



READING BLUE COAT

Health and Safety Policy

March 2024

Part 3 – Arrangements for Health and Safety at Reading Blue Coat School

Health and Safety Documents

All *Health and Safety Policy* documents detailing specific operational safety-related procedures are currently available on the Staff Intranet including all policies relating to the statements below.

The following are the arrangements for health and safety in place at Reading Blue Coat School:

Local Management Arrangements (formerly Departmental Health and Safety Policy).

Heads of Departments, for recognised high risk departments such as DT, Science, Sports, Medical Centre will complete their own Local Management Arrangements (LMA) for their department and ensure all staff are aware of and will follow the procedures laid out in the document. This process will include:

- At least an annual review.
- Review of risk assessments in place.
- Submit the LMAs to the Health and Safety Manager annually and in the event of any significant changes.
- Have responsibility for addressing any issues raised from H&S Consultant, H&S meetings or inspections.
- Ensure all departmental risk assessments are accessible by department staff.
- Continual stay up to date with health and safety standards within their areas.
- Maintain statutory records together with notes and schedules of examinations and testing of plant and equipment.
- Display safety information for all to see within the department and update staff on any relevant changes to the operation, process, or procedures within the department.
- List the equipment that will require staff to be trained to use and keep all training and competency records.
- Maintain accident reports in line with school policy.
- Liaising with the Health and Safety Manager to ensure compliance in the above.
- Instruct staff to complete specified compliance checks as per the agreed schedule.

Heads of Department for identified high risk departments will form part of the Health and Safety Committee and attend the termly meetings.

1	Accident and Incident Reporting inc. RIDDOR
<p>The School has a robust system in place for the reporting and recording of any accidents or incident that occur, which includes the following,</p> <ul style="list-style-type: none"> • All accidents are reported on the School's Accident Report form • Staff who witness a student accident should submit the form to the medical staff who then document any treatment given. When accidents are unwitnessed the medical staff will generate the accident form. • Staff should complete their own accident report form and submit it to the Deputy Bursar and medical staff who then document any treatment given if applicable. • The medical staff then send the accident forms to the Second Master, Deputy Bursar and the Health and Safety Manager to review and analyse. • The Deputy Bursar/ Health and Safety Manager is responsible for discussing accidents with HoDs where necessary to ensure that lessons are learnt and remedial actions put in place. • All accident report forms are held indefinitely and are filed centrally. • Accident statistics are presented at the termly Health & Safety committee meeting. <p>Where required RIDDOR Reports are completed by either the Deputy Bursar/ Health and Safety Manager in line with current legislation and guidance for School based occurrences.</p>	
<p>Useful Documents</p> <p>https://www.hse.gov.uk/riddor/</p> <p>RBCS Accident and Incident Policy</p>	

2	Near Misses
<p>A near miss is an event, situation or an action where, were there altered conditions or circumstances, the outcome would likely have been an accident. Staff should be encouraged to report near misses on the appropriate form, following the same procedure as the Accident and Incident Reporting section (1) above.</p>	
<p>Useful Links</p> <p>https://www.hse.gov.uk/riddor/</p> <p>RBCS Accident and Incident Policy</p>	

3	Asbestos
<p>Control of Asbestos Regulations states that an employer has a duty to institute a formal plan for asbestos management either where Asbestos Containing Materials (ACMs) are present or when it is necessary to presume that materials contain asbestos unless there is strong evidence to the contrary. To comply with legislation the School has implemented the following,</p> <ul style="list-style-type: none"> • An Asbestos Management Plan that includes the know location of all ACMs. • A review process to inspect the condition of the known ACMs. • The Health and Safety Manager is the appointed person to manage the Asbestos Plan, working closely with the Head of Property. • The location of ACMs is communicated to any contractor working in known areas. 	

- An appointed company will be contracted to complete any pre demolition surveys should the development of any building require it.
- The Health and Safety Manager will retain all documents relating to any inspection's removals or surveys.
- Schools' maintenance team are aware of any ACMs known locations.

Useful Links

<https://www.hse.gov.uk/asbestos/>

[HSE: Asbestos - health and safety in the workplace http://www.hse.gov.uk/asbestos/detail.htm](http://www.hse.gov.uk/asbestos/detail.htm)

[RBCS Asbestos Management Policy](#)

4 Consultation Arrangements with Employees

Under the Health and Safety (Consultation with Employees) Regulations (HSCER) employers must ensure there is a known channel of communication for all staff. The employer can choose to consult them directly, departmental communications and meetings or similar are forums for this. The School uses email, staff intranet and the Portal to display all relevant information including policies and procedures.

- All members of the H&S Committee are asked by the Deputy Bursar if they have any agenda items for the H&S committee meeting which takes place termly.
- All academic staff are invited to raise H&S concerns to the Second Master who then represents them at the H&S committee meeting.
- All Operational Staff are invited to raise H&S concerns to the Deputy Bursar who then represents them at the H&S committee meeting
- Minutes of the H&S committee meeting are published on the intranet and all staff are informed by email.

Heads of Departments will inform their staff of any health and safety implications or consequences relating to new processes, procedures, or the introduction of new equipment.

The Deputy Bursar/ Health and Safety Manager will inform staff of any changes in legislation that may have an impact on their working lives. To support this communication process "Health and Safety Law" posters and a current certificate of employers' liability insurance are displayed in appropriate staff areas.

Useful Links

<https://www.hse.gov.uk/pubns/indg232.pdf>

[RBCS Consultation with Employees policy](#)

5 Management of Contractors

Contractors are routinely employed to work on the installation, modification and maintenance of plant and equipment; in building operations; to organise activities and work such as catering and cleaning. Contractors must be appropriately competent in the health and safety aspects of their work and must be aware of the Health and Safety standards they must achieve.

The Health and Safety at Work Act places duties on the employer and the Contractor to protect the health and safety of their own employees and other people who may be affected by work. When a formal contract is used it can play a useful role in defining the rights and responsibilities of each party and when agreeing contracts adequate time and money must be allowed for properly addressing health and safety issues.

All contractors will be required to follow the process and procedures as laid out in the *Schools Visitors Policy*.

The Contractor remains the responsibility of the member of staff that engaged them.

Dependant on the size of the project or the works to be completed the Construction (Design and Management) Regulations may be applicable.

Under the regulations, three main roles are identified, 'client' (the School), 'Principal Designer', and 'Principal Contractor', and depending on the size of the project the role of the Principal Designer may be a separate appointment (e.g. an architect); or may be fulfilled by the School as client; or may be fulfilled by the Principal Contractor (i.e. design and build in its broadest sense).

Simple refurbishment work makes up the majority of minor projects and this would normally fall under the 'design and build' concept – the School sketches out its requirements and the contractor completes the work, using his expertise to complete the work safely.

All Contractors will be given specific guidance regarding working areas, time of access and egress, the School's emergency evacuation procedures and all other relevant information pertaining to the School and the working areas.

Where reasonably possible all works (except major building projects) will take place during School closures.

Major projects will be managed by the Schools' appointed consultant, who will report directly to the Bursar.

Contractors will complete the School's Contractors Safety Evaluation Questionnaire and if required the School will request references.

All building required permissions will, if required be obtained and the Health and Safety Manager and Head of Property will retain all compliance-based certificates and paperwork.

The Head of Property will be the day-to-day contact for major project contractors.

Useful Links

<http://www.hse.gov.uk/pubns/priced/hsg159.pdf>

<http://www.hse.gov.uk/pubns/indg368.pdf>

[RBCS Contractors Policy](#)

[RBCS Visitors Policy](#)

6 Display Screen Assessments

The School ensures that all appropriate staff receive a DSE assessment as part of their School induction. Completed assessments are scrutinised by the Health and Safety Manager and if required remedial actions are implemented.

Employees will be reassessed if their working environment, equipment or working hours significantly change, otherwise these will be reviewed every two years.

Useful Links

<https://www.hse.gov.uk/msd/dse/>

[Display Screen Assessment Policy](#)

7	Electrical Safety Procedures inc. Portable Appliance testing.
<p>The School has in place a regime for ensuring all Fixed Wire Testing is completed in line with the current regulations. The records of these tests and all remedial works required are kept by the Health and Safety Manager, who organises the testing in line with the appropriate schedule.</p> <p>Portable Appliance Testing is completed annually. Testing is completed by an appointed contractor and to an agreed schedule. Records are kept by the Health and Safety Manager.</p> <p>Contractors that complete any of the above are deemed competent to complete the works as outlined in their respective schedules.</p> <p>All of the above works are scheduled to be completed during School closures.</p> <p>The School employs a qualified electrician as part of the maintenance team to oversee and complete any day to day remedial or minor works.</p>	
<p>Useful Links</p> <p>https://www.hse.gov.uk/electricity/</p> <p>RBCS Electrical Safety policy</p>	

8	Fire Safety Arrangements inc. emergency evacuation procedures.
<p>The School has robust fire safety arrangements in place that includes,</p> <ul style="list-style-type: none"> • Quarterly servicing of the fire detection systems including a prompt response for any maintenance issues. • Annual Fire Extinguisher service and inspections. • Termly whole School fire evacuation drills. • Weekly call point and system testing (including sounders). • Annual building Fire Risk Assessment in house reviews. • Monthly/Termly Emergency Light testing including an annual 3-hour discharge test on a risk-based approach. • Regular inspections of fire escape routes and fire doors. • Annual inspection of the Evac Chairs situated in the Richard Aldworth Building. <p>Documents and records of the above servicing and inspections are held by the Health and Safety Manager.</p> <p>The fire system is connected to a call centre for immediate response in the event of an emergency.</p> <p>Additional fire risk assessments are conducted to cover School events, such as theatrical production, music concerts, summer events and the annual fireworks evening.</p>	
<p>Useful Links</p> <p>https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/148887/fsra-educational-premises.pdf</p> <p>RBCS Fire Safety Arrangements Policy</p> <p>RBCS Fire Evacuation Procedure</p>	

9	First Aid
<p>The School benefits from having an onsite medical centre staffed by a qualified medical team. This team is supported by further employees that are first aid qualified, particularly in the sports department but all departments deemed high risk have first aid qualified staff within their teams. All staff inform the Nurse Manager when they have administered first aid.</p> <p>To support the Sports Department, pitch side medical staff on hand for fixtures.</p> <p>Provision of First Aid equipment inc. replacement and monitoring.</p> <p>The Nurse Manager has the responsibility for ensuring all first aid boxes and kits are adequately stocked and the contents regularly monitored and replaced where appropriate, this includes all eye wash stations. All staff inform the Nurse Manager when they have used an item from a first aid kit located around the School.</p> <p>All School vehicles have first aid kits.</p> <p>Qualified First Aid Staff</p> <p>A register of fully qualified first aid trained staff is held by the Nurse Manager and can be found on the Staff Intranet they also have the responsibility for organising training and refresher training as appropriate.</p>	
<p>Useful Links</p> <p>https://www.hse.gov.uk/pubns/priced/l74.pdf</p> <p>https://www.hse.gov.uk/firstaid/</p> <p>RBCS First Aid Policy</p>	

10	Food Safety
<p>The School has engaged a contract caterer to supply all the catering needs for the School, its staff, students, and events. The contractor will provide the School with copies of the results of all Food Safety and Health and Safety audits completed by the company or outside organisations such as Environmental Health Officers. The contractors General Manager has overall responsibility for Food Safety and any relevant training including updates and changes in legislation. The School will provide the contractor with all relevant information relating to staff and students dietary and known allergy information. It is the responsibility of the catering contractor to abide by all the relevant and current legislation and liaise with the Deputy Bursar to ensure they fully comply. The School will on occasions employ an independent consultant to audit the caterer on their behalf. An up-to-date food safety management system must always be located with the Catering Manager and be made available for inspection.</p> <p>The School will work closely with the appointed contractor with regards to accidents, incidents and near misses for all their staff. The contractors appointed General Manager will report any such incidents to the Domestic Operations Manager. The School will ensure that all contracted staff are aware of the School's health and safety processes and procedures, to assist with this the General Manager will attend all health and safety committee meetings.</p> <p>The School has a responsibility to ensure the fabric of the building is maintain in such a way as to support the safe hygienic delivery of all catering services.</p>	
<p>Useful Links</p> <p>Food Standards Agency - Home page</p> <p>RBCS Allergen Policy</p>	

11	Hazardous Materials Register
<p>A hazardous materials register will be maintained and be readily accessible in the Fire Information Cabinet, outside of reception.</p> <p>The contents of the register must be made known to the Fire Service and to relevant employees and contractors before they commence any work which might foreseeably affect the hazardous materials and create risks to the workers themselves or others. The Hazardous Material Register will be monitored and updated by the Health and Safety Manager. Where significant risk is identified written risk assessments should be prepared.</p> <p>Further information can be found in the section covering Substances Hazardous to Health (COSHH)</p>	
<p>Useful Links</p> <p>https://www.hse.gov.uk/coshh/</p> <p>https://www.hse.gov.uk/nanotechnology/coshh.htm</p> <p>https://www.hse.gov.uk/pubns/indg136.pdf</p> <p>RBCS COSHH policy</p>	

12	Information, Instruction, Training and Supervision
<p>The provision of Health and Safety information, instruction and training followed by appropriate supervision is essential to safe systems of work and is a requirement of legislation. Safety information and instruction especially concerning the results of risk assessment must be provided to employees and others as appropriate. Supervision is a key element in maintaining safe systems.</p> <p>Some forms of training and competency testing are very strongly advised for students, particularly in areas such as Science and DT, where students can only use certain machines or equipment once they have been trained and demonstrated competence. All training should be in line with the relevant industry or CLEAPPS standards. HoDs are responsible for keeping a record of all training.</p> <p>Training is mentioned in a number of sections of this policy but not all training needs have been identified in the text. Appropriate induction training must be provided for all new employees including temporary employees.</p> <p>HoDs are responsible for ensuring all staff within their departments receive the relevant training and refresher training. The HR department should be informed of all training activities and will record all staff training. The Deputy Bursar will oversee any training requirements for Operational Staff.</p>	
<p>Useful Links</p> <p>https://www.designtechnology.org.uk/</p> <p>https://www.cleapss.org.uk/</p>	

13	Health and Safety Induction
<p>All staff receive a School based health and safety induction within a week of starting. Induction can be for whole groups of staff, usually at the start of a new academic year or individually for those members of staff that join mid-year.</p> <p>Heads of Department are responsible for completing and recording all departmental health and safety inductions for staff.</p>	
<p>Useful Links</p>	

14	Staff Training
<p>Health and Safety training for staff will be arranged for their specific role within the School. All staff receive a health and safety induction and if required a DSE Assessment. Department Heads conduct departmental inductions.</p> <p>Department heads are responsible with the assistance of the Health and Safety Manager for ensure all staff are able to understand, complete and follow department risk assessments.</p> <p>School wide training is coordinated by the HR Department, supported by the Deputy Bursar and if required the Health and Safety Manager. Training records are maintained by the HR Department. Department heads have a responsibility to review training records to ensure updates and retraining is completed within agreed time scales.</p>	
<p>Useful Links</p> <p>http://www.hse.gov.uk/pubns/indg345.pdf</p>	

15	Inspections, Maintenance of Plant, Equipment and Premises plus Regular Safety Activities
<p>The following is a list of the areas regularly inspected in accordance with the relevant legislation or requests from the School insurers. Those in <i>italics</i> are completed in house.</p> <ul style="list-style-type: none"> • Gas fired boilers and appliances – service annually and Landlord certificates must be obtained for domestic premises. • Radioactive sealed sources - wipe test every twenty-four months. • Electrical installations – inspect and test, every five years or more frequently on a risk-based approach. • Portable electrical appliances – inspect and test annually, though may increase duration between tests on a risk-based approach. • Fire alarm systems including automatic fire detectors and electromagnetic door releases etc. – test and service on a quarterly basis - includes batteries and battery charging equipment if required. • Emergency light units - test and service annually, indicator lights inspect weekly, functional test monthly on a risk-based approach – may include batteries and battery charging equipment. • Fire alarm call points – test weekly. • Fire extinguishers and other emergency firefighting equipment – service annually. • Fire exit routes – formally inspect once per term. • Fume cupboards and any other local exhaust ventilation (LEV) equipment – thoroughly examine every fourteen months. • Lifts, lifting gear, lifting equipment, hoists – thoroughly examine every six months (or at other interval set by the competent person) and serviced regularly as per manufacturer guidance on a risk-based approach. • Eyebolts, fall arrest systems and latch way systems including the climbing wall – test/service annually. • Trees – inspect regularly in accordance with professional's recommendation. • Water quality (swimming) – internal testing carried out daily and external testing monthly. • Safety devices attached to compressed gas containers – inspect termly. 	

- Fixed and portable pressure systems including bulk gas storage facilities and transportable gas containers and all associated equipment and safety devices – examine in accordance with written scheme and service regularly.
- Emergency stop buttons – test termly.
- Evacuation Chair annual inspection.
- Gymnasium equipment – inspect annually.
- Play equipment – inspect termly.
- Fitness machines – inspect regularly according to use.
- Kitchen extract systems – cleaned regularly in accordance with risk assessment.
- Access equipment including scaffold towers and ladders/step ladders - inspect six monthly.
- Guards, safeguards and safety devices fitted to work equipment (including machines) – inspect at least termly – service at least annually.
- Microwave ovens – microwave leakage testing must be part of the regular service.
- Water systems (legionella control) – test in accordance with the risk assessment – guidance provided in L8.
- Air conditioning and similar equipment - maintain in accordance with suppliers' instructions
- Lightning conductors – test annually.
- PPE such as harnesses and lines – inspect/test in accordance with risk assessments.

Other regular actions required:

- Health & Safety Policy - reviewed annually.
- Fire evacuation/drills – held termly at appropriate times (and detailed records maintained).
- Risk assessments and standalone management plans should be reviewed annually unless there are compelling reasons to review more frequently. Where a professional risk assessment has been commissioned it is often not necessary to re-engage the professional on a regular basis. If the professional is re-engaged a review does not necessarily mean a repeat reassessment.
- (Departmental) Local Management Arrangements should be reviewed annually.

All records must be available on request and are retained by the Health and Safety Manager.

Useful Links

[See relevant RBCS policies](#)

16	Lifting Operations and Lifting Equipment – Passenger Lifts
<p>The School has four passenger lifts located throughout the site. These lifts are inspected and serviced by the appointed contractor quarterly and by the appointed insurance inspector 6 monthly. The lifts are not in general use and the lift operating keys are kept securely and only issued to specific staff. Should the lift be required for any disabled student or member of staff a full induction on the use of the lifts will be given. The Nurse Manager will be involved in the student or staff assessment to assess their mobility.</p>	
<p>Useful Links</p> <p>https://www.hse.gov.uk/work-equipment-machinery/boler.htm</p> <p>https://www.hse.gov.uk/work-equipment-machinery/boler.htm</p> <p>https://www.hse.gov.uk/pubns/priced/l113.pdf</p>	

17	Manual Handling and Lifting
<p>A very significant percentage of all accidents reported nationally each year are associated with injuries caused during lifting and handling work and the Manual Handling Operations Regulations are designed to reduce this total. The legislation affects employees, not students, but students should never be requested to undertake manual handling operations without training. The academic departments of PE and Sport, Music and Drama are the most likely to involve students in manual handling, although there may be occasions where other departments do also.</p> <p>The employer should comply with its statutory duty to avoid the need for manual handling operations involving a risk of injury, so far as is reasonably practicable. However, a large number of manual handling operations go on each day and these tasks are not banned. The intention is to target operations which cannot be eliminated. Where risk attenuation is possible this is required and if necessary specific assessment should be committed to writing.</p> <p>A detailed assessment of every manual handling operation could be a major undertaking and might involve wasted effort. Many handling operations, for example the occasional lifting of a small lightweight object, will involve negligible handling risk. More details can be found in the Manual Handling Policy include examples of the HSE Manual Handling Filters.</p> <p>Use of the tools alone may not comprise a full risk assessment. To be 'suitable and sufficient', a risk assessment will normally need to take account of additional information such as individual capabilities and should conform to the overriding requirements in legislation.</p> <p>Training employees will always comprise a significant risk control and should be considered for all employees.</p> <p>The Health and Safety Manager will offer guidance and assistance in completing Manual Handling Risk Assessments.</p>	
<p>Useful Links</p> <p>https://www.hse.gov.uk/msd/manual-handling/index.htm</p> <p>RBCS Manual Handling Policy</p>	

18	Noise Control
<p>The Control of Noise at Work Regulations identify the following exposure limit values and action values, within the School environment and due to the duration of lessons students are unlikely to exceed these limits, however, ear defenders should be used when students are using some machinery in the DT department and are compulsory for staff that will regularly use noise generating machines such as members of the grounds and maintenance teams, DT staff.</p> <p>Construction work that may increase the noise levels are completed during School closures, where possible.</p> <p>Where possible when new equipment is purchased or hired, consideration will be given to select equipment with reduced noise emissions.</p> <p>Risk assessments will be completed for all employees using known noise generating equipment and the correct PPE – ear defenders - will be issued and worn. Heads of Department will be responsible for ensuring all staff to comply.</p>	
<p>Useful Links</p> <p>https://www.hse.gov.uk/noise/regulations.htm</p> <p>https://www.hse.gov.uk/pubns/priced/l108.pdf</p> <p>RBCS Noise Control policy</p>	

PPE covers items such as head protection, eye protection, respiratory protection, foot protection, hand, leg and arm protection and protective clothing for the body.

Heads of Departments will:

- Identify the range of PPE required for the tasks completed within their departments.
- Ensure that PPE is available to all employees (free of charge) and to students whenever it is identified by risk assessments that health and safety risks are not adequately controlled by other means.
- Select PPE suitable for the risks, the employee, the students and the work environment.
- Ensure that all PPE is maintained and stored appropriately as per manufactures guidelines.
- Ensure that the PPE is properly used (by training and instruction as necessary).

PPE for use at work can only be supplied if it is certified as complying with a relevant standard and 'CE' marked. A competent PPE supplier must always be chosen.

Maintenance of PPE can involve cleaning, disinfection, testing, examination, repair (and replacement).

The employer must ensure that suitable storage for PPE is provided so that the PPE can be safely and hygienically stored when it is not in use.

Users of PPE must be instructed/trained in the following:

- The risk which the PPE protects against.
- How to use the PPE. If tight fitting respiratory protective equipment is used as a Control of Substances Hazardous to Health Regulations (COSHH) control measure, then fit testing is required.
- The way in which the PPE is to be maintained and stored.
- There must be a sufficient supply of the required PPE for each class.
- If the PPE is not disposable, then provision must be made for the cleaning and sanitising of PPE between users.

Employees have duties to use PPE in accordance with the training and instructions, to take reasonable care of PPE and to report any loss or obvious defect in the PPE.

Eye Protection

The recognised standard for eye protection is BS EN 166, within a School environment this standard is suitable for most operations/ activities that students may be involved in, however the provision of goggles and face shields should be at hand for science experiments.

Protective Clothing

Where appropriate, overalls to protect clothing and bare arms should be worn by employees, students and others in workshops, laboratories, rooms used for technology and other practical subjects, and during cleaning, maintenance, kitchen, and grounds work.

Safety footwear must be supplied as necessary.

Maintenance staff should be provided with overalls to protect against dirt, contamination, and substances.

Groundsmen/Gardeners must be provided with overalls made from tough fibre, waterproof jacket, and safety footwear if heavy or hazardous equipment is used. Specialist clothing will be required and supplied for task such as using chainsaws and bush cutters.

For some operations with hazardous substances such as use of chemicals for treatment of swimming pool water and application of pesticides, a full set of appropriate protective clothing must be made available. Gloves for protection against chemical splashes and spills must be labelled as such and indicate the chemicals they are suitable for.

Useful Links

<https://www.hse.gov.uk/toolbox/ppe.htm>

[Personal Protective Equipment \(PPE\)](#)

<http://www.hse.gov.uk/pubns/indg174.pdf>

20

Premises – Workplace Safety - Including the Prevention of Slips, Trips and Falls

Workplace Health, Safety and Welfare Regulations require basic workplace conditions for employees and include the following: (*those in italics are completed in house*)

- Ventilation – Inspected and cleaned by appointed contractor.
- Temperature – the RAB has a BMS system in place, remaining buildings are controlled by thermostatic control valves on radiators.
- There should also be protection from excessive solar radiation.
- Lighting – both internal and external lighting is regularly inspected and checked.
- Power-operated doors and gates – serviced by appointed contractor.
- Cleanliness – School housekeeping team are available throughout the day to maintain a high level of cleanliness in all buildings.
- Windows – Inspected in house, defects repaired by appointed contractor.
- Window cleaning – by appointed contractor normally during School closures.
- Workstations and seating – Employees have DSE assessments.
- Floors and traffic routes - *these will be designed to be used safely by pedestrians, kept in a safe condition and have anti-slip qualities in high-risk areas. There is a requirement to keep floors and traffic routes free of obstructions which may present a hazard or impede access. Floors must not be overloaded. There are significant numbers of slips, trips and falls each year in Schools and the prevention of these accidents is one of our high-profile objectives.*
- Low level glazing – inspected regularly in house.
- Provision of guarding or other protection – where identified completed by appointed contractor or in house dependant on size of task.
- Signed gas shut-off valves and electric isolation switches should be provided in the high-risk areas and departments.
- Sanitary provisions - the legislation lays down the minimum numbers of sanitary conveniences etc to be provided for employees, e.g. from 6 -25 employees - 2 water closets and 2 hand wash basins, for 26 - 50 employees - 3 water closets and hand wash basins. This regulation does not apply to the students as they are not covered by the legislation.
- Facilities - accommodation for employees' clothing, facilities for rest and eating meals and medical accommodation for students shall be provided.
- Drinking water must be provided and all drinking water outlets must have appropriate signage.

The workplace in its entirety should be maintained in efficient working order and in good repair.

Workspace inspections must be arranged on at least an annual basis (these can be carried out in defined areas by the employees in charge of those areas or by the Health and Safety Manager) and a written defect notification procedure must be organised.

Defect reporting is via the Maintenance Ticketing System which all employees have access to on the Staff Email.

There is a 24/7 on call maintenance system in place.

Useful Links

<https://www.hse.gov.uk/toolbox/workplace/facilities.htm>

[Risk management: Health and safety in the workplace](#)

[RBCS Housekeeping Policy](#)

[RBCS Welfare provisions \(facilities\) Policy](#)

21	Pressure Vessels and Associated Equipment
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This section applies to compressed air and steam systems, including steam equipment found in kitchens and air receivers used in the Maintenance Department. Safe operating limits of pressure equipment and plant must be established.

- Suitable written schemes must be drawn up for the periodic examination of all pressure vessels, safety devices associated with them and any associated potentially dangerous pipe work.
- Examinations will be carried out by a competent person at the intervals set down within the scheme. The competent persons will be the engineers employed by the employer's insurer.
- Records shall be kept of examinations and tests.
- Adequate operating and emergency instructions shall be provided.
- Proper maintenance must be carried out and recorded.
- All regulators, flashback arrestors and other equipment used in conjunction with compressed gas containers and the compressed gas cylinders themselves if these are our property shall be regularly inspected and maintained. Outside contractors will normally be engaged for this work.
- Any pressure cookers and small autoclaves shall be inspected and tested annually in accordance with the CLEAPSS recommendations and appropriate records kept by the department.

A list of pressure vessels and records of periodic thorough examinations must be readily available, records are retained by the Health and Safety Manager.

Useful Links

<https://www.hse.gov.uk/pressure-systems/about.htm>

Under the Education (Independent School Standards) Regulations, the School must ensure that the welfare of students (this is a greater issue than that covered by Health and Safety and fire legislation) is safeguarded and promoted by the drawing up and effective implementation of a written risk assessment policy and a appropriate action is taken to reduce risks that are identified. All student welfare issues are covered by this section.

The requirements of the whole Health and Safety Policy together with documented local management arrangements and regular inspection and assessment regimes, form the basis of our broad risk assessment.

The School follows the HSE 5 step risk assessment process to ensure all activities and tasks are fully assessed, this includes all activities for students, staff, including all operation staff tasks and activities.

Contractors

The School expects all contractors will provide their own risk assessments for inspection.

Fire Risk Assessments

FRAs are covered within the Fire Safety Arrangements.

General Risk Assessments:

Responsibilities: Heads of Departments will be responsible for the completion and monitoring of their departmental assessments and ensure all staff have read and understood them.

The appointed contract caterer will provide the School with copies of all their risk assessments.

All risk assessments will be recorded in writing and retained; and the master copy stored on the Risk Assessment section of the Fire, Health & Safety section of the Staff Intranet.

Certain subject areas may base their risk assessments on CLEAPPS, but assessments must be personalised to the departments working methods and staffing.

Review: All school risk assessments are reviewed annually, unless there has been an incident, a change in operation, equipment, or staff when they are reviewed sooner. Review period may be extended on a risk-based approach.

Specific Individuals Risk Assessments

Certain risk assessment may need to be completed specifically for individuals and their individual needs.

Such assessment may be for: New and Expectant Mothers, Young Person at Work, persons with reduced mobility, Stress etc.

The Health and Safety Manager will provide such assessments. These assessments may also involve the medical team or HR Department.

To fully support the risk assessment process, members of staff that are leading activities, games, sports, D of E, shooting etc. must be trained and/or deemed competent to lead these activities and to be part of the risk assessment process.

Responsibilities:

The Bursar has overall responsibility for School wide risk assessments regarding facilities and premises.

The Health & Safety Manager is responsible for all academic departmental risk assessments.

The Second Master is responsible for risk assessments conducted by academic staff for trips or activities with students, supported by the Educational Visits Co-ordinator (EVC).

Completed expectant mother and personal risk assessments are held by H&S, HR and relevant local departments.

The trip or activity organiser is responsible for all risk assessments relating to their organised activities.

Retention:

All trip risk assessments are stored for a minimum of 3 years.

Useful Links

<https://www.hse.gov.uk/pubns/indg163.pdf>

<https://www.hse.gov.uk/simple-health-safety/risk/index.htm>

<https://rosapaworkplacesafety.com/2013/01/21/what-is-a-risk-assessment/>

[RBCS Risk Management & Risk Assessment Policy](#)

[Local Management Arrangements Policy](#)

23 Security and Lone Working

The definition of Lone Working is:

Lone workers are those who work by themselves without close or direct supervision, whether that's for the whole of the work period or just for short periods of time. They may work in fixed establishments or away from their fixed base (mobile) and therefore can be found in a wide range of situations, including working from home.

The School recognises that staff may on occasions be lone working in unoccupied buildings during the normal working day. Staff should always have the means of summoning help in an emergency and ensure that other employees know of their whereabouts.

Lone working outside of the normal working day must always be sanctioned by the Head of Department who will ensure there is a checking process in place to ensure the safety of the employee.

Tasks such as working at height, manual handling, specific construction, or maintenance tasks will not be permitted when lone working.

Personal security and lone working must be the subject of written and ongoing risk assessment. It is important to evaluate risk after considering all relevant factors such as the location of the premises or work area, the physical layout of the work area, the movements needed, the arrangements for receiving visitors, staff/student training etc. The employer should liaise with the police as and when necessary.

Control measures must address the need for work safety before safety devices and additional manning are introduced.

As far as is reasonably practical, premises should be secure, access should be controlled and trespassing on the premises should be prevented. To help achieve this end the cooperation and vigilance of employees and others is required but no one must place themselves in personal danger.

Anything untoward seen or suspected on or near the premises should be reported and a written record must be kept of all incidents of trespass or violence.

Requirement – risk assessments for security and lone working must be readily available and any emergency procedures must be practised.

Useful Links

<https://www.hse.gov.uk/lone-working/worker/index.htm>

[RBCS Lone Working Policy](#)

24	Management of Work-Related Stress
<p>Stress may give rise to ill health conditions that can occur when there is an unresolved mismatch between perceived pressures and the ability to cope. The School's Senior Leadership Team recognises that pressures at work can trigger illness.</p> <p>Staff welfare is taken extremely seriously at Reading Blue Coat. There is an excellent staff benefits package available which includes access to welfare facilities. These are publicised to staff by email from HR and on the staff benefits board in the Staff work room.</p> <p>There is a staff wellbeing group which organises an annual staff welfare week as well as implementing ongoing initiatives such as the buddy scheme. Mental Health first aiders are available and the list is available on the Staff Intranet.</p> <p>Staff can access support from the School's medical team and Chaplain if needed.</p> <p>An assessment will be carried out on request from an individual employee when an employee has been absent on a stress related illness and where an individual job with a high level of stress has been identified.</p> <p>Further details on returning to work can be found in the Staff Handbook.</p>	
<p>Useful Links</p> <p>https://www.hse.gov.uk/stress/</p> <p>RBCS Wellbeing and Positive Mental Health policy</p>	

25	Substance Hazards - Control of Substances Hazardous to Health – COSHH
<p>Where appropriate all departments that use chemicals or substance that cause harm will complete a register of all these materials and assess the control measures that are required to control and eliminate the risk to students and staff. Material Data sheets for all chemicals and substance used will be kept by the department and this information will be used to complete the safe working guide for the individual substance. The correct PPE will be issued, appropriate to the substance being used. All chemicals and substances to be stored as per manufacturer's instructions.</p> <p>Hazardous Substances will often comprise:</p> <ul style="list-style-type: none"> • Substances classified as being very toxic, toxic, harmful, corrosive, irritant, sensitising, carcinogenic, mutagenic, or toxic to reproduction - these are commonly labelled with a hazard pictogram. • Substances with a workplace exposure limits (WEL). • Biological agents including exposure to body fluids. • Dust of any kind when in significant quantities in air. • Substances similar to those above. <p>All COSHH risk assessments will focus on the risk to health and include controls measures on exposure, PPE, product information, training and instruction and pull together a conclusion on the use of the named chemical or substance and its suitability of use for the purpose it has been purchased.</p> <p>All chemicals will be purchased from a reputable supplier.</p> <p>COSHH records will include flammable liquid and pesticides, although the use of highly toxic pesticides has been reduced.</p> <p><i>Where possible departments will always seek to use chemicals and substance that do not pose a threat to the user.</i></p> <p>The Health and Safety Manager will coordinate the completion of the annual COSHH reports for the known departments.</p>	

Academic departments (such as Science, DT and Art) may use the CLEAPSS guidance documents and HazCards to maintain COSHH compliance alongside their Hazardous Substances register.

Useful Links

<https://www.hse.gov.uk/coshh/>

[RBCS COSHH Policy](#)

26 Swimming

Student supervision

Whenever students, employees and others are pool side, learning to swim or swimming, there must be competent life savers present and sufficient for the number of swimmers.

Qualified lifeguards will always be present when swimming sessions take place.

There is a means of summoning help in the event of an emergency.

Hygiene:

The safe operating limits of the pool pH and free chlorine in particular must be established and regular testing is carried out and records kept.

When in use, the swimming pool and adjacent areas must be clean.

Operating Procedures:

The swimming pool has a Normal Operating Plan (NOP) and an Emergency Action Plan (EAP)

These documents outline the safe operating procedures of the swimming pool and the actions required in the event of an emergency.

Copies of these documents can be found in the Swimming Pool Compliance file and by following the link below.

The Facilities Manager has the responsibility for the safe operating of the swimming pool and is the main contact for any swimming pool hirers.

Useful Links

[Swimming pool management: Leisure activities](#)

<http://www.hse.gov.uk/pubns/priced/hsg179.pdf>

[RBCS Swimming Pool Policy](#)

27 Vehicles – including minibuses and onsite vehicles

Pedestrian safety is one of our highest priorities and the safety of pedestrians must take precedence over convenience for vehicles. Whenever practicable pedestrians must be provided with dedicated footpaths and the need for vehicles to reverse should be eliminated. Speed restriction signs must be posted, be clearly visible and every effort should be made to ensure that they are observed.

Traffic calming measures must be provided wherever it is anticipated that speed may be excessive.

Designated parking areas should be clearly signed. There must be no parking on double yellow lines or yellow hatched areas.

The School has allocated dedicated pick up and drop off points for both parents and coaches, supported by trained Traffic Marshalls

All delivery drivers are required to sign in at Reception so that clear instructions can be given if they are required to enter the main School site. Some regular delivery drivers may go directly to their drop off area, these tend to be areas such as GMAC or catering.

The School has a fleet of 5 minibuses, the servicing cleaning and MOT certifications is overseen by the Health and Safety and Vehicle Manager. Strict controls are in place for those eligible to drive these buses and all drivers' details are checked annually via completing an annual driver declarations/disclosure.

The correct driving licence category and well as MIDAS training is required by all minibus drivers.

The School also has other vehicles used by Rowing and Maintenance that are serviced and MOT in line with legal requirements. Drivers of these vehicle must also complete annual driver declarations/disclosures.

The Grounds Department has several UTV vehicles and a tractor for use within the grounds. The maintenance and servicing of these is organised by the Head of Grounds, use of these vehicles is restricted to those trained and competent to drive them.

For trips, visits and daily student pickups, only designated coach contractors are used if School minibuses not used.

If manoeuvring and reversing is essential drivers must keep in mind the fact that students are the main users of these premises. Students can fail to observe vehicle movements and may be small in stature and more difficult to observe than adults. Great care is therefore required and in appropriate circumstances reversing without a banksman must be prohibited.

Minibus, coach and delivery vehicles drivers should avoid reversing movements wherever practicable and should obtain adult lookouts/banks men if these manoeuvres are necessary.

Useful Links

[RBCS School Driver & Vehicle Operating policy](#)

28

Vibration Control

The Control of Vibration at Work Regulations set exposure limit values and action values where possible the School looks to ensure these limits are not exceeded by:

- reducing exposure to vibration to below the limit value
- identify the reason for that limit being exceeded,
- modify the measures taken to prevent it being exceeded again.

The Grounds Manager, Head of Property, Maintenance Manager and Head of DT, are responsible for assessing the vibration values of equipment used within their departments and that vibration is properly addressed in appropriate risk assessments. They also have responsibility for the allocation of tasks and ensuring sufficient break times are included.

When purchasing new equipment or machinery every effort is made to select equipment with low vibration output.

Should it be necessary health surveillance assessments can be implemented should there be a requirement to do so.

Useful Links

<https://www.hse.gov.uk/vibration/hav/regulations.htm>

[RBCS Vibration Control Policy](#)

29	Violence to Staff
<p>Employees have the right to work in a safe and non-hostile environment and the organisation should not be compromised by negative behaviour. Examples of negative behaviour include: verbal aggression / harassment; persistent use of foul and abusive language and/or gestures; physical violence or the threat of physical violence; behaviour resulting in feelings of intimidation, threats and/or concern about personal safety. Employees will treat all students, colleagues and visitors with dignity and respect. Employees have the right to be treated with dignity and respect in return.</p> <ul style="list-style-type: none"> • The School will not tolerate violence in any form, including the use of foul or threatening language, towards employees. • The School will inform the police when violence is experienced by employees and will support employees who wish to pursue legal action where it is appropriate. <p>There are no circumstances where employees are expected to take risks during their working day due to verbal aggression/harassment, threats or actual physical violence. The School must ensure employee safety, and employees should leave any situation that is believed may have the potential to become violent or dangerous. The School is responsible for the safety of students however this is compromised when employees feel unsafe or unsure of the situation they might find themselves in. Neither the employee nor the student will benefit if any employee feels obliged to remain in what the employee believes to be a dangerous situation.</p> <p>Any incident of violence, harassment or bullied should report this to either their Head of Department/Line Manager or the Head or Bursar, as stated in the Staff Handbook.</p>	
<p>Useful Links</p> <p>Work-related violence - HSE</p>	

30	Visitors
<p>All visitors are expected to sign in and out at Reception. Identification badges and lanyards will be issued and must be always worn. Visitors will be given details on Health and Safety procedures and Child Safeguarding when they sign in at Reception.</p> <p>Designated visitors parking is available.</p> <p>A coloured lanyard system is in place to identify those visitors that may require constant supervision when on School premises.</p>	
<p>Useful Links</p> <p>RBCS Visitors Policy</p>	

31	Water Hygiene and Management
<p>The School has in place a Water Management Procedure and retains an appointed contractor to complete 6 monthly water sampling, 6 monthly flushing and yearly servicing and maintenance of the water systems. The current Water Hygiene Risk Assessment and Procedures are reviewed every 2 years. Some regular temperature tests are conducted in house.</p> <p>Current procedures are:</p> <ul style="list-style-type: none"> • Water sampling of outlet and stored water tanks, remedial works implemented if required once laboratory results are known. (External - 6 monthly or annual dependent on risk assessment requirements) • Water tank inspections. (External - Annual) • Monthly water temperatures of identified sentinel points. (In House – monthly) 	

- Flushing of all low used outlets during School holidays. (In house – monthly)
- Periodic shower head cleaning (In house - 3 monthly as required)
- Temperatures recorded from hot water heaters (In house - 6 monthly).
- Water filter replacement (In house or external - 6 monthly or as required).
- Water Softener Maintenance. (In house or external - As required)

The procedures will be amended and reviewed outside of the above if:

- changes to the water system or its use.
- changes to the use of the building in which the water system is installed.
- the availability of new information about risks or control measures.
- the results of checks indicating that control measures are no longer effective.
- changes to key personnel or consultant.
- a case of legionnaires' disease/legionellosis associated with the system.

All inhouse testing regimes overseen by the Health and Safety Manager.

The Health and Safety Manager is responsible for keeping and maintaining all records.

Useful Links

[RBCS Water Hygiene policy](#)

32 Work Equipment including Wood Working Equipment

Provision and Use of Work Equipment Regulations is the regulation in place to protect employees from unsafe equipment and machinery. The School has in place a regime in place that ensure equipment and machinery is regularly inspected and serviced by reputable appointed contractors. This will include all safety devices, cut-off switches, guards etc.

All Emergency Cut Off Switches are tested in house half termly and the results are recorded.

Heads of Departments must ensure that all staff visually inspect equipment before use and report any defects. Defective equipment will be removed from use. All equipment will be purchased from reputable suppliers and to be fit for the use/tasks intended.

Training will be given to staff and students in the safe use of the machinery and equipment, and the equipment used only for its intended purpose.

Risk assessments will be in place for the use of all equipment and machinery.

For some equipment and machinery only authorised employees are allowed to use and operate, as specified in Local Management Arrangements. Adequate space and lighting shall be provided around woodworking machines.

Workshops will have restricted access and DT workshops only accessible when a member of staff is present.

All dust generating equipment will have LEV system fitted and will be regularly inspected and serviced.

All records of maintenance, servicing and inspections will be held by the Health and Safety Manager.

Useful Links

<https://www.hse.gov.uk/work-equipment-machinery/power.htm>

33 Working at Height

Regulations apply to work at height where there is a risk of a fall liable to cause personal injury. There are no height limits. To comply with these regulations, all work at height is properly planned and organised and the risks assessed – planning should include a plan for emergencies and rescue.

Where possible working at height will be avoided if not then:

- Appropriate work equipment or other measures are selected and used to prevent falls where working at height cannot be avoided.
- Where the risk of a fall cannot be eliminated, appropriate work equipment or other measures are used to minimise the distance and consequences of a fall should one occur.
- Those involved in work at height are competent.
- Equipment for work at height is properly inspected and maintained and records of these are available.
- The risks from fragile surfaces are properly controlled - all fragile roofs must have appropriate hazard warning signs.
- Where possible major working at height tasks will take place during School closures.

There is a training regime in place that covers:

- Safe Use and Inspection of Ladders and Step Ladders.
- Mobile Scaffold Tower Training for the use of the onsite scaffold tower.
- Training for the use of the Push Around Vertical Platform. (PAV)
- Tallescope User Training *including Tallescope Rescue Training.*

This training and refresher training is organised by the Health and Safety Manager and records of training are shared with HR Department.

A contractor is employed to service and inspect the Roof Fall Arrest System and associated lanyards and harnesses, the records of these inspections are held by the Health and Safety Manager.

Contractors employed by the School will provide their own working at height risk assessments and the relevant qualifications of their employees employed in such tasks.

Ladders and scaffold tower are tagged and formerly inspected annually, as well as before each use.

The PAV is inspected 6 monthly by an appointed contractor.

Useful Links

[Work at height - Occupational health and safety](#)

[RBCS Working at Height Policy](#)

Supporting Documents and Policies

Each of the separate headings in the above contain links to the School's policies and any relevant documents relating to the subject.