



REIGATE GRAMMAR SCHOOL

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## Health & Safety Policy

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## 1. General Statement of Intent

- 1.1. Reigate Grammar School (hereafter referred to as “the school”) recognises and accepts its responsibilities for providing, so far as is reasonably practicable, a safe and healthy place of work for its entire staff and a safe and a healthy educational environment for all its pupils.
- 1.2. It also recognises its duty to protect the health and safety of other persons who may be affected by its activities, both on and off site.
- 1.3. The school is committed to “best practice” in matters of health and safety and shall endeavour, where practicable, to achieve a higher standard than may be required by legislation and guidance.

## 2. General Policy and Procedure

It is the school's policy to:

- 2.1. Promote a positive attitude from staff and pupils towards all matters relating to health and safety.
- 2.2. Make all staff aware of their responsibilities under the Health & Safety at Work Act and all other relevant legislation to ensure the maintenance of a safe and healthy working environment.
- 2.3. Provide training/briefing on health and safety matters for all staff to inform them of the school's practices and procedures.
- 2.4. Provide appropriate health and safety training/briefing for staff so that they understand their duties and responsibilities and are capable to carry them out.
- 2.5. Encourage pupils' awareness of the general health and safety risks and how they can be involved in reporting and maintaining good safety standards.
- 2.6. Treat health and safety considerations as an integral part of the planning, design, building and alteration of premises; also, in drawing up safe systems of work and the introduction of new equipment and/or working practices.
- 2.7. Encourage consultation on all relevant matters of health and safety with appointed staff safety representatives.
- 2.8. Draw the school's health and safety requirements to the attention of contractors working on school premises at the beginning of each contract so that their activities will be subject to agreed safe working procedures.
- 2.9. Define responsibilities of management and staff, for health and safety procedures to be effectively discharged.
- 2.10. To safeguard, as far as is reasonably practicable, the health, safety and welfare of pupils and visitors who may be affected by the school's activities and processes.

## 3. Application

- 3.1. The statement of general policy and procedures on health and safety applies to all staff of the school who have been contracted to work within, or at, any school premises. These are defined as any building, car park, playing field or other area wholly, or partially owned and/or controlled by the school.

## 4. Management, Organisation and Arrangements

- 4.1. The school management structure is set out in **Appendix 1: Health & Safety Responsibilities and Structure**.
- 4.2. The Board of Governors of the school is ultimately responsible and accountable for ensuring the school complies with its statutory health and safety obligations.
- 4.3. The Bursar is responsible for the overall management of health and safety within the school and chairs the school's Health & Safety Committee (see Clause 24). The member of SLT with Health &

Safety responsibility is responsible for advising teaching staff of their health and safety responsibilities and checking their arrangements.

- 4.4. Several key staff assist the Bursar in the undertaking of her responsibilities.
- 4.5. The Bursar will ensure that statutory provisions are complied with, that workplace policies and associated arrangements are effectively implemented, and will maintain and update as necessary the school's statement of policy and procedures.
- 4.6. Heads of Department will be responsible for ensuring that:
  - they keep themselves informed of their statutory health and safety duties and any developments in health and safety legislation applicable to the activities of their teams through regular liaison with the Bursar and parties appointed by the Bursar to provide information;
  - all staff within their departments are aware of the health and safety risks connected with their duties and have received adequate training to enable them to perform their tasks to agreed safe working practices;
  - appropriate risk assessments, required by statutory provision, are carried out within their areas of responsibility, and reviewed with assistance from nominated key staff;
  - departmental health and safety performance is regularly monitored and reviewed and any areas in need of improvement are discussed with the staff involved and action agreed to rectify the situation;
  - departmental managers support the school's general statement with relevant plans for their areas of responsibility;
  - the departmental plans incorporate relevant safe working procedures and practices applicable to the activities being carried out and are drawn to the attention of their members of staff;
  - departmental staff attend necessary health and safety training courses, online and face to face.
- 4.7. All staff are responsible for ensuring that they:
  - take reasonable care for their own health and safety whilst at work;
  - take reasonable care for the health and safety of pupils and other persons who might be affected by the things they may or may not do during their employment;
  - co-operate with those arrangements made by the school in compliance with its statutory obligations;
  - take care of, and not intentionally interfere with or misuse, anything provided in the interests of health and safety;
  - do not indulge in practical joking or horseplay in the workplace;
  - familiarise themselves with the school's health and safety policy and comply with all arrangements, emergency procedures and fire precautions made by the school in discharge of its legal obligations;
  - understand and adhere to all school safe-working procedures and practices and seek clarification from their Head of Department where they are not clear about any aspect of these;
  - report all accidents/incidents to their Head of Department and the School Nurse (or School Office Team in her absence) as soon as they occur;
  - keep their work area tidy and prevent the obstruction of walkways, fire exits or the creation of slip and trip hazards;
  - report immediately to their Head of Department or Estates Manager any work situation or condition that they consider a danger to the health and safety of themselves or other persons.

## 5. Information

- 5.1. The provision of information on health and safety is an essential part of any effective health and safety management system.
- 5.2. Within the school, the Bursar and key Heads of Department will ensure changes to health and safety legislation and any other relevant information which may affect their area of responsibility, are implemented as necessary. Information to staff will then be disseminated as necessary.

## 6. Accident Reporting

- 6.1. Every accident/incident in a school building, on school grounds, or during school outside activities must be reported and recorded via the School Nurse (or School Office Team in her absence) who will inform members of the Senior Leadership Team as necessary.
- 6.2. The person involved, witnessing, or attending the accident/incident must record the specific details with the School Office Team on the day of the accident/incident, or at the latest by the following day. RIDDOR reportable events are reported by the School Nurse as necessary, and SLT are kept informed. See **Appendix 2: Reportable accidents, diseases, and dangerous occurrences for notifiable categories.**

## 7. First Aid Arrangements

- 7.1. First Aid arrangements will be delivered in line with the First Aid Needs Assessment, completed by the SLT member with academic health and safety responsibilities. The First Aid Needs Assessment is a Health & Safety Executive method for determining needs.
- 7.2. First Aid is defined as “treatment for the purpose of preserving life and minimising the consequences of injury or illness until appropriate help is obtained and the treatment of minor injuries that require limited intervention”.
- 7.3. The First Aid arrangements of the school are provided in accordance with the requirements of the Health & Safety (First Aid) Regulations 1981 and are detailed in **The First Aid Policy**.
- 7.4. Enough first aid boxes will be provided at specific locations throughout the school premises. See **The First Aid Policy** for details of locations.

It will be the responsibility of the First Aid Coordinator, who has primary responsibilities for first aid, to ensure that only those items stated under HSE guidance are kept in each first aid box and that they maintained to minimum stock levels

## 8. Administering Medication

- 8.1. Where the school receives a request from a parent or guardian to administer or assist in administering medication to a pupil, the First Aid Co-ordinator will be responsible for receiving written authorisation from the parent/guardian and for organising administration. See **The First Aid Policy** for details.
- 8.2. Any medication should be:
  - brought into school by the parent, guardian or pupil in a suitable container clearly labelled with the contents and the pupil's name and directions for the correct dosage; the parent must sign the form to authorise the administration of medicine(s);
  - kept in a locked cupboard preferably in the Medical Room or other secure and suitable location until required.
- 8.3. In the case of inhalers for asthma sufferers, these may be retained by the pupil so as not to delay administration at the onset of an attack.

## 9. General Risk Assessment

- 9.1. A risk assessment is defined as a careful and systematic examination of what might cause harm (injury, ill health, or damage) in the workplace taking account of who might be affected and the control measures already in place to minimise exposure to that harm.
- 9.2. The purpose of risk assessment is to identify significant hazards and risks and then determine and implement appropriate control measures required, either to remove, reduce or protect against them.
- 9.3. Risk assessments must be completed for any activities where there is the likelihood of harm or loss to be caused; hazardous activities and hazardous locations should have risk assessments completed.

There are some specific legal requirements for specific risk assessments such as fire, workstation assessments, first aid, hazardous substances, legionella, and asbestos.

- 9.4. Heads of Department are responsible for ensuring that suitable and sufficient general risk assessments, and specific assessments where appropriate, are carried out within their departments, communicating the findings of these risk assessments to relevant individuals, storing them in a central portal and reviewing the risk assessments at least annually, or sooner if required.
- 9.5. There is a separate school policy and procedures on risk assessments.

## 10. Fire Safety

See the separate Fire Policy and Fire Policy Appendices.

## 11. Utilities (electricity, gas, and water)

### Electricity

The **Bursar** is the responsible person in dealing with the utility companies, and for ensuring that the varying statutory requirements for the safe usage of the utility, provision and maintenance of equipment using them, and the ultimate disposal of redundant or equipment beyond economical repair is managed in accordance with current best practise.

The **Estates Manager** will ensure that all construction or maintenance work involving electricity is carried out in accordance with the current NICEIC Edition of its Approved Standards and that all work carried out within the school site is certified to these standards.

- 11.1. All electrical appliances purchased centrally by the school, or by individual departments, must be checked for electrical safety by the school electrician or other designated person before being used.
- 11.2. All portable electrical appliances (tools/equipment) and fixed equipment will be subject to periodic inspections arranged by the Estates Manager in consultation with the Bursar and key staff.
- 11.3. All staff must ensure that all electrical equipment is kept in good condition and any defects or damage is reported to the Head of Department responsible for the area in which the equipment is located.
- 11.4. If an electrical appliance develops a fault, staff should ensure that they turn it off at the socket and unplug it or isolate the power to the item. If it is a fixed appliance, a notice should be put on it stating Faulty Do Not Use, and the fault reported to the responsible Head of Department.
- 11.5. All staff should ensure that no socket should be overloaded using an adaptor or multi-gang socket extension. Any doubts on the safety of electrical connections should be referred to the school electrician or other designated person.
- 11.6. Trailing leads must be avoided, and staff should ensure that before a piece of electrical equipment is re-positioned account must be taken of where the nearest socket is located to prevent cables being positioned across gangways or floors.
- 11.7. Staff are discouraged from using private, portable electrical appliances on school premises. All portable items must be checked by the school electrician or other designated person before it is used.
- 11.8. If equipment operating at 230 volts or higher is used, a Residual Current Device (RCD) can provide additional safety. An RCD is a device which detects some, but not all, faults in the electrical system and rapidly switches off the supply. The best place for an RCD is built into the main switchboard of the socket-outlet, as this means that the supply cables are permanently protected. If this is not possible a plug incorporating an RCD, or a plug-in RCD adaptor, can also provide additional safety.

RCDs for protecting people have rated tripping current (sensitivity) of not more than 30 milliamps (mA). Remember:

- An RCD is a valuable safety device, never bypass it.
- If the RCD trips, it is a sign there is a fault. Check the system before using it again.

- If the RCD trips frequently and no fault can be found in the system, consult the manufacturer of the RCD.
- The RCD has a test button to check that its mechanism is free and functioning. Use this regularly.

## Gas

- 11.9. The school complies with the requirements of the Gas Safety Register. The school engages a registered Gas Safe contractor who will carry out the required maintenance and testing of gas fired equipment, as arranged by the Estates Manager. The National Gas Emergency Service No. is **0800 111999**.

## Water

- 11.10. The school has a statutory duty to provide adequate supplies of potable water throughout the school, which it does. There is also the requirement to maintain water systems to prevent or control the legionella bacteria so that risk to persons at or near the school are minimised. The Estates Manager has the delegated responsibility for the main school buildings and services. The Swimming Pool Supervisor has the delegated responsibility for the swimming pool. These staff members work directly to the Bursar. Details of the systems used and contracts for the continued provision of safe water are available from the above managers.

Further guidance on utilities safety is given in **Appendix 3: Utilities (Electrical Safety)**.

## 12. Display Screen Equipment

- 12.1. It is recognised that regular use of display screen equipment does not present an undue risk to health subject to the suitable arrangement of the workstation and sensible use of the equipment by staff.
- 12.2. “Workstation” is a collective term given to the display screen equipment consisting of monitor-screen, mouse, and central processing unit. In addition, it also covers any accessories such as printer, scanner, telephone, document holder, as well as the desk, chair and other furniture and the surrounding environment in respect of heating, lighting, and noise etc.
- 12.3. The school define a “DSE User” as a person who habitually use DSE as a significant part of their work. The school deem DSE users as all administration staff and Senior Leadership.
- 12.4. The arrangements are that nominated personnel are trained in how to do workstation assessments. They complete workstation assessments for:
- New staff
  - Staff returning to work after an accident or long period of sickness
  - Staff receiving a new workstation, chair, or other associated equipment
  - Expectant mothers
  - Staff receiving new software
  - Staff who report pain and discomfort from using their workstation
- 12.5. The workstation assessment may be carried out using the form shown in **Appendix 4: Workstation – Display Screen Equipment Procedures**.

## 13. Eyesight testing

- 13.1. The school recognises its duty to enable “DSE users” to undergo an eyesight test by a qualified ophthalmologist in relation to their work with display screen equipment. Staff are not obliged to do this, but the arrangement is available if they are a DSE user.
- 13.2. The school has a duty to consider arrangements to cover the cost of all such eyesight tests and the NHS equivalent subsidy cost of any glasses prescribed for use with computers as a result of the test.

- 13.3. Within their areas of responsibility, Heads of Department should inform all “DSE users” of this information.

## 14. Use of Work Equipment

- 14.1. Work equipment is described as “any machinery, appliance, apparatus, tool or installation for use at work”. Use means “any activity involving the work equipment such as starting, stopping, setting, servicing, cleaning maintaining etc.”
- 14.2. The school will ensure that all work equipment used on its premises by staff and pupils is appropriate for its intended use, safe and without risks to health in accordance with its legal obligation.

## 15. Personal Protective Equipment

- 15.1. Personal protective equipment is defined as “all equipment designed to be worn or held to protect against risk to personal health or safety”. Such equipment could be a respiratory mask to prevent the inhalation of dust, or gloves to protect hands from hot, rough, sharp surfaces etc.
- 15.2. Personal protective equipment should only be used as a last resort where identified risks have not been able to be adequately controlled by other means.
- 15.3. The school will ensure that where it is necessary, through the findings of a risk assessment, adequate and suitable personal protective equipment will be provided to protect staff and students from risks to their health and safety because of education and employment activities.
- 15.4. Heads of Department are to ensure that where personal protective equipment is necessary, it is correct for the risk it is seeking to protect the wearer against, and suitable for the person wearing it, fitting properly and giving adequate protection. Also, that, where relevant, staff and students are given appropriate training and instruction in how to use it.

## 16. Control of Substances Hazardous to Health

- 16.1. Control of Substances Hazardous to Health Regulations (COSHH). The use of hazardous substances within Reigate Grammar School is kept to an absolute minimum. The areas where hazardous substances are used and stored are Art, DT, Science, Food Technology; Drama; Maintenance, Swimming Pool, Catering, Cleaning, Print Room and Grounds. Material safety data sheets for hazardous substances used within the school are kept and maintained by the appropriate Health & Safety Representative of the relevant department or Head of Department. Instructions for the storage and safe handling of such hazardous substances are to be issued by the appropriate representative, who is also responsible for ensuring they are complied with.
- 16.2. Hazardous substances can also be produced from work activities such as wood dust from machinery, silica dust from pottery, fumes from chemical experiments etc.
- 16.3. The school has a duty to assess the use at work of hazardous substances and will take adequate steps to prevent or control exposure to these substances by staff, pupils, and other persons. COSHH risk assessments must be carried out using the form in Appendix COSHH.

Staff also have a duty to ensure that they use a hazardous substance in accordance with the manufacturers’ instructions or safe working procedures relating to the substance, and do not expose themselves or others to risk because of the way in which they work.

Guidance on working with hazardous substances is contained in **Appendix 5: Hazardous Substances (COSHH) – General Guidance on the use of.**

## 17. Workplace Health, Safety and Welfare

- 17.1. All Staff are reminded that they have a responsibility to assist the school in fulfilling its duty to provide a safe environment and to prevent the risk of accidents caused by slips, trips and falls. This means staff paying attention to good housekeeping by:



- reducing trip and slip hazards through not obstructing floor space where there is frequent movement and removing or protecting all trailing cables;
- properly storing items on shelves or in cupboards and not on top of cupboards where they could fall off and injure someone;
- placing wastepaper and other combustible rubbish in proper containers to minimise potential fire risk;
- clearing up all spillages when they occur to avoid slipping accidents;
- ensuring any broken glass is safely contained to avoid potential cuts from exposed fragments and safely disposed of as soon as possible after the incident;
- reporting any damaged flooring or any other matters that could create health and safety risks to the Estates Manager;
- staff not endangering themselves or others and using safety equipment provided;
- wearing suitable clothing including footwear appropriate to their job and conditions to reduce the risk of trip and fall incidents.

17.2. General guidance on workplace safety and welfare can be found in **Appendix 6: Workplace Health & Safety**.

## 18. Manual Handling

- 18.1. Guidance on manual handling applies to the whole school community. Incorrect lifting of loads at work or trying to lift loads that are too heavy can cause significant injuries that result in pain and suffering and time off work. The school has an obligation to avoid where possible the need for manual handling activities at work, or where this cannot be avoided, then to take action to reduce to the lowest level the likelihood of injury occurring and provide manual handling training where necessary.
- 18.2. Staff should not attempt to move loads that are too heavy or too awkward for them to carry safely. Manual handling tasks should be undertaken by staff who have received training. For occasional tasks staff can seek help from the Maintenance department and Porters via the Estates Helpdesk or Estates Manager. These staff have been trained in manual handling techniques.
- 18.3. Heads of Department must ensure that manual handling risks in their department are adequately assessed through the risk assessment process and relevant staff receive training and refresher training. They must ensure records are kept of the training.
- 18.4. If pupils are required to carry out manual handling tasks, the activity must be risk assessed and particular attention paid to the age, sex and physical ability of the pupil. Manual handling training must then be given.
- 18.5. Details on the safe lifting of loads are contained in **Appendix 7: Manual Handling Operations**.

## 19. Working at Height/Ladders

- 19.1. Working at height tasks within the school are undertaken across a variety of departments. The school tries to avoid working at height where it can and if it must take place, it takes steps to reduce the likelihood of a fall.
- 19.2. Work at height will be assessed in relevant risk assessments.
- 19.3. Appropriate work at height/access equipment will be provided in relation to the type of tasks and as deemed by the risk assessment.
- 19.4. Training will be given to relevant staff and refresher training will take place at intervals no longer than 3 years. Details contained in **Appendix 8: Safe use of Ladders and Step Ladders**.

## 20. Violence and Aggression at Work

- 20.1. In the event of a member of staff being faced with verbal and or physical violence whilst at work every effort should be made to reduce the threat by acting in a calm, non-threatening manner.

- 20.2. Where such actions do not have an effect, staff should aim to remove themselves from any immediate risk by placing a barrier between themselves and the source of the threat, ensuring that they do not block their means of escape, and seek appropriate assistance.
- 20.3. Under No Circumstances should offensive or abusive language, threats or physical force be used when provoked. Only use the minimum force necessary for defence against personal injury if there is no other option available.

## 21. Managing Stress at Work

- 21.1. Stress is defined as “the reaction people have to excessive pressures or other types of demands that are placed on them”. If demands and pressures become too great, they can induce harmful mental and physical feelings and responses.
- 21.2. The school is committed to ensuring so far as is reasonably practicable that no member of staff is subjected to an undue level of stress whilst at work that may be detrimental to their health.
- 21.3. Where it does occur then it is the school management’s objective to ensure that all such cases are dealt with openly and fairly. Details of the Welfare and Stress Management policy can be found in **Appendix 9: Managing Stress at Work**.

## 22. Lone Working

- 22.1. The school recognises that certain members of staff are required to work alone without close or direct supervision as part of their contract of employment, and that they may be at risk either from intruders or personal accident when no help is available. Where this is a regular and routine occurrence, a specific assessment will be written, the safety control measures analysed, and risks communicated to those at risk.
- 22.2. In addition, it also recognises that there are ad hoc occasions when other members of staff work beyond normal working hours on their own, who again are potentially at risk from intruders or personal accident when there is no readily available help
- 22.3. Where staff work beyond normal working hours on their own, or are on school premises outside normal working times, e.g. at weekends or during school holidays, they must sign in/out at the Porters Desk. The Bursar reserves the right to authorise or stop such access in consultation with other senior staff.
- 22.4. During school holidays staff must sign in and out at the Porters’ Desk and adhere to the times and access restrictions in place, as advised by the Estates Manager or other key staff in the Bursar’s office, prior to each holiday period. When the Porters Desk is not manned a duty mobile is in place to contact the Estates Manager or Assistant to update as necessary.

The school accepts its responsibility to minimise the risk that might arise from lone working so far as is reasonably practicable and details of how this is to be achieved are set out in **Appendix 10: General Guidance on Lone Working**.

## 23. Off-site Educational Visits

- 23.1. Educational visits are defined as “any activity off school premises which is part of the pupils learning programme or is organised by the school for the benefit of the pupil”.
- 23.2. The school is committed to ensuring the safety of staff and pupils on all such visits and will follow best practice to achieve this.
- 23.3. All staff shall ensure when leading or participating in any educational visit, that they adhere to the highest standards of organisation, administration and supervision and must read the school’s general guidelines on educational visits and comply with the specific procedures relating to:
- Day Trips
  - Residential Visits in the UK
  - Residential Visits Abroad
  - Visits involving Hazardous Activities

- 23.4. Guidance on the preparation for and management of offsite educational visits is provided by the Educational Visits Coordinator (EVC). Staff should consult with the EVCT in the early planning stages of each trip and receive approval to proceed. More detailed information on the trip planning and risk management is recorded using EVOLVE. Guidance on planning trips is available on the Staff Admin SharePoint.

## 24. Joint Consultation

- 24.1. It is the school's policy to ensure that there is full consultation with representatives of staff on all matters concerning health and safety at work under the *Health & Safety (Consultation with Staff) Regulations 1996* as amended from time to time. It is also committed to full consultation with nominated Trade Union representatives under the *Health & Safety at Work Act 1974* as amended from time to time.
- 24.2. Appointments for Trade Union safety representatives are to be notified to the Bursar in writing.
- 24.3. Safety representatives will be accorded the facilities to carry out their responsibilities as specified by the *Safety Representatives and Safety Committees Regulations 1977* as amended from time to time.

## 25. Health & Safety Committee

- 25.1. The School Health & Safety Committee has been established under Section 2 (7) of the *Health & Safety at Work Act 1974* and meets termly. **Appendix 11: Health & Safety Committee** details membership and terms of reference.

## 26. Policy Review

- 26.1. At the end of the summer term the general statement of policy on health and safety for the school will be subject to review every two (2) years by the Bursar unless it should require a significant amendment before this time which will then be carried out as and when necessary.

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**Signed** for the Governing Body:

Print name: **Mark Elsey**

Date:

**Signed** by the Bursar, Chairman of the Health & Safety Committee

Print name: **Helena Briggs**

Date:

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