




The Royal School

Wolverhampton

Health and Safety Policy & Procedures

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Job title	Principal
Signed	
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Target audience	Staff, students, parents, visitors

Updates since previous version (September 2024)

- Replacement of DFS role with Health & Safety Officer role – a role to be appointed by the Principal as required.
- Correction – the term 'LGB' is replaced by Trustees.

PART 1. STATEMENT OF INTENT

Good health and safety management is an integral part of the operation of The Royal School (The Trust), its Members, Governing Body, Principal and all staff, partners and other people with whom we do business.

For the purpose of this document, The Trust is referred to as The Royal School (The School).

The School will strive to achieve compliance with the highest standards of health, safety and welfare consistent with responsibilities under the Health and Safety etc. Act 1974 and other statutory duties.

It is furthermore the policy of the school to ensure:

- All plant, equipment and premises meet appropriate safety standards
- Risks have been assessed and controlled
- Local arrangements and procedures that interpret health and safety legislation and guidance are in place
- Accident/incident trends are monitored and addressed
- A positive health and safety culture with an emphasis on continually improving our performance, is developed and maintained
- Effective information, instruction and training is provided to enable our staff to be competent in their roles
- Adequate resources are made available to fulfil our health and safety responsibilities and objectives
- Staff and appropriate trade union representatives are consulted and communicated with
- Health and safety is a standing item on the agenda at staff and committee meetings
- Information and advice is provided to maintain safe working practices.

The School expects staff to show a proper personal concern for their own, students' and others' safety, and the safety of equipment, by exercising due care and attention and observing authorised methods and codes of practice, including those inherent in professional training.

The policy will be brought to the attention of, and/or issued to all staff.

Signed

Principal:



Chair of Governors:

Date: 2 January 2025

Date:

ORGANISATION AND RESPONSIBILITIES

As an employer, The Royal School has overall responsibility for the health, safety and welfare of staff and students. The school recognises that decisions about workplace health and safety should take account of the views and priorities of the workforce as well as the management. When workers are actively engaged in health and safety, the end result is fewer accidents and less ill health.

The Royal School will support its staff and students by putting in place clear policies, which focus on key risks along with appropriate and effective control measures.

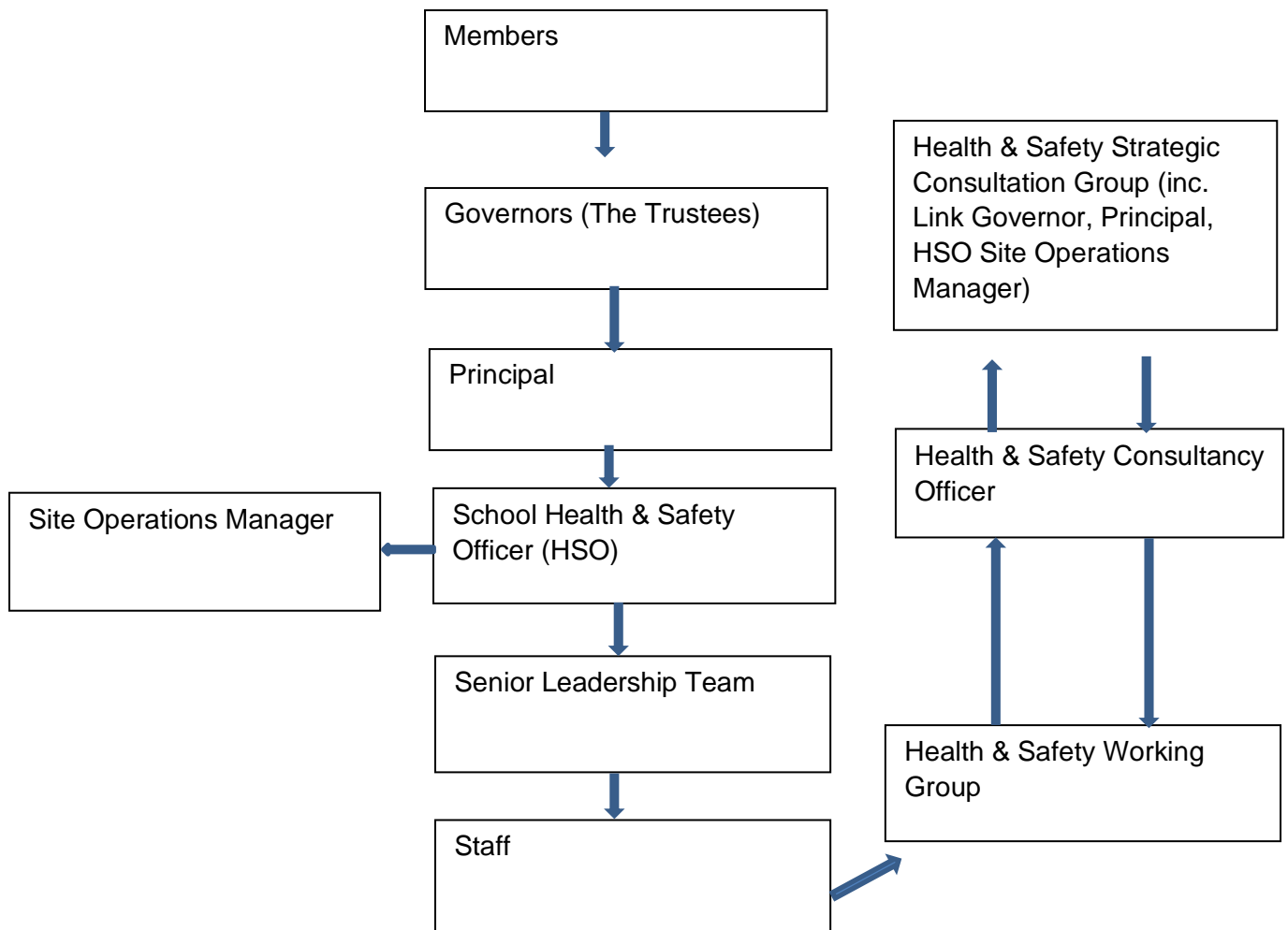
The school committees play an important role in ensuring strategic direction. Members of committees work in close partnership with the Principal, Health & Safety Officer and Senior Management Team of the school together with any relevant staff to ensure effective health and safety management.

CREST Education Safety Services provides health and safety advice and guidance to the school.

Although overall accountability for health and safety lies with the Members and Governing Body, day-to-day responsibility for the health and safety of staff and students is delegated to the Principal assisted by the Health & Safety Officer and the designated Competent Person for the school (Health & Safety Consultancy Officer from CREST Education Safety Services).

The Principal will delegate appropriate tasks to other staff. Where health & safety work is delegated, the relevant manager remains answerable and accountable for those tasks. He or she cannot abdicate responsibility.

The health and safety management structure is shown below.



The Members

The Members have overall responsibility for ensuring that suitable and adequate organisation and arrangements are in place for the management and control of health and safety within the school. In particular, the Members will ensure:

- A. There is a Health & Safety Policy in place, which is regularly reviewed. The policy will reflect the requirements of the Health and Safety at Work etc. Act 1974 by outlining arrangements to ensure, so far as is reasonably practicable, the health, safety and wellbeing of staff, students and others affected by the organisation.
- B. The policy is monitored and complied with.
- C. Adequate resources are provided to meet the school's legal responsibilities as well as compliance with this policy.
- D. Competent persons are in place in order to meet legal obligations as defined by the Management of Health and Safety at Work Regulations 1999.

Governing Body (The Trustees) will ensure that:

- A. The production of a Health and Safety Policy is undertaken and reviewed as required.
- B. The requirements of health and safety legislation are met, that health and safety standards are met, where relevant, and promote best practice.
- C. School budgets are managed on a risk priority basis, so that health, safety and welfare is maintained.
- D. Effective health and safety planning and target setting takes place and that regular monitoring, audit and review of health and safety performance is undertaken.
- E. All staff are fully aware of their duties and responsibilities and that they are competent to meet those expectations.
- F. Effective communication with the Principal, Senior Management Team, Health & Safety Officer, staff, parents and students in respect of health and safety matters.
- G. Roles of specialists (e.g. Health and Safety Officers, Education Advisors, Fire Officers, etc.) are clear and the means of effectively liaising with them is undertaken.
- H. Adequate resources are made available to ensure effective health and safety management.
- I. Reports relating to health and safety are addressed, monitored and evaluated.
- J. Appropriate facilities for accredited Union Safety Representatives are made available, to enable them to fulfil their duties.
- K. All reasonable facilities and information are provided to Inspectors of the Health and Safety Executive and any other health and safety official.

In practice, the Governing Body will delegate the functions necessary to discharge these responsibilities to the Principal, Health & Safety Officer and the Senior Management Team of the school.

Responsibilities - Principal

The Governing Body have placed the management of health and safety with the Principal.

The Principal will liaise with, and be advised by the Health and Safety Consultancy Officer to ensure that all necessary health and safety activities, requirements and standards are undertaken and met within the school.

The Principal will ensure that:

- A. A local health and safety policy and relevant procedures are produced for approval by the Trustees, and that the policy is regularly reviewed, and revised as necessary.
- B. This policy and other appropriate health and safety information is communicated to all employees, Governors, and others operating within the school.
- C. Effective arrangements are in place to proactively manage health and safety, by conducting and reviewing inspections, risk assessments, and implementing required actions. The risk assessment process should:
 - i. Eliminate accident potential as far as is reasonably practicable
 - ii. Be reviewed regularly, and updated as appropriate, including after accidents; together with relevant employees and, where necessary, the Health and Safety Consultancy Officer
 - iii. Conform to statutory regulations, codes of practice and guidance, and good practice
 - iv. Take account of individual personal requirements, including those with; protected characteristics, poor literacy skills and English as an additional language
 - v. Pay particular attention to students, service users, visitors and contractors who may be unaware of dangers and risks
- D. The school budget is managed on a risk priority basis, so that health, safety and welfare is maintained and reported to the Governing Body.
- E. Premises are managed in line with health and safety requirements. Statutory inspections of plant and equipment are undertaken and site inspections take place at regular intervals.
- F. Instruction, information, training and supervision are provided as necessary to ensure employees are competent to carry out their roles.
- G. The right of trade unions in the workplace are recognised regarding employee health and safety.
- H. Consultation arrangements are in place for employees and their trade union representatives (where appointed).
- I. Purchasing and contracting procedures ensure health and safety is included in specifications and contract conditions.
- J. Health and safety responsibilities is identified within job descriptions, as required.
- K. In collaboration with the Health & Safety Officer, ensure that health and safety data is evaluated, monitored and reviewed formally once a year, or where there are significant changes.
- L. The Governing Body and Members are informed of any breach of health and safety statutory requirements.
- M. All welfare facilities are provided and maintained to an appropriate standard.
- N. Ensure Asbestos and Legionella is managed within the school. Be the 'Duty Holder' and ensure

sufficient resources and competence is in place for other staff involved with asbestos and legionella management. Additionally, as the appointed Responsible Person for Fire Safety and Construction, Design and Management (CDM), ensure sufficient resources and competence is in place for staff involved with fire and CDM management.

- O. Ensure all accommodation provided by the school is maintained in a safe condition.

Responsibilities - Health & Safety Officer

The Principal has placed day-to-day management of health and safety with a Health & Safety Officer. The Principal will appoint, from senior staff, a Health & Safety Officer. In the absence of a suitably qualified member of senior staff to take on this role, the Principal will assume these responsibilities.

The Health & Safety Officer will:

- A. Prepare and implement health & safety strategies, and develop preventative and remedial internal policies and procedures, which promote health and safety and safe working practices.
- B. Work in consultation with the designated 'Competent Person' in line with Regulation 7 of the 'Management of Health and Safety Work Regulations 1999'.
- C. Carry out regular site inspections and audits to ensure policies, procedures and requirements are being effectively implemented.
- D. Monitor accidents and incidents, ensuring reportable accidents and incidents are reported to the relevant enforcement agency.
- E. Carry out or lead accident investigations. Generating any necessary reports and recommendations.
- F. Maintain a statistical database to ensure that analysis of incidents is provided for discussion at the Local Governing Body meetings.
- G. Ensure equipment and methods of work are safe, and relevant assessments of risk have been undertaken to satisfy their compliance with statutory requirements and codes of practice.
- H. Be responsible for the practical and operational implementation of, and monitoring of, health & safety policies and procedures, in order to ensure full and continual compliance with relevant statutory health & safety legislation and regulations.
- I. Provide practical guidance, advice and support on health & safety matters (together with the Health & Safety Consultancy Officer).
- J. Maintain and upkeep all health & safety records.
- K. Be responsible for liaison with regulatory authorities and other external agencies as required.
- L. Advise and assist employees with health and safety matters relating to the estate.
- M. Attend committee meetings and represent the school on any other associated meetings within the remit of the role.

- N. Carry out risk assessments under various legislation and seek appropriate support when required.
- O. Produce appropriate reports for Members, Governors and the Principal when required.
- P. Provide training to staff in all aspects of health and safety.
- Q. Advise the Principal to stop immediately any work process, plant or equipment (including contractor's operations) where it is considered a serious breach of health and safety legislation, or where a hazard has been created likely to affect the safety of employees, students or visitors to the school.
- R. Ensure there are adequate resources in place for the management of health and safety.

Responsibilities - Senior Leadership Team

Members of the Senior Leadership Team may be required to undertake any of the Principal's duties, which have been reasonably delegated to them, which may include responsibility for health and safety management.

Middle leaders may be expected to oversee health and safety matters relating to their curriculum areas or as delegated by the Senior Leadership Team.

Senior Leadership Team will ensure that:

- A. The health and safety policy is applied to their own department or area of work.
- B. Staff under their control are aware of and follow relevant published health and safety guidance (from sources such as CLEAPSS, DATA, AfPE, etc.)
- C. Risk assessments are in place and control measures identified for all activities undertaken in areas which they are responsible for and professional knowledge and input are provided, as required.
- D. Appropriate safe working procedures are brought to the attention of all staff.
- E. Immediate appropriate action is taken in respect of any work situation (including contractors) within their control, which they consider to pose a serious and immediate risk to health and safety. Inform the Principal of any problems they are unable to resolve within the resources available to them.
- F. Regular inspections, as appropriate, of their areas of responsibility are carried out, reported and recorded.
- G. Sufficient information, instruction and supervision is provided to staff.
- H. Employee health and safety training needs are identified to enable staff and students to avoid hazards and contribute positively to their own health and safety.
- I. Any new staff receive specific health and safety induction training and that this is recorded in their personal file.
- J. All injuries, occupational illnesses, fires, incidents of aggression at work and near misses are immediately reported to the Principal/ Site Operations Manager and investigated promptly.

Responsibilities of the Site Operations Manager

The Site Operations Manager will ensure that:

- A. Safe means of access and egress is maintained.
- B. The premises is clean and that adequate welfare facilities are provided.
- C. Safe working arrangements are in place where required.
- D. There is adequate control over contractors working on the premises (including induction and monitoring) and that suitable risk control measures are implemented.
- E. Contractors appointed to work at the school are registered with appropriate registered bodies e.g. Gas Safe Register, NICEIC, CHAS, Construction Line, UKAS, Legionella Control Association etc.
- F. Adequate security arrangements are maintained.
- G. Adequate fire safety arrangements are implemented and regularly checked as determined in relevant fire safety guidance documents.
- H. Regular testing and maintenance of all electrical equipment, including portable equipment, takes place.
- I. All required statutory inspections take place across the school estate including (but not limited to) asbestos, legionella, gas, electrics, work equipment. Keeping appropriate records and ensuring any remedial work is carried out promptly.
- J. Adequate systems are in place to manage the school estate including (but not limited to), student and staff accommodation, contractors, swimming pool, chemicals, work equipment, asbestos and control of legionella.
- K. All accidents/incidents are recorded and investigated.
- L. Regular inspections of the premises take place, with safety representatives invited to take part as necessary.
- M. Fire log books and fire risk assessments are in place, ensuring all the required checks/inspections are carried out by competent persons and that any remedial work is completed promptly.
- N. A copy of the Health and Safety Law poster is displayed in easily accessible locations.
- O. The swimming pool and sports facilities are maintained in a safe condition.
- P. Risk assessments and safe working procedures are produced and adhered to.

Responsibilities of all Staff

Implementation of the policy is a management responsibility, but the co-operation of all staff is essential.

All staff employed by the school must act responsibly to ensure that:

- A. Reasonable care of the health and safety of themselves and others in undertaking their work is taken.
- B. Health and safety policies, procedures, and any verbal instructions in the interest of securing health and safety at all times are complied with.
- C. All accidents, incidents and near misses are reported in line with the school reporting procedure.
- D. Work equipment or anything provided in the interests of health and safety is used correctly.

- E. Equipment or fittings provided in the interests of health, safety and welfare are not interfered with or misused.
- F. Any defects in condition of premises, plant, equipment, or fittings are reported to the Estates Team and where relevant, their line manager.
- G. All necessary control measures are followed, and personal protective equipment provided for safety or health reasons is used and maintained.
- H. Specialist or professional knowledge required to inform the development of risk assessments and control measures in their area is shared.
- I. Any specialist training is used to undertake dynamic risk assessments in difficult or emergency situations.
- J. Health and safety training courses are attended, as appropriate, and they have knowledge of all relevant processes, materials, and substances they use. Training requests are to be made to Line Managers in a timely manner.
- K. They are sensibly and safely dressed for their particular working environment and conduct themselves at all times in an orderly manner in the workplace and refrain from any form of horseplay, improvisations or shortcuts that could create unnecessary risks to health and safety.
- L. They are aware of and adopt health and safety measures within their area of work.
- M. Where a specialist room is used for other curriculum activities (e.g. Art classroom used for subjects other than Art), then the Teacher in charge of that lesson must understand the room hazards and any specific procedures in place.

Responsibilities of Volunteers and Visitors (including agency staff, contractors and parents)

All volunteers and visitors (including agency staff, contractors and parents) must:

- A. Follow all safety instructions issued by staff members during their time at the school or when on school visits.
- B. Follow all instructions issued by a staff member in case of emergency.
- C. Ensure that they do not recklessly or intentionally interfere with safety equipment, for example, fire extinguishers and fire alarms.
- D. Inform a member of staff of any situation which may affect their health and/or safety or that of any other person on site.

Responsibilities of all Students

All students will be encouraged by staff members to follow safe practices and observe health and safety rules during all times at the school and on school visits.

ARRANGEMENTS

The following arrangements will be adopted to ensure that the Governing Body and the Principal fulfil their responsibilities and provides the foundation for securing health, safety and welfare of staff, and all users of the site.

Setting Health and Safety Objectives

The Governors and Principal will specifically review progress of health and safety objectives at the relevant School Committee. Where necessary health and safety improvements will be identified and included within the School Improvement Plan.

Establishing Adequate Health and Safety Communication Channels

Communication channels have been established for the exchange of health and safety knowledge and information. These include:

- Line management meetings and staff meetings
- Staff meetings where health & safety is a standing agenda item
- Appointed staff participating in the Health & Safety Strategic Consultation Group and Health & Safety Working Group
- Provision of information relating to safe systems of work and risk assessments
- Provision of information on Sharepoint and notice boards
- Communication of advice, bulletins etc. from School Advisors, Educational Officers, ESFA
- Communication with relevant specialist advisors and appropriate representatives.

Health and Safety Representatives

Under the Safety Representatives and Safety Committees Regulations 1977, a recognised independent trade union has the right to appoint safety representatives. Recognised trade unions will inform the school in writing if a health and safety representative is appointed and, where this is the case, the Governing Body will consult with that representative on health and safety matters. Trade union health and safety representatives are entitled to raise any issue of health and safety as it affects staff.

In workplaces where employees are not in a trade union and/or the employer does not recognise the trade union, or the trade union does not represent those employees not in the trade union, the Health and Safety (Consultation with Employees) Regulations 1996 (as amended) will apply.

There are a group of staff within school that take part in the Health & Safety Strategic Consultation Group and the Health and Safety Working Group.

The school will consult in good time with health and safety representatives on any measures which may affect the staff represented by the health and safety representative. The school will ensure that paid time off is provided for the inspections that the health and safety representative is entitled to undertake as well as for training necessary to enable the health and safety representative to carry out their functions effectively.

Health and Safety Policies and Procedures

The school will, where necessary establish its own arrangements, which will be communicated as appropriate. Contained within this policy as operational health and safety procedures.

Specialist Advice and Support

Specialist advice and support is obtained from external companies. CREST Education Safety Services provide Health & Safety support to the school.

Financial Resources

The Governing Body will review the school budget to determine, in the light of past performance, if adequate resources are being deployed to ensure health and safety effectively managed actions.

MONITORING

In order to fulfil its monitoring role, and to initiate and review health and safety policies and procedures, health and safety is discussed at the Health & Safety Strategic Consultation Group on a termly basis. The Health & Safety Strategic Consultation Group receives the Health & Safety Consultancy Officer's termly report, which outlines significant developments, action plans or concerns for the school.

Active Monitoring

The school management team will oversee active monitoring to include workplace inspections in accordance with our local arrangement for this. The school will receive monitoring inspections from the following:

- OFSTED
- Health and Safety Organisations such as HSE, Fire Service
- Care Quality Commission
- CREST Education Safety Services

Actions arising from third party audit/inspection should be incorporated within the overall school risk register/action plan with appropriate target dates for completion.

Reactive Monitoring

The school management team will oversee reactive monitoring to include accidents, near misses and hazard reports in accordance with our local arrangements and report relevant findings to the Governing Body.

Health and Safety Action Plan and Objectives

The Health & Safety Strategic Consultation Group aims to ensure all health and safety objectives and actions are documented and carried out in a timely manner.

Accidents/Incidents/Near misses

The Principal will liaise with the Health & Safety Officer and the Site Operations Manager to ensure that accidents and incidents are reported and monitored in line with legislation and the school procedures. RIDDOR incidents are brought to the attention of the Principal.

Accident and incident statistics are reviewed termly by the Health & Safety Strategic Consultation Group and Health & Safety Working Group.

Reviewing Health & Safety Performance

Performance indicators used for the review of health and safety performance are as follows:

Target	How Measured	How Reported
100% of reported accidents/ incidents are investigated	Site Operations Manager to complete relevant level of investigation and keep records	Reports provided to the H&S Strategic Consultation Group and H&S Working Group meetings
100% of statutory inspections to be completed each year	Site Operations Manager to ensure the required inspections are undertaken	Site Operations Manager to maintain records
3 x planned site inspections to be undertaken per year	H&S Officer/Site Operations Manager to carry out inspections	Reports provided to the H&S Strategic Consultation Group and H&S Working Group meetings

PROCEDURES INDEX

Separate procedural and guidance documents are located within Sharepoint.

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[Administration of Medicines](#)

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[Business Continuity & Critical Incidents](#)

[Boarding](#)

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ACCIDENT REPORTING & INVESTIGATION

Accidents to staff

Detailed arrangements are available in a separate policy document.

All accidents to staff, no matter how minor, must be recorded on the accident/incident report form. First Aiders/ School Nurse should be consulted.

Accidents to students and other non-staff (members of the public/visitors to the site etc.)

Accident/incident report forms have been circulated to all staff along with guidance. A copy is also located within the Health & Safety folder in Sharepoint.

The accident/incident reporting form is used to record all incidents to staff and non-staff including more significant incidents relating to: -

- Major injuries which result in the injured person being taken from the scene directly to hospital,
- the way we work,
- the level of supervision or
- the condition of our school or equipment defects
- Near misses
- Incidents of aggression

The Site Operations Manager investigates all accidents/incidents.

Reporting to the Health and Safety Executive (HSE)

Incidents involving a fatality will be reported immediately to the HSE on 0345 300 9923 by the most senior person within school at the time or the Health & Safety Consultancy Officer.

Incidents resulting in the following outcomes must be reported to the HSE via their online reporting system www.hse.gov.uk/riddor within 15 days of the incident occurring.

- Employee absence or inability to carry out their normal duties as a result of a work-related incident, for periods of 7 days or more – this includes weekends and bank holidays.
- A pupil or other non-employee being taken directly to hospital from the scene of the incident for treatment where the incident arose as a result of the way we work, level of supervision/organisation etc., condition of the premises or equipment defect.

Any accident/incident notified to the HSE is reported to the Principal.

ADMINISTRATION OF MEDICINES

Detailed arrangements are available within the Medical Policy.

It is recognised that teachers do not have any obligation under their contract to administer medication to students and that such administration is on a voluntary basis. There is a requirement however under the DfE to assist students with medical needs.

All medication will be administered to students in accordance with the DfE document [Supporting Students at School with Medical Conditions](#).

Only with parents' / carers' written consent will prescribed medication be accepted for administration to children under 16 except in exceptional circumstances (e.g. asthma inhalers for whom parental consent for its use has been obtained). A standard form will be issued by the school for this permission to be given. Medication will only be administered from the original packaging with the pharmacy label attached. Medication which has not been prescribed will not be administered. Parents are requested not give packets of medication for pupils to self-administer during the school day.

The School Nurse is responsible for accepting medication, checking it is clearly labelled and checking all relevant information has been provided by parents / carers prior to administering. The School Nurse maintains records of medicines and their administration. If the School Nurse is not available medication must be handed into Reception Staff to check and keep and may also be administered by them.

On school trips, the trip leader will accept responsibility for the administration of medication and recording of details.

All non-emergency medication will be stored in a secure place; and kept cool if it is necessary with access to the medication strictly controlled.

Emergency medication and devices such as asthma inhalers, blood glucose testing meters and adrenaline pens will always be readily available to children and kept in a central location in an unlocked cupboard. Emergency adrenaline pens and inhalers are kept in strategic places in with in the school.

Care will be taken to ensure that students are informed how to access their medication and that all relevant staff are aware of the location.

Details of students in the school with medical conditions will be contained in the single central record to which all relevant staff have access.

Individual Health Care Plans (IHCP)

Parents / carers are responsible for providing the school with up-to-date information regarding their child's health care needs and providing appropriate medication.

The Principal ensures IHCPs are in place for those students with significant medical needs e.g. chronic or ongoing medical conditions such as diabetes, epilepsy, anaphylaxis etc.

The IHCP is developed with the pupil (where appropriate), parent/carer, designated named school employee, specialist nurse (where appropriate) and relevant healthcare services. These plans will be completed at the beginning of the school year / when child enrolls / on diagnosis being communicated to the school and will be reviewed annually by the SENDCO and team.

All staff are made aware of any relevant health care needs and copies of healthcare plans are available on Sharepoint and on the pupil's electronic record.

Staff will receive appropriate training related to health conditions of students and the administration of medicines by a health professional as appropriate.

ASBESTOS

There are asbestos containing materials on the school site. An asbestos survey and management plan is in place and managed by the Site Operations Manager.

The school's asbestos file (including school plans, asbestos survey data and site specific management plan) is held in the Estates office.

Under no circumstances must staff undertake any work which could disturb the fabric of the building or fixed equipment, e.g. affixing anything to walls without first obtaining approval from the designated health and safety officer. (Even stapling / pushing a drawing pin into Asbestos Containing Material (ACM) may result in the release of fibres into the air.)

In the event of any damage occurring to materials known or suspected to contain asbestos this will be reported to either the Health & Safety Officer, Site Operations Manager or Principal and the area immediately evacuated and closed / locked off.

Professional advice will be sought from UKAS accredited contractors.

The Governing Body are the asbestos Duty Holders. Responsibility for managing asbestos has been delegated to the Principal and asbestos authorising officers (Director of Finance & Services and Site Operations Manager).

Face-to-face Asbestos Awareness training is required every three years with refresher training in-between.

Prior to **any** work commencing on the fabric of the building or fixed equipment (e.g. boilers, kilns etc.), either by contractors or school staff, one of the asbestos authorising officers **must** check the asbestos log and establish whether permission to work can be given.

The Principal / asbestos authorising officers shall ensure:

- That the asbestos log is consulted at the earliest possible opportunity and that **all** work affecting the fabric of the building or fixed equipment is entered in the permission to work log and signed by those undertaking the work.
- A visual inspection of asbestos containing materials remaining on site is conducted and recorded (legal requirement to do so annually as a minimum).
- The limitations of the management survey and areas of the building that have **not** been surveyed are understood and considered as part of the permission to work process e.g. areas above 3m in height, within ceiling voids (where panels / tiles are fixed), floor voids and ducts etc.
- All records pertaining to asbestos are effectively maintained and retained (legal requirement to do so for a period of 40 years).

AUDITING OF THE HEALTH AND SAFETY MANAGEMENT SYSTEM

Health and safety management systems have been established within the school. Audits are a positive and proactive management tool.

CREST Education Safety Services carry out periodic audits of health & safety management systems.

BUSINESS CONTINUITY & CRITICAL INCIDENTS

A business continuity plan is available in Sharepoint.

The Principal and Senior Leadership Team review the plan annually.

The plan covers:

- A deliberate act of violence
- A school fire or explosion
- A pupil or teacher being taken hostage
- The destruction or serious vandalising or part of a school
- The death or member of staff through natural causes or accidents
- A transport related accident involving students and/or members of staff
- A more widespread issue in the community e.g. disease, COVID-19
- Death or injuries on school journeys or excursions
- Civil disturbances and terrorism

BOARDING

Boarding accommodation is provided to students. House Parents are also provided with accommodation.

The school aims to provide a stable, supportive home where students flourish academically and socially. Our boarders are a diverse mix of students from the UK and beyond, Forces families and Elite Athletes.

All accommodation is provided with appropriate fire management and security systems. All portable electrical equipment is PAT tested. Staff are trained in first aid and fire marshal duties. Boarding specific risk assessments are in place.

All boarding students and house parents are provided with a comprehensive induction and a copy of the Boarders Handbook.

CATERING

The Royal School has an excellent external catering team offering day and boarding students healthy well-balanced meals with options to suit all dietary requirements including vegetarian and halal.

Primary students eat in the dining room in the Primary School and enjoy a range of healthy and tasty meal options. Seniors eat in the modern, purpose-built dining hall where hot meals are served three times a day in a cafeteria style.

The Catering Manager is responsible for ensuring the following information is available and up to date:

- Hazard Analysis Critical Control Points (HACCP)
- pest control records
- personal hygiene training
- food hygiene training
- internal inspections and any external visits by Environmental Health Officers (EHOs)
- food allergies details
- genetically modified food details
- handling of alleged food poisoning cases
- handling of guest/member of staff complaints
- control of glass
- use of eggs
- equipment maintenance and inspection records (statutory inspections are arranged by the Site Operations Manager)
- cleaning and temperature monitoring records

The Catering Department is responsible for:

- Procurement of foodstuffs
- Planning Menus
- Providing the menus for marketing to display on the website for parents to view
- Preparation and presentation of food
- Providing food which meets the needs of the different sectors of the community bearing in mind issues such as gender, age, food likes and dislikes (information gained from the surveys and liaising with staff and students)
- Providing food for children with specific dietary requirements due to medical issues, religious beliefs and food choices such as vegetarianism
- Ensuring the food is nut free
- Providing food which demonstrates a balance between being tasty, healthy and nutritious and attractive to young children and students
- Providing fresh drinking water at meal times in the dining rooms
- Having regular meetings with the Boarding House, the Bursar, the Head of the Junior Department and the Assistant Head (Pastoral) Senior House
- Monitoring wastage
- Contributing to the agenda of the Food Working Party and attending meetings

CLEANING

Detailed arrangements are available in a separate policy document.

The Domestic Supervisor has established the cleaning standards for the school.

Cleaning schedules outline the degree of cleaning appropriate to each area of the school, which may include:

- Non-complex but labour intensive cleaning (such as in classrooms and corridors)
- Specialised cleaning of surfaces (such as in Science, kitchens and food technology)
- High-level cleaning and dust control
- Periodic deep cleans

A cleaning manual with detailed procedures is in place together with detailed risk assessments and COSHH Risk Assessments.

All storage areas contain appropriate levels of cleaning materials and equipment. All storage rooms are kept locked when not in use.

To help prevent an infection outbreak, higher standards of cleaning are essential in the Sanatorium, kitchens, toilets and bathrooms. Areas of this nature require a deeper than usual level of cleaning. During an outbreak of infection, cleaning standards may be increased in all areas.

COMBINED CADET FORCE (CCF)

CCF runs as an after-school activity. Sixth Formers who have been at the School for GCSE and earlier will already have played an active part in the School's CCF programme.

CCF is a national scheme run in conjunction with selected schools and designed to offer unique opportunities for young adults. It is a military-based organisation and consists of fitness and teambuilding activities that teach competence in leadership, drill, weapons handling and battle tactics.

CCF provides students with a unique learning experience that not only helps them to stand apart from other young adults of the same age, but instils confidence and self-discipline.

All activities as part of this activity have been risk assessed.

COMPETENT PERSON

To satisfy legislative requirements the Health & Safety Consultancy Officer from CREST Education Safety Services acts as the competent person on behalf of the school.

The Officer will provide advice and guidance on compliance with health and safety legislation, associated guidance and standards.

Other relevant agencies such as police, fire service etc. will be asked to provide guidance, advice or inspection as appropriate.

CONTRACTORS

Detailed arrangements are available in a separate policy document.

All contractors used by the school shall ensure compliance with relevant health and safety legislation, guidance and good practice.

All contractors must report to the relevant school reception where they will be asked to sign the visitors book and wear an identification badge. Contractors will be issued with guidance on emergency procedures, relevant risks, and local management arrangements. Out of hours, contractors report directly to on-site Caretaker.

The Site Operations Manager is responsible for contractor induction and monitoring contractors work and the areas where the contractor' is working.

School managed projects

The Construction (Design and Management) Regulations 2015 applies to all building, demolition, repair and maintenance or refurbishment work.

Where the school undertakes projects directly, The Royal School are considered the 'client' and therefore have additional statutory obligations. These projects are managed by the Site Operations Manager on the school's behalf who will ensure any required consents have been obtained and, where applicable, all statutory approvals, such as planning permission and building regulations have been sought.

The Site Operations Manager is responsible for ensuring contractor competency.

Contractors will be required to provide a construction phase plan, risk assessments and method statements detailing the safe systems of work to be used prior to works commencing on site. These are checked and approved by the Estates Officer.

Risk assessments and method statements shall be specific to the site and all aspects of the works to be undertaken. The school, contractors and any subcontractors involved will exchange relevant information regarding the work activities and agree the risk assessments.

Contractors may need to obtain a 'permit to work' before carrying out some work activities around the school e.g. hot work. Permits are issued by the Site Operations Manager.

The Site Operations Manager is responsible for monitoring the safety performance of contractors while the work at school is in progress. Should there be problems with the safety standards this should be reported to the Health & Safety Officer and the Principal.

All work is checked at completion by the Site Operations Manager.

CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH (COSHH) & FLAMMABLE SUBSTANCES

Every attempt will be made to avoid, or choose the least harmful of, substances which fall under the “**Control of Substances Hazardous to Health Regulations 2002**” (COSHH Regulations).

Within curriculum areas (in particular Science and D&T) Heads of Department are responsible for COSHH and ensuring that an up to date inventory and model risk assessments contained in the relevant national publications are in place. (CLEAPSS, Association for Science Education's "Topics in Safety" etc.)

In all other areas, the establishment's nominated person responsible for substances hazardous to health is the Site Operations Manager who ensures:

- an inventory of all hazardous substances used on site is compiled and regularly reviewed.
- safety data sheets are obtained from the relevant supplier for all such materials.
- COSHH risk assessments are conducted and communicated to staff exposed to the product/substance.
- all chemicals are appropriately and securely stored out of the reach of students.
- all chemicals are kept in their original packaging and labelled (no decanting into unmarked containers).
- suitable personal protective equipment (PPE) has been identified and available for use. PPE is to be provided free of charge where the need is identified as part of the risk assessment.
- Chemicals are disposed of as detailed in the Safety Data Sheet.

Where persons may be affected by their use on site, the Site Operations Manager is responsible for ensuring that COSHH assessments are completed and are available from contractors. Staff are prohibited from keeping their own small stocks of hazardous substances e.g. cleaning solutions.

Flammable Substances:

Small quantities of flammable substances may be used and stored by the school.

Deliveries and orders will be kept to a minimum. They will be stored in a suitable, locked metal cabinet.

CONSULTATION AND COMMUNICATION

The Health & Safety Strategic Group meets termly to discuss health, safety and welfare issues affecting staff, students or visitors. Action points from meetings are brought forward for review by school management.

Members of this group includes:

- Principal
- Link Governor for Health & Safety
- Health & Safety Officer
- Head Teacher – Primary
- Assistant Vice Principal
- Site Operations Manager
- Health & Safety Consultancy Officer

The terms of reference of the group have been agreed and are located in Sharepoint.

A Working Group has been developed and includes staff-based volunteers from across the school. The group meets at least termly.

There are no active Trade Union appointed Safety Representatives within the school.

The Health and Safety Law poster is displayed in the staff room.

Electronic versions of health and safety documentation is available in Sharepoint.

A copy of this Health & Safety Policy is located in Sharepoint.

CURRICULUM

Staff are responsible for the maintenance of safe working conditions and anticipate potentially dangerous situations. They act to prevent accidents and dangerous situations from happening.

Staff set an example in maintaining safe working and good behaviour within the classroom. Work is well planned in order to prevent accidents.

Risk Assessments are in place for curriculum activities.

Art

The Royal School is committed to teaching all practical subjects in a safe way. This policy outlines the processes and procedures for ensuring safe working in Art and Design.

Teaching staff are responsible for the maintenance of safe working conditions. They should anticipate potentially dangerous situations and act to prevent them from developing. Staff should set an example in maintaining safe working and discipline within the classroom. Work needs to be well-planned in order to prevent accidents. Students must obey the school and classroom rules at all times and behave with thought and care when using materials and equipment.

COSHH Substances used in the workplace should be assessed with reference to the Control of Substances Hazardous to Health.

Risk Assessment - All practical activities must be assessed for risk, and safety measures used to keep the risks low. All risk assessments must be carried out BEFORE a practical activity is undertaken and the effectiveness of the risk assessment must be regularly monitored; if any new activities are to be undertaken, it is essential that a full risk assessment is carried out beforehand. Model risk assessments from CLEAPSS are utilised but are personalised to the school. The activity must NOT be undertaken until the risk assessment has been completed and recorded. Risk assessment should form part of lesson planning if any dangerous substances are to be used. Alternatives to hazardous substances should be sought.

Room Safety - All practical rooms must be locked when not in use. Unsupervised students must not be allowed in hazardous rooms. Staff are expected to leave workrooms in a safe condition. When starting a practical lesson, staff should check that rooms are clear, all thoroughfares and room exits are free from obstruction, floors are dry and in a safe condition, and the lighting is adequate for the work being undertaken. Fire doors must be unlocked and clear only authorised. Students must not use utensils, tools, machines or other equipment until they have been taught how to use them correctly. Where possible, only one person may operate a machine or piece of equipment at a time, however on occasions students are required to share e.g. hot wax pots.

Supply or cover teachers must be given information on the room hazards; this could be a laminated A4 sheet for the room explaining the location and operation of main services such as electrical isolators, any local hazards, and where help can be obtained. Cover teachers must not supervise practical work unless they are competent and experienced in the practical subject and understand the relevant safety procedures.

Safety Signs, Notices and Displays - Each workroom must have a set of safety rules and the fire procedure displayed clearly. Cautionary notices and signs must be displayed where appropriate.

Clothing - Protective clothing such as aprons or overalls must be used in any 'messy' practical work, or where hazardous materials are being used. Do not use nylon or other plastic protective clothing in high-temperature work. People wearing bandages on the hand or forearm are not permitted to use machinery which has exposed moving parts. Eye Protection and Guards Eye protection must be used if there is any significant risk of eye injury in the work being carried out or observed. Select the type of eye protection suitable for the practical work; Eye protectors must be kept clean and scratch free. They must be periodically washed.

First Aid - Each practical room must have easy access to a first-aid kit.

Storage – Storage must be kept well organised and tidy. Large items should not be stored high up. Standing on benches, chairs, tables etc. is not permitted.

Sharp tools and utensils must be stored so that accidental contact with the sharp part is unlikely and they must be securely locked when not in use.

All materials which are hazardous, for example they may be toxic, flammable or corrosive, must be clearly labelled. The labelling must state the material and the nature of the hazard(s). Keep all working quantities of these materials to a minimum. Access to hazardous materials must be restricted to authorised staff only. All hazardous materials must be stored away from direct access by students. Stocks of flammable liquids must be stored in a lockable fire-resistant cabinet in a well-ventilated stockroom. Make regular checks to ensure that shelving is in a safe condition. Shelves must not be overloaded and heavy materials must not be stored high up. Ensure that the shelf space is used sensibly with no items stacked precariously.

Maintenance, Inspection and Testing of Equipment - Health & Safety Law requires that equipment and machinery is maintained in a safe condition. To achieve this, equipment must be maintained, inspected and, where necessary, tested. There are 3 levels of inspection, maintenance and testing of equipment which must be carried out. These are:

- A visual check by staff of equipment prior to its use or on a daily basis.
- A more formal visual inspection, which should be carried out termly by staff. This requires checking equipment against an inventory using a checklist. Small items, e.g. hand tools, knives, can be banded together.
- Formal maintenance/inspection checks carried out by specialist contractors. This is normally undertaken annually, or for LEV equipment, every 14 months.

Training Records and Certification - All practical work must be supervised by a suitably qualified teacher. It is every teacher's responsibility to ensure that his or hers knowledge of Health & Safety is current. Any perceived training needs should be discussed with the Head of Faculty.

Drama

Staff Guidelines

KS3 Students are not allowed in any of the drama areas unless a member of staff is present.

No food/drink/sweets/gum in any of the drama areas.

Students should be directly supervised at all times. Small KS4 groups can be sent out to rehearse in the main school hall.

Valuables should be left in students' bags or with teaching staff.

During lessons please do not allow students to 'hide' in alcoves of 'hall dividing' screen doors.

If students want to bring in their own props/costumes, they should check with the teacher first.

At the end of each lesson, please ensure that the room is left clean and tidy with all chairs stacked neatly.

Encourage the students to take responsibility for this.

Work at height:

All work at height must be assessed prior to activity being carried out.

No lone work at height to be carried out, two persons to be present at all times.

Staff must have received higher level work at height training prior to working on ladders. (Alternative control measures must be considered prior to using ladders i.e. use of mobile tower scaffolding)

Electrical equipment:

All electrical equipment must be tested and inspected on a regular basis and visually inspected prior to use.

Students and staff must not use electrical equipment which has been brought in from outside school unless they have been PAT tested by the school's electrical contractor.

Students should not operate any electrical equipment unless a member of staff is present.

Students' Guidelines

KS3 should never go into any of the drama rooms without permission.

Always walk into the room/studio and never run or push anyone

KS3 students must LINE UP quietly outside the room.

Valuables should be left in the designated area.

During the lesson:

Always know exactly what you are doing – listen and concentrate.

Always be aware of other students' safety during active drama sessions – never push, punch, hit, strike out at another student. Stage fight scenes must be taught and fully supervised by your teacher.

Always stack chairs and tables safely.

Always report an accident or breakage immediately.

Do not use any electrical equipment unless directly supervised by your teacher.

Do not use any other equipment without permission from your teacher.

Do not eat, drink, chew or put anything in your mouth during lessons.

Do not interfere with any equipment or remove any safety notices.

After the lesson:

Always leave the drama areas clean and tidy.

Always collect your belongings from the designated area.

Always line up and wait to be dismissed.

Always leave the areas in a sensible and orderly manner.

Design & Technology

Detailed arrangements are available in a separate policy document held by the Design and Technology Subject Leader.

The Royal School Design and Technology department is committed to teaching all practical subjects in a safe way. This is outlined in further detail in the department policy and risk assessments. Design and Technology is taught by specialist staff in specialist accommodation. We currently have one DT specialist and two part-time non-specialist teachers.

CLEAPSS is utilised for specialist advice and support.

General Considerations:

All occupants of a workshop and similar rooms are in a potentially hazardous environment and must therefore be fully trained and instructed on Health and Safety matters. It is the teaching staff however, who carry the overall responsibility for the maintenance of safe working conditions. They should anticipate potentially dangerous conditions and either provide a solution or inform management of the issues before they can develop.

Every student, on first entering a workshop (and at intervals thereafter), must be instructed on the rules of behaviour including such matters as:

- Avoiding unruly behaviour, carrying and handling tools, tidiness, and the necessity for quiet and orderly movement
- Not to stand too near other students operating machines, never to operate machines unless told to do so and the purpose of guards and controls
- The use of personal protective equipment
- The safe use and storage of chemicals

There should be appropriate warning notices on relevant machinery prominently displayed in workshop.

Close and constant supervision is vital if accidents are to be prevented and should the teacher be required to leave the workshop he/she must ensure every machine is switched off and the master ignition key removed until his/her return.

No teaching group should be so large that this presents a risk to the Health and Safety of the group or staff involved.

COSHH - Control of Substances Hazardous to Health:

Substances used in the workplace must be assessed with reference to COSHH. Safety Data Sheets must be available and understood for all substances and process generated products. Alternatives to the hazardous substance should be sought and used if possible.

A central record of all substances is maintained and updated by the D&T Technician. It is the responsibility of all department staff to co-operate in this process and assist with the identification and assessment of such substances.

Risk Assessment:

All practical activities are assessed for risk, and safety measures used to keep the risks as low as practicable. The department utilises relevant Model Risk Assessments provided by CLEAPSS.

Safety Signs, Notices and Displays:

Each workroom must have a set of safety rules and the fire procedure displayed clearly. Cautionary notices and signs must be displayed where appropriate.

Personal Protective Equipment (PPE):

Protective clothing such as aprons or overalls must be used in practical work, or where hazardous materials are being used. Do not use nylon or other plastic protective clothing in high-temperature work. People wearing bandages on the hand or forearm are not permitted to use machinery which has exposed moving parts.

Eye protection must be used if there is any significant risk of eye injury in the work being carried out or observed. Select the type of eye protection suitable for the practical work. Eye protectors must be kept clean and scratch free. They must be periodically washed in a mild disinfectant.

Ear defenders must be available, kept clean and the right type available for all users.

First Aid:

Each practical room must have easy access to a first-aid kit. The First Aider must be aware of the first aid measures relating to each chemical used within the department.

Cleaning Up:

School cleaning staff are in place and use a high efficiency (HEPA) filter vacuum cleaner.

Spillages are cleaned up promptly.

Cleaning equipment is available for 'wet methods', never by dry brushing. Work areas are wiped at the end of the lesson/activity with a damp cloth and dispose of appropriately.

Off-cuts of sawn materials are removed from workstations at the end of lessons. The D&T Technician must ensure that any wood dust not extracted by local exhaust ventilation is removed regularly. Teachers in charge of the lessons must ensure this is carried out.

Teachers must ensure adequate information, instruction and training has been provided to their staff and students about safe cleaning up procedures.

Food Technology

The Teacher of Food Technology has overall responsibility for safety within the Food Technology Room, and for ensuring that equipment is safe to use. Students are informed of hazards and procedures. The Teacher of Food Technology ensures safety instructions for appliances within the room are available and ensures that any recommended procedures are followed.

Students must not be allowed into the Food Technology Room without supervision. The main door is locked at all times when the room is not in use.

CLEAPSS MRAT's are utilised within the department.

COSHH - All chemicals must be properly labelled and stored separately from edible substances. Safety Data Sheets and COSHH Assessments must be available together with an inventory of all chemicals in use within the department.

Equipment – The Estates Team are responsible for testing all portable electrical equipment. Any faults to equipment must be reported immediately to the Estates Team and the appliance unplugged and taken out of use. All electrical equipment must be switched off when not in use, and unplugged at the end of the day. The use of 13amp adaptors and coiled extension leads is not permitted. Fixed equipment is subject to regular maintenance and relevant statutory inspections. The inspections are managed through the Estates Team. It is the responsibility of the Teacher in charge to ensure all equipment is tested, maintained and fit for purpose.

Fire - Staff and students must be aware of the correct procedures in case of fire and have sufficient training in fire safety. Fire safety information is provided to students as part of their induction. Appropriate smoke/heat detectors must be available together with fire-fighting equipment and fire doors.

Hygiene - Strict adherence to the highest standards of personal hygiene is required. Every effort must be made to ensure clean working conditions and to avoid contamination from other foods via utensils. Washing is adequate to remove chemical residues from most fruit and vegetables.

Allergic reactions can only be controlled by awareness of problems and separation of sufferers from their allergens. Staff and students must observe food hygiene rules. Temperature and cleaning records are maintained by the Teacher in charge.

Tea towels and dish-cloths are washed daily and changed regularly.

Plastic colour-coded can help avoid cross-contamination of food in the kitchen. Heavily scored boards are a source of contamination and should be replaced.

Personal Protective Equipment (PPE) is provided, is appropriate for use and kept clean.

Pest Control – To discourage pests, the department carries out the following measures:

- Make food storage and preparation areas as inaccessible as possible to pests
- Keep areas scrupulously clean
- Clear up food spills promptly
- Cover all food during preparation
- Eliminate dark corners and crevices
- Ensure all refuse bins are covered and waste is removed on a daily basis
- Use covered metal bins or other metal containers for food storage
- Inspect new deliveries of food for pests
- Watch out for torn bags or holes in cartons
- Be vigilant for signs of droppings, larvae or pupae and dead animals.

Boarders and After School Club users must adhere to this policy and all relevant rules and procedures in place within food technology as deemed necessary by the Teacher in charge of Food Technology.

Physical Education

Safe practice in physical education is an integral feature of all aspects and in all phases of education, from the very early years through to sixth form.

Teachers and others in positions of responsibility have a duty of care for those in their charge to ensure that planning and implementation include recognition of safety as an important element. Young people should learn about the principles of safety as applied to themselves and to the care and well-being of others. This should be a planned and intentional aspect of the curriculum.

Comprehensive guidance and advice for the school can be found in the 'Safe Practice in Physical Education, School Sport and Physical Activity' book. The PE department have a specific PE Policy based on this guide.

Duty of care:

In loco parentis forms the basis for duty of care which all teachers must operate when they have students in their care. This applies to all activities within the school curriculum, to extra-curricular activities during or outside normal school hours and whether undertaken on or away from school premises.

Equipment:

The PE Department maintains a list of all equipment. The Site Operations Manager is responsible for ensuring an annual inspection by a competent RPII Inspector is carried out. All equipment is visually checked for defects by teaching staff prior to use.

Risk assessment:

Hazards in PE are reduced through effective management, i.e. by balancing appropriate challenge and acceptable risk. The school has created risk assessments for each activity; these are regularly updated by the Head of PE.

Science

Detailed arrangements are available in a separate policy document held by the Science Department.

The task of overseeing health and safety on this site is given to the Principal. Within the Science department, this task is further delegated to the Head of Science supported by subject specialists and a Science Technician.

Animals, plants and microorganisms in schools - The hazards associated with the use of animals, plants and microorganisms are managed by the Head of Science.

Electrical Testing - Maintenance, Inspection and Testing of Equipment - Health & Safety Law requires that equipment and machinery is maintained in a safe condition. To achieve this, equipment is maintained, inspected and, where necessary, tested. There are 3 levels of inspection, maintenance and testing of equipment which must be carried out. Inventories of science equipment are updated and retained by the Science Technician.

These are:

- A visual check by staff of equipment prior to its use or on a daily basis.
- A more formal visual inspection, which should be carried out termly by staff. This requires checking equipment against an inventory using a checklist. Small items, e.g. hand tools, knives, can be banded together.
- Formal maintenance/inspection checks carried out by specialist contractors.

Fume cupboards - The COSHH Regulations require the regular testing of fume cupboards (maximum interval 14 months) with a visual check before use. The Site Operations Manager has the job of seeing that this happens. Copies of completed forms are retained within Estates.

Pressure Vessels – The school uses pressure cookers which are replaced on an annual basis.

Risk Assessments - All practical activities are assessed for risk, and safety measures used to keep the risks as low as practicable. The department utilises relevant Model Risk Assessments provided by CLEAPSS.

Training Records and Certification - All practical work must be supervised by a suitably qualified teacher. It is every teacher's responsibility to ensure that his or hers knowledge of Health & Safety is current. Any perceived training needs should be discussed with the Head of Faculty.

DISPLAY SCREEN EQUIPMENT

All staff who use computers, laptops and tablets daily, as a significant part of their normal daily work (*significant is taken to be continuous / near continuous spells of an hour or more at a time*) e.g. admin / office staff shall complete a DSE eLearning module and then complete a DSE self-assessment.

Staff identified as DSE users are entitled to an eyesight test for DSE use every 2 years by a qualified optician. The cost of the eye test will be reimbursed by the school. The school will contribute an amount to the employee should corrective glasses be required specifically for DSE use.

Staff should take sufficient breaks from using DSE equipment. Staff are responsible for connecting and disconnecting computers/ipads etc.

The Site Operations Manager is responsible for co-ordinating DSE assessments.

Best practice guidelines are adopted when setting up pupil workstations. Students use display screen equipment for short durations. Students are regularly reminded of the importance of not spending too many hours in front of a monitor.

Any problems with the equipment should be reported to the ICT Concero Supervisor / Technicians.

SEND students and computers:

Some SEND students may be provided with individual equipment. Teaching staff liaise with the SENDCo to determine arrangements students require. Where a student has physical disabilities reasonable adjustments may be required.

DRIVING AT WORK AND MINIBUSES

The Royal School have their own minibuses. The Administration Manager maintains a list of nominated drivers who have received training in order to drive a minibus. The Administration Manager maintains a list of persons who drive their own vehicle on school business.

On an annual basis individual staff will be encouraged to obtain a check code from the DVLA and provide this to the Administration Manager in order that the school can see what vehicles staff can drive and any penalty points or disqualifications on their licence.

All minibus drivers will hold a D1 Passenger Carrying Vehicle (PCV) category on their driving licence where it is a requirement in their job description and valid minibus permit issued by MIDAS or City of Wolverhampton Council.

Volunteers and other staff are permitted to drive a minibus under a Section 19 Permit.

Authorised school users of the minibus must complete a minibus driver's checklist and return it to the Resources Assistant prior to driving the minibus. Any defects will be reported to the Site Operations Manager.

Where a minibus is fitted with lifting equipment (tail lift), these are maintained and inspected in accordance with The Lifting Operations and Lifting Equipment Regulations (LOLER) as part of the vehicle service agreements.

Servicing and MOT's of the minibuses is arranged by the Site Operations Manager. The Site Operations Manager is responsible for ensuring vehicles are maintained and that pre use checks are carried out and records maintained.

ELECTRICITY

All work on electrical equipment and installations will be undertaken by competent persons.

Electricity is to be isolated before any work on the electrical system including the changing of light bulbs.

The statutory 5 yearly inspection of fixed installations will be carried out by a suitably competent person and a copy of all relevant documentation held by the Site Operations Manager. The Site Operations Manager is responsible for ensuring recommendations in the inspection report are carried out.

Electrical socket outlets will not be overloaded. The use of extension leads will be minimised and the use of extension cubes prohibited.

Before using any piece of electrical equipment, staff are to undertake a visual inspection to ensure that the plug tops, leads and outer castings are free from defects including signs of burning, damaged cables, loose covers etc. Damaged / faulty equipment will be removed from use immediately.

Repairs to electrical equipment will be undertaken by trained and competent persons. The Site Operations Manager will retain records of training, testing, maintenance and repair to equipment.

The Site Operations Manager is responsible for maintaining and updating an inventory of all portable electrical equipment used at the school. Portable electrical equipment is inspected and tested by competent persons at regular intervals appropriate to the level of risk but at least every two years. Equipment within Boarding Houses is carried out on an annual basis.

Cables will not be trailed across walkways. Four-way extension blocks will be secured to the wall, computer trolley or placed off the floor where possible to prevent feet becoming tangled in them. This will prevent tripping hazards and damage to equipment.

Only portable or low voltage equipment will be used in outside areas.

Personal items of equipment (electrical or mechanical) should not be brought into the school without prior authorisation and will be subjected to the same tests as school equipment.

FIRE

The Principal is responsible for ensuring the school's fire risk assessment is undertaken and implemented. The fire risk assessment is located in Sharepoint and will be reviewed at least every two years. If there are significant changes within school, the fire risk assessment will be reviewed.

The Site Operations Manager is responsible for carrying out reviews of the fire risk assessments.

Emergency Procedures

Detailed arrangements are available in a separate procedural document. During holiday periods or times when there may be reduced staff/students in school, managers are responsible for updating their own evacuation plans and ensuring all occupants are aware of the procedures.

Evacuation procedures are made available to all contractors / visitors.

Emergency exits, fire alarm call points, assembly points etc. are clearly identified by safety signs and notices.

Emergency contact and key holder details are contained within the Business Continuity Plan.

Trained fire marshals are in place within the school.

Fire Drills will be undertaken termly and results recorded in the fire log book.

Fire Fighting:

- Staff must ensure the alarm is raised, before attempting to tackle a fire
- The safe evacuation of persons is an absolute priority. Staff may only attempt to deal with small fires, if it is safe to do so without putting themselves at risk, using portable fire-fighting equipment
- Staff are made aware of the type and location of portable fire-fighting equipment available and receive basic instruction in its correct use at induction.

The fire log book is maintained by staff within the Estates Department.

Fire alarm system:

Fire alarm call points will be tested weekly in rotation. Any defects on the system will be reported immediately to the Site Operations Manager.

A fire alarm maintenance contract is in place with T2 Technology.

Firefighting equipment:

Monthly in-house checks are made on all firefighting equipment to ensure it remains available for use and operational. Initial Fire Systems Limited undertakes an annual maintenance service of all fire-fighting equipment.

Defective equipment or extinguishers that need recharging should be taken out of service and reported directly to the Site Operations Manager.

Emergency lighting systems:

These systems will be checked for operation on a monthly basis by members of the Estates Team and at least annually, a full discharge test and certification of the system will be undertaken by competent contractors.

Means of escape:

Daily checks are made on exit routes and to ensure all final exit doors are operational and available for use.

FIRST AID AND MEDICAL

The School has assessed the need for first aid provision and have identified staff to provide first aid (both on site and where required for trips/visits and extra-curricular activities). In the event of an injury or ill health, the first-aider will be summoned.

A list of qualified first aiders is available in strategic places throughout the school. The School Nurse holds a complete list and is responsible for arranging refresher training.

First aid qualifications remain valid for 3 years. The School Nurse will ensure that refresher training is organised to maintain competence and ensure new persons are trained should first aiders leave or their role change. First aiders must work within the guidelines of training received.

First aid boxes are located throughout the school. First aiders are responsible for checking the contents of the School's first aid boxes in their location and informing the nurse of stock needing to be replenished.

There is one Automated External Defibrillators located on this site swimming pool complex.

A First Aid Policy is in place within school.

Transport to hospital:

The injured person will be sent directly to hospital (normally by ambulance). No casualty will be allowed to travel to hospital unaccompanied and an accompanying adult will be a designated first aider in situations where the parents/carers/spouse cannot be contacted in time.

Where there is any doubt about the appropriate course of action, the first aider will consult with NHS Health Service helpline (NHS 111) and in the case of a pupil, with the parents/carers.

Medical treatment must not be delayed. Ill or injured persons at the school must receive immediate first aid or treatment and then contact the School Nurse

MEDICAL CENTRE

As a boarding school, we have the benefit of a dedicated Medical Centre, available to all pupils and staffed by a qualified Nurse.

When pupils are unwell they report to the School Nurse and can be looked after in the Medical Centre which has separate rest rooms for boys and girls. Pupils should not contact their parents to be collected from school if they feel unwell, the School Nurse will assess them and telephone home if necessary.

Pupils are able to visit the Nurse during their breaks and after school even if it is just for an informal chat. This can be very helpful if pupils have emotional or physical issues they want to discuss, and for our boarders who may occasionally get homesick.

HEALTH AND SAFETY INSPECTIONS

The Site Operations Manager carries out a general inspection of the site on an annual basis. Responsibility for following up items detailed in safety inspections rests with the Site Operations Manager.

The Health & Safety Consultancy Officer, School H&S Representatives and the Link Governor for health & safety, also carry out periodic inspections. Action plans are managed by the Site Operations Manager.

Statutory inspections such as those for the lifts, boilers, gas, electrics, fire systems etc. are arranged by the Site Operations Manager; records must be maintained and defects corrected.

INDUCTION

A health and safety induction will be provided and documented for all new staff, temporary workers and contractors. A signed and dated copy of the induction for staff will be held on their individual personnel file.

The Site Operations Manager retains records of inductions relating to contractors.

The Community Facilities Manager retains records of inductions relating to hirers.

INFECTION CONTROL

The Royal School actively prevents the spread of infection through the following measures:

- Routine immunisation
- Maintaining high standards of personal hygiene and practice
- Maintaining a clean environment

The school employs good hygiene practice in the following ways:

- Displaying posters throughout the school, encouraging all students, staff members and visitors to wash their hands after using the toilet, before eating or handling food, after touching animals, and following any other actions that increase the risk of the spread of infection, such as coughing or sneezing
- Ensuring there is sufficient liquid soap, warm water and paper towels/hand dryers available for everyone to use
- Employing cleaners to carry out thorough and frequent cleaning
- Providing PPE where necessary
- Immediately cleaning any spillages of bodily fluids with a combination of detergent and disinfectant, and always wearing PPE.
- Washing all laundry in a separate dedicated facility and washing any soiled linens separately
- Providing a secure sharps bin, out of reach of students, for the disposal of sharps
- Staff and students displaying signs of infection, such as rashes, vomiting, diarrhoea, etc., will be sent to the onsite School Nurse or home.
- All staff are subject to a full occupational health check before starting employment at the school.
- The school keeps up-to-date with national and local immunisation scheduling and advice. All students' immunisation status is checked by the School Nurse
- All cuts and abrasions should be covered with waterproof dressings.

LAUNDRY

The school provides a laundry service for all boarding students.

Risk assessments and safe working procedures are in place.

The Laundry Supervisor is in charge of the Laundry Department.

LEGIONELLA

Competent Contractors have carried out a water risk assessment. The Site Operations Manager is responsible for ensuring that the identified operational controls are being conducted and recorded in the school's water log book and for ensuring all recommendations are implemented.

The risk assessment will be reviewed where significant changes have occurred to the water system and/ or building footprint.

The risks from legionella are mitigated by basic operational controls and thus the following checks are recorded.

- Avoiding water temperatures of between 20° and 45° C;
- Weekly flushing of seldom used outlets (including external taps) and all showers (with all outlets flushed after school holiday periods);
- Monthly temperature checks on sentinel outlets (those nearest and furthest away from calorifiers);
- Quarterly disinfection / descaling of showers;
- Six monthly temperature checks of stored water;
- Annual checks of all TMV's

Stored cold water tanks are inspected for compliance and safety on an annual basis by external contractors.

Under the requirements of L8 Approved Code of Practice, the legal *Duty Holder* is the Trust, and the individual with ultimate responsibility is the Principal.

The Duty Holder is responsible for:

- Ensuring a suitable and sufficient assessment of risk with respect to water systems
- Ensuring that there is appropriate access to competent help and advice with regard to waterborne bacteria,
- Appointment of one or more *Responsible Persons*

Under the provisions of L8, the Principal has given a written delegation of this duty to the Site Operations Manager as the Responsible Person.

The Responsible Person will be responsible for:

- Ensuring the identification of potential sources of risk and for measures to be adopted for protection of people concerned and to ensure controls remain effective
- Auditing of systems and procedures
- Implementation of precautionary measures and recommendations
- Competence of contractors and sub-contractors
- Competence and training of themselves and employees involved with L8 precautions
- Ensuring appropriate record keeping
- Have an authorised and able deputy

All work relating to the management of the school water systems must comply with L8 Approved Code of Practice.

LETTINGS, EXTERNAL AGENCIES AND SHARED USERS

The Community Facilities Manager manages all Lettings.

All external agencies and shared users will be advised of the school's health and safety policy, fire procedures and accident reporting procedures. They will be required to carry out risk assessments for their use of the buildings and provide copies to the school.

All staff have a duty to monitor the safe use of the buildings by external agencies and should report problems to the Site Operations Manager.

All lettings will be provided with specific inductions relating to the area being hired.

All hirers will be required to present a minimum of £5m Public Liability Insurance prior to the hiring.

LONE WORKING AND PERSONAL SAFETY

Staff are encouraged not to work alone in the school.

Lone working can be defined as a wide variety of situations including:

- Travelling alone - on foot, by car or public transport
- Peripatetic (mobile) working - visiting people in their homes, visiting business premises, attending meetings.
- Use of interview rooms - effectively, working alone.
- Arriving at or leaving premises - the first person in/last out is in effect working alone
- Out of hours activities - cleaning, maintenance, etc.

Lone working is undesirable but in some circumstances it cannot reasonably be avoided. Staff are encouraged not to work alone in the school. Work carried out unaccompanied or without immediate access to assistance should be risk assessed to determine if the activity is necessary.

Work involving potentially significant risks (for example work at height or working in the boiler room) should not be undertaken whilst working alone.

Where lone working cannot be avoided staff should ensure they have means to summon help in an emergency e.g. access to a telephone or mobile phone etc.

On site procedure

Where staff are lone working on site particularly out of normal working hours they will ensure all external doors are secured to prevent access by any unauthorised persons. If an intruder is discovered they must NOT put themselves at personal risk. Where appropriate, staff will ensure their own security and contact the police or raise the alarm.

Off-site procedure - (e.g. when visiting homes)

A line manager will be notified of a colleague's destination(s) and the estimated time of return. Staff undertaking home visits must obtain as much background information as possible about the person and premises being visited. Where possible lone working will be avoided and staff will go in pairs. Managers must ensure they are aware of the location of staff and contact police support if an employee does not make contact with the school within 30 minutes of the expected return time.

The school believes that staff should not be expected to put themselves in danger and will not tolerate violent / threatening behaviour towards them. The school has a code of conduct for parents and other visitors.

Staff will report any such incidents to the Principal. The school will work in partnership with the police and other agencies when inappropriate behaviour/ individual conduct compromises the school's aims in providing an environment in which the students and staff feel safe.

MANUAL HANDLING

Manual handling includes lifting, pulling, pushing, moving and carrying.

All staff will be made aware of the risks associated with manual handling. Staff will be advised to avoid manual handling as much as possible. Where there are routine manual handling tasks to be carried out then a suitable risk assessment will be undertaken to determine if the risk can be reduced and shared with the relevant staff.

Where staff undertake manual handling operations then the appropriate level of training will be provided through eLearning or face to face. Seeking assistance with the task can often reduce the risks for simple handling tasks.

Staff are discouraged from manual handling of heavy loads and should seek help and the appropriate equipment if required.

Paediatric Moving and Handling

All staff who move and handle students have received appropriate training (both in general moving and handling people techniques and specific training on any lifting equipment, hoists, slings etc. they are required to use).

All moving and handling of students has been risk assessed and recorded by a competent member of staff.

Equipment for moving and handling people is subject to regular inspection by a competent contractor.

NEW AND EXPECTANT MOTHERS

New or expectant mothers are staff who are pregnant or who have given birth within the previous six months or who are breastfeeding. Pregnancy places extra strain on new or expectant mothers and closer attention needs to be given to their health and safety at work.

The school is aware that expectant mothers may have health and safety concerns which need to be addressed and a risk assessment will be completed by the line manager when the employee has confirmed her condition.

The same general principles apply in relation to students who are expectant or new mothers and, though the employer's legal duties do not specifically apply in such situations, our policy is that risks must be assessed. Participation by a pregnant student in routine PE and educational visits will be reviewed by the school, the student's parent/guardian and medical adviser.

A person specific risk assessment will be conducted with the employee concerned and any reasonable adjustment necessary will be mutually agreed and the assessment retained on the personnel file for future reference. A generic risk assessment is also in place relating to 'new and expectant mothers'.

Some risks (some chemicals, physical risks and some biological risks) may have more significance very early on in the pregnancy. The risk of damage to the foetus and of miscarriage may be greater and it is therefore important that expectant mothers in some roles e.g. school lab technicians, cleaners etc. give the school as much notice as possible so that adjustment can be made.

The risk assessment will be regularly reviewed throughout the term of the pregnancy and upon return to work. There are facilities within the school for pregnant staff or those who have given birth within the previous six months to rest, and to accommodate nursing mothers who are breastfeeding.

NOISE AND VIBRATION

The school will take all reasonable measures to protect the hearing of individual staff who are required to work in designated noise areas or exposed to significant amounts of noise. Hearing protection is provided.

The school will also take precautions to protect staff from exposure to vibration by ensuring equipment is maintained and job rotation built into repetitive tasks where this is applicable.

When new equipment is purchased, it is the intention of the school to ensure that the noise and vibration levels are as low as possible.

Noise and vibration will be considered as part of site maintenance risk assessments.

OFF SITE VISITS

Detailed arrangements are available in a separate policy document.

The School has adopted the Outdoor Education Advisory Panel's national guidance for learning outside the classroom and off site visits. All off site visits will be planned following this guidance.

Evolve will be used for the planning and approval of all offsite visits. Relevant risk assessments, participant's names etc. will be attached electronically as required.

The employee planning the trip will submit all relevant paperwork and risk assessments relating to the trip to the school's Educational Visits Co-ordinator. At the Royal School this is the KS2 Phase Leader. The Principal is responsible for authorising higher risk and overseas visits.

A comprehensive risk assessment is carried out by the group leader before the proposed visit. It will assess the risks which might be encountered on the visit, and will indicate measures to prevent or reduce them.

The risk assessment should be based on the following considerations:

- What are the hazards?
- Who might be affected by them?
- What safety measures are needed to reduce risks to an acceptable level?
- Can the group leader put the safety measures in place?
- What steps will be taken in an emergency?

Staff planning an off-site activity should make a preliminary visit to the venue, in order to carry out an on-site risk assessment. It is important to take into account the probable weather conditions at the time of year proposed for the trip, and the party leader should take careful account of the facilities available, with due regard to the proposed size of the group. They should also assess the site's suitability with regard to the age and any particular needs of the pupil's. They will also consider the venue's own approach to security and to health and safety.

Venues providing instructor-led activities will have their own risk assessments for particular sessions, and these assessments may be adopted if it is impractical for the group leader to experience the activity beforehand, or if s/he lacks the skills required to make informed judgements about the risks it may involve. The Principal will not give their approval for the visit unless satisfied with the venue, its instructors and their risk assessment procedures.

OFFICE SAFETY

Offices will be checked at regular intervals by the Site Operations Manager and Health & Safety Consultancy Officer.

The Health & Safety executives Display Screen Equipment workstation checklist is available on Sharepoint for staff to carry out. Once complete, it should be forwarded to your manager.

Adequate storage will be provided for files and equipment etc. and offices will be maintained in a tidy state. Space under the desk and open floor areas will not be used for storage.

Deliveries should be stored appropriately so as not to present a trip hazard.

A high standard of housekeeping is expected to reduce the risk of fire and accidents.

Furniture and equipment shall be kept tidy and not allowed to pile up so as to cause a toppling hazard. Unwanted items should be cleared out and not allowed to accumulate in such ways as to congest the working areas.

Throughout the year a classroom inspection will be carried out.

PERSONAL PROTECTIVE EQUIPMENT

Protective clothing and equipment (PPE) will be provided when an assessed risk cannot be eliminated or controlled by some better means, or where it is required by law. PPE will be provided by the school free of charge following a risk assessment.

Where protective clothing or equipment is provided, staff must make full and proper use of it at all times, and as instructed or following manufacturer's guidelines.

Staff must keep protective clothing and equipment clean, so far as is reasonably practicable, carry out user checks as required, and make it available for maintenance.

Any damaged PPE should be reported to your line manager.

PREMISES AND WORK EQUIPMENT

All staff are required to report to the Site Operations Manager any problems found with plant/equipment. Defective equipment will be clearly marked and taken out of service by storing in a secure location pending repair / disposal.

The Site Operations Manager is responsible for identifying all plant and equipment in an equipment register and ensuring that any specific training or instruction needs, or personal protective equipment requirements are identified and relevant risk assessments conducted where required.

Equipment restricted to those users who are authorised / have received specific training is managed by the Site Operations Manager.

Manufacturer's or supplier's instructions are retained and where necessary staff are provided with sufficient instruction and training in the safe use of equipment.

Personal items of equipment (electrical or mechanical) should not be brought into the school without prior authorisation and will be subjected to the same tests as school equipment.

Planned maintenance / inspection

Regular inspection and testing of school plant and equipment is conducted to legislative requirements by staff who have received relevant training or by competent contractors. Records of such monitoring will be retained by the Site Operations Manager.

Curriculum Areas

Estates Team are responsible for ensuring maintenance requirements for equipment in their areas are identified and implemented.

Electrical Safety

All staff will conduct a basic visual inspection of plugs, cables and electrical equipment prior to use. Defective equipment will be reported to the Estates Team.

All portable items of electrical equipment will be subject to formal inspection and testing (Portable Appliance Testing (PAT)) on an identified cycle (dependent upon the type of equipment and the environment it is used in). All earthed equipment (class 1) and cables attached to such equipment will be tested annually.

This inspection and testing will be conducted by a competent contractor.

The Site Operations Manager is responsible for keeping an up-to-date inventory of all relevant electrical appliances and for ensuring that all equipment is available for testing.

A fixed electrical installation test (fixed wire test) will be conducted by an approved contractor on a 5-year cycle.

External play equipment and PE/gym Equipment

External play equipment will only be used when appropriately supervised.

Play equipment will be checked by class Teachers before use. PE staff are responsible for pre use checks on PE/gym equipment. Any defects must be reported to the Site Operations Manager.

The Site Operations Manager will undertake a termly check of play equipment.

Play equipment and PE/gym equipment is subject to an annual inspection by an approved contractor who is RPII accredited.

Fume cupboards

The COSHH Regulations require the regular testing of fume cupboards (maximum interval 14 months) with a quick check before use. The Science Technician has the job of seeing that this happens. Copies of completed forms are kept in the Science Safety File. All users have been trained to carry out a quick check that a fume cupboard is working before use.

Glass & Glazing

The Site Operations Manager ensures that all glass meets safety standards and where required confirms to safety glass standards and retains records regarding the types of glass in the school.

Housekeeping, cleaning & waste disposal

The school employ their own cleaning staff to ensure the premises are kept clean. Waste disposal is managed by the Site Operations Manager. Waste bins are located in a compound away from the main school building.

Slips & Trips

Slips and trips are the single most common cause of injuries in workplaces. It is therefore important that the school puts in place management systems to eliminate or minimise risks from slips and trips.

This risk must also be considered during planning, construction and refurbishment or any changes of use within the buildings. The reduction of injuries from slips and trips can only be achieved when managers, staff and students are committed to taking personal responsibility.

RADIATION

The School Radiation Protection Supervisor will ensure that:

- Local procedures are in place for the safe use, storage and disposal of radiation
- Follow the good practice guidance that is sent via CLEAPSS
- Liaise with CLEAPSS Radiation Protection Advisor (RPA) & cooperate on health and safety matters.
- Source containers are suitably labelled/marked and identifiable
- Regular inspections and leak tests are carried out and the findings are recorded
- A check has been made that the total activity of the radioactive substances kept are within the limits allowed by the regulations
- An approval letter from the DfE is on file and agrees with the number of sources kept on site.
- Using ionising radiation sources in compliance with the standard operating procedures.
- That no persons under 16 are to handle the sources at any time.
- That only competent persons use the sources and that they are signed out and in for each usage.
- To ensure the sources are kept in the locked radioactivity cupboard when not in use.

This school follows CLEAPSS guidance on the use of ionising radiation.

Radiation Protection Officer services are provided by CREST Education Safety Services.

RISK ASSESSMENTS

The School will seek to ensure that no employee, student, visitor, contractor or other person is exposed to an unacceptably high level of risk from any of the property, equipment, processes or activities undertaken, for which the school has a legal responsibility.

Risk assessments are available for all staff to view and are held centrally in Sharepoint. Assessments will be reviewed on an annual basis, following accidents or when the work activity changes, whichever is the soonest. Staff will be made aware of any changes to risk assessments relating to their work.

Individual Risk Assessments

Specific assessments relating to staff or students are held on that individual's file. Such risk assessments will be reviewed on a regular basis. It is the responsibility of all staff to inform their line manager of any medical conditions (including pregnancy) which may impact upon their work.

Curriculum Activities

Risk assessments for curriculum activities will be carried out by Heads of Department using relevant codes of practice and model risk assessments.

The school have a subscription to CLEAPSS and their publications are used as sources of model risk assessment within Science, Art, Food Technology and D&T.

SECURITY

The school is secured throughout the day. Doors and gates are locked to prevent access to intruders.

Visitors

- Visitors to the school are directed to the main reception by signs outside.
- Visitors, even regular visitors, contractors etc., should sign the visitors book at reception.
- The school issues badges for all visitors.
- If unknown visitors are encountered in the school, or not wearing a valid badge, they should be challenged politely as referred to in the intruder section below.
- Visitors should sign out at the end of the visit.

Valuable equipment

- All valuable equipment should be security marked and an inventory compiled and maintained by the school office manager/designated person.

Personal property

- Staff are responsible for the security of their own personal items. These can be deposited in the office or staff room during the day. Some staff are provided with lockers (particularly where changes of clothing is required) and are encouraged to store valuables securely in these.
- Students are discouraged from bringing valuables into the school
- Parents are reminded to identify students' clothing by securing nametags to them.

Cash handling

- The school has a safe in which cash should be stored. Provision is made for a security company to handle cash on behalf of the school. Cash should not be stored on the premises for longer than necessary.

Intruders

- In the event of a potential intruder, common sense and a due regard for personal safety and the safety of others should be exercised.
- All legitimate visitors should be identifiable from intruders by their visitors' badge.
- Parents should not enter the building without reporting to the office.
- If appropriate a potential intruder may be challenged, i.e. "Can I help you? Are you looking for reception?"
- If the intruder appears threatening or dangerous the Principal or another senior employee should be sought. If necessary evacuation procedures may be called upon if this situation is likely to make the situation safer. Police should be called as soon as possible. The safety of students is paramount and they should be moved from the presence of the intruder immediately.

SUN PROTECTION

Skin cancer is one of the most common cancers in the UK and the number of cases is rising at an alarming rate. The good news is that the majority of these cases could be prevented. Most skin cancers are caused by UV radiation from the sun. If we protect ourselves from the sun, then we can reduce our risk. This is particularly important for students and young people whose skin is more delicate and easily damaged. Sunburn in childhood can double the risk of skin cancer.

The Royal School has used the guidance promoted through Cancer Research and particularly the Sun-Smart Campaign.

What is the Sun-Smart Campaign?

Sun-Smart is the national skin cancer prevention campaign run by Cancer Research UK. The Sun-Smart school's initiative encourages nurseries and pre-schools to develop and adopt sun protection policies. They are part of a broader campaign communicating effective skin cancer prevention messages to the general public.

The five key Sun-Smart skin cancer prevention messages are:

- Spend time in the shade between 11 and 3
- Make sure you never burn
- Aim to cover up with a t-shirt, hat and sunglasses
- Remember students burn more easily
- Use factor 15+ sunscreen

We want staff and students to enjoy the sun safely. We shall work with staff, students and parents to achieve this through:

Education:

- We will talk about how to be sun smart in assemblies at the start of the summer term.
- Parents and guardians will be sent a letter explaining what the school is doing about sun protection and how they can help at the beginning of the summer term.

Timetabling:

- Where reasonably practicable students will play outside out of direct sunlight.

Shade:

- The trees provide summer shade
- Canopy in Early Years

Clothing:

- Students are asked to bring in appropriate clothing i.e. sun hats.

Sunscreen:

- Students will have to have sun-screen applied by parents before school.
- Students allowed to bring sun-screen in but must apply it themselves.
- Sunscreen use will be encouraged on school trips

SWIMMING POOL

The Principal will ensure the pool is managed in accordance with relevant guidance.

A risk assessment has been carried out for the swimming pool and a PSOP developed.

Lettings agreements are managed by the Community Facilities Manager who will ensure that a lettings agreement has been completed and returned to the school and that the hirer knows and understands the PSOP.

The Community Facilities Manager and Lettings Administrator are responsible for ensuring the hirer/ user have the correct number of lifeguards in place for the activity and bather load.

The Site Operations Manager is responsible for:

- ensuring the pool and pool plant is maintained and equipment serviced at appropriate times
- ensuring relevant safety checks are carried out
- ensuring the testing of water and equipment is carried out by trained staff
- suitable chemicals are in place together with COSHH Risk Assessments
- ensuring all staff maintaining the pool and pool plant are suitably trained – holding at least a Pool Plant Operators Certificate (which is in date)

The Community Facilities Manager is responsible for:

- provision of appropriately trained lifeguards
- the training of other staff
- use of the pool by students with disabilities
- evacuation procedures

Pool plant operations and water testing is carried out by the Estates Team, who have received the relevant training. They will ensure that the water quality meets the standards identified by the Pool Water Treatment Advisory Body (PWTAG).

The swimming pool water is checked periodically throughout the day. All checks/tests are documented.

The Estates Team will ensure bacterial testing is carried out and, where necessary, carry out any remedial actions.

All relevant staff are to ensure that they are familiar with the PSOP for the swimming pool, check that rescue equipment is available and the swimming pool area is secured to prevent unauthorised access when not supervised.

TEMPORARY WORKERS

All agency or temporary staff will be inducted. Within academic the Cover Supervisor undertakes this. Relevant managers carry out inductions within their own areas. Within the Primary School, inductions are carried out by the Deputy Head Teacher.

A brief induction will be given covering fire procedures, first aid, accident and incident reporting and welfare arrangements. All relevant risk assessments will be brought to the attention of the temporary worker during their induction.

TRAINING

All staff will be provided with:

- a copy of this policy;
- updated training in response to any significant change;
- training in specific skills needed for certain activities, (e.g. use of hazardous substances, work at height etc.)
- refresher training when required.

Any new instructions or restrictions will be communicated to all staff [in writing, via staff meetings and recorded in minutes where applicable.

Training records are held on Sharepoint and Sims.

The Health & Safety Officer is responsible for co-ordinating health and safety training needs and for including details in the training and development plan. This includes a system for ensuring that refresher training is undertaken within the prescribed time limits.

Individual Department Managers are responsible for assessing the effectiveness of training received. Each employee is also responsible for drawing the Principal's / line manager's attention to their own personal needs for training and for not undertaking duties unless they are confident that they have the necessary competence.

VEHICLES ON SITE

Vehicular access to the school is restricted to school staff and visitors only and not for general use by parents/guardians when bringing students to school or collecting them.

The maximum speed limit entering the school is 5 miles per hour. The access from the road shall be kept clear for emergency vehicles. If an event is being held outside of normal school activities a pedestrian gate will always remain open.

Reversing large vehicle on site is only permitted when being guided by a trained signaller.

VIOLENCE AND AGGRESSION

Violence at work is defined as any incident in which an employee is abused, threatened or assaulted by a member of the public, staff, pupil or contractor while they are at work. Such incidents must be reported to the Health & Safety Officer. Each incident is investigated by the Site Operations Manager in order to prevent a recurrence of a similar incident.

Staff with responsibilities for undertaking risk assessments must consider activities that may result in violence and aggression and ensure measures are taken to reduce the likelihood of a violent act occurring. Where it is identified that there is a potential for violence arising from the activity the measures taken could include additional security or training for staff at risk. Staff and their representatives must be consulted on any measures introduced.

The School has a code of conduct for all staff, parents and visitors and behaviour management policies for students and young people that must be adhered to.

VOLUNTEERS IN SCHOOL

Within the School, we define a volunteer as: any adult who agrees to undertake, without pay, designated tasks which support the work of the school. This can include working alongside teaching and teaching support staff in the classroom, or working in a support capacity within another area of school to. A volunteer should not be viewed as a substitute for a paid member of staff, but an additional supplement to school's resources.

The Royal School values volunteers and the contribution that they make to the sustained success of the school. We hope that the association will be a mutually beneficial partnership between the school and the volunteer; that the benefits to be gained by the school in terms of community participation will be mirrored by the development gained by the volunteer from their experiences in school.

The School is committed to safeguarding and promoting the welfare of students and young people and expects all staff and volunteers to share this commitment. All adults who volunteer for working within our school will require an Enhanced Disclosure & Barring Check prior to starting at the school. This must be confirmed with the Principal and recorded on the single central record by the Administration Manager.

It is the responsibility of the Principal to ensure that its child protection/safeguarding policy is adhered to at all times.

Volunteers will be provided with a handbook detailing relevant information. Any queries for information not covered in this should be addressed initially to the supervising person. Particular attention is drawn to health and safety issues. The same legislation and responsibilities on health and safety applies to volunteers as paid staff within the school.

The school holds Employers' Liability and Public Liability Insurance and this insurance covers volunteers in school.

WASTE

The arrangements for removing waste from the school are reviewed annually to ensure they remain satisfactory.

External refuse bins are chained and stored at least six metres from the building.

Consideration is given to the need for removing clinical waste in yellow bags. Sanitary bins will be emptied regularly by the contractor employed to do this.

Internal waste bins are emptied daily.

All waste material that could cause harm to any member of staff, young persons or other persons should be properly packaged to prevent injury and disposed of (i.e. all glass should be wrapped in newspaper and securely taped).

Hazardous materials such as chemicals require specialist disposal. The school utilise the services of ORS for removal and disposal of old chemicals.

WELLBEING AND STRESS

Detailed arrangements are available in a separate policy document.

The school and its directors are committed to promoting high levels of health and wellbeing, and recognise the importance of identifying and reducing workplace stressors through risk assessment, in line with the HSE management standards. In addition, the Principal operates an 'open door' policy and encourages staff to discuss any concerns or issues they may have with them.

All staff have 'One to One' meetings with their line manager at least annually.

Regular team meetings are held, where staff are encouraged to voice their opinions and raise any concerns they may have.

Employee absence is monitored and their line manager holds 'back to work' interviews following employee absence.

By its nature employment will bring times of stress and pressure to staff. Senior Leadership Team and the Principal have a duty to minimise levels of stress caused by work and assist staff in maintaining work / life balance. Life events can also contribute to levels of stress and anxiety.

All staff are encouraged to discuss situations when they feel that the level of stress they are feeling is detrimental to their health and wellbeing. All staff should be aware that stress is not a sign of weakness and that it should be discussed openly. Appropriate support will be given to staff that need it.

Work related stress and wellbeing is considered as part of the risk assessment process.

Wellbeing, mental health and stress information can be located in Sharepoint.

WORK EQUIPMENT

All staff selecting equipment for purchase will check that it is safe and suitable for the intended purpose (to comply with the Provision and Use of Work Equipment Regulations 1992).

Equipment listed by specialist educational equipment suppliers is taken to meet these Regulations but all other equipment, especially gifts, is treated with caution and carefully assessed.

The Site Operations Manager holds records of all work equipment on the school site.

WORKING AT HEIGHT

Working at height can present a significant risk, where such activities cannot be avoided a task specific risk assessment will be conducted to ensure such risks are adequately controlled. Risk assessments are stored on Sharepoint.

Storage above head height is minimised as far as possible, where this cannot be avoided only light-weight and rarely-used items are stored there.

When working at height (including accessing storage or putting up displays) appropriate step ladders or kick stools are to be used. Staff must not climb onto chairs and tables etc.

Only those persons who have been trained to use ladders safely may use them.

Basic instruction is provided to all staff who use ladders / stepladders.

Formal training on work at height, use of ladders, mobile tower scaffolds etc. will be provided where a significant risk is identified as part of an individual's role e.g. site staff, domestics, ICT technicians etc.

Work at height will not be undertaken whilst lone working.

The school's nominated person(s) responsible for work at height is the Site Operations Manager.

The nominated person shall ensure:

- all work at height is properly planned and organised;
- the use of access equipment is restricted to authorised users;
- all those involved in work at height are trained and competent to do so;
- the risks from working at height are assessed and appropriate equipment selected;
- a register of access equipment is maintained and all equipment is regularly inspected and maintained and
- any risks from fragile surfaces is properly controlled.

Students and contractors are not permitted to use school access equipment.

Staff with the Estates Team have attended work at training, safe use of steps and ladders training and PASMA training.

YOUNG AND INEXPERIENCED WORKERS INCLUDING WORK EXPERIENCE

A 'young person' is defined as anyone who is under 18 years old.

Where students are involved in 'non-qualification' activities as part of their study programme e.g. work shadowing, work experience or other work related learning, enterprise activities, study visits etc. then the school retains a duty of care for all students undertaking such activities.

Work shadowing and work experience placements should be suitable and thus proportionate checks on health and safety and suitable insurance cover will be conducted.

Work experience

- All students are briefed before taking part in work experience on supervision arrangements and health and safety responsibilities.
- Depending on the nature of the placement and risk this may necessitate a pre-placement visit undertaken by a competent person(s)
- Where work placements form part of the vocational qualification offered by a FE college then the college is responsible for ensuring equivalent placement checks are conducted.
- Every student will receive a placement job description highlighting tasks to be undertaken and any necessary health and safety information which is passed onto the parent / carer.
- Arrangements will be in place to visit/monitor students during the placement.
- Emergency contact arrangements are in place (including out of school hours' provision) in order that a member of staff can be contacted should an incident occur.

Any incidents involving students on work placement activities will be reported to the Assistant Principal.