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## **1. Purpose**

- 1.1 RBR will take all practicable and reasonable steps to ensure that there is a high standard of health and safety at work. It is our policy that all activities and work will be carried out in a safe manner and RBR will ensure the health, safety and welfare of our staff and others who may be affected by our activities.
- 1.2 This policy is to inform all RBR staff of health and safety responsibilities, practices and procedures.

## **2. Scope**

- 2.1 This policy applies to all staff at RBR whether they are employees, agency staff, volunteers, interns, consultants or contractors. It does not form any part of a contract of employment or agreement and can be reviewed and updated at any time.

## **3. Policy statement**

- 3.1 RBR is committed to the protection of its staff, students, visitors and others. Everyone has a duty to ensure that they do not compromise the health and safety of others or themselves in the workplace.
- 3.2 Every individual has a legal responsibility to:
  - a. Take reasonable care for the health and safety of him/herself and of the other people who may be affected by acts or omissions at work.
  - b. To cooperate with any legal steps RBR may take to fulfil its obligations under the Health and Safety at Work Act (HASAW) and other relevant legislation.

## **4. Responsibilities**

Management, Trustees and staff have responsibility for implementing the specific arrangements made under this policy. All staff are expected to read the relevant documents in the office, to familiarise themselves with its provisions and carry out their defined responsibilities.

### ***The Head of Centre and Chair of Trustees***

- 4.1 The Chair of Trustees and Head of Centre are jointly responsible for implementing this policy within RBR. In particular they will:
  - a. identify a member of staff who has day-to-day responsibility for the management of health and safety at the Centre, known as the competent person, and ensure all staff and volunteers know who the competent person is;
  - b. monitor the effectiveness of this policy and the safe working practices described within it and revise and amend it, as necessary, on an annual basis;
  - c. ensure that safety inspections are undertaken at least twice per year by the competent person and a trustee.

### ***The Competent Person***

- 4.2 The competent person with the Head of Centre are responsible for ensuring the practices and procedures in this policy are carried out. In particular they will:
  - a. prepare an emergency evacuation procedure and arrange for periodic practice evacuation drills to take place and for the results of these to be recorded;

- b. ensure that all staff, volunteers and other adults who use the Centre are aware of health and safety practices including evacuation procedures;
- c. make arrangements for the implementation of the accident reporting procedure approved by Independent Schools Inspectorate (in conjunction with Ofsted) and ensure all staff and volunteers are familiar with and implement the requirements;
- d. arrange for the withdrawal, repair or replacement of any item of furniture, fitting or equipment identified as being unsafe; and
- e. deal with all aspects of maintenance of the premises and identify and remedy any situation which is unsafe or hazardous.

***Responsibilities of staff and volunteers.***

4.3 All staff are required to cooperate with RBR and their colleagues in implementing the policy and shall ensure that their own work is without risks to themselves and others as far as reasonably practicable. Staff and volunteers have a responsibility to:

- a. take reasonable care for the health and safety of themselves and of any person who might be affected by their actions at work;
- b. make themselves aware of all safety rules, procedures and safe working practices applicable to their posts. When in doubt they must seek immediate clarification from the Head of Centre or competent person;
- c. ensure that all tools and equipment are in good condition and report any defects to the Head of Centre or designated person;
- d. not to operate tools or equipment unless authorised to do so;
- e. use protective clothing and safety equipment as required and ensure that these are kept in good condition;
- f. ensure that offices and general accommodation are kept tidy;
- g. ensure that any accidents, whether or not an injury occurs, any potential hazards, and near-misses are reported to the Head of Centre or competent person;
- h. draw the attention of the competent person to any perceived potential hazards or failings in health and safety arrangements; and
- i. ensure that effective risk assessments are carried out for all necessary activities.

***Responsibilities of staff towards students and others in their care***

4.4 All staff are responsible for the health and safety arrangements in relation to staff, volunteers, students and visitors. In particular, they must monitor their own work activities and take all reasonable steps to:

- a. exercise effective supervision over all those for whom they are responsible;
- b. be aware of, and implement, safe working practices and set a good example;
- c. identify actual and potential hazards and introduce procedures to minimise the possibility of accidents or incidents;
- d. ensure that all equipment and tools used are appropriate for use and meet accepted safety standards;
- e. ensure written instructions, warning notices and signs are provided as appropriate;
- f. evaluate promptly and, where appropriate, take action on, any criticism of health and safety arrangements;

- g. provide the opportunity for discussion of health and safety arrangements;
- h. report to the competent person and investigate any accident (or incident where personal injury could have arisen) and take appropriate corrective action if deemed to be required;
- i. provide for adequate instruction, information and training on safe working methods within any learning area for which they are responsible;
- j. ensure, when transporting students, that all legal requirements and RBR procedures are followed including the wearing of seat belts;
- k. ensure that any perceived issue or problem is discussed promptly with the competent person;
- l. undertake risk assessments, where appropriate, in accordance with HSE guidelines (<https://www.hse.gov.uk/involvement/riskassessments.htm>).

### ***Responsibilities of students.***

- 4.5 All students are expected, within their expertise and ability, to:
- a. exercise personal responsibility for their own safety and that of their fellow students and staff;
  - b. observe standards of dress consistent with safety and hygiene;
  - c. observe all the safety rules of the Centre and, in particular, the instructions of staff in the event of an emergency; and
  - d. use items of PPE provided, for safety purposes.

## **5. Fire procedure**

- 5.1 In the event of a fire alarm incident, it is important to minimise the risk to yourself and others. As staff, you are required to read, understand and agree to comply with the contents of the Fire Policy.
- 5.2 You should ensure that you are familiar with the location of the fire exits, fire extinguishers and assembly points. Please familiarise yourself with the evacuation plans posted at each exit.
- 5.3 Should a fire break out, ensure you observe the notices displayed detailing the fire exits.
- 5.4 If your work requires you to visit other sites, you should observe the fire precautions for that site and familiarise yourself with the fire exits and assembly points in existence at the site that you are visiting.
- 5.5 RBR have staff who are trained Fire Marshals. It is their responsibility, with support from SLT, to carry out a full fire evacuation drill at least once a term.

## **6. What to do if you have an accident at work**

- 6.1 Under health and safety legislation, if you have an accident or near miss at work, you should report it immediately to the RBR administration staff or the Head of Centre, however trivial you may think it is.
- 6.2 The accident book is kept in the administration office. The accident or near miss must be recorded in RBR's accident book, giving as much detail as possible (including the names of any witnesses); and where necessary photos taken. Once this is filled in, the page should be removed from the book and given to the Administrator who will take any appropriate action

and then store it in line with UKGDPR/DPA2018 legal requirements.

- 6.3 Whilst at work, in the event of an accident, the First Aider should be called to assess and deal with the situation. Notices around RBR provide details of who those who are appointed first aiders.
- 6.4 Should you be absent from work as a direct result of an accident at work, you must inform the Head of Centre as soon as possible; or line manager in their absence in accordance with our sick absence procedures.
- 6.5 In accordance with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) legislation, RBR is required to report specific accidents, diseases and dangerous occurrences.
- 6.6 RBR may from time-to-time call upon staff to be trained as First Aiders.
- 6.7 Please refer to the First Aid Policy for specific details of general first aid practice.

## **7. Health and safety management**

- 7.1 RBR will ensure that there is one or more competent person(s) to assist the RBR in undertaking the measures needed to comply with the requirements and prohibitions imposed by or under the relevant statutory provisions.
- 7.2 In addition to point 4.3, the responsibilities of the Competent Person are:
  - a. The provision of health and safety advice and the implication of the law.
  - b. The production and maintenance of this policy and associated health and safety procedures, protocols and guidance.
  - c. Assisting in the identification and implementation of health and safety training needs.
  - d. Providing recommendations and reports as and when required.

## **8. Specific areas of concern**

### ***School security***

- 8.1 RBR has a limited point of access. Measures are taken by staff to ensure that entry through the 'front door' is always monitored by staff and that no unauthorized persons are allowed access to the building. All visitors are required to sign in and out of the building and wear the appropriate "visitor" identification badge.

### ***Violence to staff***

- 8.2 Such action will not be tolerated. RBR has an exclusions policy that details what action will be taken when the rights of any member of the community are transgressed and a Use of Reasonable Force Policy to describe how staff should respond should action be required.
- 8.3 Where a staff member is violent or aggressive towards a colleague, RBR will act in accordance with its suspension procedures detailed in the disciplinary policy.

### ***Slips and trips***

- 8.4 The competent person will ensure that the risk of tripping is kept to an absolute minimum through the implementation of this policy. Risk assessments are carried out for every room and all activities. These assessments should identify any hazards that exist, assess the

likelihood of them occurring and the level of harm which they may cause. In addition they will describe the action required to mitigate the risk as much as possible.

### ***Management of asbestos***

- 8.5 RBR's building underwent building safety inspections prior to purchase. This determined that there was no asbestos present in the building. A record of this finding is available in the admin office.

### ***Drinking water***

- 8.6 Regular checks are made of the quality of drinking water available in RBR. The competent person is responsible for ensuring that taps providing water suitable for drinking are clearly marked, that such 'outlets' are sufficient in number and that they are kept clean.

### ***Hot water***

- 8.7 Any taps that are outlets for hot water will be appropriately marked and water will be periodically tested to ensure that there is no risk of scalding (maximum temperature will be 50 degrees centigrade).

### ***Areas for play***

- 8.8 RBR has a 'back garden' space for leisure use. Such space is very limited. Staff will seek to provide supervised indoor areas that can be used during lunch and other breaks but will also supervise students who want to use nearby park, or other suitable areas. In such cases appropriate risk assessments will be carried out and supervision made.

### ***Management of threat of legionella's disease***

- 8.9 RBR pursues strict hygiene arrangements in its kitchens, eating areas and sanitary facilities (any toilets and taps not used regularly will be checked and flushed; water temperature will be checked frequently, including during holidays).
- 8.10 RBR contracts an external agency to carry out a risk assessment every two years. RBR maintains a water hygiene log detailing all checks made and actions taken.
- 8.11 RBR kitchens are inspected by the FSA (food standards agency) and any actions identified as being required are responded to promptly.
- 8.12 Students are taught the importance of good hygiene in terms of handwashing, and staff are asked to uphold high standards in these areas.
- 8.13 Whilst it is never possible to guarantee that there will be no occurrence of infection, daily practice is strong and reduces the risk to the lowest possible level. Should there be any indication of infection, immediate action will be taken:
- a. students and staff sent home until the building is deemed (by medical staff) to be free from infection;
  - b. parents/carers and all involved agencies notified immediately;
  - c. health authority notified;
  - d. appropriate de-infection actions pursued as directed by health authority personnel.

### ***Regular testing of equipment***

- 8.14 RBR is a small building and houses little in the way of large equipment, however, the competent person will ensure that any equipment requiring regular testing will be subject to

whatever testing is required to meet guidance or statute. Most obviously all electrical equipment will be tested on an annual basis (PAT testing) and will be marked to indicate that such testing has been carried out. Also, a periodic inspection report to test the wiring and circuits will be carried out by a qualified engineer every five years.

- 8.15 As indicated elsewhere in the policy, checks on water supply equipment and any equipment used in the kitchen will be pursued and recorded. Checks on fire safety equipment will be carried out as described in the 'Fire Policy'.
- 8.16 Any boilers or gas appliances will be serviced on an annual basis to ensure safe and efficient service.

### ***Emergencies***

- 8.17 Each centre holds and annually updates a business continuity plan (available on request). This provides a risk assessment 'level' for identified emergencies, appropriate action to minimise the risk and action to take should the emergency occur.
- 8.18 The display screen regulations
- 8.19 The Health and Safety (Display Screen Equipment) Regulations 1992 require RBR to minimise any risks associated with DSE use by ensuring that workplaces and jobs are well designed. If you use a DSE/Laptop continuously for more one hour in your working day you will be asked to complete a risk assessment to help RBR identify potential problems. You can also help yourself by adjusting the equipment you have been provided with for example:
  - a. Adjust your chair and DSE to find the most comfortable position. As a guide your forearms should be horizontal and your eyes the same height as the top of the screen
  - b. Make sure you have enough space. A document holder may help
  - c. Avoid glare on your screen by not placing your screen directly facing windows or bright lights. Adjust curtains or blinds to block out unwanted light
  - d. Make sure there is enough space under your desk for your legs to move freely
  - e. Try to avoid pressure on the back of your legs and knees from your chair. Obtain a footrest if necessary.
  - f. Try to keep your wrists straight when keying.
  - g. Position the mouse within easy reach to keep the wrist straight when using. Sit upright and close to the desk so as not to overstretch.
  - h. Support your forearm on the desk, rest your fingers lightly on the buttons and do not press hard.
  - i. Adjust the brightness and controls on your screen and make sure the screen is clean
  - j. Adjust the focus on the screen so it does not flicker or move.
  - k. Take regular breaks and adjust your posture regularly.
- 8.20 RBR will reimburse the cost of eye tests, up to a maximum of £25.00, annually or more regularly if required by your optician, and if you use Display Screen Equipment (DSE) regularly as part of your job, as defined by the DSE guidelines. You should make an appointment with your local Optician, pay them any fees yourself and reclaim the cost of the eye test afterwards via the expenses procedure.

## ***Stress***

- 8.21 Stress is the adverse reaction people have to excessive pressure. It is not a disease but if the stress goes on for some time it can lead to mental and physical health deterioration. Common symptoms of stress can include headaches, mood swings, poor sleeping habits, irritability, indecisiveness, absenteeism or reduced performance. If you feel that you are experiencing stress at work please contact the Head of Centre for further advice and support.

## ***Electricity***

- 8.22 Electricity can kill – you cannot see it, hear it or smell it so treat it with respect. Always observe the following:
- a. No person should work on electrical systems unless appropriately skilled and qualified to do so.
  - b. Check for defective cables, plugs or sockets before using equipment. Defective equipment must be taken out of service – do not carry out temporary repairs.
  - c. Do not overload electrical equipment.
  - d. Switch off or disconnect any equipment that sparks or stalls.
  - e. Wherever possible, avoid letting cables trail across floors. Cables can become damaged or create a trip hazard. Keep use of cables to a minimum and use cable mats or tape them to the floor with hazard tape (black/yellow stripe).
  - f. Disconnect equipment when not in use but do not pull the cable to disconnect. Pull at the plug.
  - g. Avoid kinking, twisting, binding or crushing cables.
  - h. Keep all electrical equipment clean and dry.
  - i. Never touch plugs or sockets with wet hands.
  - j. Where appropriate, ensure electrical equipment has an in-date PAT test before use.

## ***Secure storage of materials, equipment and chemicals (COSHH)***

- 8.23 Kitchen knives, sharp kitchen instruments and cleaning chemicals must be stored safely in a locked storage/space unit when not in use. Knives must not be accessible to students unless under supervision from a staff member.
- 8.24 Science and other hazardous materials must be stored safely in a fit for purpose COSHH storage unit. Any chemicals must be stored alongside the relevant COSHH sheet. Access to the cupboard is to be regulated by the science teacher and inventory of all materials must be kept.
- 8.25 Chemicals must be stored in line with the COSHH regulations, in their original containers which are clearly labelled and used in accordance with the instructions, including wearing PPE.

## **9. Manual handling and lifting**

- 9.1 Incorrect handling of objects is a major cause of injury and can result in muscle strain, muscular-skeletal injuries, and broken or fractured bones. You can prevent pain and injury by following a few simple steps:
- a. Plan the job. Make sure that your route is clear and that you can rest and unload safely.



- b. Check the object you are carrying for sharp/uneven edges. Decide how best to hold the object.
- c. Get a good grip and wear suitable gloves with grip to protect your hands from sharp edges if necessary.
- d. Wear the appropriate PPE (e.g. boots and/or gloves).
- e. Get help if the load is too heavy or awkward for you to lift easily.
- f. Always lift with your legs NOT your back. Assume a comfortable stance with your feet shoulder width apart and lift smoothly keeping the object close to the body.
- g. Minimise lifts above the shoulder and below the knee.
- h. Ensure you have good vision and can see where you are going.
- i. Don't twist your body. Move your feet to change direction.
- j. When unloading, bend your knees and keep your back straight.
- k. Keep fingers and feet clear to avoid crushing incidents when putting objects down.

9.2 Staff are not expected to lift or handle heavy or bulky items. If it becomes apparent that such action will be required within a person's required activities, then appropriate training will be sought and provided.

## **10. Working at height**

10.1 Safe ladder usage is the responsibility of each staff member in line with RBR's Ladder Safety Guidance. This includes selection, inspection and correct use, as well as reporting unsafe conditions to the competent person or line manager.

## **11. External Documents and Legislation**

- a. Health and Safety at Work etc. Act 1974
- b. Control of Substances Hazardous to Health Regulations (COSHH) 1992
- c. The Management of Health and Safety at Work Regulations 1999
- d. The Regulatory Reform (Fire Safety) Order 2005
- e. The Health and Safety (Display Screen Equipment) Regulations 1992
- f. Manual Handling Operations Regulations 1992, as amended by the Health and Safety (Miscellaneous Amendments) Regulations 2002.
- g. Control of Substances Hazardous to Health (COSHH) Regulations 2002 (as amended)
- h. <https://www.hse.gov.uk/simple-health-safety/risk/index.htm>
- i. <https://www.hse.gov.uk/pubns/priced/l25.pdf>

## **12. Internal Documents**

- a. Code of Conduct for all staff
- b. Fire Policy
- c. Risk Assessment Policy
- d. Ladder Safety Guidance