff who are involved with driving the minibus on trips and visits.

- All members of staff are responsible for taking reasonable care of their own safety, that of pupils, visitors, temporary staff, volunteers and contractors. They are responsible for co-operating with the head, the bursar and other members of the Senior Leadership Team ("SLT") in order to enable the Governors to comply with health and safety duties. Finally, all members of staff are responsible for reporting any significant risks or issues to the bursar.
- All employees are briefed on where copies of this statement can be obtained on the school's network. They will be advised as and when it is reviewed, added to or modified.

RESPONSIBILITIES

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:

- a Governor with responsibility for Health and Safety is appointed and will Chair the Health and Safety sub committee meetings
- the School's Health and Safety policy is approved and reviewed as required
- arrangements exist for the school to be able to comply with its Health and Safety responsibilities.
- 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
- they recognise the role of specialists such as Fire Officers and Contractors, consultants and have effective means of liaison with them.

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 and Health and Safety sub committee on Health and Safety performance and assist in communicating and implementing any changes in the policy.

The Head Teacher will:

- be responsible for operations and organisation of health and safety
- ensure that members of staff are fully aware of what is expected of them from a health and safety perspective
- ensure staff have the necessary training to carry out their delegated functions and responsibilities
- request 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 ensures necessary action is taken, including reporting to the HSE under Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) if required.
- appoint the Bursar as Health and Safety Officer for the school

The Bursar

The Bursar, 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

The Bursar also acts as the School Safety Co-ordinator, whose duties include:

- advising the Head Teacher 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 Head Teacher
- overseeing the completion of risk assessments in line with the Risk Assessment Policy.
- compliance with the Construction (Design and Management) Regulations
- ensuring that safety checks and maintenance are carried out in accordance with the schedule agreed by the 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 responsible for identifying and organising training that is relevant to their area of control (and maintaining records).

In addition, the Headteacher is responsible for risk assessments for trips and visits and the Catering manager is responsible for the catering 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 cleaning and 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 in the kitchen area 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:

- Health and Safety assessments
- Fire Risk assessments
- Other advice as necessary

School Health and Safety Committee

The Committee meets once a term, and is chaired by the Governor with responsibility for Health and Safety. Other members of the committee include the Headteacher, Bursar, all other members of SLT, Head Caretaker, School Administrator and Early Years Foundation Stage Co-ordinator

The role of the Committee is to:

- ensure health and safety policy is adequate and includes any changes to regulations;
- appoint external advisors where considered necessary and monitor the implementation of professional advice;
- assist in the development of safety rules and safe systems of work;
- discuss training requirements;
- monitor the effectiveness of health and safety within the school by:
 - reviewing accidents and near misses, and discuss preventative measures;
 - reviewing and updating risk assessments;
 - reviewing and ensuring Fire and Critical Incident and Crisis Management procedures are tested
 - reviewing programme of health and safety checks within school
- monitor communication and publicity relating to health and safety in the work place;
- encourage suggestions and reporting of defects by all members of staff;

- make recommendations to the Governing Body where appropriate to improve the Health and Safety of the School.

The School Administrator

The School Administrator supports the Bursar in:

- Maintaining an accident book and reporting notifiable accidents to the Head Teacher/Bursar
- 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
- Maintaining up to date list of children's medical conditions and allergies

Staff Safe Conduct

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. Staff are required to:

- Conform to the health and safety at work policy, all health and safety rules and signs, fire precautions and emergency procedures
- 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
- Ensure that they understand and follow the safe operation of their duties; ask if they do not understand any aspect of these
- Report all accidents, near misses, potential hazards and damage immediately
- make proper use of anything provided in the interests of their health and safety such as protective equipment
- in the event that personal protective equipment or clothing is provided, make proper use of it
- not interfere with or misuse anything provided for the health and safety of employees.
- not act in a way that could endanger yourself or others; do not play practical jokes.
- 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 being called upon to handle bulky or heavy objects, only lift or move what can easily be managed; always bend knees and keep back straight – take the stress in legs, not 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 are available from the Bursar. Training in dealing with hazards will be conducted as appropriate.

A copy of this policy is available on the School website and network 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.

BOARD OF GOVERNORS

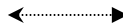
Overall responsibility for H&S

HEADTEACHER

Responsibility for operations and organisation of H&S

BURSAR

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



EXTERNAL PROFESSIONAL ADVISORS

MEMBERS OF H&S COMMITTEE

Governor with responsibility for Health and Safety (Chair)
Headteacher, Bursar and all other members of Senior Leadership Team
Head Caretaker
School Administrator
Early Years Foundation Stage Co-ordinator

WHOLE SCHOOL COMMUNITY

Staff, pupils, Governors, volunteers, visitors, contractors

SPECIFIC HEALTH AND SAFETY AREAS

Risk Assessments

Risk assessments are required by the management of Health and Safety at Work regulations 1999 and significant findings of those assessments must be recorded.

The School has a separate Risk Assessment policy.

- The School will undertake risk assessments to enable control measures to be devised which are both cost effective and appropriate.
- Carrying out risk assessment and putting measures into place to mitigate the risks identified is the responsibility of staff.
- Subject co-ordinators will be responsible for checking/updating current Risk Assessments for areas under their control, at least annually and especially if circumstances, such as rooms used, equipment, activities, age of children participating change.
- Specific events may require specific assessments to be carried out and these are the responsibility of the staff arranging the event.
- Templates exist so that all relevant aspects are assessed; guidance documents are available for such events as school trips, using the minibus or yurt.
- Advice can be sought from the Senior Leadership Team.
- Once a risk assessment is completed, it is handed to the Head Teacher for an initial overview and any deficiencies rectified before arrangements are finalised.

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
- carry out induction training 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.

Accidents including 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 who will record these in the accident book. Any accident which is more than trivial will be recorded using the School's internal accident form which also includes a section to outline if there are any health and safety issues to consider. The accident will then be investigated and remedial action taken where necessary.

The Headteacher, 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 0345 300 9923.

In addition to notifying the HSE, The Headteacher will:

- i) give the same information to the Chair of Governors as soon as possible.
- ii) discuss with the Chair 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.

In addition, all accident records are summarised and provided to the Health and Safety sub committee. The chair of the sub committee reports any significant matters at the Governors meetings.

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.

Emergencies

The school has a separate Critical Incident Policy.

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.

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 or is required by law. Regulation 3 of the Management of Health and Safety Regulations 1999 requires Employers 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. The procedure is to:

- Undertake an annual review of all potentially hazardous materials
- Record details of the substances, where these are stored, who uses them, what training is required, what PPE is required and what to do in the event of an incident such as ingestion, contact with eyes etc.
- Ensure that all members of staff using the substances are aware that the substance is potentially hazardous and provide them with information on how to use safely
- Ensure that safety sheets for the substances are displayed in the relevant classroom/kitchen/store room where the substances are being used to ensure that there is easy access to information on the precautions to take and what to do in the event of an incident
- Ensure that identified substances are held securely to prevent unauthorised access and use.

COSHH records are administered by the Finance Administrator.

Personal Protective Equipment (PPE)

Protective clothing and equipment will be issued and staff/pupils instructed to use it where identified as a requirement and no alternative option is available to use 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 are trained in the correct selection, wearing and use of PPE.

Protective clothing

Appropriate clothing is issued to staff involved in activities which could lead to entanglement, be subject to harmful spillages or high temperatures including naked flames.

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

Hand Protection

Suitable hand protection will 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.

Site Safety and Security

Our aim for security and workplace safety is primarily to provide a safe and secure environment in which our pupils can learn, our staff can work and our visitors can freely come and go. Its second objective is to protect our buildings and grounds, together with the equipment belonging to the School and the personal possessions of everyone in our community.

Specific policies cover the following areas:

Supervision Policy – security of pupils

Esafety Policy – security of School network

Risk Assessment Policy and risk assessments – cover security of the site including specific instances such as children playing on School fields.

All staff are responsible for ensuring site security and ensuring that they do not leave gates, doors and windows open when areas of the School are not in use. The caretaking team have specific responsibility for the physical security of the buildings, for locking and unlocking external buildings and windows at the start and close of every day, switching on and off security alarms and for carrying out regular checks of the site (both when it is occupied and unoccupied). A Caretaker always remains on duty (as opposed to on call) until they have checked that the building is locked and empty and they can always be contacted using the School walkie talkies.

Access to School site

Access through the pedestrian school gates is restricted by fob access control. Only members of staff have fobs and these must not be shared or given to anyone else. The pedestrian gate is propped open only when there is a member of staff on duty or at the end of the school day when all children are supervised in order to dismiss them and hand them over to their parents. All other parents and visitors to school must press a buzzer and identify themselves to the School Office before being allowed through the front or back pedestrian gates.

All visitors and contractors are required to sign in at the School Office, where they are issued with a visitor's badge, which they are asked to wear at all times. Information relating to safeguarding, fire and critical incidents is on the back of the badge which is pointed out to them on arrival. Visitors and contractors are asked to wait in the Reception Area and are collected by the person whom they have come to see. All staff are expected to escort their visitors whilst they are at the School and to ensure that they sign out and return their badges on leaving. All staff are expected to report to the School Office if they see a visitor on the School site who is not wearing a visitors' badge.

Parents are only issued with the code to the front door and they are asked to report to the School Office when entering the School building.

All other entrance doors to the School building have keypad entry code systems and the codes are issued to staff (and some pupils) only. These codes are changed on a regular basis.

When large numbers of visitors are at the School for open days, plays, concerts and other events, different arrangements for access to the building will be made and a brief announcement will be made advising them of the location of the emergency exits that they should use in the event of the alarms sounding.

Gates to the car park are kept unlocked during the day and are locked at night. Children are supervised when they are moving around the School site outside of the pedestrian school gates (on school fields, moving to and from the yurt and other classrooms).

Unsupervised Access by Pupils

We ensure that pupils do not have unsupervised access to potentially dangerous areas, such as the science/DT classroom, caretakers office, garage or cleaning cupboards. Doors to these areas have keypad access control and only staff are provided with the codes.

CCTV

We have CCTV cameras covering the main pedestrian gate entrances used by visitors along with the entrances to the other main school buildings.

Smoking

The School is a smoke free site. Smoking is also prohibited during school related activities which are undertaken outside school premises.

Contractor Management

The Bursar is responsible for assessing the health & safety competence of any contractor before any works are awarded and commenced.

Contractors are required to notify the Bursar of any proposed hazardous works and use of machinery including:

- (a) hot work (to enable the hot works procedure to be followed)
- (b) excavations
- (c) scaffolding
- (d) overhead work
- (e) use of flammable liquids
- (f) work involving electricity
- (g) work at height and involving lifting equipment
- (h) any construction work

Contractors are also required to:

- notify the Bursar of any possible interference with alarm systems and emergency escape routes and suitable remedial arrangements agreed
- report any accidents to the Bursar
- provide their own first aid arrangements
- report any discovery of suspected asbestos material to the Bursar immediately and stop work.

Machinery and Equipment

All electrical items are PAT tested annually. They are marked with the date and a unique number. A record of such tests and inspections is kept.

Staff receive appropriate training, before using any machinery or equipment, in order to qualify as a competent person.

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 with equipment to check for obvious signs of damage, to stop using it and report any defects found.

The fixed wiring at the School is examined on a 5 yearly basis in line with the IEE Regulations by a competent person.

Privately owned electrical appliances will not be permitted to be used on school premises unless confirmed as electrically safe ie PAT tested.

Gas safety

Annual servicing and maintenance will be undertaken to ensure installation pipe work, appliances and flues are maintained in a safe condition.

Only Gas Safe registered individuals will work on installations on the Schools premises.

Water quality

The School has appointed a competent consultant / contractor to conduct a water quality risk assessment on all relevant water systems.

The assessment will be updated as appropriate, for example if new equipment is added and as a matter of course reviewed every two years.

A Water Quality Log Book will be maintained for each relevant system, available for inspection and will contain:-

- (a) the risk assessment findings;
- (b) the written scheme detailing control measures;
- (c) the results of monitoring, inspections, tests or checks completed and the dates;
- (d) details of the water system not in use and control measures taken;

We employ external contractors to conduct water sampling on a monthly basis.

In the event of a positive water sample, the Water Contractor /Consultant will notify the Bursar immediately. The notification will cover:

- Details of the sample
- The organism
- Location
- Advice on appropriate remedial measures, such as isolating the building and disinfecting the system.

The Headteacher will be informed at once, even if no one is ill, and remedial action will be taken at once. The Chair of Governors will be notified at once if anyone becomes ill with legionella, as any outbreak of the disease must be reported to the HSE and the HPA.

Asbestos management

Where asbestos exists or is suspected in any area of the School, the Bursar will arrange an asbestos risk assessment to be conducted by specialist surveyors to identify asbestos containing materials.

Should asbestos be found present, the Bursar will ensure that an asbestos register is maintained showing the location, type and condition of the asbestos.

The Bursar will also ensure that an asbestos management plan is formulated to either:-

- (a) encapsulate any asbestos present and monitor its condition: or
- (b) have the asbestos removed by a licensed contractor.

The plan will specify:

- (i) who is responsible for managing the asbestos
- (ii) responsibility for the asbestos register
- (iii) the schedule for monitoring the condition of the materials
- (iv) the associated channels of communication

The Bursar will have responsibility for the management of the plan.

Radon

The Bursar has consulted the definitive radon dataset at www.ukradon.org and confirmed that the School is in an area with < 1% radon potential.

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 making use of the buses must adhere to the following regulations and the Minibus Procedures for staff:

1. All drivers must hold a current-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 and determine, in consultation with the Headteacher, whether the driver will still be permitted to drive the school minibus. The driver licence must specify that they are 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. Not exceed the following 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 the children must never be left unattended and the recovery services should be contacted – 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, Minibus Procedures 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 and passenger assistant.

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

WASTE DISPOSAL

All waste is 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.

A review of this policy, through the Governing Body and the SLT, is undertaken annually.

Updated and Reviewed January 2020

Agreed by Health and Safety Committee

Helen Stiles

Signed (Headteacher):



Signed (Chair of Governors):

Associated Policies

Fire
First Aid
Critical Incident
Supervision
Trips and Visits
Risk Assessment