



## HEALTH AND SAFETY POLICY

This is the health and safety policy of:

Regius School, 69a Whitehill Street, Newcraighall, EH21 8QZ

### Part 1: Statement of Intent

*Our health and safety policy is to, so far as is reasonably practicable:*

- *Prevent accidents and cases of work related ill-health.*
- *Manage health and safety risks in our school.*
- *Provide such information, instruction, training and supervision necessary to ensure that our employees and volunteers are competent to undertake their work.*
- *Consult with our employees on matters of health and safety.*
- *Encourage all employees and volunteers to engage in maintaining safe working practices.*
- *Provide all necessary Personal Protective Equipment.*
- *Ensure that all substances are used, stored and handled safely.*
- *Maintain safe and healthy working conditions.*
- *Implement all necessary emergency procedures, including evacuation procedures in the event of fire or other significant incident.*
- *Ensure that adequate provision is made for welfare facilities and that adequate first aid provisions are made.*
- *Review this policy annually and revise whenever there is a change in circumstances, in work practices or the introduction of new legislation affecting the policy, so as to ensure that these standards of health and safety are maintained.*

Signed:

Print Name:

Roger P. Wilcox, Chairman, Regius School

Date:

16th June 2025

### Part 2: Responsibilities for health and safety

The Trustees are responsible for ensuring that policies are in place evidencing good practice. The Chairman of the Board of Trustees is responsible for ensuring this Health and Safety policy is implemented and that Health and Safety management is properly undertaken. Day-to-day responsibility for ensuring that this policy is put into practice is delegated to the Headteacher: Rachel Meldrum.



Additionally, all employees and volunteers must:

- co-operate with the Headteacher on health and safety matters;
- take reasonable care of their own health and safety;
- take reasonable care of the health and safety of children within their care whilst on school business; and
- report all health and safety concerns to the Headteacher.

### **Part 3: Arrangements for health and safety**

#### **1) Accident and Investigation Procedures**

Where there is an accident or incident at work, the Accident Book must be completed.

Any accident at work or in connection with work (whether involving an employee, pupil visitor or other person), must be reported immediately to the appropriate person who shall arrange for the accident to be investigated and the Accident Book to be updated, recommending means of preventing re-occurrence where appropriate.

Where the accident or incident is of a type that needs to be reported under Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR), the Chairman of the Board should be informed immediately.

#### **2) First aid provisions**

For first aid provisions, see the Accident, Illness and Emergency Policy.

#### **3) Evacuation & Emergency Procedures.**

In the event of an emergency, the fire alarm will sound and the Headteacher will ensure the evacuation of all persons present on school premises to their assembly point, contact the emergency services when required and ensure compliance with any relevant emergency procedure.

Staff shall be informed of the emergency procedures on induction. The emergency evacuation procedure will be rehearsed at least once per term. See Fire Safety Policy.

#### **4) Fire Safety**

A fire risk assessment has been carried out for Regius School and will be kept under review. See Fire Safety Policy.

#### **5) Risk Assessments**

Appropriate risk assessments will be completed, kept under review and their findings implemented. We have completed the following risk assessments: kitchen risk assessment, pregnant worker risk assessment, garden/outdoor area risk assessment, building safety risk assessment and event specific risk assessments.



## **6) Work equipment selection and maintenance**

All work equipment provided by Regius School for use at work shall be:

- suitable for the intended use;
- safe for use, maintained in a safe condition and, in certain circumstances,
- regularly inspected;
- used only by people who have received adequate information, instruction and training; and
- accompanied by suitable safety measures, e.g. protective devices, markings, warnings.

All equipment used must be maintained in a safe condition and in good repair. Where necessary, equipment shall be inspected to ensure that it is safe for use without risk of injury or damage and appropriate records shall be kept up to date.

Annual Portable Appliance Testing (PAT) will be conducted by a PAT qualified company.

Misuse and abuse of electricity within the classroom has the potential to cause fire and injury. To prevent this, employees and volunteers shall:

- Visually check electrical equipment before use
- Immediately disconnect and quarantine any faulty equipment until it is repaired or replaced
- Switch off and disconnect electrical equipment when not in use for long periods of time
- Position and protect flexible electrical cables so that they do not constitute a tripping hazard and are not subject to mechanical damage.

## **7) Hazardous substances**

No hazardous or toxic substances, other than domestic cleaning products, are stored or used within the school except for school cleaning. These products are generally used when the school is unoccupied.

## **8) Personal Protective Equipment**

There is a limited requirement for Personal Protective Equipment (PPE) at Regius School.

PPE appropriate for the risks involved and suitable for the task and the person undertaking it will be supplied and must be used whenever there is a risk to staff's health and safety which cannot be adequately controlled by alternative means. Where PPE is required it shall be provided at the employer's cost and must be used by staff in accordance with any manufacturer instructions and any directions and training given. Any defects in PPE must be reported immediately on discovery.



### **9) Display Screen Equipment (DSE) assessment / provision**

If employees and volunteers use display screen equipment (DSE) daily, as part of their normal work, continuously for an hour or more, a workstation assessment will be undertaken.

The workstation assessment will be undertaken for anyone who uses display screen equipment, as part of their normal work, for more than one hour continuously to ensure that its design and layout will avoid visual fatigue and back, shoulder, neck, arms, legs and wrist aches.

The following factors will be considered when carrying out the assessment:

- the whole workstation, including equipment, furniture, and work conditions
- the job being done
- any special requirements of a member of staff, for example a user with a disability.

The assessment will be undertaken when

- a new workstation is set up
- a new user starts work
- a change is made to an existing workstation or the way it's used
- users complain of pain or discomfort.

Where there are risks, steps will be taken to reduce them.

Periodic breaks from using the equipment are encouraged.

Where necessary, training on the safe use of display screen equipment shall be made available.

### **10) Welfare provisions**

Adequate provision will be made for welfare facilities at Regius School.

### **11) Public safety assessment and procedures**

A risk assessment has been carried out for members of the public on site and will be kept under review. All visitors shall be given safety information, instruction and training, protective clothing or safety equipment as may be necessary.

### **12) Use of Contractors at Regius School**

Appropriate checks will be carried out to ensure Contractors working on the school premises have the appropriate technical knowledge and knowledge of health and safety related to their work and to ensure their work is kept under review.

Contractors to provide risk assessments and method statements and evidence of their competency e.g. qualifications, training completed, references, or membership of a trade body, where applicable.



Checks that teaching staff can do to support this include the following:

1. Does the Contractor have their own health and safety policy?
2. Do they have Public and Employer's Liability Insurance in place?
3. If they bring on their own plant and machinery onto the school premises they must be able to show, where necessary, that the equipment has been inspected and tested and is safe to operate.

If Regius School have contracted the Contractor to do work, they can only use sub-contractors or persons other than their own direct employees with the express permission of one of the Directors of Regius School.

All contractors will only be permitted to work in the areas where they are authorised to undertake work.

### **13) Training of employees**

Training is provided to new employees on induction and on exposure to new or increased risks, for example any new health threats, the introduction of new equipment, technology or systems of work. Refresher training shall be repeated periodically. Records of all training shall be kept.

### **14) Consultation with employees**

Consultation with staff on health and safety matters will take place routinely as they arise and following any review of health and safety matters where changes are required.