



REIGATE GRAMMAR SCHOOL

Health and Safety Appendices 2021-2022

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Contents

Appendix 1: Health and Safety Responsibilities and Structure	3
Appendix 2: Reportable accidents, diseases and dangerous occurrences	4
Appendix 3: Utilities (Electrical Safety)	6
Appendix 4: Workstation/Display Screen Equipment (DSE) Procedures	8
Appendix 5: Hazardous Substances (COSHH) – General guidance on the use of	15
Appendix 6: Workplace Health and Safety	21
Appendix 7: Manual Handling Operations	24
Appendix 8: Safe use of ladders and step ladders	25
Appendix 9: Managing stress at work	26
Appendix 10: General guidance on lone working	28
Appendix 11: Health and Safety Committee	30

Appendix I: Health and Safety Responsibilities and Structure

The organisation chart on the following page explains the structure of responsibilities regarding health and safety arrangements at Reigate Grammar School. The Senior Leadership Team (SLT) consists of the Headmaster, Deputy Heads, three Assistant Heads, Bursar and Development Director. All are involved in major decision making and planning across all areas of the school. Staff are welcome to approach any of the above Senior Staff regarding health and safety management and procedures.

The Governing Body, as the employer, has the ultimate responsibility for ensuring, so far as is reasonably practicable, the health, safety and welfare of Reigate Grammar School staff and pupils, and ensuring that those not in the employment of the school (visitors, contractors etc.) are not harmed by the school environment or its activities. As such the Governing Body ensure that adequate financial resources are available to ensure effective health and safety arrangements can be implemented and personnel are appointed, or contracted with, to carry out specific responsibilities. The Governing Body will also make provision to ensure that the health and safety management system is regularly audited.

The Headmaster has the delegated responsibility for the health, safety and welfare of all members of the school community and pupils. Specific responsibilities are delegated to the Deputy Heads, Assistant Heads and a named Senior Teacher (H&S Academic Lead). The Bursar has the delegated responsibility for the health, safety, and welfare of all support staff and for the provision of a safe working environment, advising the Governing Body and Headmaster about required adequate resources for the successful management of health and safety arrangements. Day to day responsibilities for specific health and safety arrangements are delegated to certain support department managers. The School has a Health and Safety Committee who meet termly to discuss and progress health and safety matters.



Appendix 2: Reportable accidents, diseases and dangerous occurrences

Some incidents that happen in schools, or during education activities out of school, must be reported to the Health and Safety Executive (HSE) under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR). These Regulations require employers and other people to report accidents and certain diseases that arise out of or in connection with work.

What needs to be reported?

RIDDOR requires employers and others in control of premises to report certain accidents, diseases and dangerous occurrences arising out of or in connection with work. The following HSE information sheet (EDISI) includes examples of incidents that sometimes result from school's activities and are reportable under RIDDOR. The sheet contains three sections which cover:

- Injuries and ill health involving employees
- Injuries involving pupils and other people not at work
- Dangerous occurrences

The following work-related accidents, including those resulting from physical violence, if they injure employees, self-employed people working on our premises or happen in connection with RGS work or activities offsite, such as *field trips, sports etc.*

- accidents which result in death or major injury must be reported immediately (see *Reportable Major Injuries* below);
- accidents which prevent the injured person from continuing at his/her normal work for more than seven days must be reported within fifteen consecutive days.
- general reportable incidents should be notified within ten days.

You must also report, in writing, any cases of work-related ill health affecting your employees that a doctor notifies you about (see *Reportable Diseases* below).

Dangerous occurrences are specified events which may not result in a reportable injury but have the potential to do significant harm. A full list is given in *A Guide to the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013* (see 'Useful HSE publications' for details).

Who does the report?

At Reigate Grammar School all accidents are reported to the School Office, who in turn inform the Bursar of accidents. The First Aid Coordinator in the School Office is responsible for ensuring that reportable accidents, diseases and dangerous occurrences are reported to the Bursar who will ensure that necessary reporting is made in accordance with RIDDOR Regulations and records kept. The Bursar will also ensure any necessary accident investigations are also undertaken, using the accident investigation form provided within this document.

Who is reported to?

The HSE is the enforcing authority, and all reports should be submitted to them. This can be done via the HSE website www.hse.gov.uk on the RIDDOR section. All reports are made online and there is also a telephone service noted on the website for reporting fatal and specified injuries only.

All accidents, diseases and dangerous occurrences may be reported to the Incident Contact Centre (ICC). The ICC is a single point of contact for receiving all RIDDOR reportable incidents in the UK. You may report incidents by any of the following routes:

- Telephone: **0345 300 9923**
- Online: www.hse.gov.uk/riddor/report

Reportable major injuries include:

- fracture other than to fingers, thumbs or toes;
- any amputation;
- dislocation of the shoulder, hip, knee or spine;
- loss of sight (temporary or permanent);
- a chemical or hot metal burn to the eye or any penetrating injury to the eye;
- any injury resulting from an electric shock or electrical burn (including any electrical burn caused by arcing or arcing products) leading to unconsciousness or requiring resuscitation or admittance to hospital for more than 24 hours.

Any other injury leading to:

- hypothermia, heat-induced illness or unconsciousness;
- resuscitation or requiring admittance to hospital for more than 24 hours;
- loss of consciousness caused by asphyxia or by exposure to a harmful substance or biological agent;
- either of the following conditions which result from the absorption of any substance by inhalation, ingestion or through the skin;
- acute illness requiring medical treatment; or loss of consciousness;
- acute illness which requires medical treatment where there is reason to believe that this resulted from exposure to a biological agent or its toxins or infected material.

Reportable diseases include:

- certain poisonings;
- some skin diseases such as occupational dermatitis, skin cancer, chrome ulcer, oil folliculitis/acne;
- lung diseases including occupational asthma, farmer's lung, pneumoconiosis, asbestosis, Mesothelioma;
- infections such leptospirosis, hepatitis, tuberculosis, anthrax, legionellosis and tetanus;
- other conditions such as occupational cancer, certain musculoskeletal disorders, decompression illness and hand-arm vibration syndrome.

What records are kept?

Record of any reportable death, injury, disease or dangerous occurrence for three years after the date on which it happened containing the date and method of reporting; the date, time and place of the event; personal details or those involved; and a brief description of the nature of the injury, event or disease.

Appendix 3: Utilities (Electrical Safety)

Definitions

Portable electrical equipment:

- Any electrical equipment that utilises a 13Amp plug
- **Group “A”** - Hand held or operated whilst connected to the supply.
- **Group “B”** - All other items connected via 13Amp plug but excluding Group “C & D”.
- **Group “C”** - Business Equipment.
- **Group “D”** - Low Voltage Equipment e.g., below 50 volts.

Fixed electrical equipment

Any electrical equipment that is permanently wired into the mains supply.

Business Equipment

Any electrical equipment used within a classroom or office environment, (e.g. Computers, FAX, Telephones, Modems, Answer M/C, Scanners, Printers, Photocopiers etc,) which are connected to 240-volt mains services and not frequently moved.

Low Voltage Equipment

Any electrical equipment that operates via a low voltage supply, including plug-in transformer units, (e.g., below 50 volts).

Electrical Installation

All electrical services must comply with the current requirements as detailed in the Electricity at Work Regulations 1989 and the Institution of Electrical Engineers Wiring Regulations (BS 7671). All fixed equipment must also be installed in accordance with the IEE Regulations by a competent and suitably qualified person.

Under no circumstances must any changes be made to the fixed electrical installation, whether permanent or temporary, without proper authorisation from the Bursar, who will arrange for any necessary work to be undertaken on behalf of the school.

Equipment

Most of the electrical equipment used within the school will be of the normal domestic or commercial pattern. As such it will comply with the Electrical Equipment (Safety) Regulations 1994 or the current British/EU Standard applicable to that item of equipment and should, therefore, be safe in normal use.

Staff responsible for the acquisition and purchase of electrical equipment for use within the school must ensure that all electrical equipment purchased for school use meets the applicable British/EU Standard or some other nationally recognised standard before completing the purchase arrangements.

Privately owned electrical equipment may only be used on school premises with written authority from your Head of Department. All such equipment and any electrical equipment made for a special purpose must be tested for electrical safety by a nominated school competent person before it is first used, contact the Estates Manager for further advice.

All portable electrical equipment held in departments shall be subject to a routine test and inspection.

Fixed electrical equipment shall be subject to a routine inspection and test every 5 years, and the results of these tests recorded in a register designated for that purpose

Maintenance of Flexible Leads and Plugs

Defective plugs, sockets, leads and other accessories cause more electrical accidents than the appliances with which they are used. Such defects may for example result in external metalwork of an appliance, which is normally earthed and safe to handle, becoming live at a dangerous voltage.

Flexible leads, plugs and sockets will deteriorate in service, so regular maintenance is essential to ensure user safety. Routine inspections should be made by someone who can recognise faults and defects which should then be repaired by an electrician or other competent person

Residual Current Devices

Residual current devices (RCDs), otherwise known as earth-leakage breakers (ELC's), are fitted to some items of equipment and in most laboratory areas. Every RCD unit has a test button, and this should be used routinely to check the operation of the RCD and to free the mechanism of any friction. It is recommended that all RCDs in regular use are tested in this way at least every month and those which are fitted to high-risk equipment, such as water cleaners, are tested each time the equipment is used.

Appendix 4: Workstation/Display Screen Equipment (DSE) Procedures

The DSE Regulations require all employers to perform a suitable and sufficient analysis of workstations used by Users, to assess the health and safety risks to which Users are exposed. Assessments must be reviewed by employers if there has been a 'significant change' in the matters to which it relates, or if the employer suspects that it is no longer valid. The employer is required to reduce any risks identified to the lowest extent which is reasonably practicable.

Definitions:

- **User** – an employee who habitually uses DSE as a significant part of his/her work. At Reigate Grammar School this is administration staff and members of SLT. All other staff who request DSE support from HR will undergo a workstation review on an individual basis.
- **Significant change** includes a major change in software used, the hardware, furniture, increased time spent using the DSE, increase in task requirement such as speed or accuracy, relocation of the workstation and modification to the lighting.
- **DSE** – Display Screen Equipment – any alphanumeric or graphic display screen, regardless of the display process involved including screens showing mainly for TV or film pictures but not portable systems i.e., laptops that are **not** in prolonged use.
- **Workstation** – The immediate work environment around the DSE, including all accessories, desk, chair, keyboard etc.

Workstation set-up

The regulations require that all workstations used by users must meet the requirements of the 'schedule' to the regulations. The 'schedule' to the regulations lists minimum requirements for workstations that cover the entire workstation and surrounding environment. Reigate Grammar School will ensure that the standard workstation provided to all users meets the minimum requirements set out in the schedule of the DSE Regulations.

Completion of assessments

- **New Users:** All new Users are visited by an assessor to complete a workstation assessment when they join. They are informed of this during their induction training. During the assessment the assessor provides training on the correct set up of the workstation and advice on the surrounding environment.
- **Users who move desks:** All Users who move desks are reassessed by an assessor.
- **Users who report discomfort:** Users who report any discomfort to the HR Manager will have their workstation assessment reviewed. Subsequent actions will be followed up by the HR Manager. If you experience discomfort speak to your Line Manager who will speak to the HR Manager.
- **Users – Expectant Mothers:** HR will arrange for expectant mothers to have an assessment carried out as soon as their pregnancy is known and officially recorded with the HR team.
- **Users who are issued with new workstation equipment:** If a User receives new workstation equipment, that is different from their original equipment, they are required to complete a new workstation assessment and will be reassessed.
- **Eye and Eyesight Tests:** Users are entitled to a free eye and eyesight test; users must see the HR Manager for further details.

Training

The regulations require the user's employer to provide adequate health and safety training in the use of any workstation he/she may be required to work on. The employer must provide users with information about risk assessments and control measures concerning health and safety aspects of their workstation.

Such information is provided to users of DSE equipment when the assessment is carried out. Each User will receive the following HSE information 'Working with display screen equipment (DSE)'.

The form provided in this document is the workstation assessment form that is used.

Workstation Assessment Form

Employee's name:		Assessment date:	
Assessor's name		Workstation location	
Job title/description of work tasks:			
On a typical day how much time do you spend working on the VDU?	Less than 1 hour	1 – 4 hours	More than 4 hours
When using the VDU, how often do you spend one hour or more working continuously?	Daily	Weekly	Rarely

On the basis of this information the user is a (circle one of the following):

Definite user	Possible user	Not a user
Daily intensive periods of unavoidable use lasting for greater than one hour.	Use is not regular but can be prolonged and intensive. User has some discretion.	Intermittent or casual use. User has considerable discretion over the task and work organisation.

Remedial actions must be taken in order of priority not on the basis of ease of completion or lowest cost.

The Chair

Question	Y	N	Comment	Action	Completion date
Is the seat cushion adjustable for height?					
Is the seat back adjustable for height and tilt?					
Does the seat have a five-star castor base?					
Can the user operate all the seat controls and adjusters?					
Has the user demonstrated to you that all of the controls and adjuster's work?					

The Desk

Question	Y	N	Comment	Action	Completion date
Is the desk large enough to accommodate all the equipment and essential items required by the task?					
Is the area underneath the desk free of all obstructions that could compromise posture?					
Is there sufficient space to adopt different postures and vary movements?					
Is the desk surface free from excessive glare?					
Is the desk stable and in good condition?					

The Keyboard

Question	Y	N	Comment	Action	Completion date
Is the keyboard separate from the screen?					
Does the keyboard have a tilt facility?					
Is there adequate space in front of the keyboard to rest the hands and wrists?					
Are the characters/symbols on the keyboard easy to use?					
Do all the Keys work satisfactorily?					
Is the keyboard surface free from excessive glare?					
Are all the keys /function keys well set out relative to the task and frequency of use?					

The Software

Question	Y	N	Comment	Action	Completion date
Is the software provided, suitable for the task?					
Is the software easy to use?					
Does the system provide appropriate feedback so that it is always possible to know what is happening?					
Does the system respond at the appropriate speed?					

The Screen

Question	Y	N	Comment	Action	Completion date
Is the screen clean?					
Does the screen have a swivel and tilt facility?					
Is the screen positioned correctly in terms of the? <ul style="list-style-type: none"> distance from the user the users eye height the angle of the screen 					
Do the characters on the screen appear to be? <ul style="list-style-type: none"> well defined clearly formed adequately sized adequately spaced 					
Is the screen free from excessive glare and reflections as seen from the normal seated position?					
Is there any screen flicker?					
Can the screen's brightness be adjusted?					
Can the screen's contrast be adjusted?					

The Environment

Question	Y	N	Comment	Action	Completion date
Is the lighting level satisfactory?					
Are wall surfaces designed to minimise reflections from falling upon workstations?					
Have other fixtures and fittings been positioned to avoid reflections upon the workstation?					
Have adjustable window blinds been fitted?					
Is the level of ventilation adequate?					
Is the level of heating adequate?					
Is the level of humidity adequate?					
Is it possible to hold a normal conversation without having to raise your voice					
Is the position of the workstation relative to any windows satisfactory?					

Additional Points

Question	Y	N	Comment	Action	Completion date
Has a document holder been provided?					
If no, would the user benefit from one?					
Are there blinds at the windows?					
If no, would the user benefit from blinds?					
Is there a task light available?					
If no, would the user benefit from one?					
Has a footrest been made available?					
If no would the user benefit from one?					

Ask the operator

- If he/she is comfortable when working at the station?
- If he/she has any existing (long standing) back problem and/or musculoskeletal problem?
- If he/she is under medical care for postural problems/back pain etc?
- If he/she requires an eye test for DSE use or Y/N
- When last, he/she had eye test for DSE use

Use this space to record your/their observations:

Appendix 5: Hazardous Substances (COSHH) – General guidance on the use of

Hazardous substances can include liquids, powders, fumes, solids, gases, vapours, dusts and living organisms. They can be toxic, irritant, explosive, reactive, allergenic, corrosive, flammable, infective and carcinogenic. Routes of contamination can be inhalation, ingestion, absorption, and direct entry.

Hazard warning symbols:



Explosives



Flammable



Oxidising



Gases under pressure



Corrosive



Toxic



**Harmful/irritant
skin sensitiser**



**Carcinogen/germ
cell mutagen/
reproductive toxin**



**Hazardous to the
aquatic
environment**

Responsibilities

All Heads of Department are to:

1. Compile a register of all hazardous substances used in their areas of responsibility.
2. Obtain the material safety data sheet for each substance, and ensure that the most up to date copy is always available (in Design Technology, Food and Nutrition and Science this may be CLEEAPS information)
3. Complete a COSHH risk assessment in accordance with the risk assessment policy and procedures, but using the specific template provided within this document.
4. Communicate the findings of the risk assessment to relevant staff, to advise staff of the hazards.
5. Ensure all safety control measures are followed for the use of the relevant hazardous substances.
6. Review the COSHH risk assessments annually or sooner if a need arises (see Risk Assessment policy).
7. Bring COSHH assessment reviews in line with the annual review of other school risk assessments.

COSHH based on assessment

“No employer to carry out work liable to expose any employee to any substance hazardous to health unless a suitable and sufficient assessment has been made of the health risk and required control measures”. (Regulation 6 COSHH Regulations 1999)

COSHH Assessment

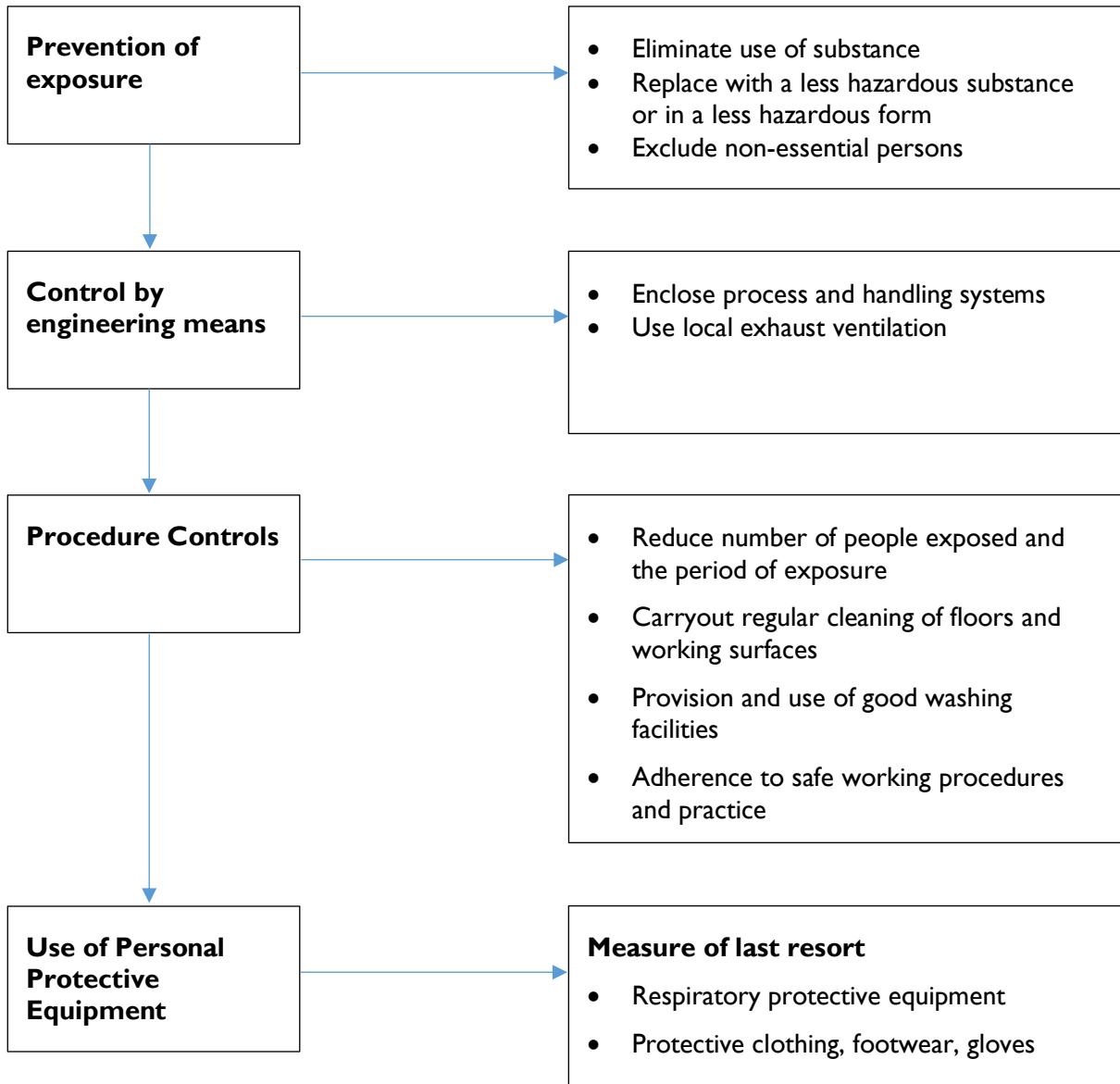
COSHH assessments must be undertaken **before** a substance is used and should include:

- i. An assessment of the risks to health.
- ii. Consideration of the practicability of preventing exposure to hazardous substances.
- iii. The steps necessary to achieve adequate control of exposure.
- iv. Identification of actions needed to comply with regulations concerning,
 - the use of control measures
 - maintenance, examination & test of control measures
 - monitoring of exposure
 - health surveillance
 - information, instruction, and training
- v. The measures necessary to ensure safe storage, monitoring of use and disposal of both used and unwanted substances.

An assessment of the risks should consider:

- i. The type of substance, including biological agents to which staff and pupils are liable to be exposed.
- ii. What effect these substances have on the body.
- iii. Where the substances are likely to be present and in what form.
- iv. The extent of likely exposure including any foreseeable deterioration or failure in the control measures adopted.
- v. An estimate of exposure taking account of existing control measures including engineering controls and systems of work
- vi. Comparison of estimated exposure levels with published standards.











Prevention or Control of Exposure



COSHH Risk Assessment

Substance		MSDS	
Department		Number	
Assessment Date		Carried out by	
Supplier Name			
Address			

Step 1 - What are the hazards?

In what forms can the substance be found?

Solid	Powder	Dust	Paste	Gel	Liquid	Spray	Gas	Fume	Vapour

Where is the substance stored? Provide exact location.

--

How will the substance be used?

--

Where will the substance be used?

--

Step 2 - Who are at risk?

Employees	Pupils	Visitors	Contractors	Public

Who will use the substance?

Employees	Pupils	Visitors	Contractors	Public

Step 3.1 – What is the likelihood of the risk?

What is the severity of injury?

What is the likelihood?

Fatality	Major	Moderate	Minor	Insignifi- cant	Almost certain	Very likely	Possible	Unlikely	Rare
5	4	3	2	1	5	4	3	2	1

Severity score multiplied by likelihood score = risk rating

Risk rating =

Step 3.2 – Control measures

What Personal Protective Equipment must be used?

What Safe Conditions will be required?

Environmental Measures

Spillage

Disposal

Appendix 6: Workplace Health and Safety

Workplace Health and Safety

Maintenance

The workplace, the equipment and any devices must be maintained in an efficient state, in efficient working order and in good repair. This requires the operation of a suitable system of planned maintenance particularly where the failure of an item or device would result in danger, or which was likely to result in a failure to comply with any of the Regulations concerned.

The system of maintenance should be based upon an adequate assessment of the risks and must be documented by the keeping of suitable records relating to the scheme in operation, the results of any tests or assessments undertaken, and a record of any repairs etc carried out.

Ventilation

Effective and suitable methods of ventilation must maintain a wholesome atmosphere in all indoor areas where persons are at work. Effective ventilation should ensure the introduction and circulation of fresh or purified air to the workplace and the removal of stale, contaminated or hot air in a manner that does not cause discomfort.

As a general guide the fresh air supply rate should not fall below 3 litres per second per person. However, for areas where contamination is present such as dust or fumes then higher rates of extraction may be required to control a hazardous substance.

During the COVID-19 pandemic, ventilation is a key control measure for the prevention of the spread of the virus. Therefore, during the pandemic, ventilation will be increased in all indoor areas of the school where possible.

Temperature

The temperature in any workroom should be maintained to provide reasonable comfort without the need for special clothing. The temperature in classrooms where there is a normal level of physical activity should be minimum 16°C. In areas where there is a higher-than-normal physical activity, e.g., in sports halls, washrooms and general circulation spaces, the temperature should be at least 16°C. The temperature in first aid rooms and rest facilities should be at least 21°C.

The Estates Manager will organise for temperature testing, from correctly calibrated equipment, to be taken should temperature readings be needed.

Lighting

Suitable and sufficient lighting must be provided and maintained throughout the workplace including outside where necessary. The requirements about specific use, special group needs, and emergency provisions must be considered when deciding upon the level of lighting.

As far as possible lighting should be provided by natural means. Where adequate natural light can be provided it must be maintained by adequate window cleaning schemes and controlled by shading if necessary.

Cleanliness and Waste Materials

The surfaces of floors, walls, and ceilings of all workplaces inside buildings must be maintained in a clean condition free from contamination and other harmful substances, and in good decorative order.

Furniture and fittings must be maintained in a clean and serviceable condition.

Waste materials must not be allowed to accumulate in the workplace except in suitable containers.

The standards applied here should reflect the nature of the environment but should not in any way prejudice the health, safety, or welfare of those affected. Due regard must also be given to those areas where hygiene standards need particular attention, e.g., kitchens, food storage, cold rooms, toilets, first aid areas and waste collection points.

Space Requirements

Every non-teaching room where persons work must have sufficient floor area, height, and unoccupied space for the purposes of health, safety, and welfare. Each person should, having regard to their work, have sufficient free floor space and height to allow movement, which is safe and without risk to their health, safety, and welfare.

Teaching areas such as classrooms, workshops and laboratories are covered by guidance issued by statutory bodies such as the DfES for example and regard needs to have the appropriate guidelines.

Workstations and Seating

Every workstation must be designed to allow any person who works there, adequate freedom of movement, the ability to stand upright, to reach and, where necessary, lift materials and operate machinery without risk to their own health and safety or that of others. Particular regard should be given to emergency egress and the prevention of slips and falls.

Condition of Floors and Traffic Routes

All floors, stairways, passageways, gangways, and access routes must be properly constructed and maintained. Floors should be free of tripping hazards and provide a secure foothold.

A secure and substantial handrail should be provided and maintained on at least one side of every staircase. Handrails should be provided on both sides if the stairs are heavily used, are more than one metre wide, have narrow treads or uneven risers.

Effective measures should be available to deal with holes, bumps or uneven surfaces resulting from damage or wear and tear, which may cause a person to trip or fall. Such measures should include a prescribed course of action if immediate repairs are not possible, e.g., the provision of barriers or conspicuous markings etc.

Prevention of Falls and Falling Objects

Physical safeguards must be used to prevent falls of persons or objects from heights or from persons being struck by falling objects both inside and outside the premises. Where such safeguards are not practicable then 'danger areas' should be designated with restricted access, those authorised to enter should be both protected and adequately instructed.

Where there is a risk of a person falling 2 metres or more, or a risk of injury to people caused by falling objects, effective fencing should be provided and maintained. This must consider both the nature of the risk and the type of person requiring the protection, e.g., children, people with disability(ies), and any vehicles and materials that might be involved. The fencing itself should not present additional risk.

Changes of level, such as a step or slope between floors, which is not obvious, should be marked to make it conspicuous. Consideration should be given to the visual capability of those affected, the adequacy of the available lighting, both natural and artificial, and any foreseeable emergency conditions.

Materials and objects should be stored and stacked in such a way that they are not likely to fall and cause injury. Racking should be of adequate strength and stability having regard to the loads, both imposed and applied, including the effects which vehicles and weather may have.

Glazing: Windows, Doors, Gates, and Walls

Every window or other transparent or translucent surface in a wall or partition, door or gate must be of a safety material or otherwise protected against breakage and be appropriately marked to make it apparent under the following conditions.

- a. Where any part of the glazing material is at or below shoulder level in the case of doors and gates.
- b. Where any part of the glazing material is at or below waist level in the case of windows, walls, and partitions.

Glazing: Windows, Skylights and Ventilators

Windows, skylights, and other means of ventilation must be usable without risk to health or safety. This will require the provision of suitable devices, where necessary, to allow anyone to open or close them safely.

The open window or ventilator must not project into areas where people may collide with them.

Provision must be made for the routine cleaning and maintenance requirements of all windows, skylights and ventilators which will allow them to be serviced from a position of safety from either, inside the building, from ground level outside or with the aid of suitable equipment.

Traffic Routes

The layout, construction and operation of all workplace traffic routes must be safe. Traffic routes include any footpath, gangway, passageway, stairs, etc, intended for use by pedestrians, or roadways for use by either vehicles or pedestrians or both.

The main points for consideration about any traffic route are:

- a. Persons working next to a traffic route must not be placed in a position of danger
- b. There must be provided adequate space and effective separation between pedestrians, routes, access points and gates or doors where vehicles operate
- c. Where pedestrians and vehicles use the same traffic route there should be sufficient separation between them
- d. All traffic routes should be adequately identified where necessary for health and safety

Any safe system of work should to consider the needs of the disabled, visually impaired and others who may have difficulty understanding conventional signage.

Contractors and visitors must be advised of any special arrangements that are necessary to maintain the safety of all traffic routes and to protect the persons using the workplace.

Doors and Gates

All doors, and gates within, or giving access to, the workplace must be safely constructed, properly maintained and fitted with adequate safety devices to prevent injury.

Appropriate consideration should be given to the needs of the disabled when designing or refurbishing a workplace.

Where power operated mechanisms are used these must not prevent manual operation in the event of a power failure or other emergency.

Sanitary and Washing Facilities

Suitable and sufficient sanitary and washing facilities must be provided for the use of all persons who work at or from the workplace. They should be designed to allow use with reasonable ease by all persons, including those with disabilities, and maintained in a clean and hygienic condition.

Guidance on the appropriate number of sanitary facilities and changing accommodation for schools is given in Regulations 3 and 4 of the Education (School Premises) Regulations 1996.

Appendix 7: Manual Handling Operations

Manual Handling is 'the transporting or supporting of any item or object, including any person or animal, by hand or bodily force'. It includes lifting, lowering pushing, pulling and carrying.

At Reigate Grammar School manual handling tasks are carried out across the school and therefore the following safety procedures must be implemented and adhered to by Heads of Department, they must:

- Identify what manual handling tasks are required to be carried out in their department.
- Ensure that relevant risk assessments are completed to assess the risks from manual handling and ensure necessary safety control measures are in place. Refer to the Risk Assessment Policy.
- Follow the hierarchy of control measures with regard to manual handling; avoid manual handling where possible, reduce the likelihood of injury occurring and implement safety control measures identified by risk assessments.
- Ensure that any manual handling aids, i.e. trolleys are regularly inspected to ensure they are in good working order.
- Ensure that relevant staff attend manual handling training and refresher training.
- (For academic staff) ensure that any pupils undertaking manual handling have the same procedures implemented as for staff.

The following HSE Guidance 'Manual handling at work' provides all guidance that should be adhered to: www.hse.gov.uk/pubns/indg143.pdf

Appendix 8: Safe use of ladders and step ladders

At Reigate Grammar School ladders may only be used:

- Where through the findings of a risk assessment a ladder or stepladder has been deemed as the most suitable type of access equipment.
- By nominated staff who have been trained in the safe use of ladders and stepladders.
- When the ladder is registered on the relevant department ladder register and has undergone a formal regular inspection.

All staff using ladders must do so in accordance with the following HSE guidance 'Safe use of ladders and stepladders':

<http://www.hse.gov.uk/pubns/indg455.pdf>

Appendix 9: Managing stress at work

What is stress?

- a. Work-related stress is 'the adverse reaction people have to excessive pressure or other types of demands placed on them'.
- b. Work-related stress is not an illness, but can lead to increased problems with health if it is prolonged or particularly intense. Stress can involve
 - **Physical effects** such as raised heart rate, headache, increased sweating, aching neck and shoulders and lowering of resistance to infection.
 - **Behavioural effects** such as increased anxiety and irritability, difficulty in sleeping, poor concentration and an inability to deal calmly with everyday tasks and situations.
- c. These effects are usually short-lived and cause no lasting harm. When pressure recedes there is a quick return to feeling normal.
- d. There is no simple way of predicting what will cause harmful stress, people respond to different types of pressure in different ways. What one person may see as a challenge another person may see as a daunting task. How susceptible we are to stress depends on our personalities, experience, motivation and the support available from managers, colleagues, families and friends.
- e. In general, harmful levels of stress are most likely to occur where
 - Pressures pile on top of each other or are prolonged;
 - People feel trapped or unable to exert any control over demands placed on them;
 - People are confused by conflicting demands made on them;
 - People feel there is a lack of appropriate management or supervisory direction and support.
- f. Physical conditions in the working environment can also be stressful and these may include excessive noise, heat, humidity, poor ventilation and lighting, cramped work surroundings and working in isolation.

Legal position

- a. There is no specific legislation covering stress at work because not enough is known to set detailed standards or requirements. However, under the Health and Safety at Work Act employers have a duty to;
 - Ensure the health, safety, and welfare of their staff
 - Ensure so far as is reasonably practicable that their workplaces are safe and without risk to health
 - Carry out assessments of the nature and scale of risks to health and safety from their activities and provide suitable and sufficient control measures where required.
- b. Employers should identify stress as a hazard when assessing possible health hazards in the workplace, monitoring for developing problems and being prepared to act if harm to health seems likely.

Managing Stress

Employer responsibility

- a. The school is committed to finding ways of reducing work related stress so far as is reasonably practicable. In particular it will seek to develop good management practices and procedures that ensure the problem of work-related stress is understood and taken seriously throughout the organisation.
- b. The school recognises the importance of ensuring that individual staff are not made to feel guilty about their stress problems, but are given encouragement to seek help and support to manage the situation. This will be achieved through;
 - Clear school objectives involving staff contribution where possible

- Good communications
- Good employee support
- Planned and agreed working hours allowing for flexibility
- Work targets that are stretching but obtainable
- Effective systems for dealing with interpersonal conflict
- Referral to the Occupational Health Service for confidential counselling and medical evaluation.
- Referral to the School's Absence Policy and support systems in place via HR.

Employee responsibility

Individuals have a personal responsibility to:

- Plan, prioritise and undertake their work systematically, and to seek advice and guidance from their Head of Department when faced with what they consider to be conflicting priorities, or deadlines/targets that they feel unable to achieve.
- Inform their Head of Department and seek to identify any situation where they feel they are unclear about their priorities or objectives.
- Discuss with their Head of Department during staff development interviews, any situation that is causing undue stress and which may be rectified by training or staff development.
- Support their colleagues if they believe they are experiencing work-related stress.

Appendix 10: General guidance on lone working

A 'lone worker' is defined as a person who whilst at work has neither, visual or audible communication with someone who can summon assistance, but excludes those who work alone off-site. It is inevitable that at certain times, staff will find themselves working alone. These occasions can occur, for example, at the beginning and end of working periods, during holidays, during the night and at weekends. Whilst there is no overall legal prohibition on working alone, the general duties of the Health and Safety at Work Act and the specific duties of the Management of Health and Safety at Work Regulations still apply. These require the identification of the hazards of the work, risk assessment of any significant risks involved, and devising and implementing safe working arrangements to ensure that the risks are either eliminated or adequately controlled. Some staff work alone at some time during their working periods at the school and in the majority of cases they do so without significant risk. Any arrangements should form part of the departmental safety procedures and be kept with other such documents within the local safety file. Lone working should not be undertaken where there is a reasonably foreseeable risk that the work might result in an accident which would be sufficiently serious to require a second person to be available to summon help or provide assistance.

Situations Where 'Lone Working' is prohibited by law, the following are examples specify systems of work, which require more than one person.

- a. Entry into confined spaces such as tanks, manholes, pipes, flues, ducts, ceiling voids, enclosed basement rooms, and other spaces where there may be inadequate natural ventilation or restricted access.
- b. Use of ladders which cannot be secured and require "footing" by a second person or the use of high step-ladders, i.e. those designed to reach above two metres or provide access to a place of work which is above two metres.
- c. Erection and disassembly of scaffolding and access towers including the moving of such items where there is provision for the physical movement of the assembled structure whether by powered assistance or not.

Use of specified dangerous machines

Persons are prohibited from working alone at certain types of machines unless they have received sufficient training in work at those machines. Examples of these are:

- Woodworking machines,
- Dough mixers,
- Metal milling machines,
- Guillotine machines (both powered and manual),
- Slicing machines used in catering (both powered and manual),
- Hydraulic and pneumatic power presses,
- Food mixing machines when used with attachments for mincing, slicing, chipping or any other cutting operations or for crumbling.

Establishing safe working arrangements for lone workers is no different from organising the safety of other staff. The obvious question that has to be asked is whether the risks of the work can be adequately controlled by one person, or are more people necessary? Lone workers should not be exposed to significantly higher risks than others who work together. Precautions should take account of normal working conditions and foreseeable emergency situations, e.g. fire, equipment failure, illness and accidents.

All situations where staff may be working alone should be identified and the following questions asked.

- a. Will situations that are legally prohibited arise?
- b. Does the workplace present a special risk to the lone worker?
- c. Is there safe access and exit for that person?
- d. Can one person safely handle all the plant and equipment needed?

- e. Can all the substances and materials involved in the work be handled safely by one person?
- f. Will there be a risk of violence?
- g. Are those working on their own at particular risk?

Lone Workers should be capable of responding correctly in emergency situations. Emergency procedures should be established in departments and the appropriate persons given clear and concise training and instructions on how to implement them. Similar information should be given to contractors or service engineers who may be working alone. Suitable systems should be devised to monitor the conditions of Lone Workers and include at least a check at the end of the working period.

The lone working procedures at Reigate Grammar School are:

Normal Access Arrangements:

1. Staff are required to work within the site opening hours of 7am to 6.30pm term time and 8am to 4.30pm holiday time, allowing time for a phased lock down across the whole site.
2. Exceptions to this are when staff are required to work evenings or weekends for school calendar events and activities. All of which are known and organised in advance with the relevant controls in place for access, general safety and final lock down of the specific areas in use.

Exceptional Access Arrangements:

1. In the event that staff need to be on site outside of the above arrangements, which involves working alone, this must be agreed in advance with their Head of Department or a Senior Leadership Team member (SLT). A management decision can be taken to authorise lone working and implement the appropriate arrangements having established the details as per steps (a to g above) and agreed with the individual on the day:
 - Details and specific location of work
 - Timing and access to support (via mobile phone or other means with line management or SLT)
 - Specific safety and security measures (personal and premises)
 - The Bursar has overall authority and will sanction exceptional access when appropriate.
2. Estates staff and SLT emergency response duties are covered under separate arrangements.

Appendix I I: Health and Safety Committee

Members of the Health and Safety Committee

Name (initials)	Role
Brian Day (BD)	Estates and Health & Safety Governor
Steve Douty (SDO)	Bursar and Chairman
Michelle Pope (MLP)	H&S Lead for Academic, Teaching Departments
Carmel Grater (CMG)	Estates Manager, Clerk to the Committee
Rob Stannard (RJS)	Deputy Estates Manager
Sarah Arthur (SJA)	Deputy Head Teacher
Caroline Hosegood (CMH)	Assistant Head Teacher
Richard Bristow (RXB)	Assistant Head Teacher
Lisa Robertson (LJR)	Assistant Head Teacher
Dawn Holmes (DLH)	HR Manager
Sarah Caldwell (SRC)	HR Officer
Jane Tyson (JNT)	School Office Manager
Catering Manager/s	Compass – Chartwells Catering
Liz Burns (EJB)	Head of Art
Hugh Edwards (HWE)	Director of Theatre
Ryan Nicholls (RAN)	Drama Technician
Simon McShane (SPM)	Head of Design Technology
Joanna Korzinek (JMK)	Head of Music
George Browning (GJB)	Director of Sport
Alex Welch (ALW)	Head of Chemistry

Terms of Reference

Title: The School Health and Safety Committee

Representation: The Committee shall be a team of 16 with representatives from:

- Senior Management – Bursar, Deputy Head and Assistant Head
- H&S Governor
- H&S Academic Lead Person (*Senior/SLT Member of Staff*)
- Estates Manager (*Clerk to the H&S Committee*)
- Deputy Estates Manager
- Human Resources Manager and Officer
- School Office Supervisor
- Catering Manager/s
- Heads of Departments (DT, Art, Science, Drama, Music and Sport)
- Invited/advisory guests for relevant agenda items as necessary.

Substitute Representation: All members of the Committee are required to attend the meetings. However, if for exceptional and unavoidable circumstances any member of the Committee cannot attend a meeting a representative can be nominated to attend provided, they are suitably briefed and able to update on actions taken and progress actions agreed. The Bursar and Clerk must be notified of this at least 2 working days prior to the planned meetings.

Chair: The Bursar will chair all the meetings. In his absence one of the SLT members will be requested to act as Chair.

Meetings: Meetings shall be held at least three times in any twelve-month period (1 each term). The meetings will only proceed if and when a minimum of 7 members of the Committee are able to attend, including the Chair, Estates Manager, School Office Supervisor, one SLT teaching staff member and at least 3 Heads of Departments.

The Meetings will be attended promptly at the agreed times set and communicated at the beginning of each academic year. All meetings will last up to one hour and venue or virtual arrangements will be advised in advance.

Notes of Meetings: An agenda will be issued one week prior to each meeting. Meeting notes and actions of the Committee shall be recorded and confirmed/amended at the subsequent meeting. Copies of these notes shall be sent to each member of the Committee within 5 working days of the meeting. The notes will be taken by the Clerk to the Committee.

Reaching Agreement: The Committee will endeavour to reach agreement by a consensus acceptable to all. The expectation is that this will always happen. Should, exceptionally, this prove not to be possible the matter shall be referred to the Head Master and full Senior Leadership Team for discussion and decision.

Terms of Reference: The Committee shall report as appropriate to the full Senior Leadership Team and Governors' Estates Committee and shall have the following terms of reference:

- a. To discuss and address health and safety matters pertaining to activities carried out by staff, students, contractors, and visitors, where injury or loss may be caused to the aforementioned. Furthermore, to discuss and address health and safety matters pertaining to the physical school environment where loss or damage could be caused. For the avoidance of doubt, matters regarding wellbeing are discussed at Pastoral Committee and at the Governors Education and Welfare Committee.
- b. To ensure all departmental managers are aware of their health and safety responsibility.
- c. To develop and maintain an up-to-date Health and Safety Policy for RGS
- d. To consult with staff regarding any new health and safety initiatives originating from either the school's management or any other statutory body and respond appropriately.
- e. To raise awareness and promote co-operation between all departments on health and safety matters.
- f. To review and develop arrangements in place for specific departmental policies and risk assessments to ensure compliance and good practice.
- g. To instigate and review actions taken to ensure compliance and improvements to deliver best practice in all areas.
- h. To consider arrangements for health and safety information and training.
- i. To measure performance and report to the SLT and Board of Governors on health and safety matters.