



REDMAIDS'
HIGH SCHOOL
FOR GIRLS | BRISTOL

HEALTH AND SAFETY POLICY

Please read in conjunction with the COVID-19 re-opening risk assessment published on our website

PART 1: GENERAL STATEMENT OF HEALTH & SAFETY POLICY

1. The Governors of Redmaids' High School (the School) recognise their responsibility under the Health & Safety at Work, etc. Act 1974 to provide for the health, safety and welfare of their employees, students, members of the public, and any others who may be affected by the activities of the School.
2. To this end the Governors will, so far as is reasonably practicable, fully comply with the requirements of the said Act, and such of its attendant Regulations as may apply, by making suitable and sufficient arrangements to:
 - develop and maintain safe systems of work;
 - provide sufficient information, instruction, training and supervision to ensure the health and safety of all staff, students and others working within the premises and during sporting activities and visits away from the School;
 - protect the health, safety and welfare of visitors to the School;
 - provide competent technical information and professional guidance as required;
 - provide plant and equipment that is fit for purpose and maintained in accordance with the necessary requirements;
 - ensure the safe use, handling, storage, transportation and disposal of articles and substances;
 - maintain a safe and healthy place of work, including the maintenance of safe access and egress, with due regard for the environmental effects of the School's activities;
 - formally consult with employees on all matters having effect on their health, safety and welfare at work.
3. Without detracting from the responsibility of the Governors, day-to-day management of health and safety within the School rests with the Head, the Junior School Headteacher, the Director of Finance & Operations, Heads of Department and others as detailed in the 'Organisation' section of this Policy.
4. The Governors recognise that no Health and Safety Policy can be successful without the full co-operation of all staff. The Head/ Junior School Headteacher will ensure staff understand their Statutory Duty to take reasonable care for the health and safety of themselves and others, and to co-operate with their employers in the implementation of the Health and Safety Policy and safe working practices.
5. This Health and Safety Policy and other specific Health and Safety related policies will be reviewed at least annually by the Director of Finance & Operations and the nominated Governor and approved at a full Governors' Meeting; any changes will be brought to the notice of all staff that may be affected by them. The School's Health and Safety policies are monitored by the Health and Safety Officer.
6. The School's Health and Safety policies are available for reference on the School intranet.

Andrew Hillman
Chairman of Governors
Date: January 2020

Health & Safety policy 20.21
Reviewed January 2021

PART 2: QUALIFICATIONS OF THOSE RESPONSIBLE FOR HEALTH & SAFETY

1. The Board of Governors

The ultimate responsibility for health and safety rests with the Board of Governors. The Governors will, so far as is reasonably practicable, provide sufficient resources to enable this Health and Safety Policy (the Policy) to be implemented effectively.

2. The Head / Junior School Headteacher

The Head / Junior School Headteacher are responsible to the Governors for ensuring the effective implementation of the Policy within the School / Junior School.

They will ensure that:

- they are familiar with the Policy;
- the General Statement of Health and Safety Policy is included in the Staff Handbook for the attention of all staff;
- all staff are aware of the objectives of the Policy and of the duties the Policy places upon them;
- the health and safety performance of the school is effectively monitored.

3. The Health and Safety Co-ordinators

The Health and Safety Co-ordinators for the support departments and the Senior School teaching departments are the Director of Finance & Operations and the Assistant Head Co-Curricular, respectively; the Health and Safety Co-ordinator for the Junior School is the Junior School Headteacher. The Health and Safety Co-ordinators are responsible for the day-to-day operation of the Policy.

The Health and Safety Co-ordinators will:

- ensure that the arrangements for implementing the Policy are effective in operation;
- liaise with the Health and Safety Officer to review and update the Policy in the light of new legislation, changes in organisation, etc.;
- ensure that the School's Health and Safety policies are accessible to all staff;
- where appropriate, direct matters concerning health and safety to the Health and Safety Officer;
- monitor the health and safety performance of the school via observation, safety audits, hazard spotting and risk assessment;
- ensure that all staff receive suitable and sufficient training to enable them to carry out their work without risk to their health, safety or welfare;
- ensure that registers and records of all safety checks are maintained;
- ensure that a full evacuation fire drill is held at least once in every term;
- ensure that all staff and pupils are familiar with the emergency escape procedures to ensure that the school can be safely evacuated in the event of a fire;
- ensure controls are in place for those working alone and/or after normal hours;
- all training needs (academic and support) are identified and addressed.

The Director of Finance & Operations will also co-ordinate health and safety advice given by specialist advisers, and produce suitable action plans. He has overall responsibility for monitoring health and safety within the School and for reporting any breaches to the Head.

In addition, the Director of Finance & Operations will ensure that:

- there is adequate insurance cover in place to mitigate any unforeseen consequences of the activities of contractors;

- all regulatory inspections, tests and maintenance of equipment and systems provided for health and safety within the school are carried out as necessary by competent specialist contractors;
- adequate measures are in place to ensure effective management of fire risks;
- systems to ensure the health, safety, welfare and security of staff, pupils, etc. are in place and effectively managed;
- suitable arrangements are in place for the management of vehicles on site;
- all school vehicles are properly maintained and roadworthy;
- where necessary, the School complies with the requirements of the current Construction (Design and Management) Regulations.
- adequate measures are in place to ensure effective management of the lockdown process

Academic Departments

4. Heads of Teaching Departments

Heads of Department are responsible for ensuring the health and safety of all staff, pupils, visitors and any others in their department.

Heads of Department will:

- where applicable, issue detailed departmental health and safety policy, instructions and guidelines to staff relating to their activities, and ensure staff are conversant with them;
- ensure their staff receive suitable and sufficient training/refresher training to enable them to carry out their functions safely and with no risk to health.
- ensure that equipment necessary for the work of the department is maintained in compliance with current regulations and/or policy and that appropriate notices are displayed adjacent to specific hazards;
- direct any matters concerning health & safety to the Assistant Head Co-Curricular;
- monitor the health and safety performance of their department via observations, safety audits, safety sampling etc.;
- ensure that suitable and sufficient, up to date risk assessments are maintained for the activities within their departments;
- ensure that assessments for all hazardous substances used within their departments are undertaken as specified by the current Control of Substances Hazardous to Health (COSHH) Regulations.

In particular, the Heads of those Departments where risks can reasonably be foreseen (i.e. Art, Design & Technology, P.E. and Science) will, as applicable:

- prevent unsupervised access by pupils to potentially dangerous areas;
- check that all scientific and D&T equipment is switched off at the end of the school day;
- secure flammable materials used in securely locked, fire resistant storage;
- ensure that radiation sources are kept in a securely locked, fire-resistant store, and that their condition and use are monitored by a suitably qualified 'Radiation Protection Supervisor'; i.e. the Head of Physics or nominated qualified person;
- ensure the P.E. Department starting pistol is kept in a securely locked, fire resistant store that is within a permanently locked safe.

5. Teachers

Teachers are responsible to their Head of Department for all matters relating to health and safety in their classes.

Teachers will:

- instruct students in the School's safety procedures, and in such specific health and safety measures as are required for operations or processes involving known hazards;
- provide as necessary, and ensure the proper use of, personal protective equipment;
- ensure that tools and equipment are in good condition and have been tested as appropriate for safe operation;
- ensure that any hazards identified, or concerns about the implementation of the Policy, are reported to their Head of Department.
- ensure that any student with reduced mobility (e.g. sprained ankle) might need some extra help during a fire or lockdown situation.

6. Classroom Assistants/Technicians

Classroom Assistants and Technicians will assist their Head of Department and the Head / Junior School Headteacher in the discharge of their duties with regard to health, safety and welfare.

Non-Academic Departments

7. Estates Manager

The Estates Manager reports to the Director of Finance & Operations on all matters regarding the maintenance of the structure and fabric of the School buildings. The Estates Manager will act as the School's Contractor Liaison Manager and ensure that all contractors working on School premises are aware of any particular hazards associated with the areas in which they are working, and that they are aware of any relevant School policies.

The Estates Manager will arrange, and keep records of, regulatory inspections, tests and maintenance of equipment and systems provided for health and safety within the school, including:

- Electrical safety testing;
- Regular portable appliance testing;
- All gas appliances (boilers, kitchen equipment etc);
- Landlord's gas safety certificates (domestic accommodation);
- Legionella (including keeping an up-to-date Legionella Risk Assessment).

The Estates Manager will also have overall day-to-day management control of:

- the maintenance of a suitable and sufficient potable water supply;
- ensuring that drains, gutters, etc. are kept unblocked. Checking that all drain runs are clear (using external contractors);
- the regular maintenance functions, (including working at heights, electricity, manual handling, building work, use of power tools, COSHH and flammable materials);
- the Asbestos Register and Asbestos Management Plan;
- ensuring compliance with the CDM Regulations by contractors working on School premises.

8. Head Caretaker

The Head Caretaker is responsible to the Estates Manager for all matters relating to health and safety concerning the Maintenance Department, the caretaking staff, the grounds staff and, as Deputy Contractor Liaison Manager, for contractors on site working to his instructions.

The Head Caretaker will:

- have day-to-day management control of building security (e.g. alarms, locking external doors and windows, etc.);
- carry out weekly tests of the fire alarm;
- maintain the Fire Alarm Log Books

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- ensure that equipment necessary for the work of the department is maintained in compliance with current regulations and/or Policy and that appropriate notices are displayed adjacent to specific hazards;
- issue detailed Departmental Policy, instructions and guidelines to staff relating to the health and safety aspects of their activities and ensure staff are conversant with them;
- direct any matters concerning health and safety to the Director of Finance & Operations;
- monitor the health and safety performance of the Maintenance Department via observations, safety audits, etc.;
- ensure that assessments for all hazardous substances used within the Department are undertaken as specified by the Control of Substances Hazardous to Health Regulations (COSHH).

9. Caretaking Staff

Caretaking staff will assist the Head Caretaker in the discharge of his responsibilities with regard to health, safety and welfare.

10. School Nurse

The School Nurse will organise and manage the School's health care arrangements, including:

- maintaining an accident book and reporting notifiable accidents to the HSE;
- keeping statistics of accidents and preparing summary reports for the Health and Safety Committee.
- escorting pupils to hospital (and informing their parents) where a parent or a member of the teaching or coaching staff is not available.
- maintaining all first aid boxes, Emergency Defibrillators and eye washes;
- delivery of suitable first aid training to staff.

11. The Catering Manager

The School's Domestic Services arrangements are contracted out to, and managed by, Chartwells (Compass Group plc). The Chartwells Site Manager liaises with the Director of Finance & Operations on all matters relating to health and safety concerning the catering and cleaning staff.

The Chartwells Site Manager will ensure that up to date risk assessments are maintained for the catering and cleaning functions including the Hazard Analysis Critical Control Points (HACCP) system of food safety awareness and the Control of Substances Hazardous to Health Regulations (COSHH).

12. Health and Safety Officer

The Health and Safety Officer, reporting to the Director of Finance & Operations, is responsible to the Board of Governors to advise on all matters relating to health, safety and welfare with regard to the School. In addition to scheduled days working within the School, the Health and Safety Officer is contactable during normal working hours via the School Office.

The Health and Safety Officer will:

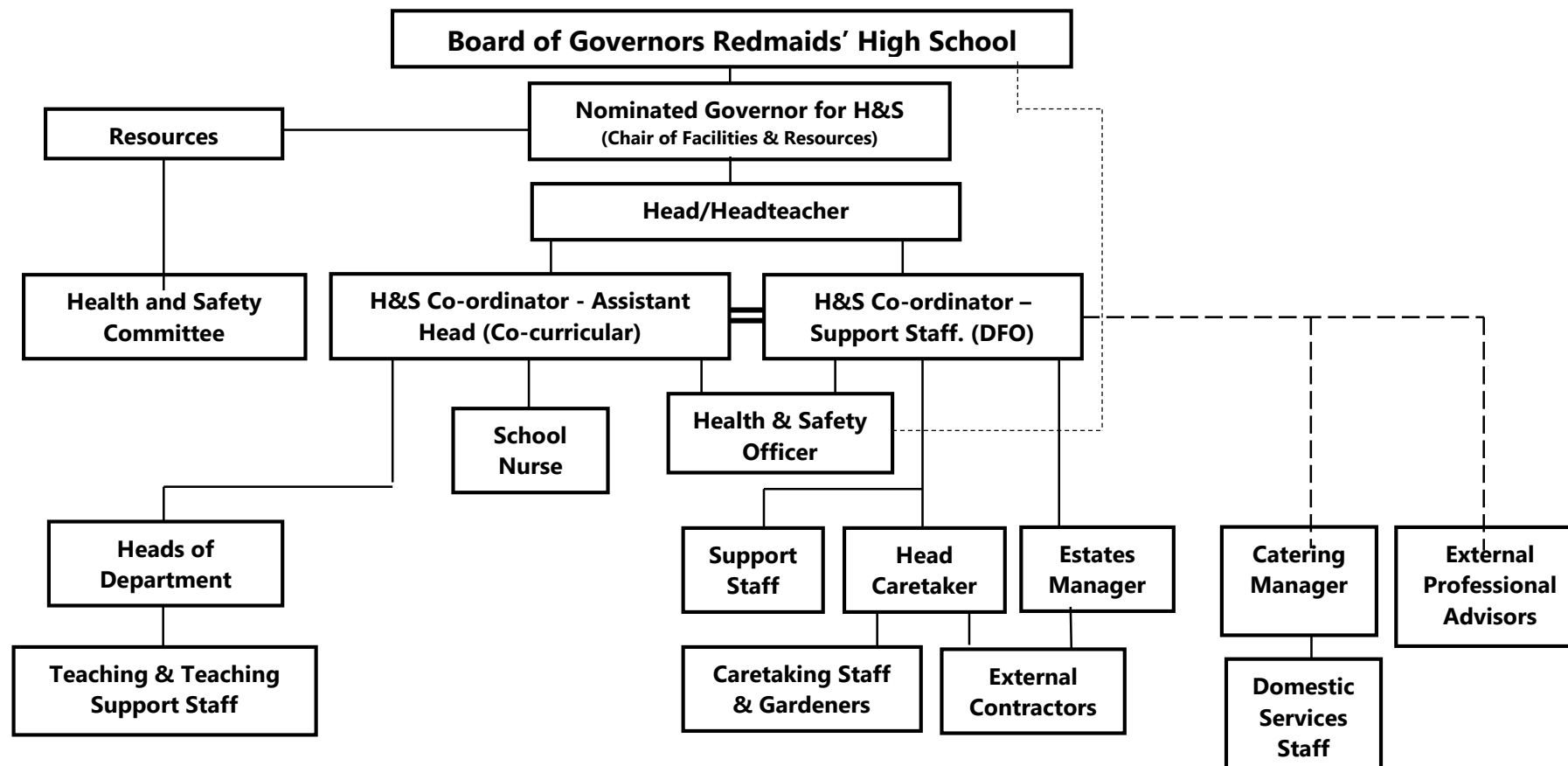
- undertake Health and Safety Audits and assist in the undertaking of Risk Assessments in conjunction with, and as required by, the Head/ Junior School Headteacher and/or the Director of Finance & Operations;
- produce written reports and records to assist in providing an effective safety monitoring system;

- assist the Head/Junior School Headteacher and Director of Finance & Operations in maintaining the Policy;
- update staff on latest developments in health and safety;
- assist in the investigation of accidents (particularly 'reportable' accidents) as required;
- attend meetings of the School Health and Safety Committee

13. In Addition

It is the duty of all members of staff, contractors, students and visitors to take reasonable care for the health and safety of themselves, and of any others who may be affected by their acts or omissions. They must not misuse any item of equipment provided for health and safety and must report any defects and/or hazards to the Director of Finance & Operations as soon as possible.

DIAGRAM SHOWING LINE MANAGEMENT RESPONSIBILITIES FOR HEALTH AND SAFETY



QUALIFICATIONS OF 'COMPETENT' PEOPLE

Director of Finance & Operations:

Mr. Mark Marshall
Chartered Institute of Management Accountants

Health & Safety Officer:

Mr. D.C. Yates MCIEH

- Honours Degree in Environmental Health
- Level 3 Award – RSPH Risk Assessment
- Former Local Authority Enforcement Officer in Health and Safety/Food Safety
- Qualified Group Trainer
- Qualified in ISO 9001/14001 and 6 Sigma Quality Systems

Estates Manager:

- Mr S Hodges BSc(Hons)
- Member of Royal Institute of Chartered Surveyors

School Nurses:

- Ms. C Brett RGN OHN Registered Specialist Community Public Health Nurse (OH)
- Mrs R. Watson RSCN BSc (Hons)

PART 3: ARRANGEMENTS FOR HEALTH AND SAFETY

The School has a number of documented policies and procedures in relation to the health, safety and welfare of staff, pupils, visitors and contractors. An outline of these policies and procedures is given below, together with the location of any detailed information on each.

Accessibility

The School's Admissions Policy seeks to remove barriers to entry to students with Special Educational Needs and Disabilities (SEND).

With regard to physical disabilities the School makes every effort, in consultation with the student and her parents/guardians, to improve the physical environment of the school to suit the needs of the student. The School also prepares a 'Personal Emergency Escape Plan' for such students to ensure that she, her peers and teachers are assured of an efficient and effective escape strategy in the event of an emergency.

Full details of the arrangements for SEND students can be found on the School intranet.

Accident Reporting (RIDDOR)

The Reporting of Injuries, Diseases & Dangerous Occurrences Regulations (RIDDOR) require specified injuries and diseases associated with working activities in school, or during educational activities elsewhere, to be reported to the HSE.

Whilst the Director of Finance & Operations has the duty to inform the HSE of all such incidents, in practice it will normally be the School Nurse who makes the report within the specified timescales using the standard on-line procedure. In the event of a fatality the Director of Finance & Operations will inform the HSE immediately by telephone.

The Director of Finance & Operations will arrange for significant accidents and "near misses" to be investigated to determine the need for any remedial action.

A copy of the report will be made available for discussion at the next Health & Safety Committee Meeting and/or Facilities and Resources Committee.

The School will keep a record of all reportable injuries, diseases and dangerous occurrences. The record to include:

- the date and time of the incident;
- full name of the affected person(s);
- occupation of the affected person(s);
- nature of injury or condition of the affected person(s);
- place where the accident or dangerous occurrence happened;
- a brief description of the circumstances.

Full details of the School's accident reporting policy can be found on the School intranet.

Asbestos

The School has commissioned an asbestos survey to identify the location and condition of all asbestos in the school; the results of this survey are kept in the School's Asbestos Register. This register is held by the School's Estates Manager who will ensure that it is kept up to date. The Estates Manager will also arrange for any necessary sampling and/or removal, by competent specialist contractors, before major works take place, and ensure

that building contractors are fully briefed on areas where asbestos is/may be present before starting work.

Full details of the School's Asbestos Policy and Asbestos Management Plan are available from the Estates Manager.

Catering and Food Hygiene Policy

The School's Domestic Services arrangements are contracted out to, and managed by, Chartwells (Compass Group plc). The Chartwells Site Manager liaises with the Director of Finance & Operations on all matters relating to health and safety concerning the catering and cleaning staff.

The Catering Manager arranges for:

- An independent hygiene and safety audit of food storage, meal preparation and food serving areas annually.
- Professional advice from a Dietician on healthier food, menu planning and special diets as needed.
- Undertaking and regularly reviewing Risk Assessments for all activities, safe use and storage of equipment and flammables.
- Recording of staff training.

In line with the EU Food Information for Consumers Regulations, all food is checked daily for specified allergies and details are readily available for staff and students in our 'Ask About Allergens' file. Anyone can readily see the allergens in each dish/food/sauce etc.

The School's Estates Manager will:

- Arrange for the professional deep cleaning of all equipment, high level cleaning of all cooking, food preparation and storage surfaces, areas, etc. annually;
- Ensure that appropriate pest control measures are in place.

Full details of the Catering and Food Hygiene Policy are available from the Catering Manager.

Competent Advice

The School employs a professionally qualified Estates Manager, a professionally qualified Health & Safety Officer and a professionally qualified School Nurse. In addition, external specialists are engaged as and when necessary for expert guidance, advice and/or management of specific projects within the School.

Contractors

The term "Contractor" is defined as anyone (individual or organisation) who enters into an agreement (written or oral) with the School to carry out services. This can mean for example, a window cleaner, a builder, or a specialist.

The School's Contractor Liaison Manager (CLM) is the School's Estates Manager. The CLM will ensure that Contractors are made aware of the relevant sections of the School H&S Policy and Asbestos Register as necessary. The CLM will also arrange any necessary contact between the School and the Contractor through the appropriate department. The Deputy CLM is the Head Caretaker.

Full details of the School's Contractors Policy and procedure can be found on the School intranet.

Control of Substances Harmful to Health (COSHH)

The COSHH Regulations aim to reduce occupational ill health by setting out a simple framework for controlling substances which are hazardous to health. In accordance with these Regulations the School will carry out a systematic assessment of risks from substances at work which are defined as hazardous to health, and will act to control these risks.

Heads of Department, both teaching and support staff, will conduct suitable and sufficient COSHH assessments to identify any risks to staff and/or pupils; the results of such assessments will be notified to all those who may be affected by identified risks.

Full details of the School's COSHH Policy and procedure can be found on the School intranet.

Major Incident / Emergency Management Plan (Crisis Management)

The School has an emergency plan to cover all foreseeable major incidents which could put at risk the occupants or users of the school. This plan indicates the actions to be taken in the event of a major incident so that everything possible is done to:

- Save life.
- Prevent injury.
- Minimise loss.

This sequence determines the priorities of the Emergency Plan. The plan will be agreed by the Governing body and be regularly rehearsed by staff and pupils. The results of all such rehearsals will be reviewed to ensure the Plan remains robust and fit for purpose. The Plan also contains a Lockdown Procedure.

Departmental H&S Policies

Because of the potential hazards associated with their activities, the following departments will develop and maintain their own safety policies and procedures: i.e. Art, Design & Technology, Maintenance, Physical Education and Science.

To assist in the monitoring of Departmental health and safety performance, Department documentation will include, as necessary:-

- Daily and weekly assessments by staff using an aide mémoire.
- Termly and annual assessments by staff using Departmental check lists; the results of which will be recorded and held on file.
- Annual health and safety audit by the Health and Safety Officer; the results of which will be recorded and held on file.
- Specific risk assessments of hazards identified during any of the above activities will be undertaken, as appropriate.

Display Screen Equipment

As per the Health and Safety (Display Screen Equipment) Regulations, the School has put in place arrangements to protect DSE 'users' by ensuring the provision of suitable workstations and providing eyesight tests and, where necessary, suitable spectacles.

All teaching computers are set to switch off automatically every evening, during the holidays and at weekends; associated projectors switch off automatically after ten minutes of inactivity.

Full details of the School's Display Screen Equipment policy and procedure can be found on the School intranet.

Electrical Safety

The School will ensure that all electrical systems and appliances are subject to a formal system of regular maintenance, testing and inspection.

Fixed electrical installations are inspected and tested by competent contractors at least every 5 years. Fixed stage electrical installations are inspected and tested annually by a competent person and, following any changes, before being energised.

The School will prepare a register of all portable appliances used in the School, which will be regularly reviewed and kept up to date. All portable appliances will be inspected and tested in accordance with the recommendations given in HSE publication INDG 236 – “Maintaining Portable Electrical Equipment in Offices and Other Low-Risk Environments”.

Full details of the School’s Electrical Safety policy can be found on the School intranet.

Employee Consultation

The School’s Health & Safety Committee fulfils an essential role in the effective implementation of the Policy and School health and safety procedures. The Committee will normally meet once per term, but members may call for an emergency meeting where circumstances dictate.

The Committee will:

- discuss matters concerning health and safety, changes in regulations, etc.;
- monitor the effectiveness of health and safety arrangements within the School;
- review accidents and near misses, and discuss preventative measures;
- review and update risk assessments;
- discuss training requirement;
- monitor the implementation of professional advice;
- review the Safety Policy guidance and update it;
- assist in the development of safety rules and safe systems of work;
- monitor communication and publicity relating to health and safety in the workplace;
- encourage suggestions and reporting of defects by all members of staff;

Committee personnel will comprise:

Assistant Head - Co-Curricular - Chair

Director of Finance & Operations

Estates Manager

Head of Technology

Head of Science

Head of Drama

Head of Art

Director of Sport

Head Caretaker

School Nurse

Catering Manager

Health and Safety Officer, who acts as Minutes Secretary

Other parties, as may be agreed by the Committee.

Particular people may be co-opted onto the Committee when their presence will assist in the discussion of specific agenda items.

Day-to-day management of health and safety is the duty of Heads of Department, et al, and thus the Committee will not normally consider general health and safety issues that have not previously been raised through the usual channels.

In addition to the above the School also has a Facilities and Resources Committee, chaired by a Governor, which is responsible for Health and Safety, reviews recommendations from the H&S Committee, the School's 'competent persons' and the Enforcing Authorities; the Facilities and Resources Committee reports directly to the Board of Governors. The Facilities and Resources Committee's role encompasses that of the school Health and Safety Committee.

Environmental Protection

The School recognises that conducting its operations in an environmentally friendly fashion is beneficial to the School, its staff and pupils, and society in general. The school will seek to protect and improve the environment by adopting policies with regard to reducing the consumption of energy and water, carefully sourcing materials used and recycling.

Full details of the School's Policy on Environmental Protection can be found on the School intranet.

First Aid

A list of certified First Aiders is posted on various notice boards within the School. The Assistant Head, Co-Curricular, is responsible for ensuring that First Aiders are trained and re-trained as required and for keeping the posted list of First Aiders up to date is that of the.

First Aid boxes are located at various points within the School. The School Nurse will maintain the First Aid boxes; she will ensure, by inspection, that First Aid boxes are in place and clearly identified, and that the contents of the First Aid boxes meet the requirements of the Health and Safety (First Aid) Regulations. The School maintains Emergency Defibrillator machines in the Senior and Junior Schools.

Full details of the School's First Aid policies for the Senior School and the Junior School can be found on the School intranet.

Fire Policy, Precautions and Procedures

The School recognises its duty under the Regulatory Reform (Fire Safety) Order to take all necessary steps, so far as is reasonably practicable, to ensure the safety of staff, pupils, visitors and any other persons in the School from the dangers of fire.

In accordance with the requirements of Article 3 of the above Order the 'Responsible Person' is the Director of Finance & Operations; it is his responsibility to ensure that the requirements set out below are effectively implemented.

In accordance with the requirements of Article 9 of the Order the Responsible Person will ensure that a "suitable and sufficient" Fire Risk Assessment has been undertaken and will be reviewed at least annually. The Fire Risk Assessment will also be reviewed whenever a building is altered, extended or rebuilt, and/or when new buildings are acquired. The task of undertaking/reviewing the Fire Risk Assessment is delegated to the School's Health and Safety Officer and the Estates Manager.

The 'Responsible Person' (the Director of Finance & Operations) will also ensure that:-

- The fire safety policy is kept under review by Governors and SMT.
- The fire safety policy is readily available to the whole school community.
- All those in the School, including visitors and contractors, are given clear written instructions on where to assemble in the event of a fire alert.

- Records are kept of:-
 - Fire induction training for new staff members and pupils;
 - fire alarm tests;
 - fire drills
- Procedures and arrangements for emergency evacuation are regularly tested and critically observed so that needs for improvement to the procedure can be identified and put in place.
- Certificates for the installation and maintenance of automatic fire detection systems, and fire fighting systems and equipment are kept.

Full details of the School's Fire Policy, Precautions and Procedures can be found on the School intranet.

Gas Safety

All gas appliances used in the School are subject to annual tests and inspections by a competent contractor (i.e. 'Gas Safe' registered) as per the requirements of the Gas Safety (Installation and Use) Regulations. The duty to ensure that such tests and inspections are carried out lies with the School's Estates Manager.

Health and Safety Notices

Formal health and safety signage throughout the School conforms to the requirements of the Health and Safety (Signs and Signals) Regulations. All are compliant with the guidance contained in BS5378 with regard to colours, and BS 5499 with regard to fire signage.

Legionella

The School has commissioned a professional legionella risk assessment to identify the location of water supplies, calorifiers, boilers, hot and cold water outlets and the position of 'dead legs'; the results of this assessment have been used to formulate the School's Legionella Policy and the Legionella Scheme of Work. This Scheme of Work is held by the School Estates Manager who will ensure that it is kept up to date. The Estates Manager will also arrange for any necessary sampling and/or remedial works by competent specialist contractors.

Full details of the School's Legionella Policy and management plan are available from the School Estates Manager.

Lightning Protection

Lightning protection is fitted to some School buildings as necessary. It is subject to annual inspection by specialist contractors. Full details are available from the School Estates Manager.

Lone Working

The School recognises the need to put adequate systems in place to ensure, so far as is reasonably practicable, that staff who work alone are not exposed to risks to their health and safety.

Full details of the School's Lone Working policy can be found on the School intranet.

Manual Handling

The School recognises that manual handling operations are a significant factor in many injuries at work, and the School will avoid the need, so far as is reasonably practicable, for

employees to undertake any manual handling operation which involves a risk of injury. The School will identify and assess manual handling processes, and put in place suitable control measures, so far as is reasonably practicable.

In addition, the school's H&S Officer offers manual handling training to groups of staff as and when required.

Full details of the School's Manual Handling policy can be found on the School intranet.

Minibus Use

The use of the minibus plays an important part in the life of the School; it is available for use in transporting pupils to theatres, concerts, lectures, local field studies, sports events and other activities having an educational content.

The School's minibus policy applies specifically to the Redmaids' High School minibuses. However, where appropriate, it also applies to any hired or privately owned vehicle used for the School's purposes. The vehicles are controlled and administered by the Director of Finance & Operations. The Director of Finance & Operations is responsible for arranging documentation, suitable and sufficient insurance cover, annual MOT tests, servicing, repairs and exterior cleaning.

Drivers must meet all UK legal requirements with regard to their driving licence and the minibus may be driven in the UK only.

Full details of the School's policy on the use of the minibus can be found in Section 6 of the Health and Safety Policy on the School intranet.

New and Expectant Mothers

Regulation 16 of The Management of Health and Safety at Work Regulations makes provision to protect the health and safety of new and expectant mothers who work; i.e. female employees who are, or in the future could be, a new or expectant mother.

The School's general Risk Assessments are sufficient to identify hazards of a general nature. Given the relatively high percentage of female employees, these general assessments include consideration of hazards particular to women of childbearing age. Where any such general risks are identified, suitable control measures will be put in place and staff will be informed. Where necessary an individual Risk Assessment can be carried out by the Health and Safety Officer.

Full details of the School's policy on New and Expectant Mothers can be found on the School intranet.

Provision and Use of Work Equipment

The School will ensure work equipment is so constructed or adapted as to be suitable for the purpose for which it is provided, having due regard for the conditions in which the equipment will be used and the health and safety of the employees/pupils who will be using the equipment.

The School will ensure that work equipment provided is used only in the manner and conditions for which it was provided.

The Director of Finance & Operations will ensure that work equipment is maintained in an efficient state, with regard to the health and safety of the operator and/or others who may

be affected by the operation of the machine, and in good repair by persons who are competent to carry out such maintenance and repairs.

Full details of the School's policy on the use of the work equipment can be found on the School intranet.

Risk Assessments (See also the School Risk Management Policy)

Many of the activities undertaken by the School carry some health and/or safety risk. Some of these risks are insignificant and require no action to control; others require the instigation of significant controls, since they carry the possibility of injury, damage, cost and/or legal action.

In order to ensure that all such risks are identified and properly controlled, the School has adopted a 'risk assessment' approach to the management of health and safety.

The School risk assessment system has been designed to be simple to operate. It incorporates a minimum of paperwork and can be easily recorded for reference, and for presentation in the event of enquiries from external Enforcing Authorities and others.

Full details of the School's Risk Assessment procedure can be found on the School intranet.

Safer Working Practice for Staff

The School's extensive guidance on safe working practices is applicable to all Governors, teaching and support staff, regular visitors and volunteers, including peripatetic teachers, modern foreign language assistants, external staff who run regular clubs and activities for the students of the school etc.

Full details of this guidance can be found on the School intranet.

School Trips

A school trip is defined as any activity organised by a member of the teaching or support staff of the School which involves taking students of the school off the school site. This policy is applicable to all such visits, whether the visit is for an hour, a day, an evening or a longer period of time. It also is applicable for visits which are regularly undertaken off the school site (e.g. swimming). For visits such as swimming and other instances of regular and / or local visits within the school day, a modified procedure will apply.

The precise procedures to be followed are clearly stated in the School's 'Preparing for and Running a Successful Trip' document, the separate guidance on Day Trips and Residential Trips, plus specific steps to take and appropriate forms to complete as part of the risk assessment process.

Full details of the School Trips Risk Assessment procedure can be found on the School intranet.

Slips, Trips and Falls

The School will ensure that areas and operations which involve a high risk of slip, trip and fall incidents will be eliminated, so far as is reasonably practicable. Measures to achieve this will include careful design, regular inspection and monitoring, and regular maintenance of all work areas and traffic routes.

Competent persons will carry out slip, trip and fall risk assessments. Identified risks will be reduced to the lowest level reasonably practicable.

Full details of the School's Slips, Trips and Falls policy and procedure can be found on the School intranet.

Training / Induction of New Staff

Suitable and sufficient training will be provided to all staff to enable them to meet their obligations under the Health and Safety Policy:

- On appointment, new staff will be given induction training to include the Health and Safety Policy, First Aid arrangements, Lockdown and Fire Precautions/Procedures.
- Appropriate additional training will be provided where staff are exposed to new or increased risks due to a change of responsibilities, the introduction of new work equipment or technology or a change in working practices.
- Appropriate refresher training will be provided as and when necessary.

The co-ordination of health and safety training is the duty of the Assistant Head, Co-curricular and Assistant Head, Staffing and Operations for teaching Staff, and the Director of Finance & Operations for support staff.

The School will maintain records of all health and safety training given to staff.

Violence in Schools (Anti-Bullying)

The School will make every effort to ensure that the school is a safe environment for all members of the school community with the aim of creating a safe and secure learning environment.

The School will not tolerate any form of violence, threatening behaviour or abuse by any person against any member of the school community. Such behaviour is unlawful and will be treated as an offence.

Full details of the School's policy on Violence can be found on the School intranet.

Work Experience for Students

The School encourages all students to use the resources in the Sixth Form Careers room. Years 10 and 11 have careers lessons for individual career learning. Formal 'Work Experience' takes place after GCSEs at the end of Year 11.

Full details of the school's Work Experience Code of Practice can be found on the School intranet.

Working at Height

The Work at Height Regulations apply to all work at height, both internal and external, where there is a risk of a fall liable to cause personal injury; there are no height limits. There is a particular risk of serious accidents whilst working at height involving the use of access equipment.

The most common causes of accidents include using a ladder incorrectly, climbing with loads, over-reaching or over-balancing, falls from roofs with unprotected edges, etc.

Full details of the School's policy on Work at Heights can be found on the School intranet.

Work-Related Stress

The School recognises that stress in the workplace can adversely affect employees, and will seek to identify and reduce workplace stress so far as is reasonably practicable.

The School has adopted the HSE's definition of stress; i.e. "Stress is the adverse reaction people have to excessive pressure or other types of demand placed on them". This definition takes due regard of the possible unhealthy effects of stress, whilst recognising that some degree of pressure can, when managed correctly, have a positive effect.

The School will provide such resources as are necessary to ensure that this policy is implemented effectively.

Full details of the School's policy on Work-Related Stress can be found on the School intranet.

Mark Marshall/Alice England/David Yates/Anne Taylor
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