



HEALTH AND FIRE SAFETY POLICY

This policy covers all pupils from age 3 – 19 years across the Junior and Senior Schools including the Early Years Foundation Stage (EYFS) and employees, volunteers and visitors within the school community.

Policy

As Governors of Royal Russell School, we recognise our collective responsibility for providing, so far as is practicable, a safe and healthy school – Senior and Junior (including Early Years Foundation Stage) - for all of our employees, pupils, contractors, parents, visitors, volunteers and any others who could be affected by our activities. In our role as employer, we attach priority to ensuring that all the operations within the school environment, both educational and support, are delivered in a manner that is safe and healthy for all. The Governors are committed to promoting the welfare of all in our community so that effective learning can take place.

Our responsibility as Governors is to ensure that relevant Health and Safety laws are complied with. A member of the Governing Board is nominated to take responsibility for overseeing health and safety as part of his/her general responsibilities.


Day to day responsibility for the operation of health and safety at the school is vested in the Headmaster, assisted by the Director of Operations. However, as Governors, we have specified that the School should adopt the following framework for managing health and safety:

- The Governor overseeing health and safety is to receive copies of all relevant paperwork and should attend at least one of the Health and Fire Safety Committee meetings each year. He/she is to receive copies of the minutes of all meetings of the Health and Fire Safety Committee as they are issued
- The Education and Welfare Committee is to receive copies of the minutes of all Health and Fire Safety Committee meetings and that Health and Fire Safety is a standard item for the Agenda of each Education and Welfare Committee (EWC)
- The Chair of the Education and Welfare Committee is to draw to the attention of the full Governing Board any issues relating to health and safety
- The Health and Fire Safety Committee regularly considers a report including statistics on accidents to pupils, staff and visitors, staff training and fire practices, making and implementing improvements as necessary
- The external fabric of the School, its plant, equipment and systems of work are to be regularly surveyed and inspected by qualified professionals. Inspection reports are to be considered by the Health and Fire Safety Committee and the minutes of the meeting are to record recommendations and actions taken
- The School's adherence to health and safety in catering and cleaning of the food preparation and eating areas is to be subject to external inspection by the Environmental Health Officer. In addition, the Catering Manager is to arrange for an independent hygiene and safety audit of food storage, meal preparation and food serving once every three years, and regular external deep cleaning and pest control services
- Reports showing dates of portable appliance, fixed wiring, plant and machinery testing are to be made by the Estates Manager for review if required by the Health and Fire Safety Committee
- Reports showing dates of vehicles and minibuses safety testing are to be made available by the Operations Manager for review if required by the Health and Fire Safety Committee

- Boarders' personal electrical/electronic equipment is visually inspected by a competent person within 3 weeks of the start of Autumn and Spring terms each year. Converters are installed by a competent person on any appliance not having a UK style plug. Records of the inspections are maintained by Estates Department
- The School's policy and planning procedures for off-site trips and excursions are to be reviewed annually by the Health and Fire Safety Committee
- The School has a comprehensive policy in place for the training and induction of new staff which includes health and safety related matters. Health and safety training that is related to an individual member of staff's functions, such as Science Technician, is to be provided in addition to the "standard" induction training. Our trips and visits planning procedure includes ensuring enough staff with First Aid training and minibus driver training is provided. This is checked in advance as part of the Trip and Risk Assessment approval process

All members of staff are responsible for taking reasonable care of their own safety, that of pupils, visitors, temporary staff, volunteers, contractors and any others. They are responsible for cooperating with the Headmaster, the Director of Operations and other members of the SLT in order to enable the Governors to comply with their health and safety duties. Finally, all members of staff are responsible for reporting any previously unidentified risks or defects to the Director of Operations.

All employees are provided with a copy of this statement upon appointment and copies are available on the School's website and the shared work area. Members of staff will be advised as and when it is reviewed, added to or modified.

C J Hutchinson
Headmaster

A J Merriman
Chair of Governors

Reviewed by H&FS Committee	September 2018
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Health and Safety Procedures

This part of the Policy deals with the organisation, planning, implementation, and operational monitoring and management review of the Policy. It also covers the development of general policy and how we train our employees (and others) to carry out our activities.

1. Board of Governors ("The Board")

The Board has overall collective responsibility for health and safety within the School. It has a responsibility to ensure that health and safety issues are considered and addressed, and that the Policy is implemented throughout the School. They will also make adequate resources available so far as is reasonably practicable, to enable legal obligations in respect of health and safety to be met. Where appropriate, advice from a competent person will be sought to advise the School and tasks will be delegated to suitable employees in order to assist the Board in carrying out its duties.

2. Headmaster

The Headmaster will assist the Board in directing the overall management and development of the Policy, defining the aims of the Policy and communicating the responsibilities associated with the management of health and safety within the School. The Headmaster will also report to the Board on health and safety performance and assist the Board in implementing changes in the Policy which the Board has approved.

3. Director of Operations

The Director of Operations will have day to day management responsibility for ensuring that, so far as is reasonably practicable, arrangements are in place for:

- Safety and Security
- Fire Safety
- Electrical Safety
- Gas Safety
- Water Quality
- Asbestos
- Emergencies
- Staff Induction

Supported by the Operations Manager, duties of the Director of Operations include:

- advising the Headmaster on maintenance requirements
- co-ordinating advice from specialist safety advisors and producing associated action plans
- monitoring health and safety within the School and raising concerns with the Headmaster
- compliance with the Construction (Design and Management) Regulations
- reporting to the School Health and Fire Safety Committee

4. Heads of Department (Teaching)

The Heads of Department will ensure, as far as is reasonably practicable, the health and safety of those affected by activities under their control. They are responsible for maintaining up to date risk assessments for areas under their control. Specific risk assessment requirements are:

- A representative from the Science Department
- Sports activities – Director of Sport
- Drama - Director of Drama
- Art and Design (including harmful substances and flammable materials) - Head of Art and Design
- Music - Director of Music

- Design & Technology - Head of Design & Technology
- Trips and visits – Senior School – Educational Visits Coordinator
- Trips and visits - Junior School - Headmaster
- Food Technology - Head of Food Technology
- Ammunition and firearms - Combined Cadet Force Commanding Officer

They will also be responsible for identifying providing or organising training that is relevant to their area of control.

5. Estates Manager

The Estates Manager and the Health and Fire Safety Co-ordinator will assist the Director of Operations with the implementation of the following:

- Building maintenance, including the provision of a safe and healthy residential environment for those living on site including staff, their families, their visitors and pupils
- Registration and control of visitors
- Maintenance of School site vehicles
- Testing arrangements, maintenance and records, including electrical, gas, plant equipment, water quality (see Water Hygiene Policy,) asbestos (see Asbestos Management Plan,) etc
- Good standards of housekeeping, including drains, gutters etc
- Control of hazardous substances for grounds maintenance activities
- Prevention of unsupervised access by pupils and staff to potentially dangerous areas (in co-operation with others as appropriate)

6. External Health and Safety Advisors

The Director of Operations will arrange, as necessary, for external consultants to advise on matters of health and safety within the School. Such provision may include:

- Structural surveyors are retained to give advice on the external fabric of the School
- Monitoring and servicing the School's plant equipment, including boilers, lifts and hoists annually
- Gym and Fitness equipment and machinery used in both Design and Technology and in the Maintenance Department are serviced annually
- The Catering Manager will arrange for:
 - swabs to be taken and checked by a member of the senior Catering team from knives, chopping boards and other kitchen equipment at least once per month taking immediate action to address any bacterial readings above the maximum safe limit
 - an independent hygiene and safety audit of food storage, meal preparation and food serving areas once every three years
 - professional advice from a dietitian on healthier food, menu planning and special diets as needed
 - the professional deep cleaning of all equipment, high level cleaning of all cooking, food preparation and storage surfaces, areas etc twice a year.
 - appropriate pest control measures to be in place
 - Prevention of unsupervised access by pupils and staff to potentially dangerous areas (in co-operation with others as appropriate)
- The School has a suitable and sufficient fire risk assessment which is reviewed annually or when significant changes are made to buildings, or new buildings are bought or added

- In addition to the weekly fire alarm tests, the alarm system, together with all smoke detectors, emergency lighting, and extinguishers are tested annually by a qualified contractor
- An external Health and Safety Consultant reports annually on the arrangements for health and safety in all areas of the School
- The School has a suitable and sufficient process for ensuring the prevention of legionella, and has a water temperature testing regime in place
- The School maintains the asbestos re-inspection surveys and an asbestos management plan, and the Estates Manager is responsible for ensuring that it is kept up-to-date and for any sampling or removal before major works takes place. They are also responsible for making sure that contractors are fully briefed on areas of asbestos before starting work
- The School's Radiation Protection Supervisor (RPS), is responsible for liaison with the Radiation Protection Advisor for ensuring compliance with the Ionising Radiation Regulations 2000 and local rules made to comply with these regulations. The RPS is also responsible for ensuring compliance with the Radioactive Substances Act 1993 and exemption certificates granted under them

All external contractors are required to comply with the School's Safeguarding for Visitors Procedures which covers Health and Safety and Safeguarding requirements to be satisfied before commencing work on site. The Health and Safety records are maintained by the Estates Department and the Safeguarding checks are maintained by HR Department.

7. School Health and Fire Safety Committee

The Committee, chaired by the Director of Operations, will meet once a term. The Governor responsible for overseeing health and safety is invited to attend these meetings. The other members of the Committees are:

- Headmaster
- Junior School Headmaster (or Deputy Head)
- Deputy Head People
- Deputy Head Academic
- Deputy Head Junior School
- Director of Music
- Estates Manager
- Operations Manager
- Lead Nurse
- Catering Manager
- IT Manager
- Drama Technician
- Media Technician
- Head of Food Technology
- Head of Science (delegated to Head of Physics)
- Educational Visits Coordinator

The role of the Committee is to:

- discuss matters concerning health and safety, including any changes to regulations
- monitor the effectiveness of health and safety within the school
- review accidents and near misses, and discuss preventative measures
- review and update risk assessments
- discuss training requirements
- monitor the implementation of improvements
- review and update the Health and Fire Safety Policy
- 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

Health and Fire Safety is a standing item on the agendas for SLT, Junior School SMT and Operations and Support Heads of Department meetings, all of which are minuted. Staff report potential hazards to the Maintenance helpdesk for attention. These tickets are prioritised and records maintained of the actions taken.

8. Medical Centre

Nurses are responsible for checking that all first aid boxes, eye wash stations, asthma inhalers and epipens are monitored and replenished as necessary.

9. Swimming Pool

The Commercial Manager will ensure that a Normal Operating Procedure (NOP) is in place for the operation and maintenance of the Swimming Pool. This NOP will be reviewed periodically to check that it remains suitable and sufficient and follows best practices as outlined by the Health and Safety Executive and any other relevant guidance.

The School will ensure that a suitable Emergency Action Plan (EAP) is in place for the operation and maintenance of the Swimming Pool. The EAP will outline the procedures for all foreseeable emergency events and the protocols in place for staff and pool users.

Both the NOP and EAP will be issued to all supervisory staff and regular exercises will be held to ensure all staff are up to date with these policies and procedures and access to the facilities are strictly controlled.

10. The Operations Manager (Health and Safety Officer)

Is responsible for:

- Security
- Maintaining accident and incident records and reporting notifiable accidents to the Health & Safety Executive
- Keeping statistics and preparing summary reports for the School Health and Fire Safety Committee
- Advising the Director of Operations of onsite traffic movements
- The maintenance of School minibuses
- Testing arrangements, maintenance and records of fire alarms, access control systems, firefighting equipment and intruder detection and alarm systems
- Prevention of unsupervised access by pupils to potentially dangerous areas (in co-operation with others as appropriate)

11. Staff

The co-operation of all staff is essential to the success of the Policy. The School requires staff to alert the Maintenance helpdesk to any hazards to health and safety which they notice and to notify their Head of Department/Health and Safety Co-ordinator of any suggestion they wish to make regarding health and safety.

Staff are required to follow the Policy:

- take reasonable care for the health and safety of themselves and others who may be affected
- follow requirements imposed on the School or any other person under Health and Safety law and co-operate fully so as to enable the duties upon them to be performed
- carry out all reasonable instructions given by managers/senior staff
- make proper use of anything provided in the interests of their health and safety such as protective equipment. Reckless or intentional interference with such equipment will potentially be regarded as a dismissible offence
- comply with any reasonable request made by any of the persons named above in relation to the fulfilment of their duties

Annex:

- A. Whole School Fire Safety Policy (Including Early Years).
- B. Water Hygiene Policy.

WHOLE SCHOOL FIRE SAFETY POLICY (INCLUDING EARLY YEARS)

Objectives

1. The objectives of this policy are:

- to ensure that staff, pupils, visitors and contractors on the School premises are safeguarded from injury or death in the event of a fire.
- to have arrangements in place to minimise the risk of fire spreading.
- to reduce the potential for fire to disrupt school business, damage premises or harm the environment.
- to ensure that the School complies with relevant fire safety legislation and standards, including: The Regulatory Reform (Fire Safety) Order 2005.

Responsibilities

2. The Board of Governors is responsible for ensuring that the School complies with all statutory fire safety requirements. The Board of Governors is responsible for ensuring the:

- a) production of a fire risk assessment which includes the elimination or reduction of risks from dangerous substances
- b) development of fire procedures and providing staff training (repeated periodically where appropriate)
- c) safety of staff or anyone else legally on the School premises
- d) carrying out of fire drills and contacting the emergency services when necessary
- e) appointment of one or more competent persons (with sufficient training, experience and knowledge) to assist in taking preventive and protective measures (including firefighting and evacuation)
- f) provision of a suitable system for the maintenance of clear emergency routes and exits (with doors opening in the direction of escape), signs, notices, emergency lighting where required, fire detectors, alarms and extinguishers (the maintenance should be by a "competent person" (for example ISO9001 certified or BAFE approved)
- g) provision to staff and any others working on the School site with fire safety information

This responsibility is shared with relevant staff.

3. The Director of Operations shall be the School's "Responsible Person" and is responsible for keeping records of the following:

- a) The fire risk assessment and its review
- b) Fire procedures and arrangements
- c) Training records
- d) Fire practice drills
- e) Certificates for the installation and maintenance of fire-fighting systems and equipment

ARRANGEMENTS

Fire Risk Assessment of Buildings

The Director of Operations ensures fire risk assessments are undertaken using the agreed fire risk template. These assessments will consider:

- The level of occupation of the building
- Reduction of risk from hazardous substances
- Emergency routes, fire exits, direction of escape, signs, notices and emergency lighting
- Fire detectors and alarms
- Fire extinguishers, number, appropriate for the risks identified, and correctly serviced

All fire risk assessments are reviewed on a rolling annual programme. This programme, including the review dates and a summary of findings, is to be presented at Health and Fire Safety Committee meetings and to the Governing Body EWC meetings.

Fire Detection, Alarm Installations And Fire Fighting Equipment

Arrangements for the maintenance, inspection, examination and testing of fire-fighting equipment, fire detection, alarms and emergency lighting are organised by the Director of Operations. Routine visual checks on fire-fighting equipment are carried out.

Fire Procedures

Fire Procedures, what to do in the event of a fire, are to be produced. These should include:

- Reaction to a fire
- Calling the emergency services
- Assembly points
- Reaction to a fire out of normal school hours

These procedures are to be widely distributed and displayed

Risk Assessment of Activities

All staff need to include fire issues in the risk assessment of their activities. When on visits away from the School staff must acquaint themselves and the pupils with the necessary means of escape should a fire alarm sound.

Training and Instruction

As part of induction training staff and pupils are briefed on the fire procedures. Fire escape route and fire exit signs together with fire action notices are displayed at appropriate locations around the School.

Visitors are to be provided with information on what to do in the event of a fire. Review of fire risk assessments should be used as an opportunity to educate and guide occupants of buildings.

Staff are to receive training on the appropriate use of fire equipment.

Monitoring by Inspections

The maintenance staff and contractors carry out routine inspections as follows:

- Annually/monthly - emergency lighting
- Weekly - alarm systems
- Termly - firefighting equipment is in good order, with a full external review annually

Fire Evacuation Drills

Fire evacuation drills are organised at least termly for all pupils.

Fire evacuation drills are organised at different times of the day for all pupils who are boarding (this must include night-time evacuations for Boarders).

A record is kept of all drills and any recommendations for improvement are followed up.

Emergency Evacuation

Emergency evacuation procedures are in place for all areas of the school. Fire notices are posted at appropriate locations.

A separate document outlines the procedures that are in place and these are included in the Personnel Handbook which is issued to all members of the teaching staff and is available to all staff on Royal Russell People.

Reporting Fire Related Incidents/False Alarms

All incidents are reported and logged in the Fire Records.

WATER HYGIENE POLICY

1.0 Purpose

- 1.1 This Policy is to ensure that the risks of catching Legionnaires' disease are assessed, controlled and managed in accordance with current UK Regulations, (The Control of Legionella Bacteria in Water Systems), commonly known as the Approved Code of Practice, L8.

2.0 Scope

- 2.1 This policy applies to any use or storage of hot and/or cold water that is owned, managed, maintained or controlled, to any extent, by Royal Russell School that could result in the formation and/or transmission of water droplets (aerosols) which may be inhaled by any person, thereby creating a reasonably foreseeable risk of exposure to legionella bacteria.
- 2.2 A separate policy is in place for the Swimming Pool building at Royal Russell School.

3.0 Relevant Legislation & Guidance

- The Health and Safety at Work Act etc. 1974
- The Management of Health and Safety at Work Regulations 1999
- The Control of Substances Hazardous to Health Regulations 2002
- The Construction (Design and Management) Regulations 2015
- Legionnaires' disease. The control of legionella bacteria in water systems. Approved Code of Practice and guidance L8 (Fourth Edition). Health and Safety Executive (HSE).
- Technical Guidance HSG274

4.0 Definitions

- 4.1 **Legionellosis** – Legionnaires' disease is a potentially fatal pneumonia caused predominantly by the Legionella pneumophila bacteria. It is the most well-known and serious form of a group of diseases known as Legionellosis. Other similar (but usually less serious) conditions include Pontiac fever and Lochgoilhead fever. Infection is caused by breathing in small droplets of water contaminated by the bacteria. The disease cannot be passed from one person to another. Everyone is potentially susceptible to infection, but some people are at higher risk e.g. those over 50 years of age, smokers and heavy drinkers, those suffering from chronic respiratory or kidney disease, and people whose immune system is impaired.

Persons exposed to Legionella can develop initial symptoms such as high fever, chills, headaches, and muscle pains. Other symptoms can include diarrhoea or vomiting and delirium. The disease can be treated effectively with antibiotics.

Legionella bacteria can survive under a wide variety of environmental conditions although the temperature range 20C to 45C tend to favour growth. The organisms do not readily multiply below 20C and will not survive above 60C. Legionella also requires a supply of nutrients to multiply. Sources include organisms in the water such as algae, amoebae, and other bacteria. The presence of sludge, sediment, scale and other material within systems can harbour bacteria and can provide favourable conditions for bacteria to survive.

- 4.2 **Written Scheme Procedure** – A site specific technical document, which defines the control measures and procedures to maintain efficient and effective control of its water

systems, for ongoing compliance with current UK Regulations, (The Control of Legionella Bacteria in Water Systems), commonly known as the Approved Code of Practice, L8.

See Written Scheme document (V1.1 Feb. '19)

5.0 Policy Statement

5.1 Royal Russell School is committed to reducing, so far as is reasonably practicable, the reasonably foreseeable risks of exposure of any person to legionella bacteria. The school will aim to achieve this policy commitment by following the principles set out in the publication "Legionnaires" disease. The control of legionella bacteria in water systems. Approved Code of Practice and guidance L8. Health and Safety Executive (HSE)".

This will include:

- Appointing a Responsible Person (Legionella) to have responsibility for managing identified in-scope water use and storage systems.
- Carrying out a suitable and sufficient risk assessment of all work activities and in-scope water systems to identify and evaluate foreseeable risks of exposure to legionella bacteria.
- Recording the significant findings of each such assessment.
- Producing and implementing a Written Scheme to avoid, so far as is reasonably practicable, exposure to legionella bacteria. Where it is not possible to avoid this risk then the Scheme will identify the measures for controlling the risk of such exposure and to ensure that such controls remain effective.
- Keeping appropriate records of any management and any associated monitoring activities.
- Allocating sufficient resource to ensure that reasonably foreseeable risks of exposure to legionella bacteria are managed. This will include the appointment of competent people and specialist contractors to advise on legionella management matters and to assist with the development and implementation of the legionella management plan.
- Providing suitable and sufficient information, instruction, training and supervision to relevant employees to enable them to perform their duties under this policy and any associated procedures and to reduce the risk of legionella growth and transmission and foreseeable exposure of any person to legionella bacteria.
- Ensuring that all new water systems are designed, specified, installed and commissioned so as to avoid, where reasonably practicable, the foreseeable exposure of people to legionella bacteria or, where avoidance is not practicable, to ensure that such risks are reduced to a tolerable level.
- Managing all works on existing domestic hot and cold water systems to ensure that foreseeable risks of legionella exposure are managed.
- Ensuring that all work on domestic hot and cold water systems are only carried out by suitably competent people.

6.0 Responsibilities

- 6.1 The Director of Operations is to act as the Duty Holder for legionella management at the School.
- 6.2 The Director of Operations delegates responsibility for undertaking aspects of these duties through line management and identified roles. The Estates Manager has been appointed as the Responsible Person.
- 6.3 The Board of Governors is ultimately responsible for oversight of this policy, delegating details to the F&E and Estate Sub-Committees.