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RISHWORTH SCHOOL

HEALTH AND SAFETY POLICY

Distribution: Available to staff via School's Internal Policy Library and on the School website

Note: Appendix 1 to be used for all contractors working on site at Rishworth School.

1. Statement of Intent

1.1. Rishworth School attaches the utmost importance to the safety, health and welfare of its employees, students and visitors to the School. Rishworth School will comply with the provisions of the Health and Safety at Work Act 1974. The Governing Body will ensure that the Health and Safety culture at Rishworth continues to develop and will support all reasonable initiatives to ensure that this is maintained. A key feature of this culture is the awareness and acceptance by all staff of the individual responsibility to be proactive in the prevention of illness, injury, damage and loss within a strong framework supported and endorsed by the Governors, Head and SLT.

1.2. The School will take steps so far as is reasonably practicable to ensure that the workplace is a safe and healthy environment (in-school and on off-site visits) in which its employees, students, parents, contractors, volunteers, visitors and other persons affected by Rishworth School operations can work.

1.3. The School will make the necessary assessments, identify safety training, establish procedures and provide information and supervision for employees at all levels.

1.4. We recognise that a day and boarding school provides a unique working environment and our health and safety arrangements will focus particularly on the risks and hazards presented by the presence and schooling of young people and how these hazards change as students grow. Parents who leave boarders in our care will find that the safety and welfare of their child/children is considered at all times and whatever activities in which they might be engaged. This policy has taken account of Department for Education Advice document dated April 2022: Health and Safety: responsibilities and duties for schools.

2. Organisation

2.1. **The Board of Governors -** The School's Governors have overall responsibility for the implementation of this policy and will ensure that sufficient financial provision is made to support the policy. The policy is ratified at Board level.

2.2. This policy is made available to all employees when they join Rishworth School. When changes have been made to the policy, copies will be placed in the internal policy library and the website updated.

2.3. This policy is available to parents and students on the school website.

2.4. The Governors are responsible for the following aspects which are delegated to the Head and, through them, to the Bursar;

- Complying with legislation and best practice in relation to premises, plant, equipment and all school activities
- Providing adequate training, instruction, information and supervision
- Ensuring the effective communication of Health and Safety matters
- Consulting with employees on significant Health and Safety matters
- Delegating to suitable persons, as appropriate, duties to assist in the discharge of responsibilities

2.5. The **Finance**, **Audit and Risk Sub-Committee -** The Board of Governors delegates strategic management of the School's Health and Safety responsibilities to the Finance, Audit and Risk sub-committee. Membership of the committee is agreed annually during the AGM and the Sub-Committee meet at least once every term.

2.6. The committee reserve the right to invite non-member Governors and/or employees for topics pertinent to their area of expertise.

2.7. Finance, Audit & Risk sub-committee – areas of responsibility:

- Review of School safety arrangements including the Health and Safety Policy
- Providing effective safety leadership
- Spreading a "safety culture"
- Discussing specific Health and Safety issues and recommending courses of action
- Examining the causes of accidents and completing an annual audit of the H&S policies and undertaking a physical inspection of the site in line with these
- Bringing Health and Safety issues that affect the School to the attention of the full Governing Body when required.

Standing agenda items include:

- Statutory Testing
- Boarding and National Minimum Standards
- Site Inspection Report
- Audit & Risk Register
- Capital Expenditure
- Accident Reporting

2.8. **The Head** – is responsible for;

- Appointing a Competent Person for Rishworth School Health and Safety
- Day-to-day Health and Safety operations which are delegated to the Bursar
- Attendance at Finance, Audit and Risk sub-committee Meetings

2.9. **The Bursar -** is responsible to the Head for;

- Complying with legislation and best practice in relation to premises, plant, equipment and all school activities
- Providing adequate training and instruction
- Ensuring the effective communication of Health and Safety matters
- Consulting with employees on significant Health and Safety matters
- Bringing Health and Safety issues affecting the site or the sector to the attention of the Finance. Audit and Risk sub-committee
- Notifying enforcement authorities when required
- Delegating effectively the responsibility for specific safety precautions and arrangements to Teaching and non-teaching Heads of Department
- Carrying out periodic inspections of school departments and general site areas and providing advice and recommendations for improvement where necessary
- Investigating accidents on site and recommending changes and improvements where necessary

2.10. Teaching or Business Support staff Curriculum Area Managers / Heads of Department, the Teaching and Learning Manager have responsibility for;

- Ensuring as far as reasonably practicable, the safety of students, staff and visitors to the department. This includes departmental activities whilst "out of the classroom"
- Obtaining sufficient knowledge through membership of subject specific organisations, to ensure competence in departmental Health and Safety matters.
- Ensuring all new staff receive suitable Health and Safety induction training with regard to school and departmental arrangements
- Identifying staff health and safety training requirements
- Producing appropriate, written risk assessments and safe systems of work
- Operating the risk assessments and safe systems of work within the department
- Communicating health and safety rules and procedures to all members of the department
- Ensuring any lesson plan includes consideration of Health and Safety. Where activities of a planned lesson fall outside the generic risk assessment for that type of lesson, particular consideration should be given to writing a specific risk assessment for that lesson
- Monitoring the effectiveness of the departmental health and safety arrangements and making timely adjustments when required
- Reviewing departmental Health and Safety arrangements on at least an annual basis
- Reporting health and safety concerns that cannot be adequately controlled through departmental procedures and responsibilities to the Bursar
- Ensuring that students, staff and visitors use required personal protective clothing and equipment at all times, where appropriate
- Seeking advice from the Bursar when required
- Reporting all accidents to Matron and ensuring any immediate procedural or physical changes that might be required as a result of the accident are made in a timely fashion to prevent accident happening again
- Reporting all near misses or dangerous occurrences to the Bursar

- Cooperating fully with any accident investigation and supporting the implementation of any resulting recommendations
- Ensuring all Departmental meetings include Health and Safety on the agenda
- Ensuring the department adheres to all school policies in relation to Health and Safety and in particular;
  - Health and Safety Policy
  - Fire Risk Procedures and Fire Safety Policy
  - Trips Policy
  - Work Experience Policy
  - Supervision Policy
  - Promotion of Good Behaviour and Sanctions Policy
  - Minibus Policy

2.11. Curriculum Area Managers for Teaching departments and Heads of Departments for Business Support areas all have responsibility for the specific Health and Safety arrangements within their own department. A Work Area Health & Safety Inspection Report **(appendix 1)** is completed on an annual basis for each teaching area.
Business Support Heads of Departments complete Risk Assessments on an individual basis when an activity involves any type of risk. This includes the Head of Boarding to cover all boarding activities.

The Curriculum Areas are as detailed below:

Sport	Performing Arts	Humanities	Languages	Science & Engineering	Maths	Creative and Digital Arts Department
Sport Studies	Music	Religion & Philosophy	English Language	Biology	Mathematics	Food & Nutrition
Physical Education	Dance	History	English Literature	Chemistry		Design Technology
Games & PE	Drama	Geography	EAP	Physics		Art & Design
		Economics	French			Computer Science
		Business	Spanish			
		Psychology	All foreign languages			
		PSHCE/ Enhanced Curriculum /Wellbeing				

2.1. Individual Responsibility - In addition to the specific responsibilities detailed above, all employees must;

- Take reasonable precautions in safeguarding the health, safety and welfare of themselves and others who may be affected by their work and must co-operate with the school by working safely and efficiently
- Observe all health and safety rules and procedures laid down by the School and use any health and safety equipment provided
- Not intentionally or recklessly interfere with or misuse anything provided in the interest of health, safety, hygiene and welfare
- Cooperate with any requirements to use protective equipment or clothing
- Bring to the attention of their Line Manager any faulty equipment or other hazards
- Report all accidents, incidents or dangerous occurrences
- Seek advice from the CAM, Head of Department or Line Manager before taking any action when unsure of a particular work requirement, issue etc.
- Immediately report to the Bursar, any damage to plant, property or equipment that might have Health and Safety implications
- Comply with the arrangements for information, instruction, training and supervision as it relates to Health and Safety

2.2. Co-operation - Health and Safety at School is a collective responsibility and a safe and healthy workplace can only be achieved with the full co-operation of every employee. For example, it is the responsibility of all members of the School to be particularly attentive to Health and Safety matters in areas where (such as corridors and outside spaces) and in activities when (such as transition times between lessons) there is a heavier reliance on general awareness than there might be in places and during activities which have more narrowly designated Health and Safety responsibilities. All employees have a duty to highlight any significant risks.

2.3. Employees are duty bound to act responsibly and to do everything possible to prevent personal injury to themselves and to others, co-operate with the School's health and safety efforts and carry out activities in accordance with training and instructions. They must also safeguard all persons to whom Rishworth School owes a duty of care, namely people to whom they may come into contact within the course of their work; students, parents, visitors etc.

2.4. Employees should not be in any doubt that, if required, Rishworth School will apply disciplinary procedures to any employee who is in breach of this health and safety policy.

3. Arrangements

3.1. The following arrangements represent a framework for Health and Safety at Rishworth within which the detailed risk assessments, safe systems of work and other procedures are documented and operate. All other relevant policies should be considered in conjunction with this policy;

3.2. Contractors

3.2.1.Staff responsible for a specific contractor must;

1. take responsibility for their acts and/or omissions, on site

2. ensure competence to conduct the work contracted for
3. comply with the contractor code of practice **(appendix 2)**

3.3. Repairs and Maintenance

3.3.1. All employees have access to the TopDesk system whereby all maintenance requests and requirements can be logged and sent to the Maintenance Department. Where appropriate, all records of testing and inspections must be kept. Health and Safety requests are prioritised by the Maintenance Department.

3.4. Near Misses or Dangerous Occurrences

3.4.1. All employees should report any "near miss" or dangerous occurrence to the Bursar by the quickest means possible. All incidents will be investigated.

3.5. Suggestions for Health and Safety improvements

3.5.1. Employees are encouraged to report concerns or suggestions for improvement relating to our Health and safety arrangements to the Bursar. Topdesk can also be used for this purpose alternatively a simple email to the Bursar would suffice.

3.6. Accident Reporting

3.6.1. All accidents resulting in injury must be reported to Matron.

It is important to provide as full an account as possible and Matron is responsible for ensuring that this full account is transferred to an accident report form and recorded on the accident database. The Bursar and Matron meet every two weeks to review all accidents, during this meeting a decision is made as to whether any further investigation is required. The Bursar is responsible for reporting any "reportable" accidents to the HSE (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations - RIDDOR).

RIDDOR reportable incident statistics are included within the Key Performance Indicators reviewed by the Full Governing Body at every meeting. The Bursar will also report any specific accidents that are either severe in nature or which, on investigation, have implications for significant change to procedures, cost or both.

3.7. First Aid

3.7.1. Matron is responsible for managing the first-aid arrangements at the School to ensure that adequate cover is available during term time, overnight, at weekends and during holidays

The First Aid including Paediatric, Care of Boarders and Administration of Medicine Policy covers a range of policy topics and procedures relating to illness, hygiene, accidents and dispensing medicines are operated by the Matronic Department. This policy is available within the internal policy drive and on the school website

A list of qualified "first aiders" is available to all staff via the public drive and also displayed in pertinent positions around the School.

3.8. School Trips

3.8.1. The Head (supported by senior staff) is responsible for ensuring the School's Trips Policy – Health and Safety of Students on Education Visits Policy operates effectively. Any member of staff planning a school trip must be fully aware of this policy's requirements. This is available in the policy library, along with template letters, application for approval form and template risk assessments.

3.9. Grounds

3.9.1. Common areas such as the grounds, buildings, toilets, glazing etc. fall under the responsibility of the Bursar. Due to the size of the School site, it is incumbent on all employees to report Health and Safety issues immediately. Do not assume that problems, however obvious they may appear, have already been reported. Routine grounds and slips and trips inspections are conducted by the maintenance department and specialist contractors are used to assess the condition of trees, roofs, drains etc. Boilers, electrical equipment, local exhaust ventilation, gas appliances and other similar equipment are well maintained and inspected on a suitably regular basis. The School Site Risk Assessment is reviewed annually and shared with staff; as a working document it is updated as and when changes occur in between.

Classrooms

3.9.2. Whilst classroom safety is the responsibility of the relevant teacher and the Head of Department, routine classroom inspections are also conducted, coordinated and planned by the Bursar and Safety Advisor, to ensure that health and safety controls are applied consistently and to assess the level of awareness of health and safety measures amongst staff. Feedback from these inspections has been provided and resulting actions taken. Work Area Health and Safety Inspection Sheets form part of the Departmental Health and Safety Policy for most departments and should be completed on an annual basis for each classroom by the relevant teacher and any problems highlighted should be brought to the attention of the Head of Department.

3.10. Lone Workers

3.10.1. In the majority of cases the risk of working alone will be relatively low. If a member of staff intends to work alone for a prolonged period, in most instances the only additional requirement would be to ensure another person knows the proposed schedule. However, where a member of staff is intending to use equipment (e.g. lathe, kiln etc.), or is planning an unusual or hazardous activity whilst alone, the associated risks must be assessed and the ability to communicate in the event of an emergency directly addressed. The responsibility for this assessment would normally lie with the Head of Department.

3.11. Traffic on site

3.11.1. Traffic risk assessments have been conducted. This area is constantly under review and regularly discussed by the SLT and fed into the Audit and Risk Sub Committee.

3.12. School Buses

3.12.1. Rishworth School outsource all home to school transport arrangements to Zeelo Ltd with whom Rishworth School manage a Service Level Agreement.

3.13. Minibuses

3.13.1. Safety relating to school minibuses is governed by the Minibus Policy. All members of staff wishing to drive the minibus must have read and understood this policy in advance. The School minibuses are operated under a section 19 permit.

3.13.2. The School places great reliance on the fact that staff will complete the required safety checks before driving the bus.

Refer to the Minibus Policy (Internal Policy Library)

3.14. Security

3.14.1. Site Security arrangements are made by the Bursar. The School uses the services of a professional private security contractor who telephone key staff contact details when a site alarm is triggered. CCTV is in operation at both Rishworth School sites and the Pavilion. The Cameras cover the entrances to the Schools and will act as a deterrent as well as a source of evidence. The cameras are fitted to external walls and on selected entrances to buildings. CCTV is fitted in the ICT suites at the Senior School and also in the bag store area. Warning signs are posted at prime locations. Entry to all school buildings is via mechanical door keypads during hours of business, which are fitted with 5 lever locks to secure the buildings out of hours. The main classroom block is fitted with electronic keypads. All staff must take responsibility for security by locking up any areas for which they are responsible or the last to leave. All visitors, contractors etc. should report to reception on arrival. Alternative arrangements may be made for known contractors, when required. Visitor badges must be worn by any non-employee that is on School site. Staff should also challenge strangers on site unless the circumstances are considered dangerous in which case the matter should be reported to the relevant line manager immediately. All staff must ensure that any security system that has failed or has been circumvented is reported immediately.

3.15. Public Events

3.15.1. Large public events at the School, such as Open Days and Prize Giving, are organised and managed by the Head. Smaller events such as plays, music recitals, science days etc. are the responsibility of the department putting on the performance or event.

3.16. Fire and Building Evacuation

3.16.1. A fire risk assessment is carried out and maintained by the Bursar. The risk assessment covers the following areas;

1. Fire detection and warning
2. Fire fighting
3. Means of escape
4. Safety management
5. Information / instruction / training

3.16.2. Evacuation procedures are written and maintained by the Bursar details of which are contained within the Fire Safety Policy/Evacuation Procedures. Fire evacuation procedures are to be explained to all new employees on induction and are covered

within the online training provided. The full evacuation procedure is included in the policy library and specific fire evacuation instructions are displayed in classrooms, offices and other public places. Staff, and especially those who may be supervising students when an alarm is sounded, must know the evacuation procedure as it applies to their role at the School. The School will perform drills to ensure that these procedures are practiced. Any member of staff who has comments or concerns about the evacuation procedures following a fire drill or at any other time should contact the Bursar as soon as practically possible. Alarms are tested on weekly basis and firefighting equipment, fire detection systems and emergency lighting systems are serviced, certificated and maintained by a specialist contractor.

3.17. Risk Assessment – General

3.17.1. The School takes very seriously its responsibility under the Management of Health and Safety at Work Regulations 1999 to assess and manage risk. All the teaching staff and Business Support staff managers are trained to assess risk through the identification of hazards and evaluation of controls. Standard templates for conducting risk assessments are held on the school public directory and are contained within the school Risk Assessment Policy. In addition, in specialist departments such as Science, Sport, CDT, Art etc. the Head of Department will ensure that any subject specific training that is required is carried out through external training. Questions, problems or concerns about conducting risk assessments should be referred to the Bursar. Generic risk assessments for certain subjects and classroom activities are available from the Bursar and are available on the public drive/risk assessment templates. As a reminder, generic risk assessments can only be of use as a framework to create an assessment which properly reflects the activity at the School.

3.18. Risk Assessment – Specific

3.18.1. A number of site-wide risk assessments have been completed and are available, with associated procedure and policy documents, from the Bursar for inspection. Although not an exhaustive list, these assessments include;

1. Fire
2. Legionella
3. Asbestos
4. Display Screen Equipment (see DSE Policy – Internal Policy Library)
5. Swimming Pool Environment

3.19. Centres licensed by the Adventure Activity Licensing Authority

3.19.1. The School will send students only to adventure activity centres licensed by the Adventure Activity Licensing Authority.

3.20. Work Experience

3.20.1. Rishworth students are sent only to workplaces authorised and arranged by the parents and by agreement with the School. The Careers Coordinator is the Work Experience contact at Rishworth School.

A full risk assessment and induction must be carried out before any young person (under 18), or child (under school leaving age) is allowed to undertake work experience at Rishworth. This assessment should be performed by the Head of Department responsible for the relevant duties the young person is expected to carry out.

3.21. Control of Substances Hazardous to Health Regulations

3.21.1. It is important for every department to consider the substances used and to ensure that the risk of injury is either avoided or is low. A hazardous substance is one which, by law, must be labelled "very toxic", "toxic", "harmful", "irritant" or "corrosive". It therefore includes many substances such as paints, cleaning materials and laboratory chemicals. For each harmful substance we must;

1. Undertake a Risk Assessment
2. Prevent, reduce or control exposure
3. As a last resort provide Personal Protective Equipment
4. Test and monitor the measures
5. Keep records
6. Have in place an emergency plan in the event of exposure causing injury
7. Train staff in the use of the substance

All hazardous substances have control sheets summarizing the hazard and first aid requirements. These sheets should be kept with the Risk Assessment and documented controls.

3.22. Manual Handling

3.22.1. Manual handling is a process which requires human (as opposed to mechanical) effort to move or hold a load. As a basic starting point, it is best to eliminate the need for manual handling if at all practicable. To the extent that the activity cannot be avoided a dynamic Risk Assessment is required. Examples of the factors to consider would be the size and weight of the load, the environment, the physical capability of the carrier and the level of training that has been carried out. Students should never be asked to carry heavy loads. All staff have access to manual handling training via the TES Learning program in operation throughout the School. If at all unsure, please seek advice from the Bursar.

3.23. Slips and Trips

3.23.1. This can prove a very serious hazard. Every floor, surface or traffic route should be kept free from obstructions, articles or substances which may cause a person to slip, trip or fall. The bag rack outside the teaching block was erected as a direct result of an investigation into trip risk. Lockers and a bag store have now been fitted across the Senior School to reduce the number of loose items lying around the school. Bags in a classroom environment pose a direct risk to the teacher who will be engaging with students and expecting a clear path between desks. Classroom Inspection sheets should identify the level of this risk and whether a further assessment is required. The hazards and control measures relating to snow and ice on site are

included in a document held in the Site Risk assessment. Site inspections are carried out and recorded specifically to identify slip, trip and fall risks.

3.24. Consultation Arrangements

3.24.1. Staff (and parents if appropriate) will be consulted when the School is considering any significant health and safety related change. Health and Safety is a standing item on the agenda of all departmental and other formal meetings and is a regular feature of InSeT (Fire evacuation, risk assessment and the revised Health and Safety policy have all been previous briefing/discussion topics for InSeT).

3.25. Unauthorised access into workshops / laboratories / kitchens

3.25.1. Unauthorised access into workshops / laboratories / kitchens by students, or any unauthorised individual presents a significant hazard. Each department should cover the risks of unauthorised access to the department or to storage areas within the department by assessment of the security routines in place.

3.26. Electrical Safety

3.26.1. The School's Electrical Safety Policy forms **Appendix 3** of this policy. This policy covers;

1. Arrangements for the testing of portable appliances. The Electricity at Work Regulations 1989 require that any electrical equipment that has the potential to cause injury is maintained in a safe condition. However, the Regulations do not specify what needs to be done, by whom or how frequently (ie they don't make inspection or testing of electrical appliances a legal requirement, nor do they make it a legal requirement to undertake this annually). As a general rule, no piece of electrical equipment should be used if it does not display a current testing label without first seeking guidance from the Facilities Manager. All items in the school are PAT tested annually.
2. General advice to users and purchasers of electrical equipment.
3. Work of electrical contractors on site.
4. Trailing leads and cables.
5. Fixed installation testing takes every 5 years.
6. Maintenance Department Responsibilities.

3.27. Display Screen Equipment (DSE)

3.27.1. All staff are encouraged to check all of their own workstations, at which they work in the workplace and remotely, in conjunction with the DSE posters which are visible in all staff rooms and computer rooms. Any concerns relating to workstation set ups should be raised directly with the Bursar.

3.28 Dealing with health and safety emergencies (critical incidents)

3.28.1 The School has a policy regarding critical incidents. It is important that all staff are aware of this policy.

Refer to the Critical Incidents Reporting Procedure (Internal Policy Library)

3.29 Violence to staff

3.29.1 'Any incident in which a person is abused, threatened or assaulted in circumstances relating to their work.' Health and Safety executive definition.

3.29.2 Rishworth School operates a zero tolerance policy towards violence in the workplace. In practice this ensures that no incidence of violence will be dismissed or tolerated but will be thoroughly investigated and appropriate action taken. The staff Behaviour Policy contains detailed information and instruction for all employees and states that 'all members of staff are expected to demonstrate consistently high standards of personal and professional conduct.' Likewise the Promoting good behaviour; discipline and sanctions policy should be referred to for guidance in the context of incidents of violence by students towards staff.

3.29.3 Incidences of violence are rare within our school environment but we recognise that there is significant face-to-face contact with members of the public for us to consider the risk. Staff at increased risk include; Front of House staff, staff on duty and the pastoral staff. All the above mentioned staff positions have been provided with information about recognising aggression, factors and behaviours that encourage aggression and factors that reduce aggression.

3.30 Management of asbestos

3.30.1 Asbestos is present in a range of products that were widely used up until made illegal in 1985. There is no safe level of exposure, however undisturbed, undamaged asbestos is considered as no risk. The risks occur from airborne particles and fibres that occur when the substance has broken down due to age or are disturbed, due to construction work for example.

3.30.2 The Control of Asbestos Regulations introduced a duty to manage asbestos. Employers and operators of workplaces are required, from May 2004, to locate, identify, plan and monitor all asbestos and asbestos containing materials in the premises. Further changes to regulation in 2012 relate to issues around unlicensed work with asbestos containing materials (ACM).

3.30.3 Rishworth School Control of Asbestos safety policy prevents any staff or contractor working with potential asbestos containing materials (ACM), and details a controlled approach to any activities that may expose potential ACM. Where suspect (unstable) ACM are discovered a system of identification and removal by approved licenced contractor is adopted. The policy and associated location maps and register are held in the maintenance workshop.

3.31 Maintenance of plant and equipment

3.31.1 All plant and equipment, where there is a regulatory requirement under health and safety law, is carried out to appropriate schedules by certified external contractors. All test certificates are held in the Bursar's Office, including;

- Fire alarm and detection systems
- Emergency lighting
- Intruder alarms and CCTV
- Fire extinguishers
- Gas boilers and appliances
- Hot and cold water systems – Legionella control
- Portable appliances
- Fixed installation electrical testing

- Vehicle servicing
- Local exhaust ventilation – DT workshop

3.32 Disability access

3.32.1 Under the Equality Act 2010 it a duty to avoid discrimination against disabled and wheelchair users, and requires that service providers make "reasonable" adjustments if a disabled person is placed at a substantial disadvantage to a non-disabled person. This may mean: **a provision**, **criterion** or **practice**. This could be a formal or informal policy, a rule or a practice. It could also be a one-off decision.

Refer to the Accessibility Plan and Equal Opportunities Policy (Internal Policy Library and on the School website)

3.33 Work at height

3.33.1 Requirement to work at height is carried out in a controlled manner in compliance with the Work at Height Amendment Regulations 2007. Staff induction highlights to all teaching staff that they must not allow any student to work at height and that the staff themselves are not expected to carry out any work duties at height.

3.33.2 Access to height is a requirement of the maintenance department from time to time and training is provided either within the maintenance department or using an online course. Lean-to and step ladders are used for short duration duties (less than 30 minutes) and safe use instruction is contained in the departmental safety policy.

3.33.3 When risk assessing an activity that includes working at height, the main considerations are:

- Can the work at height be avoided? – find a practicable alternative
- Can a fall be completely avoided? – install fall protection where appropriate
- Can steps be taken to minimise the consequences of a fall? – secure the area, lanyard protection
- Is the right type of access equipment in use? – ladder suitable for 30 minute duration maximum
- Are the users competent, trained? – shown safe use of equipment
- Are the users carrying out the work safely? – spot check on actual practices

3.33.4 Extensive maintenance work at height is carried out, when the school is closed to students, by qualified contractors using appropriate access equipment.

Policy Review: This policy will be reviewed where there is a significant change to either legislation, the school site or working practices and by the Health and Safety Committee on an annual basis.

APPENDIX 1 –

RISHWORTH SCHOOL

WORK AREA HEALTH & SAFETY INSPECTION REPORT

CURRICULUM AREA:	
Reviewed by:	
Date:	

Specific Rooms:

Department Staff:

Safety Inspection:

	Safety Controls	**Yes** – agree with statement **No** – disagree with statement	Comments and Information
1	I and other staff who use this room are confident that we know, and are able to follow, the School's emergency and fire action procedures.		
2	The entrances / exits are kept clear at all times and the route to the fire assembly point is free from obstructions.		
3	My work area has a clear wall mounted fire action notice.		
4	I have received training in the selection and use of fire extinguishers.		
5	Flammable products **are not** in use in this department.		
6	Where appropriate, all staff are aware of how and when to operate gas shut off valves. (science and home economics)		
7	**All** accidents and **near misses** are reported and recorded.		
8	I report health and safety concerns using any of the following methods as appropriate. Topdesk, Phone call or direct to PB or LN or Line manager?		

9	My work area has a clear wall mounted list of trained first aid staff.		
10	I know how and where to access first aid kits and how to contact first aid trained staff.		
11	The floor is free from trip hazards and slip hazards. Consider any permanent obstructions e.g. poor furniture layout and in particular temporary hazards such as bags, trailing cables over common walk areas, spillages on vinyl floors and classroom equipment.		
12	The condition of the floor covering is such that it will not contribute to the cause of a trip or slip.		
13	I adhere to the requirement that students and staff do not climb on desks and chairs.		
14	I **am not** expected to manually lift or transport loads as part of your work duties.		
15	Students under my supervision **are not** expected to lift or transport loads.		
16	Shelving is fit for purpose, secure and not over loaded. Heaviest items and breakables are stored on lower level surfaces or shelving.		
17	All furniture (chairs, tables, bookcases etc.) are free from cracks, splits, sharp edges, hooks and structural weakness and is secure.		
18	Portable electrical equipment used in the department has a current PAT sticker.		
19	Regular visual inspection is carried out on portable electrical equipment to ensure there are no obvious cracks in the casing, no damage to plugs or power leads and that the equipment is in a safe condition.		
20	All tools and equipment used in the workspace is suitably stored and maintained.		
21	The lighting level in the work space is suitable for the activities carried out.		
22	The workspace is heated appropriate to the activities.		
23	The workspace has opening windows or mechanical ventilation.		
24	All extraordinary activities that take place in the area are separately risk assessed.		
25	**C**hemical products **are not** stored or used in this department.		
26	Powered or non-powered tools **are not** in use in this department.		
27	I am aware of the location and contents of 'Health and Safety Law *What you need to know'* poster?		
28	All department staff who use this area have been consulted regarding the answers and comments within this assessment.		

29	I have attended a basic health and safety induction independent of my specific department.		
30	I have attended health and safety training appropriate to my specific departments' risks.		
31	**ART, DT, Food and Nutrition, Sport, Science,** Departmental H&S policy has been checked, updates made where applicable and staff made aware.		

Additional Comments:

Risk Assessment completed by:
Date:

Risk Assessment reviewed by:
Date:

Remember - risk assessments must be reviewed;

- when there are changes to the activity
- after a near miss or accident
- when there are changes to the type of people involved in the activity
- when there are changes in good practice
- when there are legislative changes
- annually if for no other reason (for example for generic risk assessments)

APPENDIX 2 –

RISHWORTH SCHOOL

CONTRACTOR CODE OF PRACTICE

The following information and instruction applies to all contracted workers on Rishworth School premises. In the interests of health and safety, contractors must agree to be bound by and adhere to, the safety rules and instructions itemised. All main contractors must be able to demonstrate a level of competence to engage the work commissioned to do. This applies to all levels of a contractors' immediate workforce being suitably competent for the specific management role, supervisory role or trade skill that they are required to undertake. Competence will be determined by:

The Company

- Membership of accredited professional bodies for their specialist field.
- References from medium or large organisations where similar work has been undertaken.
- Detailed generic health and safety policy including risk assessment.
- Production of a method statement prior to commencement of work.
- Satisfactory method of recording accidents and satisfactory levels of injury statistics.
- Declaration of any past health and safety related infringements or claimed infringements that involved any enforcement body.
- No outstanding health and safety related prosecutions or investigations by any enforcement body.
- Declaration of any health and safety civil action past or pending taken against the organisation.

Manager / Supervisor competence

- Academic qualifications suitable to the role or function within the organisation.
- Relevant experience in a manager/supervisory role.
- Ongoing demonstration of management control and health and safety compliance.
- Ongoing demonstration of organisation and control of sub-contractors and their health and safety compliance.
- **Sub-contractors competence**
- Evidence of qualifications through approved bodies in trades regulated by safety legislation.
- Ongoing demonstration of compliance with method statements, safety legislation and site rules.

General Site Safety

All contractors

- Must report to reception or Maintenance office to sign in at the start of each day.
- Must sign out at reception or Maintenance office at the end of each day.
- Visitor badges must be worn at all times.
- Contractors must not enter any buildings or use any other facilities than those specified for access or use.
- Unauthorised use of cameras including mobile phone cameras is strictly forbidden.

- Any contact, social or otherwise, with any school student is strictly forbidden.

Sub-contractors

- Must be introduced to the Facilities Manager before commencing employment.
- Must comply with the requirements of this safety document at all times.

Safeguarding Students

Guidance for Engaging Contractors on Rishworth School site

Categories of contractor;

- Deliveries
- Routine services
- Emergency work
- Planned maintenance

Deliveries

Deliveries for the attention of the maintenance department will only be delivered to Rishworth school site, and to one of two specific locations.

1. Main reception
2. Works department

Deliveries to main reception – this ensures that the delivery staff do not enter the main school site before contact with reception staff. If the delivery is required to be deposited in a location other than the school reception, a member of the maintenance department staff will be contacted to escort the delivery to the required location and then ensure that the delivery staff leave site.

Deliveries to the works department – this ensures that delivery staff are engaged by maintenance staff before they enter the main school site. The procedure from this point is the same as main reception deliveries.

Routine Services

As far as is possible all routine service visits are carried out during holiday periods where students are not on the school site. On occasions where the service visit is unavoidably in term time, the service engineer is under the supervision of the Facilities Manager. The level of required supervision will be risk assessed on a case by case basis and will depend on;

1. The nature of the work
2. The duration of the work
3. The locations requiring access
4. The time of day
5. Use of DBS cleared contractors

Emergency Work

Emergency attendance on site by contractors that do not have a current DBS clearance with Rishworth School will always be accompanied by a member of the maintenance staff and required to wear a visitor badge.

Emergency attendance by DBS cleared contractors will always be accompanied in boarding facilities.

Where work is to be carried out in any washroom facility;

1. The location is confirmed clear by a member of school staff

2. Clear signs and barriers are erected to prevent access
3. Teaching staff are informed to enable them to instruct students accordingly

Planned maintenance

Where maintenance is carried out within term time, preference is given to contractors who hold current DBS clearance. Where this is not possible the contractor is subject to the supervisory arrangements detailed in the routine servicing section.

All contractors

1. Are instructed not to engage in casual conversation with students.
2. Are not allowed to use washroom facilities that are available to students.
3. Are to remain within specific work areas (in addition to the direct route between the maintenance department or their works vehicle).
4. Are instructed in what is considered to be appropriate behaviour.
5. Are expected to wear a visitor badge and/or, a hi-visibility vest.
6. Must not commence work or leave the site at the completion of the work until they have made contact with the Services Manager.

Fire

Rishworth School buildings have been risk assessed and are safe for use as intended.
Contractors must;

- Ensure all exits are kept clear at all times.
- Not allow build up of combustible material.
- Adhere to the whole site NO SMOKING policy.
- Be familiar with action to take in the event of discovering a fire.
- Be familiar with action to take on hearing an alarm.
- Always adhere to the actions listed above.
- Not misuse or abuse anything provided in the interest of safety.
- Ensure that smoke detection equipment is active and fit for purpose.
- Ensure that fire warning systems are active and fit for purpose.
- Suitably assess all work which use or could generate heat, spark or flame or otherwise increase any risk of fire or affect action taken in the event of evacuation.
- Ensure that any periodic shut down of fire detection and warning systems is formally approved through the Facilities Manager.

Smoking

Rishworth School operates a NO SMOKING (which includes vaping) policy. No smoking includes:

- Smoking material being evident i.e. on display whether lit or not.
- Smoke being expelled across school property.
- Waste products of smoking being deposited on school property.
- Gathering at the main entrances and exits to the school.
- This applies to the entire school boundary regardless of the time of day, school or holiday period.

Hot work

- Unauthorised hot work is not permitted on Rishworth School property.
- Hot work includes any work activity that involves the introduction of a direct or indirect heat source or naked flame.

- Authorisation can only be given by the Facilities Manager and must be obtained before commencing any hot work on each day of that work.
- Hot work permits will be issued in every instance and the instructions of the permit strictly adhered to.

Dust

- It is the responsibility of the contractor to control the risks related to the spread and volume of airborne dust created by the work so that it cannot affect, even at nuisance level, any other persons.
- Smoke detection equipment must not be tampered with, switched off or covered up in an attempt to prevent activation by dust, without authorisation.
- Authorisation can only be given by the Facilities Manager and must be obtained before commencing dust-creating work on each day of that work.

Electricity

- All work on electrical circuits must be carried out by a fully qualified electrician, specified by the main contractor and introduced to the Facilities Manager prior to commencement of work.
- Electricians will be expected to be able to produce proof of qualification and approved status at any time throughout the contract.
- Work carried out will be conducted compliant to regulatory standards at all times.
- Information and detail regarding the new installation must be presented to Rishworth School on completion.
- Electricity circuits must be made safe at the end of each working day so as not to present a risk of fire or shock.
- Temporary circuits set up to provide light and power for contractor activities must be safe so as not to present a risk to visitors to the worksite.

Gas / Electric /Water

- All relevant contracted workers must be aware of the location and access to, relevant emergency shut off points for gas, water and electricity services local to the buildings that they are working in.

Disposal of Waste

- Debris and waste materials from demolition and scrap must be removed from site in an appropriate and approved manner.
- Waste skips must always be sited in areas designated by the Facilities Manager. Waste that is not immediately removed from site must be stored in a manner that will not cause discomfort or injury to third parties working or passing by in the vicinity. Burning of waste material is not permitted on the school site.

Tools

- Due to the legal liabilities connected with this action, no tools or equipment will be provided by Rishworth School for use by contractors. This will include such items as ladders and extension leads.

Signage

- The main contractor will at all times be responsible for the safety of the worksite and his staff or sub-contractors.
- Appropriate warning and mandatory action signs are the responsibility of the contractor.

Transportation and Siting of equipment

- Any movement or siting of any material or tools associated with the work must not present any risk of harm to any person who may be affected.

Security

- School site security must be maintained at all times.
- Door and alarm codes must not be issued.
- Any keys issued must not leave the site.
- Doors and windows must be locked shut before leaving the site.
- Intruder alarm systems must be active on leaving the site.
- Work outside of normal hours will be by agreement in advance.

Vehicles

- Drivers must observe the School speed limit at all times.
- Care must be taken in particular when reversing and reverse alarms or manual guides must be used for all reverse manoeuvres.

Methods

- All construction, demolition and installation methods must meet with the minimum safety standards and approved specifications, where applicable, lay down by the local authority.

Method statement

- Method statements must be presented to the Facilities Manager, prior to the commencement of work, in sufficient detail as to enable suitable risk assessment of each process or stage of the development. Contractors must display competence by showing that all risk has been eliminated or reduced to the lowest reasonably practicable level whilst providing working methods that can and will be adhered to in practice.

Discovery of suspect materials

Every effort has been made by Rishworth School under the duty to manage, to identify and make safe asbestos containing materials located within the fabric of the buildings. Areas listed as unknown for reasons of access will be identified to contractors. Any work likely to cause disruption of structural materials should proceed with care, until the absence of asbestos containing material is determined. If materials are discovered during any phase of the project that the contractor is unsure as to the health and safety risks posed, or the safe content of, the following procedure will apply;

- Stop work immediately.
- Prevent other contractors from commencing work.
- Contact the Facilities Manager.
- Follow the Facilities Manager instructions.

Communication

- Regular contact with the Bursar is expected, in particular at each new phase of the project.

Ownership of work site

- From the agreed date of project commencement, the work area will be defined. This area will be under full control and health and safety responsibility of the main contractor at all times until the project is formally completed.
- The main contractor has full authority to prevent access to the site by any person not directly related to the project.

Access

- Keys for access to required areas, including electrical isolation room, and alarm codes will be supplied to the on-site supervisor on the day of project commencement.

Facilities

- Where possible washing and toilet facilities will be provided for contractor use. These facilities will be specified on commencement of the project.

Completion

- Project completion must be on or prior to the agreed completion date and subject to mutually agreed time penalties.
- Project will only be deemed as complete when:
  a) All spoil and debris is cleared from the school site.
  b) When all snagging works are completed to the full satisfaction of the Facilities Manager/ Bursar.

Contacts:

School	01422 822 217
Bursar,	01422 822 217

Out of hours contacts in priority order:

1. Bursar	TBC
2. Head	07712627038
3. Calder Duty Phone	07432 088847

Start and Finish times:

Mon to Fri: 07.30 to 16.30

All contractors must leave the school site before the Facilities Manager or his representative. Essential works that need to be continued outside of normal working hours or weekends must be pre-arranged and agreed through the Facilities Manager.

I have read and understood the information regarding safeguarding of children and the contractor code of conduct and agree to the conditions detailed above.

Contractors Name: _____ **Sign** _____

Date _____

Sub Contractor _____ **Sign** _____

Date _____

APPENDIX 3 - Rishworth School Electrical Safety Policy

Users of electrical equipment

All electrical appliances must be purchased through reputable suppliers and be to British Safety Standards. Electrical items must not be purchased through private sellers over the internet or otherwise.

All new staff are informed of their responsibilities with regards to electrical safety at induction where they are shown the potential hazards of electricity, how to carry out safety checks and reporting of defects.

Electrical equipment must be used for the purpose that it was designed and within a suitable environment. No modifications are to be carried out to any appliance, power lead or extension.

Users must check their electrical equipment for obvious defects periodically, including general computer equipment and portable electric tools. The check should include:

- Checking cables to ensure there are no defects in the insulation.
- Checking any extension leads and multi-point adaptors are in good condition.
- Checking the plug to ensure there are no loose parts and the join between plug and flex is in good condition.

Use of extension leads and multi-point adaptors are discouraged as they introduce extra electrical equipment in to the circuit. Such expansion devices should never be used in conjunction with each other, i.e. only one expansion device may be used between the socket outlet and the equipment powered from it.

All defects must be reported immediately using the appropriate method i.e. by telephone call to the appropriate maintenance contact or via Topdesk for non-urgent requests.

Trailing Cables

Electrical cables attached to appliances or extension leads are vulnerable to damage if allowed to run over surfaces unmanaged. Damage can occur from foot traffic, furniture items trapping them or creation of a trip hazard that could wrench the cable from its attachment leading to unsafe conditions and possibly exposed live wires. All users of electrical equipment must be aware of the hazards and in all cases minimise the risk. Staff receive information at induction and carry out risk assessment via the classroom inspection sheets. Non-teaching departments include the management of trailing cables in their departmental risk assessments.

- Cable runs must be kept as short as possible.
- Cables crossing common walkways must be a temporary solution and suitably protected with purpose made protective trunking.
- Taping down cables to surfaces is not sufficient protection for common walkways.
- Taping down cables is acceptable for private offices or behind a teacher's desk but this should not restrict the ability to routinely inspect the cables.
- Trailing leads from maintenance equipment, such as vacuum cleaners, must be kept as short as possible and care taken to prevent trapping in self-closing doors and snagging on furniture causing the user to wrench the cable.

- Cables must not, under any circumstances, be allowed to run across the top of any stairway or down any flight of stairs whilst the stairway is in use.
- Extra power sockets will be introduced where practicable to reduce cable runs.

Portable Appliance Testing

Testing is carried out for all equipment on at least an annual basis using the services of qualified person(s). PAT must be carried out for all equipment that is or may be connected via a plug and socket to a source of electricity. Equipment should not be used if it does not display a current testing label. This is usually, but not always, displayed on the plug. User checks must be carried out before use. Staff bringing electrical appliances into school premises must inform the maintenance team via Topdesk and wait for a response before first use.

Boarders Equipment PAT

Boarders are requested to present personal electrical equipment for inspection and testing on an annual basis. All equipment is tested by qualified person(s). Any equipment brought into school outside of this testing schedule is to be presented for testing prior to first use.

Contractors

All work on electrical circuits must be carried out by a fully qualified electrician, specified by the main contractor and introduced to the Facilities Manager prior to commencement of work.

Electricians will be expected to be able to produce proof of qualification and approved status at any time throughout the contract.

Work carried out must be conducted in accordance with regulatory standards at all times.

Information and detail regarding the new installation must be presented to Rishworth School on completion.

Electricity circuits must be made safe at the end of each working day so as not to present a risk of fire or shock.

Temporary circuits set up to provide light and power for contractor activities must be safe so as not to present a risk to visitors to the worksite.

Maintenance Department

The **Electricity at Work Regulations** requires electrical equipment to be maintained to prevent danger. The type and frequency of user checks, inspections and testing needed will depend on the equipment, the environment in which it is used and the results of previous check. The maintenance department is responsible for ensuring the safety of electrical installations and formal testing of electrical appliances on Rishworth School site.

Identification of faults

Where mains electrical faults are discovered by the maintenance department or reported by others they will be dealt with by safety priority. The school reporting system will allow high priority jobs to be attended to as a matter of urgency so as to minimize further risk. Examples of priority jobs would be

lights out over stairways, smashed wall sockets. Where potential for electric shock is present the electricity supply will be isolated in all cases.

Repairs (damage to, or failure to operate of electrical fixtures)
Repairs will only be carried out under the following criteria:

- The mains electricity is switched off and isolated until the repair is completed or the circuit is made safe.
- The cause of the fault is identified and confirmed by the Facilities Manager.
- The repair does not involve replacement of circuit wiring.
- The repair is checked by the Facilities Manager.
- The repair is carried out only by staff authorised to do so.

Improvements (extending, renewing or installing of electrical circuits, adding lights or sockets to existing circuits)
Improvement works are beyond the scope of general maintenance employees and will only be carried out by a fully qualified electrician from an approved contractor.

Appliances
Mains electric appliance repairs are beyond the scope of general maintenance employees and will only be carried out by a fully qualified electrician from an approved contractor.

Fixed Installation Testing
It is the intention of Rishworth School to test every fixed installation for all buildings at intervals not exceeding 5 years.

Fixed installation testing will be carried out by fully qualified approved electricians in all cases.

Where remedial actions are identified by the testing improvement works will be carried out in order of priority rating as logged by the contractor.

Following inspection and testing of a fixed electrical installation a certificate for each building will be issued showing details of the installation and the results of the tests. This will be held in the Maintenance department.