



HEALTH AND SAFETY POLICY (Including EYFS)

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HEALTH AND SAFETY POLICY (Including EYFS)

November 2023

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PART A – GENERAL STATEMENT AND RESPONSIBILITIES

A1 **Governors’ general statement of Health and Safety Policy**

A1.1 As Governors of The Royal Masonic School for Girls (RMS) we fully recognise our **collective responsibility** for providing, so far as is reasonably practicable, a safe and healthy school for all of our employees, pupils, contractors, visitors (including parents) and others who could be affected by our activities.

In our role as employer we attach high priority to ensuring that all the operations within the school environment, both educational and support, are delivered in an appropriate manner. The Governors are committed to promoting the welfare of all in our community so that effective learning can take place.

A1.2 We fulfil our responsibility as Governors of RMS by appointing the Chairman of our Estate Committee as the **governor with responsibility for overseeing health and safety**.

A1.3 The Head will have day-to-day responsibility for controlling health and safety within the school. Day to day management responsibility for the operation of health and safety at the school is vested with the Head Director of Finance and Operations (“DFO”). However, as Governors, we have specified that the school should adopt the following **framework** for managing health and safety:

- The Chairman of the Estate Committee attends the meetings of the school's **Health and Safety Committee (See Section 4)** termly and receives copies of all relevant paperwork.
- A report on health and safety covering: statistics on accidents to pupils, staff and visitors, staff training, fire drills, and all new or revised policies and procedures is tabled at each term's Health and Safety Committee meeting.
- The minutes of the Committee's discussion on health and safety are tabled at each meeting of the Estate Committee, which in turn reports into the full Board of Governors' meeting, together with any other issues on health and safety that the committee chairman wishes to bring to the Board's attention.
- The **external fabric of the school**, its plant, equipment and systems of work are surveyed and inspected annually/regularly by competent professionals.
- Recommendations arising from reports and surveys as outlined above (together with other defects) form the basis of the school's routine maintenance programmes.
- The school's adherence to health and safety in catering and cleaning of the food preparation and eating areas is subject to external inspection by the **Environmental Health Officer (EHO)**. The Catering Company is responsible for all preparation and purchase of food on site. The school retains some responsibilities for issuing food to pupils in certain circumstances. The allocation of these responsibilities between the school and the Catering Company are documented in our Catering Management Policy.

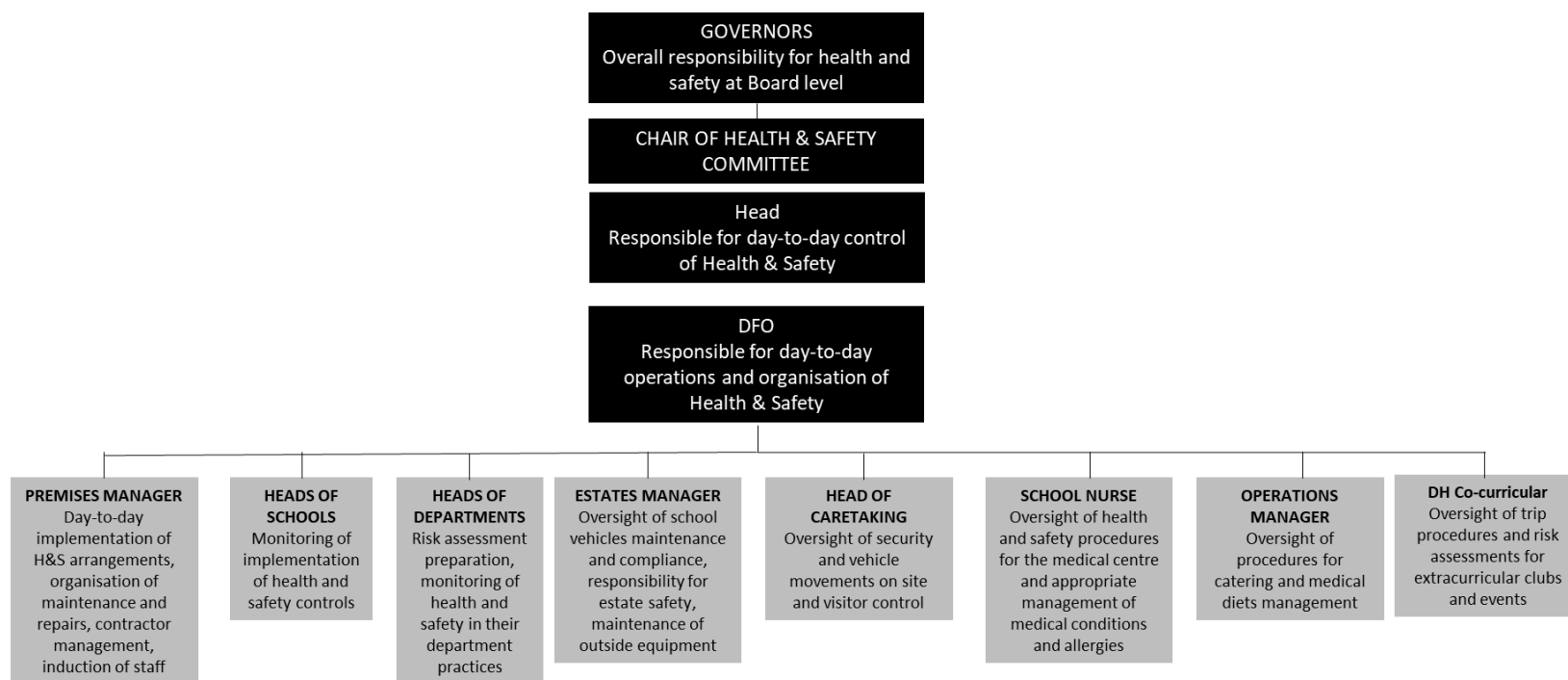
In addition, the Catering Company arranges for hygiene and safety audits of food storage, meal preparation and food serving areas on a regular basis, together with regular external deep cleaning, and that the Catering Company report on all these aspects to the School via their monthly meetings and these are noted at the Health and Safety Committee. Pest control is the school's responsibility and is contracted out.

- The school has **fire risk assessments**, carried out by a competent person and reviewed and updated on completion of items identified within the action plan. The fire risk assessments are updated every three years, or more frequently if significant changes are made to the interior of buildings, or new buildings are bought or added. The Health and Safety Committee review this risk assessment every time it is amended and submit a report to the Estate Committee.
- Periodically, the School commissions an **external health and safety consultant** to review the overall arrangements for health and safety, including fire safety, the general state of the school, and reports on actions required with recommended timescales. The progress of implementation is monitored by the Health and Safety and Estate Committees.
- The school employs competent persons to undertake a **risk assessment for legionella** periodically, and conducts regular water sampling, testing and flushing regime as identified in the school Legionella Management Plan.
- The school has a comprehensive policy in place for the **training and induction of new staff in health and safety** related issues which should include basic 'manual handling' and 'working at height training' where appropriate. Health and safety training that is related to an individual member of staff's functions, such as science technician, will be provided in addition to the 'standard' induction training. First aid training and minibus driver training are provided to any member of the teaching staff who is involved with trips and visits and to selected members of the support staff.
- All members of staff are briefed on where copies of this statement can be obtained on the school's shared drive. They will be advised as and when it is reviewed, added to or modified.

A2 Responsibilities of members of school staff and pupils

This part of the Policy deals with the organisation, planning, implementation, operational monitoring and management review of the Policy. It also covers the development of general policy and how we train our employees (and others) to carry out our activities. An organogram has been prepared to assist in the understanding of the health and safety structure within the School, which is shown below. A list of relevant persons for each responsibility is published separately and updated as required.

Organisation of Health & Safety at Royal Masonic School for Girls



A2.1 **All members of staff** are responsible for, in summary,

taking reasonable care of their own safety, that of pupils, visitors, temporary staff, volunteers and contractors.

co-operating with the Head, the DFO and other members of the Senior Leadership Team ("SLT") in order to enable the governors to comply with health and safety duties.

reporting any significant risks or issues to their Line Manager or the DFO.

A2.2 In particular, members of staff should:

- be familiar with this Health and Safety policy and all other safety regulations as laid down by the governing body and/or the DFO;
- take an active interest in promoting health and safety and suggest ways of reducing risks to their line managers or the SLT
- familiarise themselves with emergency evacuation procedures
- report promptly all concerns about health and safety, accidents, reportable diseases and dangerous occurrences by (as appropriate) :
 - using the MaintainX system to alert the Premises Team;
 - reporting the matter to the Premises Manager or DFO or to a senior member of staff;
 - completing and forwarding accident report forms (see below);
- take appropriate precaution when faced with a potential hazard, including removing others from the immediate area if necessary, whilst not placing themselves in danger.

A2.3 **Staff (teaching and support) using equipment or potentially hazardous substances** should

- use the correct equipment and tools for the job and any protective equipment or safety devices which may be supplied and not make unauthorised or improper use of plant, machinery and equipment;
- see that all plant, machinery and equipment is adequately guarded and is in good and safe working order;
- satisfy themselves as far as possible, when using plant, machines, tools and equipment, that it is not defective or a potential hazard; and satisfy themselves, if purchasing or hiring equipment, that it is suitable for its intended use and complies with appropriate safety regulations
- ensure that toxic, hazardous and highly flammable substances are correctly used, stored and labelled;

A2.4 **Heads of departments** and other staff in a supervisory position have overall day-to-day responsibility for the implementation and operation of this health and safety policy by the

staff (and pupils where appropriate) within their relevant departments and areas of responsibility. They will ensure that:

- they are familiar with the requirements of the **Health and Safety at Work Act 1974** and any other health and safety legislation and codes of practice which are relevant to their area of work.
- all regulations, rules and procedures and codes of practice are applied effectively in their department and others are encouraged to achieve the highest possible standards of health and safety
- they monitor the standard of health and safety throughout the department in which they work, including completing necessary risk assessments and regular safety inspections;
- (teaching departments) safety is regarded as an integral part of courses, both by formal teaching and example; and prohibit any student who refuses to adopt safe working practices from taking part in the lesson or activity
- any plant, machinery and equipment in the department in which they work is adequately guarded, and is maintained in good and safe working order;
- all reasonably practicable steps are taken to prevent the unauthorised or improper use of all plant, machinery and equipment.
- appropriate protective clothing and equipment, first aid and fire appliances are provided and readily available in the areas in which they work;
- toxic, hazardous and highly flammable substances in the areas in which they work are correctly used, stored, labelled and disposed of;
- premises/site defects are identified and dealt with as appropriate, reporting to the Premises Department and/or the DFO;
- visitors, hirers, contractors and others within their area of responsibility who use the premises are briefed in Health and Safety procedures so that they can conduct themselves in such a manner that all statutory and advisory safety requirements are met (ref Contractors below) .

A2.5 **Pupils** are expected to:

- exercise personal responsibility for safety of themselves and others;
- observe the safety rules of the School and, in particular, the instructions of staff given in an emergency;
- be aware of basic safety evacuation procedures;
- report unsafe matters and to voice concerns about health and safety through their form tutors or any other employees as appropriate.

A3 Responsibilities of the DFO

- A3.1 The DFO is accountable to the Governing Body for the implementation of the Health and Safety Policy.
- A3.2 The Head supports the DFO to ensure that all necessary and appropriate action is taken so that the requirement of all relevant legislation, codes of practice and guidelines are met in full at all times.
- A3.3 In particular the DFO, in consultation with the Premises Manager, will:
- ensure they are familiar with the requirements of the **Health and Safety at Work Act 1974** and other relevant health and safety legislation and codes of practice
 - continually monitor the standard of health and safety, first aid and welfare provision throughout the School;
 - develop, implement and review effectiveness of policies and procedures to ensure safe working practices and procedures are established and practiced;
 - maintain effective systems of risk assessment.
 - organise regular safety practices and inspections as necessary
 - collate accident and incident information and when necessary, carry out investigations;
 - consult with employees on health and safety issues, both through the Chairing of the H&S Committee and as issues arise;
 - identify training needs of employees and pupils and ensure, within the resources available, that these needs are met;

A4 Responsibilities of the Health and Safety Committee

- A4.1 The Health and Safety Committee has responsibility for ensuring the effective implementation of this policy, and for monitoring matters of health and safety
- A4.2 This committee comprises:
- DFO
 - The nominated H&S Governor (usually the Chairman of the Estate Committee)
 - Assistant Head (on behalf of the Head)
 - Premises Manager
 - Enterprise and Operations manager (who oversees catering)
 - Catering Company representative (where invited)
 - Grounds Manager
 - Cadogan & Ruspini House representatives
 - Departmental representatives – including Science, DT, Sports, Boarding, Trips
 - Medical Centre manager
 - Any other members the committee chooses to co-opt.

This committee meets at least once per term. Its terms of reference involve monitoring the health, safety and welfare of all employees, pupils and visitors; and to monitor and take appropriate action in response to any change in circumstance. The Committee will take responsibility for monitoring:

- deficiencies and potential hazards in premises, equipment and site;
- accident reports;
- risk assessments;
- training and provision of information;
- emergency evacuation procedures;
- first aid procedures;
- legislation, regulations and advice received.

The committee should, as far as is reasonably practical, take prompt action in response to hazards and risks known to it. It has a duty to advise the DFO in all matters relating to health and safety.

Signed (.....) Chair of Governors, for and on behalf of the Board

Date May 2023

PART B – SPECIFIC PROCEDURES

As recorded in A1.3 above, the day-to-day responsibility for the operation of health and safety at the school is vested with the DFO, within the Governors' specified framework. This is to be achieved by the establishment of and compliance with various School policies and procedures, the most significant of which are summarised below.

A list of all relevant policies and procedures, which can be found on the RMS intranet, is given at the end of this Policy.

B1 Training of Staff

B1.1 All new employees will be given safety induction training by the DFO or Premises Manager to include:

- the School's H&S policies and procedures – general principles
- fire precautions and safety procedures;
- first aid and accident reporting arrangements;
- hazard reporting arrangements
- allergy awareness training

The DFO will ensure that all employees are aware of how to access the most up to date policies and procedures at all times

B1.2 Specialist job/activity related training will be conducted / organised as follows:

- Any individual requirements for academic subject / activity specifics - Head of Department / Line Manager (e.g. Head of Science, Sports, D&T)
- Catering and Cleaning - Catering Manager / Housekeeping Manager
- Additional Allergy training for staff directly involved in issuing food to pupils
- Premises/Grounds – Premises Manager, Grounds manager
- First Aid - School Nurse
- Minibus - via DFO's Office

Refresher training will be given as appropriate to changes within the workplace and the role of the individual.

B2 Risk assessments (ref Risk Assessment policy)

B2.1 The DFO will be responsible for ensuring the implementation of the Risk Assessment Policy, delegated as appropriate to the Premises Manager and Head of Departments

B2.2 Each person with responsibility for an area of activity will ensure that a risk assessment is carried out and reviewed on a regular basis and that specific safety controls are identified, communicated and applied.

- B2.3 Where specialist skills are required, e.g. asbestos, fire, water quality and hazardous substances, separate specialist guidance will be used by Heads of the relevant Departments to ensure adequate RAs are in place.
- B2.4 Relevant staff will receive guidance on the role and importance of risk assessment as part of their induction. Risk assessment training will be provided on specific areas where identified by the DFO / Head of Department as appropriate.

B3 First Aid (ref First Aid Policy)

- B3.1 By delegation from the Governors, the DFO is responsible for the implementation of the School's First Aid Policy and Procedures, in liaison with the School Nurse.
- B3.2 The policy and procedures are established in order to ensure:
- there is an adequate provision of appropriate first aid people, resources and facilities to suit the needs of the school at all times.
 - that where individuals have been injured there are suitable mechanisms in place to provide remedial treatment until appropriate medical help is available where necessary
 - accidents are properly recorded, reported to the HSE where appropriate and procedures are in place to take action where possible to minimise the risk of future recurrence
- B3.3 At the discretion of the DFO a number of staff, teaching and support, will be given such training in first aid techniques as is required to give them a basic minimum level of competence. More specialist training will be provided for those that work in higher risk activities
- B3.4 In the event of medical assistance being required during School hours, the medical team should be contacted. If there is no response, reception must be informed immediately. Reception will contact a designated first aider. Out of School hours, contact the School Nurse or, in her absence, the emergency services should be contacted directly.
- B3.5 A record will be made of each occasion that first aid treatment is given on School premises or as part of a School related activity. Also ref **Accident reports** below.

B4 Accident Reports

- B4.1 All accidents and injuries to any person on the School premises are to be reported. Forms are available from the School Nurse or DFO's Office during the School holidays.
- B4.2 Any record book in a workshop or laboratory should also be completed and kept up to date; this will include the occurrence of "near misses", a regular review of which should be carried out in order to identify any underlying issues that may require action

B4.3 Completed accident reports are copied to the DFO and summarised for the Health and Safety Committee.

B4.4 Where applicable, accidents will be reported under RIDDOR through the DFO's Office (ref *First Aid Policy*)

B5 Fire Safety (ref: Fire Safety Policy and Fire Orders)

B5.1 Fire can have a devastating effect on life as well as the School's business and activities. The risk of fire and its consequences will be reduced if the policies and supporting procedures are followed.

B5.2 In summary, it is the policy of the RMS, so far as reasonably practicable, to:

- safeguard all persons on School premises from death or injury in the event of fire.
- minimise the risk of fire and limit the spread of fire if it occurs.
- minimise the potential for fire to disrupt teaching and routine School business, damage to buildings and equipment, and harm the environment.
- comply with the requirements of legislation relating to fire and fire safety.

B5.3 In particular, the Governors will ensure that (inter alia):

- fire drills are held termly, both known and unknown, at varying times of day and will include boarders drills;
- all premises are subjected to a fire risk assessment which is updated every two years and where risks are identified, action is taken to implement appropriate control measures and remove the risk or reduce it as far as is reasonably practicable;
- measures are taken for maintaining emergency routes and exits, fire signs and notices, emergency lighting where required, fire detectors, alarms and extinguishers by suitably qualified persons;
- alarms and other fire protection equipment are regularly inspected and serviced;
- construction and maintenance of buildings is designed, specified and carried out in accordance with all relevant fire safety legislation;
- appropriate instruction is given to all persons on the RMS site in relation to fire safety.

B6 Evacuation Procedures (ref Fire Orders and Critical Incident plan)

B6.1 The DFO will ensure that an emergency procedure is prepared to cover all foreseeable major incidents which could put at risk the occupants or users of the premises.

- B6.2 This procedure will indicate the actions to be taken in the event of a major incident so that everything possible is done to save life, prevent injury and minimise loss.
- B6.3 This sequence will determine the priorities of the emergency plan. Staff, pupils and users of the School site and other locations will regularly rehearse this plan. The detailed procedures are contained in the Staff Handbooks.

B7 Off-site visits (ref School visits – Code of Practice for Staff)

- B7.1 The law places the Group Leader of an off-site school visit ‘in loco parentis’. It is the responsibility of staff to take care of a child in a way “that a prudent parent would have done”.
- B7.2 In addition to the School Policies on this area, including that referred to above, the relevant sections of the DfE guidance *Health and Safety: advice on legal duties and powers* <https://www.gov.uk/government/publications/health-and-safety-advice-for-schools> should be read by all Group Leaders.
- B7.3 Staff who take part in visits and activities outside school may feel concerned about the possibility of being held personally liable if an accident should occur. They can be assured that the School, as their employer, will stand behind them in the unlikely event of an accident occurring, provided they have exercised reasonable care and followed the School’s guidelines, including the preparation of risk assessments as appropriate.
- B7.4 The following guidance from the ISI Regulatory Handbook should be noted:
- A written risk assessment is not required for every visit and the Group Leader, in conjunction with the Trips Co-coordinator, will make the decision about when to carry out a risk assessment. A risk assessment is not needed every time a school takes pupils to a local venue such as a swimming pool, a park or a museum. Circumstances when a risk assessment is appropriate would include activities away from school; for example mountaineering, canoeing, and sailing.
 - Written consent from parents is not required for pupils to take part in the majority of off-site activities organised by the School as most of these activities take place during school hours and are a normal part of the child’s education at the school.
 - However, parents will be told where their child will be when not on school premises and of any extra safety measures required. Written consent is usually only requested for activities that need a higher level of risk management or those that take place outside school hours. A ‘one-off’ consent form is used for parents to sign when their child registers at the school.
 - Trips abroad also need careful attention to duties under health and safety.
 - Where a risk assessment is carried out, all significant findings of the assessment should be recorded.

- When planning an activity involving certain “high risk” activities (caving, climbing, trekking, skiing or watersports) the Group Leader must check that the provider holds a licence as required by the Adventure Activities Licensing Regulations 2004.

B8 Staff Welfare (ref Well Being Policy)

- B8.1 As a responsible employer, the School values the health, safety, welfare and wellbeing of all our community staff. RMS has a duty to ensure the health, safety and welfare of its employees as far as reasonably practicable.
- B8.2 It is also required to have in place measures to mitigate as far as practicable factors that could harm employees’ physical and mental well-being, which includes **work-related stress**. The Health and Safety Executive has defined work-related stress as *“the adverse reaction a person has to excessive pressure or other types of demand placed on them”*. This duty extends only to those factors which are work-related and within the School’s control.
- B8.3 The School, via the HR department, will continue to develop the School-wide policies and procedures to protect the wellbeing of employees, assist and support line managers in supporting individuals, and liaise as appropriate with **occupational health and other medical professionals**, with the object of helping employees to maintain good psychological health.

B9 Violence to staff

- B9.1 The school community of Governors, staff, parents and pupils should adhere to a code of conduct. We expect the highest values and standards of behaviour both inside and outside the classroom, as well as outside the School and in any written or electronic communication concerning the School.
- B9.2 We expect all members of the school community – pupils, staff, parents and visitors - to treat each other with consideration and good manners. Everyone has a right to feel secure and to be treated with consideration, dignity and respect, particularly the vulnerable. Harassment, bullying and work-related violence towards our staff will not be tolerated.
- B9.3 **Work-related violence** is defined by as any incident in which a member of staff is abused, threatened or assaulted by a another member of staff, pupil, parent or visitor in circumstances arising out of the course of his/her employment.
- B9.4 The School will
- Treat any reports of work-related violence, threats or abuse seriously and respond to them promptly.
 - Record details of the incident where appropriate and give all members of staff involved in the incident full support during the whole process.
 - Respond to and, where possible, resolve incidents, ideally before they escalate.

- Monitor incidences of violence and abuse and initiate appropriate action if more measures are needed.
- Where possible, direct staff to appropriate support and advice after an incident has occurred
- If an investigation is needed, work with the police and offer any assistance needed to help in their enquiries.

B10 Workplace safety (ref: Security, Access Control, Workplace Safety & Lone Working Policy)

B10.1 Our policy for security and workplace safety at RMS is primarily to provide a safe and secure environment in which our pupils can learn, our staff can work and our visitors can freely come and go.

B10.2 Its second objective is to protect our buildings and grounds, together with the equipment belonging to the School and the personal possessions of everyone in our community. There are at least 50 staff resident on the site.

B10.3 All staff receive a briefing on security and workplace safety within their first week at the School. This includes advice on:

- Supervising pupils, where new members of the teaching staff are given training in registration and in the arrangements for supervising pupils.
- The procedure for booking in visitors and escorting them.
- The value of being curious about strangers, and of reporting concerns.
- The regime of login and password protection for electronic equipment.

B10.4 More detailed and specific training, including on lone working, is given to the Stewarding and Premises Teams and to the staff who work in Reception.

B10.5 All staff are regularly reminded of the need to ensure the physical security of their possessions, school property and buildings.

B10.6 The School includes Personal Safety as one of the themes in the Life Skills Programme for pupils. In this work we impart skills and knowledge to enable pupils to be aware of ways in which they can help themselves to keep safe.

B11 Visitors to the School site, unauthorised callers

B11.1 All visitors must report to Reception and sign in the visitors' book. They will be provided with a visitors' badge on a red lanyard and a sheet containing information regarding evacuation procedures, safeguarding controls etc.

- B11.2 Visitors must be accompanied by a member of staff and should visibly display their School visitors' badge at all times whilst on site
- B11.3 Staff are encouraged to challenge unaccompanied visitors as to the nature of their visit; however, employees should firstly assess the risk of doing so and where appropriate two members of staff should be involved.

B12 Contractors (ref: Contractor management – H&S on site)

- B12.1 The objective of the policy referred to above is to ensure that, so far as reasonably practicable, safety standards are complied with by contractors, so that their presence on site and activities undertaken do not represent an unreasonably increased risk to members of the school community and the contractor staff themselves.
- B12.2 The Premises Manager will check the health & safety competence of any contractor before appointment.
- B12.3 Prior to works commencing, the Premises Manager will ensure that the Contractor is fully briefed on the Site Safety Rules and other information required to ensure safe working procedures.
- B12.4 The Contractor will be required to read and sign off the document attached to the Policy "*Contractor On-Site Procedure – Site Safety Rules*"

B13 COSHH, Asbestos (ref: Control of Substances Hazardous to Health (CoSHH) and Asbestos Management Policies)

- B13.1 It is inevitable that in any school, like other businesses and premises, there will be substances present that could be a hazard to staff, pupils, visitors and contractors. Substances regarded as hazardous to health include adhesives, paints, cleaning agents, fumes generated by a work activity, naturally occurring substances such as dust, and biological agents.
- B13.2 The School aims to control exposure to hazardous substances to prevent ill health, both of employees and of anyone else who may be affected by employers' or employees' actions.
- B13.3 The School's procedures endeavour to abide by best practice and prevailing regulations COSHH 2002 and Control of Asbestos Regulations 2012 and their associated Approved Codes of Practice and Guidance Documents, which set out measures to be taken to control exposure and establish good working practices.
- B13.4 The responsible person for any area using substances which fall within COSHH Regulations must take adequate precautions to prevent injury to health, in particular with regard to the safe handling and storage of the substances.
- B13.5 The presence in the workplace of asbestos containing materials (ACM) does not in itself necessarily constitute an active danger. Persons may be exposed to significant risk, however, if activities which give rise to airborne dust – for example: breaking, sawing,

cutting, drilling or machining – are carried out and good management techniques are not applied.

- B13.6 The Premises Manager is responsible for maintaining an up to date comprehensive Asbestos register which identifies the areas within which asbestos may be found.
- B13.7 No member of staff or contractor is expected to be exposed to asbestos fibres in their normal work. Staff whose normal duties may bring them into contact with existing ACMs (such as electricians and maintenance staff) will be trained to recognise asbestos products and to work safely.
- B13.8 The school appoints a Radiation Protection Supervisor (RPS), normally being the Head of Physics, who is responsible for liaison with the Radiation Protection Advisor (RPA) for ensuring compliance with the Ionising Radiations Regulations 2017 and local rules made to comply with these regulations. The RPS is also responsible for ensuring compliance with the Radioactive Substances Act 1993 and exemption certificates granted under them.

B14 Manual handling (ref : Manual Handling Policy)

- B14.1 Around a third of all accidents reported to the Health and Safety Executive (HSE) and local authorities each year are brought about by manual handling activities, that is the transporting or supporting of loads by hand or by bodily force. Poor manual handling practices can result in acute or chronic back pain.
- B14.2 It will be the responsibility of the DFO to ensure that the Manual Handling Operations Regulations 1992 (as amended) are complied with throughout the school.
- B14.3 The RMS Manual Handling policy sets down the standards for achieving safe manual handling and lifting throughout the School. It is intended to assist all staff in meeting the requirements of current legislation and act as a source of guidance on how to achieve safe systems of work.
- B14.4 SLT and other HoDs will be responsible for ensuring that the policy guidance and procedures are adhered to and assessments of risk are carried out for all manual handling activities which constitute a significant risk of injury to members of staff.

B15 Maintenance and Inspection of plant and equipment

- B15.1 Maintenance, examination and testing (as appropriate) of plant and equipment – including electrical, local exhaust ventilation, pressure systems, gas appliances, lifting equipment Inspection of portable electrical equipment and fixed installations will be carried out in line within prevailing regulation and best practice guidelines.

B16 Minibus (ref: School Minibus Driving Guidelines)

- B16.1 RMS has taken the decision to base its school guidelines regarding the driving of minibuses upon the guidance issued by Hertfordshire County Council in 2014, as

applicable to staff employed by them and as being best practice for all schools in Hertfordshire.

B16.2 These include the following provisions:

- **All drivers must hold category D1 on their driving licence** to drive a minibus at any time for the School – this is likely to apply automatically to those who passed their test before 1st January 1997
- Staff who only have a car licence and wish to drive a minibus **must pass the PCV theory and practical driving test** to add D1 to their licence.
- Applications for the school to fund such a test for a member of staff must be made to the DFO, supported by an explanation from their Head of Department as to why it is felt to be necessary.
- In addition to the above, all potential minibus drivers must have passed the **Minibus Driver Assessment** (equivalent to obtaining the HCC Minibus Driver Permit) to demonstrate their competence to drive the minibus. This can be organised through the DFO's Office.
- Drivers must be authorised by the DFO or Grounds Manager to drive the vehicle, having produced evidence of their eligibility under the criteria outlined above.
- Drivers must be at least 25 years of age and under 70 years; and must have held a full driving licence for at least 3 years and must have no conviction for a motoring offence.
- Staff volunteering to drive any minibus in connection with their employment must accept that they take on additional responsibilities which they should not do without knowing they are fit, sufficiently rested, trained, experienced and properly authorised to do. They must notify the person in charge of the minibus of any change in circumstance.

B17 Smoking (ref: Smoking Policy for RMS staff)

B17.1 To promote a healthy, safe and pleasant working environment, and comply with legislation, smoking (including e- cigarettes) is strictly prohibited on all parts of the School's premises, including at entrances or anywhere on its grounds with the exception of the designated smoking area.

B17.2 The designated smoking area is located at the rear of the school garage.

B18 Catering on site (ref: Catering Management Policy)

B18.1 By delegation from the Governors, the DFO is responsible for the implementation of the School's Catering Management Policy and Procedures, in liaison with the Operations Manager and the Catering Company.

**Schedule of Policies and Guidance Documents
to be read in conjunction with the
Health & Safety Policy**

Policies

Accessibility Plan

Asbestos Management Policy

CCTV Policy

Contractor Management – H&S Policy

Control of Substances Hazardous to Health (Coshh)

Critical Incident Plan

Display Screen Equipment (DSE) Policy

First Aid Policy

Fire Safety Policy

Food Safety Policy

Manual Handling

New and Expectant Mothers – Risk Assessments

Physical Education Policy

Pupil Electrical Equipment and Room Safety

Risk Assessment Policy

School trips and visits – Code of Practice for staff (and related policies)

Security, Access Control, Workplace Safety & Lone Working Policy

Smoking Policy

Water Supply and Legionella Policy

Well Being Policy

Working at Heights Policy

School Guidance Documents

Fire Orders

Health & Safety Committee Standing Orders

Health Centre Policies – various

Minibus Guidelines

New & Expectant Mothers – Sample Risk Assessment

Risk Assessment Form – Master

Swimming Pool Emergency Operating Plan

Swimming Pool General Operating Plan

[Covid19 Guidance](#)