



# RUGBY SCHOOL THAILAND



## HEALTH AND SAFETY POLICY WHOLE SCHOOL

THE WHOLE PERSON THE WHOLE POINT

The health, safety and well-being of young people are of paramount importance to all the adults who work at Rugby School Thailand. Children have the right to protection, regardless of age, gender, race, culture, sexual orientation or disability. They have the right to be safe in our school. Members of staff in the school have a legal and moral obligation to safeguard and promote the welfare of the pupils, taking all reasonable steps to protect them from harm whether from physical injury, abuse, neglect, emotional harm, or from anything else that interferes with their general development.

### Version Control

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This policy relates to:	All students, staff, visitors and contractors
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### Review processes

Policy review frequency: Annually or as required	Responsibility for review: COO
<b>Review process:</b> <ol style="list-style-type: none"> <li>I. COO to conduct policy review.</li> <li>II. Modification will be made where appropriate.</li> <li>III. Submit for review and approval by the School Leadership Team.</li> </ol>	
<b>Documentation and communication:</b> Document decision changes will be written in as addition and approved via SLT. There will be an update on the Version Number of the Document.	

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## 1. PURPOSE OF POLICY

- 1.1 The purpose of this policy is to ensure that the environment at Rugby School Thailand (RST) promotes safety and health through responsible adherence to effective practices within statutory regulations and guidelines.

## 2. SCOPE

- 2.1 RST regards the health and safety of students, staff, visitors and contractors to be a priority and an integral part of all its activities.
- 2.2 The School Senior Leadership Team (SLT) considers health and safety to be a management responsibility equal to that of any other function. It is, therefore, the policy of the School to provide and maintain a working and educational environment that is, so far as is reasonably practicable, safe and without risks to health for students, staff and visitors, adequate as regards to welfare facilities, and that ensures persons not in the School's employment are not exposed to risks which may arise from the School's activities.
- 2.3 The SLT, as delegated by the Board of Governors, is committed to maintaining equipment and systems of work that are, so far as is reasonably practicable, safe and will provide such information, training and supervision as is necessary to achieve this aim.
- 2.4 In order to implement this policy, the commitment of everyone concerned is necessary and it is a condition of employment that all employees will cooperate with the School by:
- Following instructions in this policy, safety rules or notices displayed on the School property.
  - Complying with any code of practice or guidance that may apply to their work or workplace.
  - Taking reasonable care for the health and safety of themselves and of persons who may be affected by their acts or omissions at work.
  - Stopping any activity or work in the School grounds that they believe to be unsafe and reporting it immediately to a member of the SLT who has a subsequent responsibility to take action.
- 2.5 The SLT stresses its commitment to health and safety to the extent that it will not tolerate disregard of safe working practice by a student, staff member, visitor or contractor.
- 2.6 This policy will be reviewed and amended as circumstances and as legal requirements change. It should be considered alongside the RST Safeguarding policy

## 3. STATEMENT OF INTENT

- 3.1 This policy is underpinned by the School Guiding Statements:

“The health, safety and well-being of young people are of paramount importance to all the adults who work at Rugby School Thailand. Children have the right to protection, regardless of age,

gender, race, culture, sexual orientation or disability. They have the right to be safe in our school. Members of staff in the school have a legal and moral obligation to safeguard and promote the welfare of the pupils, taking all reasonable steps to protect them from harm whether from physical injury, abuse, neglect, emotional harm, or from anything else that interferes with their general development”

*“Common sense should be used in assessing and managing the risks of any activity. Health and safety procedures should always be proportionate to the risks of an activity”*

-UK DfE 2014

3.2 RST will adhere to the Occupational Safety, Health and Environment ACT B.E. 2554 (A.D. 2011) of Thailand and, where appropriate, will take guidance on any additional requirements from UK and/or European Health and Safety Laws. In doing so, the School aims to:

- Develop clear structures which identify health and safety responsibility at all management levels across RST;
- Ensure that all staff are competent to carry out their own work without risk to themselves or others, by assessing capabilities and providing additional training as appropriate;
- Ensure that there are effective channels of communication and consultation for health, safety and welfare for our employees and their representatives at all levels;
- Bring to the attention of its employees the Health and Safety Policy, and to ensure that employees know what is expected of them by sharing this policy and via the annual induction process;
- Ensure an effective risk assessment process is in place, which establishes appropriate workplace precautions and risk control systems;
- Maintain a safe and healthy working environment through maintenance of premises, plant and equipment;
- Ensure all accidents, injuries, ill health and near misses are reported promptly, recorded and investigated to an appropriate level;
- Implement a regular system of inspection, monitoring and auditing procedures which will allow the identification of risk and ensure that acceptable standards of risk control are being achieved across the School;
- Ensure all students will receive appropriate safety instruction as an integrated part of their activities and that all students taking part in the School controlled activities must take care of their own and others’ health and safety;
- In addition, visitors (including contractors and visiting public) are required to comply with the School policy, codes and procedures, and report any concerns to the School staff whilst on the School premises.

#### 4. REASON(S) FOR CHANGE

- i. Policy Review
- ii. Change in Policy Number
- iii. Change in Policy Structure
- iv. See [Appendix B](#): Revision Table

## 5. ORGANISATION AND RESPONSIBILITIES

### Board of Governors

- 5.1 The Board assigns ultimate responsibility, so far as reasonably practicable, for the health, safety and welfare of employees, students and visitors to the Principal
- 5.2 The Board of Governors will receive and act upon, where necessary, periodic reports from the Health and Safety Committee

### Delegation

- 5.3 Implementation of RST Health and Safety Policy is a line management responsibility, led by the Principal, assigned to the Chief Operating Officer (COO) and the Health and Safety Officer with the day to day responsibility. A Head of School and/or Line Manager may issue instructions or guidance and delegate the responsibility for the implementation of these to employees under his/her control. The duty to ensure compliance remains with the Principal, COO, relevant Head of School and Line Manager at all times.
- 5.4 The person to whom the functions are delegated may also be in breach of duty if they do not carry out their functions within the authority delegated to them.

### The Principal

- 5.5 The Principal will:
  - Ensure that the objectives and relevant specific policies and procedures outlined within the School's Health and Safety Policy are fully understood, observed and implemented by all employees and visitors;
  - Ensure that adequate communication and consultation channels are maintained so that information concerning health and safety matters, including the results of risk assessments which may affect employees, is adequately communicated to them;
  - Ensure that, so far as it is within his control, adequate funds, materials, equipment and human resources are provided to ensure health and safety requirements are being met;
  - Ensure that all persons under his control are adequately trained to carry out any task required of them in a healthy and safe manner;
  - In consultation with the COO, ensure that the School's Health and Safety policy and associated procedures are implemented;
  - Monitor the effectiveness of the School's Health and Safety Policy and procedures as regards both academic and non-academic work;
  - Ensure the cooperation of all staff at all levels as regards working to the School's policy and procedures with regard to health and safety.

### The Chief Operating Officer (COO)

- 5.6 The COO, as the School's Health and Safety lead, is responsible for:
  - The overall management of health and safety and the implementation of the School's Health and Safety Policy and practices;
  - Reporting to The Board of Governors, issues relating to the management of the health, safety and welfare of the School;

- The COO MAY DELEGATE responsibility for the discharge of his / her duties to a designated Health and Safety Officer. Heads of Schools and Line Managers, including Department Heads, by virtue of their roles and professional experience, have responsibility for H&S matters within their area of responsibility, ensuring risks as highlighted, where appropriate, to the COO, the H & S Officer and/or H & S Coordinator.

#### Principal/Heads of School/Department Heads/Line Managers

5.7 As an integral part of their management responsibilities, they will be responsible for:

- The implementation and enforcement of the School's Health & Safety Policy;
- The management of health and safety within areas under their control and the health and safety of staff, students and visitors;
- Bringing to the attention of the COO any part of the Health & Safety Policy where it is considered that revision is necessary.
- Ensuring risk assessments are carried out, documented and stored appropriately, and that safe systems of work are in operation and followed by staff and students within areas under their control;
- Working with the COO to ensure that sufficient information, supervision, instruction and training is provided to staff to ensure that they operate in a safe and healthy manner;
- Ensuring areas over which they have control are inspected, with Estates staff, at least every 6 weeks during term time. Any resultant Health and Safety issues are to be reported to the COO, who must follow up in a timely manner and by means of a written record.
- Reporting accidents, near misses and hazardous incidents promptly via the School's accident / incident reporting procedure;
- Reporting any unsafe engineering practice to the COO immediately;
- Cultivating a culture where all staff are empowered to intervene immediately when they witness unsafe practice or a safety hazard;
- Co-operating with other managers, where responsibilities interface or overlap, to ensure all health and safety issues are addressed in line with best practice;
- Ensuring all equipment and substances etc., used by their staff, students and all visitors are fit for purpose, in safe working order and are safely handled;
- Informing the Principal and COO before any significant hazards are introduced or when new risks are identified.

#### Health and Safety Officer

5.8 As an integral part of his/her management responsibilities, they will be responsible for assisting the COO in:

- The implementation of the School's Health & Safety Policy;
- Providing Health and Safety guidance and support to Heads of School and Line Managers;
- Be responsible for ensuring that records of any incidents are kept up to date and for ensuring that any reportable accidents (or diseases) are reported according to the School's internal process and external regulations;
- Ensuring all relevant health and safety information is circulated through the School management structure;
- Liaising with Line Managers to ensure that risk assessments are in place and regularly reviewed;



- Bringing to the attention of the COO any part of the Health and Safety Policy that is in need of revision.

### Employees, Students, Volunteers, Work Experience and Visiting Workers

5.9 All employees, students, visiting workers and others with a contractual arrangement with the School must:

- Take reasonable care for their own health and safety and that of others who may be affected by their activities;
- Comply with safe systems of work and any other safety instruction that will safeguard them and other fellow employees, students and other users of the School;
- Report to their supervisor, teacher or escorting staff member any Health and Safety risk.
- Make use and take proper and reasonable care of protective/safety equipment, tools, plant and equipment;
- Notify the relevant line manager or supervisor before any significant hazards are introduced;
- Attend training where their line manager or supervisor identifies it as necessary for health and safety;
- Report accidents, near misses and hazardous incidents promptly via the School's accident/incident reporting procedure;
- Not intentionally or recklessly interfere with, or misuse, anything provided in the interests of health, safety or welfare;
- All contracted foreign employees must have relevant and valid work passes approved by the Ministry of Labour.

### Visitors

5.10 All visitors are expected to take reasonable care for their own health and safety and others who may be affected by their activities and follow any instructions or information provided by RST.

### Contractors

5.11 All contractors undertaking work within the School must be approved to do so by a permanent member of staff. For all maintenance work, including but not limited to painting, digging, climbing at height, hot works, the erection of banners, etc., permission must come from the Head of Estates. Anyone requiring work to be undertaken must first seek approval from the COO to ensure said works are scheduled and budgeted accordingly. Work must not begin until the appropriate approval has been granted and permits issued.

5.12 All contractors working on School premises are expected to take reasonable care for their own health and safety as well as others who may be affected by their activities by following instructions relating to their health and safety. The relevant member of staff who organises the external contractor is personally responsible for ensuring they are qualified and competent to undertake the required work, comply with all Health and Safety, as well as Safeguarding requirements at all times, and are escorted at all times when students are in the School. The COO should be the first point of contact for advice regarding a contractor's suitability to conduct work.

## Health & Safety Committee

5.13 The Health & Safety Committee has a central coordinating role in relation to health and safety matters and is responsible for:

- Developing a Health & Safety Policy and relevant procedures as required;
- Providing advice, guidance and support to the School to ensure compliance with the health and safety legislative requirements of the School;
- Working closely with the Health & Safety personnel of the School (any specialist advisers, Health and Safety Coordinator, Health and Safety Officer and other advisors);
- Acting as the School's main representative with all statutory and other external agencies dealing with health and safety matters;
- Reporting to such agencies as legally required;
- Maintaining regular contact with other School committees that may overlap with the work of the Health and Safety Committee, such as the Safeguarding committee.

## 6. REPORTING STRUCTURES

### Senior Leadership Team (SLT)

6.1 The SLT is responsible for monitoring the school's system of internal control including risk management and receives information on health & safety performance through a number of sources outlined below.

### The Health and Safety Committee

6.2 The Health and Safety Committee is convened by the COO with the PA to the COO acting as Secretary. There is a cross School representation. There is a Governor designated as Chair of the committee who will join periodically, mainly before the thrice-yearly governors meeting. The Committee formulates policies to promote the health, safety and welfare of employees, students and visitors. Other members may be added at the discretion of the Principal and COO. See [Appendix A](#) for Terms of Reference (ToR) for the Health and Safety Committee.

### Health and Safety Officer

6.3 The Health and Safety Officer is responsible for overseeing the day-to-day implementation of the Health and Safety Policy and reports to the Head of Estates and COO where appropriate on matters of day-to-day Health and Safety practice and implementation.

### Line Managers/ Department Heads

6.4 The Heads of Schools and/or Line Managers, with support from the COO, are responsible for the management of health and safety within their department or area; this is monitored by the Health and Safety Committee. Guidance is provided by the Health and Safety Officer.

## 7. ACCIDENT REPORTING AND INVESTIGATION

- 7.1 All accidents, injuries, diseases, and dangerous occurrences involving employees, students or others on School premises must be reported immediately and recorded on the accident/incident form.
- 7.2 Employees must report all such accidents/incidents immediately to their Head of School/Line Manager. All such reports will be retained by the health and safety officer, and reports will detail the person's name and give brief details of the accident including dates, times, location and description of the events of the accident. All accidents will be investigated and documented as soon as practicable after the incident.
- 7.3 All fatalities, major injury accidents and dangerous occurrences must be reported to The Board of Governors, and the enforcing authority if applicable.
- 7.4 All employees will report to the School Lead Nurse, any disease or occupational ill health as soon as they are aware or suspect they are suffering ill effects as a result, or in connection with, their duties as employees.
- 7.5 Accidents and cases of ill health will be investigated to identify the cause of the accident or ill health. Measures for prevention will be devised wherever possible, in order to attempt to prevent recurrences.
- 7.6 Full cooperation is required from all employees during any investigation by the School, insurers or enforcing authority inspectors.
- 7.7 All incidents will be reviewed by the Health and Safety Officer with the aim of noting recurrences or trends.

## 8. CONTROL OF POLICY

- 8.1 The School considers execution of the Health and Safety policy to be of absolute priority, overriding other School policies in the case of any conflict.
- 8.2 The Health and Safety Officer is responsible for the implementation of this policy.
- 8.3 The Health and Safety Officer will be responsible for the accuracy and relevance of the policy and for making a copy of the Policy readily accessible to all staff. Staff will also be provided with any Health and Safety information that is relevant to their employment, whether it derives from this policy or any other source.
- 8.4 The Health and Safety Officer, in conjunction with the Health and Safety Committee, will monitor the policy and recommend amendments to the School Leadership Team or, if necessary, to the board of governors.
- 8.5 All employees have a responsibility for reporting defects or failings and for full involvement in Health and Safety matters. Employees should report any defect to their Head of School/Line Manager if urgent but are also entitled to direct access to the Health and Safety Officer and/or Principal at any time.

## 9. ALCOHOL, DRUGS, SOLVENTS AND VAPING/E-CIGARETTES

- 9.1 The School is concerned that employees should not expose themselves or other persons to risks to their Health and Safety and that employees should be, so far as is reasonably practicable, fit and well for work at all times.
- 9.2 No person will be allowed to be at work if they are under, or perceived to be under, the influence of alcohol, drugs, solvents or medication that will affect their judgement.
- 9.3 Any employee who is aware of any person who is at work and under the influence of drugs, alcohol, solvents or such medication must report the matter immediately to their Head of School/Line Manager or Health and Safety Officer.
- 9.4 Employees who are taking medication or prescribed drugs that may affect their actions or reactions at work must inform their Head of School/Line Manager. The Head of Department/Line Manager, together with the Health and Safety Officer, will determine if redeployment is necessary (for example to non-hazardous working).
- 9.5 To use alcohol, uncontrolled drugs or solvents whilst at work or under their influence whilst at work is considered by the School to be a very serious matter and subject to the same disciplinary action as any act of gross misconduct.
- 9.6 Vaping and e-cigarettes are illegal in Thailand

## 10. AIR POLLUTION AND AIR QUALITY MANAGEMENT

- 10.1 The School uses Air Visual monitors on-site and the Air Visual App on phones which gives real-time readings from the monitors and shows readings for other monitors nearby. The Air Visual website states: *"AQI, or Air Quality Index, is a system for translating sometimes confusing or unintuitive pollutant concentration measurements, into one easy-to-understand scale to clearly represent the health risk posed by ambient air pollution. The index formula usually considers up to 6 main pollutants (PM2.5, PM10, carbon monoxide, sulphur dioxide, nitrogen dioxide and ground-level ozone), and calculates the respective health risk (or AQI number) for each one at any given time. The overall AQI number at a given moment is dictated by the "riskiest" pollutant, with the highest AQI number.*
- 10.2 *The index ranges from 0 to 500, where high index values indicate higher levels of air pollution and higher potential for adverse health effects. Any value larger than 300, for example, is considered to be hazardous, while an AQI value of 0-50, on the other hand, represents good air quality."*
- 10.3 Air pollution in the area can be categorised as moderate (see table below) through large parts of the year and go as high as poor or even unhealthy at times. The following steps have been put in place to react if the AQI reaches unacceptable levels.

10.4 Air purifiers are (will be in future) installed in classrooms to ensure the air quality inside is good.

#### Daily Pollution Monitoring

10.5 During times of poor air quality the Director of Sport will monitor and review the AQI readings at - 7.30am / 10am / 1pm / 3.30pm / 4.30pm. At these times the Director of Sport will communicate only should there be a change to activities/procedures, If AQI readings are above 150 Sports Events (Fixtures) will be cancelled. Decisions on weekend fixtures/practices will be taken by 5pm on the Friday before by the Director of sport.

#### Communication

10.6 The Director of Sport will announce any change in daily procedures to the School community using email to all staff. If the decision impacts fixtures or pick-up times, parents will be informed by the iSAMS SMS System/email/SchoolsBuddy or whichever is appropriate. The Sports Departments will contact other Schools in respect of fixtures and endeavour to make a decision in plenty of time to allow parents to plan accordingly. Trips/activities will refer to the AQI procedures table below so that measures can be taken should the air quality in the area be too poor to allow for the activity to continue.

#### AQI Procedures

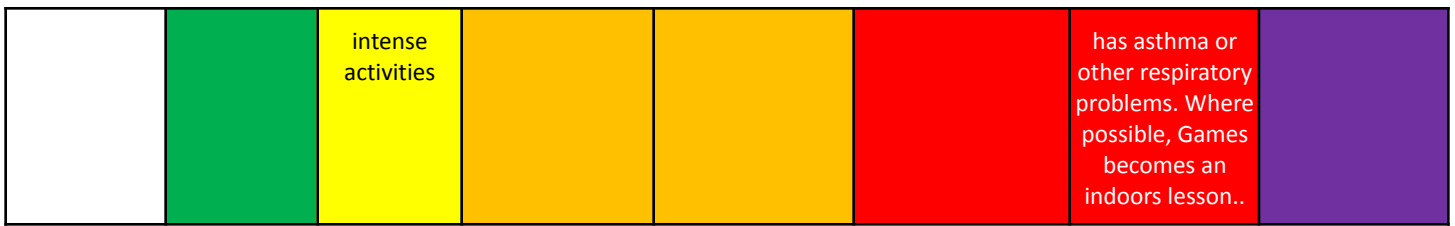
10.7 AQI readings are taken from the AirVisual app, with the school having an on-site reading.

AQI Readings	Description	Impact on Outdoor Activities	Impact on Sports, PE & Swimming
0 – 50	<b>GOOD</b>	Normal Activities	Normal Activities
51 – 80	<b>MILD</b>	Normal Activities	Normal Activities
81 – 125	<b>MODERATE</b>	Normal Activities Pre-Prep – Less strenuous activity Special consideration for those with asthma and respiratory difficulties	Modified lessons for certain age groups of children including Pre-Prep
126 – 150	<b>MODERATE</b>	Pre-Prep – 30 minutes outdoors activity Prep & Senior - Break times outdoors Special consideration for those with asthma and respiratory difficulties	Modified lessons for Pre Prep age groups
151 – 175	<b>POOR</b>	Pre-Prep Indoors Prep & Senior - Break times outdoors with no ball games / option to be in classrooms. Special consideration for those with asthma and respiratory difficulties	Modified lessons to reduce prolonged exertion

<b>176 – 200</b>	<b>UNHEALTHY</b>	Playground and CGA closed. Indoor activities / lessons for everyone. AQI reviewed at set times throughout the day	Modified indoor lessons
<b>200 +</b>	<b>VERY UNHEALTHY</b>	All pupils Indoors AQI reviewed at set times throughout the day	Low impact indoor lessons

### Guidelines for PE & Sport Activities

	<b>0 – 50 GOOD</b>	<b>51 – 80 MILD</b>	<b>81 – 125 UNHEALTHY FOR SENSITIVE GROUPS</b>	<b>126 – 150 UNHEALTHY FOR SENSITIVE GROUPS</b>	<b>151- 175 POOR</b>	<b>175 – 200 UNHEALTHY</b>	<b>201 – 300 VERY UNHEALTHY</b>
			<b>Special consideration for those with asthma and respiratory difficulties</b>		<b>Those with asthma and respiratory difficulties should not be outside</b>		
<b>Activity</b>	No restrictions	No restrictions	Pre-Prep- Modified / Low intensity outdoor activities	Prep & Senior Schools Modified / Low intensity outdoor activities	Pre Prep - No outdoors activities Prep & Senior - Modified lessons to reduce prolonged exertion	Prep & Senior - No Outdoor Activities	Every opportunity will be taken to restrict outdoor exposure to a minimum
<b>Break and lunch times</b>	No restrictions	No restrictions	Children with asthma or other respiratory problems should be encouraged to play indoor	Pre-Prep – 30 minutes outdoors activity Prep & Senior - Break times outdoors	Prep & Senior - Break times outdoors with no ball games / option to be in classrooms.	Playground and CGA closed. Indoor activities / lessons for everyone.	Every opportunity will be taken to restrict outdoor exposure to a minimum
<b>PE &amp; Swimming lessons (80 mins)</b>	No restrictions	No restrictions	Restricted / amended programme for those with asthma or other respiratory problems	Restricted / amended programme for those with asthma or other respiratory problems	Prep & Senior - Modified lessons to reduce prolonged exertion	Not suitable for any child who complains of difficulty breathing, or who has asthma or other respiratory problems. Where possible, swimming becomes a PE lesson indoors.	Every opportunity will be taken to restrict outdoor exposure to a minimum
<b>Games (Competitive training)</b>	No restrictions	Exceptionally sensitive individuals should limit	Exceptionally sensitive individuals should limit intense activities	Exceptionally sensitive individuals should limit intense activities	Prep & Senior - Modified lessons to reduce prolonged exertion	Not suitable for any child who complains of difficulty breathing, or who	Every opportunity will be taken to restrict outdoor exposure to a minimum



## 11. LIGHTNING

- 11.1 Lightning is indiscriminate and potentially lethal, 85% of all victims are aged 10-35 years and are either working outdoors or engaged in some form of outdoor recreation.
- 11.2 About 20% of lightning strikes are fatal. Death is usually caused by cardiac or respiratory arrest. Survivors typically suffer from burns, kidney failure, injuries related to being thrown by the strike or falling after it, and psychiatric, visual or auditory disorders. About 70% of survivors of encounters with lightning will suffer from residual effects. These may not be immediately apparent, but develop over time, resulting in chronic neurological symptoms such as sleep disorders, memory loss, nerve pain, or personality changes. These symptoms are the result of damage to the nervous system by the intense electrical charge of a lightning strike.
- 11.3 *During a thunderstorm, each cloud to ground strike is potentially lethal. Although some victims are hit by the main strike, many are hit as current moves in or along the ground, or jumps sideways from other objects. This characteristic of lightning creates potential for groups of people to be hit at the same time.*
- 11.4 Lightning strikes result in large voltage gradients- around 300 kilovolts, but they are extremely fast, a few milliseconds at most. Most of the current will pass over the surface of the body, a phenomenon known as an external flashover. By contrast, industrial electrocution delivers between 20 and 63 kilovolts, lasting around half a second (until a circuit breaker is tripped or the victim is thrown clear) and the majority of the current passes through the body, usually resulting in contact and deep tissue burns along the length of the current's path. Lightning burns tend to be concentrated at the entry and exit points. Metal objects, such as buckles or necklaces, may be superheated by the external flashover and cause severe localised burns.
- 11.5 This section of the policy provides a guide for the suspension and resumption of outdoor activity when there is a risk of lightning.
- 11.6 The whole school Director of Sport will monitor the proximity of lightning via the WeatherBug app. If a strike is within the 16km radius key staff will be notified via email. All staff are encouraged to download the WeatherBug app and act on notifications of potential lightning strikes. In the event of a notification of lightning within 16kms:
- Children/students/staff will not be allowed to be in the pool;
  - Children/students/staff will not be allowed to remain in the open and will return to a safe structure;
  - All substantial buildings are safe structures. A lightning protection system has been installed which allows for Children/students/staff to quickly move through the covered walkways (not across open ground) but movement must not be delayed.

### **WeatherBug App for Phone and Laptop**

This App has been very useful and uses a colour colour-coded system.



Green Alert: no lightning within 48 km  
No risk. No action necessary.



Yellow Alert: lightning has been detected 32-48 km away.  
Warning only. No risk or action necessary



Orange Alert: lightning has been detected 16-32 km away.  
Warning signal. Storm activity is approaching. Monitor and prepare to move to safety.



Red alert: lightning has been detected 0-16 km away. Move to safety immediately.

Once the alert returns to orange normal activity may resume but monitor the situation as the storm may return.

11.7 Storms move at between 25-45 mph (40-70 km/h), so don't delay.

### **11.8 NEVER USE UMBRELLAS IN THUNDERSTORMS**

### **11.9 NEVER USE THE LIFTS IN THUNDERSTORMS**

#### Identification of safe structures

11.10 No place is absolutely safe from lightning strikes, but some places are much safer than others. Each School must identify its safe areas and ensure that staff are aware of them.

#### **11.11 SAFER areas include:**

- Enclosed vehicles with windows closed (car, bus, tractor with cab). This does not include convertibles. Do not touch metal parts;
- Substantial enclosed buildings;
- Low ground, sheltering in clumps of low bushes;
- Trees of uniform height – a forest.

#### **11.12 UNSAFE areas include:**

- High ground;
- Open ground;
- Water;
- Isolated or tall trees;
- Near outdoor metal structures such as fences, gates, poles, seating, ropes courses;
- Insubstantial structures such as picnic sheds and shade shelters, tents, covered porches;
- Machinery such as mowers or unenclosed tractors.



11.13 *If you are caught outside during a storm and feel your hair stand on end or hear buzzing/crackling noise in the air, you are within the field of charge of a lightning strike. Remove metal objects (keys, badges, belts etc), crouch down with feet together, head down and hands over your ears. It is safer to adopt this position if outdoors than to be in one of the unsafe situations listed above.*

#### Safety Indoors

11.14 Do not handle electrical equipment, landline telephones or plumbing. These are all electrical conductors. Using a computer or wired video game system, taking a bath or touching a metal window frame all put you at risk of being struck by lightning. Use battery-operated appliances such as mobile phones only.

#### Child and student safety

11.15 If a storm is imminent (check the weatherbug app, weather forecast and survey the sky), cancel any plans to take children outdoors. If you are outdoors with children and a storm approaches rapidly, cease all activities and move quickly indoors. Do not allow pupils to move between buildings during an electrical storm.

#### Dealing with a victim of a lightning strike

**11.16** Victims of lightning strikes do not carry an electrical charge. They are safe to touch. **Call** for emergency help. **Assess** the situation. If there is continuing lightning, both victim and rescuer remain at risk. Move the victim to a safer location. **Lightning** often causes a heart attack. Check for pulse and breathing. **Resuscitate** If the victim is not breathing, immediately begin mouth-to-mouth resuscitation. If there is no pulse, begin CPR, or use an AED if one is at hand.

11.17 **IMPORTANT:** Lightning may also cause other injuries such as burns, shock and sometimes blunt trauma. Treat each of these injuries with basic first aid until help arrives. Do not move victims who are bleeding or appear to have broken bones.

## 12. ASBESTOS

12.1 The School will never authorise the use of asbestos in building materials either in its existing premises or any new premises yet to be erected. It is understood that the School premises are relatively young and unlikely to have utilised asbestos during the building process; nevertheless, should asbestos ever be detected in School facilities, immediate action will be taken to renovate the affected area(s) and all necessary health and safety precautions will be taken to minimise exposure including the temporary closure of School facilities, if necessary.

## 13. BOMB THREAT

13.1 Bomb and other threats may be delivered in writing, in person, over the telephone or through a secondary source. The most common method is by telephone.

- The COO and the Principal should be contacted immediately about the bomb threat;
- Security will contact Thailand Fire and Police Departments;

- The Principal will evaluate the seriousness of the threat to determine if the evacuation of the School is necessary;

## 14. CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH

- 14.1 The School recognises that certain substances used at work can be dangerous or hazardous depending on their use, condition of, storage and other factors, the environment, exposure and chemical make-up.
- 14.2 It is important that employees understand the dangers and hazards associated with substances used at work and are fully aware of the precautions that are needed to prevent or reduce any risks to Health and Safety. Line Managers, including Heads of Department, are to identify hazardous substances within their area of responsibility, assess the risks associated with their use, identify preventative measures, and communicate those to relevant staff.
- 14.3 Strict control must be in place for any area containing hazardous chemicals, with only authorised members of staff allowed entry to such areas.
- 14.4 Particular care will be paid to substances such as weed-killer and fertiliser, utilised in the School gardens.

## 15. CROWDS AND EVENT SAFETY

- 15.1 Prior to a major event, a physical Health and Safety check of the relevant area of the School is to be conducted by the Health and Safety Officer. As a minimum, this check is to consider electrical safety, fire and evacuation procedures, traffic procedures, and medical procedures, including identifying access points for emergency vehicles.

## 16. DESIGN AND TECHNOLOGY (D&T) WORKSHOPS

- 16.1 The workshops located in the Senior School campus are managed by the SS Head of D & T.
- 16.2 The workshops located in the Prep School campus are managed by the Prep Head of D&T.
- 16.3 Risk assessments are in place for all workshop machinery and must be followed at all times.
- 16.4 There are a number of risks associated with workshops, including:
- The use of machinery, particularly power tools, abrasive wheels and woodworking machines;
  - The use of hand tools;
  - Noise;
  - Dust and fumes.

- 16.5 Particular attention needs to be given to good housekeeping. Tools should be stored in designated storage areas when not in use.
- 16.6 All substances and fluids must be stored correctly and employees must never leave tins open or put any substances in unmarked tins or containers.
- 16.7 All materials should be stored in a safe and secure manner.
- 16.8 Access to the workshops will be restricted to only those employees who need access. Student use of workshops must always be under the supervision of a designated workshop instructor.
- 16.9 Floors must be kept clear at all times. Spillages must be cleared up immediately.
- 16.10 Any damage to the workshop, fittings, fixtures or equipment must be reported immediately to the Head of Department or Health and Safety Officer if necessary.
- 16.11 Eating and drinking is not permitted in the workshops.

## 17. ELECTRICAL SAFETY

- 17.1 Electrical work and installation will only be carried out by certified contractors or qualified members of the estates team.
- 17.2 Electrical hazards arise from poor design, construction and installation, inadequate standards of maintenance, or misuse and incorrect operation. The School will reduce these hazards to a minimum by the use of competent persons, using safe systems of work, approved materials and equipment and through regular preventative maintenance and inspection.
- 17.3 Staff who use electrical equipment must report any fault or defect immediately to their Head of Department.
- 17.4 Staff must not attempt to carry out any repairs or interfere with any equipment unless they are designated competent to do so by the school.
- 17.5 As soon as staff become aware of any defect, they should stop using and isolate the equipment by removing the power source.
- 17.6 Any electrical shocks suffered by any employee, student, visitor etc. must be reported immediately to a SLT member and an incident report raised.
- 17.7 Any contractor that has been chosen to carry out electrical works or electrical repair works of any kind must provide the Head of estates with documentation certifying competency in handling electrical work before the job is carried out.
- 17.8 All electrical tools and equipment should be rated at 220V.

## 18. EMPLOYEE DRESS CODE

- 18.1 All employees must dress in such a manner that is appropriate for their job, following the guidelines in the RST staff handbook.
- 18.2 Employees should be aware of the dangers of wearing any loose, baggy or hanging clothing, which can become trapped or entangled causing serious injury. Long hair should be tied back when using equipment and security badges removed, where entanglement is possible. Sensible footwear should be worn at all times, soles should permit a good grip on School surfaces and heels should be appropriately safe for walking around the premises.
- 18.3 Where appropriate, items of PPE (personal protective equipment) must be worn whilst the task for which the PPE has been provided is being carried out. All PPE must be maintained in a clean and serviceable condition.
- 18.4 Non-swimmers must not undertake work (such as cleaning) close to the edge of the swimming pool when the lifeguard is not present
- 18.5 All non-PE staff entering the pool area must first inform the PE staff of their presence.

## 19. FIRE

- 19.1 The School conducts, at a minimum, termly evacuation drills on all campuses. The first evacuation drill of each year will be announced in advance to all staff, students and contractors while subsequent drills will be unannounced.
- 19.2 Every School has an up-to-date Emergency Evacuation Flow Chart with clearly labelled positions of responsibility and back-up personnel for each such position. It is the responsibility of the Health and Safety coordinator in conjunction with the Heads of school, to maintain the up-to-date flowcharts and revise them at the beginning of each school year.
- 19.3 In the event of an emergency evacuation, drill or otherwise, the **Incident Controller** (likely to be the Principal if present), will make the final decision to re-enter the building after consultation with the COO.
- 19.4 The emergency bag, containing back-up class lists, is to be always kept current by the secretary for each school.
- 19.5 Following any emergency evacuation, drill or otherwise, all feedback on the procedure is to be emailed directly to the COO, who will coordinate any required changes with Heads of school.

## 20. FIRST AID

- 20.1 The School maintains a robust and responsive medical service, with 5 qualified nurses providing medical care in the whole School, supported by trained first-aiders amongst the teachers and non-academic staff.

- 20.2 The School will maintain an adequate number of qualified first aiders in order to provide first aid cover at all times at the ratio of 1 Nurse per 500 headcounts.
- 20.3 The Lead Nurse, in consultation with the Professional Learning coordinator, will be responsible for recording names and location of first aiders and will retain first aid certificates with date of initial training and refresher training.
- 20.4 The prime aim of any employee dealing with an injured or ill person is to sustain life and if possible to stabilise the condition until professional assistance arrives.
- 20.5 First aid kits will be kept in readily accessible condition to all schools and sporting facilities. The overall responsibility to maintain the first aid kits and their materials lies with the Head Nurse. The first aid boxes are checked by the nursing team on a monthly basis and replenished as required, or straight after supplies are known to be used.
- 20.6 No medicine, drugs or other medications will be administered by any member of staff other than the School Nurses on campus. Exception is over the counter medications or prescribed medications with written consent of the parent by teachers on school trips or house parents within the boarding community.
- 20.7 Adequate training and information will be provided to employees so that they are aware of the above arrangements including the location of equipment, materials and personnel during Termly staff briefings.
- 20.8 All First Aid treatment provided by the First Aiders shall be recorded in the Incident Report.
- 20.9 Following an investigation of the accident by the Head of School or Department, the Incident Form shall be updated, including actions taken, and passed to the Health and Safety Coordinator, who will pass it to the Head Nurse for review and filing.
- 20.10 The School has 3 **Automated External Defibrillators** (AEDs) located across the sites
- 20.11 Instructions on how to use the AED are found in these areas.

## 21. FOOD HYGIENE

- 21.1 In the Department for Education document 'School food in England: Departmental advice for governing bodies' (January 2015) "Governing bodies are strongly encouraged to work with the senior leadership team to develop a whole school food policy; setting out the school's approach to its provision of food, food education (including practical cooking), the role of the catering team as part of the wider school team and the school's strategy to increase the take-up of school lunches."
- 21.2 The School's kitchens, food handling areas and processes are audited on a regular basis by a 3rd party inspectorate brought in by the catering company.

21.3 Thai regulations can be found at:

[https://www.foodsafety.moph.go.th/document/Info\\_general/Standard.pdf](https://www.foodsafety.moph.go.th/document/Info_general/Standard.pdf)

Reference to the Thai " Food Safety in Education- Schools/ Colleges/ Universities"

Department of Health Thailand standard: 1. Bureau of food and water sanitation 2. bureau of nutrition. (In English)

[http://nutrition.anamai.moph.go.th/ewt\\_news.php?nid=345](http://nutrition.anamai.moph.go.th/ewt_news.php?nid=345)

[http://foodsafety.anamai.moph.go.th/download/D\\_CFGT/Standard/inspection%20form%20for%20canteen.pdf](http://foodsafety.anamai.moph.go.th/download/D_CFGT/Standard/inspection%20form%20for%20canteen.pdf)

21.4 The catering company shall hold all relevant hygiene and food preparation / delivery licences and shall be held responsible for ensuring that all applicable standards are complied with.

21.5 The School may arrange an unannounced 3rd party hygiene inspection once per year, in addition to regular government inspections.

21.6 Detailed cleaning records and documentation of cleaning chemicals used are to be maintained at all times by the caterer.

21.7 Deep cleaning of the kitchen and the associated extraction system is carried out by the caterer, during each term break.

21.8 RST aims to:

- To provide pupils with the opportunity to eat healthy, balanced meals
- To make every reasonable effort to ensure that food provision in the school reflects the ethical and medical requirements of staff and pupils e.g. religious, ethnic, vegetarian and medical needs and that all relevant staff members are aware of these.
- To ensure that all food and drink served is in line with the mandatory standards, is varied, is served in appropriate portion sizes, looks good and tastes good.
- To ensure that all aspects of food and nutrition in school promote the health and wellbeing of the whole school community.
- Food is prepared in conditions which conform to appropriate regulations.
- When packed lunches are required the Catering Company is reminded to provide healthy lunches with NO glass bottles, fizzy drinks, sweets or nut based products.
- To ensure that all food and drinks consumed as snacks are healthy.
- To ensure all staff involved in the food preparation demonstrate good food safety practices.

- To take a whole school approach to healthy eating to ensure that messages taught in the curriculum are reflected throughout the school day. 5 a day
- To ensure that a food allergy plan is created for children with severe or specific allergies (Linking to Medical Policy)
- To recognise that as a school we are a nut free zone
- To offer an international diet catering for the broad range of nationalities represented at school
- To ensure that healthy food and drink options are available at all school events, including parties, celebrations and fund-raising events.
- We use sensitivity in catering for children with specific dietary needs.
- For kitchen staff handling food to have appropriate food hygiene training and certification.

## 22. GAS SAFETY

- 22.1 The risks associated with the use of gas depends on the circumstances. These risks include carbon monoxide poisoning, fire, explosion and asphyxiation.
- 22.2 All gas-related work will be carried out by a competent person or persons only. The COO will ensure that any contractor hired to work on gas facilities at the School is competent and authorised to do so via consultation with the head of estates
- 22.3 Gas fittings will be of correct construction, material, strength and size and should be regularly maintained.
- 22.4 Employees, unless competent and authorised to do so, must not interfere in any way with any gas appliances or fitting.
- 22.5 Any employee who smells gas should initiate evacuation procedures (as for fire).
- 22.6 The Head of estates is responsible for ensuring all gas systems are maintained and inspected in accordance with local regulations.

## 23. HAND TOOLS

- 23.1 All hand tools must only be used for the job for which they are intended.
- 23.2 Employees must use hand tools in a safe manner and in accordance with any training given in their use.
- 23.3 Hand tools must be maintained in an efficient working condition. Any defects must be reported and repaired.

- 23.4 Electrically-powered hand tools are to be effectively earthed, unless marked as “all insulated”.
- 23.5 Hand tools must be stored appropriately and not be subject to substances or articles that will affect their safe use.
- 23.6 When using hand tools, employees must take appropriate care not to expose themselves or others to undue risk. Any employee who is unsure of the correct use of hand tools should request training.

## 24. HOT LIQUIDS AND SUBSTANCES

- 24.1 Hot liquids and substances are encountered on a day-to-day basis throughout the School.
- 24.2 This will be within the heating installation, domestic hot water supply and when cooking food or boiling water to prepare beverages.
- 24.3 Maintenance staff etc. working on the heating installation and domestic hot water supply will do so only if they have been authorised by the head of estates.
- 24.4 Catering staff will prepare and cook food in accordance with the kitchen procedures.
- 24.5 All hot drinks containers, including staff’s personal cups, must have a lid if they are being carried around.

## 25. HOT WORKS

- 25.1 Hot works are maintenance or construction that involves welding, burning, brazing, cutting, soldering or heating or other operations that may generate arcs, sparks, open flames or other fire hazards.
- 25.2 Authorised Person: Only individuals qualified to perform burning, welding and cutting operations by virtue of training and competency can undertake hot works.
- 25.3 All requests to undertake hot works must be approved in advance by the health and safety coordinator.
- 25.4 Contractors must provide workers’ hot works licenses for approval by the head of estates before any hot works are undertaken.
- 25.5 Hot Works will be assessed with a Permit to Work (PTW) submission to the estates team.

## 26. HOUSEKEEPING



- 26.1 The general tidiness and cleanliness of the premises is a key factor in the promotion of Health and Safety and can contribute greatly to reducing risks and accidents.
- 26.2 All employees are responsible for the general state of the premises in respect of rubbish and debris. Employees must dispose of any waste material in the containers provided and must not allow accumulations of waste material.
- 26.3 All employees must keep their own areas of responsibility clean and tidy. Corridors need to be kept free not only from solid objects but also from any fluids or liquids. Spillages must be cleaned up immediately, using appropriate materials and observing the relevant warning signs during and after the operation.
- 26.4 No combustible materials must be allowed to accumulate, and all entrances and exits must be kept free from any object that is likely to affect safe movement through them.
- 26.5 Employees will be responsible for clearing away any and all mess or surplus material of which they are the cause and for placing it in the relevant containers.
- 26.6 Although accumulations of dirt or waste should be reported to the head of support services, it is stressed that general cleanliness and hygiene is the responsibility of all employees, not just those designated as cleaners.

## 27. LONE WORKING

- 27.1 Lone workers are those who work by themselves without close or direct supervision. Any member of staff who is working alone at weekends or in the evening after 6.00p.m must make the guards aware of their presence in the building(s) when they start work.

## 28. MACHINERY AND EQUIPMENT

- 28.1 The School's aim is to provide, for employees' use, equipment which is, so far as reasonably practicable, safe and without risk to health.
- 28.2 Prior to use, equipment will be checked and any manufacturer's guidance will be considered. Information, instruction and training will be given, by the Department Head to employees who will use the equipment. Such training will include risks, the preventative and protective measures, the correct use of guards, systems of work and any personal protective clothing that is required to be worn.
- 28.3 Employees must not use any equipment unless they are competent to do so and have received the necessary information, instruction and training.
- 28.4 Employees must report any damage, malfunction or unsafe equipment to their Head of School or Department. Employees must not interfere with or repair any equipment unless competent to do so.

28.5 All equipment will be maintained in efficient working order. Particular items of equipment will have a routine and planned maintenance programme.

28.6 Proper and safe procedures will be adopted for maintenance of equipment, including the isolation of power.

## 29. MANUAL HANDLING/MATERIALS HANDLING

29.1 The School accepts that there are risks of injuries to employees from manual handling operations.

29.2 As a starting point, no employee will be expected to and therefore must refrain from moving any load that they think is liable to cause injury. Employees should have regard to good manual handling techniques and follow the approved systems of work including the use of any manual handling aids provided.

29.3 Heavy objects are not to be moved around the campus during normal school hours. When there is an urgent requirement, heavy objects may only be moved while students are in class.

29.4 Employees who have to carry out manual handling operations will be adequately trained in the process and the best way to move loads so as to reduce the risk of injury.

29.5 All manual handling operations that involve a risk of injury and cannot be avoided, automated or mechanised, will be assessed to reduce the risks to the lowest level reasonably practicable.

## 30. MOTOR TRANSPORT

30.1 As the School site is not designated for motor traffic and as many areas experience continual pedestrian use, particular care must be taken when manoeuvring motorised vehicles within the premises.

30.2 To control the extent of traffic and parking on the site, all vehicles must be approved by the Security team to gain access to the site.

30.3 All drivers must keep their speed to a maximum of 15kmph and should seek assistance in manoeuvring by a member of staff if required.

## 31. NOISE

31.1 The School recognises the risk from exposure to excessive noise to employees at work.

31.2 Where necessary the head of estates or relevant Department Head will make a noise assessment.

31.3 The assessment will be made by a competent person and will:

- Identify which employees are exposed;
- Provide such information as to permit compliance with the School's statutory duties;
- Be reviewed when the original assessment is no longer valid.

31.4 The School will in all cases try to reduce noise to the lowest level by precautions and methods other than by the use of personal hearing protection, i.e. - at source.

31.5 The School will establish, where necessary, ear protection zones.

## 32. NON-STATUTORY INSPECTIONS

32.1 The Health and Safety Coordinator, is responsible for the periodic inspection of processes, equipment and materials which are detailed in this policy. Some of these inspections are not required by law but will be undertaken in order to maintain the highest standards of Health and Safety.

32.2 First aid kits will be checked regularly and replenished, then and after known use, by the school nurses.

32.3 All staff will be responsible for examining any equipment or machinery before they use it.

32.4 Head of estates and operations team will inspect fire-fighting equipment and means of escape and will arrange for alarms to be tested regularly.

32.5 Services, such as electricity, gas etc. will be inspected regularly by the head of estates.

## 33. OFFICE SAFETY

33.1 There are a number of risks associated with working in an office and, although such areas are generally of low risk, the following points should be kept in mind:

- Floors and aisles should be kept clear at all times;
- Floors should be kept free of materials or substances likely to cause persons to slip, trip or fall;
- Anything heavy or awkward load, which is likely to cause injury, should not be lifted;
- Filing cabinets should not be overfilled and materials should not be stored on top of ledges, filing cabinets etc.;
- Filing cabinets must be of the type that allows only one drawer to be opened at any one time.
- Interference with any electrical equipment should be avoided, and electrical faults and defects should be reported immediately;
- Guidance or instructions on notices or signs should be followed;
- Fire exits must be kept clear at all times and unlocked when people are in the buildings;
- Office staff must make themselves familiar with the arrangements for dealing with emergencies, including fire;

- Employees are required to keep their own work areas clean and tidy at all times;
- Paper products should not be stored close to electrical sockets or other electrical installations where possible;
- Employees must not use anything other than stepladders or other specifically designed aids to reach high shelves or other areas out of reach from the ground, e.g. files on shelves.

## 34. PREGNANCY

- 34.1 Where a risk to a pregnant employee is identified then every step possible will be made to remove the risk or reassign the duties of that person as appropriate and until the pregnancy has passed.
- 34.2 It is the duty and responsibility of the employee to notify the school that she is pregnant and to provide medical proof of the pregnancy.
- 34.3 No employee who is either pregnant or who has recently come to term should undertake any activities or use any hazardous substances that might put herself, the fetus or new born baby at risk of harm.

## 35. PREMISES

- 35.1 With a large infrastructure, and requirements to constantly satisfy educational and event needs, it is not reasonable or practical for all maintenance activities to be undertaken out of hours.
- 35.2 High risk activities, such as the use of scaffolding, will however only be undertaken out of hours unless operational essential and urgent. If undertaken, strict procedures must be followed, as outlined in this policy.
- 35.3 The highly trained outsourced staff, who are subject to the School's and their company's Health and Safety policies and procedures, will therefore be authorised to undertake any such work that is deemed necessary and safe to undertake during school hours, providing it poses no threat to students, staff or visitors. This may include the use of stepladders where appropriate, providing School procedures for their use are followed. At no times are tools, stepladders, paints, etc. or electrical installations that are being worked on to be left unattended.
- 35.4 However, any member of staff, who has legitimate concerns about the safety of any work that is being undertaken, or who recognises that it is in breach of this policy, can and should report it to the COO immediately.
- 35.5 Any breach of procedures will be reported immediately to the COO, investigated, and discussed at the weekly Operations meeting.
- 35.6 School premises will be maintained in a condition that, so far as is reasonably practicable, is safe and without risk to health. When fulfilling this commitment reference will always need to be made to the age and structural features of the buildings.

35.7 All employees have a responsibility to maintain the premises and not to do anything to damage the School. Employees must report any defects or damage via the estates department.

35.8 The following are a list of general rules for employees to follow (most are included in various parts of this policy):

- Do not cause obstructions;
- Do not run;
- Do not leave cables trailing on the floor
- Do not attempt to interfere with or repair any equipment or machinery unless you are authorised and competent to do so;
- Report all defects, damage or dangerous conditions or system of work;
- Dispose of rubbish and refuse promptly and in accordance with approved practice;
- Use appropriate ladders to gain access to heights;
- Do not move any load liable to cause injury;
- Do not obstruct fire exits;
- Observe all signs;
- On leaving work ensure it is left in a tidy and clean state and ensure that materials are stored away;
- Follow approved procedures, instruction and training at all times.

35.9 Sufficient heating, lighting and ventilation will be provided and maintained by the School where practicable.

35.10 If appropriate, notices designed to protect the Health and Safety of employees will be displayed on the School premises. Such notices will be positioned in conspicuous places and employees are required to comply with them. Employees must not interfere with, remove or deface any signs or notices.

35.11 The School will maintain adequate welfare facilities, toilets, drinking water, hand washing and drying facilities.

## 36. REVIEW AND COMMUNICATION OF POLICY

36.1 In so far as it affects their actions, this policy and any related guidance, information, instruction and training must be communicated to all employees of the School.

36.2 The "[Statement of Intent](#)" will be displayed in a prominent place.

36.3 Appropriate aspects of this policy will be covered in the Annual All Staff Induction of all new employees. All employees are to have access to the full policy.

36.4 Where any aspect of this policy is unclear or where an elevated risk is evident, employees will be offered training, where required, in those elements of the policy that relate to their responsibilities.

- 36.5 Any employees who can contribute to the policy and its improvements should do so through the Health and Safety Officer.
- 36.6 The policy is a working document and will change constantly as employees, materials, equipment and system change. It will be formally reviewed once per year by the Health and Safety Committee and submitted to the SLT for review and approval.
- 36.7 All employees will be made aware of any changes of significance that have been made as a result of the review process.
- 36.8 Consideration in any review will be given to recommendations of governing authorities and other recognised agencies.

## 37. SCHOOL TRIPS

- 37.1 School trips are covered under the School Trip Policy. All trip providers must hold the relevant licences in the country in which the trip is being held.

## 38. SECURITY

- 38.1 All visitors to any School premises will be challenged and required to register at the Guardhouse or the Reception counter when they enter the premises.
- 38.2 Staff and parents are required to wear valid school identification at all times.
- 38.3 Guests to the School will be required to identify themselves and state the purpose of their visit. The guard on duty at the Guardhouse or the receptionist at the Reception will confirm the arrangements prior to issuing a visitor's lanyard to the visitor.
- 38.4 It is expected that all members of staff will contribute to the School security by challenging any person they see on campus not wearing a visible lanyard.

## 39. SLIPS, TRIPS AND FALLS

- 39.1 Slips, trips and falls are the single most common cause of injuries at work and account for over a third of major injuries reported each year.
- 39.2 The School therefore requires that floors must be suitably surfaced, in good condition and free from obstructions.
- 39.3 Employees are to report any H&S concerns if urgent and/or serious, to their Head of School or Department or the Health and Safety Coordinator.

- 39.4 Notices are to be prominently displayed when floors are being cleaned and floor cleaners are to wear appropriate footwear.
- 39.5 Pedestrian routes and emergency entrances and exits are to be kept free from avoidable obstructions.
- 39.6 Unavoidable ground-level obstructions are to be cordoned off.
- 39.7 Warning signs are to be prominently displayed when hazards exist from overhead working, and areas into which objects from overhead working might fall are to be cordoned off to prevent pedestrian or motor access.

## 40. SPORTS AND PE

- 40.1 All physical education staff members are required to be first aid trained.
- 40.2 For home sports fixtures, nurses are available on site and are on call between 8:00 am – 6:00pm during School days. If deemed necessary by the Director of Sport, nurses can be reserved for longer hours on Weekdays and Saturdays.
- 40.3 For sports tournaments hosted by the School, nurses are booked by the Director of Sport for each venue and attend with their own first aid materials. If a tournament is being played over more than one venue or pitch, consideration should be given to having a nurse at each venue.
- 40.4 First aiders/nurses at home tournaments are to be provided with labelled tents to ensure visibility.
- 40.5 For major sporting (and/or high risk) events, such as rugby fixtures/tournaments, the School will seek to reserve an on-site ambulance but this may not always be possible. The requirements and provision of ambulance cover for all sporting events should be clearly communicated between the Director of Sport and Head Nurse.
- 40.6 School sporting fixtures are subject to AQI restrictions which may be modified by agreement of the Principal, Director of Sport and participating schools.
- 40.7 Shade is an important factor in all outdoor activities in this climate, due consideration will be given to hydration and shade provision for all fixtures and lessons.

## 41. STATUTORY INSPECTIONS

- 41.1 Statutory inspections that need to be carried out on the School premises are listed below:
- Boilers;
  - Fire detection/alarm/equipment;
  - Emergency lighting;
  - Lifts/lifting equipment;

- Gas systems.

- 41.2 It is the responsibility of the Head of estates to ensure that all statutory inspections on the above are carried out by competent persons, within the time-scale and a record kept of the result of the inspection.
- 41.3 Any inspection that identifies unsafe equipment or practices will lead to the decommissioning of the equipment or suspension of the practice until the required standard can be achieved.
- 41.4 Lifts and lifting equipment are covered by specific statutory regulations that require regular inspection and testing of the lifts and the lifting mechanisms (chains, motors, pulleys etc.) by a competent person. An annual insurance inspection must also be carried out.
- 41.5 Operations and IT Managers will also ensure that appropriate and regular maintenance and operational checks are carried out on CCTV, ICT and Access Control systems.

## 42. TRAINING

- 42.1 RST expects that, by virtue of their professional qualifications and experience, every staff member should maintain a basic understanding of and strong commitment to Health and Safety.
- 42.2 However, the School recognises the importance and value of Health and Safety training and is committed to providing adequate information, as well as additional instruction and training, where appropriate.
- 42.3 New employees will be escorted around the School by their Line Manager to familiarise them with key features such as fire escape routes, fire-fighting equipment and assembly areas.
- 42.4 Information relevant to an employee's particular tasks or job will be provided by the relevant Head of School or Department
- 42.5 The policy will be made available by the Head of School or Department, or Health and Safety Coordinator to any employee on request.
- 42.6 The School will continually review the Health and Safety training needs of employees and will endeavour to ensure that employees are competent for the task they are required to perform. Any employee who wants further information, instruction or training should seek this in the first instance from his or her Head of School or Department.
- 42.7 Employees must not attempt any task that they are not trained or competent to perform. Heads of School or Department should first satisfy themselves that employees are adequately trained before allocating tasks to them.

## 43. VISITORS AND SUB-CONTRACTORS



- 43.1 For all major contracts a pre-site meeting will be held in School at which the designated School representative(s) and the contractors' representative(s), will discuss and agree the management of Health and Safety in relation to the contract.
- 43.2 All Work at Height (WAH) must be pre-approved by the Health and Safety Officer.
- 43.3 All contractors must have a permission to work authorisation from the Internal estates management team, and approved by the head of estates before work may commence.
- 43.4 Contractors will be required to sign an agreement when undertaking work for the School acknowledging their responsibility to exercise safe working practices.
- 43.5 In the case of contractors, a School representative will be made responsible for supervising any work being carried out on the premises and ensuring the contractors comply with safeguarding policies at all times.
- 43.6 Visitors and contractors will be required to wear any personal protective equipment deemed necessary. All visitors and contractors will be given general information regarding the Health and Safety, as well as Safeguarding, arrangements in the premises.
- 43.7 Depending on the circumstances, visitors and contractors may be given a copy of the School's Health and Safety Policy and will be required to inform the Head of Department for whom they are working, of any potential hazards. They will also be given fire safety instructions by that person if required.
- 43.8 It is the responsibility of the School representative who is responsible for the visitors' or contractors' presence, to ensure that employees, other visitors and/or contractors are not placed at risk by those visitors or contractors. Equally the School has a responsibility to the visitors and/or contractors and will ensure that they are never put at risk by action or omissions of the School or its employees.
- 43.9 A written contract may be required for certain tasks involving contractors. The Health and Safety Officer or their representative, will be responsible to ensure this contract contains adequate Health and Safety clauses.
- 43.10 Any accident, injury or damage involving a contractor must be reported to the Head of Department for whom they are working, who should inform the School Health and Safety Officer, and complete an accident report form.

## 44. VOLUNTEERS

- 44.1 RST will ensure that volunteers are supported and managed effectively, with the aim of making their contribution to the School as positive as possible both for the volunteers and the School.
- 44.2 The School has a responsibility for Health and Safety of volunteers. Volunteers must follow the same Health and Safety Policies and Procedures as any member of staff. Volunteers have a duty of care to themselves and others.

## 45. WORKING AT HEIGHT (WAH)

45.1 Hazardous Work at Heights means:

- a. in or on an elevated workplace from which a person could fall;
- b. in the vicinity of an opening through which a person could fall;
- c. in the vicinity of an edge over which a person could fall;
- d. on a surface through which a person could fall; or
- e. in any other place (whether above or below ground) from which a person could fall, a distance of more than 3 meters.

45.2 Falls from height are the single most frequent cause of work-place fatalities, whilst falling objects cause a high proportion of reported injuries.

45.3 Work involving stepladders, which are only suitable for routine, low-risk and short duration tasks, is deemed to be working at height. Under normal circumstances in the School, this will only be undertaken by Facility contractors, who are trained and deemed competent by virtue of their role and employment, in using ladders. Stepladders are to be carried in a vertical position, so as not to cause injury, are to be checked by the user before use, and are never to be left unattended. In all cases, a back-up, safety person is to be used, who is to ensure the area around the ladders is kept free of any other person. Standing on chairs to undertake work is not safe or appropriate and is forbidden.

45.4 All work at height, with the exception of the use of stepladders as described above, must be approved in advance by the head of estates and, where possible, should be conducted out of normal hours.

45.5 Slips and trips that may be trivial at ground level may result in fatal accidents when on a roof. Precautions should be taken where there is a risk of falling off or through a roof. These may include fall-arrest devices and crawling boards. Fragile roofs or surfaces should be clearly identified.

45.6 If fencing or covers cannot be provided, or have to be removed, effective measures should be taken to prevent falls. Access should be limited to specific people and permission to work must be granted from the head of estates.

45.7 Work involving cranes will be deemed to be working at height and may only be undertaken after approval from the head of estates. The safety area is to be marked out and enforced around any area where a crane is being operated.

45.8 The head of estates is to ensure that any contractor working at height possesses all necessary certificates and licences to do so as required under Work at Heights (WAH) under Thailand's statutes.



## HEALTH AND SAFETY COMMITTEE TERMS OF REFERENCE (ToR)

### Purpose

The Health and Safety Committee assists RST governors and the School Leadership Team in the discharge of their health and safety responsibilities.

### Responsibilities

The Committee shall take all reasonable and practicable steps to maintain a safe and healthy working environment which complies with statutory requirements.

The Committee will oversee and monitor the development and implementation of the School's Health and Safety systems, associated procedures and codes of practice.

The Committee will ensure that the Health and Safety recommendations of inspections, reports, action plans by all internal and external regulatory authorities or specialist consultants are implemented.

In meeting its responsibilities, the Health and Safety Committee will approach its work in a way which reflects and champions Rugby School Thailand's values and practices.

### Composition

<b>Name</b>	<b>Designation</b>
Gareth Tebbutt (GT)	Chair
Sarah Shuttleworth (SS)	Member
Will Howell (WH)	Member
Tom Spreyer (TS)	Member
Thawehakorn Chaikul (TC)	Head of Estates/ Member
Arnon Thongiew (AT)	Health and Safety Officer (member)

When members are unable to attend, substitutes are expected to attend from their areas of work and expertise.

The Health and Safety Committee may invite other School staff to attend a meeting to assist it with its discussions on any particular matter.

### Authority

The Committee's authority comes from the School Leadership Team (SLT).

The COO (Chair) will report to SLT after each meeting, normally by tabling draft minutes at the following SLT meeting. The Chair will also report to BoG periodically on Health and Safety matters on behalf of the Committee.

The Board of Management or SLT may ask the Health and Safety Committee to convene to discuss any health and safety issues upon which they require further advice from the Committee.

### Budget

The Committee has no budget.

### Frequency of meetings

The Committee will meet at least once a term.

The Chair may convene additional meetings as necessary.

### Evaluation

The Committee's terms of reference will be reviewed at least annually by SLT and by self-review by Committee members, including a review of membership and relevant skills. Changes to the terms of reference must be agreed by SLT

ToR Updated as of **21<sup>st</sup> September 2021**

Revision Table		
Date	Version	Review Description

APPENDIX B